



Administration Online User Guide



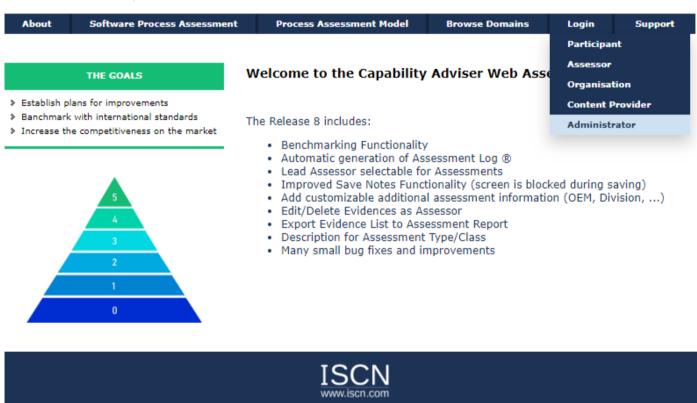
Role of the Administrator

- ✓ Create/Edit Organisation and Content Provider Accounts:
- ✓ Insert/Edit Assessors
- ✓ Export Assessment Data for Benchmarking
- ✓ Define Assessment Customer Information



Select Administrator from the Login Menu

Capability \(\dviser \)





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

Organisation	Assessor	Content Provi	der Ui	tilities	Benchmark	
BENCHMARKING			·			
✓ Domains ✓ ASPICE 3.1 VDA ✓ Automotive SPIC ✓ CMMI 1.02	-Scope CE 2.5 with Safety CE 3.0 CE 3.1	2015	☐ capadv☐ Selfdrivin☐ Automoti	isations — ng Car ive Quality Assessment	ŧ	
	5 Assessment CE 30 Demo Assess CE 25 with Safety e 31 nt ot -AI Assessment	sment				
Base Practice La Process Attribut Export	,					



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;)



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.

Company Profile Company (Project) Name Address Language English V **Contact Person** First Name Last Name E-mail Address Intacs Cert. number Linked Organisations: Possible Organisations: Add Organisations! Selfdriving Car Automotive Quality Personal Assessment Organisation Graz Office Unit Emergency Support Team 🔻 Add Organisation Remove Organisation **Account Information** Username Password Retype Password Insert Reset

INSERT ASSESSOR