

EDS

Employee Dialogue System

User Manual

Software Version EDS 1.0

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1 Introduction

This is the User Manual document of the Employee Dialogue System (EDS).

The Employee Dialogue System is developed to support VGC and its subsidiaries' HR department to manage an e-version of the Employee and Management dialogue including all its components (performance evaluation with criteria).

2 User Roles

All EDS users are imported from SAP via orga import function by the IT super administrator.

Following is an overview of the user roles:

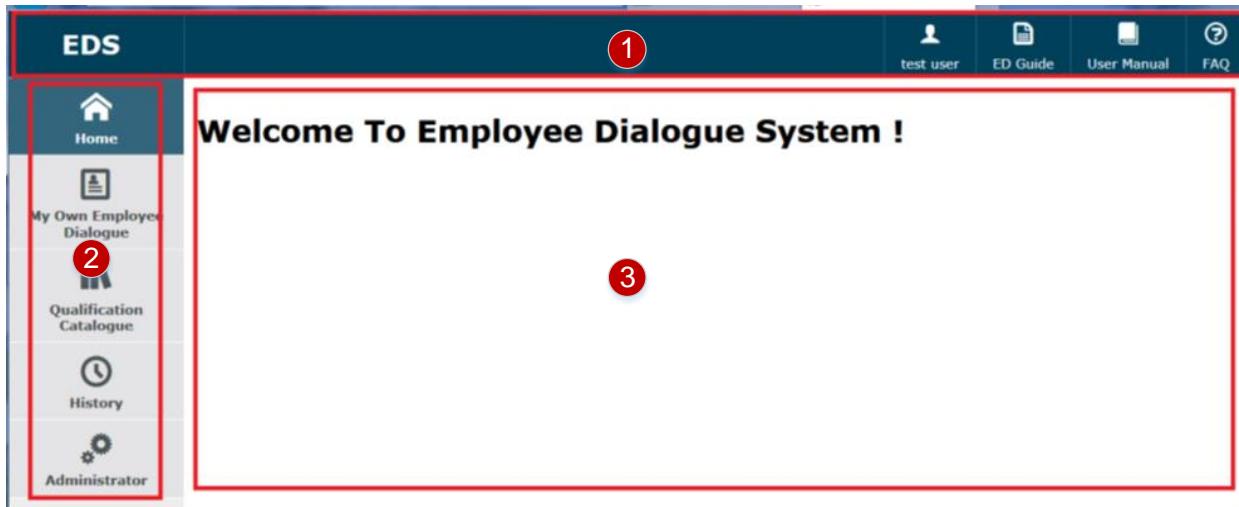
Business User Role	Business Organization	Description
IT super administrator	VGC	<p>VGC IT Web Application Service team (WAS) is responsible for defining and maintaining the application level control and reference data within the employee dialogue system. This user would be an SME for the application and has access to most areas of the system to allow for first and second level problem investigation and resolution.</p> <p>This user is also able to add or delete HR super administrator and HR administrator user.</p>
HR super administrator	VGC	<p>Employee is part of the HR department who can administrate the functionalities and manipulate the master data of the system. Only super administrator can edit home page, enable/disable ED and import organization structure.</p>
HR administrator	VGC & subsidiaries	<p>Employee is part of the HR department who can administrate the functionalities and manipulate the master data of the system.</p>
Tariff employee	VGC & subsidiaries	<p>Employee of VCIC/VGIC/Audi China/VCRA. For tariff employee, MBO review and new MBO of the employee dialogue is optional, and employee dialog period is usually from Mid. Nov. to end of Jan. next year.</p>

Business User Role	Business Organization	Description
Management employee	VGC & subsidiaries	Employee of VCIC/VGIC/Audi China/VCRA. For management employee, MBO review and new MBO of the employee dialogue is mandatory, and employee dialog period is usually from Mid. Nov. to 1st March next year.
Supervisor	VGC & subsidiaries	The team leader or manager who approves the Employee dialogue requests for his/her employees.

3 Business Functions

This section describes the EDS functions in detail. All functions are grouped by the user roles. Please follow the corresponding sub-sections for specific user roles.

Below is an overview of the EDS user interface:



The screen area is divided into three panels:

1. Top panel. This panel contains the EDS logo, user summary information, ED guide, user manual and FAQ
2. Side panel. This panel contains the tabs for different function groups. Tabs are displayed based on the login user roles. For example, the supervisor user is able to view “My Employees” .
3. Content panel. This panel displays the content for each tab.

3.1 Management Employee User

Following is the welcome page for the management employee user:

Welcome To Employee Dialogue System !

The manage employee user is able to manage own employee dialogue, search for qualification catalogue and view own employee dialogue history.

3.1.1 Manage My Own Employee Dialogue

Fill MBO Review

1. Go to My Own Employee Dialogue, then MBO Review. The MBO review carried from last year will be displayed in the content area. If there is no MBO review for last year, a blank form will be displayed.

- 1) For objectives carried from last year, user is able to modify the weighting factor and degree of fulfillment

- 2) To add a new objective, double click the empty row to enter text
 - 3) Select the meeting date with supervisor from the calendar
 - 4) Sum of the weighting factors will be automatically calculated
 - 5) Degree of target achievement will be automatically calculated
 - 6) User is able to add or delete a functional/personal object by right clicking the table rows.
Please note that only newly added objectives can be deleted!

2. Click Save Page to save the changes

3. User can also click Print this Page to print the draft

Fill Performance Evaluation

1. Click Performance Evaluation tab and fill in the performance for each competence.

EDS

MBO Review Performance Evaluation Development Plan New MBO Finish Dialogue

Performance Evaluation for the year 2014

Name: _____ Staff Code: _____ Dept.: Corporate Social Responsibility

	far exceeds requirements	exceeds requirements	fully meets requirements	partially meets requirements	in need of improvement	P1	P2+	P2	P2-	P3
						P1	P2+	P2	P2-	P3
Expertise	Quality of work	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Technical Knowledge and methodology	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Process Orientation	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Problem-Solving Skills	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Development and Sharing Knowledge	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Cooperation and Leadership	Cooperation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Communication Skills	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Leadership	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Convincing and Asserting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Entrepreneurial Thinking and Acting	Customer Orientation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Economically efficient acting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Engagement & Self-initiative	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Responsibility	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Overall Performance	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

← Previous Page → Next Page Save Page Print this Page

2. Click Save Page to save the changes

3. User can also click Print this Page to print the draft

Fill Development Plans

1. Click Development Plans tab, the development plans form is displayed

EDS

Degree of Target Achievement: 100.00% → P2+ Target Category*: Overall Performance* P2+

Potential

Development recommendations within 1 year: vertical(v) horizontal(h) remain on position(r)

Development into Leadership: please specify function/position: team leader

1

Development recommendations within 3 years: vertical(v) horizontal(h) remain on position(r)

Possible function or task: sample function

2

Development measures and activities

1. Cooperation and Leadership | Communication Skills | C3.202 Essential Presentation (English)
 2. Expertise | Process Orientation | C3.282 Process Management(English)
 3. Cooperation and Leadership | Cooperation | C3.271 Effectives Cross Functional Co-op CN
 4. Germany
 5. Development Programs: Mini MBA
 6. Chinese language training

3

Special internal and external activities, honorary appointments and qualification

Preferred operational area

process management

4

1) Fill in development recommendations within 1 year

2) Fill in development recommendations within 3 years

- 3) Select the trainings and the language training, fill in the development programs and other planned trainings if there are any
- 4) Fill in other fields if there are any
2. Click Save Page to save the changes
3. User can also click Print this Page to print the draft

Fill New MBO

1. The New MBO page is identical with the MBO Review page. Please refer to Fill MBO Review section for more detailed descriptions. Users can only set up the objectives, the degree of fulfillment is not editable.

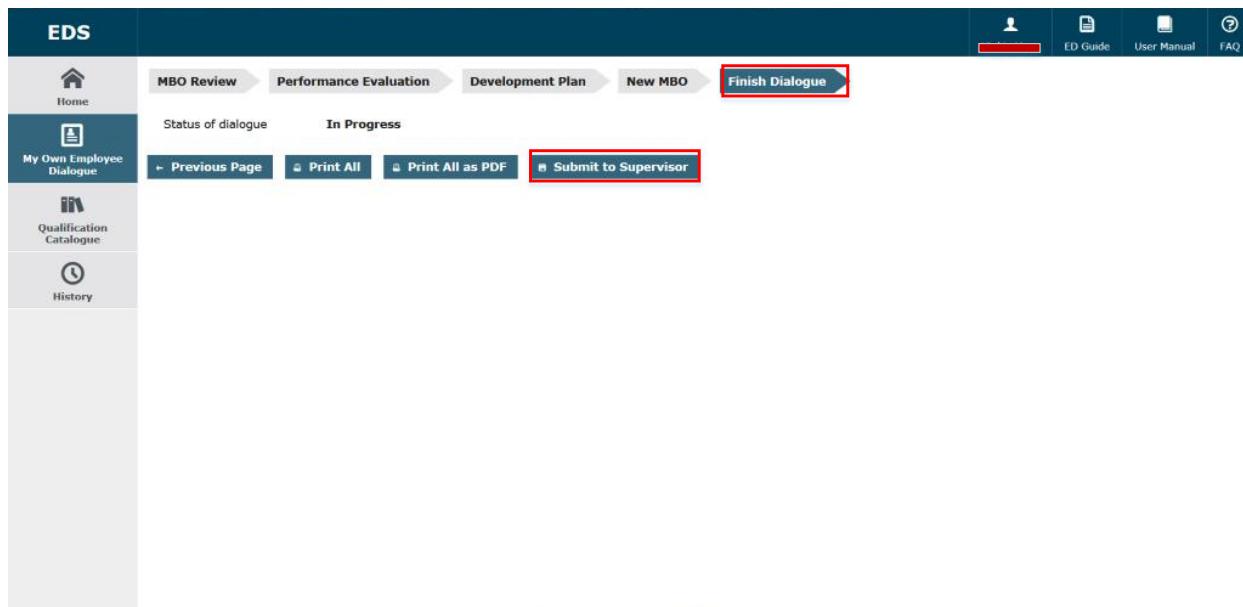
Management by Objective for the year 2015					
Name: [REDACTED] Staff Code: [REDACTED] Dept.: Corporate Social Responsibility		Measured Variable	Deadline	Weighting Factor	Target Evaluation
				Degree of Fulfillment	Target Achievement
Function related objectives		sample measured variable	2015-06-17	0.40	0% 0.00%
my new function related objective				0.00	0% 0.00%
				0.00	0% 0.00%
				0.00	0% 0.00%
				0.00	0% 0.00%
				0.00	0% 0.00%
				0.00	0% 0.00%
Personal related objectives		sample measured variable	2015-07-16	0.20	0% 0.00%
my new personal related objective				0.00	0% 0.00%
				0.00	0% 0.00%
Degree of Target Achievement 0.60 0.00%					

2. Click Save Page to save the changes
3. User can also click Print this Page to print the draft

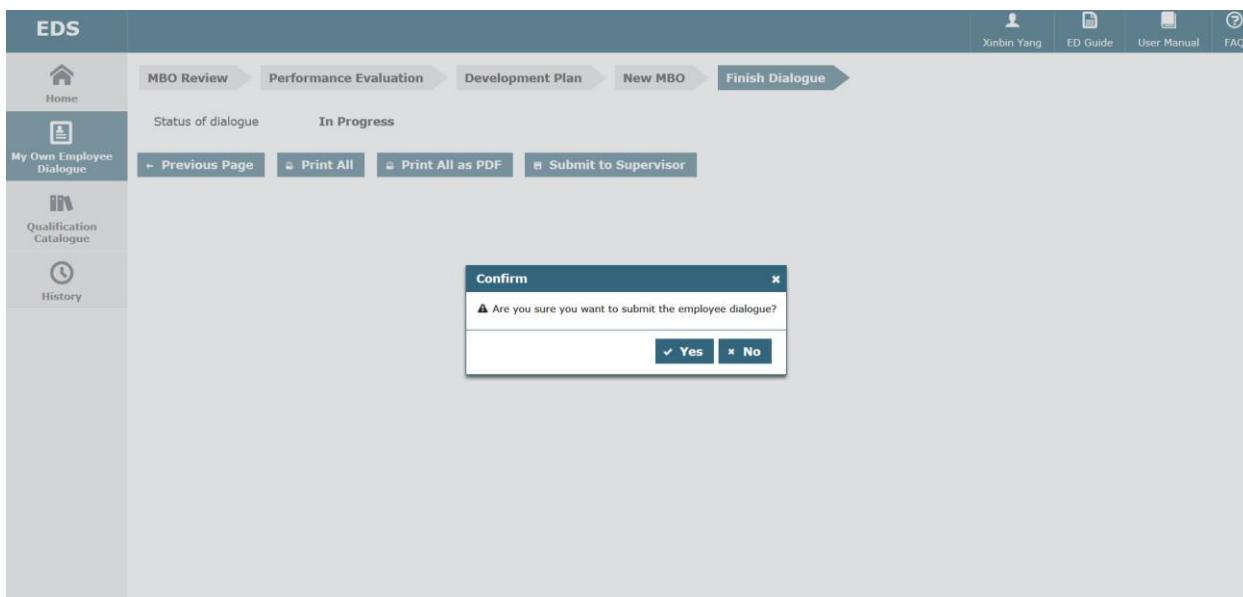
3.1.2 Submit Employee Dialogue

Once the employee dialogue is filled and reviewed by the employee, it can be submitted to the supervisor for approval.

1. in Finish Dialogue page, click Submit to Supervisor

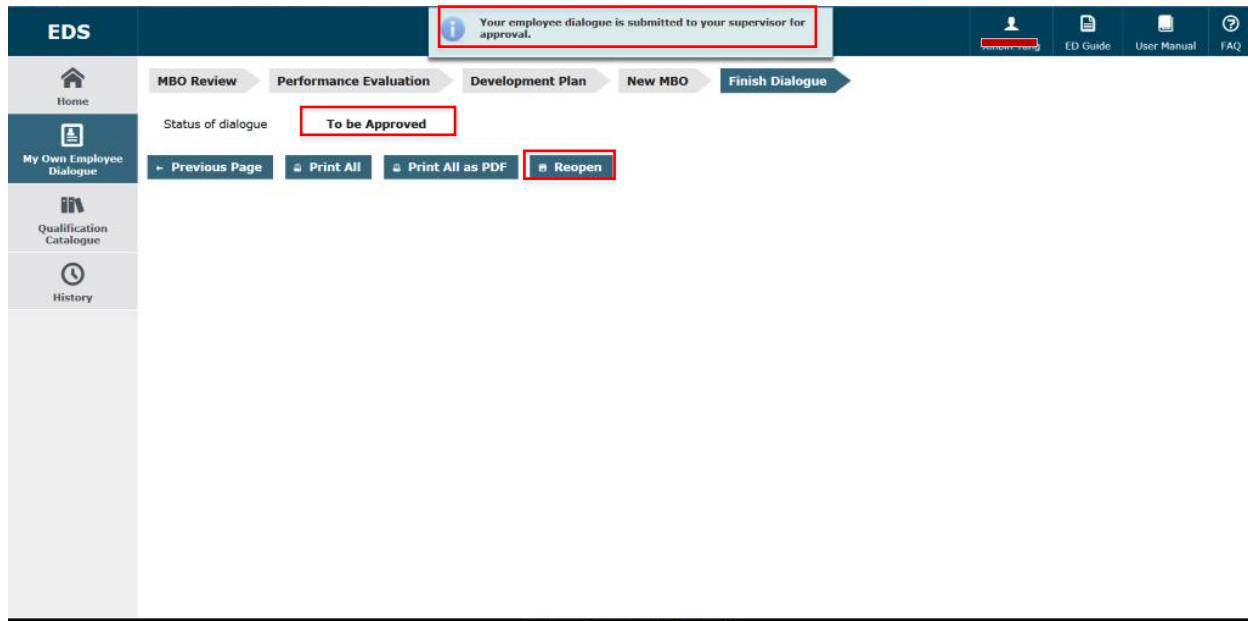


2. Press Yes to confirm



3. Message is displayed to indicate the submission is successful. The status of the employee dialogue is changed to To be Approved. Once an employee dialogue is submitted, it can only be

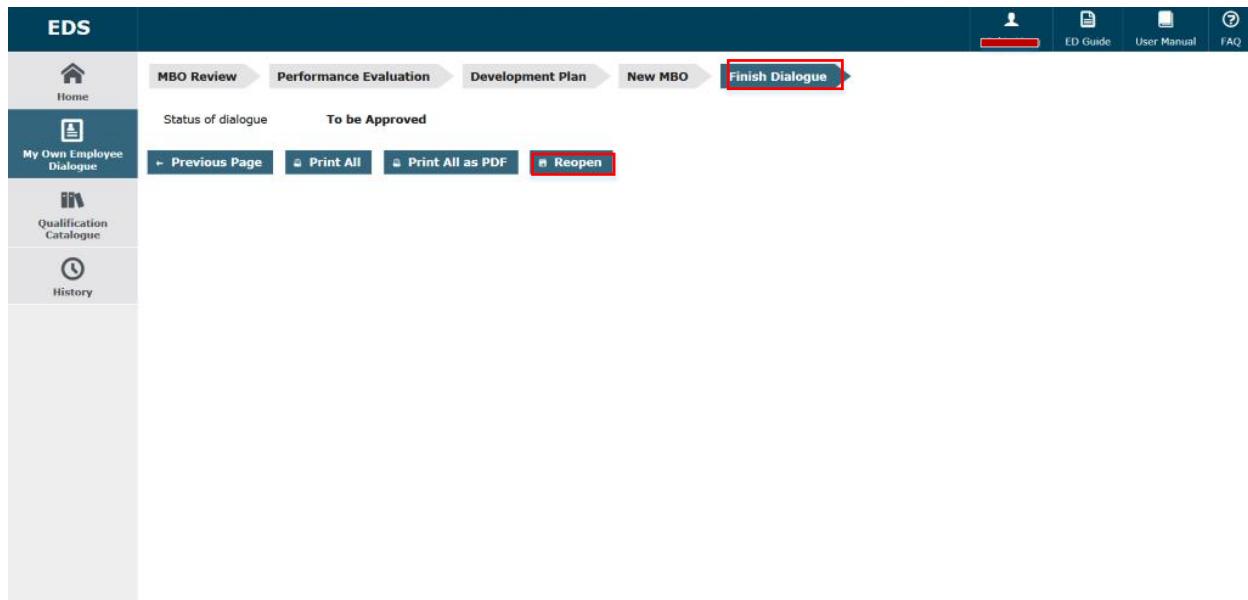
read. But the employee is able to reopen the dialogue for editing before supervisor reject or approve it.



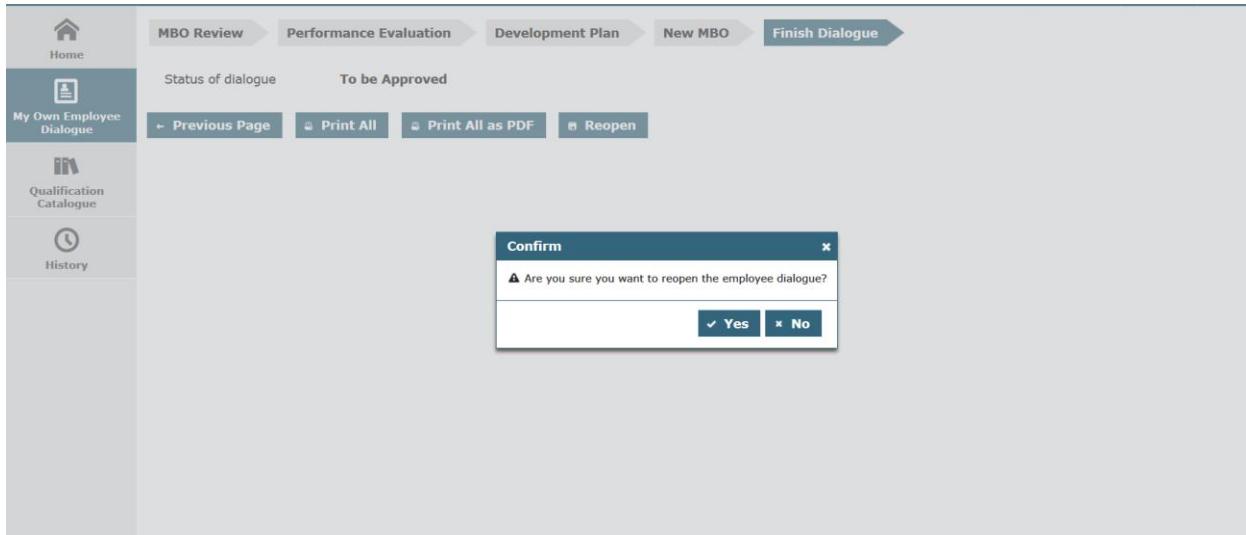
3.1.3 Reopen Employee Dialogue

Before supervisor approves the employee dialogue, the employee is able to reopen it and make adjustment.

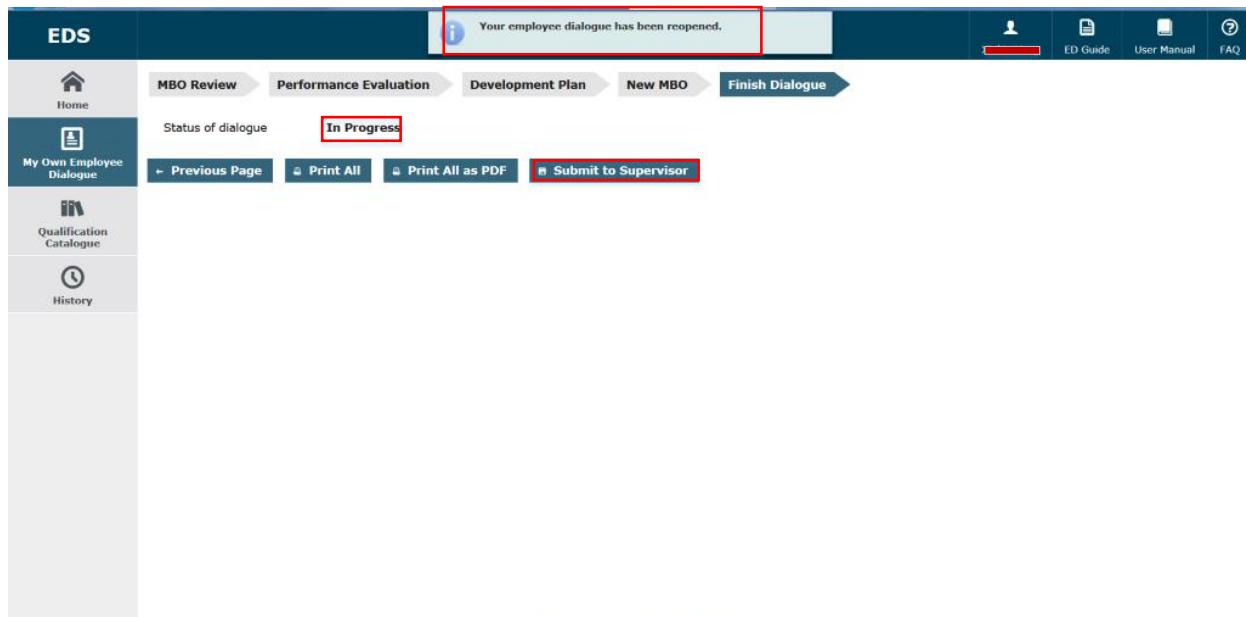
1. go to My Own Employee Dialogue, click Finish Dialogue tab and click Reopen button



2. Press Yes



4. The message indicates the reopen is successful. Now the status of the employee dialogue is In Progress. User is able to submit it after editing by clicking Submit to Supervisor button.



3.1.4 View Trainings

1. To view a training, go to Qualification Catalogue, then Qualification Catalogue tab.

Competence	Code	Name	Price(RMB)
Cooperation	C3.272	Conflict Management (English)	5800.00
	C3.273	Conflict Management (Chinese)	5800.00
	C3.271	Effectives Cross Functional Co-op CN	4000.00
	C3.244	Bridging the Cultural Gap EN	1800.00
	C3.245	Intercultural Cooperation for Chinese(EN)	2200.00
	C3.270	Effectives Cross Functional Co-op EN	4000.00
Communication Skills	C3.202	Essential Presentation (English)	4200.00
	C3.203	Essential Presentation (Chinese)	4200.00
	C3.204	Advanced Presentation (English)	4200.00
	C3.205	Advanced Presentation (Chinese)	4200.00
	C3.232	Business Writing Skills (English)	4200.00
	C3.233	Business Writing Skills(Chinese)	4200.00
	C3.230	Essential Communication (English)	4800.00
	C3.231	Essential Communication (Chinese)	3125.00

2. User is able to view the trainings by clicking different competence groups

3. Click the detail icon for more information on the training

3.1.5 View My History of Submitted Trainings

1. Go to Qualification Catalogue, then click Submitted training tab, all my submitted trainings are listed in the table if there are any.

Name	Staff Code	Training Code	Training Name	Training Price (RMB)	Submitted to HR on
[REDACTED]	[REDACTED]	C3.219	Creative & Rational Decision Making (Chi)	5300.00	2014-09-12
[REDACTED]	[REDACTED]	C3.219	Creative & Rational Decision Making (Chi)	5300.00	2014-09-12
[REDACTED]	[REDACTED]	C3.219	Creative & Rational Decision Making (Chi)	5300.00	2014-09-12

3.1.6 View My Employee Dialogue History

1. Go to History, then all employee dialogue histories are listed

Name	Staff Code	Contract	Position	Overall P	Target cat. and %	Dev. recom. 1y/3y	Status
[REDACTED]	[REDACTED]	Active Local	Strategy & Planning	P2+	T2+/100.0%	v/h	Approved and Submitted to HR

Name	Staff Code	Contract	Position	Overall P	Target cat. and %	Dev. recom. 1y/3y	Status
[REDACTED]	[REDACTED]	Active Local	Strategy & Planning	P2+	T2+/100.0%	v/h	Approved and Submitted to HR

3.2 Tariff Employee User

Tariff employee user is entitled to perform all functions listed in section 3.1 for management employee user. When create employee dialogue, MBO review and new MBO is optional for a tariff employee user.

3.3 Supervisor User

As an employee supervisor user is able to perform all functions listed in section 3.1 for management employee user or in section 3.2 for tariff employee user. The rest of this section will list specific functions for supervisor user only.

Following is an overview of the welcome page for supervisor user:



3.3.1 Reject Employee Dialogue

1. Go to My Employees, all my employee's dialogues for this year will be listed

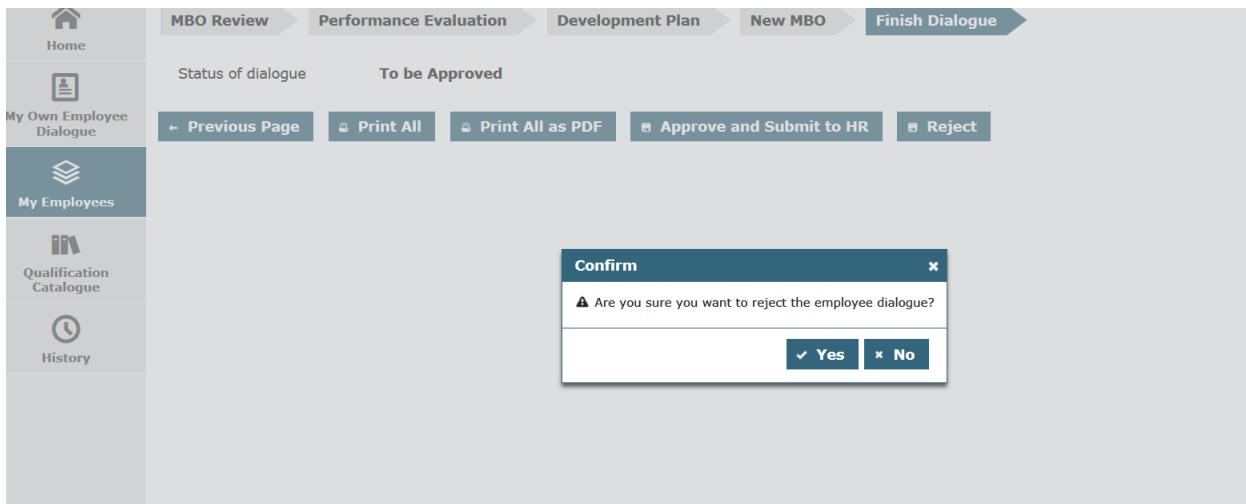
Name	Staff Code	Contract	Position	Overall P	Target cat. and %	Dev. recom. 1y/3y	Status
[REDACTED]	[REDACTED]	Active Local	Strategy & Planning	P2+	T2+/100.0%	v/h	Approved and Submitted to HR <input checked="" type="checkbox"/>
[REDACTED]	[REDACTED]	Active Local	CSR Coordination	/	/0.0%	/	Open <input type="checkbox"/>
[REDACTED]	[REDACTED]	Active Local	VP Assistant	/	/0.0%	/	Open <input type="checkbox"/>

Name	Staff Code	Contract	Position	Overall P	Target cat. and %	Dev. recom. 1y/3y	Status
No items.							

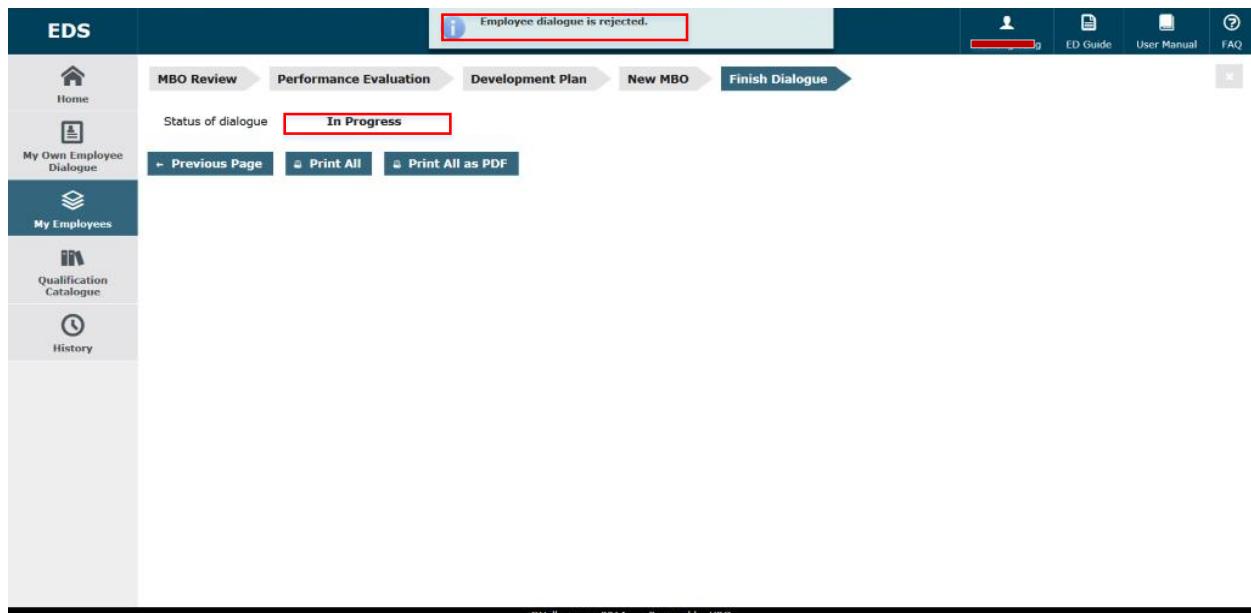
2. Click the Review icon  , the corresponding employee dialogue will be opened for review
3. On Finish Dialogue page, Click Reject



4. Press Yes



5. The message indicates the operation is successful. Now the employee dialogue is in In Progress status. The employee is able to make changes and resubmit it again.



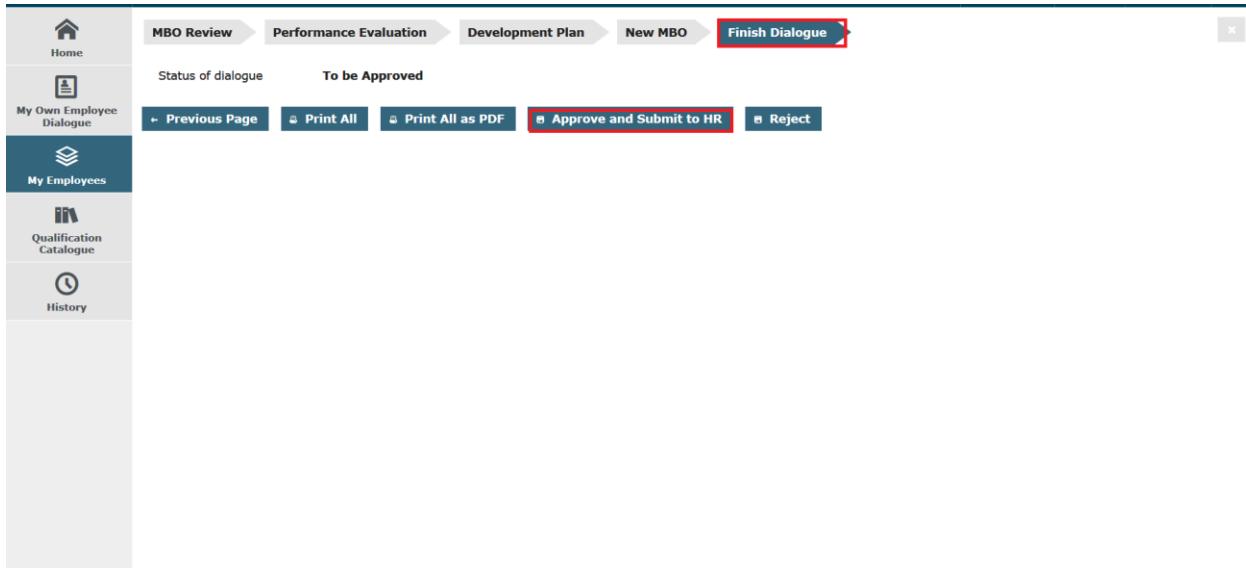
3.3.2 Approve Employee Dialogue

1. Go to My Employees, all my employees' dialogues for this year will be listed

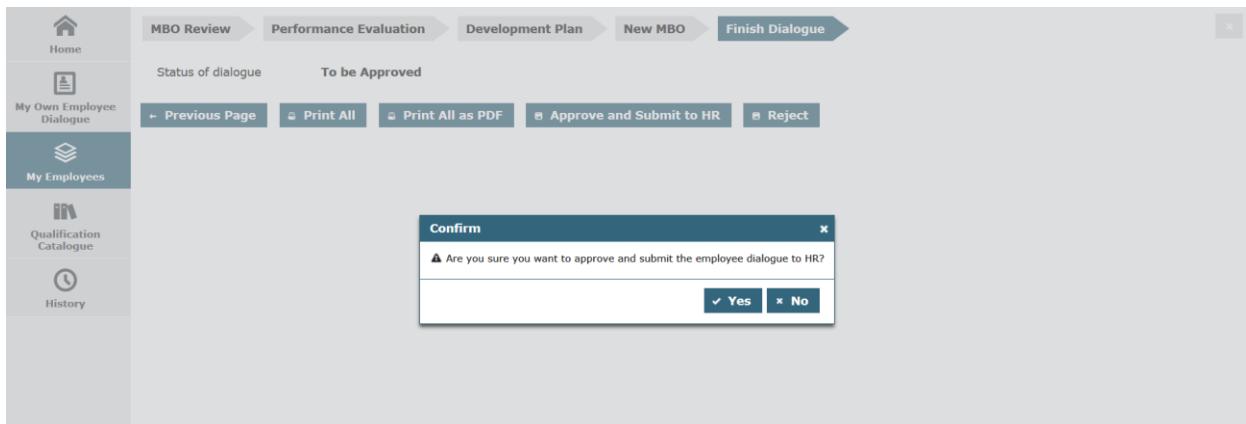
The screenshot shows the 'My Employees' page. It has a table with columns: Name, Staff Code, Contract, Position, Overall P, Target cat. and %, Dev. recom. 1y/3y, and Status. The table contains three rows of data. At the bottom right, it says '3 (1 of 1)' and has a page number input field set to '10'. Below this, there's a section titled 'My Employees after CAP' with a table showing the same columns and no items listed.

Name	Staff Code	Contract	Position	Overall P	Target cat. and %	Dev. recom. 1y/3y	Status
[REDACTED]	[REDACTED]	Active Local	Strategy & Planning	P2+	T2+/100.0%	v/h	Approved and Submitted to HR
[REDACTED]	[REDACTED]	Active Local	CSR Coordination		/0.0%	/	Open
[REDACTED]	[REDACTED]	Active Local	VP Assistant		/0.0%	/	Open

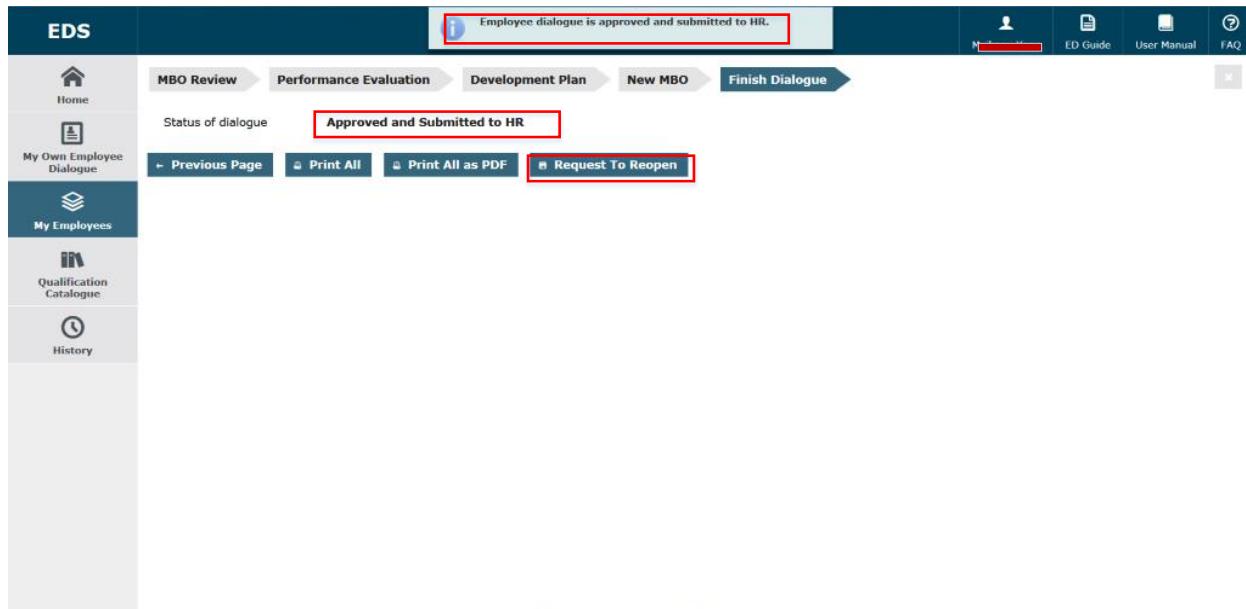
2. Click the Review icon , the corresponding employee dialogue will be opened for review
3. On Finish Dialogue page, Click Approve and Submit to HR



4. Press Yes



5. The message indicates the operation is successful. Now the status of the employee dialogue is Approved and Submitted to HR. After the employee dialogue submitted to HR, only supervisor is able to request to reopen it. The request will be sent to HR administrator, and the HR administrator will manually reopen the dialogue.



6. Now if press Print All as PDF, the whole employee dialogue is available with signature places

3.3.3 Request to Reopen Employee Dialogue

If the employee dialogue is submitted to HR, it can only be reopened by sending the reopen request to HR

Go to My Employees, all my employee' dialogues for this year will be listed

The screenshot shows the "My Employees" section of the EDS software. On the left, there's a sidebar with icons for Home, My Own Employee Dialogue, My Employees (which is selected), Qualification Catalogue, and History. The main area displays a table titled "My Employees" with three rows of data:

Name	Staff Code	Contract	Position	Overall P	Target cat. and %	Dev. recom. 1y/3y	Status
[REDACTED]	[REDACTED]	Active Local	Strategy & Planning	P2+	T2+/100.0%	v/h	Approved and Submitted to HR
[REDACTED]	[REDACTED]	Active Local	CSR Coordination		/0.0%	/	Open
[REDACTED]	[REDACTED]	Active Local	VP Assistant		/0.0%	/	Open

Below this, there's a section titled "My Employees after CAP" with a table:

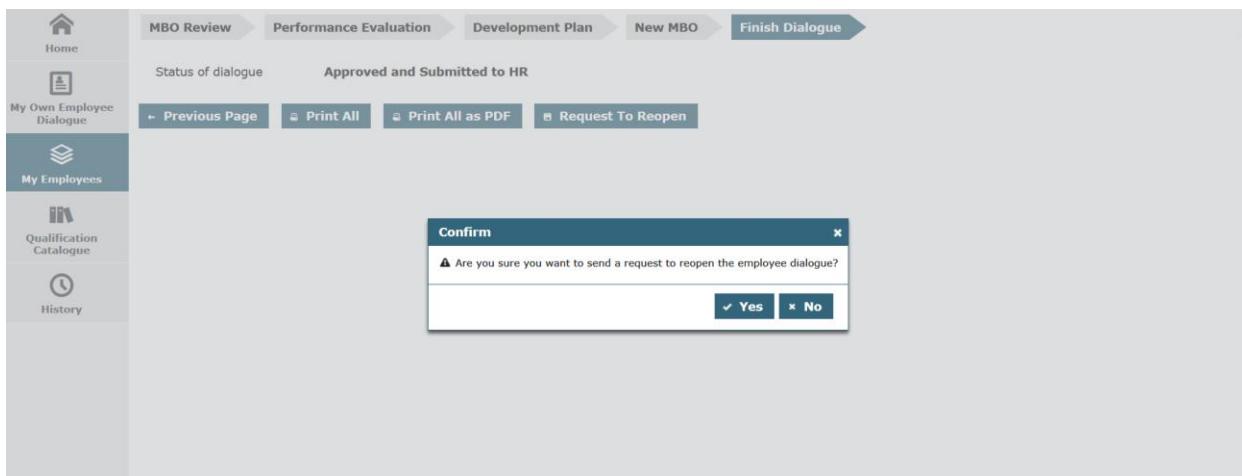
Name	Staff Code	Contract	Position	Overall P	Target cat. and %	Dev. recom. 1y/3y	Status
No items.							

2. Click the Review icon , the corresponding employee dialogue will be opened for review

3. Go to Finish Dialogue, click Request to Reopen



4. Press Yes



5. The message indicates the operation is successful.

The screenshot shows the Volkswagen EDS system interface. At the top, there is a navigation bar with tabs: MBO Review, Performance Evaluation, Development Plan, New MBO, and Finish Dialogue. The 'Finish Dialogue' tab is highlighted. A red box highlights a message: 'This employee dialogue has been requested to reopen.' On the left, a sidebar menu includes Home, My Own Employee Dialogue, My Employees (selected), Qualification Catalogue, and History. Below the sidebar, the main content area displays the status of the dialogue as 'Approved and Submitted to HR'. There are buttons for Previous Page, Print All, and Print All as PDF.

6. HR administrator should get the email notification for the request if email is enabled in the system (refer to section 3.5.2 on how to set general system settings). Otherwise, the request can be checked in administrator->Reopen page for administrator user.

3.3.4 Approve Employee Dialogue after CAP

Once the HR administrator reviewed and updated the employee dialogue after CAP, a notification is sent to the supervisor to review if email is enabled in the system.

1. Go to My Employees, find the employee dialogue in My Employees after CAP list

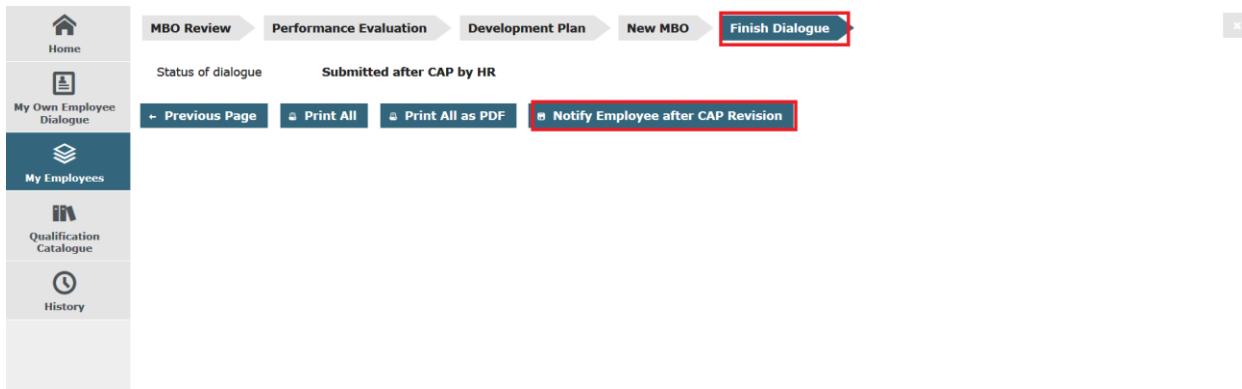
The screenshot shows two tables of employee data. The top table is titled 'My Employees' and the bottom table is titled 'My Employees after CAP'. Both tables have columns for Name, Staff Code, Contract, Position, Overall P, Target cat. and %, Dev. recom. 1y/3y, and Status. The 'My Employees after CAP' table has an additional column for 'Submitted after CAP by HR'. Red boxes highlight the 'My Employees after CAP' table and the 'Review' icon in the second row of the 'My Employees' table.

Name	Staff Code	Contract	Position	Overall P	Target cat. and %	Dev. recom. 1y/3y	Status
[REDACTED]	[REDACTED]	Active Local	Strategy & Planning	P2+	T2+/100.0%	v/h	Approved and Submitted to HR
[REDACTED]	[REDACTED]	Active Local	CSR Coordination		/0.0%	/	Open
[REDACTED]	[REDACTED]	Active Local	VP Assistant		/0.0%	/	Open

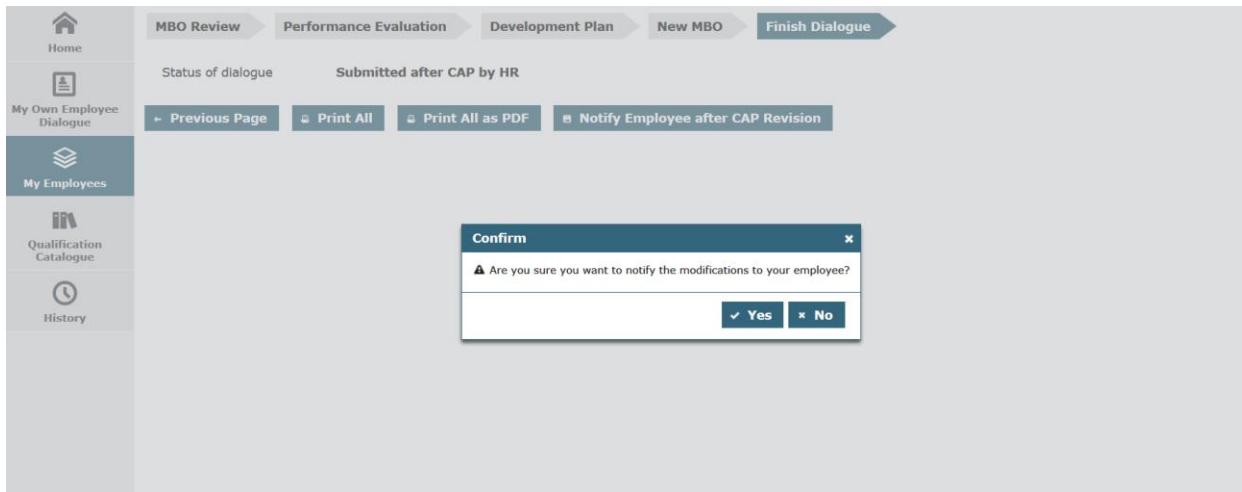
Name	Staff Code	Contract	Position	Overall P	Target cat. and %	Dev. recom. 1y/3y	Status	Submitted after CAP by HR
[REDACTED]	[REDACTED]	Active Local	Strategy & Planning	P2+	T2+/100.0%	v/h	Submitted after CAP by HR	

2. Click the Review icon , the corresponding employee dialogue will be opened for review

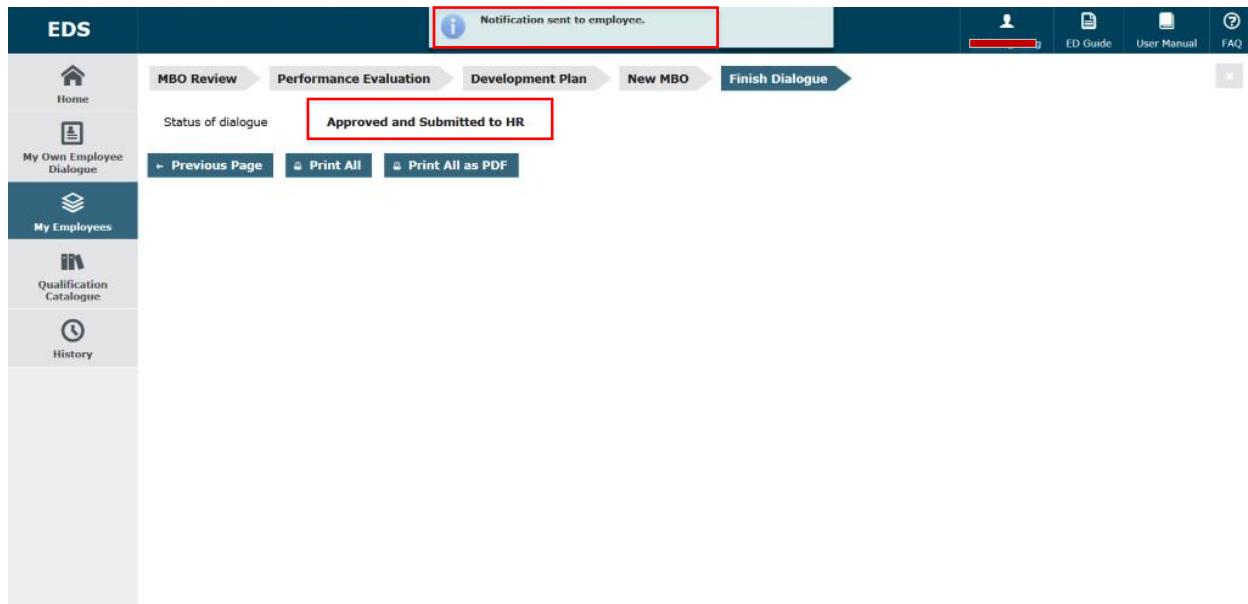
3. Review the modified employee dialogue. Go to Finish Dialogue page, press Notify Employee after CAP Revision



4. Press Yes



5. The message indicates the operation completed successfully. Now the status of the employee dialogue is Approved and Submitted to HR. Employee is able to log into the system and review the changes.



3.3.5 View My Employees' Dialogue

1. Click My employees, all my employees' dialogues are listed in the table.

The screenshot shows the 'My Employees' section of the EDS application. On the left, there's a sidebar with icons for Home, My Own Employee Dialogue, My Employees (which is highlighted with a red box), Qualification Catalogue, and History. The main area displays a table titled 'My Employees' with columns: Name, Staff Code, Contract, Position, Overall P, Target cat. and %, Dev. recom. 1y/3y, and Status. There are three rows of data. Below this, there's another table titled 'My Employees after CAP' which is currently empty.

Name	Staff Code	Contract	Position	Overall P	Target cat. and %	Dev. recom. 1y/3y	Status
[REDACTED]	[REDACTED]	Active Local	Strategy & Planning	P2	T2/100.0%	h/h	Approved and Submitted to HR <input checked="" type="checkbox"/>
[REDACTED]	[REDACTED]	Active Local	CSR Coordination		/0.0%	/	Open <input type="checkbox"/>
[REDACTED]	[REDACTED]	Active Local	VP Assistant		/0.0%	/	Open <input type="checkbox"/>

3 (1 of 1) 10

Name	Staff Code	Contract	Position	Overall P	Target cat. and %	Dev. recom. 1y/3y	Status
No items.							

3.3.6 View My Employees' History of Submitted Trainings

1. Go to Qualification Catalogue, then click Submitted Training tab, my employees' history of submitted trainings will be listed.

The screenshot shows the 'Submitted training' section of the EDS 1.0 interface. On the left, there's a sidebar with icons for Home, My Own Employee Dialogue, My Employees, Qualification Catalogue, and History. The main content area has tabs for 'Qualification Catalogue' and 'Submitted training'. Under 'Submitted training', there are two tables: 'My history submitted training' (empty) and 'My employees' history submitted training' (highlighted with a red box). The second table contains three rows of training data.

Name	Staff Code	Training Code	Training Name	Training Price(RMB)	Submitted to HR on
[REDACTED]	[REDACTED]	C3.202	Essential Presentation (English)	4200.00	2014-09-12
[REDACTED]	[REDACTED]	C3.271	Effectives Cross Functional Co-op CN	4000.00	2014-09-12
[REDACTED]	[REDACTED]	C3.282	Process Management(English)		2014-09-12

3.3.7 View My Employee's Employee Dialogue History

1. Click History, both my employee dialogue history and my employees' dialogue histories are listed.(please note the data in the tables may not reflect realtime scenarios)

The screenshot shows the 'History' section of the EDS 1.0 interface. On the left, there's a sidebar with icons for Home, My Own Employee Dialogue, My Employees, Qualification Catalogue, and History. The main content area displays four tables under the 'History' tab:

- History of my own dialogue:** Shows one item for 'Active Local' with 'Corporate Social Responsibility'.
- History of my own dialogue after CAP:** Shows no items.
- History of my employees' dialogue:** Shows three items for 'Active Local' with 'Strategy & Planning', 'CSR Coordination', and 'VP Assistant'.
- History of my employees' dialogue after CAP:** Shows one item for 'Active Local' with 'Strategy & Planning'.

3.4 HR Administrator User

As an employee, HR administrator user is able to perform all functions listed in section 3.1 for management employee user or in section 3.2 for tariff employee user. If the HR administrator user is also a supervisor, then the user is also able to perform all functions listed in section 3.3 for supervisor employee. The rest of this section will list specific functions for HR administrator user only.

Following is an overview of the main functions for HR administrator user

The screenshot shows a web-based HR application interface. On the left is a vertical navigation menu with the following items:

- Home** (Icon: House)
- My Own Employee Dialogue** (Icon: Person)
- My Employees** (Icon: Stack of people)
- Qualification Catalogue** (Icon: Book)
- History** (Icon: Clock)
- Administrator** (Icon: Gear)

The main content area has a header with tabs: **Orga Structure**, **Reopen ED**, **Reports**, **Send Notification Emails**, and **Manage FAQ**. The **Orga Structure** tab is active. Below the tabs is a search bar with the placeholder **Search**. The main content is titled **Current Orga Structure** and displays a table of organizational hierarchy levels:

Company	Division	Department	Sub Department1	Sub Department
VCIC	President Division	Products	Product Line Small	
VCIC	Others & Special Employee Groups	Others	China Trainee	
VCIC	Production & Logistics	PTC	Finance, Controlling & Admin	
VCIC	Purchasing	Purchasing New Projects C-BN	Purchasing System C-BN-BS	
VCIC	Sales & Marketing	Group Strategy & Planning	Skoda Product Marketing	

3.4.1 Reopen Employee Dialogue

1. Go to Administrator, then click Reopen ED Tab, the ED requested to be reopened are listed in the tables.

Reopen Employees Dialogue

Name	Staff Code	Contract	Position	Overall P	Target cat. and %	Dev. recom. 1y/3y	Status
██████████	██████████	Active Local	Strategy & Planning	P2+	T2+/100.0%	v/h	Approved and Submitted to HR

1 (1 of 1) 1 2 3 4 5 6 7 8 9 10

Reopen Employees Dialogue after CAP

Name	Staff Code	Contract	Position	Overall P	Target cat. and %	Dev. recom. 1y/3y	Status
No items.							

2. Click the Review icon  , the corresponding employee dialogue will be opened for review
3. Go to Finish Dialogue page, and click Reopen

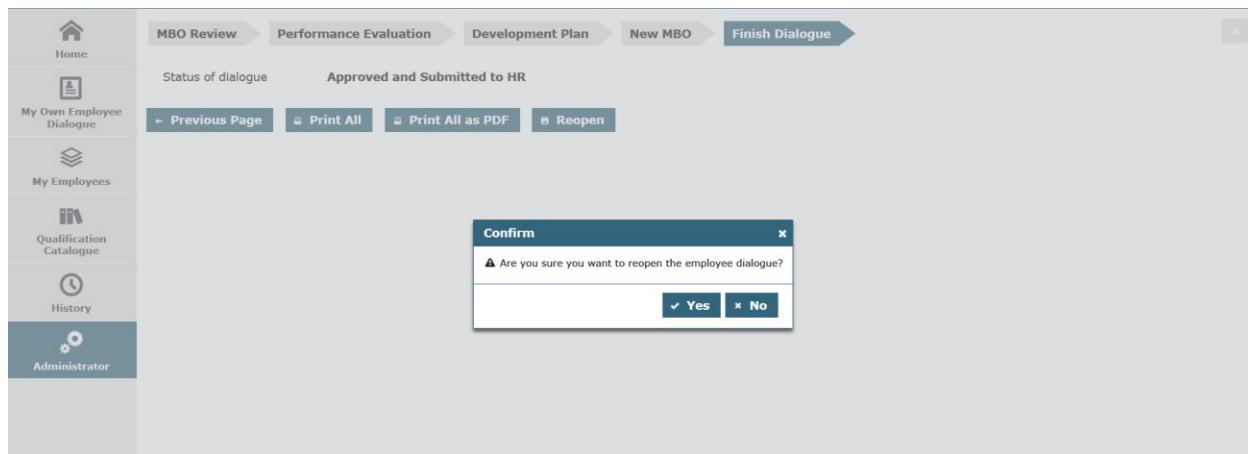
EDS

MBO Review → Performance Evaluation → Development Plan → New MBO → **Finish Dialogue** →

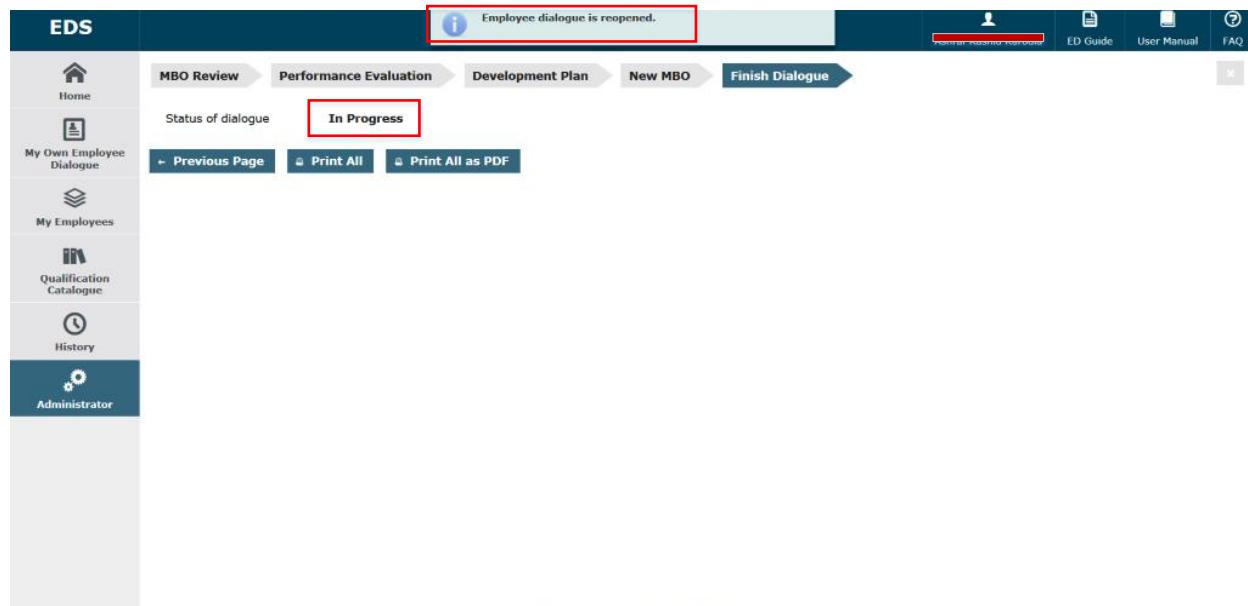
Status of dialogue Approved and Submitted to HR

+ Previous Page Print All Print All as PDF **Reopen**

4. Press Yes



5. The message indicates the operation is successful. Now the status of the employee dialogue is In Progress. Employee is able to make modifications and resubmit for approval.



3.4.2 Reopen Employee Dialogue after CAP

After CAP, only HR administrator is able to reopen the employee dialogue.

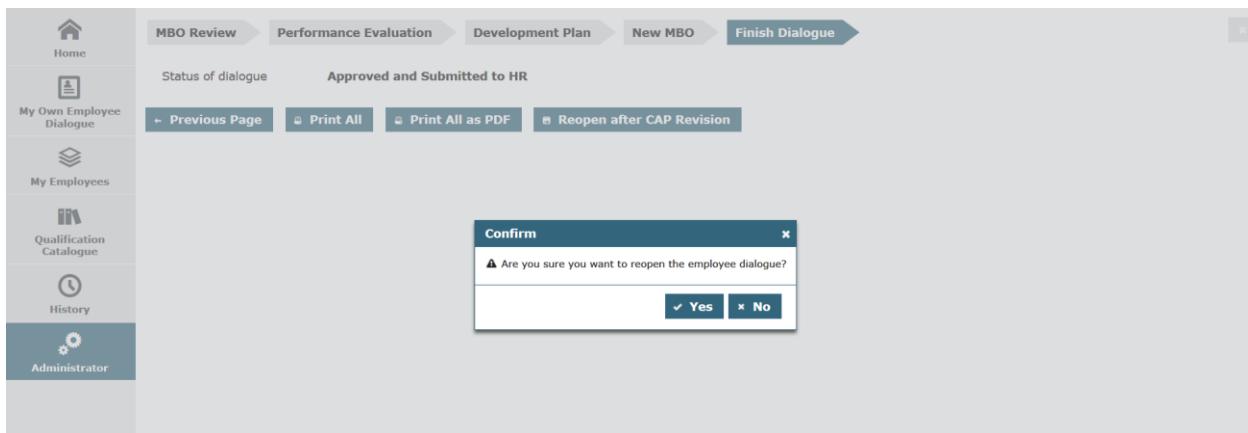
1. Go to Administrator, then click Reopen ED tab, find the employee dialogue need to be reopened

The screenshot shows the EDS 1.0 application interface. On the left is a vertical sidebar with icons for Home, My Own Employee Dialogue, My Employees, Qualification Catalogue, History, and Administrator. The main content area has a header with 'Orga Structure', 'Reopen ED' (which is highlighted with a red box), 'Reports', 'Send Notification Emails', and 'Manage FAQ'. Below this is a section titled 'Reopen Employees Dialogue' with a table header for Name, Staff Code, Contract, Position, Overall P, Target cat. and %, Dev. recom. 1y/3y, and Status. A message says 'No items.' The next section is 'Reopen Employees Dialogue after CAP', also with a similar table header. It contains one row of data: a redacted Name, redacted Staff Code, Active Local Contract, Strategy & Planning Position, P2+ Overall P, T2+/100.0% Target cat. and %, v/h Dev. recom. 1y/3y, and Approved and Submitted to HR Status. A red box highlights the status cell. At the bottom right of this section is a page number '1 (1 of 1)' and a dropdown menu set to '10'.

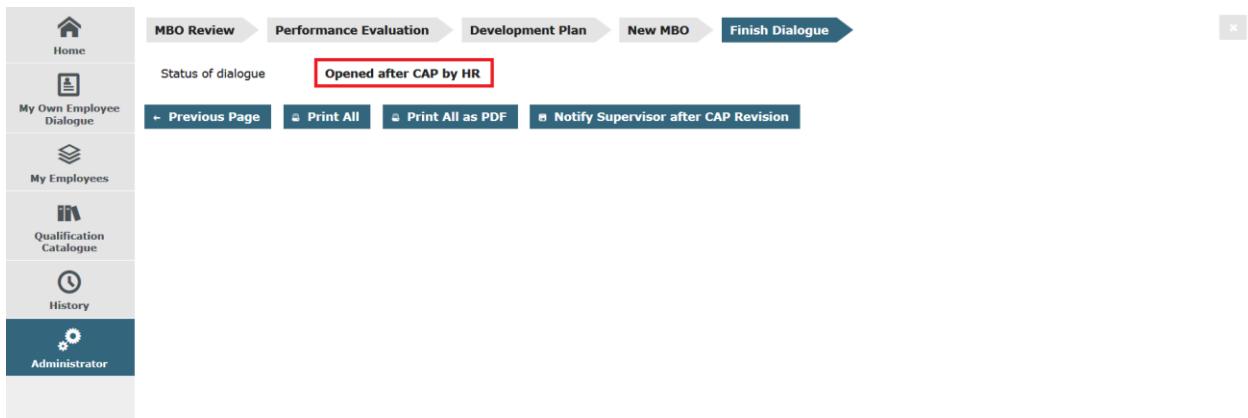
2. Click the Review icon , the corresponding employee dialogue will be opened for review
3. Go to Finish Dialogue page, press Reopen after CAP Revision

The screenshot shows the 'Finish Dialogue' page. The top navigation bar includes 'MBO Review', 'Performance Evaluation', 'Development Plan', 'New MBO', and 'Finish Dialogue' (which is highlighted with a red box). Below this is a status message 'Status of dialogue Approved and Submitted to HR'. At the bottom are buttons for 'Previous Page', 'Print All', 'Print All as PDF', and 'Reopen after CAP Revision' (which is highlighted with a red box).

4. Press Yes



5. Now the status of the employee dialogue is changed to Opened after CAP by HR

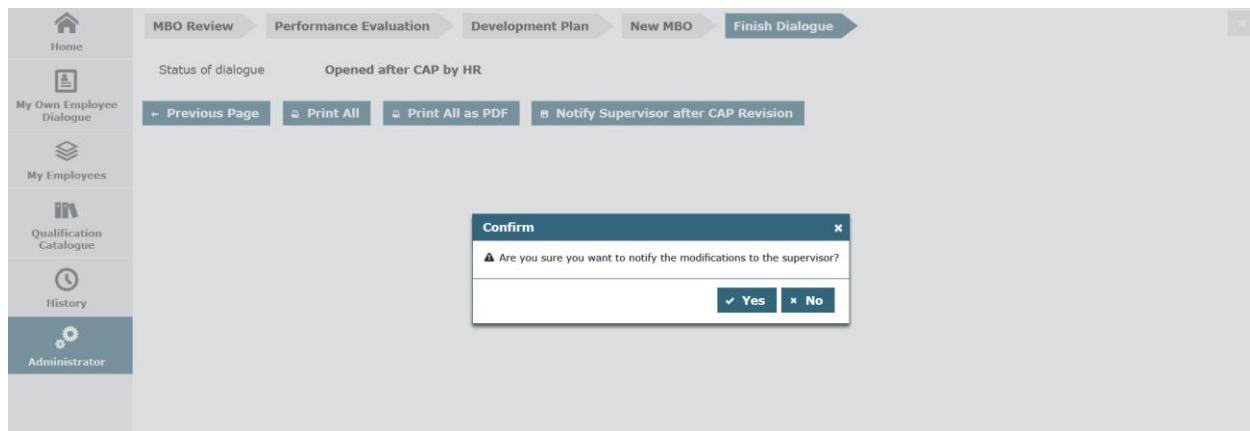


6. Review the employee dialogue, make the necessary changes and save the changes

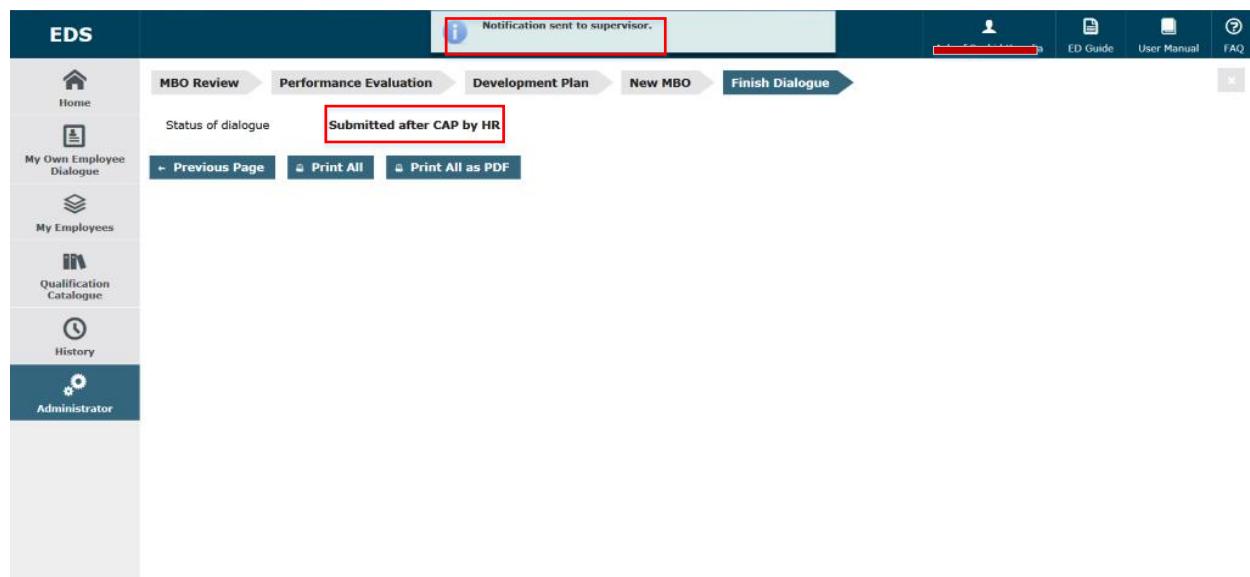
7. Go back to Finish Dialogue page, this time press Notify Supervisor after CAP Revision to notify the supervisor of the changes made



8. Press Yes



9. The message indicates the operation is successful. Now the status of the employee dialogue is Submitted after CAP by HR. Supervisor needs to review and approve for the changes, only after that the employee is able to view the updated employee dialogue.



3.4.3 Search for Employee

1. Go to Administrator, then one of the below fields in the search box, the search result will be listed in the table

Name, staff code, position, personal grade, functional grade, company, division, department, sub-Department1, sub-Department2, sub-Department3, category, cost center, report to code, report to name

Company	Division	Department	Sub Department1	Sub Department2	Sub Depa
VCIC	Skoda China	HR Projects Management			
VCIC	HR, Orga. & ITP	HR and Admin VGC Beijing	Administration & Fleet	Fleet Management	
VCIC	HR, Orga. & ITP	HR and Admin VGC Beijing	Compensation & Benefits		
VCIC	HR, Orga. & ITP	HR and Admin VGC Beijing	HR Consulting		
VCIC	HR, Orga. & ITP	HR and Admin VGC Beijing	Administration & Fleet	Service & Project Management	

3.4.4 Generate Reports

1. Go to Administrator, then Reports, select the criteria for the report and click Submit. The report summary will be listed in the table below

Division	Department	Sub Department1	Sub Department2	Sub Department3	User Type	User Category	Status	Number of users	actions
Finance	Accounting / Treasury						Open	12	Export to Excel

Totals: 12 Export to Excel

2. Click Export to Excel, the report will be generated

3.4.5 Send Email Notifications

1. Go to Administrator, then Send Notification Emails
2. Select the employee group
3. Edit the email content
4. Click Send Email
5. The email notifications are sent to the employee group specified

The screenshot shows the EDS application interface. The top navigation bar includes links for Orga Structure, Reopen ED, Reports, Send Notification Emails (which is currently selected and highlighted in blue), and Manage FAQ. The main content area is titled 'Send Notification Emails'. It displays a table with columns: Company, Number of Users (Open), Number of Users (In progress), Number of Users Notified, and Last Notification Date. One row is shown for 'VCIC' with values: 911, 0, 373, and 2014-09-12 13:03:40. Below the table are two dropdown menus: 'Tariff Employee' and 'Active Local'. A large text area contains the message: 'Dear EDS User,
This is a system notification.....
...
...' followed by a 'Send Email' button.

3.4.6 Manage FAQ

1. Go to Administrator, then Mange FAQ. All existing FAQs will be listed.

The screenshot shows the EDS application interface. The top navigation bar includes links for Orga Structure, Reopen ED, Reports, Send Notification Emails, and Manage FAQ (which is currently selected and highlighted in blue). The main content area is titled 'Manage FAQ'. It displays a table with columns: Question and Answer. One row is shown with 'my sample question' and 'my sample answer'. Below the table is a 'Add FAQ' button. The sidebar on the left has a red box around the 'Administrator' menu item.

2. To add a FAQ, click Add FAQ

Question	Answer
my sample question	my sample answer

+ Add FAQ

Add FAQ

Question *

another question

another answer

Answer *

Add FAQ

3. Enter the question and answer, then click Add FAQ, the FAQ will be added to the system

4. To edit a FAQ, click the edit icon

5. The FAQ row becomes editable. Make the necessary changes, and press to save the changes, or press to cancel the modification.

Question	Answer
my sample question	my sample answer
another question	another answer

+ Add FAQ

6. To delete a FAQ, click the delete icon

3.5 HR Super Administrator User

As an administrator HR super administrator, user is able to perform all functions listed in section 3.4 for HR administrator user. If the HR super administrator user is also a supervisor, then the user is also able to perform all functions listed in section 3.3 for supervisor employee. The rest of this section will list specific functions for HR super administrator user only

3.5.1 Import trainings

1. Go to Qualification Catalogue

Training Overview

Dear Colleagues,

To adapt to the changing market environment, enhance the competitiveness of the company, and improve staff capabilities to achieve the growth of both company and employees, this Employee Qualification Catalogue is made according to the Employee Handbook. It stipulates the requirements, processes and guidelines regarding qualifications and other professional development programs provided to the Employees by the company.

All qualifications and development programs should be aligned with Volkswagen Group China business strategy and the results of the Annual Employee or Management Dialogue, as well as any personal development plans of the Employee's supervisor and the responsible HR Training Function.

VGIC HR manages the company's qualification applications, attendance and development with support of VGIC HR as well as Audi China HR. Failure to adhere to the "Employee Qualification and Development Policy" can have disciplinary consequences.

The qualification needs are a result of the assessment of the personal competencies and technical competencies of the function compared to the competencies of the employee. This gap is analyzed in the Staff Dialogue, further the Competency Profile of every Job Description gives orientation regarding the competencies needed for every function. This Catalogue shows the measures for both personal competencies and technical competencies improvement, which are of high importance in daily work at VGC. Each measure is linked to respective competency directly.

The company's HR Training is mainly responsible for organizing measures focused on personal competencies improvement.

For the improvement measures of special technical competencies, especially the measures which are not listed in this Catalogue, the main responsibilities basically belong to each department.

Please note that information within the catalogue concerning the supplier and the cost are for reference only. An invitation mail with detailed information is sent to the employees once a training event is organized.

Your HR VCIC Personnel & Management Development Team
Volkswagen Group China.

2. Click Import Training

The screenshot shows the EDS system interface. The sidebar on the left has icons for Home, My Own Employee Dialogue, Qualification Catalogue (which is selected and highlighted in blue), History, and Administrator. The main content area is titled 'Development Program'. It features a table with columns: Name, Duration, Cost, and TargetGroup. Below the table, there are two buttons: '+ Import Training' and '+ Import DevelopmentProgram'. The '+ Import Training' button is highlighted with a red box.

3. Select the training excel file

The screenshot shows the EDS system interface with an 'Import' dialog box overlaid. The dialog box has a title bar 'Import' and a button '+ Choose' highlighted with a red box. The background shows the same sidebar and table from the previous screenshot.

4. Trainings will be imported to the system. User is able to navigate to the competence groups to check the trainings available in the group.

The screenshot shows the EDS Qualification Catalogue interface. On the left is a sidebar with icons for Home, My Own Employee Dialogue, Qualification Catalogue (which is selected and highlighted with a red box), History, and Administrator. The main content area has tabs for Qualification Catalogue and Submitted training, with Qualification Catalogue selected. Below are tabs for Expertise, Cooperation and Leadership, Entrepreneurial Thinking and Acting, and Development Program. The main table lists various development programs under Competence, with rows for Quality of work and Technical Knowledge and Skills. A red box highlights the first four rows under Quality of work.

Competence	Code	Name	Price(RMB)	
Quality of work	C3.206	Time and Stress Management(English)	0.00	
	C3.207	Time and Stress Management(Chinese)	0.00	
Technical Knowledge and Skills	C3.293	PEP48/ Product Development Program (Engl)		
	C3.224	Essential Project Management (English)	4500.00	
	C3.225	Essential Project Management (Chinese)	4500.00	
	C3.226	Advanced Project Management (English)	6250.00	
	C3.227	Advanced Project Management (Chinese)	6250.00	
	C3.276	Basic Finance Knowledge (Chinese)	2480.00	
	C3.279	Finance Statement Analysis (Chinese)	3900.00	
	C3.220	Essential Excel Skills (English)	1000.00	
	C3.221	Essential Excel Skills (Chinese)	1000.00	

3.5.2 Import Development Programs

1. Go to Qualification Catalogue

The screenshot shows the Qualification Catalogue Overview page. The sidebar is identical to the previous screenshot. The main content area has a title Training Overview and a large text box containing a message to dear colleagues. The message discusses the purpose of the catalogue, alignment with company strategy, and responsibilities of VCIC HR. It also mentions the gap analysis in the Staff Dialogue and the measures for competency improvement. At the bottom, it provides contact information for the HR Training Team.

Training Overview

Dear Colleagues,

To adapt to the changing market environment, enhance the competitiveness of the company, and improve staff capabilities to achieve the growth of both company and employees, this Employee Qualification Catalogue is made according to the Employee Handbook. It stipulates the requirements, processes and guidelines regarding qualifications and other professional development programs provided to the Employees by the company.

All qualifications and development programs should be aligned with Volkswagen Group China business strategy and the results of the Annual Employee or Management Dialogue, as well as any personal development plans of the Employee's supervisor and the responsible HR Training Function.

VCIC HR manages the company's qualification applications, attendance and development with support of VGIC HR as well as Audi China HR. Failure to adhere to the "Employee Qualification and Development Policy" can have disciplinary consequences.

The qualification needs are a result of the assessment of the personal competencies and technical competencies of the function compared to the competencies of the employee. This gap is analyzed in the Staff Dialogue, further the Competency Profile of every Job Description gives orientation regarding the competencies needed for every function. This Catalogue shows the measures for both personal competencies and technical competencies improvement, which are of high importance in daily work at VGC. Each measure is linked to respective competency directly.

The company's HR Training is mainly responsible for organizing measures focused on personal competencies improvement.

For the improvement measures of special technical competencies, especially the measures which are not listed in this Catalogue, the main responsibilities basically belong to each department.

Please note that information within the catalogue concerning the supplier and the cost are for reference only. An invitation mail with detailed information is sent to the employees once a training event is organized.

Your HR VCIC Personnel & Management Development Team
Volkswagen Group China.

2. Click Import Development Program

EDS						
			Test User	ED Guide	User Manual	FAQ
 Home	Process Orientation	C3.256	Successful Change Management (English)	6850.00		
		C3.282	Process Management(English)			
		C3.283	Process Management (Chinese)			
	Problem-Solving Skills	C3.209	Six Thinking Hat (Chinese)	6120.00		
		C3.218	Creative & Rational Decision Making (Eng)	5300.00		
		C3.219	Creative & Rational Decision Making (Chi)	5300.00		
		C3.217	Thinking Techniques (Problem Solving) (C)	3000.00		
		C3.216	Thinking Techniques (Problem Solving)En	3000.00		
		C3.208	Six Thinking Hat(English)	6120.00		
 My Own Employee Dialogue	Development and Sharing Knowledge	C3.290	Train the trainer (English)	5480.00		
		C3.247	MK Observer Trainning (English)			
		C3.248	OMK Observer Trainning (English)			
		C3.291	Train the trainer(Chinese)	5480.00		
+ Import Training		+ Import DevelopmentProgram				

3. Select the development program excel file

EDS						
			Test User	ED Guide	User Manual	FAQ
 Home	Process Orientation	C3.256	Successful Change Management (English)	6850.00		
		C3.282	Process Management(English)			
		C3.283	Process Management (Chinese)			
	Problem-Solving Skills	C3.209	Six Thinking Hat (Chinese)	6120.00		
			Import	5300.00		
			+ Choose	5300.00		
				3000.00		
				3000.00		
				6120.00		
				5480.00		
 My Own Employee Dialogue	Development and Sharing Knowledge	C3.248	OMK Observer Training (English)			
		C3.291	Train the trainer(Chinese)	5480.00		
+ Import Training		+ Import DevelopmentProgram				

4. Development programs will be imported to the system. User is able to navigate to the development program group to check development program list.

3.5.3 General System Settings

1. Go to Administrator, then General, check the boxes for the corresponding selections and click Save

General Settings

Enable/disable submission ED for tariff employee for VCIC	<input checked="" type="checkbox"/>
Enable/disable submission ED for management employee for VCIC	<input checked="" type="checkbox"/>
Enable/disable submission ED for tariff employee for VGIC	<input checked="" type="checkbox"/>
Enable/disable submission ED for management employee for VGIC	<input checked="" type="checkbox"/>
Enable/disable submission ED for tariff employee for AUDI	<input type="checkbox"/>
Enable/disable submission ED for management employee for AUDI	<input type="checkbox"/>
Enable/disable submission ED for tariff employee for VCRA	<input type="checkbox"/>
Enable/disable submission ED for management employee for VCRA	<input type="checkbox"/>
Enable/disable email notification for all users	<input type="checkbox"/>

Save

Check the following boxes to enable submissions for users from different group

- Enable/disable submission ED for tariff employee for VCIC
- Enable/disable submission ED for management employee for VCIC
- Enable/disable submission ED for tariff employee for VGIC
- Enable/disable submission ED for management employee for VGIC
- Enable/disable submission ED for tariff employee for AUDI
- Enable/disable submission ED for management employee for AUDI
- Enable/disable submission ED for tariff employee for VCRA
- Enable/disable submission ED for management employee for VCRA

Check this box to enable email notifications in the system

- Enable/disable email notification for all user

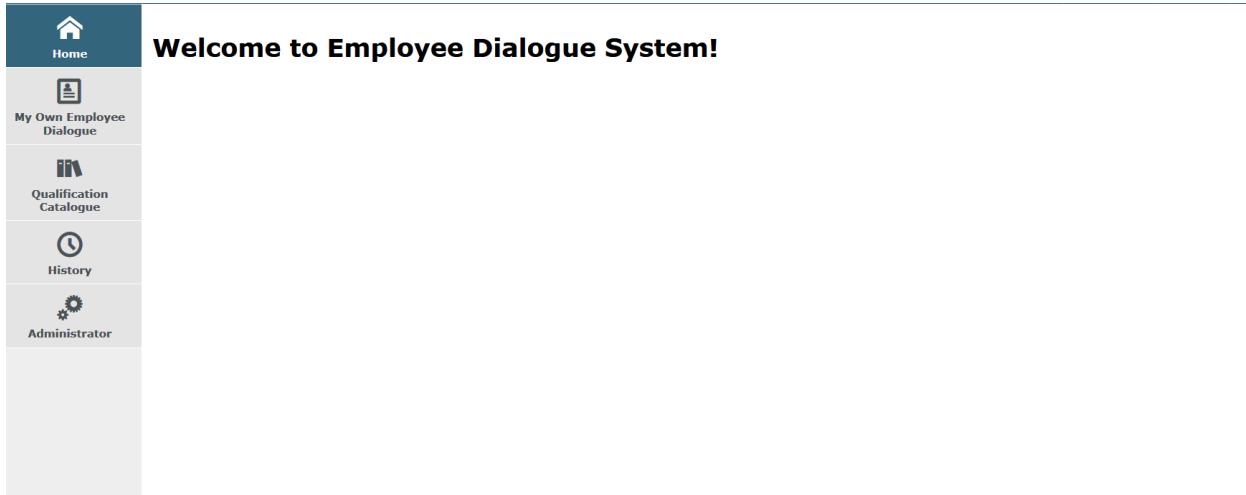
3.5.4 Manage Homepage

1. Go to Administrator, then Home Page

Welcome to Employee Dialogue System!

Save

2. Edit the content of the home page in the editable area
3. Click Save. The home page will be saved to the system



3.5.5 Manage Language Training

This section details how to manage the language training drop down list in development plan page.

1. Go to Administrator, then Parameters. The existing Language Trainings will be listed.

The screenshot shows the EDS application interface. The top navigation bar includes links for General, Orga Structure, Reopen ED, Reports, Home Page, Send Notification Emails, Manage FAQ, and Parameters. The 'Parameters' link is highlighted with a red box. On the left, a sidebar lists Home, My Own Employee Dialogue, Qualification Catalogue, History, and Administrator, with 'Administrator' also highlighted with a red box. The main content area displays two sections: 'Language Training' and 'Development'. Each section has a table with columns for Name, Alert Message, and Code. Below each table is a '+ Add' button.

2. To add a language training, Click Add, then enter the training name and training code

The screenshot shows the EDS application interface with the 'Add Language Training' dialog box open. The dialog box has fields for 'Name' (containing 'English') and 'Code' (containing 'EN01'), both of which are highlighted with red boxes. The background shows the same 'Language Training' and 'Development' sections as the previous screenshot, with the 'Administrator' menu item highlighted with a red box.

3. Language traing will be added to the list. Click Add again to add more rows.

Language Training

Name	Code		
English	EN01		
Germany	GE01		

2 (1 of 1) 10

Development

Name	Alert Message	Code		
No items.				

4. To edit a language training, click the edit icon

Language Training

Name	Code		
English	EN01		
Germany	GE01		

2 (1 of 1) 10

Development

Name	Alert Message	Code		
No items.				

5. Then the corresponding row becomes editable. Make the necessary changes, and press to save the changes, or press to cancel the modification.

Name	Code	
English	EN01	
Germany	GE01	

6. To delete a language training, click the delete icon

Name	Code	
English	EN01	

7. press Yes, the language training will be deleted

The screenshot shows the EDS application interface. On the left, there's a sidebar with icons for Home, My Own Employee Dialogue, Qualification Catalogue, History, and Administrator. The main content area has tabs for General, Orga Structure, Reopen ED, Reports, Home Page, Send Notification Emails, Manage FAQ, and Parameters. Under Parameters, the 'Language Training' section is active. It displays a table with two rows: English (Code: EN01) and Germany (Code: GE01). A modal dialog box titled 'Delete' is overlaid on the page, asking 'Are you sure you want to delete it?' with 'Yes' and 'No' buttons. Below the table, there are '+ Add' buttons.

3.5.6 Manage Development Drop Down List

This section details how to manage the development drop down list in development plans.

The screenshot shows the EDS application interface. The sidebar includes icons for Home, My Own Employee Dialogue (highlighted with a red box), Qualification Catalogue, History, and Administrator. The main navigation bar has tabs for MBO Review, Performance Evaluation, Development Plan (highlighted with a red box), New MBO, and Finish Dialogue. The 'Development Plan' tab is active. Below the tabs, there's a 'Dialogue Summary for the year 2014' section with fields for Name, Staff Code, and Dept. There are also fields for Degree of Target Achievement, Target Category*, Overall Performance*, and Potential. A dropdown menu labeled 'Choose Development' is open, showing options like 'Choose Development', 'Choose Development', 'Development into Leadership', and 'Development into Management'. Other sections visible include Activities and Special internal and external activities, honorary appointments and qualification.

1. Go to Administrator, then Parameters. The existing development drop down items will be listed.

Name	Alert Message	Code
Development into Leadership	Leadership License is required!	D001

2. To add a development drop down item, Click Add. Then enter the development name, alert message and code

Name	Alert Message	Code
Development into Leadership		D001
Development into Management	Management license is required!	D002

3. Click Add, the development is added to the list

4. Same as language trainings, please refer to 3.5.6 on how to edit and delete the development drop down items

3.6 IT Super Administrator

As an employee IT super administrator, user is able to perform all functions listed in section 3.1 for management employee user or in section 3.2 for tariff employee user. The rest of this section will list specific functions for IT super administrator user only.

The main screen for IT super administrator is:

3.6.1 Import Orga Structure

1. Click Administrator on the side panel

2. Click "Import", import orga structure dialogue box is appeared

The screenshot shows the EDS application interface. On the left is a sidebar with icons for Home, My Own Employee Dialogue, Qualification Catalogue, History, and Administrator. The main navigation bar includes Orga Structure, Manage Admin User, and System Log. A modal dialog titled 'Import Orga Structure' is open, containing fields for 'Orga Excel *' (with a 'Browse...' button) and 'Personal Excel *' (with a 'Browse...' button), and a checkbox for 'Is Incremental'. A 'Submit' button is at the bottom of the dialog.

3. Select the orga excel and personal excel documents, if it is incremental import, check the is incremental box, then click submit

This screenshot is similar to the previous one, showing the 'Import Orga Structure' dialog. However, the 'Orga Excel *' and 'Personal Excel *' fields now have red boxes around them, indicating they are selected or required. The 'Is Incremental' checkbox is checked and also has a red box around it. The 'Submit' button is highlighted with a red box.

4. A successful message is displayed

5. Now users are displayed in the orga structure table

Company	Division	Department	Sub Department1	Sub Department2
VCIC	President Division	Products	Product Line Small	
VCIC	Others & Special Employee Groups	Others	China Trainee	
VCIC	Production & Logistics	PTC	Finance, Controlling & Admin	
VCIC	Purchasing	Purchasing New Projects C-BN	Purchasing System C-BN-BS	
VCIC	Sales & Marketing	Group Strategy & Planning	Skoda Product Marketing	

3.6.2 Manage Admin User

1. To manage admin user, go to Administrator, then click Mange Admin User tab. IT super administrator is able to add and delete admin users.

2. To add an admin user, click Add Admin User, in the pop up dialogue box, enter one of the following fields to search for an employee:

- Company
- Division
- Department
- Staff name
- Staff code
- Position

Then click Add

Manage Admin Users

Company	Division	Department	Staff Name	Staff Code	Position
VCIC	Sales & Marketing	Group Network Strategy, Training & IT	Alexander Corts	100747	Roll-Out, Processes & IT Strategy
VCIC	Purchasing	Purchasing New Projects C-BN	Hui Zhang	100998	Project Steering (MQB)
VCIC	Production & Logistics	PTC	Holger Bertram	100714	Planer
VCIC	Production & Logistics	PTC	Tino Drophula	100719	Planer
<input checked="" type="checkbox"/> VCIC	Quality Assurance	QA Strategy & Principles	Ting Li	100710	IT Systems & Training

Add

3. The selected user is added as admin user

Manage Admin Users

Company	Division	Department	Staff Name	Staff Code	Position
VCIC	Quality Assurance	QA Strategy & Principles	Ting Li	100710	IT Systems & Training

1 (1 of 1)

+ Add Admin User

Manage Super Admin Users

Company	Division	Department	Staff Name	Staff Code	Position
No items.					

+ Add Super Admin User

4. To delete an admin user, click the delete icon

EDS

Orga Structure **Manage Admin User** **System Log**

Manage Admin Users

Company	Division	Department	Staff Name	Staff Code	Position
VCIC	Quality Assurance	QA Strategy & Principles	Ting Li	100710	IT Systems & Training

1 (1 of 1) | 1-4 | 4-8 | 8-12 | 13-16 | 17-20 | 21-24 | 25-28 | 29-32 | 33-36 | 37-40 | 41-44 | 45-48 | 49-52 | 53-56 | 57-60 | 61-64 | 65-68 | 69-72 | 73-76 | 77-80 | 81-84 | 85-88 | 89-92 | 93-96 | 97-100 | 101-104 | 105-108 | 109-112 | 113-116 | 117-120 | 121-124 | 125-128 | 129-132 | 133-136 | 137-140 | 141-144 | 145-148 | 149-152 | 153-156 | 157-160 | 158-161 | 159-162 | 160-163 | 161-164 | 162-165 | 163-166 | 164-167 | 165-168 | 166-169 | 167-170 | 168-171 | 169-172 | 170-173 | 171-174 | 172-175 | 173-176 | 174-177 | 175-178 | 176-179 | 177-180 | 178-181 | 179-182 | 180-183 | 181-184 | 182-185 | 183-186 | 184-187 | 185-188 | 186-189 | 187-190 | 188-191 | 189-192 | 190-193 | 191-194 | 192-195 | 193-196 | 194-197 | 195-198 | 196-199 | 197-200 | 198-201 | 199-202 | 200-203 | 201-204 | 202-205 | 203-206 | 204-207 | 205-208 | 206-209 | 207-210 | 208-211 | 209-212 | 210-213 | 211-214 | 212-215 | 213-216 | 214-217 | 215-218 | 216-219 | 217-220 | 218-221 | 219-222 | 220-223 | 221-224 | 222-225 | 223-226 | 224-227 | 225-228 | 226-229 | 227-230 | 228-231 | 229-232 | 230-233 | 231-234 | 232-235 | 233-236 | 234-237 | 235-238 | 236-239 | 237-240 | 238-241 | 239-242 | 240-243 | 241-244 | 242-245 | 243-246 | 244-247 | 245-248 | 246-249 | 247-250 | 248-251 | 249-252 | 250-253 | 251-254 | 252-255 | 253-256 | 254-257 | 255-258 | 256-259 | 257-260 | 258-261 | 259-262 | 260-263 | 261-264 | 262-265 | 263-266 | 264-267 | 265-268 | 266-269 | 267-270 | 268-271 | 269-272 | 270-273 | 271-274 | 272-275 | 273-276 | 274-277 | 275-278 | 276-279 | 277-280 | 278-281 | 279-282 | 280-283 | 281-284 | 282-285 | 283-286 | 284-287 | 285-288 | 286-289 | 287-290 | 288-291 | 289-292 | 290-293 | 291-294 | 292-295 | 293-296 | 294-297 | 295-298 | 296-299 | 297-300 | 298-301 | 299-302 | 300-303 | 301-304 | 302-305 | 303-306 | 304-307 | 305-308 | 306-309 | 307-310 | 308-311 | 309-312 | 310-313 | 311-314 | 312-315 | 313-316 | 314-317 | 315-318 | 316-319 | 317-320 | 318-321 | 319-322 | 320-323 | 321-324 | 322-325 | 323-326 | 324-327 | 325-328 | 326-329 | 327-330 | 328-331 | 329-332 | 330-333 | 331-334 | 332-335 | 333-336 | 334-337 | 335-338 | 336-339 | 337-340 | 338-341 | 339-342 | 340-343 | 341-344 | 342-345 | 343-346 | 344-347 | 345-348 | 346-349 | 347-350 | 348-351 | 349-352 | 350-353 | 351-354 | 352-355 | 353-356 | 354-357 | 355-358 | 356-359 | 357-360 | 358-361 | 359-362 | 360-363 | 361-364 | 362-365 | 363-366 | 364-367 | 365-368 | 366-369 | 367-370 | 368-371 | 369-372 | 370-373 | 371-374 | 372-375 | 373-376 | 374-377 | 375-378 | 376-379 | 377-380 | 378-381 | 379-382 | 380-383 | 381-384 | 382-385 | 383-386 | 384-387 | 385-388 | 386-389 | 387-390 | 388-391 | 389-392 | 390-393 | 391-394 | 392-395 | 393-396 | 394-397 | 395-398 | 396-399 | 397-400 | 398-401 | 399-402 | 400-403 | 401-404 | 402-405 | 403-406 | 404-407 | 405-408 | 406-409 | 407-410 | 408-411 | 409-412 | 410-413 | 411-414 | 412-415 | 413-416 | 414-417 | 415-418 | 416-419 | 417-420 | 418-421 | 419-422 | 420-423 | 421-424 | 422-425 | 423-426 | 424-427 | 425-428 | 426-429 | 427-430 | 428-431 | 429-432 | 430-433 | 431-434 | 432-435 | 433-436 | 434-437 | 435-438 | 436-439 | 437-440 | 438-441 | 439-442 | 440-443 | 441-444 | 442-445 | 443-446 | 444-447 | 445-448 | 446-449 | 447-450 | 448-451 | 449-452 | 450-453 | 451-454 | 452-455 | 453-456 | 454-457 | 455-458 | 456-459 | 457-460 | 458-461 | 459-462 | 460-463 | 461-464 | 462-465 | 463-466 | 464-467 | 465-468 | 466-469 | 467-470 | 468-471 | 469-472 | 470-473 | 471-474 | 472-475 | 473-476 | 474-477 | 475-478 | 476-479 | 477-480 | 478-481 | 479-482 | 480-483 | 481-484 | 482-485 | 483-486 | 484-487 | 485-488 | 486-489 | 487-490 | 488-491 | 489-492 | 490-493 | 491-494 | 492-495 | 493-496 | 494-497 | 495-498 | 496-499 | 497-500 | 498-501 | 499-502 | 500-503 | 501-504 | 502-505 | 503-506 | 504-507 | 505-508 | 506-509 | 507-510 | 508-511 | 509-512 | 510-513 | 511-514 | 512-515 | 513-516 | 514-517 | 515-518 | 516-519 | 517-520 | 518-521 | 519-522 | 520-523 | 521-524 | 522-525 | 523-526 | 524-527 | 525-528 | 526-529 | 527-530 | 528-531 | 529-532 | 530-533 | 531-534 | 532-535 | 533-536 | 534-537 | 535-538 | 536-539 | 537-540 | 538-541 | 539-542 | 540-543 | 541-544 | 542-545 | 543-546 | 544-547 | 545-548 | 546-549 | 547-550 | 548-551 | 549-552 | 550-553 | 551-554 | 552-555 | 553-556 | 554-557 | 555-558 | 556-559 | 557-560 | 558-561 | 559-562 | 560-563 | 561-564 | 562-565 | 563-566 | 564-567 | 565-568 | 566-569 | 567-570 | 568-571 | 569-572 | 570-573 | 571-574 | 572-575 | 573-576 | 574-577 | 575-578 | 576-579 | 577-580 | 578-581 | 579-582 | 580-583 | 581-584 | 582-585 | 583-586 | 584-587 | 585-588 | 586-589 | 587-590 | 588-589 | 589-590 | 590-591 | 591-592 | 592-593 | 593-594 | 594-595 | 595-596 | 596-597 | 597-598 | 598-599 | 599-600 | 600-601 | 601-602 | 602-603 | 603-604 | 604-605 | 605-606 | 606-607 | 607-608 | 608-609 | 609-610 | 610-611 | 611-612 | 612-613 | 613-614 | 614-615 | 615-616 | 616-617 | 617-618 | 618-619 | 619-620 | 620-621 | 621-622 | 622-623 | 623-624 | 624-625 | 625-626 | 626-627 | 627-628 | 628-629 | 629-630 | 630-631 | 631-632 | 632-633 | 633-634 | 634-635 | 635-636 | 636-637 | 637-638 | 638-639 | 639-640 | 640-641 | 641-642 | 642-643 | 643-644 | 644-645 | 645-646 | 646-647 | 647-648 | 648-649 | 649-650 | 650-651 | 651-652 | 652-653 | 653-654 | 654-655 | 655-656 | 656-657 | 657-658 | 658-659 | 659-660 | 660-661 | 661-662 | 662-663 | 663-664 | 664-665 | 665-666 | 666-667 | 667-668 | 668-669 | 669-670 | 670-671 | 671-672 | 672-673 | 673-674 | 674-675 | 675-676 | 676-677 | 677-678 | 678-679 | 679-680 | 680-681 | 681-682 | 682-683 | 683-684 | 684-685 | 685-686 | 686-687 | 687-688 | 688-689 | 689-690 | 690-691 | 691-692 | 692-693 | 693-694 | 694-695 | 695-696 | 696-697 | 697-698 | 698-699 | 699-700 | 700-701 | 701-702 | 702-703 | 703-704 | 704-705 | 705-706 | 706-707 | 707-708 | 708-709 | 709-710 | 710-711 | 711-712 | 712-713 | 713-714 | 714-715 | 715-716 | 716-717 | 717-718 | 718-719 | 719-720 | 720-721 | 721-722 | 722-723 | 723-724 | 724-725 | 725-726 | 726-727 | 727-728 | 728-729 | 729-730 | 730-731 | 731-732 | 732-733 | 733-734 | 734-735 | 735-736 | 736-737 | 737-738 | 738-739 | 739-740 | 740-741 | 741-742 | 742-743 | 743-744 | 744-745 | 745-746 | 746-747 | 747-748 | 748-749 | 749-750 | 750-751 | 751-752 | 752-753 | 753-754 | 754-755 | 755-756 | 756-757 | 757-758 | 758-759 | 759-760 | 760-761 | 761-762 | 762-763 | 763-764 | 764-765 | 765-766 | 766-767 | 767-768 | 768-769 | 769-770 | 770-771 | 771-772 | 772-773 | 773-774 | 774-775 | 775-776 | 776-777 | 777-778 | 778-779 | 779-780 | 780-781 | 781-782 | 782-783 | 783-784 | 784-785 | 785-786 | 786-787 | 787-788 | 788-789 | 789-790 | 790-791 | 791-792 | 792-793 | 793-794 | 794-795 | 795-796 | 796-797 | 797-798 | 798-799 | 799-800 | 800-801 | 801-802 | 802-803 | 803-804 | 804-805 | 805-806 | 806-807 | 807-808 | 808-809 | 809-810 | 810-811 | 811-812 | 812-813 | 813-814 | 814-815 | 815-816 | 816-817 | 817-818 | 818-819 | 819-820 | 820-821 | 821-822 | 822-823 | 823-824 | 824-825 | 825-826 | 826-827 | 827-828 | 828-829 | 829-830 | 830-831 | 831-832 | 832-833 | 833-834 | 834-835 | 835-836 | 836-837 | 837-838 | 838-839 | 839-840 | 840-841 | 841-842 | 842-843 | 843-844 | 844-845 | 845-846 | 846-847 | 847-848 | 848-849 | 849-850 | 850-851 | 851-852 | 852-853 | 853-854 | 854-855 | 855-856 | 856-857 | 857-858 | 858-859 | 859-860 | 860-861 | 861-862 | 862-863 | 863-864 | 864-865 | 865-866 | 866-867 | 867-868 | 868-869 | 869-870 | 870-871 | 871-872 | 872-873 | 873-874 | 874-875 | 875-876 | 876-877 | 877-878 | 878-879 | 879-880 | 880-881 | 881-882 | 882-883 | 883-884 | 884-885 | 885-886 | 886-887 | 887-888 | 888-889 | 889-890 | 890-891 | 891-892 | 892-893 | 893-894 | 894-895 | 895-896 | 896-897 | 897-898 | 898-899 | 899-900 | 900-901 | 901-902 | 902-903 | 903-904 | 904-905 | 905-906 | 906-907 | 907-908 | 908-909 | 909-910 | 910-911 | 911-912 | 912-913 | 913-914 | 914-915 | 915-916 | 916-917 | 917-918 | 918-919 | 919-920 | 920-921 | 921-922 | 922-923 | 923-924 | 924-925 | 925-926 | 926-927 | 927-928 | 928-929 | 929-930 | 930-931 | 931-932 | 932-933 | 933-934 | 934-935 | 935-936 | 936-937 | 937-938 | 938-939 | 939-940 | 940-941 | 941-942 | 942-943 | 943-944 | 944-945 | 945-946 | 946-947 | 947-948 | 948-949 | 949-950 | 950-951 | 951-952 | 952-953 | 953-954 | 954-955 | 955-956 | 956-957 | 957-958 | 958-959 | 959-960 | 960-961 | 961-962 | 962-963 | 963-964 | 964-965 | 965-966 | 966-967 | 967-968 | 968-969 | 969-970 | 970-971 | 971-972 | 972-973 | 973-974 | 974-975 | 975-976 | 976-977 | 977-978 | 978-979 | 979-980 | 980-981 | 981-982 | 982-983 | 983-984 | 984-985 | 985-986 | 986-987 | 987-988 | 988-989 | 989-990 | 990-991 | 991-992 | 992-993 | 993-994 | 994-995 | 995-996 | 996-997 | 997-998 | 998-999 | 999-1000 | 1000-1001 | 1001-1002 | 1002-1003 | 1003-1004 | 1004-1005 | 1005-1006 | 1006-1007 | 1007-1008 | 1008-1009 | 1009-1010 | 1010-1011 | 1011-1012 | 1012-1013 | 1013-1014 | 1014-1015 | 1015-1016 | 1016-1017 | 1017-1018 | 1018-1019 | 1019-1020 | 1020-1021 | 1021-1022 | 1022-1023 | 1023-1024 | 1024-1025 | 1025-1026 | 1026-1027 | 1027-1028 | 1028-1029 | 1029-1030 | 1030-1031 | 1031-1032 | 1032-1033 | 1033-1034 | 1034-1035 | 1035-1036 | 1036-1037 | 1037-1038 | 1038-1039 | 1039-1040 | 1040-1041 | 1041-1042 | 1042-1043 | 1043-1044 | 1044-1045 | 1045-1046 | 1046-1047 | 1047-1048 | 1048-1049 | 1049-1050 | 1050-1051 | 1051-1052 | 1052-1053 | 1053-1054 | 1054-1055 | 1055-1056 | 1056-1057 | 1057-1058 | 1058-1059 | 1059-1060 | 1060-1061 | 1061-1062 | 1062-1063 | 1063-1064 | 1064-1065 | 1065-1066 | 1066-1067 | 1067-1068 | 1068-1069 | 1069-1070 | 1070-1071 | 1071-1072 | 1072-1073 | 1073-1074 | 1074-1075 | 1075-1076 | 1076-1077 | 1077-1078 | 1078-1079 | 1079-1080 | 1080-1081 | 1081-1082 | 1082-1083 | 1083-1084 | 1084-1085 | 1085-1086 | 1086-1087 | 1087-1088 | 1088-1089 | 1089-1090 | 1090-1091 | 1091-1092 | 1092-1093 | 1093-1094 | 1094-1095 | 1095-1096 | 1096-1097 | 1097-1098 | 1098-1099 | 1099-1100 | 1100-1101 | 1101-1102 | 1102-1103 | 1103-1104 | 1104-1105 | 1105-1106 | 1106-1107 | 1107-1108 | 1108-1109 | 1109-1110 | 1110-1111 | 1111-1112 | 1112-1113 | 1113-1114 | 1114-1115 | 1115-1116 | 1116-1117 | 1117-1118 | 1118-1119 | 1119-1120 | 1120-1121 | 1121-1122 | 1122-1123 | 1123-1124 | 1124-1125 | 1125-1126 | 1126-1127 | 1127-1128 | 1128-1129 | 1129-1130 | 1130-1131 | 1131-1132 | 1132-1133 | 1133-1134 | 1134-1135 | 1135-1136 | 1136-1137 | 1137-1138 | 1138-1139 | 1139-1140 | 1140-1141 | 1141-1142 | 1142-1143 | 1143-1144 | 1144-1145 | 1145-1146 | 1146-1147 | 1147-1148 | 1148-1149 | 1149-1150 | 1150-1151 | 1151-1152 | 1152-1153 | 1153-1154 | 1154-1155 | 1155-1156 | 1156-1157 | 1157-1158 | 1158-1159 | 1159-1160 | 1160-1161 | 1161-1162 | 1162-1163 | 1163-1164 | 1164-1165 | 1165-1166 | 1166-1167 | 1167-1168 | 1168-1169 | 1169-1170 | 1170-1171 | 1171-1172 | 1172-1173 | 1173-1174 | 1174-1175 | 1175-1176 | 1176-1177 | 1177-1178 | 1178-1179 | 1179-1180 | 1180-1181 | 1181-1182 | 1182-1183 | 1183-1184 | 1184-1185 | 1185-1186 | 1186-1187 | 1187-1188 | 1188-1189 | 1189-1190 | 1190-1191 | 1191-1192 | 1192-1193 | 1193-1194 | 1194-1195 | 1195-1196 | 1196-1197 | 1197-1198 | 1198-1199 | 1199-1200 | 1200-1201 | 1201-1202 | 1202-1203 | 1203-1204 | 1204-1205 | 1205-1206 | 1206-1207 | 1207-1208 | 1208-1209 | 1209-1210 | 1210-1211 | 1211-1212 | 1212-1213 | 1213-1214 | 1214-1215 | 1215-1216 | 1216-1217 | 1217-1218 | 1218-1219 | 1219-1220 | 1220-1221 | 1221-1222 | 1222-1223 | 1223-1224 | 1224-1225 | 1225-1226 | 1226-1227 | 1227-1228 | 1228-1229 | 1229-1230 | 1230-1231 | 1231-1232 | 1232-1233 | 1233-1234 | 1234-1235 | 1235-1236 | 1236-1237 | 1237-1238 | 1238-1239 | 1239-1240 | 1240-1241 | 1241-1242 | 1242-1243 | 1243-1244 | 1244-1245 | 1245-1246 | 1246-1247 | 1247-1248 | 1248-1249 | 1249-1250 | 1250-1251 | 1251-1252 | 1252-1253 | 1253-1254 | 1254-1255 | 1255-1256 | 1256-1257 | 1257-1258 | 1258-1259 | 1259-1260 | 1260-1261 | 1261-1262 | 1262-1263 | 1263-1264 | 1264-1265 | 1265-1266 | 1266-1267 | 1267-1268 | 1268-1269 | 1269-1270 | 1270-1271 | 1271-1272 | 1272-1273 | 1273-1274 | 1274-1275 | 1275-1276 | 1276-1277 | 1277-1278 | 1278-1279 | 1279-1280 | 1280-1281 | 1281-12

3.6.3 Manage Super Admin User

1. To manage super admin user, go to Administrator, then click Mange Admin User tab. IT super administrator is able to add and delete super admin users.

The screenshot shows the EDS interface with a sidebar on the left containing icons for Home, My Own Employee Dialogue, Qualification Catalogue, History, and Administrator. The Administrator icon is highlighted with a red box. The main content area has tabs for Orga Structure, Manage Admin User (which is selected and highlighted with a red box), and System Log. Under 'Manage Admin Users', there is a search bar with fields for Company, Division, Department, Staff Name, Staff Code, and Position, followed by a message 'No items.' and a '+ Add Admin User' button. Under 'Manage Super Admin Users', there is a similar search bar and message, followed by a '+ Add Super Admin User' button. The 'Administrator' tab in the sidebar is also highlighted with a red box.

2. To add a super admin user, click Add Super Admin User, in the pop up dialogue box, enter one of the following fields to search for an employee:

- Company
- Division
- Department
- Staff name
- Staff code
- Position

Then click Add

Manage Admin Users

Company	Division	Department	Staff Name	Staff Code	Position
VCIC	Sales & Marketing	Group Network Strategy, Training & IT	Alexander Corts	100747	Roll-Out, Processes & IT Strategy
VCIC	Purchasing	Purchasing New Projects C-BN	Hui Zhang	100998	Project Steering (MQB)
VCIC	Production & Logistics	PTC	Holger Bertram	100714	Planer
<input checked="" type="checkbox"/> VCIC	Production & Logistics	PTC	Tino Drophula	100719	Planer
VCIC	Quality Assurance	QA Strategy & Principles	Ting Li	100710	IT Systems & Training

Add Super Admin Users

Add

3. The selected user is added as super admin user

Manage Admin Users

Company	Division	Department	Staff Name	Staff Code	Position
VCIC	Production & Logistics	PTC	Tino Drophula	100719	Planer

Manage Super Admin Users

Company	Division	Department	Staff Name	Staff Code	Position
VCIC	Production & Logistics	PTC	Tino Drophula	100719	Planer

+ Add Super Admin User

4. To delete a super admin user, click the delete icon

EDS

Orga Structure **Manage Admin User** **System Log**

Manage Admin Users

Company	Division	Department	Staff Name	Staff Code	Position	
VCIC	Production & Logistics	PTC	Tino Drohula	100719	Planer	

Manage Super Admin Users

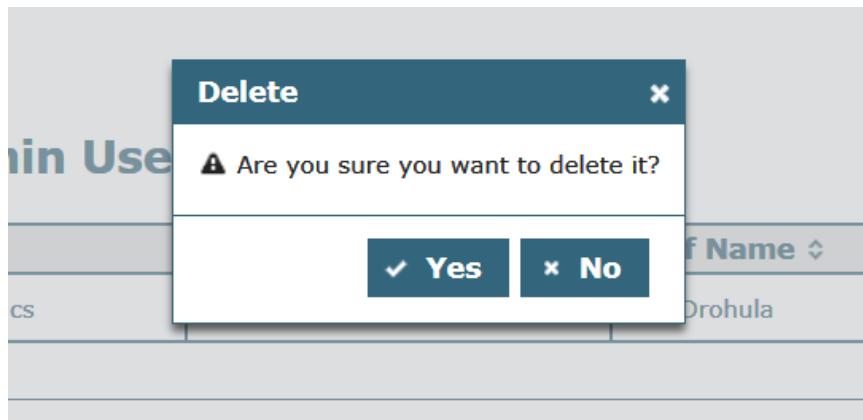
Company	Division	Department	Staff Name	Staff Code	Position	
VCIC	Production & Logistics	PTC	Tino Drohula	100719	Planer	

Delete

⚠ Are you sure you want to delete it?

Yes **No**

5. Press Yes, the user is deleted from the super admin user list



3.6.4 Manage System Log

IT super administrator is also able to check the system logs. Below are the steps for this action.

1. Go to Administrator, then click System Log. The system log is displayed in the content area

System Audit Log

Staff Code	Action Type	Message	Date
100000	save	save home page	2014-09-11 13:23:05.746
100000	import	import users	2014-09-11 15:53:21.579
100000	add	add admin user	2014-09-11 19:25:13.377
100000	delete	delete admin user	2014-09-11 19:31:19.694
100000	add	add super admin user	2014-09-11 19:35:12.453
100000	delete	delete super admin user	2014-09-11 19:37:16.046
100000	add	add super admin user	2014-09-11 19:38:58.436

2. Enter one of the following fields in the search box, the result will be listed in the table below

- Staff code
- Action type
- Message

System Audit Log

Staff Code	Action Type	Message	Date
100000	delete	delete admin user	2014-09-11 19:31:19.694
100000	delete	delete super admin user	2014-09-11 19:37:16.046