
*Excellence
Guide for Managers*



Purpose & Objectives

To enable Managers to log in to Excellence and manage the i-PLM training for their staff and themselves.

To enable Managers to log in to Excellence, add new staff and assign role based training, manage training request approvals, view staff training progress and produce training reports.



Purpose & Objectives

By the end of this course you will be able to:

- Log on to Excellence
- Add new Staff and assign i-PLM roles
- Assign required training (Certifications)
- Monitor progress and produce training reports
- Manage approvals for Instructor led Training
- Change staff details and remove / deactivate staff

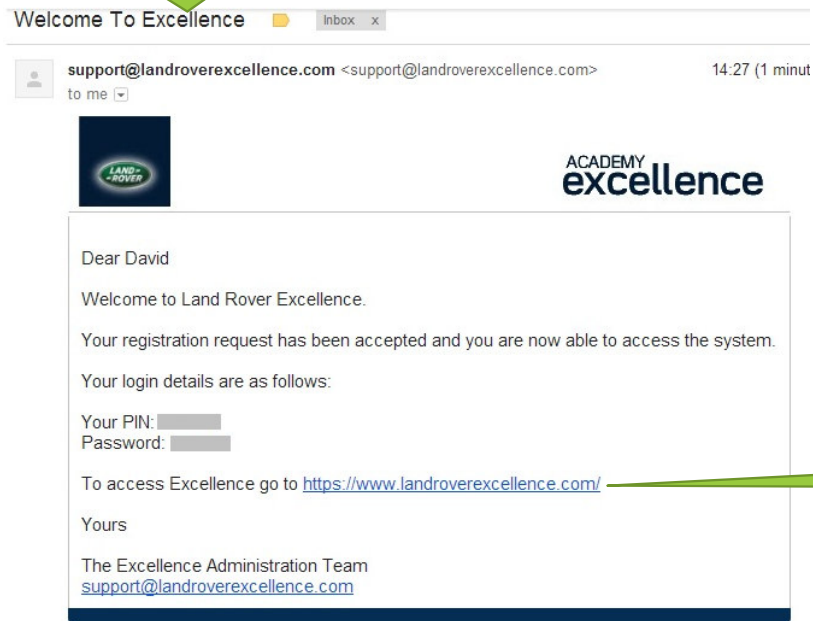
Access to Excellence

Once a Supplier company has been set up in Excellence, the Supplier Key User / Manager from the company will be e-mailed details of their PIN and password so that they can then log in to Excellence.

Within Excellence the manager role is known as the “Dealer Principal”

Accessing Excellence

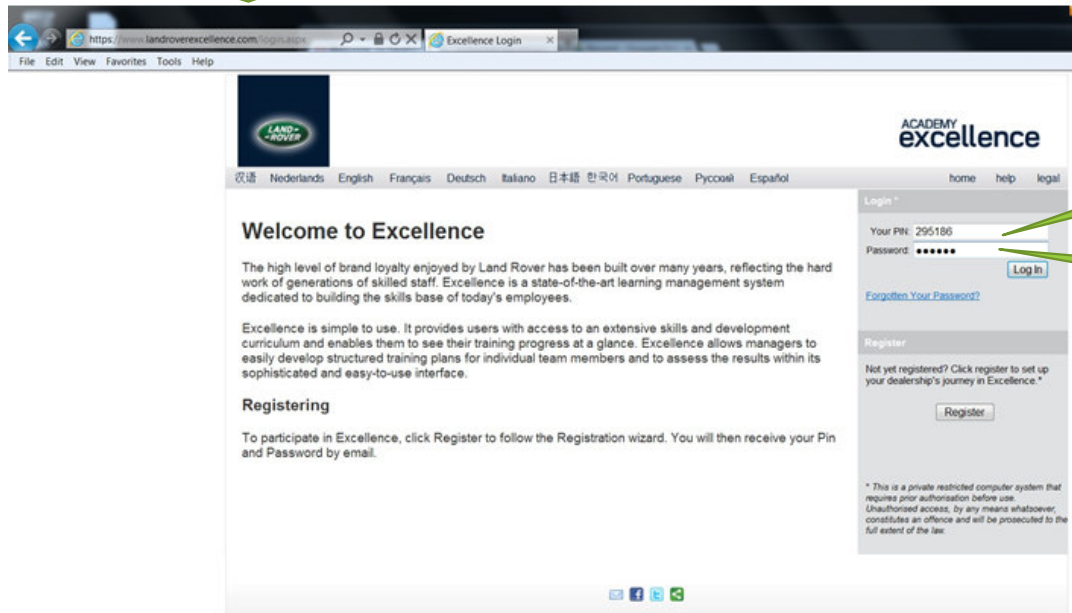
1. Manager will receive an e-mail from Excellence



2. Launch Excellence (Internet Explorer preferred)

Accessing Excellence

1. www.landroverexcellence.com



2. Type in PIN

3. Type in Password

Excellence Homepage

The screenshot displays the Land Rover Academy Excellence homepage. At the top, there is a navigation bar with the Land Rover logo, a search bar, and a filter dropdown. The user is identified as Tania Ashdown, Dealer Principal, JLR Contractor JLRCON. Below the navigation bar, there is a section for 'IMPORTANT MESSAGES' with a banner for 'CLICK HERE - LAND ROVER'. A modal window titled 'User Detail Verification' is open, displaying the following information:

For security purposes please confirm we have the correct details stored for you. If any details are incorrect please update them.

PIN (Personal ID Number): 295186

First name: David

Middle Initial(s):

Surname: Bird

Email Address: dbird1@jaguarlandrover.com

Confirm Email Address:

Confirm

The background of the homepage shows a 'STAFF SUMMA' section with Michele Mowl (999065, LPLM Tester) and a 'CERTIFICATION' section for Tania Ashdown (36501, Dealer Principal). There is also a 'LEARNING ZON' section with a 'LAND-ROVER' logo and the text 'ELLR440 Introduction to Land Rover'.

1. The first time you access Excellence you will be prompted to confirm your details

Adding Staff

ACADEMY excellence

HOME MY DETAILS MY STAFF LEARNING REPORT

Add New Staff

Staff Status

User Profiles

Move / Transfer Employee

MESSAGES

CLICK HERE REVEALS NEW

GLOBAL SUPPLIER INTEGRATION i-PLM Supp

STAFF SUMMARY

Michele Mowl 999065 i-PLM Tester	Shirley Newnham 942028 i-PLM CAD Designer
---	--

Items 1 to 2 of 2

CERTIFICATIONS

Tania Ashdown (365017) Dealer Principal
--

Welcome to the new user registration wizard.

Please complete all of the boxes below to register a new member of staff within your dealership.

Note: All staff need a valid email address to register with Excellence. If the member of staff does not have an email address you may reuse your own.

First Name: David

Middle Initial(s):

Surname: Bird

Email Address: dbird1@jaguarlandrover.com

Confirm Email Address: dbird1@jaguarlandrover.com

Language: English

Job Role: i-PLM CAD Designer

Security / Access Role: [None]
Dealer Principal
i-PLM Tester
i-PLM AutoCAD Designer
i-PLM CAD Designer
i-PLM CAD Team Designer
i-PLM PIM External Issue Initiator
i-PLM Process Engineer
i-PLM Simulation Engineer
i-PLM Supplier Project Lead
i-PLM Supplier Representative
i-PLM Virtual Factory Designer
i-PLM Vis Designer

Cancel Next

1. Click on Add New Staff

2. Fill in the details for the member of staff. The confirmation e-mail address must be typed in.

3. Select the appropriate User role from the drop down menu

4. Select Next.

Adding Staff

The screenshot shows the 'Add New Staff' dialog box in the 'ACADEMY excellence' system. The dialog contains the following information:

Confirm new user details.

Please review the information you have provided. Use the Previous button if you wish to correct anything. If everything is correct, click Finish to complete the new user registration. Registration is instant and the new user will appear immediately.

First Name: David
Middle Initial(s):
Surname: Bird
Email Address: dbird1@jaguarlandrover.com
Language: English
Job Role: i-PLM CAD Designer
Security / Access Role: Read & Write

Buttons: Previous, Finish

A green callout bubble points to the 'Finish' button with the text: 1. Confirm details are correct and select Finish

Adding Staff

The new user has been created.

New user registered with the following details. If any of these details are incorrect please edit this staff member to make any amendments.

First Name: David
Middle Initial(s):
Surname: Bird
Email Address: dbird1@jaguarlandrover.com
Language: English
Job Role: i-PLM CAD Designer
PIN (Personal Identification Number): 295186
Security / Access Role: Read & Write

Close Window

STAFF SUMMARY	
Michele Mowl 999065 i-PLM Tester	Shirley Nev 942028 i-PLM CAD Des

1. Confirm details are correct and select Close Window.

Adding Certifications

The mandatory training for the Students' i-PLM roles are contained in Certifications, which are assigned by the Key Users/ Managers.

HOME MY DETAILS MY STAFF LEARNING REPORTS

IMPORTANT MESSAGES

GLOBAL SUPPLIER INTEGRATION

STAFF SUMMARY

Andrew Heyes 357298

Andrew Heyes 357298

Edit User

View History

View Learning Zone

CERTIFICATIONS

Edit Staff

Andrew Heyes - (357298)

Personal Details Employment Details Certifications Account Details

Current Certifications

Allocate New Certifications

CAD Designer

CAD Designer - AVA

i-PLM Overview

i-PLM i3 Transition to Programme Central

i-PLM Programme Central for New Users

i-PLM Programme for New Managers

Password Reset Save Details Cancel

1. Move Cursor over Staff member and select "Edit User" from drop down Menu

2. Select Certifications Tab

3. Select the Certification for the Staff Member's role.

4. Save the details.

Adding and Viewing Certifications (Edit User)

The Manager can add Additional Certifications in a number of ways. They can also view the Certifications assigned to a Staff member and their progress in a number of ways.

2. Select Certifications Tab

3. Select the additional Certification for the Staff Member's role.

1. Move Cursor over Staff member and select "Edit User" from drop down Menu

4. Save the details.

The screenshot displays the 'Edit Staff' interface for Andrew Heyes (ID: 357298). The 'Certifications' tab is selected, showing current certifications and a list of new certifications to allocate. The 'Allocate New Certifications' section includes checkboxes for 'CAD Designer', 'CAD Designer - AVA', 'i-PLM i3 Transition to Programme Central', 'i-PLM Programme Central for New Users', and 'i-PLM Programme for New Managers'. The 'Save Details' button is highlighted.

STAFF SUMMARY	
Andrew Heyes 357298	Satheesh Kannan 461356 M CAD Designer

Adding and Viewing Certifications (View Certifications)

1. Move Cursor over Staff member and select "View Certifications" from drop down Menu

Certifications

David Bird (295186)
i-PLM CAD Designer

CAD Designer		Due Date	Status	Not Achieved
Complete ALL the following eLearning courses		31/03/2015	Not Achieved	
ELPLMPGM101 Introduction to i-PLM		-	Complete	19/08/2014
ELPLMPGM102 i-PLM Getting Started		-		Launch eLearning
Complete the following classroom course		Target Date	Status	Not Achieved
iPLMCAD1				

Add Certifications

Current Certifications

i-PLM	i-PLM Overview	Not Achieved
-------	----------------	--------------

Allocate New Certifications

- CAD Designer
- CAD Designer - AVA
- i-PLM 3 Transition to Programme Central
- i-PLM Programme Central for New Users
- i-PLM Programme for New Managers

Add Certifications

2. Select the Add New Certifications button

3. Select the additional Certification required.

4. Add the Certifications.

Adding and Viewing Certifications (View Certifications)

1. Move Cursor over Staff member and select "View Certifications" from drop down Menu

The screenshot shows a web application interface. At the top right, the user is identified as 'Tania Ashdown, Dealer Principal' and 'JLR Contractor JLRCON'. Below this is a navigation bar with 'HOME', 'MY DETAILS', 'MY STAFF', 'LEARNING', and 'REPORTS'. A 'Filter' dropdown is also present. The main content area is divided into sections: 'IMPORTANT MESSAGES' with a car image, 'GLOBAL SUPPLIER INTEGRATION' logo, and 'STAFF SUMMARY'. The 'STAFF SUMMARY' section lists staff members: David Bird (295186), Michele Mc (999065), and Tania Ashdown (365017). A dropdown menu is open over David Bird, showing options: 'Edit User', 'View Certifications', 'View History', and 'View Learning Zone'. A 'Certifications' pop-up window is displayed over the 'View Certifications' option. It shows the following data:

Certifications			
David Bird (295186)	i-PLM CAD Designer		
CAD Designer			
<input checked="" type="checkbox"/>	Complete ALL the following eLearning courses	Target Date	Status
	ELIPLMPGM101 Introduction to i-PLM	-	Complete 19/08/2014
	ELIPLMPGM102 i-PLM Getting Started	-	Launch eLearning
<input checked="" type="checkbox"/>	Complete the following classroom course	Target Date	Status
	IPLMCAD101 CATIA V6 Transition for Geometry Authors	-	Not Achieved

2. Click on the "+" to expand the Certification, and repeat to expand the e-learning and classroom course sections

3. The status of each item of training can be seen. Some course details may be hidden until prerequisite courses are completed

Adding and Viewing Certifications (View History)

The screenshot displays the 'ACADEMY excellence' interface. At the top, there are navigation tabs: HOME, MY DETAILS, MY STAFF, LEARNING, and REPORTS. A search and filter box is also present. The main content area shows 'IMPORTANT MESSAGES' and a 'STAFF SUMMARY' section for 'David Bird (295186)'. A dropdown menu is open over the staff member's name, with 'View History' selected. The 'Certification History' tab is active, showing a table of certifications for 'David Bird (295186)'. The table includes columns for Certification Name, Target Date, Status, and Action. A green callout points to the '+' icon next to the 'CAD Designer - AVA' certification, which is expanded to show a list of e-learning and classroom courses.

Certification	Target Date	Status	Action
David Bird (295186) i-PLM CAD Designer			
CAD Designer - AVA			
<input type="checkbox"/> Complete ALL the following eLearning courses	Target Date	Status	Action
ELPLMPGM101 Introduction to i-PLM	-	Complete	19/08/2015
ELPLMPGM102 i-PLM Getting Started	-	Complete	19/08/2015
<input type="checkbox"/> Complete the following classroom courses	Target Date	Status	Action
PLMICAD101 i-PLM CATIA V6 Transition for Geometry Authors	-	Attended Complete	21/08/2015
PLMAVA101 i-PLM AVA Transition	-	-	View Schedule
<input type="checkbox"/> i-PLM Overview	Due Date 01/04/2015	Achieved	
<input type="checkbox"/> i-PLM i3 Transition to Programme Central	Due Date 01/04/2015	Not Achieved	
<input type="checkbox"/> i-PLM Programme Central for New Users	Due Date 01/04/2015	Not Achieved	
<input type="checkbox"/> i-PLM Programme for New Managers	Due Date 01/04/2015	Not Achieved	
<input type="checkbox"/> CAD Designer	Due Date 31/03/2015	Achieved	

1. Move Cursor over Staff member and select "View History" from drop down Menu

2. Select Certifications Tab (other tabs show e-learning and classroom based course details)

3. Click on the "+" to expand the Certification, and repeat to expand the e-learning and classroom course sections

Adding and Viewing Certifications (Staff Status)

1. Select "Staff Status" from drop down Menu

MY DETAILS MY STAFF LEARNING REPORTS

- ▶ Add New Staff
- ▶ **Staff Status**
- ▶ User Profiles
- ▶ M...

STAFF STATUS Department: [All Departments]

Certifications

Tania Ashdown (365017) Dealer Principal		
David Bird (295186) i-PLM CAD Designer	i-PLM Overview	
	+	
	CAD Designer - AVA	Due Date 01/04/2015
	i-PLM Overview	Due Date 01/04/2015 Achieved
	i-PLM i3 Transition to Programme Central	Due Date 01/04/2015 Not Achieved
	i-PLM Programme Central for New Users	Due Date 01/04/2015 Not Achieved
	i-PLM Programme for New Managers	Due Date 01/04/2015 Not Achieved
	CAD Designer	Due Date 31/03/2015 Achieved
Michael Byrne (331653) i_PLM Tester		

2. Select the Add New Certifications button to add additional certifications for staff member

3. Click on the "+" to expand the Certification, and repeat to expand the e-learning and classroom course sections

Adding and Viewing Certifications (User Profiles)

1. Select "User Profiles" from drop down Menu

2. Select the Add New Certifications button to add additional certifications for staff member

DETAILS MY STAFF LEARNING REPORTS

- ▶ Add New Staff
- ▶ Staff Status
- ▶ User Profiles
- ▶ Move / Transfer Employee

Department: [All Departments] Job Role: [All Job Roles]
Manager: [All Managers]

Tania Ashdown (365017) Edit Profile View History	Dealer Principal	tashdown@jaquarlandrover.com Start Date: 07/08/2014	Manager: [None]
David Bird (295186) Edit Profile View History	i-PLM CAD Designer	dbird1@jaquarlandrover.com Start Date: 19/08/2014	Manager: Tania Ashdown (365017)
Michael Byrne (331653) Edit Profile View History	i_PLM Tester	mbyrne@jaquarlandrover.com Start Date: 17/11/2014	Manager: Tania Ashdown (365017)
Joel Dublin (428053) Edit Profile View History	i_PLM Tester	jdublin@jaquarlandrover.com Start Date: 23/09/2014	Manager: Tania Ashdown (365017)

Adding and Viewing Certifications (User Profiles)

1. Click on "View History"

2. Click on "Edit Profile"

The image shows a user profile management interface. On the left, a list of staff members is displayed with columns for Name, Job Role, and Manager. Each entry includes links for 'Edit Profile' and 'View History'. A green callout bubble points to the 'View History' link for David Bird. On the right, a detailed view of a staff member's profile is shown, including a 'Certifications' section with a table of completed and pending courses. A second green callout bubble points to the 'Edit Profile' link for Michael Byrne. Below the main profile view, a modal window titled 'Edit Staff' is open, showing the 'Personal Details' tab for Michael Byrne (331653). The modal contains input fields for First name, Middle Initial(s), Surname, and Email Address, along with a checkbox for 'Disable Diary Event Emails?' and a dropdown for 'Language'. Buttons for 'Password Reset', 'Save Details', and 'Cancel' are at the bottom.

Staff Name	Job Role	Manager
Tania Ashdown (365017)	Dealer Principal	Tania Ashdown (365017)
David Bird (295186)	i-PLM CAD Designer	Tania Ashdown (365017)
Michael Byrne (331653)	i-PLM Tester	Tania Ashdown (365017)
Joel Dublin (428053)	i-PLM Tester	Tania Ashdown (365017)

Course Name	Due Date	Status
CAD Designer - AVA	01/04/2015	Not Achieved
Complete ALL the following eLearning courses	-	Achieved
ELPLMPGM101 Introduction to i-PLM	-	Complete 19/08/2014
ELPLMPGM102 i-PLM Getting Started	-	Complete 19/08/2014
Complete the following classroom courses	-	Not Achieved
PLMCAD101 i-PLM CATIA V6 Transition for Geometry Authors	-	Attended Complete 21/08/2014
PLMAVA101 i-PLM AVA Transition	-	-
i-PLM Overview	01/04/2015	Achieved
i-PLM IQ Transition to Programme Central	01/04/2015	Not Achieved
i-PLM Programme Central for New Users	01/04/2015	Not Achieved
i-PLM Programme for New Managers	01/04/2015	Not Achieved
CAD Designer	31/03/2015	Achieved

Michael Byrne - (331653)

PIN (Personal ID Number): 331653

First name: Michael

Middle Initial(s):

Surname: Byrne

Email Address: mbyrne@jaguarlandrover.com

Disable Diary Event Emails?

Language: English

Buttons: Password Reset, Save Details, Cancel

Adding and Viewing Certifications (Staff Status)

The screenshot shows the 'Excellence' system interface. The top navigation bar includes 'HOME', 'MY DETAILS', 'MY STAFF', 'LEARNING', and 'REPORTS'. The 'MY STAFF' menu is expanded, showing 'Add New Staff' and 'Staff Status'. The 'Staff Status' page displays a table of certifications for staff members. A callout box points to the 'Staff Status' menu item, another points to the 'Add New Certifications' button, and a third points to the '+' icon used to expand certification details.

1. Select "Staff Status" from drop down Menu

2. Select the Add New Certifications button to add additional certifications for staff member

3. Click on the "+" to expand the Certification, and repeat to expand the e-learning and classroom course sections

STAFF STATUS			Department: [All Departments]
Certifications			
Tania Ashdown (365017) Dealer Principal			
David Bird (295186) i-PLM CAD Designer			
+	CAD Designer - AVA	Due Date 01/04/2015	Not Achieved
+	i-PLM Overview	Due Date 01/04/2015	Achieved
+	i-PLM i3 Transition to Programme Central	Due Date 01/04/2015	Not Achieved
+	i-PLM Programme Central for New Users	Due Date 01/04/2015	Not Achieved
+	i-PLM Programme for New Managers	Due Date 01/04/2015	Not Achieved
+	CAD Designer	Due Date 31/03/2015	Achieved
Michael Byrne (331653) i_PLM Tester			

Training Reports

The screenshot shows the 'ACADEMY excellence' website interface. The navigation bar includes 'HOME', 'MY DETAILS', 'MY STAFF', 'LEARNING', and 'REPORTS'. The 'REPORTS' menu is expanded, showing 'Training History' and 'Interactive Learning Report'. Below the navigation bar, there are promotional banners for 'LAND ROVER REVEALS NEW AGE OF DISCOVERY' and 'i-PLM Supplier Training'. At the bottom, a 'STAFF SUMMARY' section lists three staff members: David Bird (I-PLM CAD Designer), Michele Mowl (I-PLM Tester), and Shirley Newnham (I-PLM CAD Designer). The user is identified as Tania Ashdown, Dealer Principal, JLR Contractor JLRCON.

1. Select "Training History" for report on Classroom based Training for Staff

2. Select "Interactive Learning report" for report on all on-line training for Staff

Training Reports (Training History)

SWITCH DEALER | LOGOUT

LAND ROVER

ACADEMY excellence

HOME MY DETAILS MY STAFF LEARNING REPORTS

Search

Filter

Tania Ashdown, Dealer Principal
JLR Contractor JLRCON

Department: [All Departments]

Job Role: [All Job Roles]

Start Date: 01/01/2013

End Date: 30/11/2014

Staff Member: [All Staff]

Andrew Heyes (357298)
Michael Byrne (331653)
Joel Dublin (428053)
Nigel Giddons (540476)
Shantanu Ghate (765089)
Ashish Ghate (447944)
Satheesh Kannan (461356)
David Bird (295186)
Michele Mowl (999065)
Shirley Newnham (942028)
Tania Ashdown (365017)

Report Date: 18/11/2014

Generate Report

1. Use drop down lists to select individual departments, roles or staff if required.

2. Set start and end dates for period of training covered by report.

3. Select to generate report.

Training Reports (Training History)

Department: [All Departments] Job Role: [All Job Roles]
Start Date: 01/01/2013 End Date: 30/11/2014
Staff Member: [All Staff]

Training History Report Report Date: 18/11/2014

[Generate Report](#)

Course Code	Course Title	Start Date	Duration	Course Status	Cost	PIN	Name
IPLMCAD101	CATIA V6 Transition for Geometry Authors	21/08/2014 00:00:00	2	Attended Complete	0.00	295186	David Bird

[Download Training History Report Data](#)

1. All classroom based courses attended by staff during period are listed

2. Microsoft Excel spreadsheet of results can be downloaded.

	A	B	C	D	E	F	G	H	I	J
1	Course Code	Course Title	Start Date	Duration	Course Status	Cost	PIN	Name	Surname	
2	IPLMCAD101	CATIA V6 Transition for Geometry Authors	21/08/2014	2	Attended Complete	0	295186	David	Bird	
3										
4										
5										

After a classroom course has run the attendance register will be updated in Excellence, and training records will be updated

Training Reports (Interactive Learning report)

SWITCH DEALER | LOGOUT

LAND ROVER ACADEMY excellence

HOME MY DETAILS MY STAFF LEARNING REPORTS

Search Filter

Tania Ashdown, Dealer Principal
JLR Contractor JLRCON

Job Role: [All Job Roles]

Job Family: [All Job Families]

Activity From: 01/01/2014 Activity To: 30/11/2014

Completion Status: [All Statuses]

Success Status: [All Statuses]

Course Name: [All Statuses]
Not Started
In Progress
Complete
Expired
Rejected
14 - Battery Care Requirements
Introduction to i-PLM
i-PLM Getting Started

Media Type: [All Media Types]
eLearning
PDF
Audio

Interactive Learning Report Report Date: 18/11/2014

Generate Report

1. Use drop down lists to select roles, courses or completion status if required.

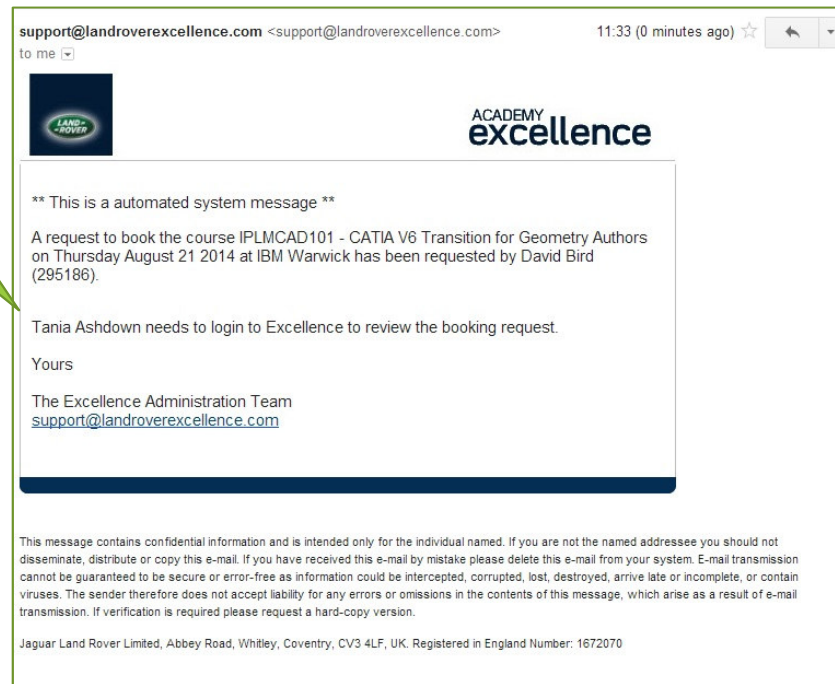
2. Set start and end dates for period of training covered by report.

3. Select to generate report.

Approve Classroom course booking requests

Classroom course booking requests have to be approved by the supplier manager and the JLR administrator.

1. Manager receives e-mail from Excellence requesting that they review the request form a member of staff.



Approve Classroom course booking requests

Classroom course booking requests have to be approved by the supplier manager and the JLR administrator.

1. Dashboard icon is flagged to show that there is a new request or notification.

2. Select Dashboard icon to review requests and notifications

SWITCH DEALER | LOGOUT

ACADEMY excellence

HOME MY DETAILS MY STAFF LEARNING REPORTS

Search Filter

Tania Ashdown, Dealer Principal
JLR Contractor JLRCON

IMPORTANT MESSAGES

CLICK HERE – LAND ROVER
REVEALS NEW AGE OF DISCOVERY

GLOBAL SUPPLIER INTEGRATION i-PLM Supplier Training i-PLM

STAFF SUMMARY All Departments

David Bird 285186 i-PLM CAD Designer	Ashish Ghate 447944 i-PLM CAD Designer	Shantanu Ghate 765089 i-PLM CAD Designer	Satheesh Kannan 461356 i-PLM CAD Designer	Michele Mowl 999065 i-PLM Tester
Shirley Newnham 942028 i-PLM CAD Designer				

Approve Classroom course booking requests

Classroom course booking requests have to be approved by the supplier manager and the JLR administrator.

1. Select My Actions tab

2. Booking requests from Staff members are listed.

3. Select Review Booking

The screenshot shows a web application interface titled "My Dashboard". At the top, there are two tabs: "My Actions" and "My Notifications". Below the tabs is a table with the following data:

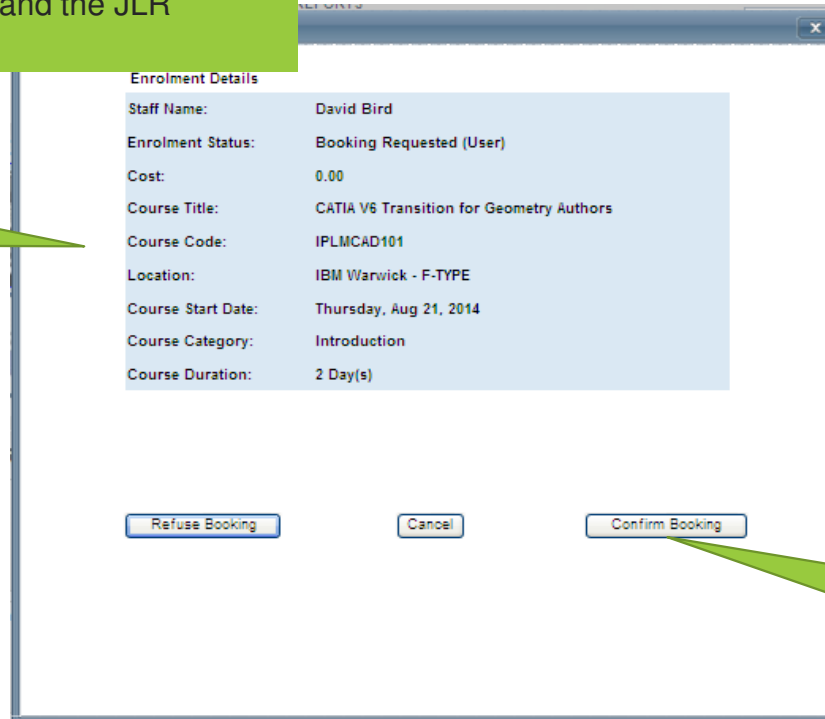
Staff Name	Course Title	Action
Booking Requested (User)	IPLMCAD101 - CATIA V6 Transition for Geometry Authors (21/08/2014) - IBM Warwick	Review Booking
David Bird (295186) - I-PLM CAD Designer		

Below the table is a "My Course Calendar" section. It features a calendar grid for August and September. Underneath the calendar is a section titled "My Bookable Courses" with a dropdown menu showing "IPLMCAD101 - CATIA V6 Transition for Geometry Authors".

Approve Classroom course booking requests

Classroom course booking requests have to be approved by the supplier manager and the JLR administrator.

1. The Confirm Enrolment form shows the details of the course being requested.



The screenshot shows a software window titled "Enrolment Details" with a close button (X) in the top right corner. The window contains a list of course details and three buttons at the bottom: "Refuse Booking", "Cancel", and "Confirm Booking".

Enrolment Details	
Staff Name:	David Bird
Enrolment Status:	Booking Requested (User)
Cost:	0.00
Course Title:	CATIA V6 Transition for Geometry Authors
Course Code:	IPLMCAD101
Location:	IBM Warwick - F-TYPE
Course Start Date:	Thursday, Aug 21, 2014
Course Category:	Introduction
Course Duration:	2 Day(s)

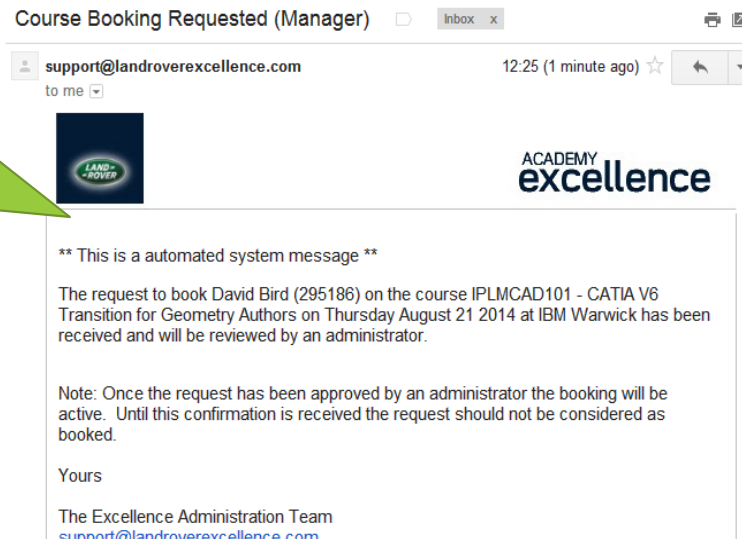
Buttons:

2. Select to confirm booking.

Approve Classroom course booking requests

Once the request is approved the manager it is passed to the JLR Administrator.

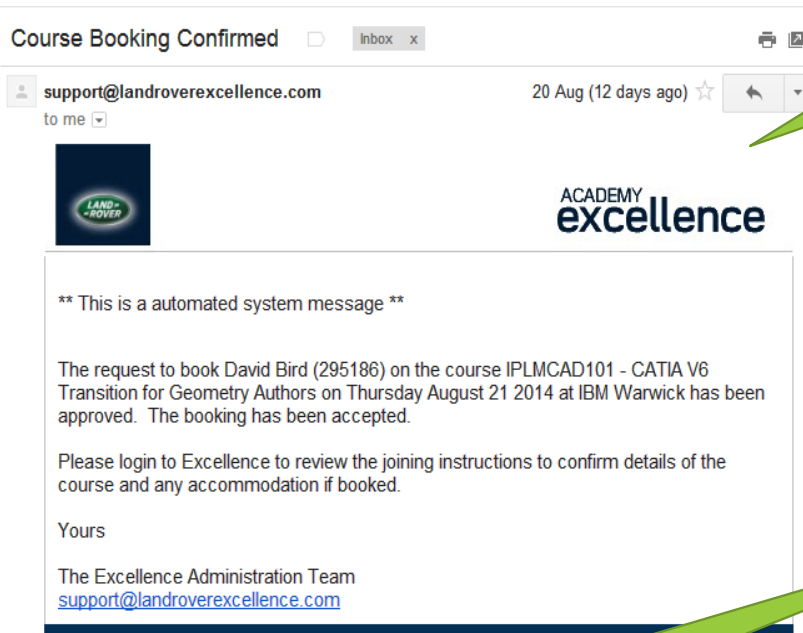
1. Manager receives e-mail from Excellence confirming that request has been passed to the JLR Administrator for review.



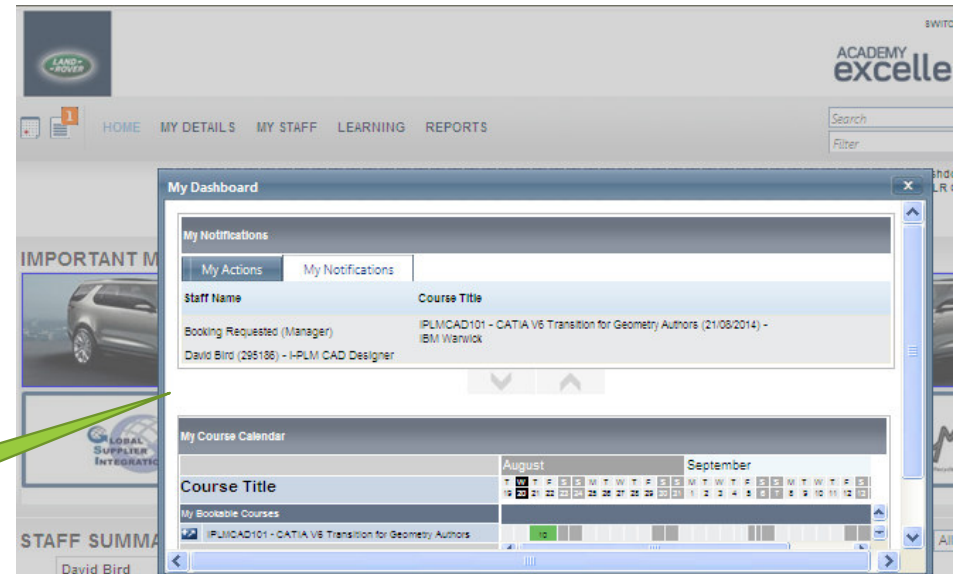
Before approving the request the JLR Administrator will confirm that any required payment is in place and that places are still available on the requested course.

Approve Classroom course booking requests

Once the request is approved by the JLR Administrator both the manager and staff member receive a confirmation e-mail.



1. Manager receives e-mail from Excellence confirming that request has been approved.



1. Course details can be seen on My Notifications tab on the Dashboard.

Change Staff member details

Managers can update staff details (such as e-mail address or role) if required

The screenshot shows a web application interface with a navigation bar at the top containing 'HOME', 'MY DETAILS', 'MY STAFF', 'LEARNING', and 'REPORTS'. Below the navigation bar, there are sections for 'IMPORTANT MESSAGES' and 'STAFF SUMMARY'. The 'STAFF SUMMARY' section lists two staff members: Andrew Heyes (357298) and Sathesh Kan (461356). A dropdown menu is open over the 'Edit User' option for Sathesh Kan. The 'Edit Staff' form is displayed, showing the details for David Bird (PIN: 295186). The form has four tabs: 'Personal Details', 'Employment Details', 'Certifications', and 'Account Details'. The 'Personal Details' tab is active, showing fields for First name (David), Middle Initial(s), Surname (Bird), Email Address (dbird1@jaguarlandrover.com), Disable Diary Event Emails (checkbox), and Language (English). There are buttons for 'Password Reset', 'Save Details', and 'Cancel' at the bottom of the form.

2. Select appropriate Tab

1. Move Cursor over Staff member and select "Edit User" from drop down Menu

3. Make the required changes.

4. Save the details.

Deactivate Staff member

Managers can deactivate staff if they leave the company.

HOME MY DETAILS MY STAFF LEARNING REPORTS

IMPORTANT MESSAGES

GLOBAL SUPPLIER INTEGRATION i-P

STAFF SUMMARY

Andrew Heyes 357298	Satheesh K 461356 M CAD Des
------------------------	-----------------------------------

Items

- Edit User
- View History
- View Learning Zone

CERTIFICATIONS

David Bird - (295186)

Personal Details Employment Details Certifications Account Details

Security / Access Role: Read & Write

Job Role: I-PLM CAD Designer [Change](#)

Job Role Start Date: 19/08/2014

Employment Status: Employed [Show Employment History](#)

Password Reset Save Details Cancel

2. Select Employment details Tab

3. Change Employment status to Left Dealership.

1. Move Cursor over Staff member and select "Edit User" from drop down Menu

4. Save the details.