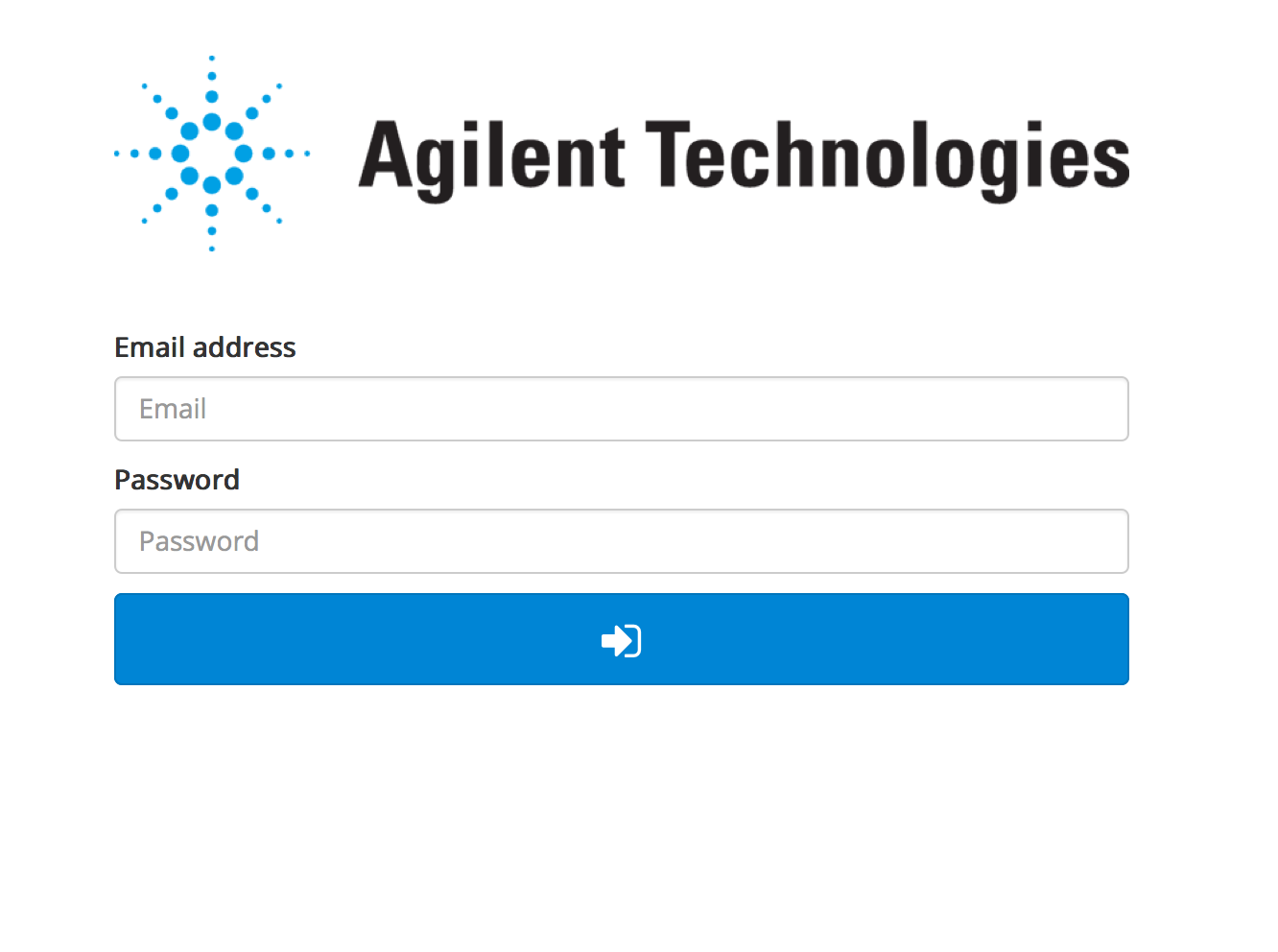
**Agilent “skillmatrix”** **Manual**

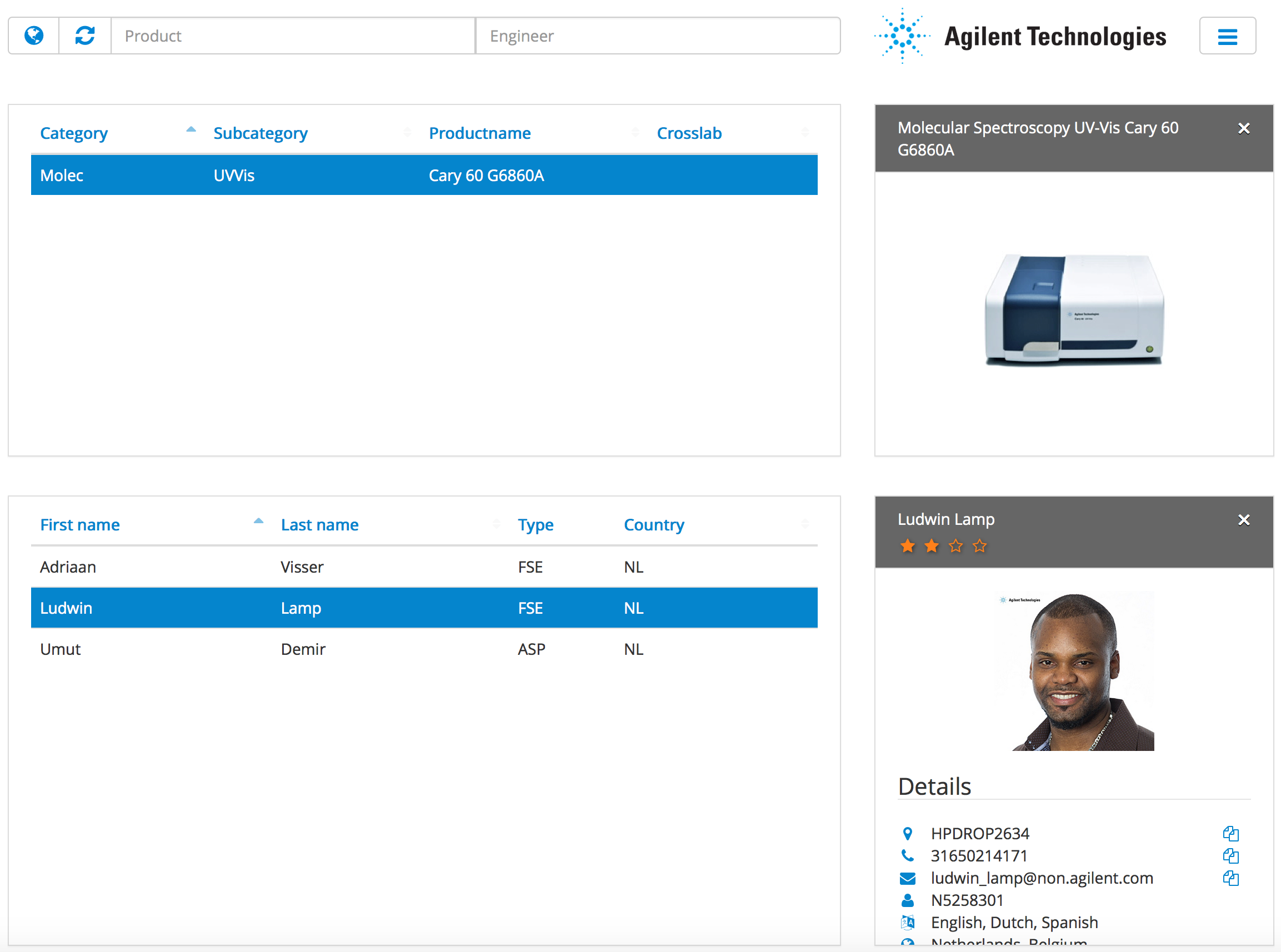
Exordium

The skillmatrix is designed to search for products and the engineers trained for this product, but you could also search vice versa. This application has a back-end where you could manage the information provided in the front-end.Login



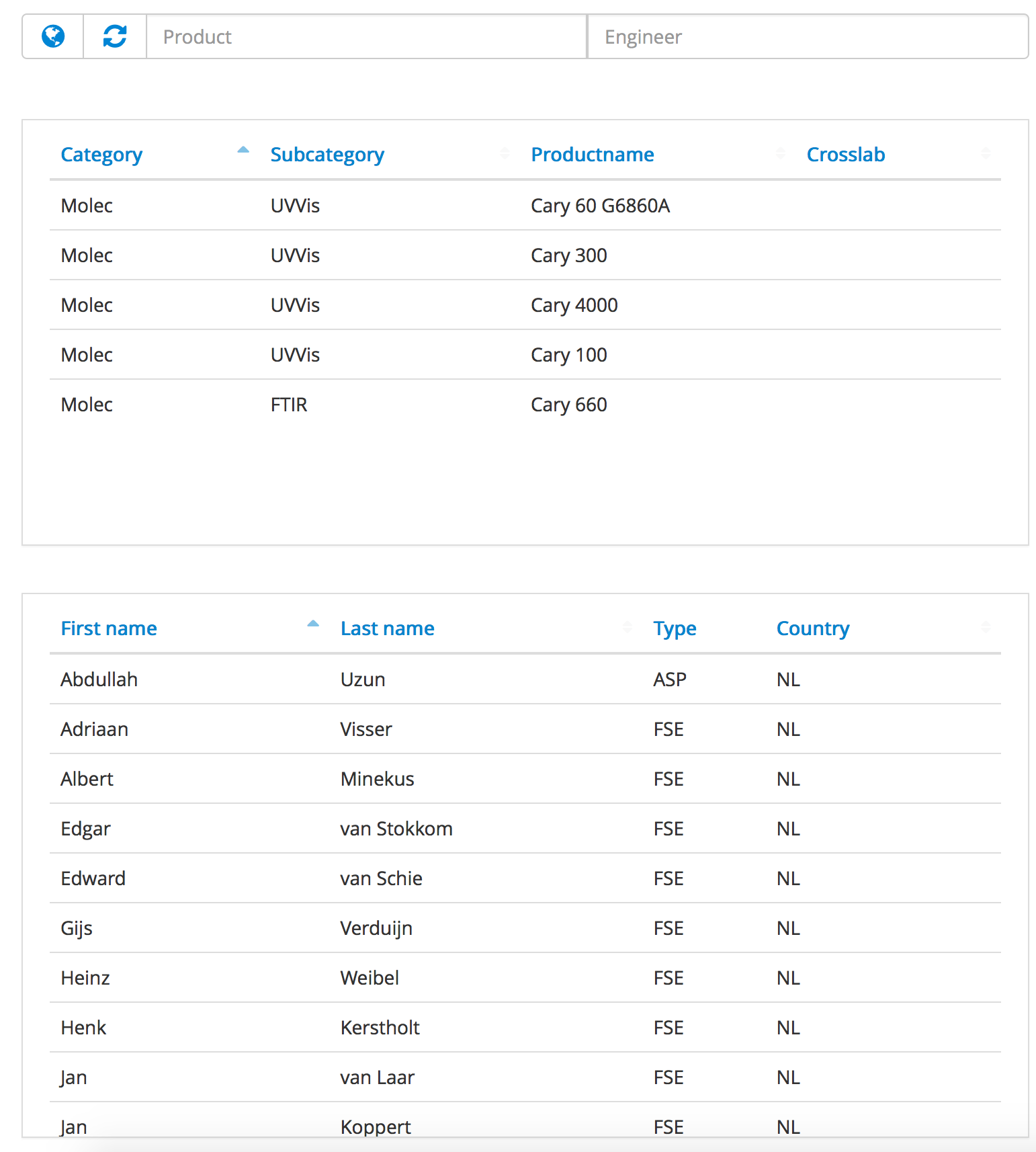
When opening the webpage, the first thing you will see is this login page. This login page has two input fields; Email and Password. Use your given Agilent email and password to proceed your login action. After filling your email and password you press the blue button to coninue to the next page.

The front-end

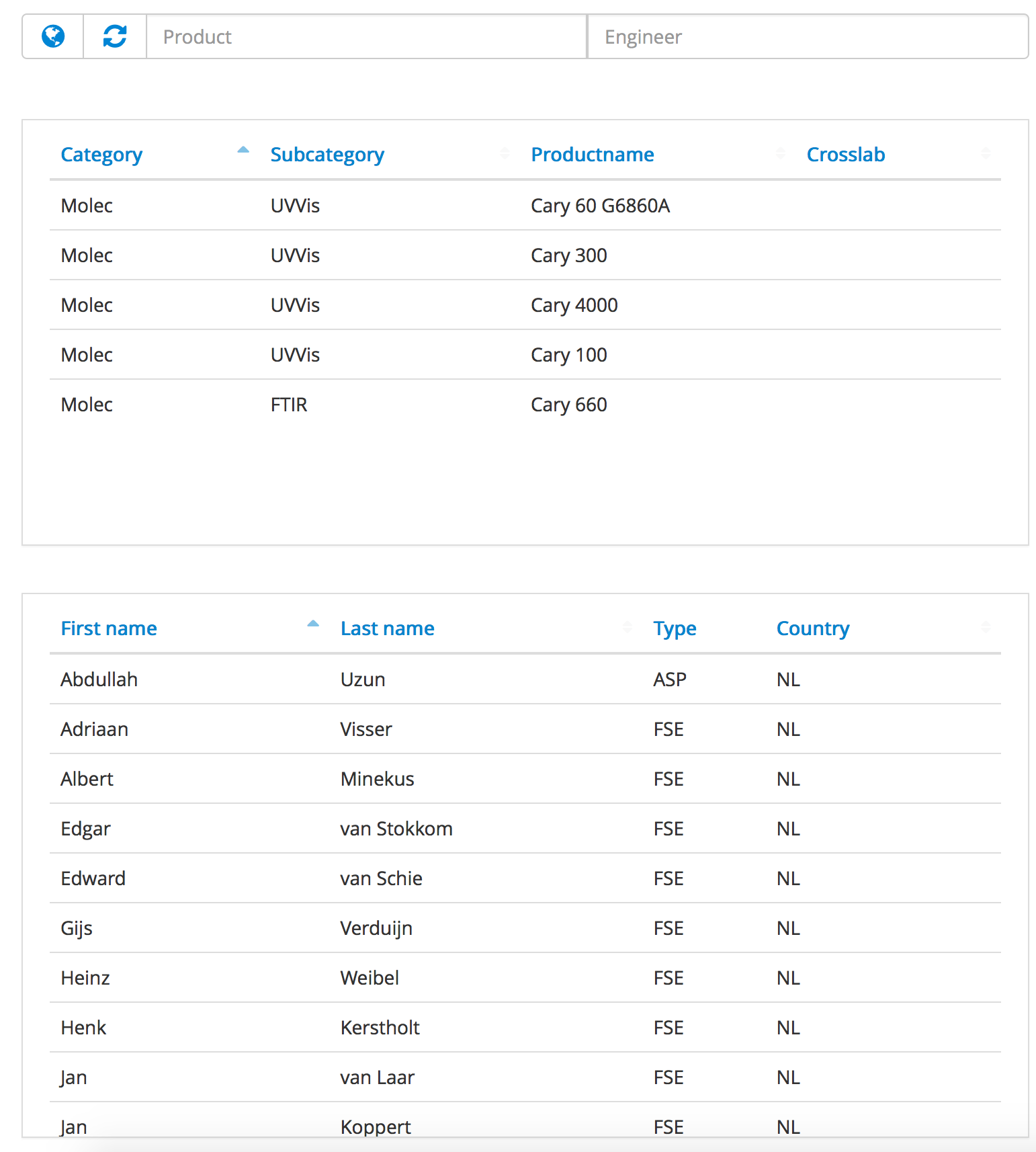


This is the front-end, this is what you will see if your login is successful. On this page you can search for engineers and products to view its information.

Search product

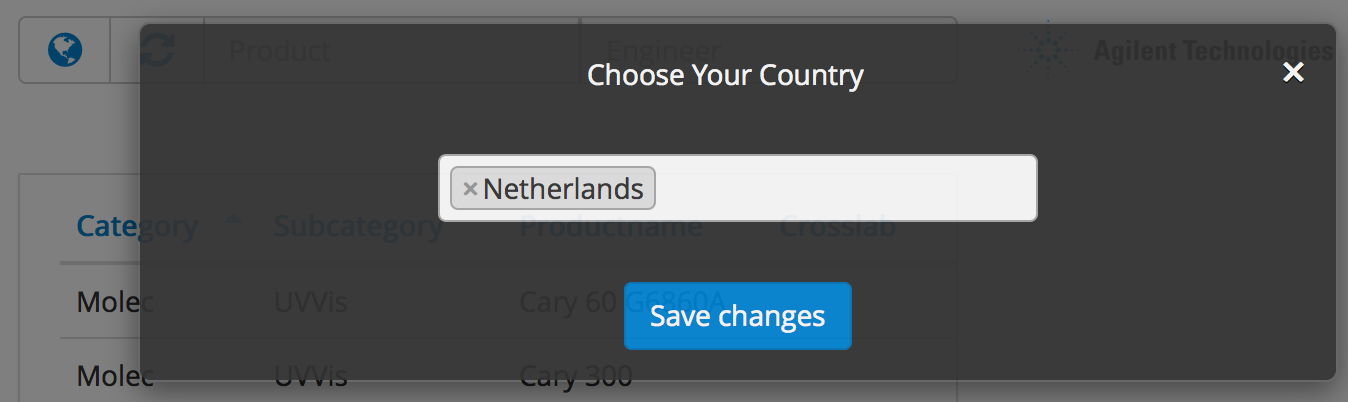
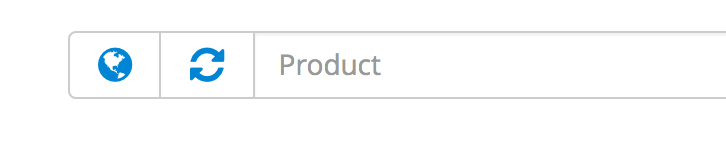


This part of the skillmatrix is designed to search for a product. You do this by searching the name, an abbreviation or a part of its name in the ‘product’ search bar. The product table will narrow its result live to your search request as you type. After you click on a product the engineers trained for this product will appear on the second table.Search engineer



You could also search the other way around by searching for an engineer in the engineer search bar. To search for an engineer you type in the full name or a part of it. The engineer table will narrow its result live to your search request as you type. After you click on a engineer the product table will show the products this engineer is trained for.

Language preferences

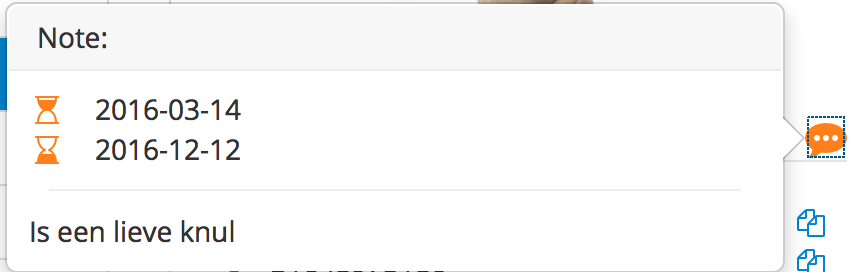
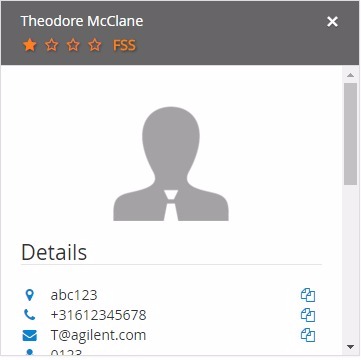


To filter your search result you can set the countries you want to include in the search bar. First you have to click on the globe icon next to the search bars that will open a window where you can add and remove the countries to include. You can save your preferences by clicking the ‘Save changes’ button. The system will remember your settings for the next visit.Engineer details

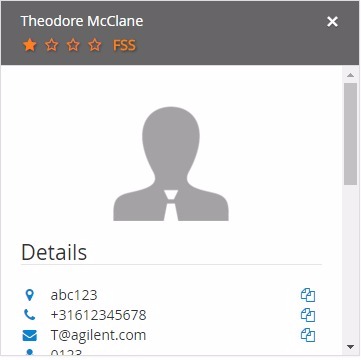


After you’ve searched you want to select an engineer. You do this by clicking on the row of the desired engineer in the engineers table. After clicking a window to the right of the engineers table will appear with its information. This window is scrollable

Engineers note



When an engineer has been selected and the engineer details tab is showing the selected engineers information. If this selected engineer has a note you will see a orange comment bubble icon next to details. When this icon is clicked it’s comment will show in a pop up. In this pop up you will see the starting date and ending date of this comment and the comment itself.Engineer’s skill

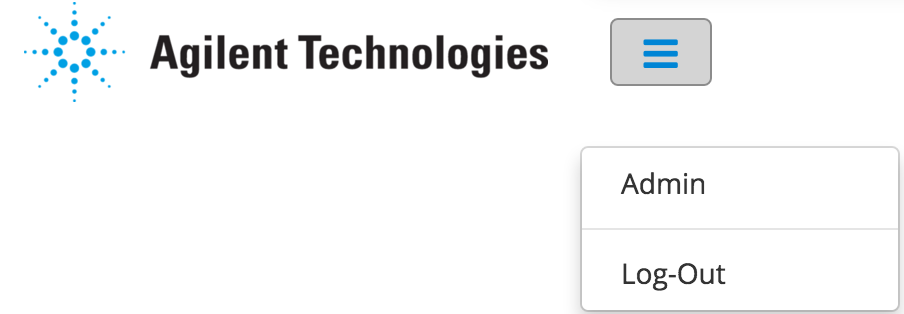


After selecting an engineer in the table and selecting a machine he is trained for you can see its level for this machine in the engineers tab by the amount of filled star icons. If this engineer is a FSS for this product the word FSS will appear next to the stars. Refreshing your search

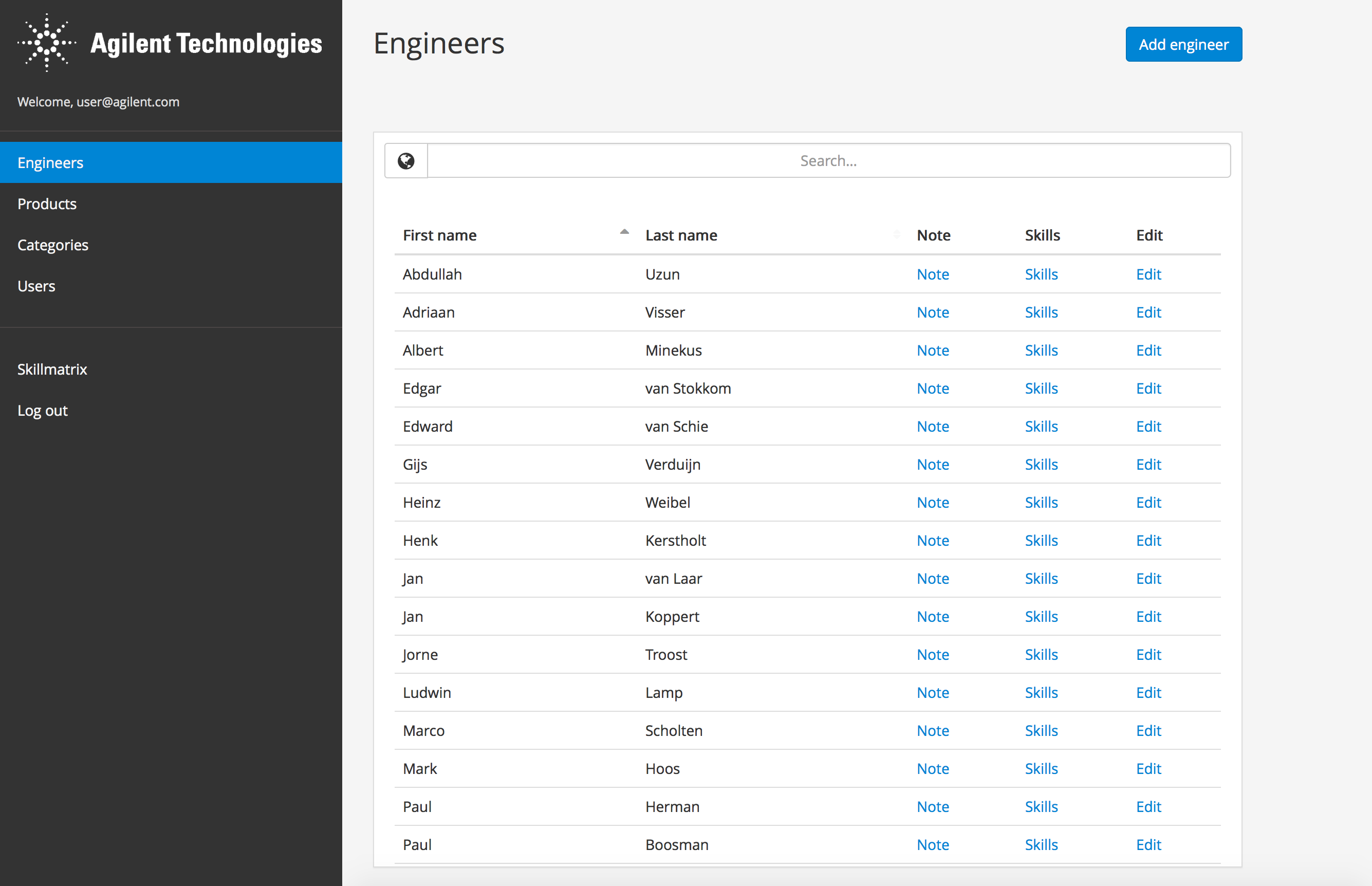


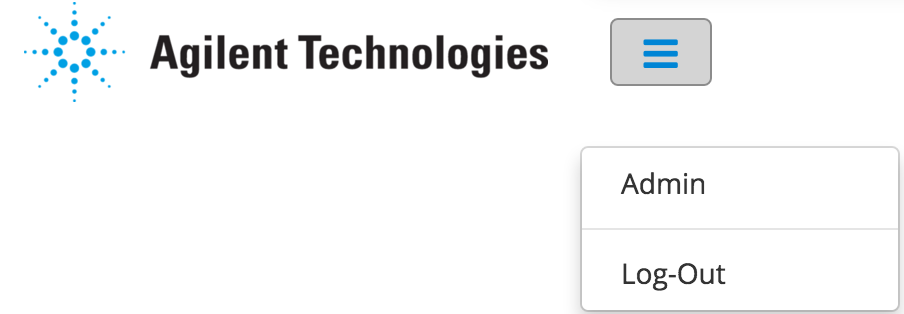
to refresh your search you will have to click on the refresh button recognizable by its two arrows pointing towards each other. Both engineer and product table will show all users again.

Backend (Admin)



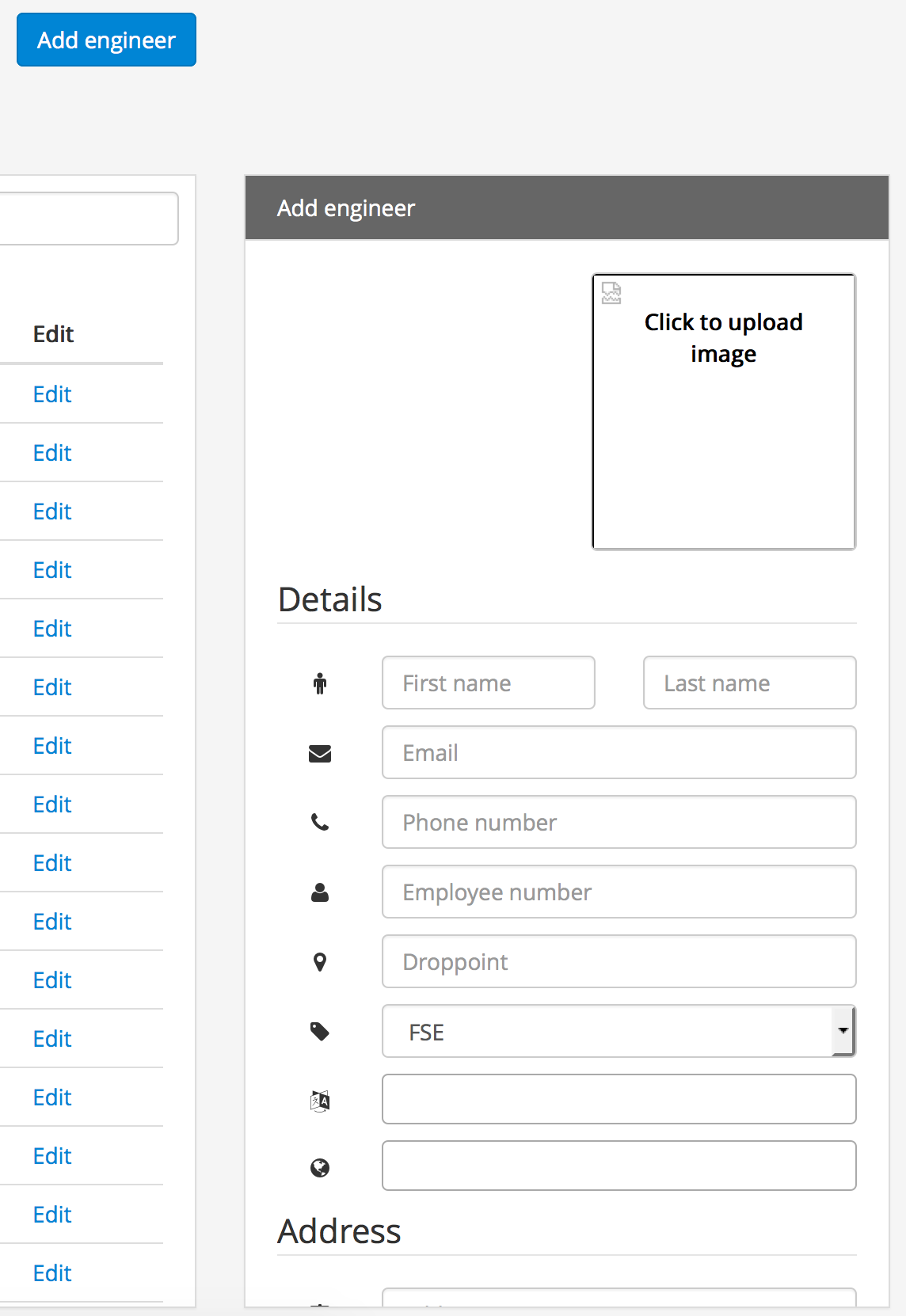
If you want to edit the information of an user or a product you will have to go to the ‘Admin’ page. You do this by clicking on the blue ‘hamburger’ next to the Agilent logo. A menu appears with two options. Click on admin to proceed to the admin page. You will be directed to the Admin page looking like the image below.

Log-out



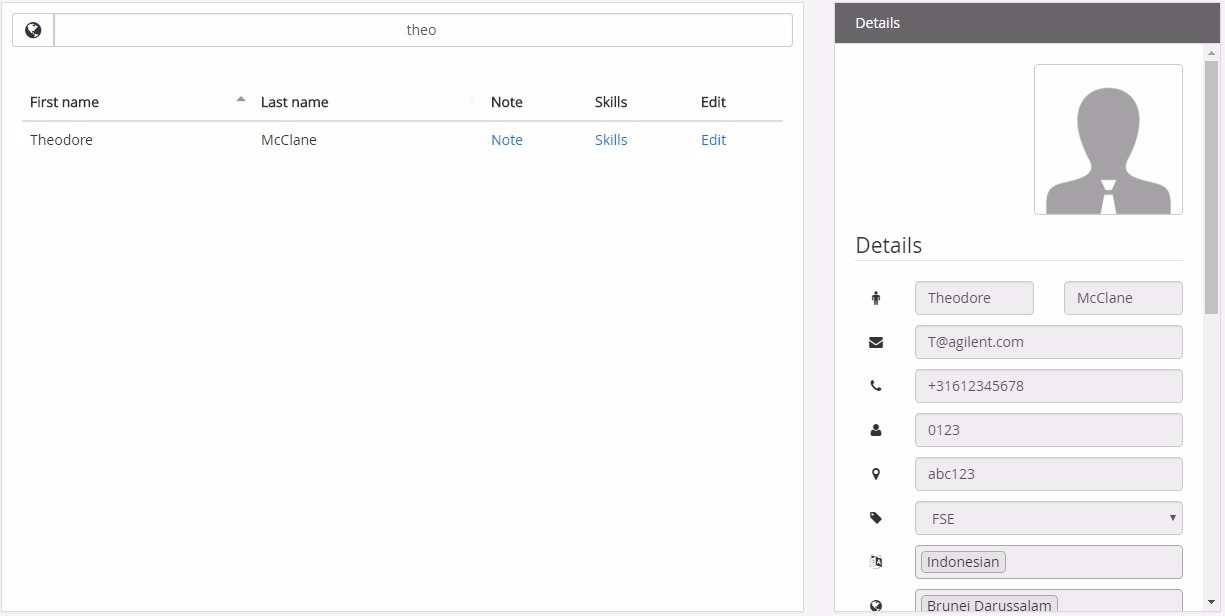
If you want to log out the current user you can click the ‘Hamburger’ next to the Agilent logo. A menu will appear. Log out by clicking on the log-out item in the menu.

Add engineer



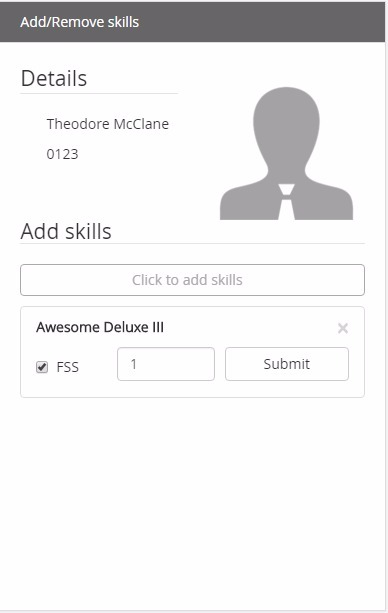
To add an new engineer to the system. Click the add engineer button to open the ‘Add engineer’ button. A new form will open on the right side of the page with fields required for this new engineer. If you are done filling in this form press the ‘submit’ button. The engineer will now be added to the system.

Edit engineer

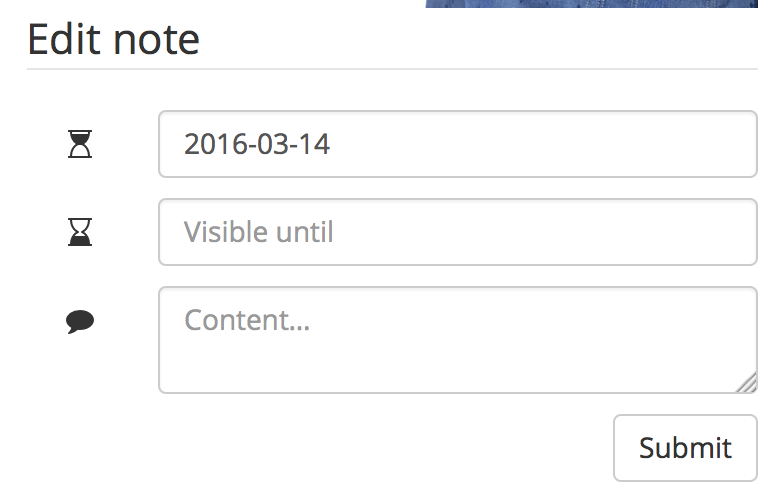


To edit an engineer click on the ‘Edit’ link in the desired engineer’s row. The right side of the screen will now change to the selected engineers data which you can edit. To save your changes press submit.

Edit skills

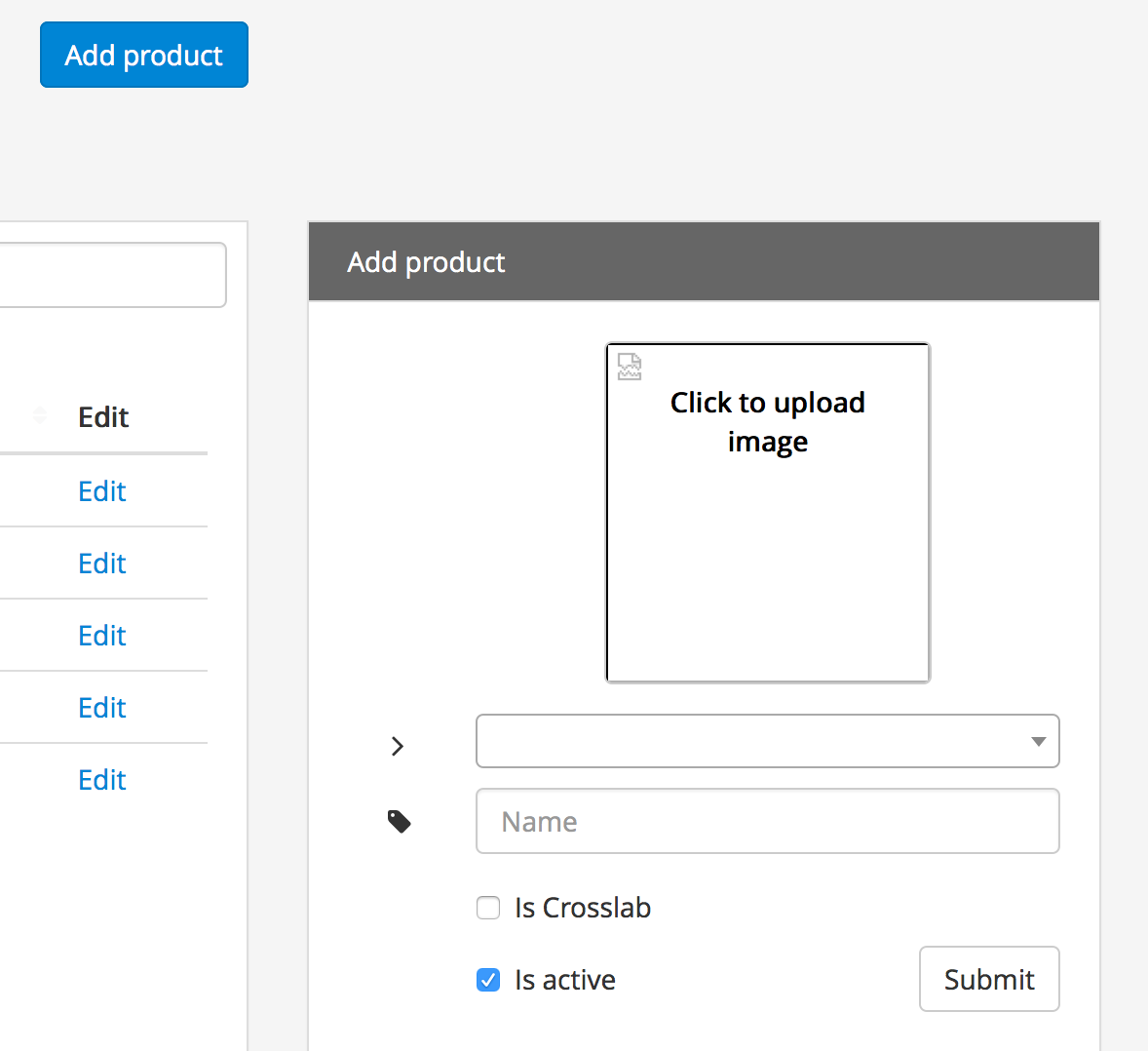


To edit the products an engineer is trained for you click on ‘Skills’ in the table. A window will open at the right side of the screen where you will be able to edit its skill. Click on the button and start searching a machine this engineer is trained for. This product will now append below where you can edit its level. After you are done press submit to save changes.Edit/edit note

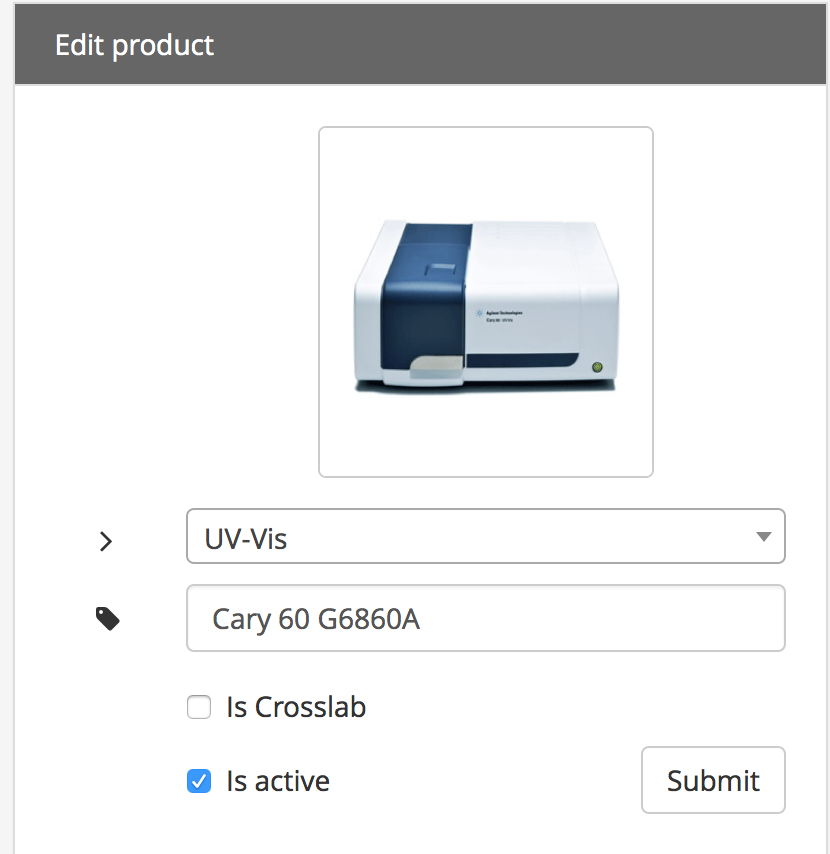


To edit note of an you click on ‘Note’ in the table. A window will open at the right side of the screen where you will be able to edit its note. Fill in the start date and end date of the comment and the comment of this engineer. After you are done press submit to save changes

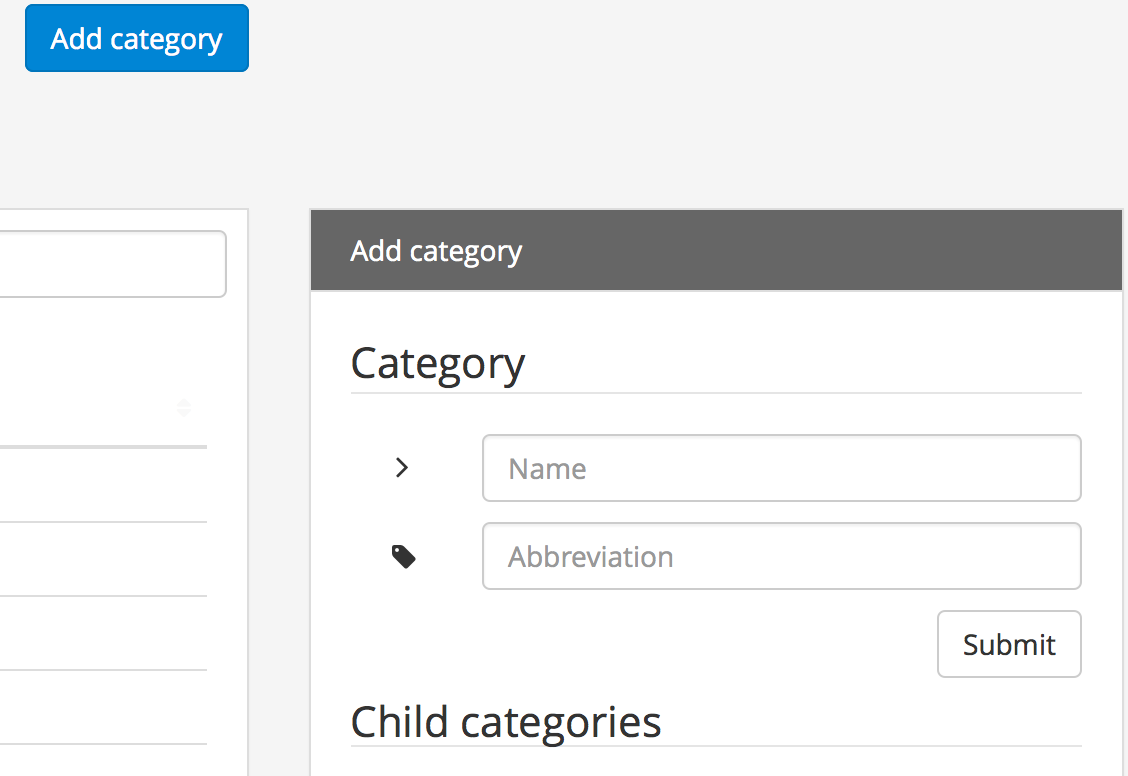
Add product



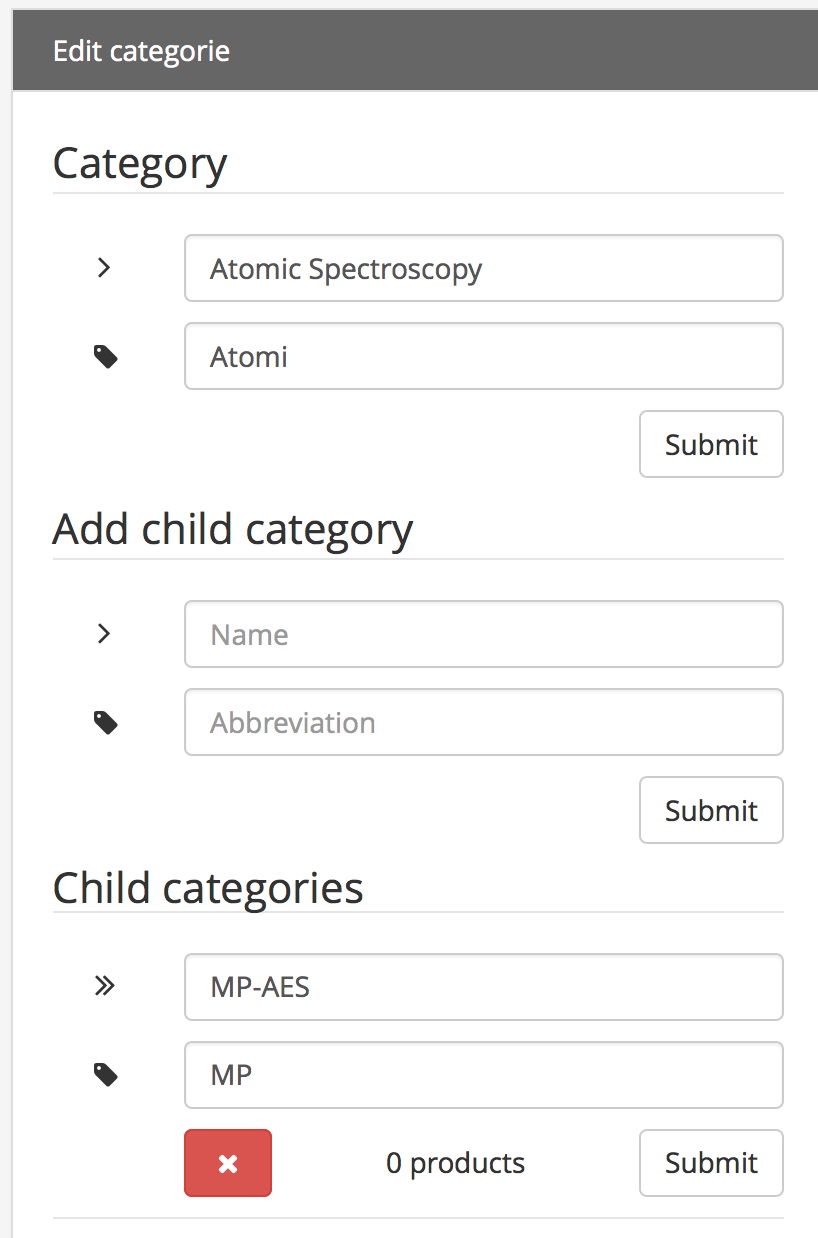
to ad an product to the list click on the blue ‘Add product’ button the right side of the page will turn in to a blank form where you can add a picture of the product, its category in the first field and the product’s name. Click submit after you are doneEdit product



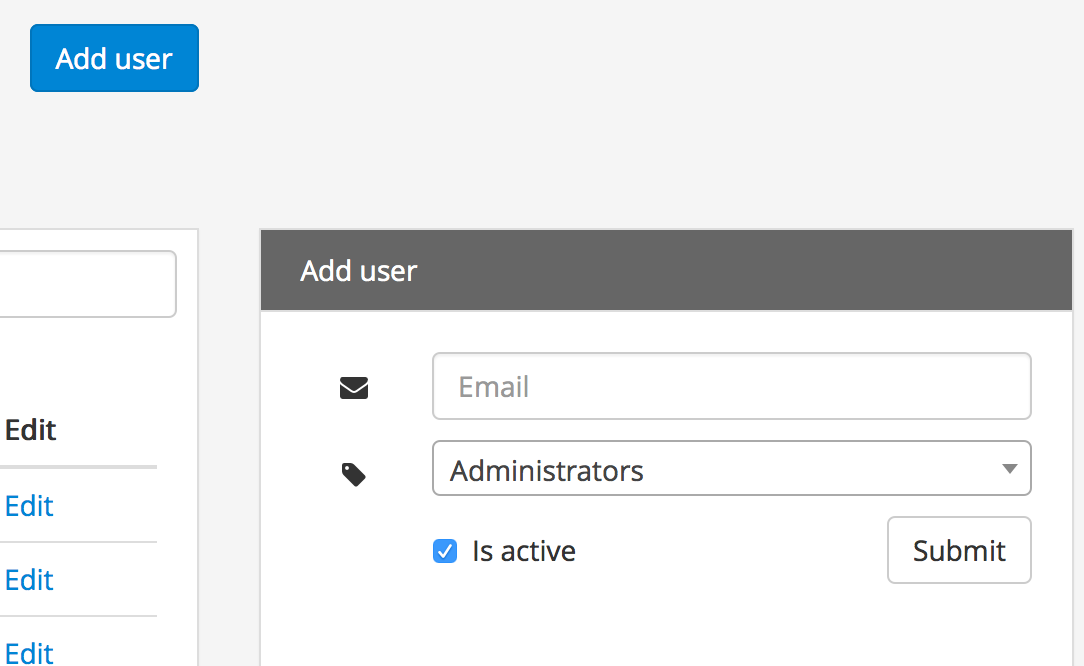
to edit an product click on the Edit button next to the product you want to edit. The right side of the page will turn into this product’s information for you to edit. If you are done hit submit.Add category



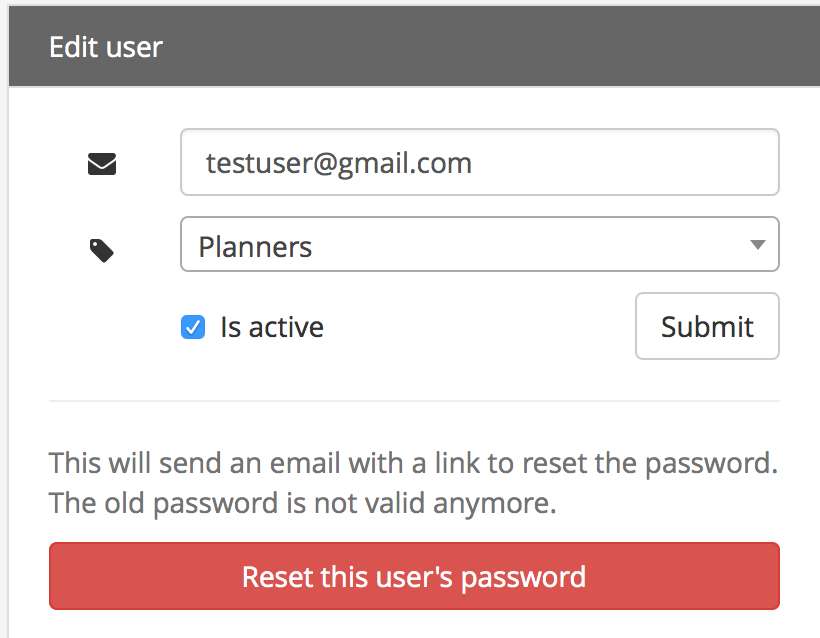
To add an category press on the blue ‘add category’ button. A empty form will open at the right side of the page. Here you can fill the name and abbreviation (Short code) of this category. This abbreviation will is searchable. If you are done hit submit.Edit (sub)category



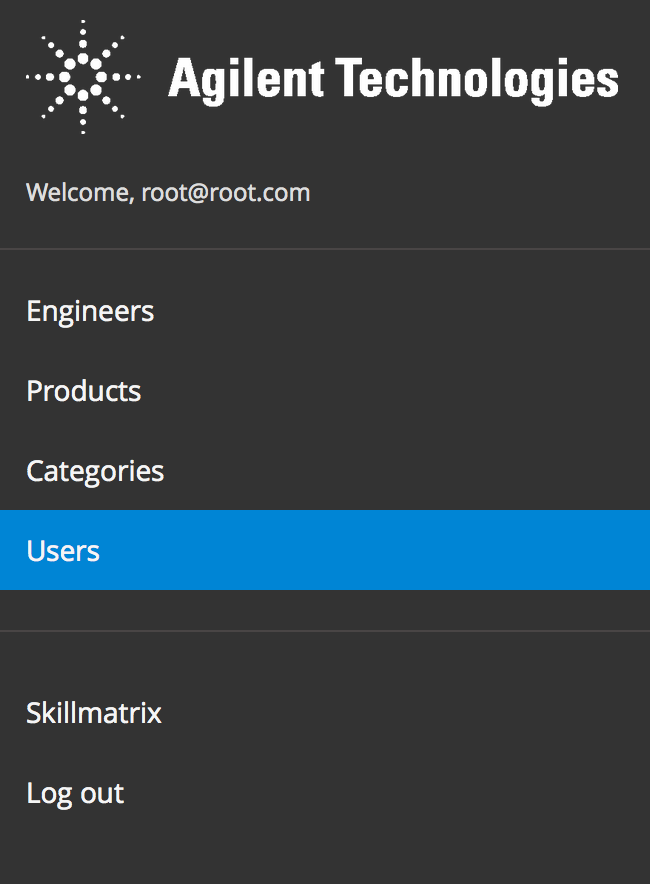
To edit and category click on the ‘Edit’ link next to the category name in the table. The right side of the page will turn into this category’s information. Here you can edit its name and add subcategories.Add User



to add an user to the database click on the blue ‘Add user’ button. a form will appear on the right side of the page. Fill in an email address and access level and hit submit to save.Edit user



to edit an user click on the ‘Edit’ link next to the user’s name. the right side of the page will change to this user’s information. Here you can edit its e-mail, access level and reset it’s password.Skillmatrix/Log-out



if you want to go back to the Skillmatrix or Log-out click its destination in the left side of the page.