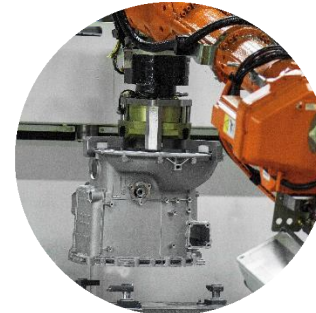




Powertrain
Division



Light Metals
Division



TCG Unitech
Division

Efront – Handbook

Creation: A. Formenti
Date: 07.2020





Table of content



- [How to access to Efront](#) Slide 3
- [Efront homepage](#) Slide 4
- [First login](#) Slide 5
- [Next login](#) Slide 8
- [Password forgotten](#) Slide 9
- [Employee homepage: settings, overview and symbols](#) Slide 12
- [Start an E-learning module](#) Slide 16
- [Course's Training dashboard](#) Slide 20
- [Company Library](#) Slide 21
- [Discussions Forum](#) Slide 22
- [Course's certificate](#) Slide 24
- [My account data](#) Slide 26
- ["Manager Administrator" authorizations](#) Slide 30



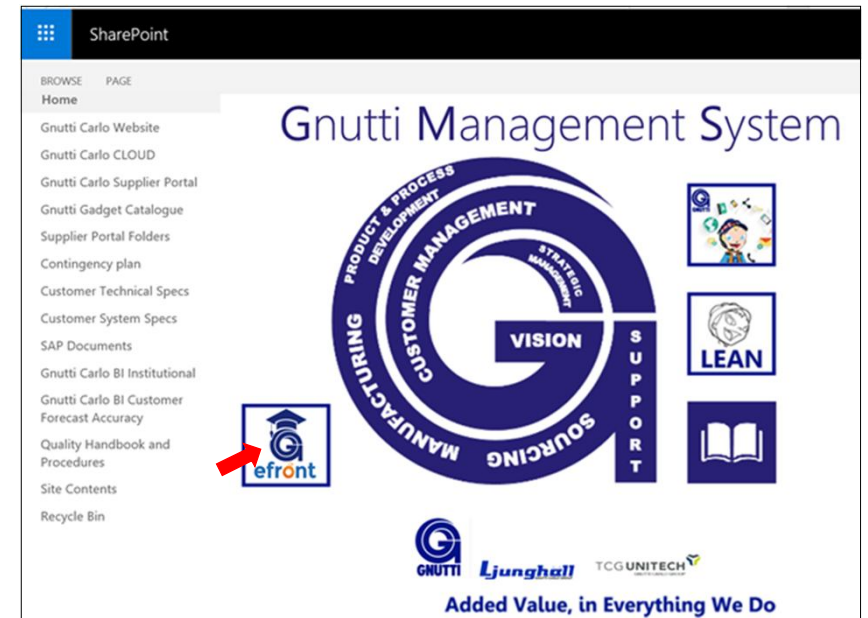


How to access to Efront



You can access to Efront homepage:

1. through the Academy icon on the **Gnutti GMS homepage**
<https://portal.gnutticarlo.com/SitePages/Home.aspx>
2. using the following **URL** in the browser:
<https://academy.gnutticarlo.com>



Recommendation:
open Efront with
one of the following
browsers.



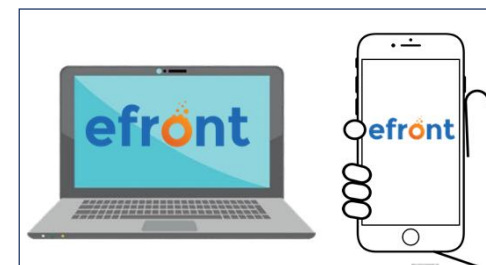
Mozilla
Firefox



Microsoft
Chrome



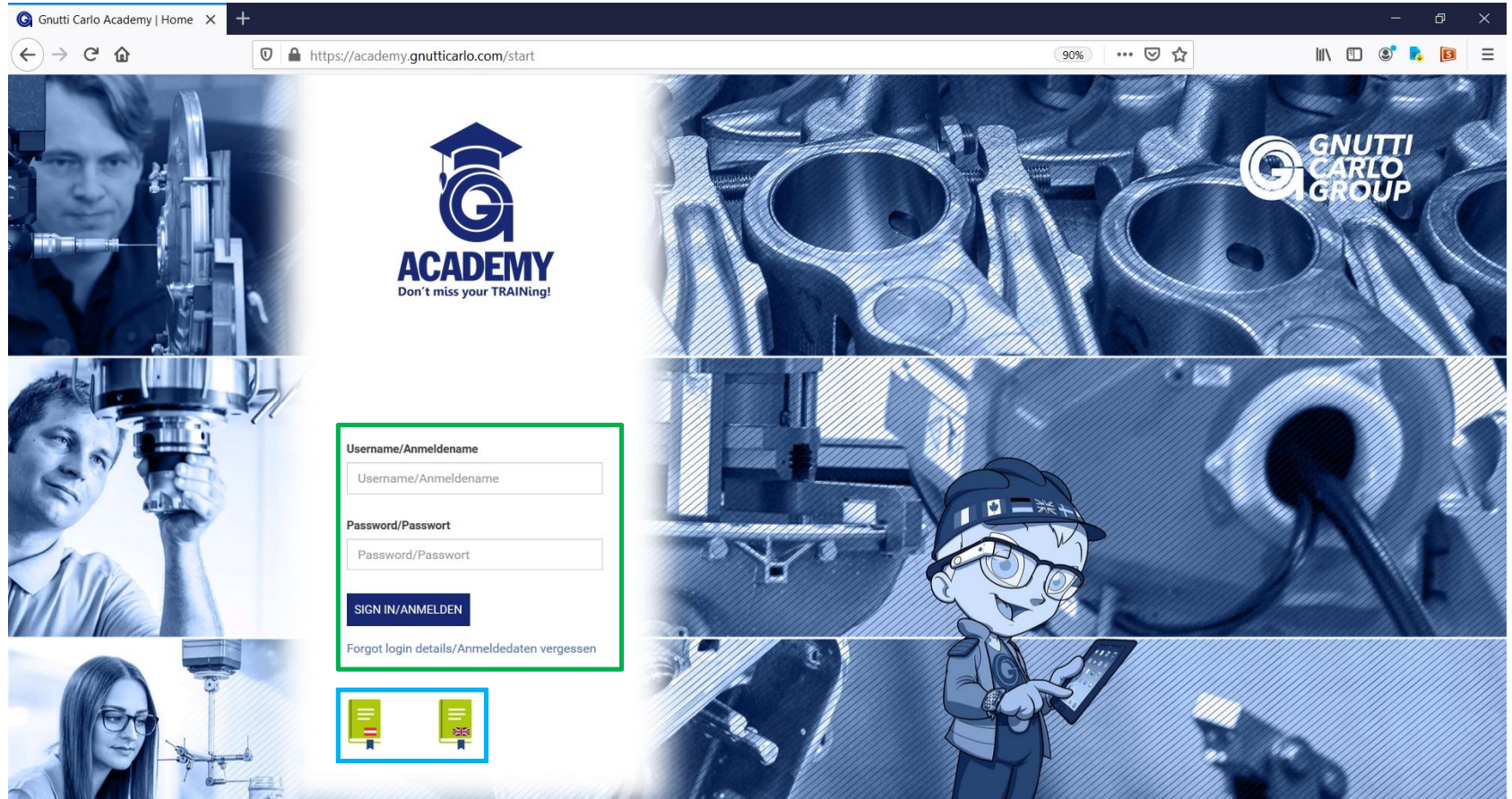
Microsoft
Edge



You can login to the
system from the
laptop or **mobile
phone** and **tablet**.



Efront homepage



Login area

- Username
- Password
- Login
- Forgot login details

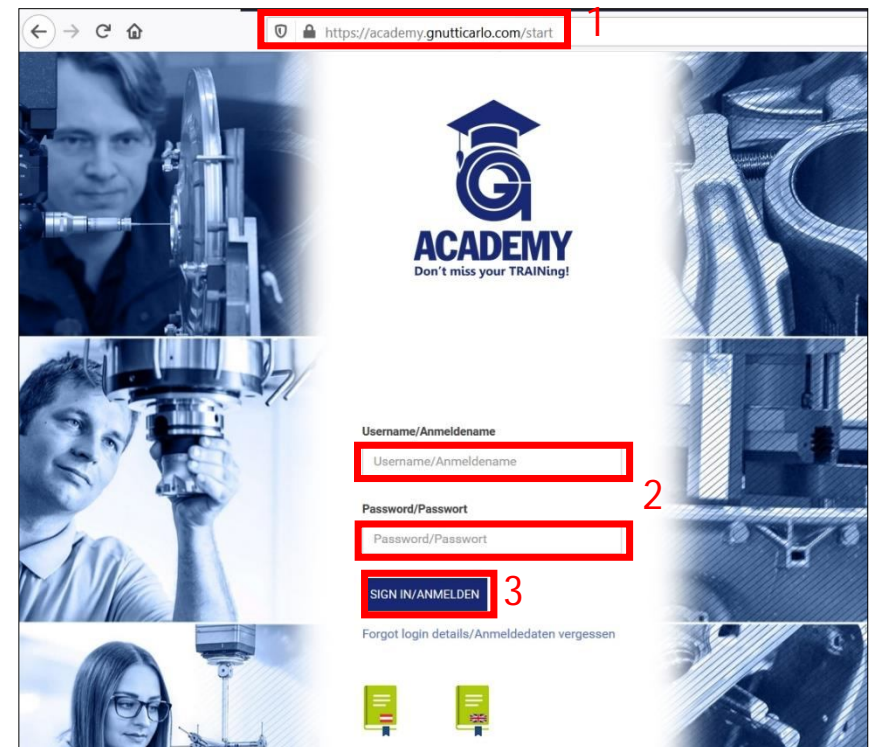
Efront handbook (German and English)



Efront - First login 1/3



1. Open the browser (or open the GMS) and go to the Efront homepage (using the following link <https://academy.gnutticarlo.com>)
2. Insert your **username** and **password** to access to your personal page
Username: Your personal ID (8 digits)
Password: Your personal ID (8 digits)
3. Click on “**Sign in**”





Efront - First login 2/3



4. Agree on the Terms of Service at the first login.

TERMS OF SERVICE

Bitte klicken Sie auf den untenstehenden Link und lesen Sie die Nutzungsbedingungen sorgfältig durch, bevor Sie die angebotenen eLearning Kurse nutzen. Durch den Zugriff auf die eLearning Kurse bestätigen Sie, dass Sie diese Bedingungen gelesen haben und damit einverstanden sind. Wenn Sie diesen Bedingungen nicht zustimmen, dürfen die eLearning Kurse nicht genutzt werden.

Nutzungsbedingungen aufrufen

DECLINE **AGREE** 4

The background shows a course list with categories like QUALITY, LEAN AND DIGITAL, and INFORMATION TECHNOLOGY. Each course has a progress bar and a status indicator (e.g., COMPLETED).



Efront - First login 3/3



At the first login it is necessary to **change your password**.

Old Password: Your personal ID (8 digits)

New Password: Insert the new password

Repeat Password: Confirm the new password

GNUTTI Ljunghäll TCG UNITECH
My Courses — Change password

Old password

New password*

Repeat password*

CHANGE

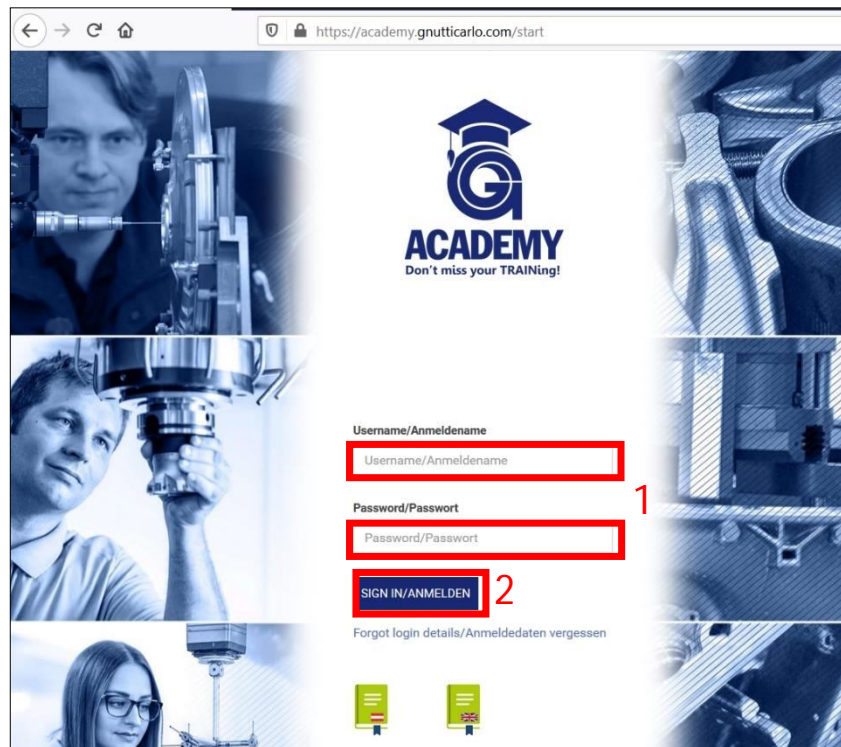
Attention: the new password will be used for all the next login!



Efront - Next login



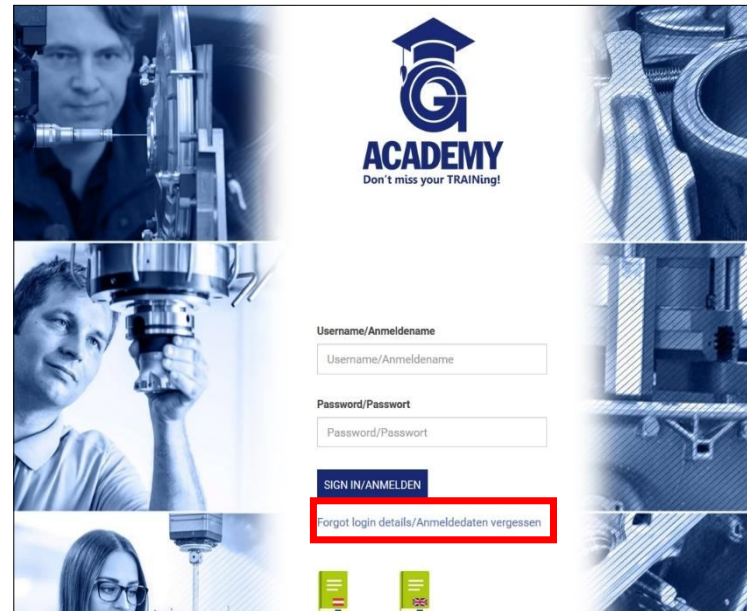
1. Insert your **username** and **the new password** to access to your personal page
Username: Your personal ID (8 digits)
Password: The new password defined





Efront – Password forgotten 1/3

1. **Password update:** If you have a Company email address and you forgot your password, click on “Forgot login details” on the login page



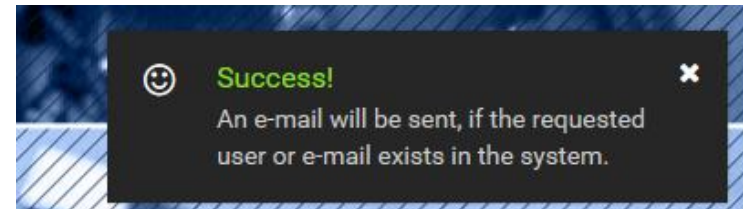
Then, insert your username (Your personal ID – 8 digits) and click on “Send”.



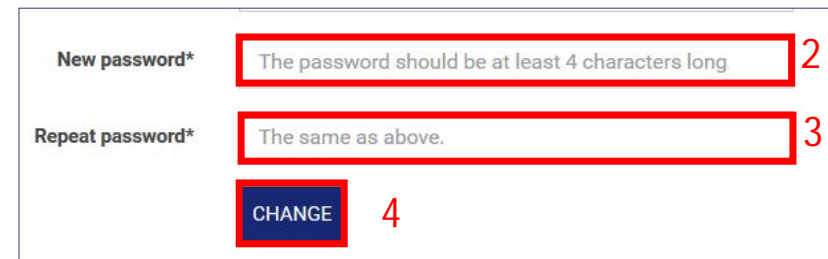
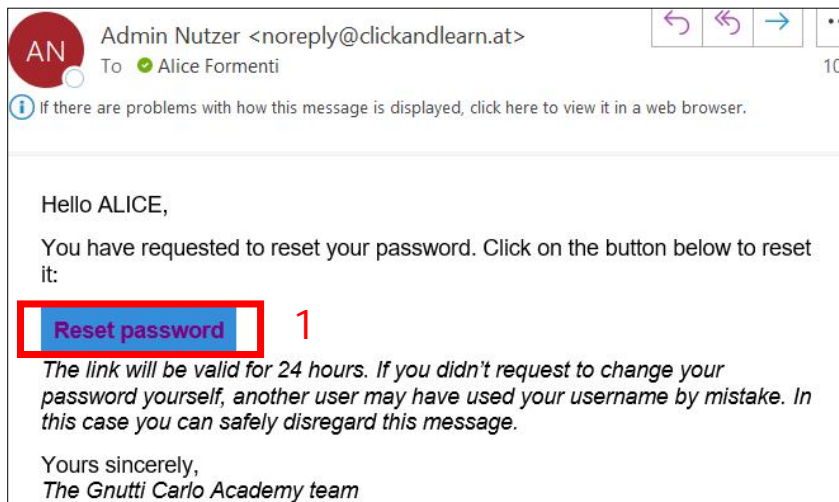
Efront – Password forgotten 2/3



You will see the following message on the homepage:



You will receive an e-mail needed to change the password: click on the button «**Reset Password**». You will be directed to the Efront website, where you need to write the new password and confirm it.



You will use those new login info for the following logins to the system.



Efront – Password forgotten 3/3

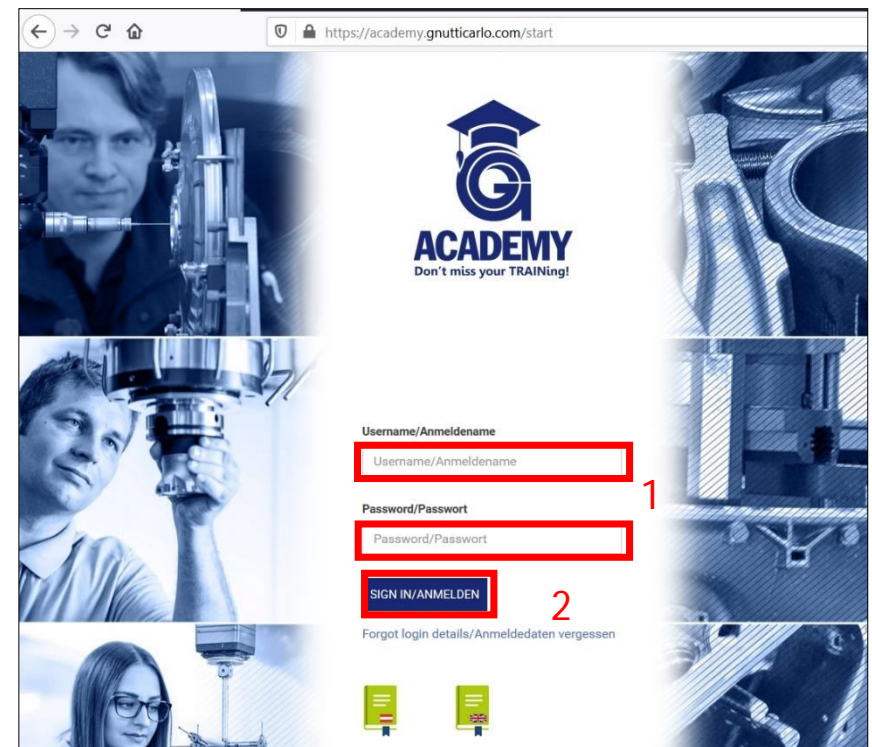


Password update for users without company email address: If you forgot your password you should contact the HR personnel of your plant.

The HR personnel will reset the password to the original one: Your personal ID (8 digits).

The next login will be the same as the first login.



1. Insert your **username** and **password** to access to your personal page
Username: Your personal ID (8 digits)
Password: Your personal ID (8 digits)
2. Click on “**Sign in**”



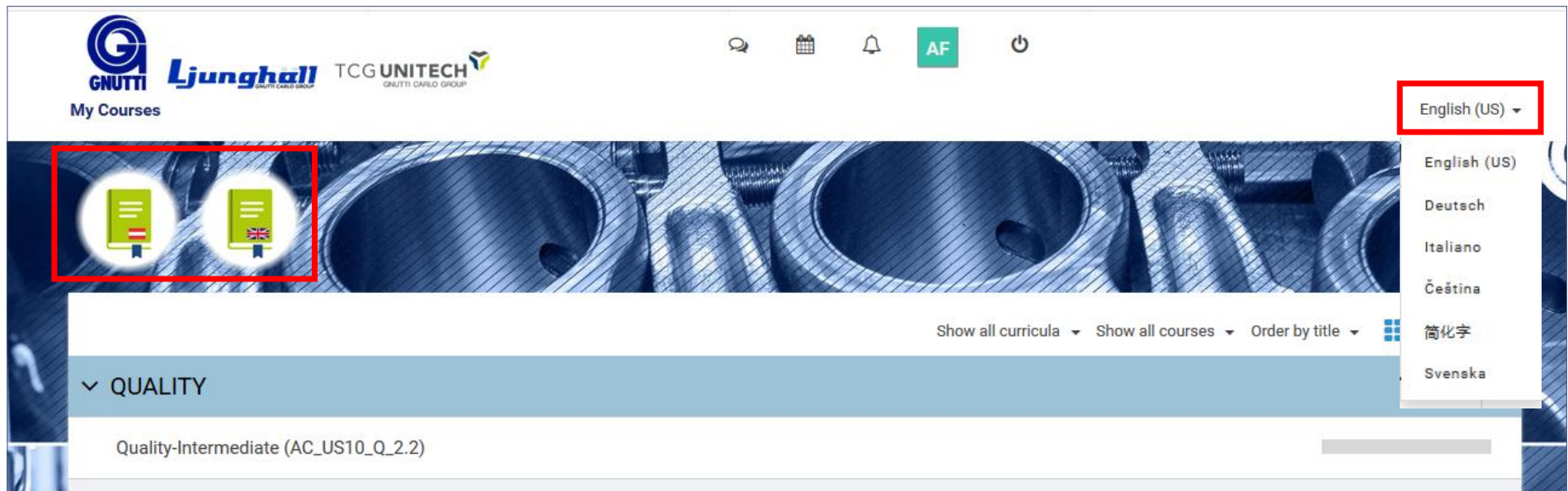


Employee homepage 1/3



From the employee homepage it is possible to download the handbook in German language  or in English language 

It is also possible to choose the **language** of the system. The selection of the language will influence also the language of the eLearning training modules.





Employee homepage 2/3



In the homepage the employee can see the list of the courses he/she should attend or has already attended.

The screenshot displays the 'My Courses' page with a navigation bar at the top containing logos for GNUTTI, Ljunghall, and TCG UNITECH. Below the navigation bar, there are icons for a document and a flag. The main content area is divided into sections: 'QUALITY', 'INFORMATION TECHNOLOGY', and 'ASSOCIATES A'. Under 'QUALITY', there are two courses: 'Quality-Intermediate (AC_US10_Q_2.2)' and 'Sistema di gestione Gnutti (GMS) (AC_IT10_Q_0)'. Under 'INFORMATION TECHNOLOGY', there is one course: 'Cyber Security Awareness (eL) (AC_IT_EL_1)', which is highlighted with a red box and shows a 'COMPLETED' status and a certificate icon. Under 'ASSOCIATES A', there is a sub-section 'Associates A Macclodio' with a 'CURRICULUM' button. Below this, there are four courses: 'Disegno-base (AC_IT10_E_3.1)', 'Sprint meeting (AC_IT10_LD_3)', 'Cutting tools-base (AC_IT10_E_2.1)', and '5S Competitivo (AC_IT10_LD_2)'. The 'Disegno-base' course is highlighted with a red box and shows a grey progress bar.



The **green bar** represents the % of completion of the training course.

In the picture on the left, the course "Cyber security awareness (eL)" has been attended by the employee and the **certificate** is available .

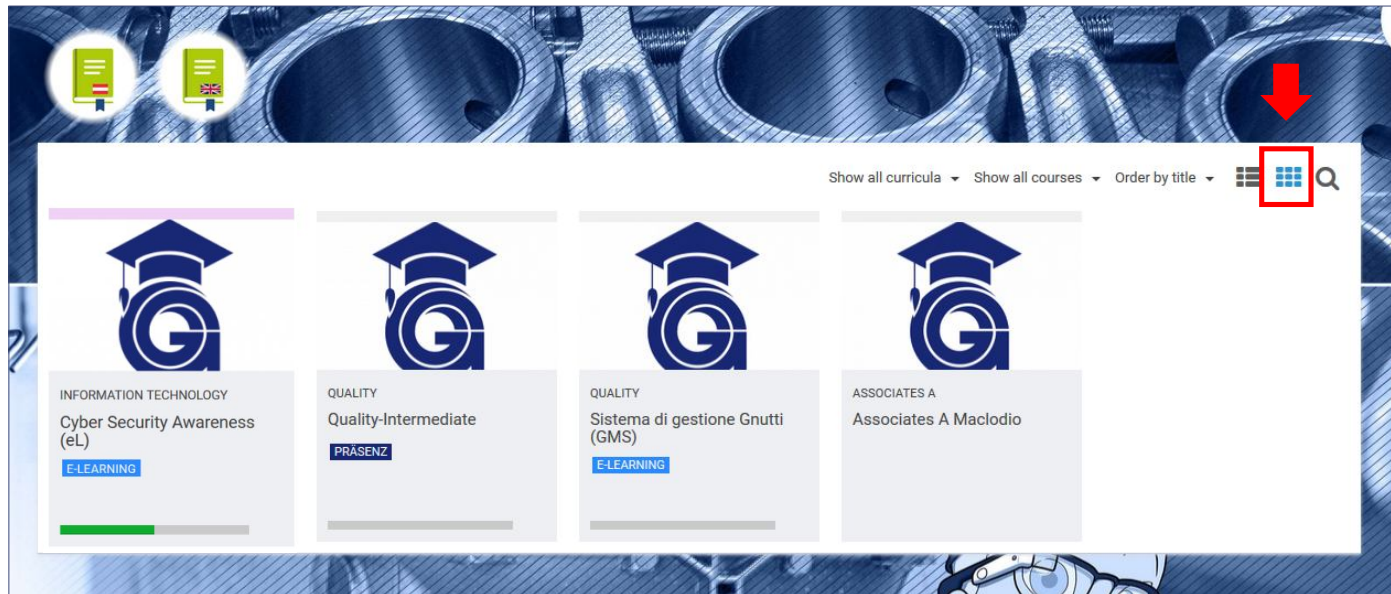


The **grey bar** means that the course is still to be attended by the employee.

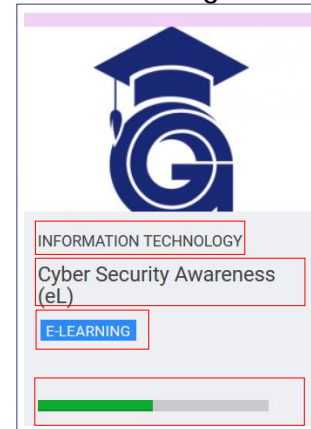


Employee homepage 3/3

You can change the **visualization** of the modules' list with the icon highlighted below.



With this visualization mode you can see also the type of training of each training module:



Training area
Course's title
Type of training
% of completion

Type of training

- E-LEARNING** E-learning, roll-out through Efront
- PRÄSENZ** Classroom, registration through Efront



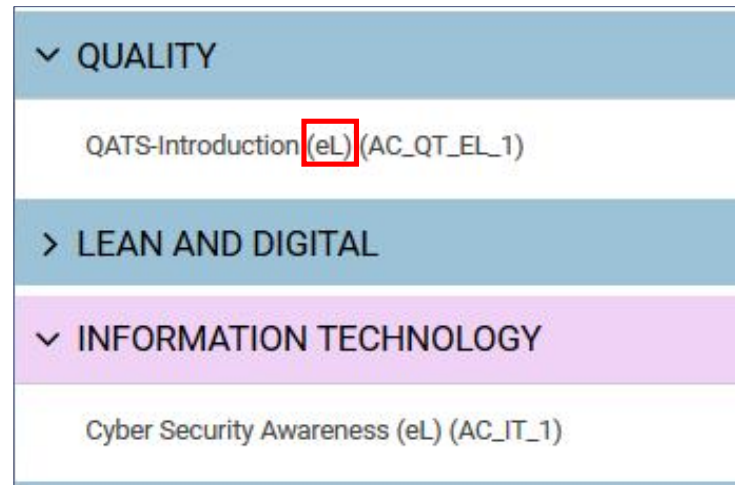
Employee homepage - Symbols

Symbol	Description
	You can choose to visualize all courses in your page or only the courses in progress.
	You can choose the rule to order the training courses.
	All the courses are visualized as a list. The blue colour means that you chose this visualization.
	All the courses are visualized as a table.
	Find the course in your list.
	Training sessions calendar and notifications.
	View the discussions opened for the courses the employee is enrolled in.
	Visualization of personal data.
My Courses	Go to the main page.
	Logout.



Start an E-learning module 1/4

E-learning courses (or modules) can be attended using electronic devices (computers, tablets, or phones). In Efront, you can recognize E-learning modules through the course's **information** and in the title you will find the wording **“(eL)”**.





Start an E-learning module 2/4

1. In order to start an e-learning module, click on the **title** of the course from your homepage. You will be directed to the training sheet of the course.

Show all curricula ▾ Show all courses ▾ Order by title ▾ [Grid Icon] [List Icon] [Search Icon]

- ▾ QUALITY
 - QATS-Introduction (eL) (AC_QT_EL_1)
- ▾ LEAN AND DIGITAL
 - Sprint meeting (AC_IT10_LD_3)
- ▾ INFORMATION TECHNOLOGY
 - Cyber Security Awareness (eL) (AC_IT_1)
- ▾ GENERAL INFORMATION
 - ▾ Induction - IT10 Italy CURRICULUM
 - Standard work (AC_IT10_E_1)
 - Quality - basic (AC_IT10_Q_2.1)



Start an E-learning module 3/4

2. Click on **“Start course”** green button, or on the **first content** of the course.

QUALITY
QATS-Introduction (eL) (AC_QT_EL_1)

SHOW COURSE AS PDF

Interval: eLearning
Course type: eLearning
Location: eLearning
Duration: 90 min
Trainer: Michele Proserpi
Substitute: [User Icon]

START COURSE

Leads to certification with duration: 3 years

Learning goals:

- Understand the basic concept and goals of QATS
- Understand the importance of Mini Factory support in QATS
- Know the QATS tools
- Go through the QATS Deviation Process
- Understand the QATS Key success factors

Content:

- Quality At The Source Mindset and Goals
- Mini Factory support
- Responsibility of Quality Technician
- The importance of Scrap Routine
- Deviation Process for Problem Solving
- QATS Toolbox
- QATS concept in detail, from input to output

Audience:
Quality Technician

Number of attendees:
-

Course content 5 FILES

- Course Instruction**
- Part 1 - QATS Mindset
- Part 2 - QATS Deviation Process and Toolbox
- Part 3 - QATS Deviation Process - Short case



Start an E-learning module 4/4

3. After you have completed each content, you should click on the button **“Complete and continue”** to have the access to the following content.

GNUTTI Ljunghall TCGUNITECH
My Courses - QATS-Introduction (eL) - Course Instruction English (US) FULLSCREEN

1. Please, click on the first unit **"Part 1 - QATS Mindset"** and a video will start.
2. At the end of the first video you can proceed with the second unit **"Part 2 - QATS Deviation Process and Toolbox"**. Another video will start.
3. You can proceed in this way with the third unit **"Part 3 - QATS Deviation Process - Short case"** and fourth unit **"Part 4 - QATS Deviation Process - Full case"**.
4. At the end of each video you will answer some questions as assessment (i.e. **"Test Part 1"** button), that will define your final score.
5. At the end of each unit you should click on **"Complete and continue"** button to go to the following unit.

Duration unit 1: 15 minutes
Duration unit 2: 25 minutes
Duration unit 3: 15 minutes
Duration unit 4: 15 minutes

HAVE A GOOD TRAINING!

COMPLETE AND CONTINUE

% of completion

List of the content of the course

- Course Instruction
- Part 1 - QATS Mindset
- Part 2 - QATS Deviation Process an...
- Part 3 - QATS Deviation Process - S...
- Part 4 - QATS Deviation Process - F...
- Documents
- Give us your feedback about this m...



Course's Training dashboard



Training area

QUALITY QATS-Introduction (eL) (AC_QT_EL_1) Title of the course

SHOW COURSE AS PDF

Interval	Course type	Location	Duration	Trainer	Substitute
eLearning	eLearning	eLearning	90 min	Michele Proserpi	

Learning goals:

- Understand the basic concept and goals of QATS
- Understand the importance of Mini Factory support in QATS
- Know the QATS tools
- Go through the QATS Deviation Process
- Understand the QATS Key success factors

Content:

- Quality At The Source Mindset and Goals
- Mini Factory support
- Responsibility of Quality Technician
- The importance of Scrap Routine
- Deviation Process for Problem Solving
- QATS Toolbox
- QATS concept in detail, from input to output

Audience:
Quality Technician

Number of attendees:
-

Course content 5 FILES

- Course Instruction
- Part 1 - QATS Mindset
- Part 2 - QATS Deviation Process and Toolbox
- Part 3 - QATS Deviation Process - Short case

% of completion

Button to start the course

The completion of this course leads to reach a certification valid for 3 years

Info regarding the interval of the training sessions, the type of training, where the training is rolled-out, the duration, who the trainer is and the trainer substitute if necessary.

Info regarding the goals and content of the training module, the audience of the course and the max number of attendees in case of classroom training.

The list of the course's units. If the title of the unit is **black** means that you can have the access to the content, if it is **grey** means that you can have the access to the content only if you attend and pass the previous units.



Company Library



To enhance the **intentional learning** and **self-development**, you can access to the Company Library from your homepage. Here you can find documents, videos, books split by category.

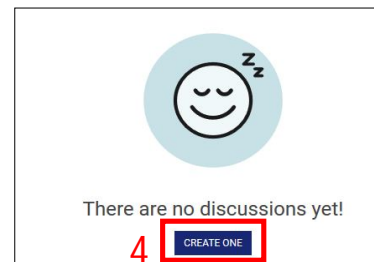
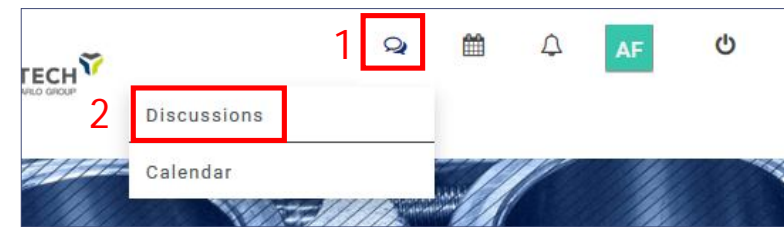
The screenshot displays the efront platform interface. At the top, there are logos for GNUTTI, Ljunghall, and TCG UNITECH. A navigation bar includes icons for chat, calendar, notifications, a user profile (AF), and a power button. The language is set to English (US). The main content area features a 'My Courses' section with a 'LIBRARY' icon highlighted by a red box. Below this, there are filters for 'Show all curricula', 'Show all courses', and 'Order by title'. The course list is organized into categories: QUALITY, INFORMATION TECHNOLOGY, and COMPANY LIBRARY. The 'QUALITY' category includes 'QATS-Introduction (eL) (AC_QT_EL_1)', 'Quality-Intermediate (AC_US10_Q_2.2)', and 'Sistema di gestione Gnutti (GMS) (AC_IT10_Q_0)'. The 'INFORMATION TECHNOLOGY' category includes 'Cyber Security Awareness (eL) (AC_IT_EL_1)', which is marked as 'COMPLETED' with a ribbon icon and a progress bar. The 'COMPANY LIBRARY' category is currently collapsed.



Discussions Forum 1/2

There is the possibility to open a forum for discussions for **each training module** each employee is enrolled in. Each employee can use the forum to **ask questions** about the training module, give his/her **opinion and feedback** about the course or to make some **requests** to the trainer or colleague.

1. To open or view the discussions already open, click on the **chat icon** from your homepage
2. Select **“Discussion”** to see the list of training modules you’re enrolled in and the **Discussions open**.
3. To open a new discussion, click on the **title** of the training module.
4. Since there are no discussions open, you should click on **“create one”**



Name ^	Topics
5S Competitivo (AC_IT10_LD_2)	0
Cutting tools-base (AC_IT10_E_2.1)	0
Cyber Security Awareness (eL) (AC_IT_EL_1)	0
Disegno-base (AC_IT10_E_3.1)	0
Manutenzione-base (AC_IT10_M_1.1)	0
Operations-base (AC_IT10_O_1.1)	0
Quality-Intermediate (AC_US10_Q_2.2)	0



Discussions Forum 2/2

5. Then, you should write the **title** of the comment, that must be significant in order to help colleagues and trainers to classify the question, and the **full message** that must contain your question, requests or topic to discuss. If it is needed you can also add a file or image to better explain your comment.
6. Click on **“Add”** to save your comments and see it in the discussion forum of the training course.

The discussion forum for the course “Cyber Security Awareness” is now open and every colleague can **reply** to the message regarding Phishing, or **add a new post** in the same Forum.





Every time a Forum for a training module is open or a comment has been posted, the trainer will receive a notification.

The screenshot shows the 'POST A MESSAGE IN CYBER SECURITY AWARENESS (EL) (AC_IT_EL_1)' form. The 'Title*' field contains 'Phishing'. The 'Message' field contains 'Is it possible to have more examples regarding Phishing?'. The 'ADD' button is highlighted with a red box. Below the form, the resulting post is shown with the title 'Phishing', the message 'Is it possible to have more examples regarding Phishing?', and the author 'FORMENTI, ALICE'. The 'REPLY' button is highlighted with a red box. At the bottom, there are buttons for 'POST' and 'UPLOAD'.



Course's Certificate 1/2

After the completion of each course a certificate is available and can be printed. To get it you can click on the icon  near to the course's title from your homepage.

Show all curricula ▾ Show all courses ▾ Order by title ▾   		
▾ QUALITY		
QATS-Introduction (eL) (AC_QT_EL_1)	COMPLETED 	<div style="width: 100%; height: 10px; background-color: green;"></div>
> LEAN AND DIGITAL		
▾ INFORMATION TECHNOLOGY		
Cyber Security Awareness (eL) (AC_IT_1)		<div style="width: 25%; height: 10px; background-color: green;"></div>
▾ GENERAL INFORMATION		
▾ Induction - IT10 Italy		
	CURRICULUM	
• Standard work (AC_IT10_E_1)		<div style="width: 0%; height: 10px; background-color: gray;"></div>
• Quality - basic (AC_IT10_Q_2.1)		<div style="width: 0%; height: 10px; background-color: gray;"></div>
• Gnutti Carlo Overview (AC_IT10_Q_1)		<div style="width: 0%; height: 10px; background-color: gray;"></div>



Course's Certificate 2/2

If employees would like to print out the certificate, the signature should be added from the **Academy Responsible of the plant**, or from the **HR Manager** of the plant.

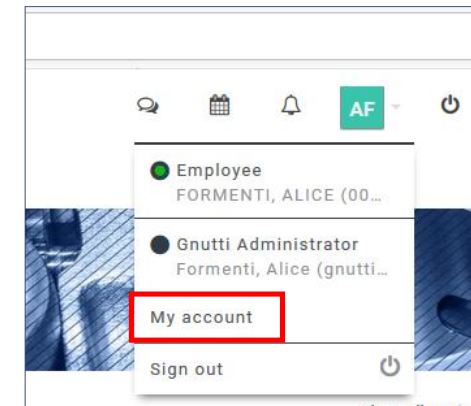
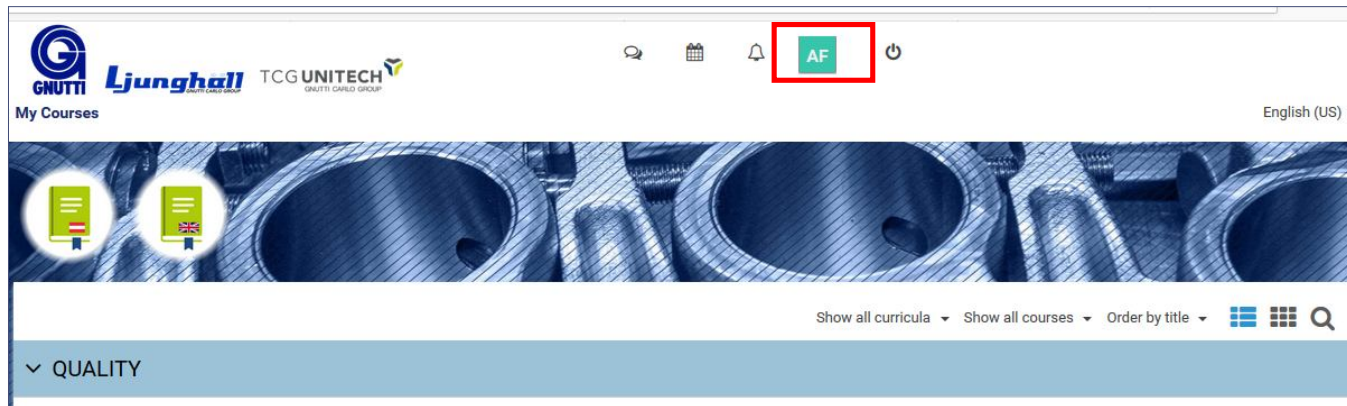




My account data 1/4



In order to view your personal data in Efront, you should click on the button with your initials, then **“My account”**.








My account data 2/4

You can view your personal data in “**Profile**” page:

- Name
- Surname
- Username
- Password
 - ➔ you can also change your password in this page by entering the new password in the “**Password**” field and repeat it in the “**Repeat password**” field, the “**Update**”
- Email address, if exists
- The language selected for your account
- Your ID number (Username)
- Your position in the Company (role)

PROFILE CERTIFICATES MAPPED ACCOUNTS DATEIEN MORE ▾

Avatar   

First name ALICE

Last name FORMENTI

Username *****

➔ Password Blank to leave unchanged

➔ Repeat password The same as above.

Email address ALICE.FORMENTI@GNUTTICARLO.COM

User type Mitarbeiter ▾

Branch Gnutti Carlo Group / Chief Executive Officer / ▾

Language English (US) [English (US)] ▾

Time zone (UTC+02:00) Europe/Berlin ▾

Shift model

ID number *****

Position Academy Leader


Short description/CV




➔ UPDATE




My account data 3/4

In the “**Certificates**” page you can see all the certifications you reached from each course you attended.

- **Award date:** when you reached the certification
- **Expiration date:** when the certification will expire
- **Revoke date:** in case the certification has been revoked
- **Operations:** click on  to open the certificate

Awarded from	Award date ▼	Expiration date	Revoke date	Operations
QATS-Introduction (eL) (AC_QT_EL_1) COURSE	08.05.2020 11:56	11.05.2023 12:15	-	
5S Competitivo (AC_IT10_LD_2) COURSE EXPIRED	28.01.2020 11:44	28.01.2022 11:44	28.01.2020 11:59	
Cyber Security Awareness (eL) (AC_IT_1) COURSE EXPIRED	28.01.2020 11:44	28.01.2023 11:44	28.01.2020 11:59	

Filter  Showing 1-3 out of 3



My account data 4/4



In the “**More**”-“**Jobs**” page you can view your role in the organization.

PROFILE CERTIFICATES MAPPED ACCOUNTS DATEIEN **MORE** ▾

JOBS
TRAINING HISTORY

File **Uploader** **Operations**

-

Filter Showing 0 out of 0

PROFILE CERTIFICATES MAPPED ACCOUNTS DATEIEN **MORE** ▾

Name

Academy Leader

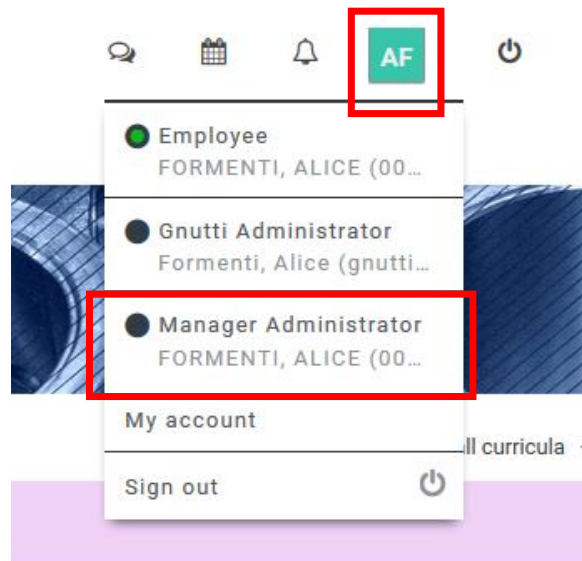
Filter Showing 1-1 out of 1



“Manager Administrator” user type selection

All the Head of departments or employees that are responsible of other employees, have a “**Manager Administrator**” profile, in addition to the “Employee” profile.

To access to all the data of your department, first you should select the “**Manager Administrator**” user, click on the initials from the employee homepage and select the correct profile.



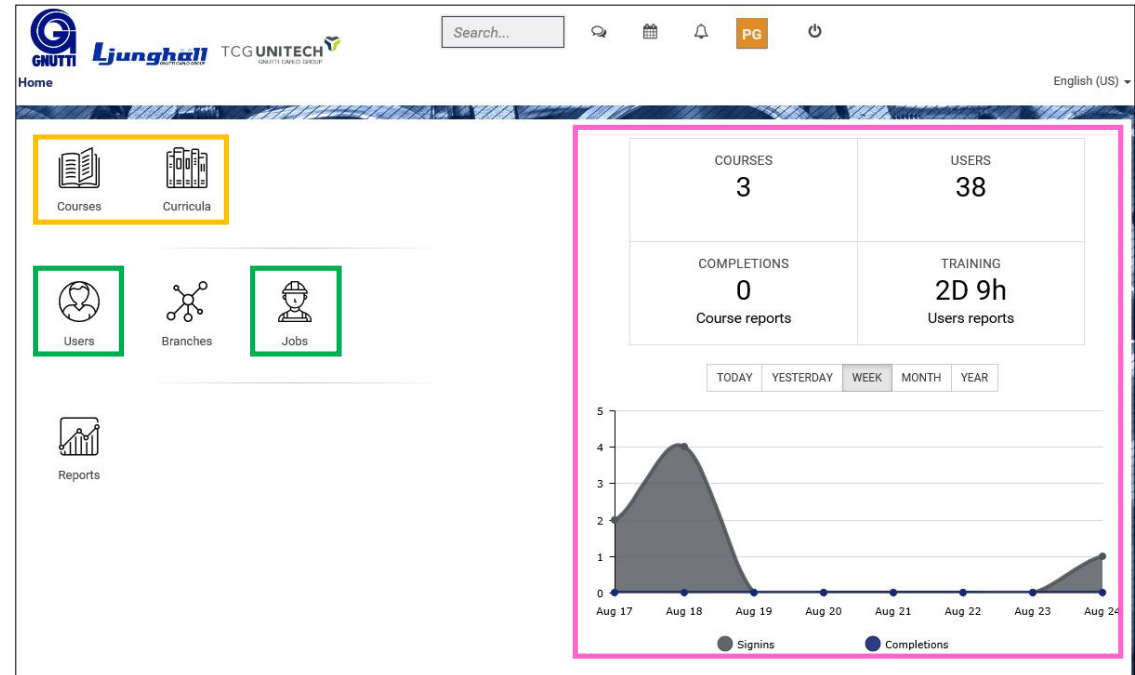


Manager Administrator Authorizations



Authorizations Manager Administrator

- [View the organization of the department](#)
- [Download reports of the department](#)
- [Check and analyse submissions](#)
- ➔ • View courses and curricula of the department
- ➔ • View users and jobs of the department
- ➔ • View KPI Dashboard of the department





View the department organization in Efront 1/2



In Efront it is possible to see **the organization structure of the department**, that is composed by all the branches and sub-branches.

Branches allow you to divide the learning offering into different logical units (or 'departments'), each with its own courses, users and trainers (sub-domain, theme, logo, etc.).

1. From the Manager Administrator profile, click on **"Branches" icon**.



2. Then, click on **"Organization chart"**

The 'Organization Chart' section has two buttons: 'ADD BRANCH' and 'ORGANIZATION CHART' (highlighted with a red box and a '2'). Below is a table with the following data:

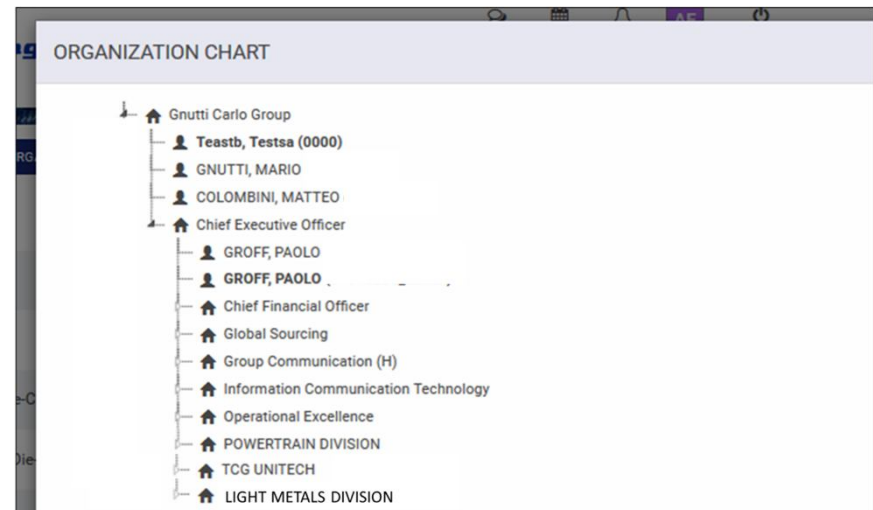
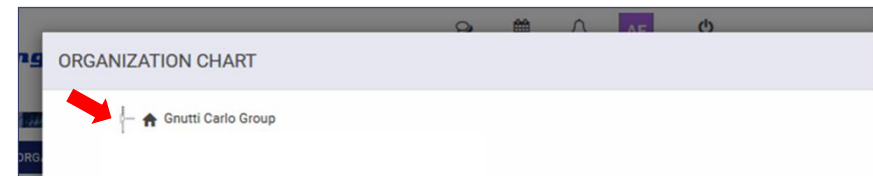
Name	Parent ^	Users
TCG UNITECH	-	0
Gnutti Carlo Group	-	4
Ljunghäll (Wuxi) Die-Casting Co., Ltd.	-	70



View the department organization in Efront 2/2



- Then, you will see the first branch of your department, in this case "**Gnutti Carlo Group**". If you click on the left side of the house icon, you can explore the sub-branches.



Icons legenda



Branch



People that are part of the branch



Download department reports 1/3

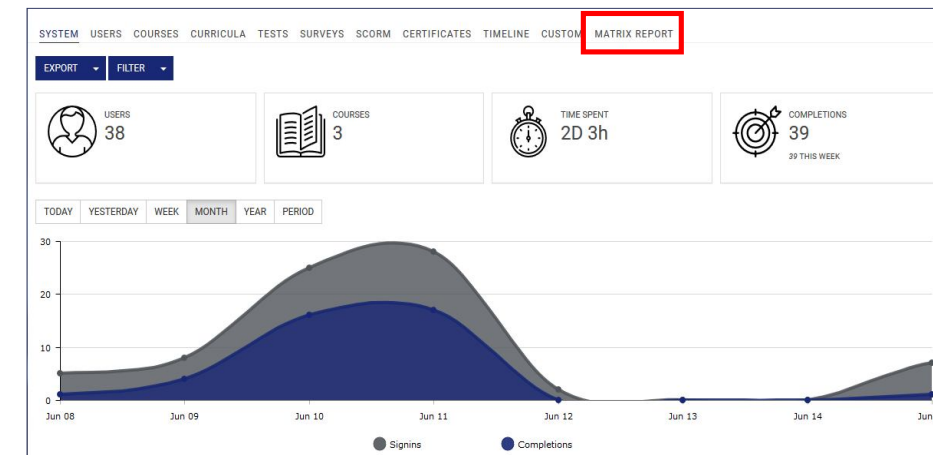


The department report is an excel file where you can see the list of the employees in your branch, the courses they should attend, the courses completed, not completed and expired.

1. Select “**Reports**” from the user homepage



2. Select “**matrix report**” from the list of labels on the top





Download department reports 2/3

3. Here you can view the list of all the branches in your department. You should identify the branch you need the report for.
4. Click on the button **“Create report”** near the branch you want the report for. If you select the top branch you will download the report of all the employees of your department.

SYSTEM USERS COURSES CURRICULUMS TESTS SCORM CERTIFICATES TIMELINE **MATRIX REPORT**

BRANCHES **REPORTS**

Name	Parent ^	Users	Courses		
Plant Engineering - Italy (H)		2	6	JOBS REPORT	CREATE REPORT
Plant Engineering - Italy	Gnutti Carlo Group / Chief Executive Officer / POWERTRAIN DIVISION / Managing Director - Italy / Plant Engineering - Italy (H)	3	6	JOBS REPORT	CREATE REPORT
Plant Engineering Manuf. - Italy (H)	Gnutti Carlo Group / Chief Executive Officer / POWERTRAIN DIVISION / Managing Director - Italy / Plant Engineering - Italy (H)	2	6	JOBS REPORT	CREATE REPORT
Plant Engineering Manufacturing - Italy	Gnutti Carlo Group / Chief Executive Officer / POWERTRAIN DIVISION / Managing Director - Italy / Plant Engineering - Italy (H) / Plant Engineering Manuf. - Italy (H)	7	6	JOBS REPORT	CREATE REPORT

Filter Showing 1-4 out of 4

Name	Parent	Users	Courses
Plant Engineering - Italy (H)	882	2	6
Plant Engineering - Italy	911	3	6
Plant Engineering Manuf. - Italy (H)	911	2	6
Plant Engineering Manufacturing - Italy	919	7	6

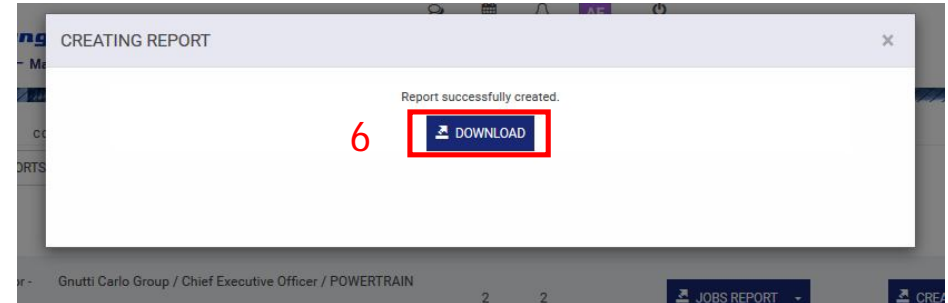
The **“download” icon** allows to download the list showed in the page, in this case it allows to download the list of branches in Plant Engineering – Italy (H) branch, parent branch code, number of users and courses in the branch.



Download department reports 3/3



6. Click on **“Download”** to download the matrix report in .xlsx format



7. You will get the following matrix report

Plant Engineering - Italy (H) (08.09.2020)					an and Digi	informatio	Engineeri	
ID numb	Name	Surname	Branch	Jobs	Position	Trainer-Silvano Teppa	Trainer-E-learning	Trainer-Alessio Betteni
			Plant Engineering - Italy	Process Development Engineer	Process Development Engineer	X		X
			Plant Engineering - Italy	Time & Motion Specialist	Time & Motion Specialist	X		X
			Plant Engineering - Italy	Time & Motion Specialist	Time & Motion Specialist	X	28.08.2020	X
			Plant Engineering - Italy (H)	Engineering Manager	Engineering Manager	X		18.04.2020
			Plant Engineering Manuf. - Italy (H)	Manufacturing Engineer Leader	Manufacturing Engineer Leader	12.05.2020		X
			Plant Engineering Manufacturing - Italy	Assembling & Cleanliness Specialist	Assembling & Cleanliness Specialist	X		X
			Plant Engineering Manufacturing - Italy	Presetting Specialist	Presetting Specialist	X	X	X





How to read department reports 1/4

“Matrix report” sheet.

Branch selected for the matrix report download

Managing Director - Italy (21.07.2020)

Field used only if the employee is part of a specific Group in Efront

Categories of the training courses

Training courses title divided by category

Employee SAP ID

Employee branch according to SAP structure

Employee job according to SAP structure

Employee job according to SAP structure

ID numb	Name	Surname	Branch	Jobs	Groups	Position
	RENATO		Maintenance - Italy (H)	Maintenance Manager		Maintenance Manager
	VINCENZO		Maintenance Technicians - Italy	Maintenance Technician		Maintenance Technician
	MAURO		Managing Director - Italy	Plant Managing Director PWT		Plant Managing Director PWT
	CINZIA		Mini Factory Dozer - Italy	Value Stream Planner		Value Stream Planner
	SIMONA		Mini Factory Dozer - Italy (H)	Value Stream Manager		Value Stream Manager
	TIZIANA		Mini Factory Motorbike - Italy	Value Stream Leader		Value Stream Leader
	ERMINIO		Mini Factory Motorbike - Italy	Value Stream Leader		Value Stream Leader
	FEDERICA		Mini Factory Motorbike - Italy	Value Stream Planner		Value Stream Planner
	SARA		Mini Factory Motorbike - Italy	Value Stream Planner		Value Stream Planner

	Lean and Digital	Information Technology	Engineering
(AC_IT10_LD_1) Lean tools-GEAR-KPI Trainer: Stefano Teppa			
(AC_IT10_LD_2) 5S Competitivo Trainer: Value Stream Manager			
(AC_IT10_LD_3) Sprint meeting Trainer: Value Stream Manager			
(AC_IT10_LD_7) Smartworking (eL) Trainer: Lorenzo Mori/Alberto Fiata			
(AC_IT_EL_1) Cyber Security Awareness (eL) Trainer: E-learning			
(AC_IT10_E_1) Standard work Trainer: Alessio Belteni			
(AC_IT10_E_2) Cutting tools-base Trainer: Fabio Pallini			
(AC_IT10_E_3) Disegno-base Trainer: Stefano Francinelli			
		29.05.2020	29.01.2020
	20.07.2020	02.07.2020	X
	31.08.2020		X
	X		X
			X
			X

Matrix report

Courses completion data



How to read department reports 2/4

	Lean and Digital				Information Technology	Engine	
	(AC_JT10_LD_1) Lean tools-CEAR-KPI Trainer: Stefano Teppa	(AC_JT10_LD_2) 5S Competitivo Trainer: Value Stream Manager	(AC_JT10_LD_3) Sprint meeting Trainer: Value Stream Manager	(AC_JT10_LD_7) Smart working (eL) Trainer: Lorenzo Moi / Alberto Fietta	(AC_JT_EL_1) Cyber Security Awareness (eL) Trainer: E-learning	(AC_JT10_E_1) Standard work Trainer: Alessio Bettini	(AC_JT10_E_2.1) Cutting tools-base Trainer: E-learning
					X		
					X		
Open	2	2	9	0	208	2	2
Completed	0	0	0	1	6	0	0
Completed %	0%	0%	0%	100%	3%	0%	0%
Total	240						
Completed	7 3%						
Open	233 97%						
no certificate	2543						

Matrix report | Legenda | Training rate | +

In the **table** of the **matrix report** below each employee data, it is possible to see, for each training module, the:

- Number of employee that still have to attend the course “**Open**”
- Number of employee that have already attended the course “**Completed**”
- % of completion “**Completed %**”

Es. Course **Cyber Security Awareness (eL)** – Information Technology area

- Employee enrolled 208 + 6 = **214** (Open + Completed)
- Employee passed **6** (Completed)
- % of completion = 6 / 214 = **3%** (Completed %)

In the **summary table** there is the:

- Total number of enrolments to courses “**Total**”
- Total number of courses completed “**Completed**”
- Total number of courses still to be completed “**Open**”
- Total number of no enrolments (blank cells) “**no certificate**”

In the example: there are **240 enrolments** in the branch selected, **7 courses completed out of 240** and 233 courses still to be completed (= 240 - 7). There are 2.543 blank cells, that are possible enrolments.



How to read department reports 3/4

In the "Legenda" sheet there is the description of each type of coloured cell.

A	B
	Course is for this user/job not mandatory
13.06.2018	Course is completed (e.g. Course was completed on 13.06.2018)
31.12.2018	Reminder that the course is expiring and has to be completed again (e.g. Reminder that the course expires on 31.12.2018)
02.10.2018	Course is expired and has to be completed again (e.g. course expired on 02.10.2018)
26.11.2018	Course was failed and has to be completed again (e.g. course was failed on 26.11.2018)
X	Course not completed
QATS-Introduction(eL)	Blue background indicates an E-Learning module

ID numb	Name	Surname	Lean and Digital	Information Technology	Engineering
	RENATO				
	VINCENZO				
	MAURO				
	CINZIA				
	SIMONA				
	TIZIANA				
	ERMINIO				
	FEDERICA				
	SARA				

In the matrix report below:

- **Renato** is not enrolled in any course (blank cell)
- **Mauro** is enrolled in 2 courses, both of them are eLearning (blue background in the course title cell). He has attended and passed both of them, one on the 29th May and the other on the 29th Jan 2020 (green cells with data of completion in)
- **Cinzia** is enrolled in 3 courses, two in the Lean and Digital area and one in the Information Technology area (which has not been attended yet, red cell "X"). She didn't pass the test of the Sprint meeting course during the session of the 20th July (red and white cell with date). She attended the Smart Working module, but the certification expired on the 2nd July, so she must attend the course again (red cell with date).
- **Simona** is enrolled in 2 courses, Sprint meeting and Cyber security awareness, last one not started yet. The Sprint meeting certificate is about to expire, on the 31st August (yellow cell).

In the matrix report, cells became yellow **60 days before the certificate expiration**, in order to give enough time to Training coordinator to plan the training. Each employee can attend again the training module starting from 30 days before expiration.



How to read department reports 4/4

In the “**Training rate**” sheet there is the **% of courses completion in each branch** (included sub-branches) related to the total number of courses assigned to each employee.

1	Branch	Training rate
2	Managing Director - Italy	3%
3	Mini Factory Truck - Italy (H)	2%
4	Plant HR - Italy (H)	100%
5	Plant ICT - Italy (H)	100%
6	Plant Operational Excellence - Italy	100%
7	Plant Purchasing - Italy (H)	50%
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
26		
27		

Matrix report | Legenda **Training rate** (+)

Es. **Plant HR – Italy (H)** training rate **100%** means that all the employees in the Plant HR – Italy (H) branch (and sub-branches) that are enrolled in courses, have already attended all of them.

Plant Purchasing – Italy (H) training rate **50%** means that half of employees in this branch (and sub-branches) that are enrolled in courses, has already attended all of the courses that are enrolled in.



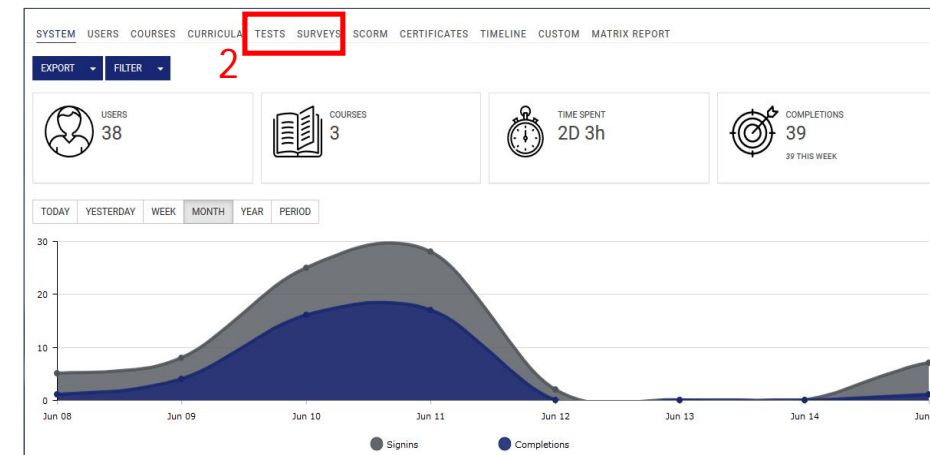
Content submissions 1/3



It is possible to see submissions of tests or surveys of employees in your department.

1. Select the **Report** icon
2. Click on **"Test"** or **"Surveys"**, according to what you would like to check

[Knowledge base: How to access a Course's Completed Tests](#)





Content submissions 2/3

3. You can see the list of tests in the active courses in your branch and sub-branches. You can select the **test** you would like to check
4. And click on the **eye** icon, near the name of the employee you would like to check the test for

SYSTEM USERS COURSES CURRICULA **TESTS** SURVEYS SCORM CERTIFICATES TIMELINE CUSTOM MATRIX REPORT

FILTER

TESTS 9

COMPLETIONS 656
641 PASSED

AVG. SCORE 97.50%

LATEST ACTIVITY 04.09.2020 09:20

Name	Lesson	Completed	Passed	Avg score
Wissenüberprüfung Umweltschulung	Umweltschulung	542	537	99.77%
Quiz - Kennzeichnung am Gebinde	Kennzeichnung am Gebinde	109	99	86.11%
Sprint meeting - Test finale	Sprint meeting	0	0	-
Gnutti Carlo Overview - Test finale	Gnutti Carlo Overview	0	0	-
Qualität-base - Test finale	Qualität - base	0	0	-

Umweltschulung / Wissenüberprüfung Umweltschulung

LEARNERS 542

COMPLETIONS 542
537 PASSED

AVG. SCORE 99.77%

LATEST ACTIVITY 04.09.2020 09:21

USERS ANALYSIS

User	Course	Status	Total time	Score	Date submitted	Date completed	View
Huber, Julia-Katharina	Umweltschulung (alle 4 Jahre) (eL) (QU09b)	Passed	2 min 59s	81.11%	02.07.2019 12:44	02.07.2019 12:44	
Klaffenböck, Rene	Umweltschulung (alle 4 Jahre) (eL) (QU09b)	Passed	1 min 48s	100%	02.07.2019 15:57	02.07.2019 15:57	
Blaschek, Carina	Umweltschulung (alle 4 Jahre) (eL) (QU09b)	Passed	4 min 40s	100%	02.07.2019 17:04	02.07.2019 17:04	
Catania, Vincenzo	Umweltschulung (alle 4 Jahre) (eL) (QU09b)	Passed	49 sec	100%	03.07.2019 08:41	03.07.2019 08:41	



Content submissions 3/3

From the analysis area you can view some data regarding the submissions:

- Completions
- employees passed
- average score
- % of selection of each answer.

Umweltschulung / Wissenüberprüfung Umweltschulung

LEARNERS 542	COMPLETIONS 542 537 PASSED	AVG. SCORE 99.77%	LATEST ACTIVITY 04.09.2020 09:21
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USERS **ANALYSIS**

Answers distribution

Multiple choices - Many answers

11.44	
11.81	
11.44	
10.89	
88.75%	

Questions

Warum benötigt die TCG UNITECH ein Umweltmanagement? Wähle die entsprechenden Vorteile aus. (mehrere Antworten sind richtig)

- Nachhaltige Sicherung des Standortes
- Schonung der Ressourcen
- Verhinderung von Beschwerden
- Steigerung der Wettbewerbsfähigkeit
- Verhinderung von Arbeitsunfällen

Match

Welche Schritte muss ich setzen, wenn ich einen Notfall erkenne Ordne die Maßnahmen zu den richtigen Schritten zu.

- 1. Schritt ↔ Alarm auslösen
- 2. Schritt ↔ Meldung an den Portier, dann an den Vorgesetzten
- 3. Schritt ↔ Personenrettung durchführen
- 4. Schritt ↔ weitere Maßnahmen entsprechend dem Notfallplan setzen



Table of content



- [How to access to Efront](#) Slide 3
- [Efront homepage](#) Slide 4
- [First login](#) Slide 5
- [Next login](#) Slide 8
- [Password forgotten](#) Slide 9
- [Employee homepage: settings, overview and symbols](#) Slide 12
- [Start an E-learning module](#) Slide 16
- [Course's Training dashboard](#) Slide 20
- [Company Library](#) Slide 21
- [Discussions Forum](#) Slide 22
- [Course's certificate](#) Slide 24
- [My account data](#) Slide 26
- ["Manager Administrator" authorizations](#) Slide 30





Revisions



Nr. Revision	Date	Changes	Author
0	05.2020	Creation	A.Formenti
1	07.2020	Update of link and webpage design Added Manager Administrator authorizations	A.Formenti
2	10.2020	Update forum discussion: the forum for a specific training module is open and visible at every employee enrolled in the course	A.Formenti