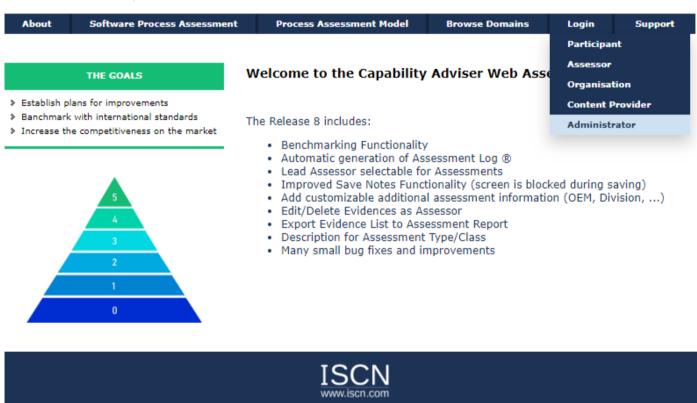# Administration
Online User Guide

Role of the Administrator

✓ Create/Edit Organisation and Content Provider Accounts:

✓ Insert/Edit Assessors

✓ Export Assessment Data for Benchmarking

✓ Define Assessment Customer Information

Capability Adviser

Select Administrator from the Login Menu

Capability Adviser

Benchmarking

- Assessments can be exported to Excel in order to benchmark results or find general gaps in processes or base/generic practices

- You can filter assessments by domains or by organisations (business units)

- For the selected assessments the ratings of the lead assessor are exported on a base/generic practice level or on a process level

- Based on the amount of data the script may take some time to prepare the export file

Capability Adviser

Assessment Custom Information

- Additional attributes for the assessment can be defined using this function.

- Enter the name of the field (e.g. OEM)

- Choose which type of input the information will be:

    - Text: One line of text.

    - Textbox: Multiple lines of text.

    - Listbox: Dropdown with predefined options, one of which the user can choose.

    - Multibox: List of predefined options, of which the user can choose from zero to all by holding down CTRL.

- Create a short but unique word that allows you to put a placeholder for this information into the Word-Template (e.g. {OEM})

- If you chose „Listbox" or „Multibox", provide the available options in the „Values" Form seperated by a semicolon (e.g. BMW;VW;Daimler;)

Organisation	Assessor	Content Provider	Utilities	Benchmark

Update CapAdv
Add Custom Information Field
Edit Custom Information Field

Add custom field for additional information

Field name

Listbox

TemplatePlaceholder

Values (seperated by ';')

Add

Insert/Edit Company Assessors

- Assessors which are inserted using the organization interface are visible only to that organization

- Assessors inserted through the Administrator Interface can be assigned to one or more organization or as company wide assessors by selecting no organization from the list box.