

EDS

Employee Dialogue System

General User Guide

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1 Introduction

This is the general user guide 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 (MBO, Performance evaluation, Development planning).

2 User Roles

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

Overview of the user roles:

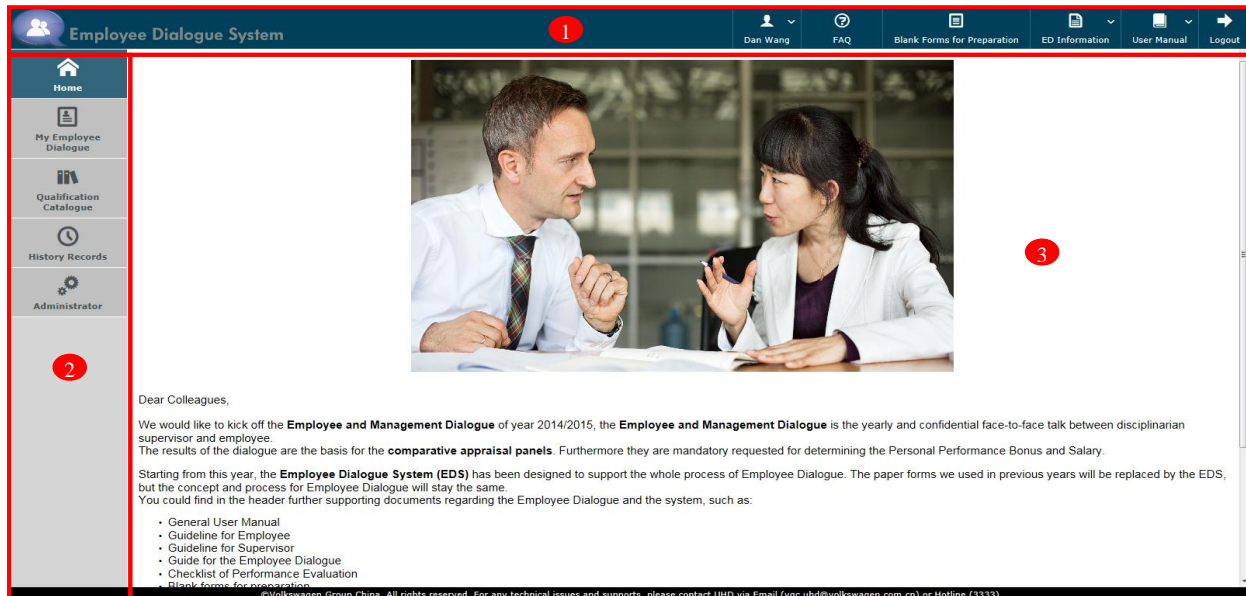
Business User Role	Business Organization	Description
IT super administrator	VGC	VGC IT Web Application Service team (WAS) is responsible for defining and maintaining the application level control and reference data within the employee dialogue system. This user would be an SME for the application and has access to most areas of the system to allow for first and second level problem investigation and resolution. This user is also able to add or delete HR super administrator and HR administrator user.
HR super administrator	VGC	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.
HR administrator	VGC & subsidiaries	Employee is part of the HR department who can administrate the functionalities and manipulate the master data of the system.
Tariff employee	VGC & subsidiaries	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.

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 the 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, FAQ, Blank Forms for Preparation, ED Information, User Manual, and Logout.

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:


Employee Dialogue System

Dan Wang
FAQ
Blank Forms for Preparation
ED Information
User Manual
Logout

Home
My Employee Dialogue
Qualification Catalogue
History Records
Administrator



Dear Colleagues,

We would like to kick off the **Employee and Management Dialogue** of year 2014/2015, the **Employee and Management Dialogue** is the yearly and confidential face-to-face talk between disciplinarian supervisor and employee. The results of the dialogue are the basis for the **comparative appraisal panels**. Furthermore they are mandatory requested for determining the Personal Performance Bonus and Salary.

Starting from this year, the **Employee Dialogue System (EDS)** has been designed to support the whole process of Employee Dialogue. The paper forms we used in previous years will be replaced by the EDS, but the concept and process for Employee Dialogue will stay the same.

You could find in the header further supporting documents regarding the Employee Dialogue and the system, such as:

- General User Manual
- Guideline for Employee
- Guideline for Supervisor
- Guide for the Employee Dialogue
- Checklist of Performance Evaluation
- Blank forms for preparation

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

3.1.1 Manage My Employee Dialogue

MBO Review

1. Go to My 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.

MBO Review Performance Evaluation Development Plan New MBO Finish Dialogue

Management by Objective for the year 2014

Name: Feng, Dan | Staff Code: 910001 | Dept.: Compensation & Benefits

Function related objectives		Measured Variable	Deadline	Weighting Factor	Degree of Fulfillment	Target Achievement
test 1.2.2.2		dcdscds	2014-10-15	0.5	20%	10.00%
test1.2.2.2		dcdscds	2014-12-24	0.7	30%	21.00%
				0.0	0%	0.00%
				0.0	0%	0.00%
				0.0	0%	0.00%
				0.0	0%	0.00%
Personal related objectives						
				0.0	0%	0.00%
				0.0	0%	0.00%
				0.0	0%	0.00%

2 1.20 3 4 31.00%

Degree of Target Achievement

- Next Page Save Page Print This Page

- 1) For objectives carried from last year, user is able to modify the weighting factor and degree of fulfillment, but the user couldn't delete these objectives;
- 2) To add a new objective, click the empty row to enter text. Different from the objectives carried from last year, the new objectives can be deleted.
- 3) The "Deadline" for objectives should be filled with the date within the year
- 4) Sum of the weighting factors will be automatically calculated, the sum of weighting factors have to be 1;
- 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!

****Important: how to input data in MBO Review page**

Since this is the first year we use EDS, there will be no data for MBO of year 2014 in the "MBO Review" page. Please just fill in "Targets from 2014" for Function related objective and measured variable. Fill in the date in 2014 for deadline and the weighting factor have to be "1". Please fill in the result of your "Degree of Fulfillment" in 2014 which you align with your supervisor in the dialogue. Then you got the result of "Degree of Target Achievement".

For next year, the "New MBO" content will transfer to "MBO review" page automatically.

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

EDS Management by Objective for the year 2014

Name: Peng, Dant Staff Code: 910001
Dept.: Compensation & Benefits

	Measured Variable	Deadline	Weighting Factor	Target Evaluation	
				Degree of Fulfillment	Target Achievement
Function related objectives					
test 1.2.2.2	deddede	2014-10-15	0.5	20%	10%
fedfedfedf	deddede	2014-12-24	0.7	30%	21%
			0	0%	0%
			0	0%	0%
			0	0%	0%
			0	0%	0%
			0	0%	0%
Personal related objectives					
			0	0%	0%
			0	0%	0%
			0	0%	0%
			X 1.2		
Degree of Target Achievement				31%	

http://10.120.16.92/egeds/eds/pages/ad/index.xhtml 10/15/2014

Performance Evaluation

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

EDS Employee Dialogue System

Hinrich-Wilhelm Lemke FAQ Blank Forms for Preparation ED Information User Manual Logout

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

Performance Evaluation for the year 2014

Name: Hinrich-Wilhelm Lemke Staff Code: 102003 Dept.: ..

		far exceeds requirements P1	exceeds requirements P2+	fully meets requirements P2	partially meets requirements P2-	in need of improvement P3
Expertise	Quality of work	<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 type="radio"/>	<input type="radio"/>
	Process Orientation	<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 type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Development and Sharing Knowledge	<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"/>
	Communication Skills	<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"/>
	Convincing and Asserting	<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 type="radio"/>	<input type="radio"/>
	Economically efficient acting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Engagement & Self-initiative	<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 type="radio"/>	<input type="radio"/>
Overall Performance		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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Previous Page Next Page Clear all 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.

4. The field of “Leadership” is optional for employees who are not on leadership position, only employees on leadership position have to fill in the performance for this component.

If you are not on leadership position, but you input performance in the component of “Leadership” accidentally, you can click “Clear all” button to clear it. Note: this action will delete all values in this page.

Development Plans

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

Dialogue Summary for the year 2014
Name: Feng, Dan, Staff Code: 910001, Dept.: Compensation & Benefits

Degree of Target Achievement: 31.00% → T2+ Target Category* Overall Performance* #2

Potential

Development recommendations within 1 year: ☒ vertical(v) ☐ horizontal(h) ☐ remain on position(r)
Choose Development: please specify function/position: dsds

Development recommendations within 3 years: ☐ vertical(v) ☒ horizontal(h) ☐ remain on position(r)
possible function or task: dsds

Development resources and activities

1. Expertise: Quality of work: C3.207 Time and Stress Management(Chinese)
2. Cooperation and Leadership: Leadership: C3.238 Seven Habits for Managers(EN)
3. Entrepreneurial Thinking and Acting: Customer Orientation: C3.260 Customer Orientation (English)
4. English
5. Development Programs: dsds
6. dsds

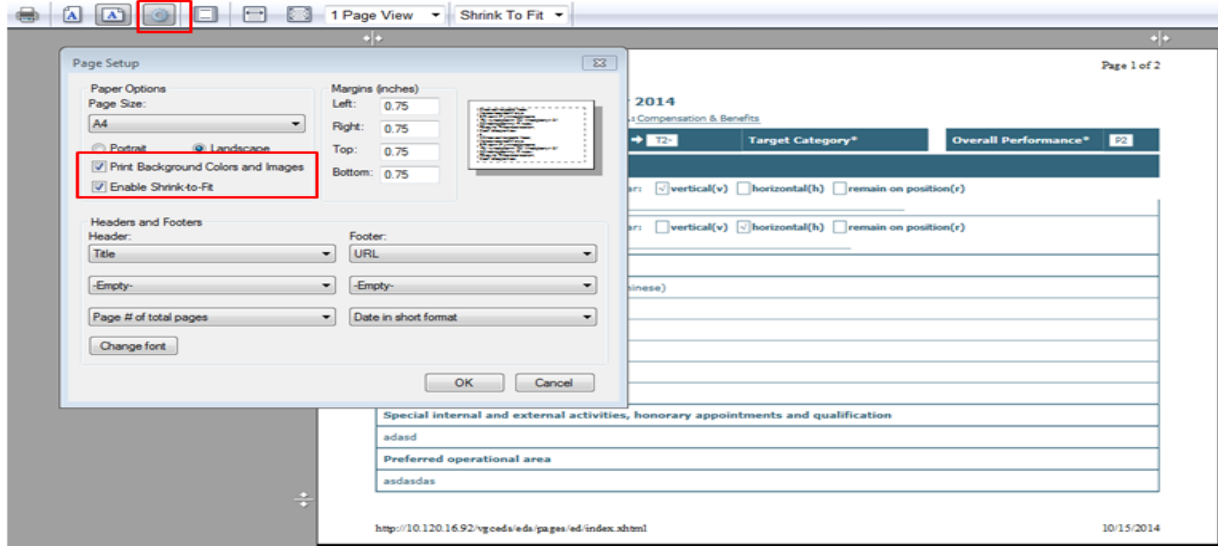
Special internal and external activities, honorary appointments and qualification
dsds

Preferred operational area

- 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, Assessment Center and other planned trainings if there are any;
- 4) Fill in the fields of “Special internal and external activities, honorary appointments and qualification” and “Preferred operational area”, if there are any.

2. Click “Save Page” to save the changes.

3. User can also click “Print this Page” to print the draft. For printing this page correctly, please enable the parameter of “print Background Color Images” in Print Preview Settings. Otherwise, all the selections of “Development recommendations” will be ticked in printing page.



New MBO

1. The format of “New MBO” page is identical with the “MBO Review” page. But users can only set up the objectives; the degree of fulfillment is not editable in “New MBO” page.
 - 1) To add a new objective, click the empty row to enter text, the new objectives can be deleted by right clicking on the table rows.
 - 2) The “Deadline” for objectives should be filled with the date within the year.
 - 3) Sum of the weighting factors will be automatically calculated, the sum of weighting factors have to be 1;
 - 4) User is able to add or delete a functional/personal object by right clicking the table rows.

Management by Objective for the year 2015					
Name: Feng, Dan1, Staff Code: 910001 Dept.: Compensation & Benefits					
Measured Variable	Deadline	Weighting Factor	Target Evaluation		
			Degree of Fulfillment	Target Achievement	
Function related objectives					
dasdasdas		0.7	0%	0.00%	
		0.0	0%	0.00%	
		0.0	0%	0.00%	
		0.0	0%	0.00%	
		0.0	0%	0.00%	
		0.0	0%	0.00%	
		0.0	0%	0.00%	
Personal related objectives					
		0.0	0%	0.00%	
		0.0	0%	0.00%	
		0.0	0%	0.00%	

Σ 0.70

Degree of Target Achievement 0.00%

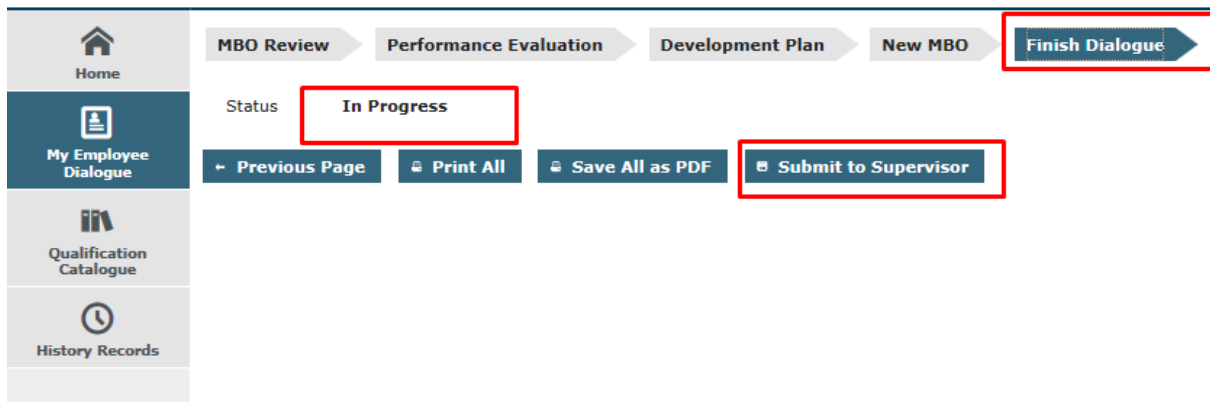
[Previous Page](#)
[Next Page](#)
[Save Page](#)
[Print this Page](#)

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

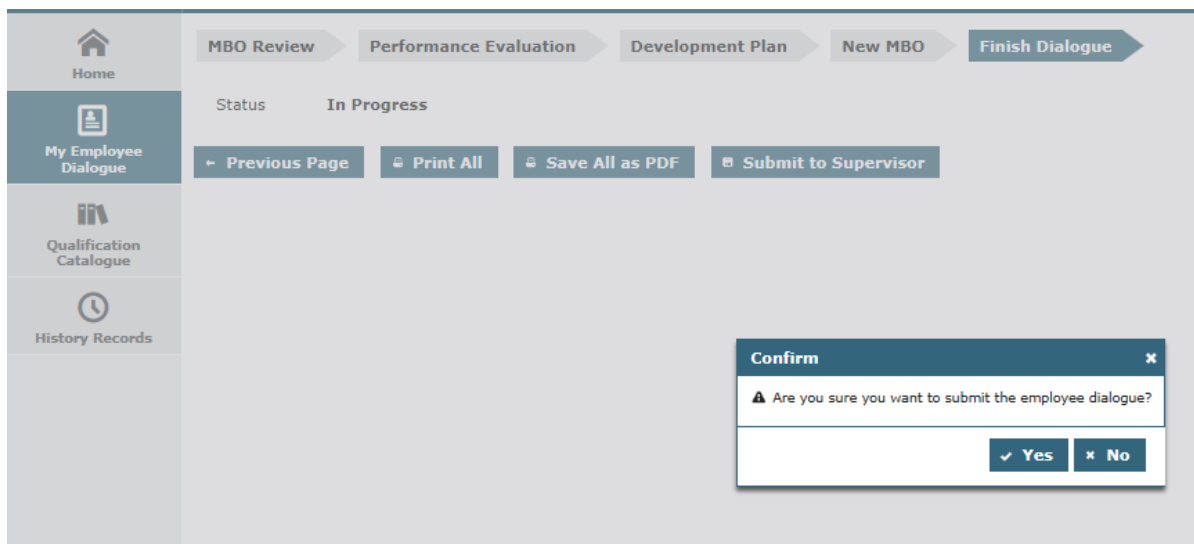
3.1.2 Submit Employee Dialogue

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

1. In Finish Dialogue tab, click “Submit to Supervisor”.



2. Press “Yes” to confirm



3. A pop up window is displayed to indicate the submission is successful. The status of the employee dialogue 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.

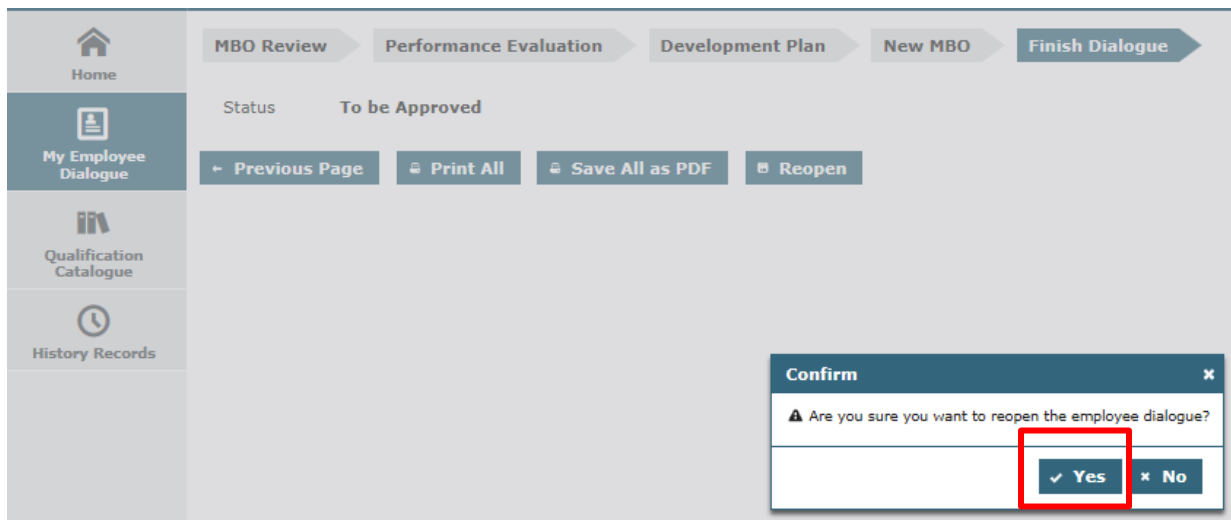
3.1.3 Reopen Employee Dialogue

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

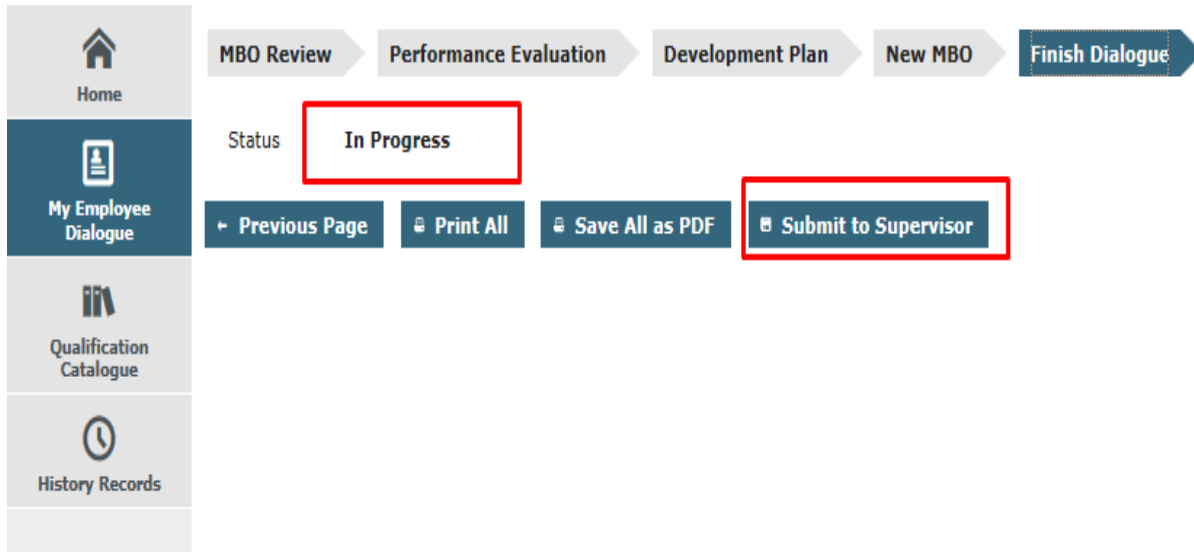
1. Go to “My Employee Dialogue”, click “Finish Dialogue” tab and click “Reopen” button.



2. Press “Yes”.

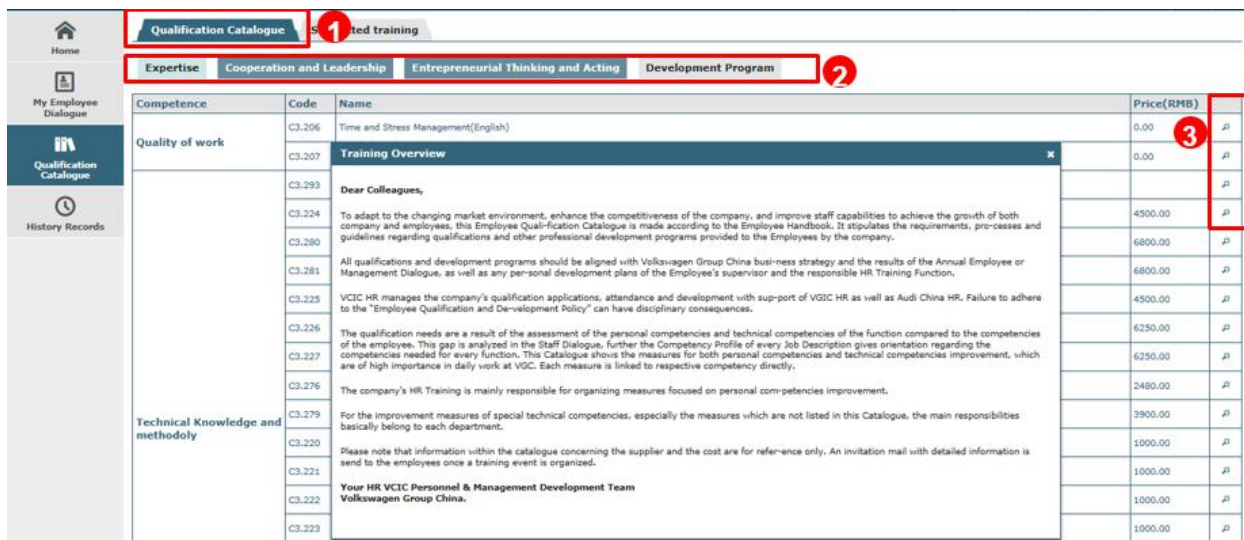


4. A pop up window is displayed to indicate the submission is successful. Now the status of the employee dialogue is “In Progress”. The user is able to submit the ED again after editing by clicking “Submit to Supervisor” button.




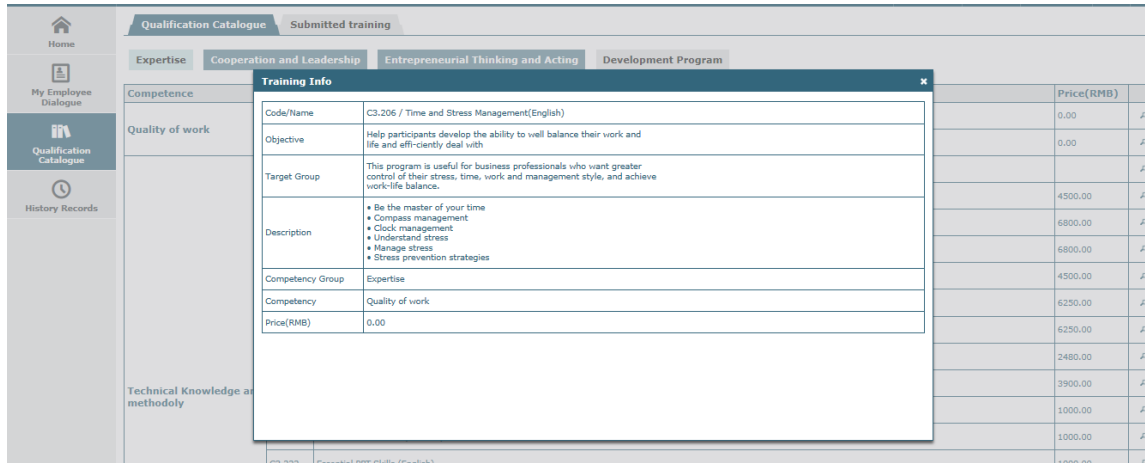
3.1.4 View Trainings

1. To view trainings, go to “Qualification Catalogue”, then click “Qualification Catalogue” tab.



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

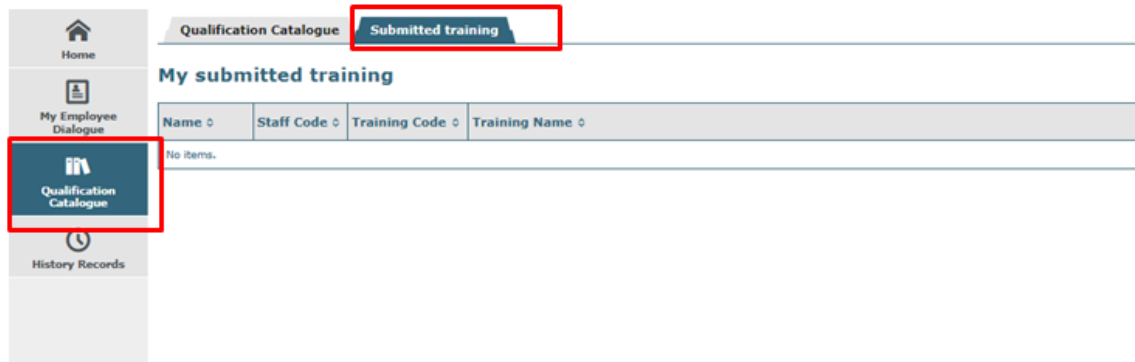
3. Click the detail icon  for more information regarding the training.



Code/Name	Price(RMB)
C3-206 / Time and Stress Management(English)	0.00
	0.00
	4500.00
	6800.00
	6800.00
	4500.00
	6250.00
	6250.00
	2480.00
	3900.00
	1000.00
	1000.00
	4000.00

3.1.5 View My History of Submitted Trainings

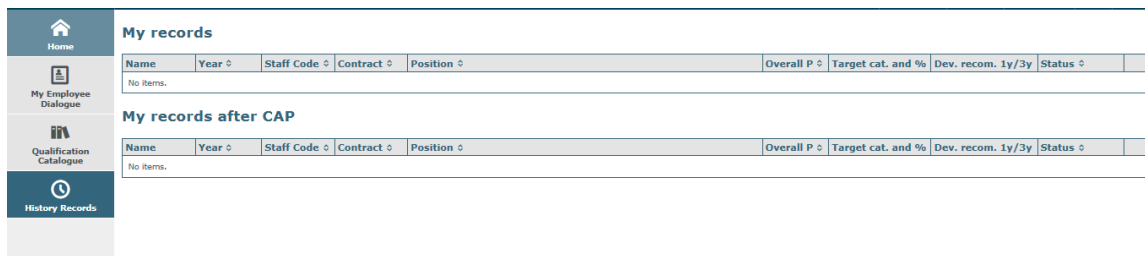
1. Go to “Qualification Catalogue”, then click “Submitted training” tab. All my submitted trainings are listed in the table if there are any.
2. Only after supervisor approved your ED, the trainings you chose in “Development plan” could be displayed here.



Name	Staff Code	Training Code	Training Name
No items.			

3.1.6 View My Employee Dialogue History

1. Go to “History Records”, and then all employee dialogue histories are listed.



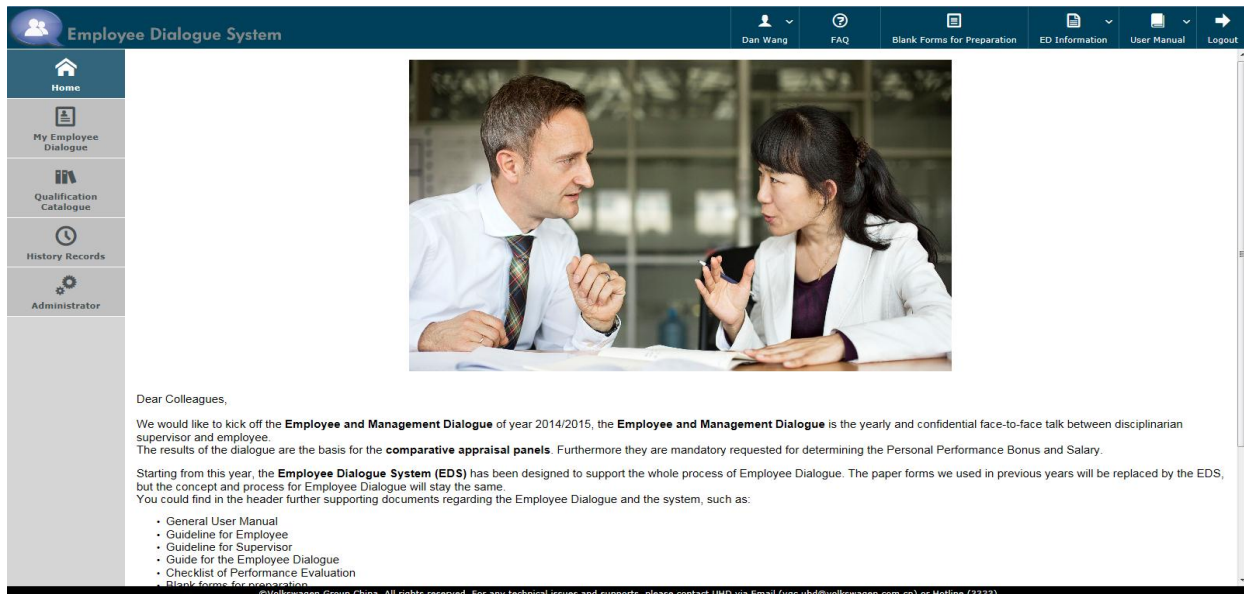
Name	Year	Staff Code	Contract	Position	Overall P	Target cat. and %	Dev. recom. 1y/3y	Status
No items.								

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

3.2 Tariff Employee User

Tariff employee user is entitled to perform all functions listed in section 3.1 for management employee user. The only difference is that MBO review and new MBO are optional for tariff employee user. But if you volunteer to fill in it, the rules will be the same as mandatory. Detailed Please refer to section 3.1 from Page 7.

Following is the welcome page for the management employee user:



3.3 Supervisor User

A 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 View My Employees' Dialogue

1. Click "My employees", all my employees' dialogues are listed in the table.
2. All my employees are listed which have changes during CAP.

Click for approval	Name	Staff Code	Contract	Position	Overall P	Target cat. and %	Dev. recom. 1y/3y	Status
	Feng, Dan4	910004	Active Local	Commerce	P2	T3/9.0%	h/h	In Progress
	Feng, Dan3	910003	Active Local	Commerce		/0.0%	/	Open
	Feng, Dan2	910002	Active Local	Commerce	P2+	T2-/5.0%	v/v	In Progress
	Feng, Dan1	910001	Active Local	Commerce	P2	T2-/25.0%	v/h	Approved and Submitted to HR

4 (1 of 1) 1 10

My Employees after CAP

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

3.3.2 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.

Home

My Employee Dialogue

My Employees

Qualification Catalogue

History Records

Qualification Catalogue

Submitted training

My submitted training

Name ▾	Staff Code ▾	Training Code ▾	Training Name ▾	Training Price (RMB) ▾	Submitted to HR on ▾
No items.					

Submitted training of my employees

Name ▾	Staff Code ▾	Training Code ▾	Training Name ▾	Training Price (RMB) ▾	Submitted to HR on ▾
Haentsch, Arvid1	907001	C3.224	Essential Project Management (English)	4500.00	2014-10-15
Haentsch, Arvid1	907001	C3.224	Essential Project Management (English)	4500.00	2014-10-15
Haentsch, Arvid1	907001	C3.224	Essential Project Management (English)	4500.00	2014-10-15

3 (1 of 1)110

3.3.3 View My Employee's Employee Dialogue History

1. Click “History Records”, my employee dialogue history and records after CAP are listed.
2. Click “History Records”, my employee dialogue history and records after CAP are listed.

Home My Employee Dialogue My Employees Qualification Catalogue History Records	My records 1									
	Name	Year	Staff Code	Contract	Position	Overall P	Target cat. and %	Dev. recom. 1y/3y	Status	
	No items.									
	My records after CAP									
	Name	Year	Staff Code	Contract	Position	Overall P	Target cat. and %	Dev. recom. 1y/3y	Status	
	No items.									
	Records of my employees 2									
	Name	Year	Staff Code	Contract	Position	Overall P	Target cat. and %	Dev. recom. 1y/3y	Status	
	No items.									
	Records of my employees after CAP									
	Name	Year	Staff Code	Contract	Position	Overall P	Target cat. and %	Dev. recom. 1y/3y	Status	
	No items.									

3.3.4 Approve Employee Dialogue

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

Click for approval	Name	Staff Code	Contract	Position	Overall P	Target cat. and %	Dev. recom. 1y/3y	Status
	Feng, Dan4	910004	Active Local	Commerce	P2	T3/9.0%	h/h	In Progress
	Feng, Dan3	910003	Active Local	Commerce		/0.0%	/	Open
	Feng, Dan2	910002	Active Local	Commerce	P2+	T2-/3.0%	v/v	In Progress
	Feng, Dan1	910001	Active Local	Commerce	P2	T2-/25.0%	v/h	Approved and Submitted to HR

4 (1 of 1) [Page Navigation]

Click for approval	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. Check the ED of the employee and you could approve in the page of “Finish Dialogue” by clicking “Approve and Submit to HR” button.

Home | MBO Review | Performance Evaluation | Development Plan | New MBO | **Finish Dialogue**

Status: To be Approved

← Previous Page | Print All | Save All as PDF | **Approve and Submit to HR** | Reject

4. Press “Yes”

Home | MBO Review | Performance Evaluation | Development Plan | New MBO | **Finish Dialogue**

Status: To be Approved

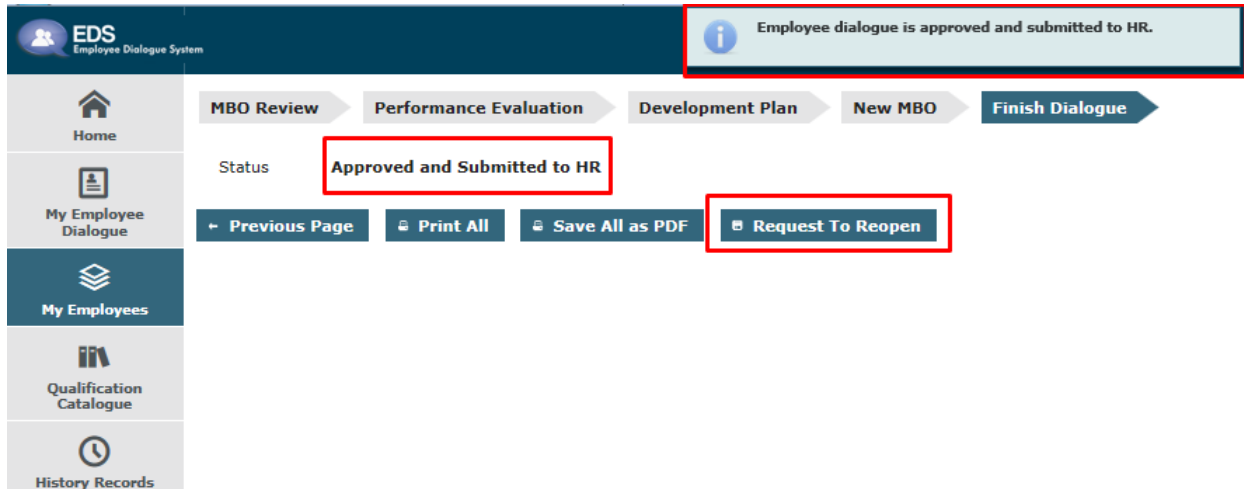
← Previous Page | Print All | Save All as PDF | Approve and Submit to HR | Reject

Confirm

Are you sure you want to approve and submit the employee dialogue to HR?

Yes **No**

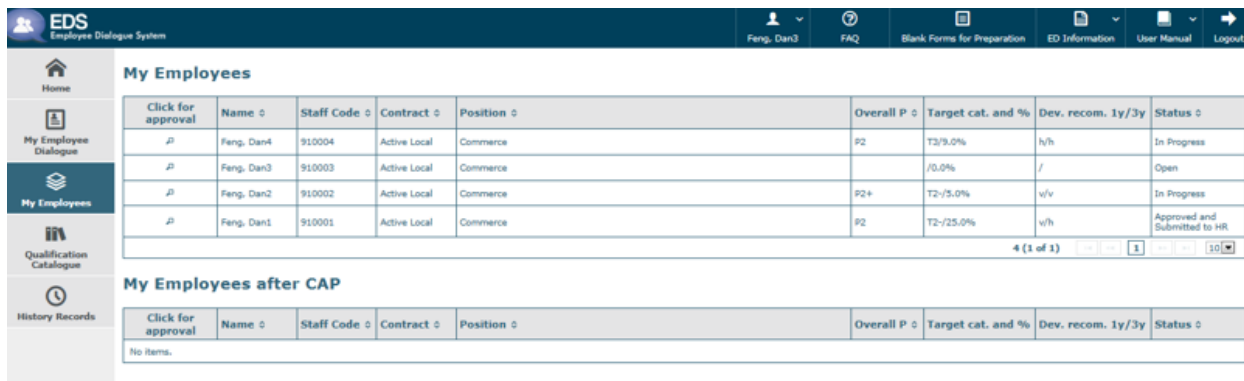
5. The message indicates the operation is successful. Now the status of the employee dialogue is “Approved and Submitted to HR”. After the employee dialogue submitted to HR, only supervisor is able to request to reopen it. The request will be send to HR administrator, and the HR administrator will manually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




6. If now you press “Print All as PDF”, the whole employee dialogue is available with signature place.

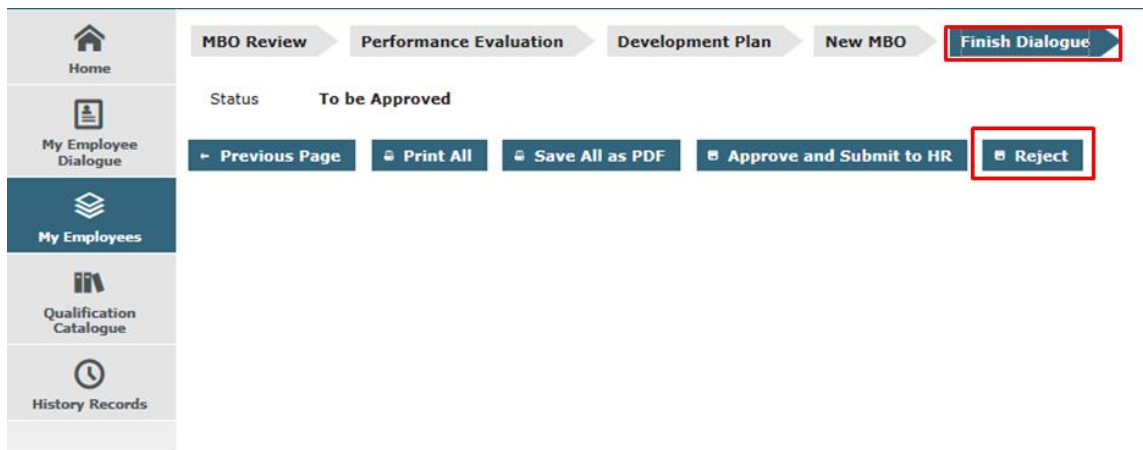
3.3.5 Reject Employee Dialogue

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

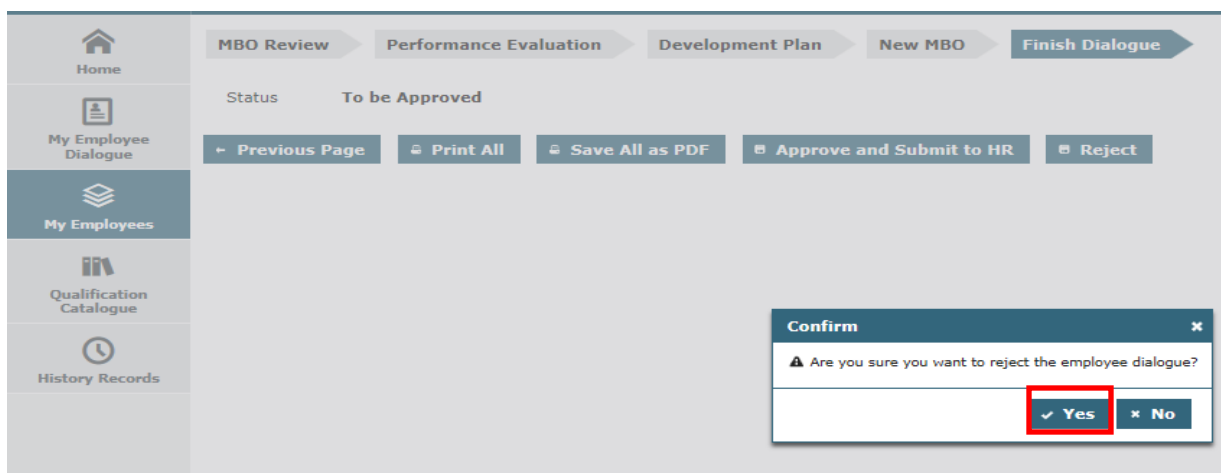


2. Click the “Click for approval” icon , the corresponding employee dialogue will be opened for review.

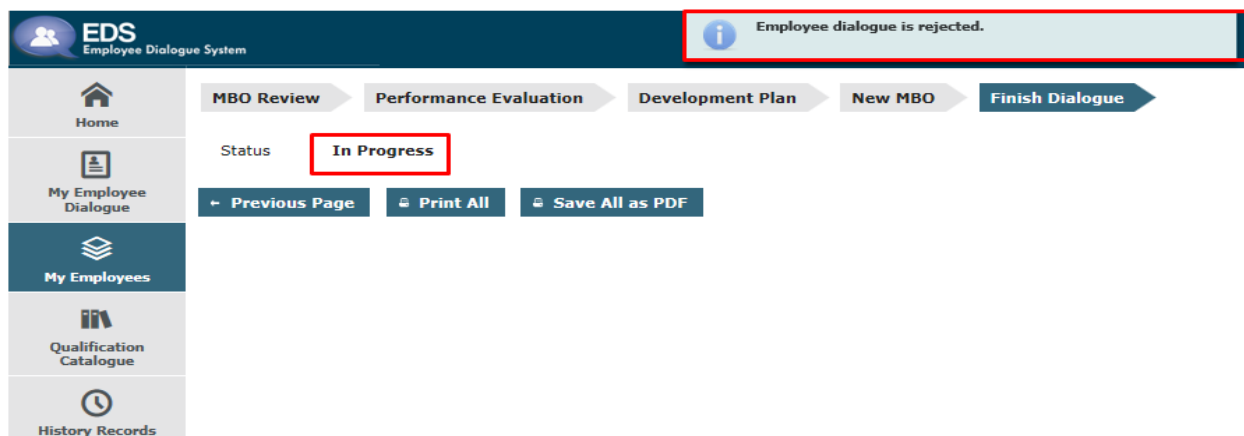
3. On Finish Dialogue page, Click “Reject”.



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.



3.3.6 Request to Reopen Employee Dialogue

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

Go to “My Employees”, all my employee dialogues for this year will be listed.

My Employees

Click for approval	Name	Staff Code	Contract	Position	Overall P	Target cat. and %	Dev. recom. 1y/3y	Status
	Feng, Dan4	910004	Active Local	Commerce	P2	T3/9.0%	h/h	In Progress
	Feng, Dan3	910003	Active Local	Commerce		/0.0%	/	Open
	Feng, Dan2	910002	Active Local	Commerce	P2+	T2-/3.0%	w/v	In Progress
	Feng, Dan1	910001	Active Local	Commerce	P2	T2-/25.0%	w/h	Approved and Submitted to HR

4 (1 of 1)

My Employees after CAP

Click for approval	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”.

Finish Dialogue

Status: **Approved and Submitted to HR**

Previous Page Print All Save All as PDF Request To Reopen

4. Press “Yes”

Confirm

Are you sure you want to send a request to reopen the employee dialogue?

Yes No

5. The message indicates the operation is successful.

The screenshot shows the EDS Employee Dialogue System interface. A red box highlights a message at the top right: "This employee dialogue has been requested to reopen." The interface includes a sidebar with navigation options: Home, My Employee Dialogue, My Employees, Qualification Catalogue, and History Records. The main content area shows a status of "Approved and Submitted to HR" and buttons for "Previous Page", "Print All", and "Save All as PDF".

3.3.7 Approve Employee Dialogue after CAP

Once the HR administrator reviewed and updated the employee dialogue after CAP, an email notification is sent to the supervisor to review.

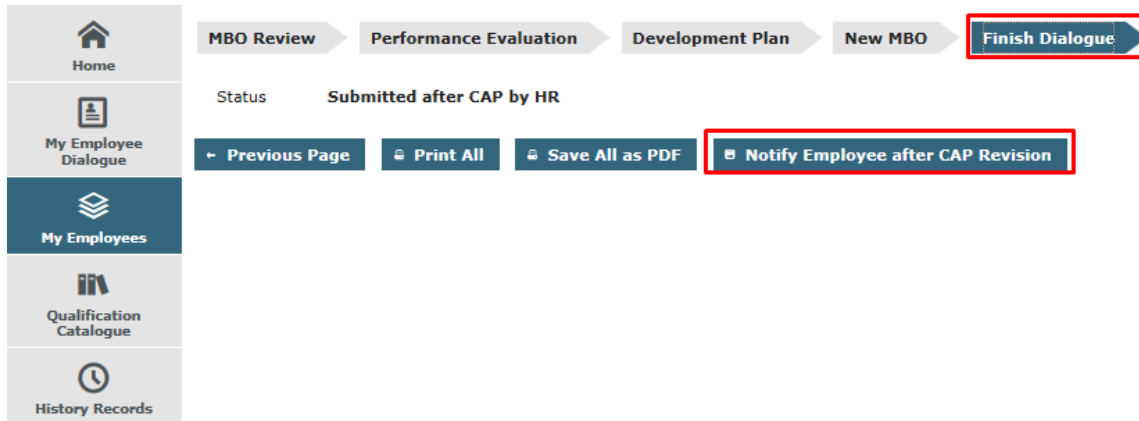
1. Go to "My Employees"; find the employee dialogue in My Employees after CAP list.

The screenshot shows the EDS Employee Dialogue System interface with the "My Employees" section selected. A red box highlights the "My Employees after CAP" table. The table has columns: Click for approval, Name, Staff Code, Contract, Position, Overall P, Target cat. and %, Dev. recom. 1y/3y, and Status. The data rows show four employees with their respective details and status.

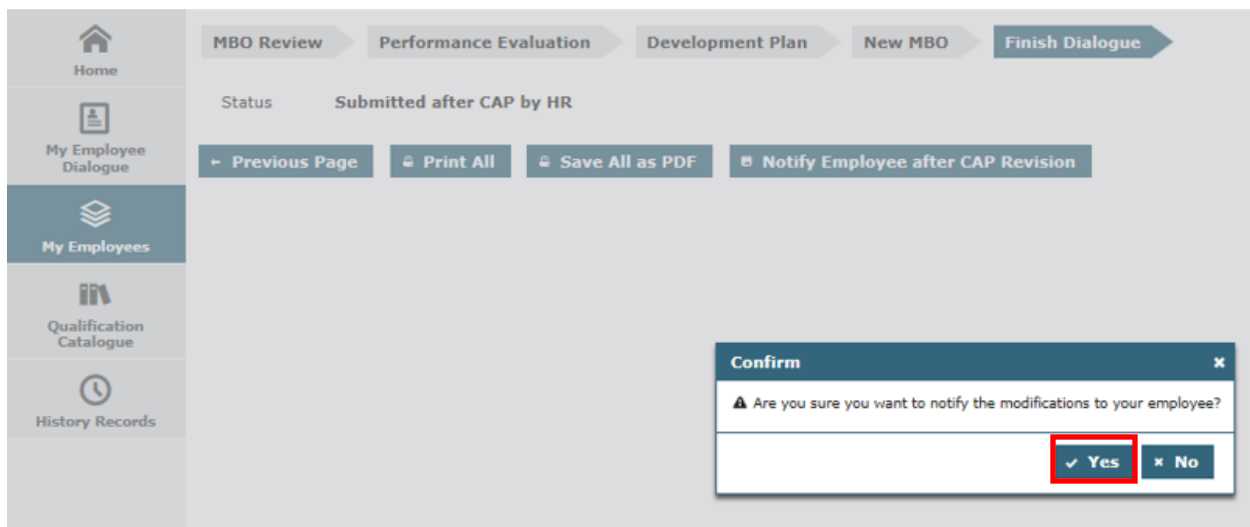
Click for approval	Name	Staff Code	Contract	Position	Overall P	Target cat. and %	Dev. recom. 1y/3y	Status
	Wang, Dan3	904003	Active Local	Commerce	P2	T2+/90.0%	r/v	Approved and Submitted to HR
	Wang, Dan4	904004	Active Local	Commerce	P2	T2+/0.0%	r/v	Approved and Submitted to HR
	Wang, Dan1	904001	Active Local	Commerce	P2+	T1/64.0%	h/v	Approved and Submitted to HR
	Wang, Dan2	904002	Active Local	Commerce	P2	T2+/60.0%	v/h	Approved and Submitted to HR

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

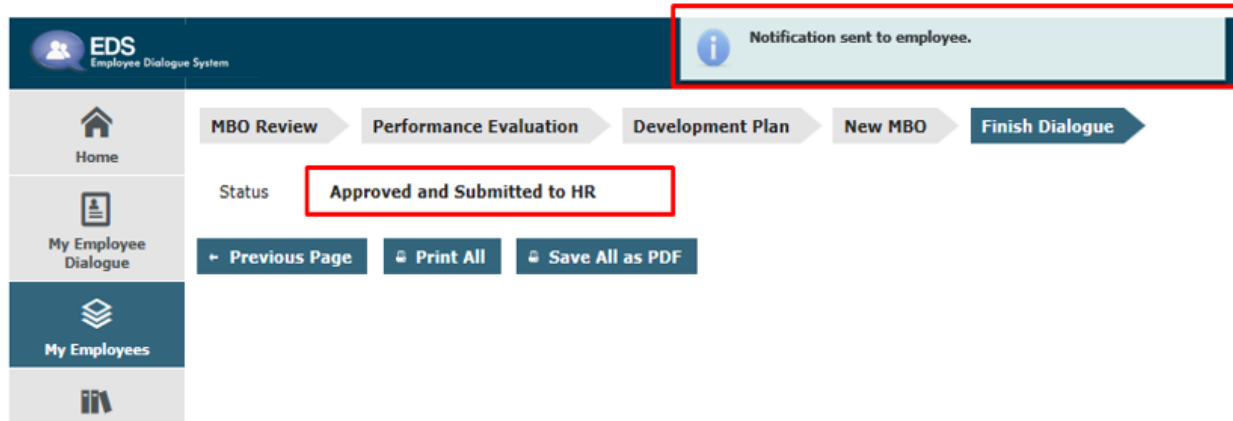
3. Review the modified employee dialogue and first talk to your employee personally.
Afterwards go to “Finish Dialogue” page, press “Notify Employee after CAP Revision” button.



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.



3.4 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.

Orga Structure

Company	Division	Department	Sub Department1	Sub Department2
VCIC	HR, Orga. & ITP	HR and Admin VGC Beijing	Compensation & Benefits	
VCRA	HR, Orga. & ITP	HR and Admin VGC Beijing	Compensation & Benefits	
AUDI	HR, Orga. & ITP	HR and Admin VGC Beijing	Compensation & Benefits	
VCIC	HR, Orga. & ITP	HR and Admin VGC Beijing	Compensation & Benefits	
VCIC	HR, Orga. & ITP	HR and Admin VGC Beijing	Compensation & Benefits	
AUDI	HR, Orga. & ITP	HR and Admin VGC Beijing	Compensation & Benefits	
VCIC	HR, Orga. & ITP	HR and Admin VGC Beijing	Compensation & Benefits	
VCRA	HR, Orga. & ITP	HR and Admin VGC Beijing	Compensation & Benefits	
AUDI	HR, Orga. & ITP	HR and Admin VGC Beijing	Compensation & Benefits	

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	
Xu, Jian1	901001	Active Local	Commerce	P2	T2/100.0%	n/h	Approved and Submitted to HR	
Haentsch, Arvid1	907001	Active Local	Commerce	P2	T1/20.0%	v/h	Approved and Submitted to HR	

2 (1 of 1)

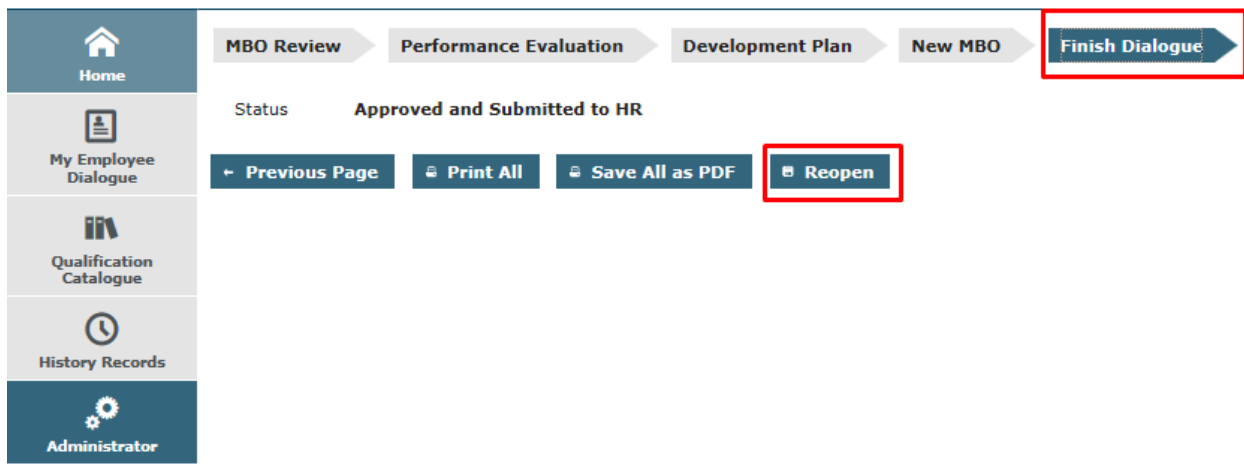
Reopen Employees Dialogue after CAP

Name	Staff Code	Contract	Position	Overall P	Target cat. and %	Dev. recom. 1y/3y	Status	
Wan, Fang4	906004	Active Local	Commerce	P1	T1/0.0%	n/h	Approved and Submitted to HR	
Wan, Fang3	906003	Active Local	Commerce	P2+	T2+/0.0%	n/v	Approved and Submitted to HR	
Strebe, Jenny1	903001	Active Local	Commerce	P2	T2+/88.0%	v/v	Approved and Submitted to HR	

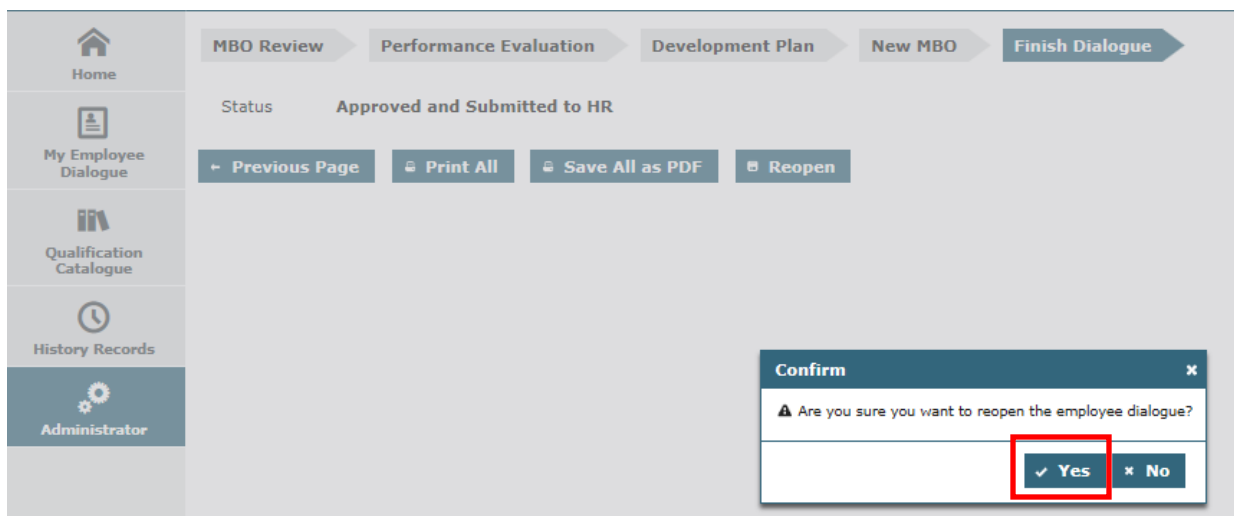
3 (1 of 1)

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

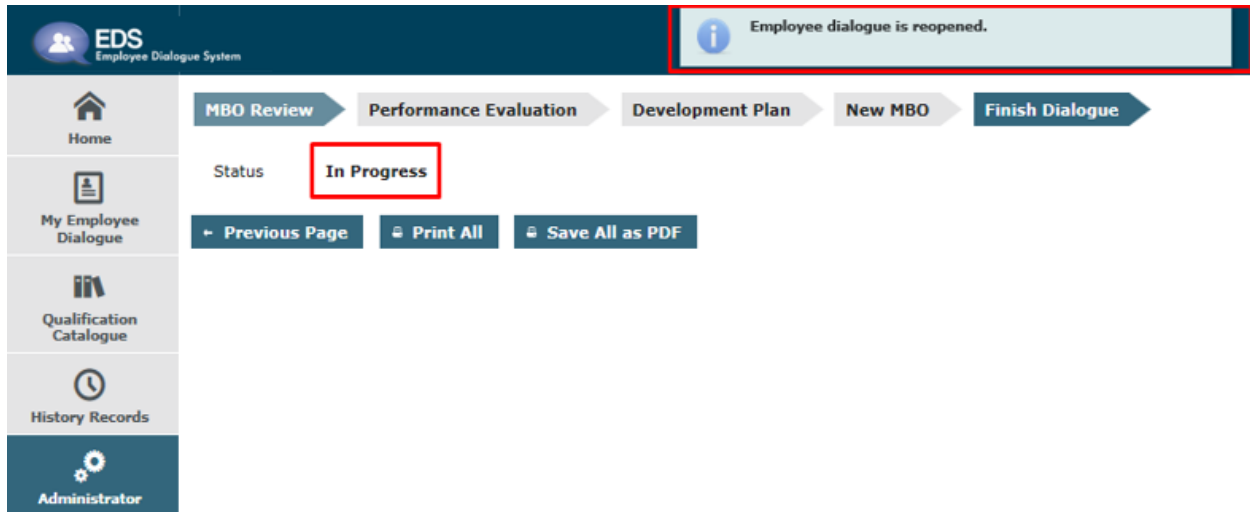
3. Go to “Finish Dialogue page”, and click “Reopen”.



4. Press “Yes”.



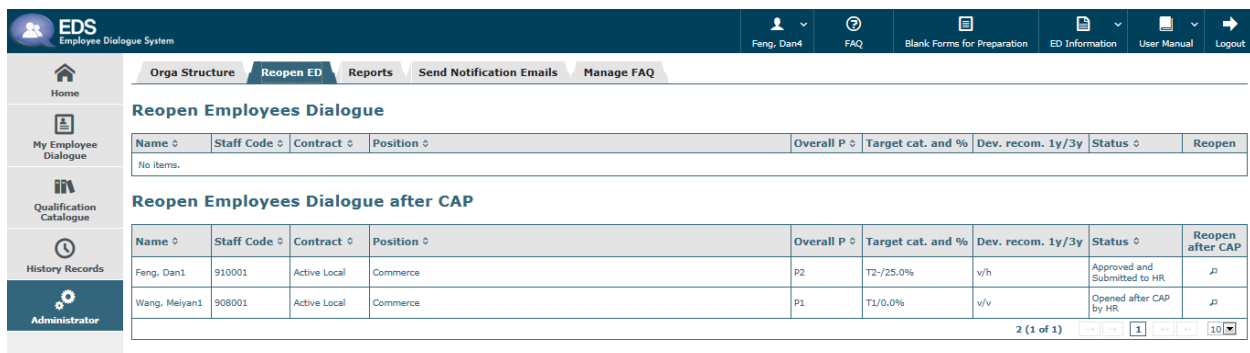
5. The message indicates the operation is successful. Now the status of the employee dialogue is “In Progress”. Employee is able to make modifications and resubmit for approval.



3.4.2 Reopen Employee Dialogue after CAP

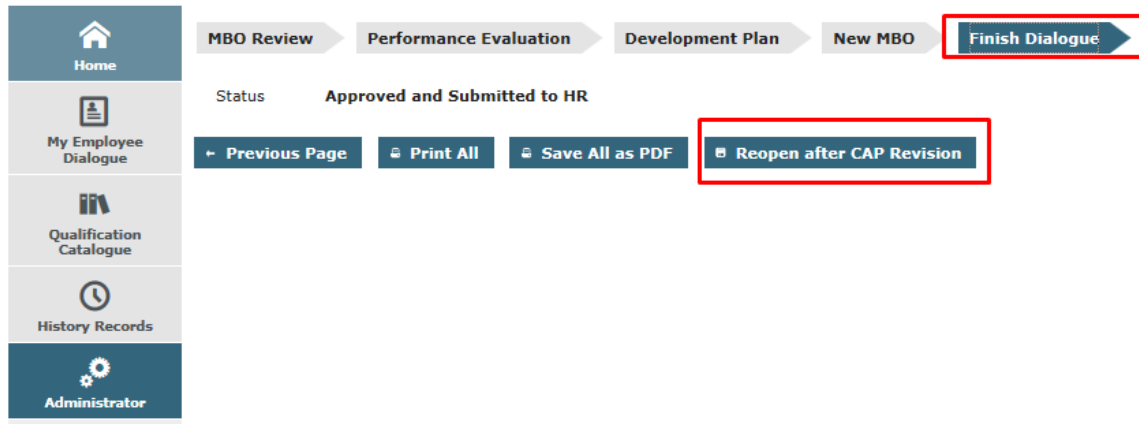
After CAP, only HR administrator is able to reopen the employee dialogue.

1. Go to Administrator, find the “Reopen ED after CAP” table, and find the employee dialogues need to be reopened

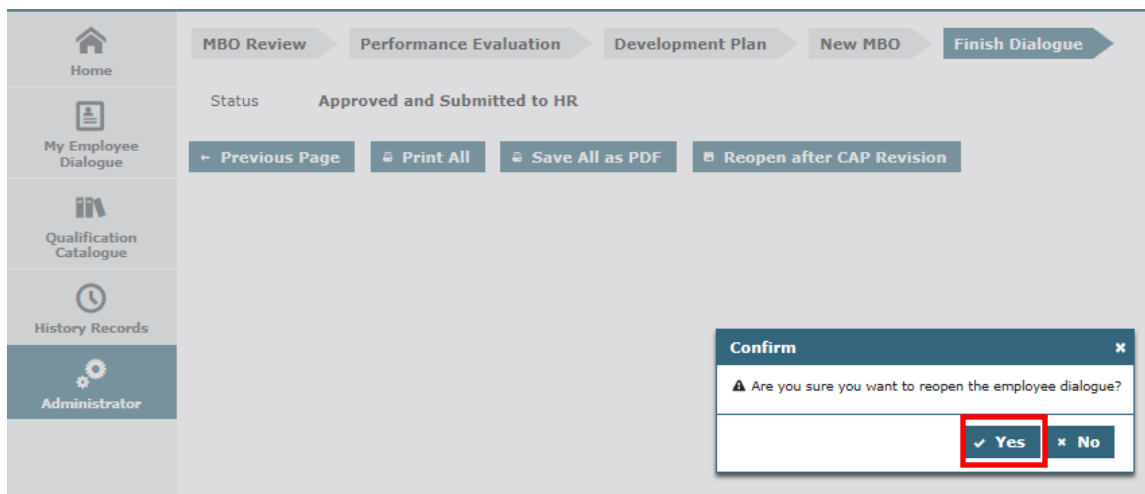


2. Click the Review icon  , the corresponding employee dialogue will be opened for review

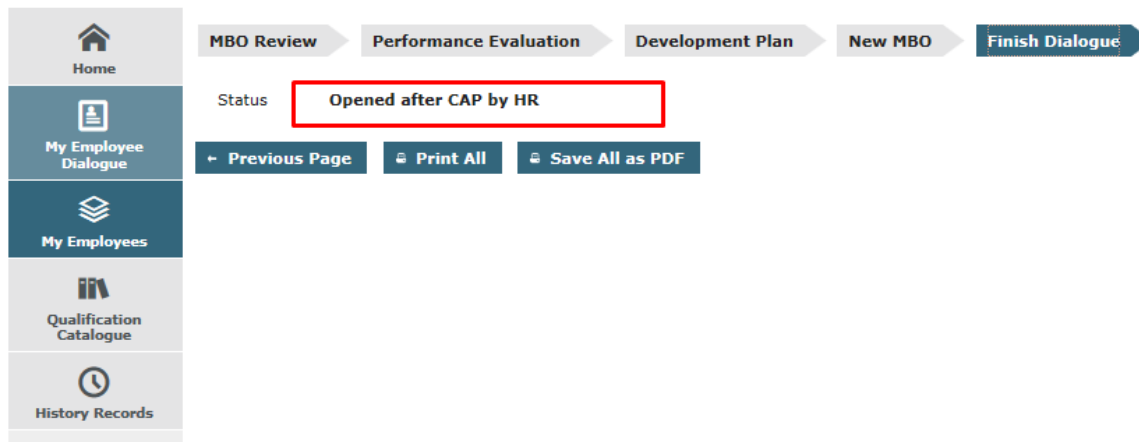
3. Go to “Finish Dialogue” page, press “Reopen after CAP Revision”.



4. Press “Yes”.

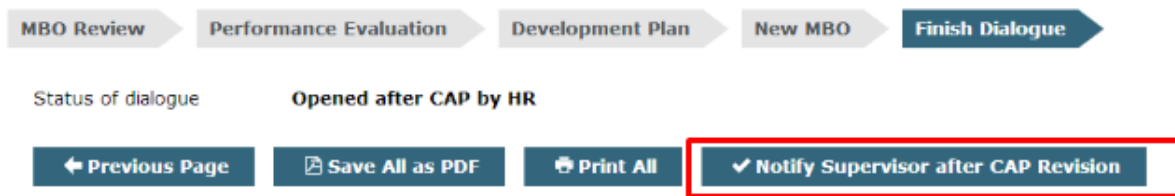


5. Now the status of the employee dialogue is changed to “Opened after CAP by HR”.

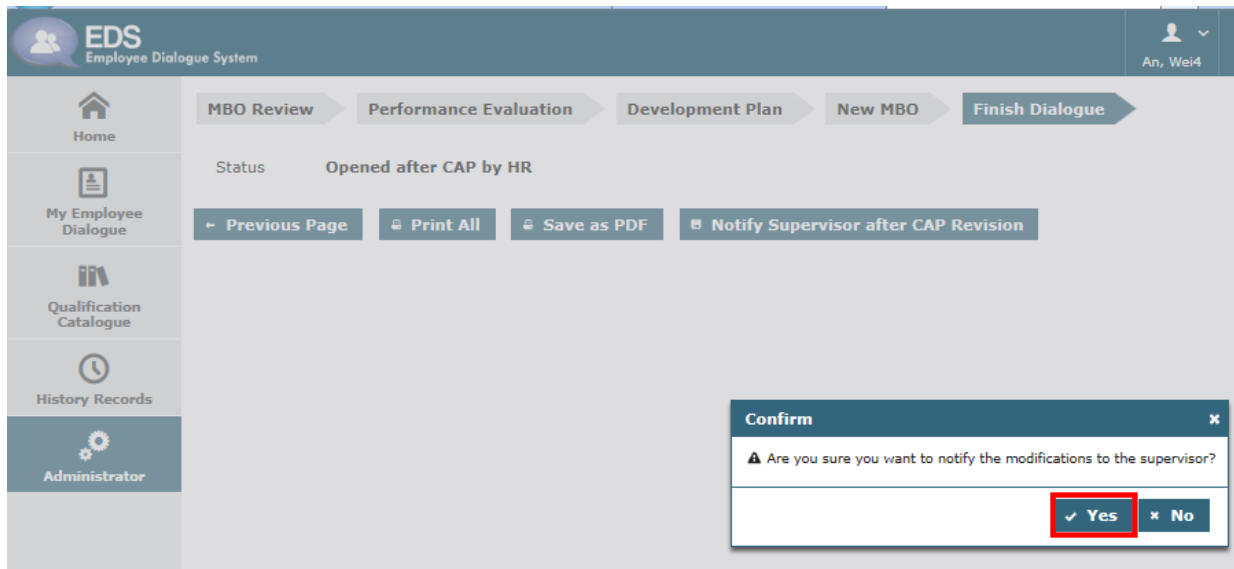


6. Review the employee dialogue, make the necessary changes and save the changes.

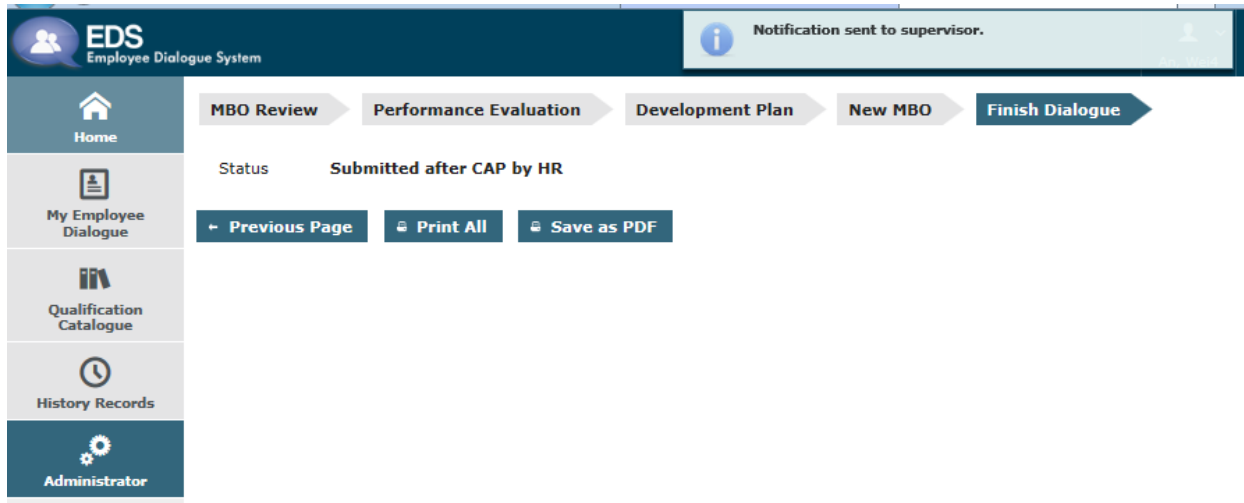
7. Go back to “Finish Dialogue” page, click “Notify Supervisor after CAP Revision” to notify the supervisor of the changes which have been made.



8. Press “Yes” .



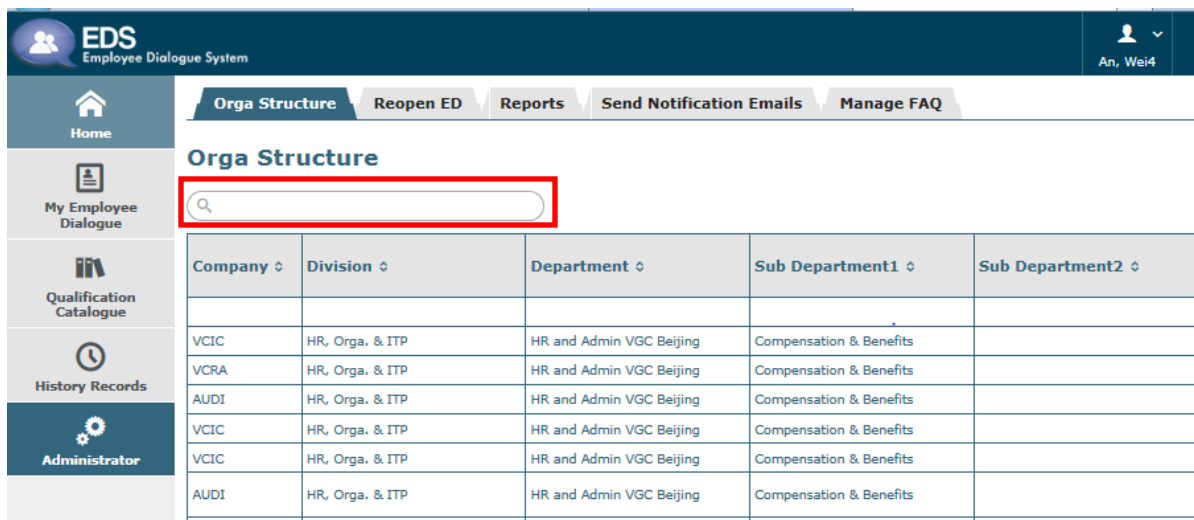
9. The message indicates the operation is successful. Now the status of the employee dialogue is submitted after CAP by HR. Supervisor needs to review and approve for the changes, only after the supervisor approve changes the employee is able to view the updated employee dialogue.



3.4.3 Search for Employee

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

Search Criteria: 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



3.4.4 Generate Reports

1. Go to “Administrator”, then “Reports”, and select the criteria for the report and click “Submit”. The report including brief information according to the criteria you choose will be listed in the table below. You also can download the report with all the detailed information of the Employee Dialogue.
- 1) “By Orga Structure” supports forward linkage. For example, if you choose one division, like ITP, the following “Department” will list all options belong to ITP.
- 2) If you want to filter some team head and their executive assistant and secretary, you can choose “none” in the following subsidiaries dropdown list. For example, if you filter the head of HR Division, his executive assistant and secretary which don’t belong to any department/sub depart1/..., you can choose “none” in the “All Department” dropdown list.

The screenshot displays the 'Reports' interface. The top navigation bar includes 'Orga Structure', 'Reopen ED', 'Reports' (highlighted), 'Send Notification Emails', and 'Manage FAQ'. The left sidebar lists 'Home', 'My Employee Dialogue', 'Qualification Catalogue', 'History Records', and 'Administrator' (highlighted with a red box). The main content area features a red-bordered box containing the 'By orga structure' section with five dropdown menus: 'All Division', 'All Department', 'All Sub Dept.1', 'All Sub Dept.2', and 'All Sub Dept.3'. Below these is the 'By criteria' section with three dropdown menus: 'All UserType', 'All Category', and 'By status'. A 'Submit' button with a checkmark is also highlighted with a red box.

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

3.4.5 Send Email Notifications

1. Go to “Administrator” and then “Send Notification Emails”.
2. Select the employee group (Tariff or Management Employee)
3. Select the employee category (Active Local, LE, FSE or contractor etc.)
4. Edit the email content.
5. Click Send Email.
6. The email notifications are sent to the selected employee group. To avoid duplicated sending, targeted receivers can only get one email notification within one day.

EDS Employee Dialogue System

Email notification has been sent.

Orga Structure Reopen ED Reports **Send Notification Emails** Manage FAQ

Send Notification Emails

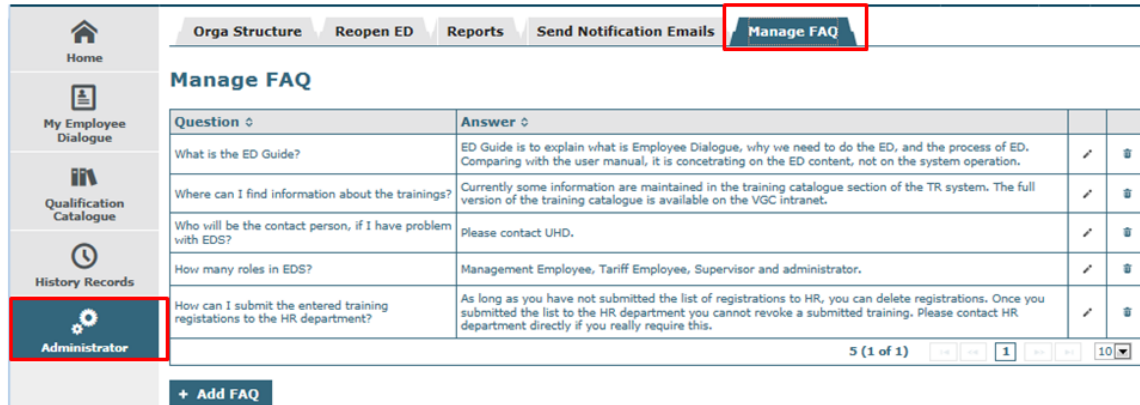
Company	Number of Users (Open)	Number of Users (In progress)	Number of Users (Completed)
VCIC	12	6	18

Notify users of all types Notify users of all categories

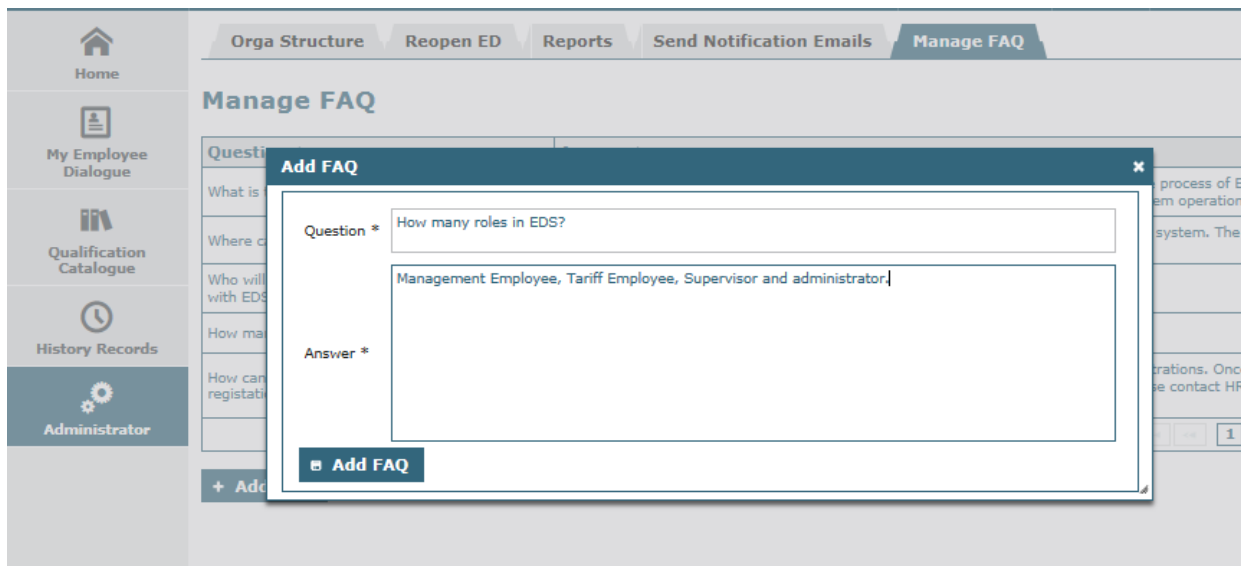
fafdsafdsfa

3.4.6 Manage FAQ


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






2. To add a FAQ, click “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.


Home


My Employee Dialogue


Qualification Catalogue


History Records


Administrator

Orga Structure











Reopen ED





Reports

Send Notification Emails

Manage FAQ

Manage FAQ

Question ↕	Answer ↕		
What is the ED Guide?	ED Guide is to explain what is Employee Dialogue, why we need to do the ED, and the process of ED. Comparing with the user manual, it is concentrating on the ED content, not on the system operation.		
Where can I find information about the trainings?	Currently some information are maintained in the training catalogue section of the TR system. The full version of the training catalogue is available on the VGC intranet.		
Who will be the contact person, if I have problem with EDS?	Please contact UHD.		
How many roles in EDS?	Management Employee, Tariff Employee, Supervisor and administrator.		
How can I submit the entered training registrations to the HR department?	As long as you have not submitted the list of registrations to HR, you can delete registrations. Once you submitted the list to the HR department you cannot revoke a submitted training. Please contact HR department directly if you really require this.		

5 (1 of 1)   **1**   10

+ 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”.


The screenshot shows the 'Qualification Catalogue' interface. The left sidebar contains navigation options: Home, My Employee Dialogue, Qualification Catalogue (highlighted with a red box), History Records, and Administrator. The main content area displays a 'Training Overview' window. The window title is 'Training Overview'. The content includes a greeting 'Dear Colleagues,' followed by a paragraph about the company's qualification strategy and development programs. It mentions that all qualifications and development programs should be aligned with Volkswagen Group China business strategy and the results of the Annual Employee or Management Dialogue. It also states that 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 text continues to discuss the qualification needs as a result of the assessment of 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. The window concludes with 'Your HR VCIC Personnel & Management Development Team Volkswagen Group China.'

2. Click “Import Training”.


The screenshot shows the 'Qualification Catalogue' interface. The left sidebar contains navigation options: Home, My Employee Dialogue, Qualification Catalogue (highlighted with a red box), History Records, and Administrator. The main content area displays a table of training programs. The table has four columns: Code, Name, and Cost. The table is divided into two sections: 'Problem-Solving Skills' and 'Development and Sharing Knowledge'. The 'Problem-Solving Skills' section lists six training programs. The 'Development and Sharing Knowledge' section lists four training programs. At the bottom of the interface, there are two buttons: '+ Import Training' (highlighted with a red box) and '+ Import DevelopmentProgram'.

Code	Name	Cost
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
C3.290	Train the trainer (English)	5480.00
C3.247	MK Observer Trainnig (English)	
C3.248	OMK Observer Trainnig (English)	
C3.291	Train the trainer(Chinese)	5480.00


3. Select the training excel file.




Home




My Employee Dialogue



Qualification Catalogue



History Records



Administrator

Process Orientation	C3.213	Solution Camp - Corporate Culture EN	
	C3.258	Succesful Change Management (English)	8850.00
	C3.282	Process Management(English)	
	C3.283	Process Management (Chinese)	
Problem			6120.00
			5300.00
			5300.00
			3000.00
			3000.00
			6120.00
			5480.00

Import

+ Choose

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.



Home



My Employee Dialogue



Qualification Catalogue



History Records



Administrator

Qualification Catalogue

Submitted training

Expertise

Cooperation and Leadership

Entrepreneurial Thinking and Acting

Development Program

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
	C3.293	PEP48/ Product Development Program (Engl	
	C3.224	Essential Project Management (English)	4500.00
	C3.280	Finance for non-finance Executive (Engli	6800.00
	C3.261	Finance for non-finance Executive (Chine	6800.00
	C3.225	Essential Project Management (Chinese)	4500.00
	C3.226	Advanced Project Management (English)	6250.00

3.5.2 Import Development Programms

1. Go to “Qualification Catalogue”.

The screenshot shows the 'Qualification Catalogue' section of the Volkswagen Group China HR system. The left sidebar contains navigation links: Home, My Employee Dialogue, Qualification Catalogue (highlighted with a red box), History Records, and Administrator. The main content area displays a 'Training Overview' window with the following text:

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.

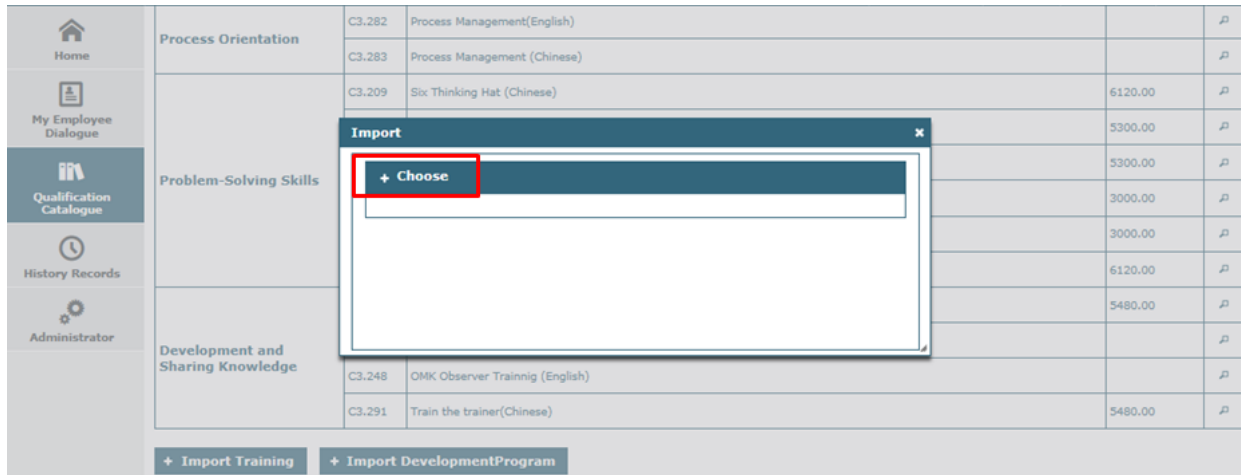
2. Click “Import Development Programm”.

The screenshot shows the 'Qualification Catalogue' table in the Volkswagen Group China HR system. The table lists various training programs with their codes, names, and costs. The 'Import Development Programm' button is highlighted with a red box.

Competence	Code	Name	Cost	Unit
Quality	C3.206	Time and Stress Management(English)		
Technical method				
Process Orientation	C3.282	Process Management(English)		μ
	C3.283	Process Management (Chinese)		μ
Problem-Solving Skills	C3.209	Six Thinking Hat (Chinese)	6120.00	μ
	C3.218	Creative & Rational Decision Making (Eng)	5300.00	μ
	C3.219	Creative & Rational Decision Making (Chi)	5300.00	μ
	C3.217	Thinking Techniques (Problem Solving) (C)	3000.00	μ
	C3.216	Thinking Techniques (Problem Solving)En	3000.00	μ
	C3.208	Six Thinking Hat(English)	6120.00	μ
Development and Sharing Knowledge	C3.290	Train the trainer (English)	5480.00	μ
	C3.247	MK Observer Trainnig (English)		μ
	C3.248	OMK Observer Trainnig (English)		μ
	C3.291	Train the trainer(Chinese)	5480.00	μ

Buttons: + Import Training, + Import DevelopmentProgram (highlighted with a red box)

3. Select the development program excel file.



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” tab, check the boxes for the corresponding selections and click “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

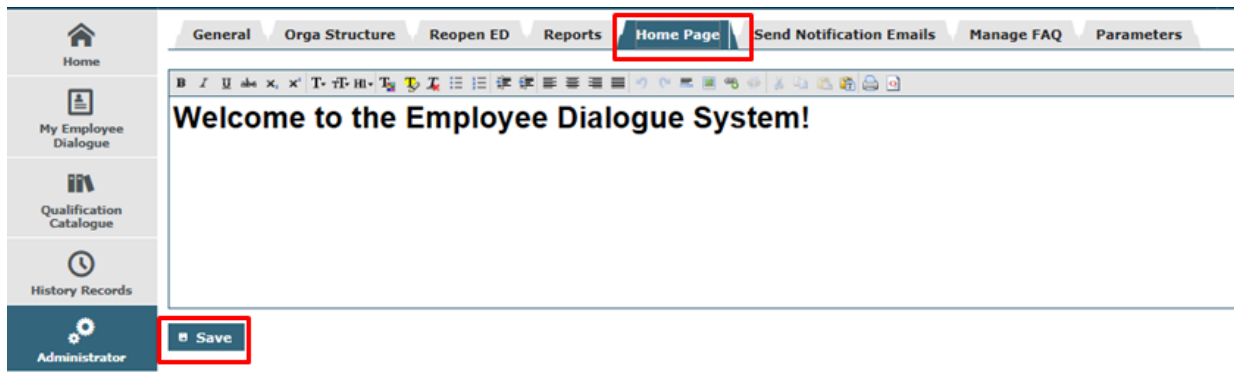
- Enable/disable submission ED for tariff employee for VCRA
- Enable/disable submission ED for management employee for VCRA

Check this box to enable email notifications in the system

- Enable/disable email notification for all users.

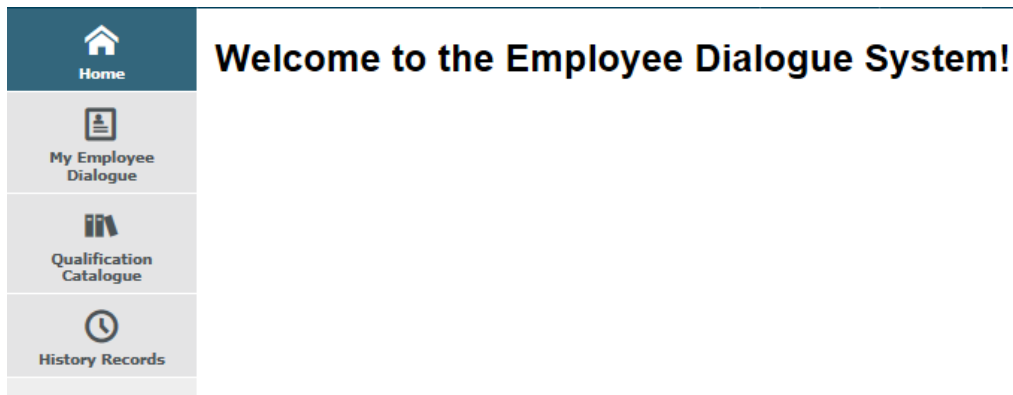
3.5.4 Manage Homepage

1. Go to “Administrator”, then “Home Page” tab.



2. Edit the content of the home page in the editable area. If you want to post a picture in the home page, you should input the URL which can load the picture.

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.

The screenshot shows the 'My Employee Dialogue' section of the Volkswagen Group China EDS 1.0 system. The 'Choose Language Training' dropdown menu is open, showing options: Chinese, English, and German Language. The menu is highlighted with a red box.

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

The screenshot shows the 'Administrator' section of the Volkswagen Group China EDS 1.0 system. The 'Parameters' tab is selected, displaying a table of Language Trainings. The table has columns: Name, Code, and a delete icon. The table lists: Chinese (CN), English (EN), and German Language (DE). The 'Parameters' tab is highlighted with a red box.

Name	Code	
Chinese	CN	
English	EN	
German Language	DE	

3 (1 of 1)

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



The screenshot shows the 'Language Training' section of the application. On the left is a sidebar with navigation links: Home, My Employee Dialogue, Qualification Catalogue, History Records, and Administrator. The main area has tabs for General, Orga Structure, Reopen ED, Reports, and Home Page. Below the tabs is a table with columns 'Name' and 'Code'. The table contains three rows: Chinese (CN), English (EN), and German Language. Below the table is a '+ Add' button. A modal window titled 'Add Language Training' is open, showing two input fields: 'Name *' and 'Code *', both highlighted with a red rectangle. Below the fields is an 'Add' button.


3. Language training will be added to the list. Click “Add” again to add more rows.

The screenshot shows the 'Language Training' section after adding new entries. The table now has three rows: Chinese (CN), English (EN), and German Language (DE). The first row is highlighted with a red rectangle. Below the table is a '+ Add' button. The table has a pagination bar at the bottom right showing '3 (1 of 1)' and a dropdown menu for page size.


4. To edit language training, click the “edit” icon

The screenshot shows the 'Language Training' section with the table containing three rows. The first row is highlighted with a red rectangle. The 'edit' icon (a pencil) is visible in the rightmost column of the first row, also highlighted with a red rectangle. Below the table is a '+ Add' button. The table has a pagination bar at the bottom right showing '3 (1 of 1)' and a dropdown menu for page size.


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




Home



My Employee Dialogue



Qualification Catalogue



General

Orga Structure

Reopen ED

Reports







Home Page





Send Notification Emails

Manage FAQ


Parameters

Language Training


Name	Code		
Chinese	CN		
English	EN		
German Language	DE		

3 (1 of 1)   1   10


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




Home



My Employee Dialogue



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



Home Page






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Parameters

Language Training

Name 	Code 		
Chinese	CN		
English	EN		
German Language	DE		

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7. Press “Yes”; the language training will be deleted

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Parameters

Language Training

Name ↕	Code ↕		
Chinese	CN	✓ ✕	🗑
English	EN	✎	🗑
German Language	DE	✎	🗑

3 (1 of 1) ⏪ ⏩ 1 ⏴ ⏵ 10 ▾

+ Add

Delete ✕

⚠ Are you sure you want to delete it?

✓ Yes ✕ No

Development

Name ↕		Code ↕	
development into leadership	A leadership license is required for this development.	DV01	✎ 🗑

3.5.6 Manage Development Dropdown List

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

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

Name	Code	Alert Message
Chinese	CN	
English	EN	
German Language	DE	

Name	Alert Message	Code
development into leadership	A leadership license is required for this development. Please contact with HR for more information.	DV01
development into management	CPD program is required for this development.	DV02

2. To add a development dropdown item, Click “Add”. Then enter the development name, alert message and code.

The screenshot shows the 'Language Training' and 'Development' sections of the system. The 'Development' section has a table with the following data:

Name	Code
development into leadership	DV01
development into management	

The 'Add Development' dialog box is open, showing the following fields:

- Name ***: development into leadership
- Alert Message ***: A leadership license is required for this development. Please contact with HR for more information
- Code ***: DV01

The 'Add' button is visible at the bottom of the dialog box.

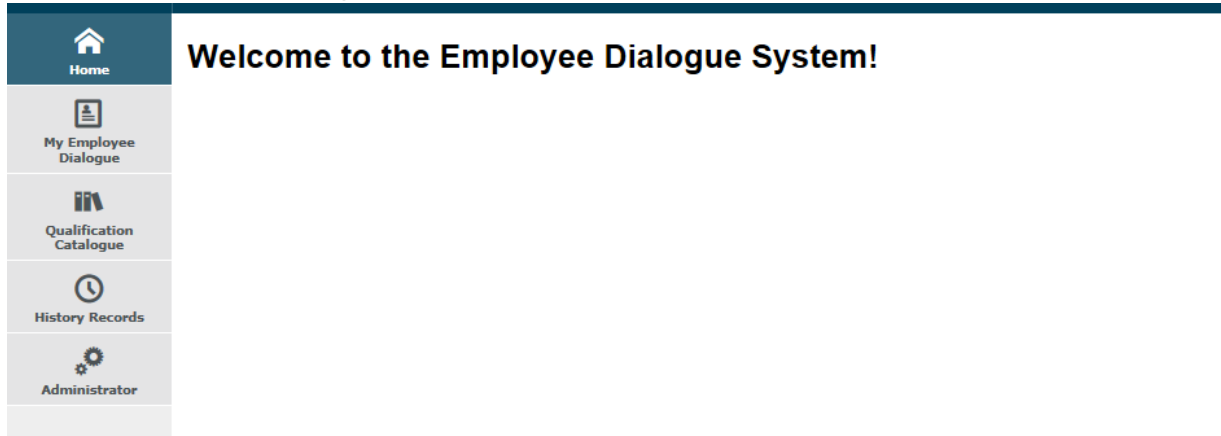
3. Click “Add”, the development is added to the list.

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

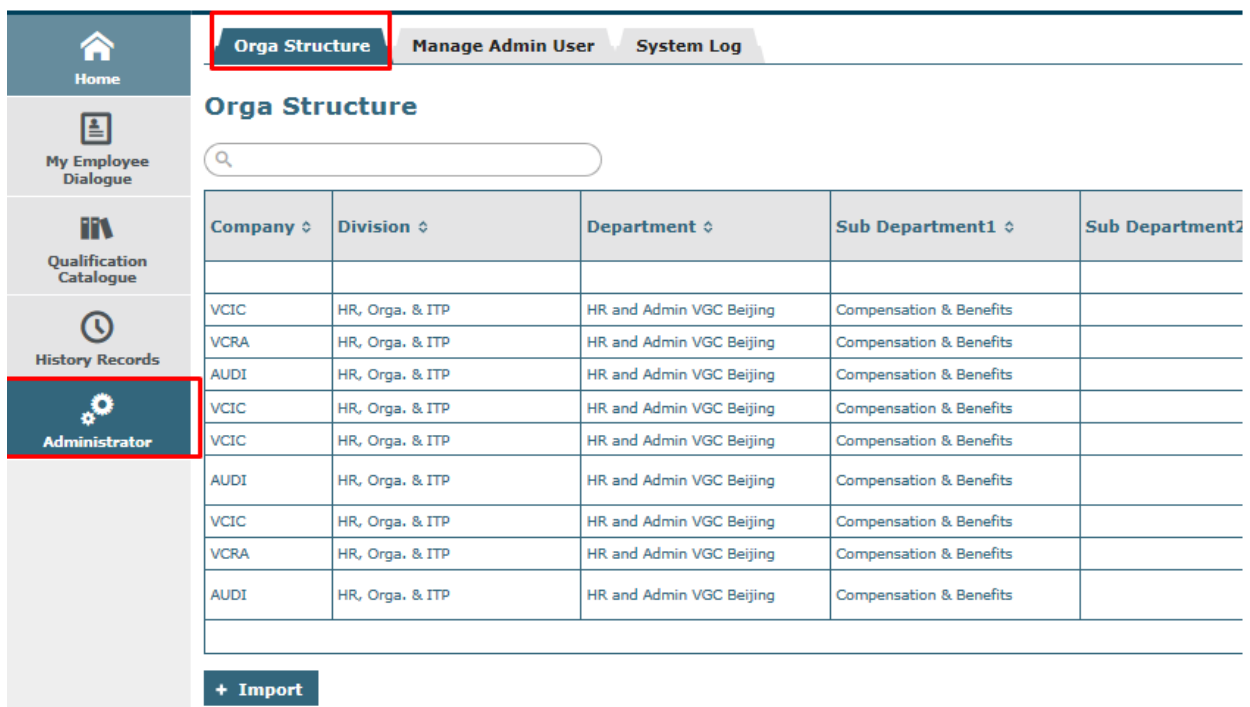
As an employee IT super administrator, user is able to perform all functions listed in section 3.1 for management employee user or in section 3.2 for tariff employee user. The rest of this section will list specific functions for IT super administrator user only.

The main screen for IT super administrator is:

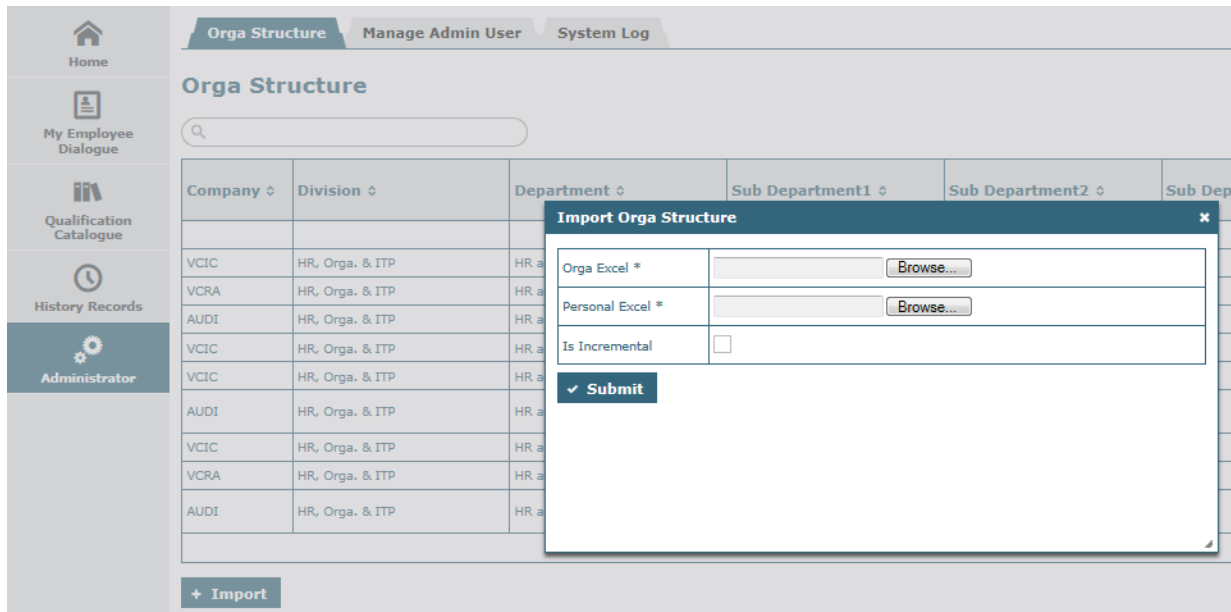


3.6.1 Import Orga Structure

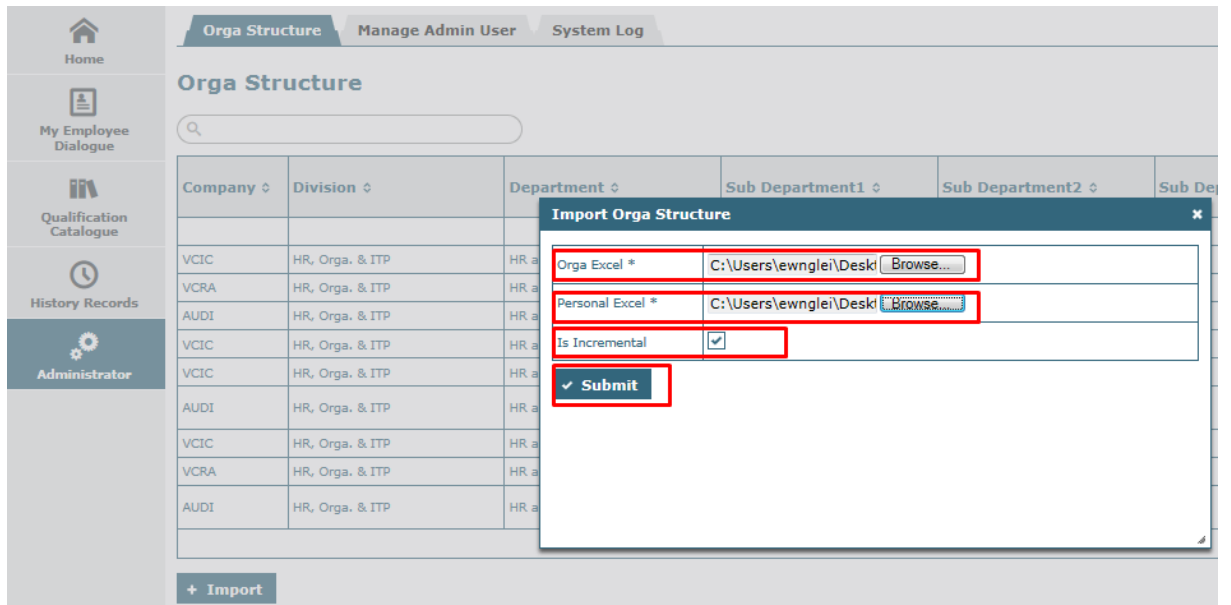
1. Click “Administrator” on the side panel.



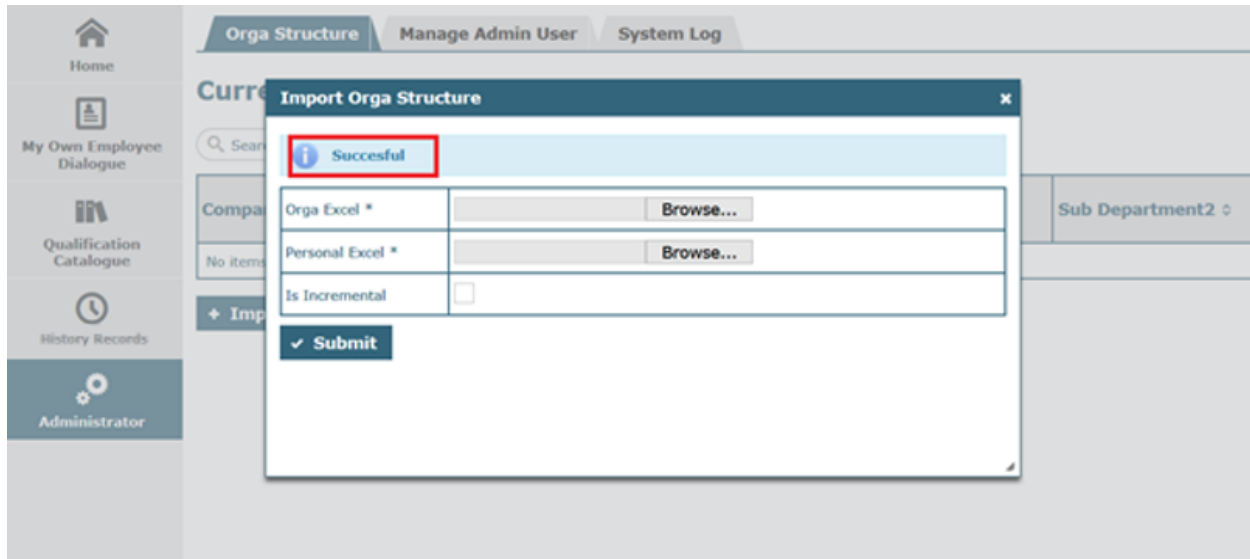
2. Click “Import”, import orga structure dialogue box is appeared.



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



4. A successful message is displayed.



5. Now users are displayed in the orga structure table

Orga Structure

Company	Division	Department	Sub Department1	Sub Dep
VCIC	HR, Orga. & ITP	HR and Admin VGC Beijing	Compensation & Benefits	
VCRA	HR, Orga. & ITP	HR and Admin VGC Beijing	Compensation & Benefits	
AUDI	HR, Orga. & ITP	HR and Admin VGC Beijing	Compensation & Benefits	
VCIC	HR, Orga. & ITP	HR and Admin VGC Beijing	Compensation & Benefits	
VCIC	HR, Orga. & ITP	HR and Admin VGC Beijing	Compensation & Benefits	
AUDI	HR, Orga. & ITP	HR and Admin VGC Beijing	Compensation & Benefits	
VCIC	HR, Orga. & ITP	HR and Admin VGC Beijing	Compensation & Benefits	
VCRA	HR, Orga. & ITP	HR and Admin VGC Beijing	Compensation & Benefits	

3.6.2 Manage Admin User

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

Manage Admin Users

Company	Division	Department	Staff Name	Staff Code
VCIC	HR, Orga. & ITP	HR and Admin VGC Beijing	Xie, Liang4	905004
AUDI	HR, Orga. & ITP	HR and Admin VGC Beijing	You, Zhiqiang4	914004
AUDI	HR, Orga. & ITP	HR and Admin VGC Beijing	Hao, Na3	913004
VGIC	HR, Orga. & ITP	HR and Admin VGC Beijing	Chen, Jia4	909004
VGIC	HR, Orga. & ITP	HR and Admin VGC Beijing	Feng, Dan4	910004

+ Add Admin User

Manage Super 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”.

Add Admin Users

Search: 902

	Company	Division	Department	Staff Name	Staff Code	Position
<input checked="" type="checkbox"/>	VCIC	HR, Orga. & ITP	HR and Admin VGC Beijing	Lu, Mingzhu3	902003	Commerce
<input type="checkbox"/>	VCIC	HR, Orga. & ITP	HR and Admin VGC Beijing	Lu, Mingzhu1	902001	Commerce
<input type="checkbox"/>	VCIC	HR, Orga. & ITP	HR and Admin VGC Beijing	Lu, Mingzhu2	902002	Commerce

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Add

3. The selected user is added as admin user.

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Manage Admin Users

Company	Division	Department	Staff Name	Staff Code
VCIC	HR, Orga. & ITP	HR and Admin VGC Beijing	Xie, Liang4	905004
AUDI	HR, Orga. & ITP	HR and Admin VGC Beijing	You, Zhiqiang4	914004
AUDI	HR, Orga. & ITP	HR and Admin VGC Beijing	Hao, Na3	913004
VGIC	HR, Orga. & ITP	HR and Admin VGC Beijing	Chen, Jia4	909004
VGIC	HR, Orga. & ITP	HR and Admin VGC Beijing	Feng, Dan4	910004

+ Add Admin User

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

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Manage Admin Users

Company	Division	Department	Staff Name	Staff Code	Position	
VCIC	HR, Orga. & ITP	HR and Admin VGC Beijing	Xie, Liang4	905004	Commerce	
AUDI	HR, Orga. & ITP	HR and Admin VGC Beijing	You, Zhiqiang4	914004	Commerce	
AUDI	HR, Orga. & ITP	HR and Admin VGC Beijing	Hao, Na3	913004	Commerce	
VGIC	HR, Orga. & ITP	HR and Admin VGC Beijing	Chen, Jia4	909004	Commerce	
VGIC	HR, Orga. & ITP	HR and Admin VGC Beijing	Feng, Dan4	910004	Commerce	

13 (1 of 3)

+ Add Admin User

6. Press “Yes”; the user is deleted from the admin user list.

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Manage Admin Users

Company	Division	Department	Staff Name	Staff Code	Position	
VCIC	HR, Orga. & ITP	HR and Admin VGC Beijing	Xie, Liang4	905004	Commerce	
AUDI	HR, Orga. & ITP	HR and Admin VGC Beijing	You, Zhiqiang4	914004	Commerce	
AUDI	HR, Orga. & ITP	HR and Admin VGC Beijing	Hao, Na3	913004	Commerce	
VGIC	HR, Orga. & ITP	HR and Admin VGC Beijing	Chen, Jia4	909004	Commerce	
VGIC	HR, Orga. & ITP	HR and Admin VGC Beijing	Feng, Dan4	910004	Commerce	

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+ Add Admin User

Delete

Are you sure you want to delete it?

Yes No

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 displays the Volkswagen Group China system interface. The left sidebar contains navigation options: Home, My Employee Dialogue, Qualification Catalogue, History Records, and Administrator (highlighted with a red box). The top navigation bar includes Orga Structure, Manage Admin User (highlighted with a red box), and System Log. The main content area is divided into two sections: 'Manage Admin Users' and 'Manage Super Admin Users'. The 'Manage Admin Users' section contains a table with columns: Company, Division, Department, and Status. The 'Manage Super Admin Users' section contains a similar table. Both tables have a '+ Add Admin User' and '+ Add Super Admin User' button below them, with the latter button highlighted by a red box.

Company	Division	Department	Status
VCIC	HR, Orga. & ITP	HR and Admin VGC Beijing	Xie,
AUDI	HR, Orga. & ITP	HR and Admin VGC Beijing	You,
AUDI	HR, Orga. & ITP	HR and Admin VGC Beijing	Hao,
VGIC	HR, Orga. & ITP	HR and Admin VGC Beijing	Che,
VGIC	HR, Orga. & ITP	HR and Admin VGC Beijing	Fen,

+ Add Admin User

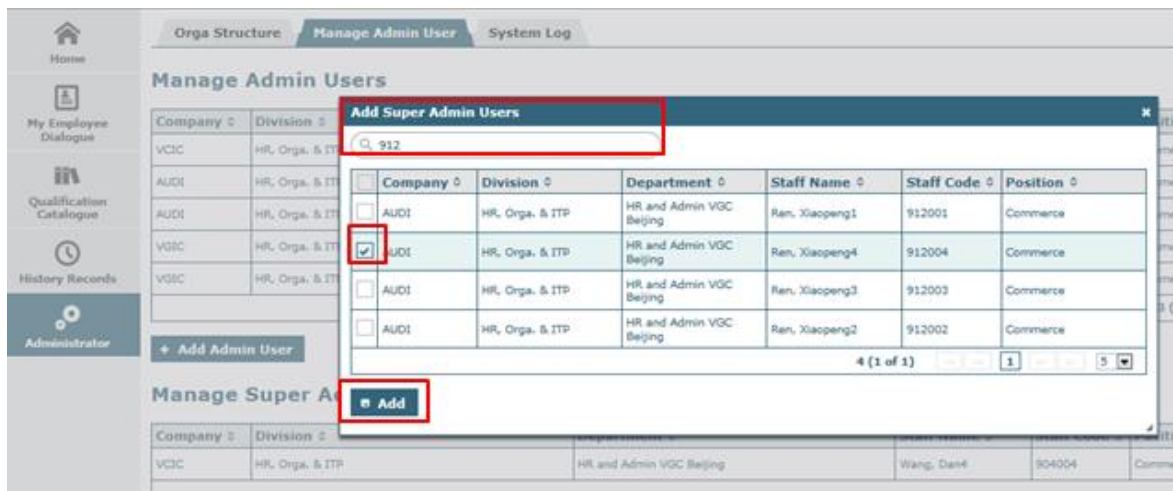
Company	Division	Department	Status
VCIC	HR, Orga. & ITP	HR and Admin VGC Beijing	Wan

+ Add Super Admin User

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”.



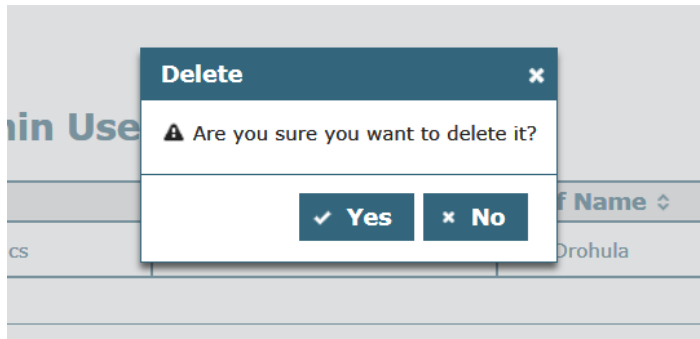
3. The selected user is added as super admin user



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



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, and then click System Log. The system log is displayed in the content area

Staff Code	Action Type	Message	Date
102136	import	import training	2014-09-16 11:56:31.196
102136	import	import development program	2014-09-16 11:56:55.236
102136	save	general setting saved	2014-09-16 11:57:49.812
904001	save new mbo	EmployeeDialogue[id:3363, staff code: 904001]	2014-09-17 14:04:59.311
904001	save mbo	EmployeeDialogue[id:3363, staff code: 904001]	2014-09-17 14:07:06.568
904001	save mbo	EmployeeDialogue[id:3363, staff code: 904001]	2014-09-17 14:09:57.744
915001	save development plan	EmployeeDialogue[id:3413, staff code: 915001]	2014-09-17 16:12:10.948
915001	save mbo	EmployeeDialogue[id:3413, staff code: 915001]	2014-09-17 16:14:31.683
915002	save performance evaluation	EmployeeDialogue[id:3684, staff code: 915002]	2014-09-17 16:32:05.704
905001	save development plan	EmployeeDialogue[id:3881, staff code: 905001]	2014-09-17 17:25:22.478

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

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System Audit Log

Staff Code	Action Type	Message	Date
901005	delete	delete language training	2014-09-18 10:50:05.734
904004	delete	delete faq	2014-09-19 10:58:28.482
906004	delete	delete language training	2014-09-25 15:31:15.287
906004	delete	delete development	2014-09-25 15:33:26.163
906004	delete	delete language training	2014-09-25 15:34:16.435
904004	delete	delete development	2014-09-26 16:24:23.601
919004	delete	delete faq	2014-09-19 17:51:16.546
904004	delete	delete language training	2014-09-26 16:20:53.458

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1

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