

User Creation Guide for Training Administrators

AMOS Learning Center

Contents

1. Create users one by one and assign them to your team while creating them.....3

2. Assign users to your team after they have been created.....27

3. Create multiple users by CSV upload44

1. Create users one by one and assign them to your team while creating them.

Legal note concerning the registration of third-party users.

In case your company decides to invite representatives/consultants or any other third party to participate in the AMOS training or workshop sessions, your company has to ensure that such individuals or company sign a confidentiality agreement with Swiss-AS.

In the absence of such agreement, please contact us, so that we prepare and send you the confidentiality agreement/Non-Disclosure Agreement (NDA) to be signed by that third party. Otherwise, no person that is not an employee of your company shall be allowed to take part in the training/workshop sessions.

Access <https://amos-learning.swiss-as.com> and sign in with your credentials.

AMOS Learning Center

[View our E-learning Trailer](#) [Help](#)

SWISS
AviationSoftware

ENGLISH UK

Sign In

Please insert your username and password to proceed

[Having trouble signing in?](#)
[How to register](#)

Username (Required)

Password (Required)

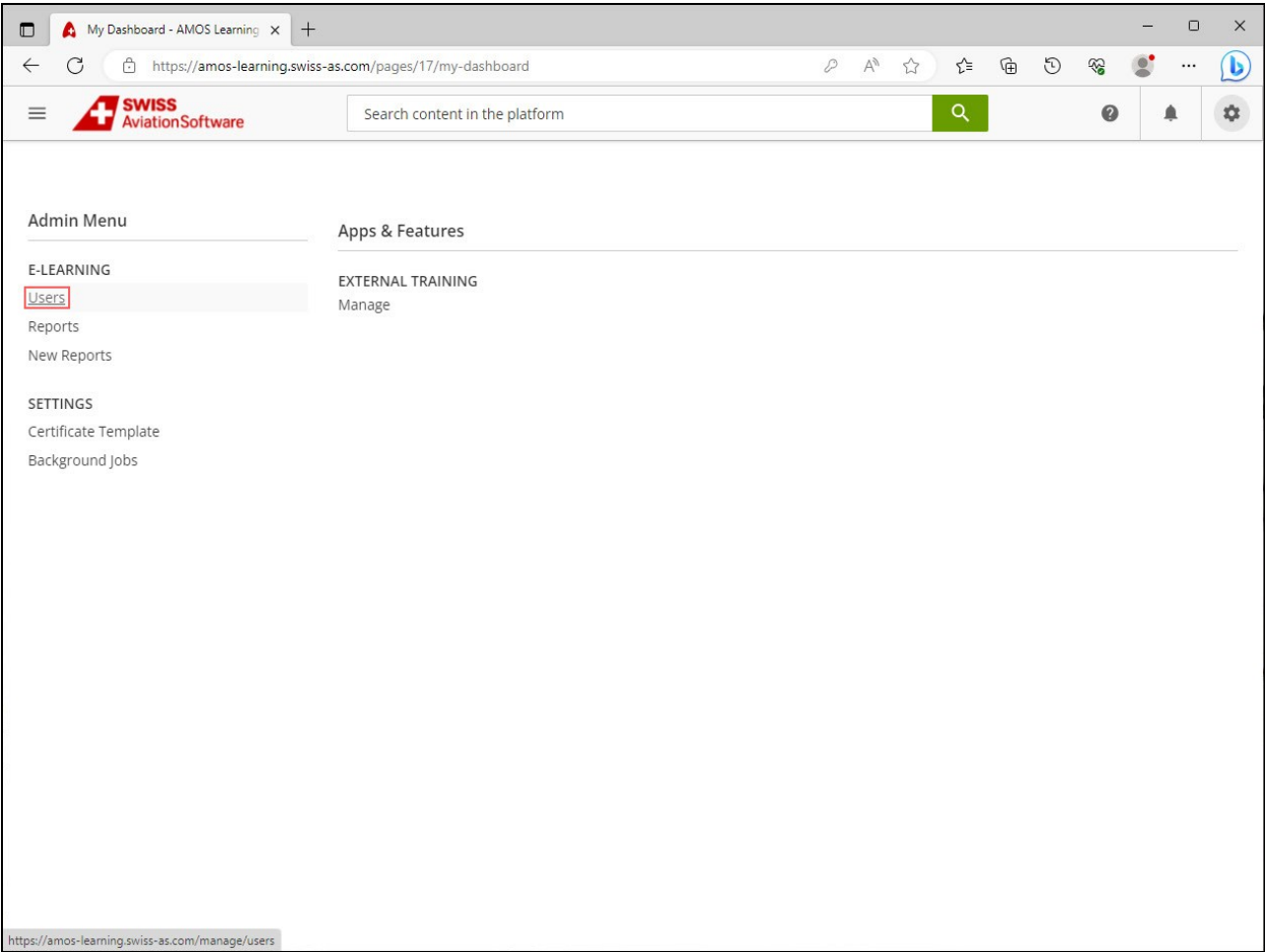
SIGN IN

[Forgot your password?](#)

Click on the Admin Menu button (top right)

The screenshot displays the 'My Dashboard' page of the AMOS Learning Center. The browser address bar shows the URL <https://amos-learning.swiss-as.com/pages/17/my-dashboard>. The page header includes the 'SWISS AviationSoftware' logo, a search bar, and a red box highlighting the 'Admin Menu' button (gear icon) in the top right corner. Below the header, the 'My Dashboard' section features a user profile for 'Administrator AMOS Training' with the email 'amos_training@yourcompany.com'. Navigation links for 'CHANGE PASSWORD', 'MY ACTIVITIES', and 'MY PROFILE' are visible. A 'Courses to start' section includes a search bar and a list of courses. A large banner for 'AMOS' training services is displayed, with the text 'The new course plan for 2023 is now online and regularly updated!' and a red button labeled 'DISCOVER OUR TRAINING SERVICES'. The page also includes a section for 'E-learning Trailer' and a footer with the text 'Scroll down to courses in progress'.

Select “Users”



Click the green button “New Users”

All users - AMOS Learning Cente x

https://amos-learning.swiss-as.com/manage/users

SWISS AviationSoftware

Search content in the platform

?

🔔

⚙️

< Back

My Dashboard >

User Management

+

New Users

👤

👥

All users

📁

Companies

🔍

Search...

📁

Your Company

🔍

Search all branches...

🔍

Companies ▶

| <input type="checkbox"/> | USERNAME | FIRST NA... | LAST NAME | EMAIL | LAST ACC... | CREATIO... | STATUS |
|--------------------------|--------------|-------------|-----------|--------------|-------------|------------|--------|
| <input type="checkbox"/> | amos_lear... | amos | learner_2 | amos_lear... | | 18/07/2023 | ✔️ |
| <input type="checkbox"/> | amos_lear... | amos | learner_1 | amos_lear... | | 18/07/2023 | ✔️ |

🔍

Show users in sub-branches

1 - 1 of 1

2 of 2

Select to create a new user

All users - AMOS Learning Cente x

https://amos-learning.swiss-as.com/manage/users

SWISS AviationSoftware

Search content in the platform

?

🔔

⚙️

< Back

My Dashboard

> User Management

All users

New user

👤

✕

📺

👥

📁

🔍

Search...

🔍

Companies ▶

▼ Search all branches...

🔍

📁 Companies

📁 Your Company

🔍

| <input type="checkbox"/> | USERNAME | FIRST NA... | LAST NAME | EMAIL | LAST ACC... | CREATIO... | STATUS |
|--------------------------|--------------|-------------|-----------|--------------|-------------|------------|--------|
| <input type="checkbox"/> | amos_lear... | amos | learner_2 | amos_lear... | | 18/07/2023 | ✅ |
| <input type="checkbox"/> | amos_lear... | amos | learner_1 | amos_lear... | | 18/07/2023 | ✅ |

🔍

Show users in sub-branches

1 - 1 of 1

2 of 2

Start by typing the user's email address

SWISS AviationSoftware

< Back My Dashboard > User Management

All users

Search...

Search all branches...

Companies

Your Company

1 - 1 of 1

New User

In order to create a new user, please complete all of the following steps.

1 General Information 2 Branches 3 Additional Fields 4 Team Members

Please provide the user's information you're going to create

User Information

Username * Level User

Email * Email Validation Status Unverified

First Name 0/255 Last Name 0/255

New Password * Retype the password *

☒ Force users to change their password at their first login

User Status

Expiry

☒ Activate user at the end of the creation process

☒ Send "User has been created (by administrator)" notification to new user.

NEXT CANCEL

The system will take over the email address as username automatically

All users - AMOS Learning Center

https://amos-learning.swiss-as.com/manage/users

New User

In order to create a new user, please complete all of the following steps.

1 General Information — 2 Branches — 3 Additional Fields — 4 Team Members

Please provide the user's information you're going to create

User Information

Username *
amos_learner_3@yourcompany.com

Email *
amos_learner_3@yourcompany.com

Level
User

Email Validation Status
Unverified

First Name
0/255

Last Name
0/255

New Password *
0/255

Retype the password *

☒ Force users to change their password at their first login

User Status

Expiry

☒ Activate user at the end of the creation process

☒ Send "User has been created (by administrator)" notification to new user.

NEXT CANCEL

Type the user's first and last name

Attention: Please make sure that you type the user's information correctly.

First and last name will appear on the user's certificates as provided at this step.

After creating the user, you will not be able to edit their profiles yourself, but you will need to contact amos_training@swiss-as.com for corrections.

All users - AMOS Learning Centre

https://amos-learning.swiss-as.com/manage/users

New User

In order to create a new user, please complete all of the following steps.

1 General Information — 2 Branches — 3 Additional Fields — 4 Team Members

Please provide the user's information you're going to create

User Information

Username *
amos_learner_3@yourcompany.com

Level
User

Email *
amos_learner_3@yourcompany.com

Email Validation Status
Unverified

First Name
0/255

Last Name
0/255

New Password *
0/255

Retype the password *
0/255

☒ Force users to change their password at their first login

User Status

Expiry

☒ Activate user at the end of the creation process

☒ Send "User has been created (by administrator)" notification to new user.

NEXT CANCEL

Provide a password for the new user (although the password will not be communicated to the user, but they will receive a link to create their own password)

All users - AMOS Learning Centres

BackMy DashboardUser Management

All users

Search...

Search all branches...

Companies

Your Company

Show users in sub-branches

1 - 1 of 1

New User

In order to create a new user, please complete all of the following steps.

1 General Information2 Branches3 Additional Fields4 Team Members

Please provide the user's information you're going to create

User Information

Username *

amos_learner_3@yourcompany.com

Level

User

Email *

amos_learner_3@yourcompany.com

Email Validation Status

Unverified

First Name

amos

Last Name

learner_3

New Password *

Retype the password *

Force users to change their password at their first login

User Status

Expiry

Activate user at the end of the creation process

Send "User has been created (by administrator)" notification to new user.

NEXT

CANCEL

Attention: Please do **not** deactivate the below settings.

If you deactivate them, you will not be able to perform certain steps shown in this guide.

New User
In order to create a new user, please complete all of the following steps.

1 General Information — 2 Branches — 3 Additional Fields — 4 Team Members

Please provide the user's information you're going to create

User Information

Username *
amos_learner_3@yourcompany.com

Level
User

Email *
amos_learner_3@yourcompany.com

Email Validation Status
Unverified

First Name
amos

Last Name
learner_3

New Password *
4/255

Retype the password *
9/255

☒ Force users to change their password at their first login

User Status

Expiry

☒ Activate user at the end of the creation process

☒ Send "User has been created (by administrator)" notification to new user.

NEXT CANCEL

Click “Next”

All users - AMOS Learning Centres

https://amos-learning.swiss-as.com/manage/users

SWISS AviationSoftware

< Back

My Dashboard

> User Management

All users

Search...

Search all branches...

Companies

Your Company

Show users in sub-branches

1 - 1 of 1

New User

In order to create a new user, please complete all of the following steps.

1 General Information

2 Branches

3 Additional Fields

4 Team Members

Please provide the user's information you're going to create

User Information

Username *

amos_learner_3@yourcompany.com

Level

User

Email *

amos_learner_3@yourcompany.com

Email Validation Status

Unverified

First Name

amos

Last Name

learner_3

New Password *

4/255

Retype the password *

9/255

☒ Force users to change their password at their first login

User Status

Expiry

☒ Activate user at the end of the creation process

☒ Send "User has been created (by administrator)" notification to new user.

NEXT

CANCEL

Page 14 of 69

Select your company

All users - AMOS Learning Center

https://amos-learning.swiss-as.com/manage/users

SWISS AviationSoftware

< Back

My Dashboard

> User Management

All users

Search...

Search all branches...

Companies

Your Company

Show users in sub-branches

1 - 1 of 1

New User

In order to create a new user, please complete all of the following steps.

General Information

2 Branches

3 Additional Fields

4 Team Members

Assign the user to a branch of the organisation chart by selecting an item below

0 items Selected

Search all branches...

Companies

☐ Your Company

1 - 1 of 1

PREVIOUS

NEXT

CANCEL

Page 15 of 69

Click “Next”

All users - AMOS Learning Center

https://amos-learning.swiss-as.com/manage/users

SWISS AviationSoftware

< BackMy Dashboard> User Management

All users

Search...

Search all branches...

Companies

Your Company

Show users in sub-branches

1 - 1 of 1

New User

In order to create a new user, please complete all of the following steps.

General Information

2 Branches

3 Additional Fields

4 Team Members

Assign the user to a branch of the organisation chart by selecting an item below

1 items Selected

Search all branches...

Companies

☒ Your Company

1 - 1 of 1

PREVIOUS

NEXT

CANCEL

Page 16 of 69

Click “Next” again

All users - AMOS Learning Cente

https://amos-learning.swiss-as.com/manage/users

SWISS AviationSoftware

< Back

My Dashboard

> User Management

All users

Search...

Search all branches...

Companies

Your Company

Show users in sub-branches

1 - 1 of 1

New User

In order to create a new user, please complete all of the following steps.

General Information

Branches

3 Additional Fields

4 Team Members

Fill in the additional fields

Project

U-Nr

PREVIOUS

NEXT

CANCEL

Page 17 of 69

Select the “AMOS Training Administrator” field

Attention: It is important that you assign yourself as the AMOS Training Administrator of the new user that you are creating, otherwise they will not belong to your team, and you will not be able to enroll them in any course.

If you miss this step, and you create the user without assigning them to your team, it will not be too late. In [section 2](#) of this guide, you will find a workaround for adding users to your team after you create their profile.

SWISS AviationSoftware

< Back My Dashboard > User Management

All users

Search...

Search all branches...

Companies

Your Company

Show users in sub-branches

1 - 1 of 1

New User

In order to create a new user, please complete all of the following steps.

✓ General Information — ✓ Branches — ✓ Additional Fields — **4 Team Members** — 5 Review

Please select all of the team members of the user you're creating.

AMOS Training Administrator information

AMOS Training Administrator

☐ This user is an AMOS Training Administrator

PREVIOUS CREATE USER REVIEW CANCEL

Type your username

All users - AMOS Learning Center

https://amos-learning.swiss-as.com/manage/users

SWISS AviationSoftware

< Back

My Dashboard

> User Management

All users

Search...

Search all branches...

Companies

Your Company

Show users in sub-branches

1 - 1 of 1

New User

In order to create a new user, please complete all of the following steps.

General Information

Branches

Additional Fields

4 Team Members

5 Review

Please select all of the team members of the user you're creating.

AMOS Training Administrator information

AMOS Training Administrator

amos

learner_2 amos - amos_learner2@yourcompany.com

learner_1 amos - amos_learner1@yourcompany.com

Administrator AMOS Training - amos_training@yourcompany.com

PREVIOUS

CREATE USER

REVIEW

CANCEL

Click “Review”

All users - AMOS Learning Center

https://amos-learning.swiss-as.com/manage/users

SWISS AviationSoftware

< BackMy Dashboard> User Management

All users

Search...

Search all branches...

Companies

Your Company

Show users in sub-branches

1 - 1 of 1

New User

In order to create a new user, please complete all of the following steps.

General Information

Branches

Additional Fields

4 Team Members

5 Review

Please select all of the team members of the user you're creating.

AMOS Training Administrator information

AMOS Training Administrator
Administrator AMOS Training - amos_training@yourcompany.ch

☐

This user is an AMOS Training Administrator

PREVIOUS

CREATE USER

REVIEW

CANCEL

Attention: It is recommended that you review the user information that you provided so far, and go back to correct it, if necessary, before you click “Create”.

After creating the user, you will not be able to edit their profiles yourself, but you will need to contact amos_training@swiss-as.com for corrections.

Once you have verified that the user information is correct, you may click “Create”

The screenshot shows a web browser window with the URL <https://amos-learning.swiss-as.com/manage/users>. The page title is "New User". Below the title, it says "In order to create a new user, please complete all of the following steps." The progress bar shows five steps: General Information (checked), Branches (checked), Additional Fields (checked), Team Members (checked), and Review (5, highlighted in red). Below the progress bar, it says "From here, you can fully review your user and decide if the information is correct, or if something needs to be edited." The form is divided into four sections: General Information, Branches, Additional Fields, and Organisation. The General Information section includes fields for Username, Email, First Name, Last Name, Level, Language, Expiry, Email Validation Status, Date Format, and Time Zone. The Branches section shows "Your Company". The Additional Fields section includes Project and U-Nr. The Organisation section is also visible. The form is currently in the 'Review' step, indicated by a red circle with the number 5. The 'CREATE USER' button is highlighted with a red box.

General Information Edit

Username: amos_learner_3@yourcompany.com
Email: amos_learner_3@yourcompany.com
First Name: amos
Last Name: learner_3
Level: User
Language: English UK
Expiry:
Email Validation Status: Unverified
Date Format:
Time Zone:

Branches Edit

Your Company

Additional Fields Edit

Project:
U-Nr:

Organisation Edit

PREVIOUS CREATE USER CANCEL

The user appears now on the users list

The screenshot shows a web browser window with the URL <https://amos-learning.swiss-as.com/manage/users>. The page header includes the "SWISS AviationSoftware" logo and a search bar. A red navigation bar contains links for "Back", "My Dashboard", and "User Management". On the right of this bar are three circular icons: a green plus sign, a camera, and a group of people.

The main content area is titled "All users". It features a sidebar on the left with a "Companies" section and a "Your Company" sub-section. A search bar is located above the sidebar. The main table displays a list of users with the following columns: USERNAME, FIRST NA..., LAST NAME, EMAIL, LAST ACC..., CREATIO..., and STATUS. The first row of the table is highlighted with a red border.

| | USERNAME | FIRST NA... | LAST NAME | EMAIL | LAST ACC... | CREATIO... | STATUS |
|--------------------------|--------------|-------------|-----------|--------------|-------------|------------|--------|
| <input type="checkbox"/> | amos_lear... | amos | learner_3 | amos_lear... | | 19/07/2023 | ✓ |
| <input type="checkbox"/> | amos_lear... | amos | learner_2 | amos_lear... | | 18/07/2023 | ✓ |
| <input type="checkbox"/> | amos_lear... | amos | learner_1 | amos_lear... | | 18/07/2023 | ✓ |

At the bottom of the sidebar, there is a toggle switch labeled "Show users in sub-branches" which is currently turned on. The footer of the page shows "1 - 1 of 1" and "3 of 3".

All users - AMOS Learning Centre

https://amos-learning.swiss-as.com/manage/users

SWISS AviationSoftware

Search content in the platform

?

🔔

⚙️

< Back

My Dashboard

> User Management

+

📄

👤

All users

📁

☰

≡

Search...

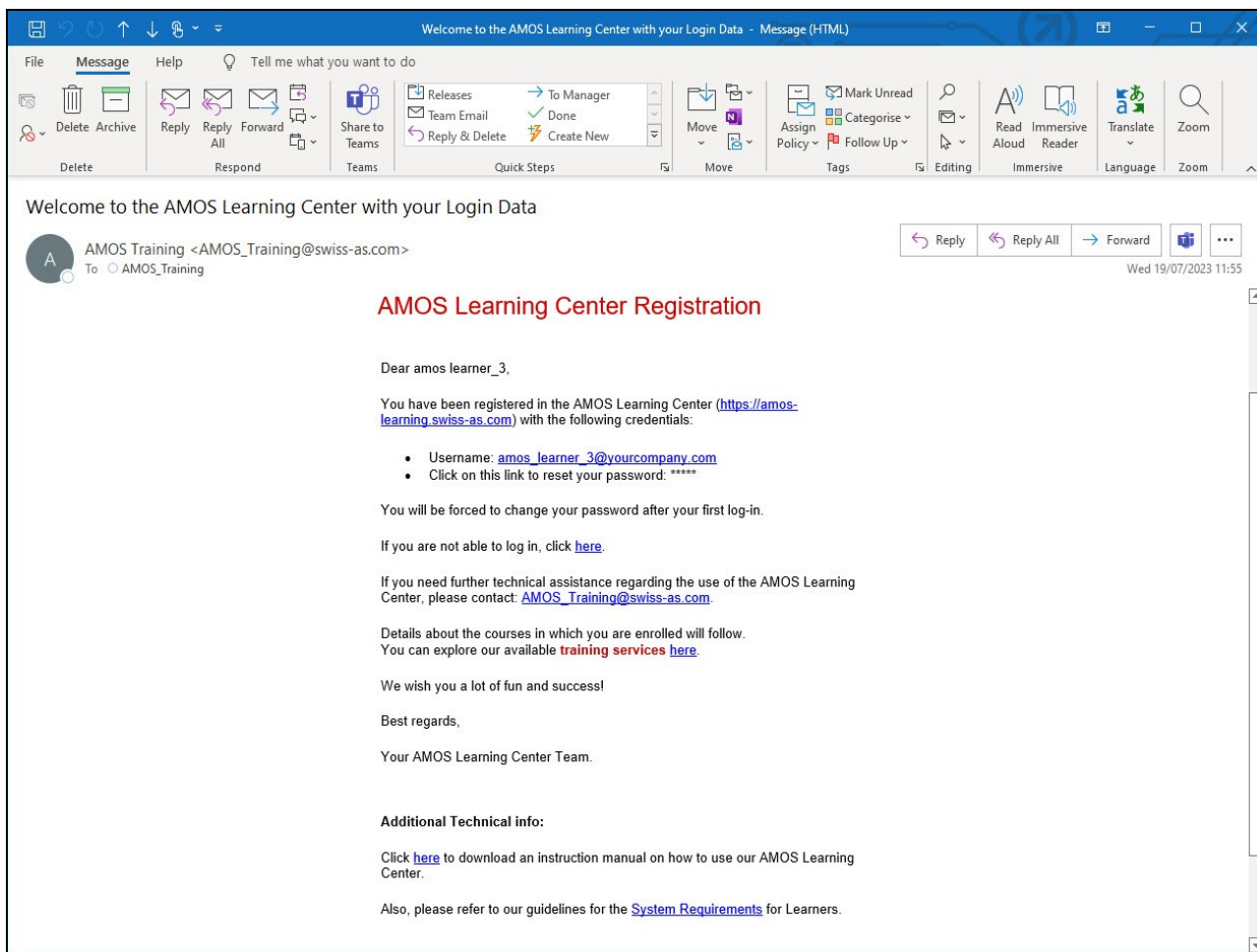
🔍

Companies ▶

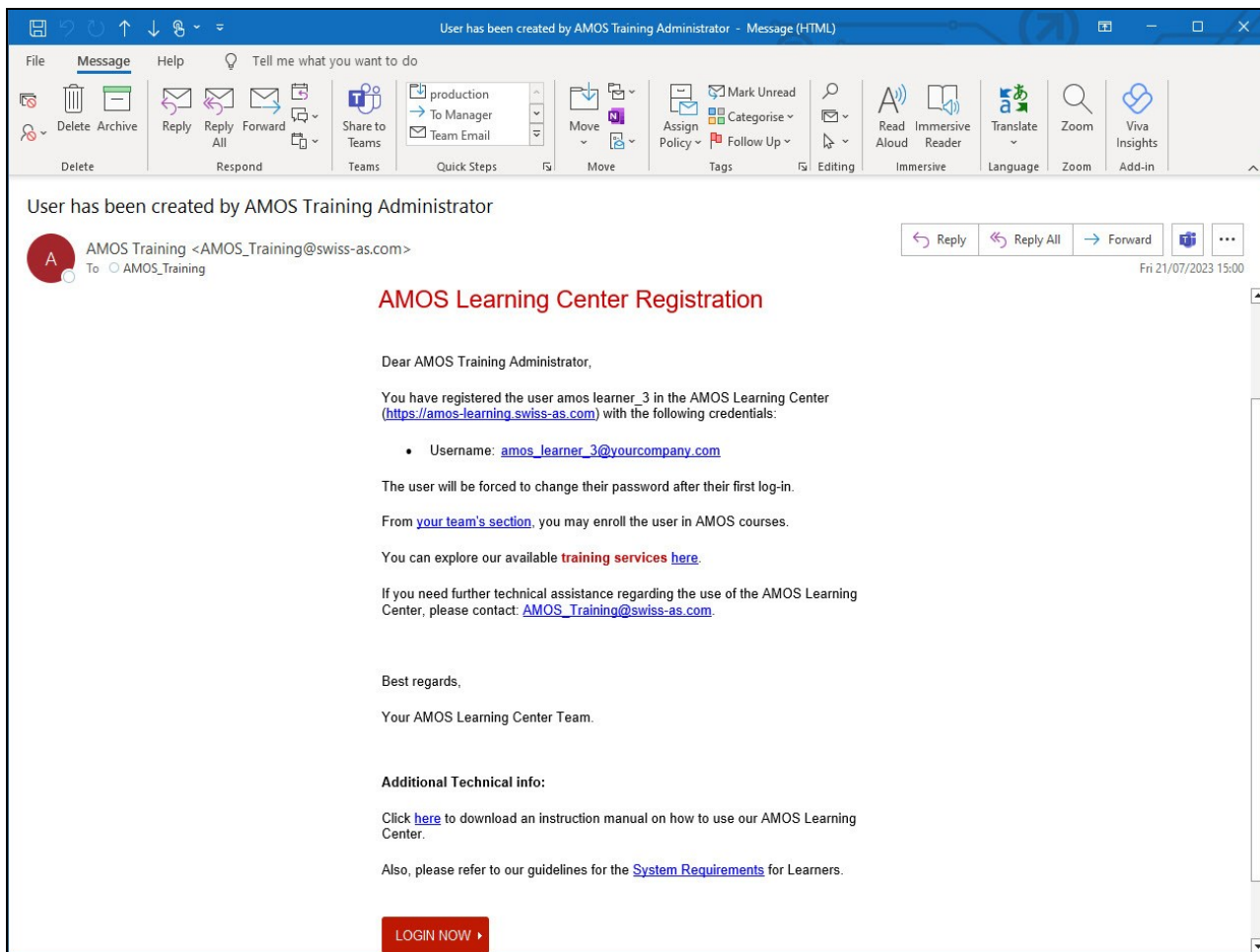
| <input type="checkbox"/> | USERNAME | FIRST NAME | LAST NAME | EMAIL | LAST ACCESS DATE | CREATION DATE | STATUS |
|--------------------------|---------------------|------------|-----------|---------------------|------------------|---------------|--------|
| <input type="checkbox"/> | amos_learner_3@y... | amos | learner_3 | amos_learner_3@y... | | 19/07/2023 | ✅ |
| <input type="checkbox"/> | amos_learner_2@y... | amos | learner_2 | amos_learner2@yo... | | 18/07/2023 | ✅ |
| <input type="checkbox"/> | amos_learner_1@y... | amos | learner_1 | amos_learner_1@y... | | 18/07/2023 | ✅ |

3 of 3

An email notification will be sent to the user



And you will receive a user creation confirmation too



If you need to edit or delete a user account, please contact amos_training@swiss-as.com

2. Assign users to your team after they have been created

If you (or Swiss AS) already created a user without assigning yourself as their AMOS Training Administrator, it is not too late

All users - AMOS Learning Centre

https://amos-learning.swiss-as.com/manage/users

SWISS AviationSoftware

< Back

My Dashboard

> User Management

All users

Search...

Search all branches...

Companies

Your Company

Show users in sub-branches

1 - 1 of 1

New User

In order to create a new user, please complete all of the following steps.

General Information

Branches

Additional Fields

4 Team Members

5 Review

Please select all of the team members of the user you're creating.

AMOS Training Administrator information

AMOS Training Administrator

This user is an AMOS Training Administrator

PREVIOUS

CREATE USER

REVIEW

CANCEL

Page 27 of 69

All users - AMOS Learning Centre

https://amos-learning.swiss-as.com/manage/users

SWISS AviationSoftware

< Back

My Dashboard

> User Management

All users

Search...

Search all branches...

Companies

Your Company

Show users in sub-branches

1 - 1 of 1

New User

In order to create a new user, please complete all of the following steps.

General Information

Branches

Additional Fields

4 Team Members

5 Review

Please select all of the team members of the user you're creating.

AMOS Training Administrator information

AMOS Training Administrator

☐

This user is an AMOS Training Administrator

PREVIOUS

CREATE USER

REVIEW

CANCEL

Page 28 of 69

Click on the user menu (top left)

All users - AMOS Learning Centre

https://amos-learning.swiss-as.com/manage/users

SWISS AviationSoftware

Search content in the platform

?

🔔

⚙️

User Menu

My Dashboard > User Management

+

📺

👤

All users

📁

🔍

Search...

Companies ▶

▼ Search all branches...

📁 Companies

📁 Your Company

🔴

Show users in sub-branches

| <input type="checkbox"/> | USERNAME | FIRST NA... | LAST NAME | EMAIL | LAST ACC... | CREATIO... | STATUS |
|--------------------------|--------------|-------------|-----------|--------------|-------------|------------|--------|
| <input type="checkbox"/> | amos_lear... | amos | learner_4 | amos_lear... | | 19/07/2023 | ✅ |
| <input type="checkbox"/> | amos_lear... | amos | learner_3 | amos_lear... | | 19/07/2023 | ✅ |
| <input type="checkbox"/> | amos_lear... | amos | learner_2 | amos_lear... | | 18/07/2023 | ✅ |
| <input type="checkbox"/> | amos_lear... | amos | learner_1 | amos_lear... | | 18/07/2023 | ✅ |

1 - 1 of 1

4 of 4

At the bottom of the menu, select “My Team”

Browser window showing the AMOS Learning Center interface. The URL is <https://amos-learning.swiss-as.com/manage/users>.

The interface includes a sidebar menu on the left with the following items:

- My Dashboard
- My Courses and Learning Plans
- Swiss AS Catalogue
- My Activities
- My Calendar
- Public VILT - Information
- Request enrollments to courses
- Frequently Asked Questions (FAQ)
- My Team** (highlighted)

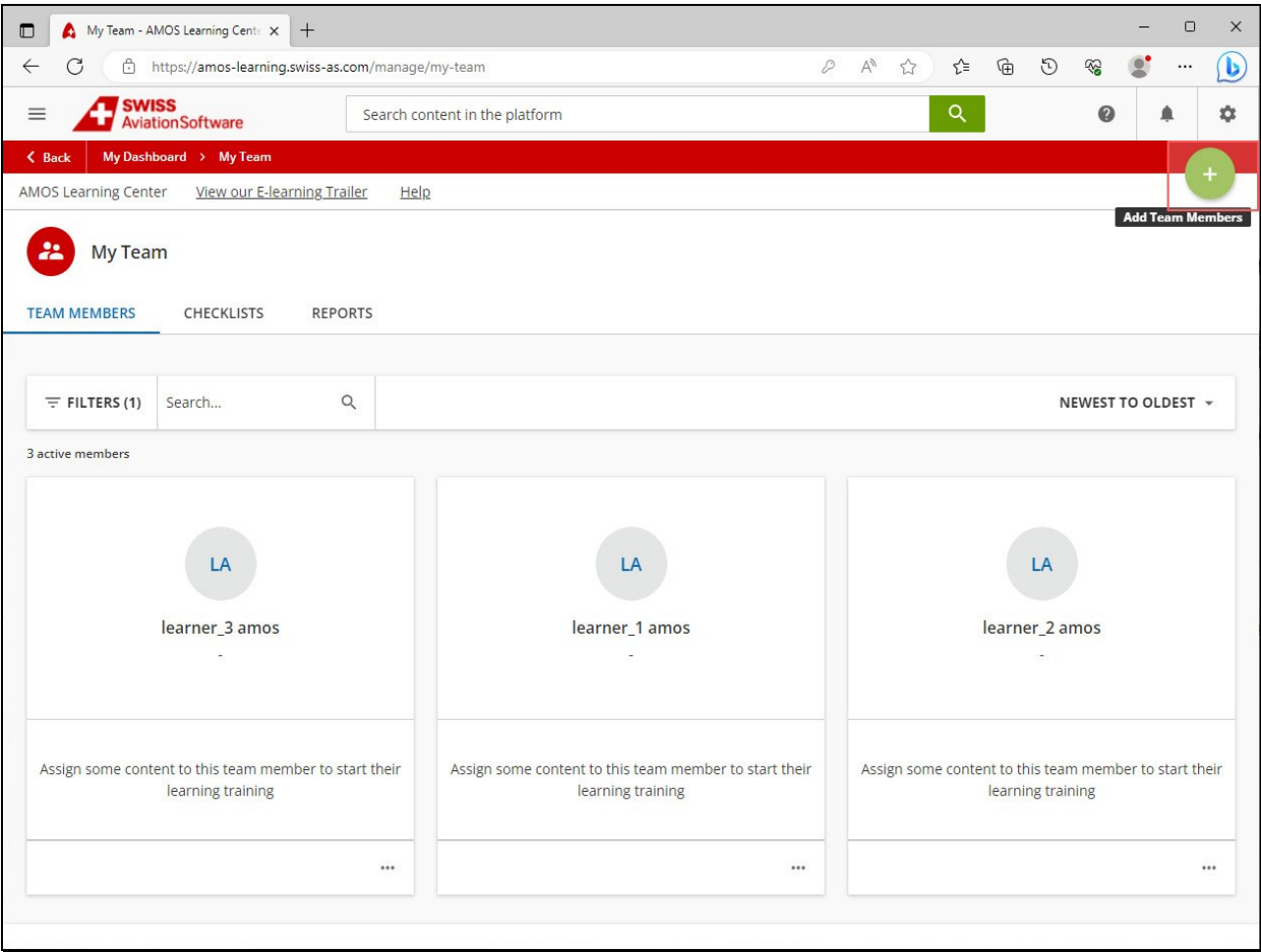
The main content area displays a table of users under the heading "Companies". The table has the following columns: USERNAME, FIRST NAME, LAST NAME, EMAIL, LAST ACCESS, CREATION DATE, and STATUS. There are 4 rows of data shown.

| | USERNAME | FIRST NAME | LAST NAME | EMAIL | LAST ACCESS | CREATION DATE | STATUS |
|--------------------------|--------------|------------|-----------|--------------|-------------|---------------|--------|
| <input type="checkbox"/> | amos_lear... | amos | learner_4 | amos_lear... | | 19/07/2023 | ● |
| <input type="checkbox"/> | amos_lear... | amos | learner_3 | amos_lear... | | 19/07/2023 | ● |
| <input type="checkbox"/> | amos_lear... | amos | learner_2 | amos_lear... | | 18/07/2023 | ● |
| <input type="checkbox"/> | amos_lear... | amos | learner_1 | amos_lear... | | 18/07/2023 | ● |

At the bottom of the sidebar, there is a "Cookie Policy" link with the URL <https://amos-learning.swiss-as.com/manage/my-team>.

This is your team's page. From this page you will be able to enroll your team in courses and monitor their progress.

Select the green button “Add Team Members” (top right)



Search for the user

My Team - AMOS Learning Center

https://amos-learning.swiss-as.com/manage/my-team

SWISS AviationSoftware

Search content in the platform

< Back

My Dashboard

> My Team

AMOS Learning Center

View our E-learning Trailer

Help

My Team

TEAM MEMBERS

CHECKLISTS

REPORTS

FILTERS (1)

Search...

3 active members

LA

learner_3 amos

Assign some content to this team member to start their learning training

LA

learner_1 amos

Assign some content to this team member to start their learning training

Add Team Members

Insert the team member email to add them to your Team

Username/Email *

Type the username or the email of the user(s)

CANCEL

ADD TEAM MEMBER

My Team - AMOS Learning Center

https://amos-learning.swiss-as.com/manage/my-team

SWISS AviationSoftware

Search content in the platform

Back

My Dashboard

My Team

AMOS Learning Center

View our E-learning Trailer

Help

My Team

TEAM MEMBERS

CHECKLISTS

REPORTS

FILTERS (1)

Search...

3 active members

LA

learner_3 amos

Assign some content to this team member to start their learning training

LA

learner_1 amos

Assign some content to this team member to start their learning training

Add Team Members

Insert the team member email to add them to your Team

Username/Email *

amos

learner_1 amos - amos_learner_1@yourcompany.com

learner_2 amos - amos_learner2@yourcompany.com

learner_3 amos - amos_learner_3@yourcompany.com

learner_4 amos - amos_learner_4@yourcompany.com

CANCEL

ADD TEAM MEMBER

Page 33 of 69

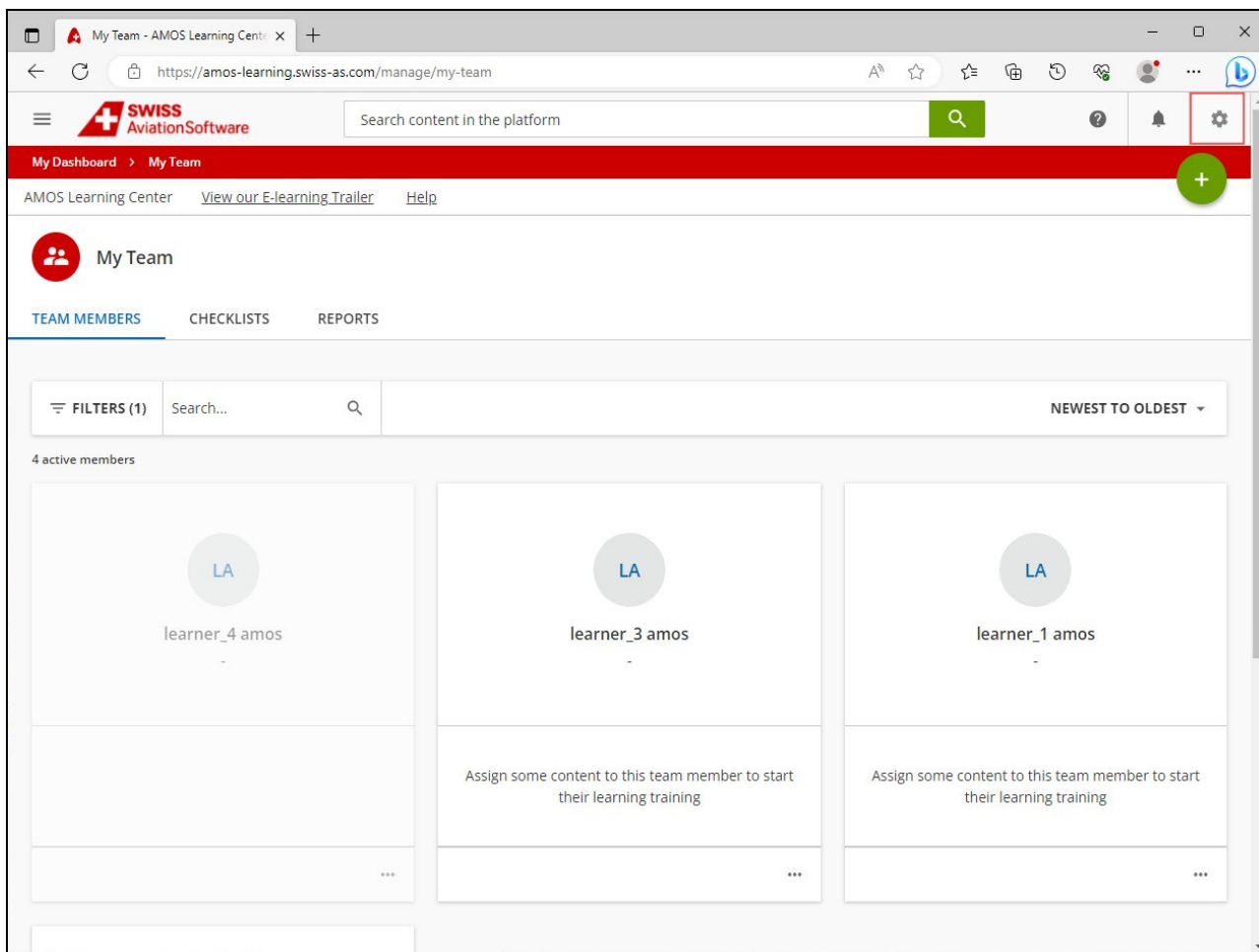
Add the user to the team

The screenshot shows a web browser window with the URL `https://amos-learning.swiss-as.com/manage/my-team`. The page title is "My Team - AMOS Learning Center". The interface includes a sidebar with the "SWISS AviationSoftware" logo and navigation links like "Back", "My Dashboard", and "My Team". The main content area is titled "My Team" and has tabs for "TEAM MEMBERS", "CHECKLISTS", and "REPORTS". Under "TEAM MEMBERS", there are filters and a search bar. Below, it shows "3 active members" with two visible cards for "learner_3 amos" and "learner_1 amos". Each card has a circular profile picture with "LA" and a button to "Assign some content to this team member to start their learning training". An "Add Team Members" modal is open on the right, with the title "Add Team Members" and the instruction "Insert the team member email to add them to your Team". The modal contains a "Username/Email" field with the text "learner_4 amos - amos_learner_4@yourcompany.com" and a prompt "Type the username or the email of the user(s)". At the bottom of the modal are "CANCEL" and "ADD TEAM MEMBER" buttons.

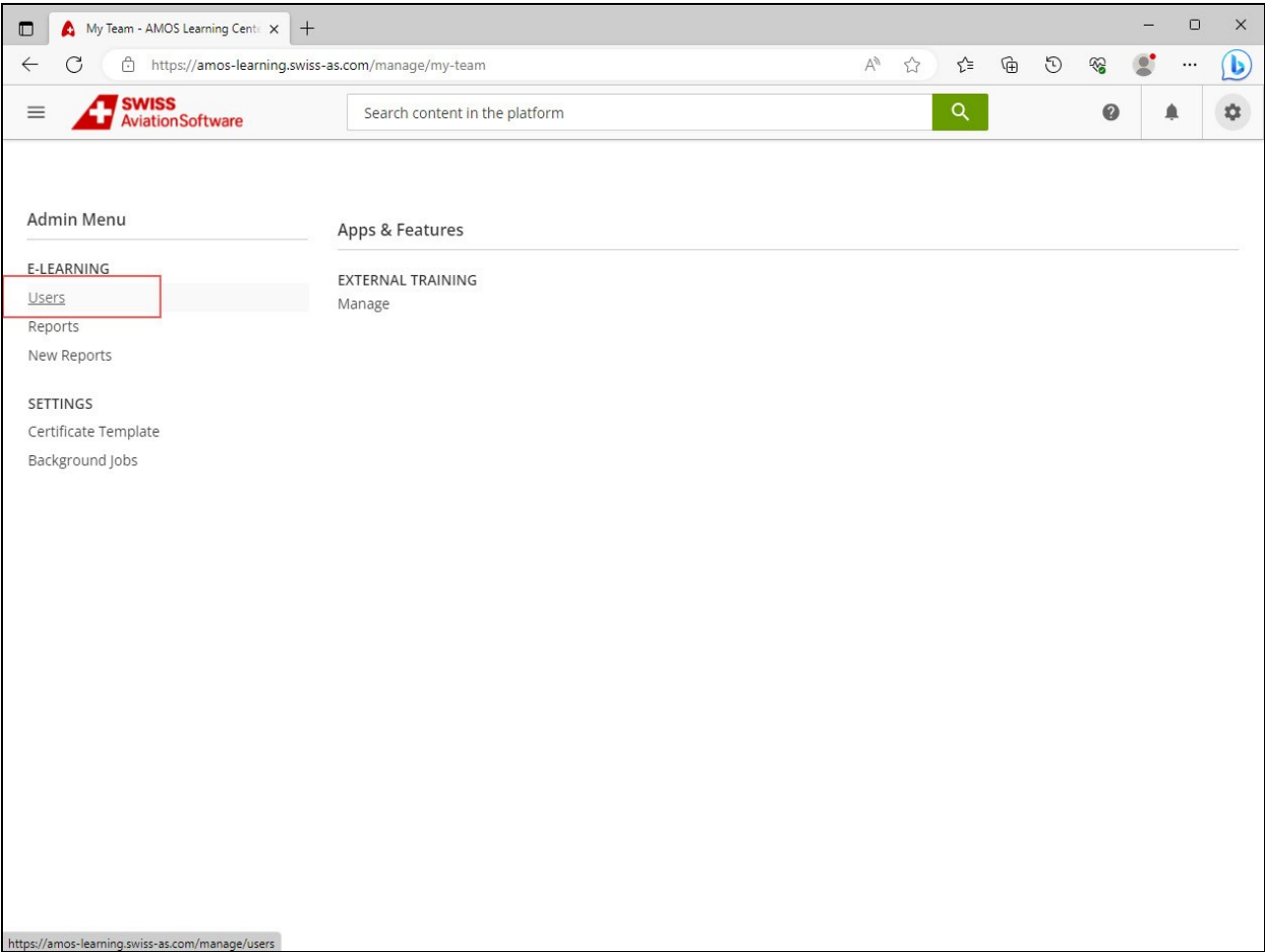
Note: If you get any error message at this step, it could be that something went wrong while creating the user (e.g., the user has not been activated). In that case, please contact amos_training@swiss-as.com

Attention: The user *learner_4 amos* appears on a greyed-out tab. This is because the user still needs to be confirmed as a member of your team. **While the user's tab is greyed-out, you will not be able to enroll them in any course. Therefore, the following steps are necessary.**

Select the admin menu button (top right)



Select “Users”



Select “Manage Teams and AMOS Training Administrators”

All users - AMOS Learning Center

https://amos-learning.swiss-as.com/manage/users

SWISS AviationSoftware

Search content in the platform

?

🔔

⚙️

< Back

My Dashboard

> User Management

+

📺

👤

Manage Teams and AMOS Training Administrators

All users

📁

🔍

Search...

Companies

Search all branches...

Companies

Your Company

☑

USERNAME

FIRST NA...

LAST NAME

EMAIL

LAST ACC...

CREATIO...

STATUS

☑

amos_lear...

amos

learner_4

amos_lear...

19/07/2023

✔️

☑

amos_lear...

amos

learner_3

amos_lear...

19/07/2023

✔️

☑

amos_lear...

amos

learner_2

amos_lear...

18/07/2023

✔️

☑

amos_lear...

amos

learner_1

amos_lear...

18/07/2023

✔️

🔍

Show users in sub-branches

1 - 1 of 1

4 of 4

Select “Manage Team Requests”

All users - AMOS Learning Center

https://amos-learning.swiss-as.com/manage/users

SWISS AviationSoftware

Search content in the platform

?

🔔

⚙️

< Back

My Dashboard

> User Management

All users

+

📺

×

Manage Team Requests

Search...

Companies

Search all branches...

Companies

Your Company

| <input type="checkbox"/> | USERNAME | FIRST NA... | LAST NAME | EMAIL | LAST ACC... | CREATIO... | STATUS |
|--------------------------|--------------|-------------|-----------|--------------|-------------|------------|--------|
| <input type="checkbox"/> | amos_lear... | amos | learner_4 | amos_lear... | | 19/07/2023 | ✔️ |
| <input type="checkbox"/> | amos_lear... | amos | learner_3 | amos_lear... | | 19/07/2023 | ✔️ |
| <input type="checkbox"/> | amos_lear... | amos | learner_2 | amos_lear... | | 18/07/2023 | ✔️ |
| <input type="checkbox"/> | amos_lear... | amos | learner_1 | amos_lear... | | 18/07/2023 | ✔️ |

Show users in sub-branches

1 - 1 of 1

4 of 4

Click on the ellipsis icon (...)

Manage Team Requests - AMOS

https://amos-learning.swiss-as.com/manage/users/manage-team-requests

SWISS AviationSoftware

Search content in the platform

Back

My Dashboard

User Management

Manage Team Requests

Manage Team Requests

Here, you can manage all of the requests related to users and AMOS Training Administrators.

Search here...

| | USERNAME | MANAGED BY | AMOS TRAINING ADMINISTRAT... | NOTIFICATION DATE | STATUS | |
|--|------------------------------|-----------------------------|------------------------------|---------------------|---------|-----|
| | amos_learner_4@yourcompan... | Administrator AMOS Training | Direct Manager | 19/07/2023 15:09:19 | Pending | ... |

1 of 1

Page 39 of 69

Select “Force Confirmation”

Manage Team Requests - AMOS

https://amos-learning.swiss-as.com/manage/users/manage-team-requests

SWISS AviationSoftware

Search content in the platform

?

🔔

⚙️

< Back

My Dashboard >

User Management >

Manage Team Requests

Manage Team Requests

Here, you can manage all of the requests related to users and AMOS Training Administrators.

☰

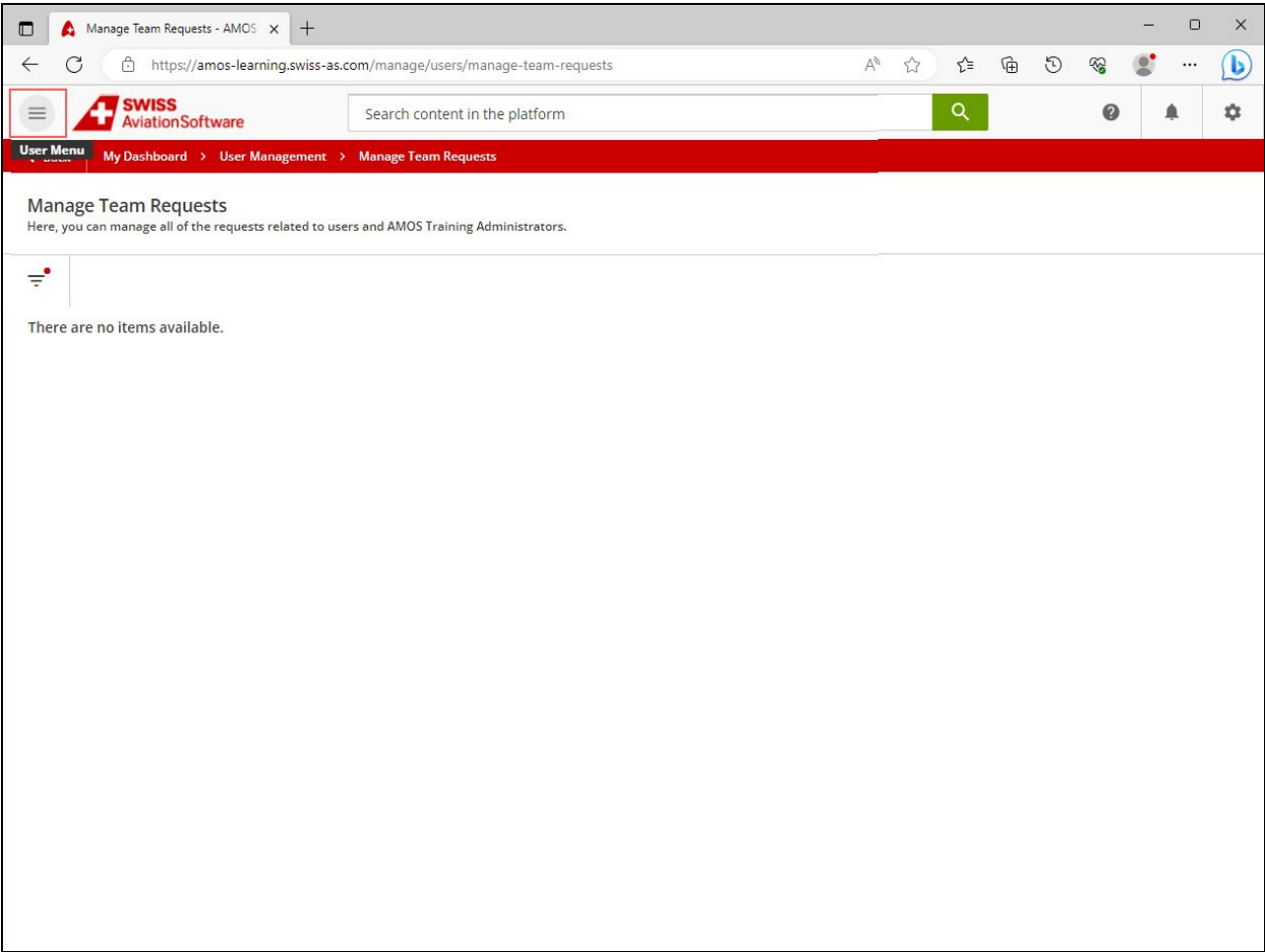
Search here...

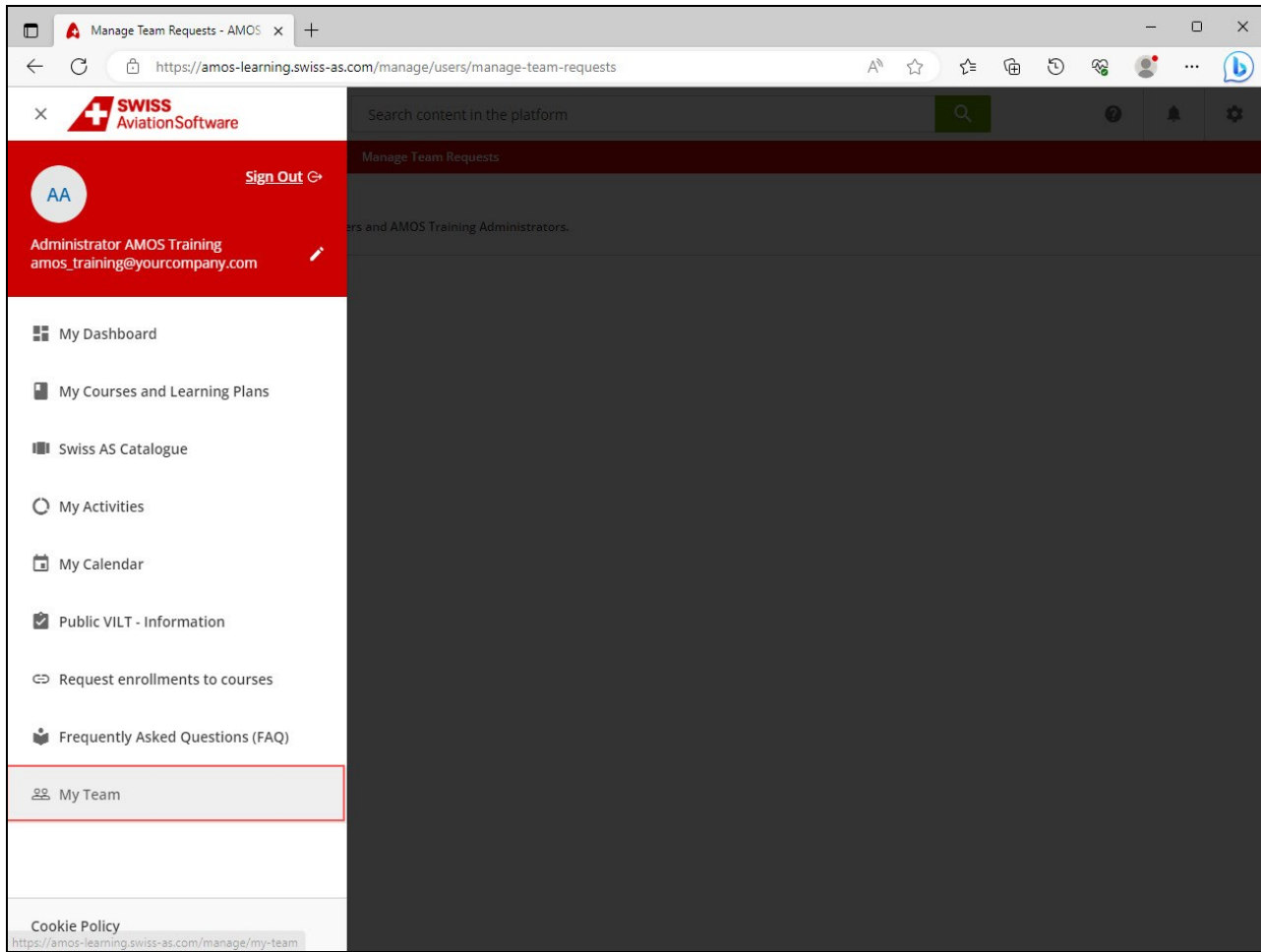
🔍

| <input type="checkbox"/> | USERNAME | MANAGED BY | AMOS TRAINING ADMINISTRAT... | NOTIFICATION DATE | STATUS | |
|--------------------------|------------------------------|-----------------------------|------------------------------|---------------------|---------|--|
| <input type="checkbox"/> | amos_learner_4@yourcompan... | Administrator AMOS Training | Direct Manager | 19/07/2023 15:09:19 | Pending | <div><div>Force Confirmation</div><div>Remove Association(s)</div></div> |

1 of 1

Return to your team



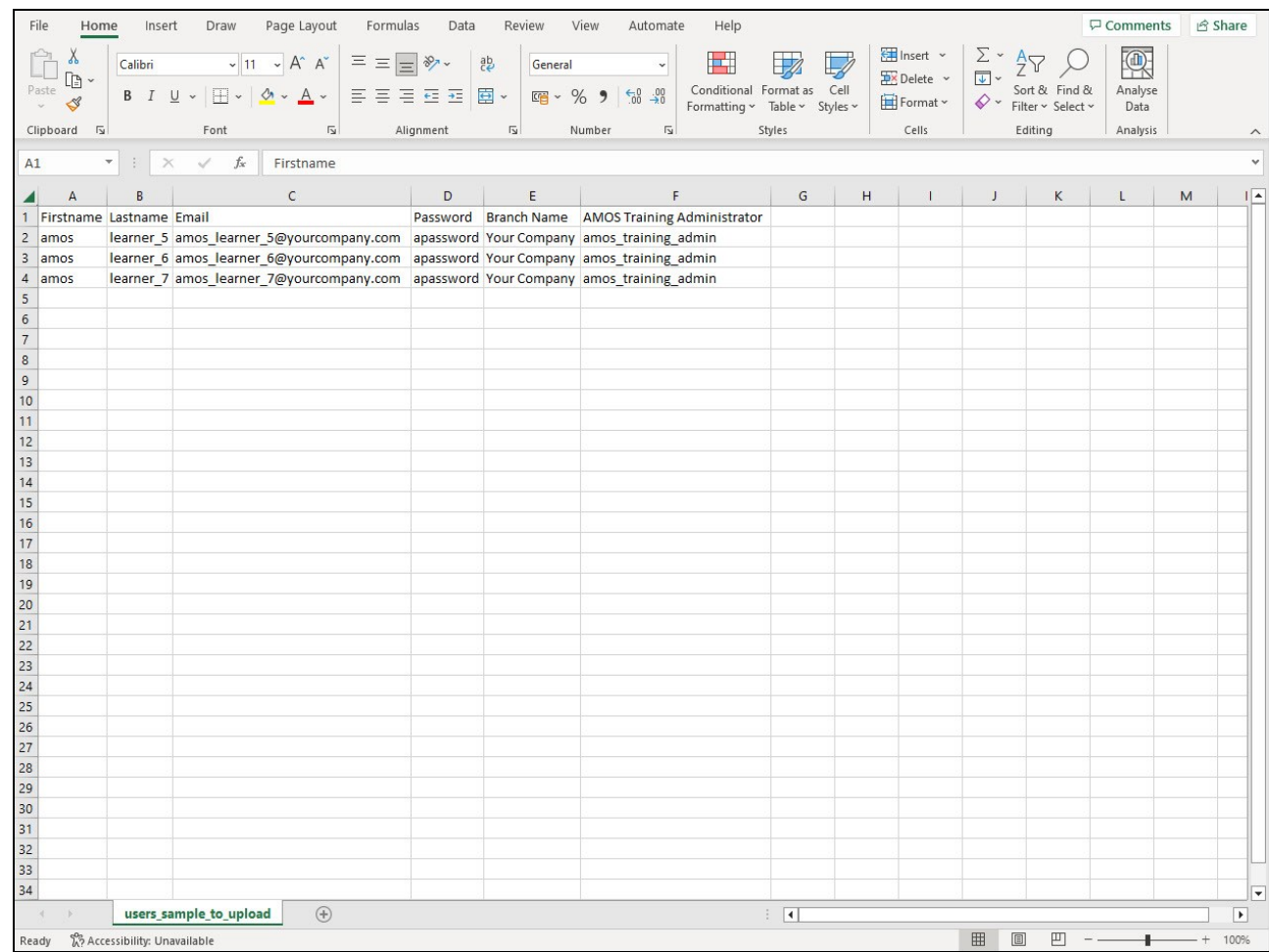


The user is now a confirmed member of your team

The screenshot displays the 'My Team' management interface within the AMOS Learning Center. The browser address bar shows the URL <https://amos-learning.swiss-as.com/manage/my-team>. The page header features the 'SWISS AviationSoftware' logo and a search bar. A red navigation bar contains links for 'Back', 'My Dashboard', and 'My Team'. Below this, a sub-header for 'My Team' includes a team icon and tabs for 'TEAM MEMBERS', 'CHECKLISTS', and 'REPORTS'. The main content area shows '4 active members' with a search bar and a 'NEWEST TO OLDEST' sort option. Three member cards are visible, each with a circular profile picture placeholder containing 'LA' and the name 'learner_4 amos', 'learner_3 amos', and 'learner_1 amos' respectively. Each card has a text box with the instruction 'Assign some content to this team member to start their learning training' and a three-dot menu icon at the bottom right.

3. Create multiple users by CSV upload

If you need to create more than one user at a time, you may insert their names and email addresses in a CSV file and upload it.



The screenshot shows a Microsoft Excel spreadsheet with the following data:

| Firstname | Lastname | Email | Password | Branch Name | AMOS Training Administrator |
|-----------|-----------|--------------------------------|-----------|--------------|-----------------------------|
| amos | learner_5 | amos_learner_5@yourcompany.com | apassword | Your Company | amos_training_admin |
| amos | learner_6 | amos_learner_6@yourcompany.com | apassword | Your Company | amos_training_admin |
| amos | learner_7 | amos_learner_7@yourcompany.com | apassword | Your Company | amos_training_admin |

Select “Import & Manage”

All users - AMOS Learning Centre

https://amos-learning.swiss-as.com/manage/users

SWISS AviationSoftware

Search content in the platform

?

Import & Manage

My Dashboard > User Management

All users

Search...

Companies

Search all branches...

Companies

Your Company

1 - 1 of 1

4 of 4

| <input type="checkbox"/> | USERNAME | FIRST NA... | LAST NAME | EMAIL | LAST ACC... | CREATIO... | STATUS |
|--------------------------|--------------|-------------|-----------|--------------|-------------|------------|-------------|
| <input type="checkbox"/> | amos_lear... | amos | learner_4 | amos_lear... | | 19/07/2023 | <div></div> |
| <input type="checkbox"/> | amos_lear... | amos | learner_3 | amos_lear... | | 19/07/2023 | <div></div> |
| <input type="checkbox"/> | amos_lear... | amos | learner_2 | amos_lear... | | 18/07/2023 | <div></div> |
| <input type="checkbox"/> | amos_lear... | amos | learner_1 | amos_lear... | | 18/07/2023 | <div></div> |

Select “Manage users via CSV”

All users - AMOS Learning Cente

https://amos-learning.swiss-as.com/manage/users

SWISS AviationSoftware

Search content in the platform

My Dashboard > User Management

All users

+

×

Manage users via CSV

CSV

Import Users from LDAP

LDAP

Search...

Companies

Search all branches...

Companies

Your Company

| <input type="checkbox"/> | USERNAME | FIRST NA... | LAST NAME | EMAIL | LAST ACC... | CREATIO... | STATUS |
|--------------------------|--------------|-------------|-----------|--------------|-------------|------------|--------|
| <input type="checkbox"/> | amos_lear... | amos | learner_4 | amos_lear... | | 19/07/2023 | |
| <input type="checkbox"/> | amos_lear... | amos | learner_3 | amos_lear... | | 19/07/2023 | |
| <input type="checkbox"/> | amos_lear... | amos | learner_2 | amos_lear... | | 18/07/2023 | |
| <input type="checkbox"/> | amos_lear... | amos | learner_1 | amos_lear... | | 18/07/2023 | |

☒ Show users in sub-branches

1 - 1 of 1

4 of 4

Drop your .csv file or browse for it

All users - AMOS Learning Cente x

https://amos-learning.swiss-as.com/manage/users

SWISS AviationSoftware

Search content in the platform

My Dashboard > User Management

All users

Search...

Companies

Search all branches...

Companies

Your Company

USERNAME

FIRST NA...

LAST NAME

amos_lear...

amos

learner_4

amos_lear...

amos

learner_3

amos_lear...

amos

learner_2

amos_lear...

amos

learner_1

Show users in sub-branches

1 - 1 of 1

4 of 4

Import users via CSV

Import users via CSV

UPLOAD YOUR CSV FILE

Drop your .csv file or browse

(maximum file size 3 MB)

Not sure how to configure your file?

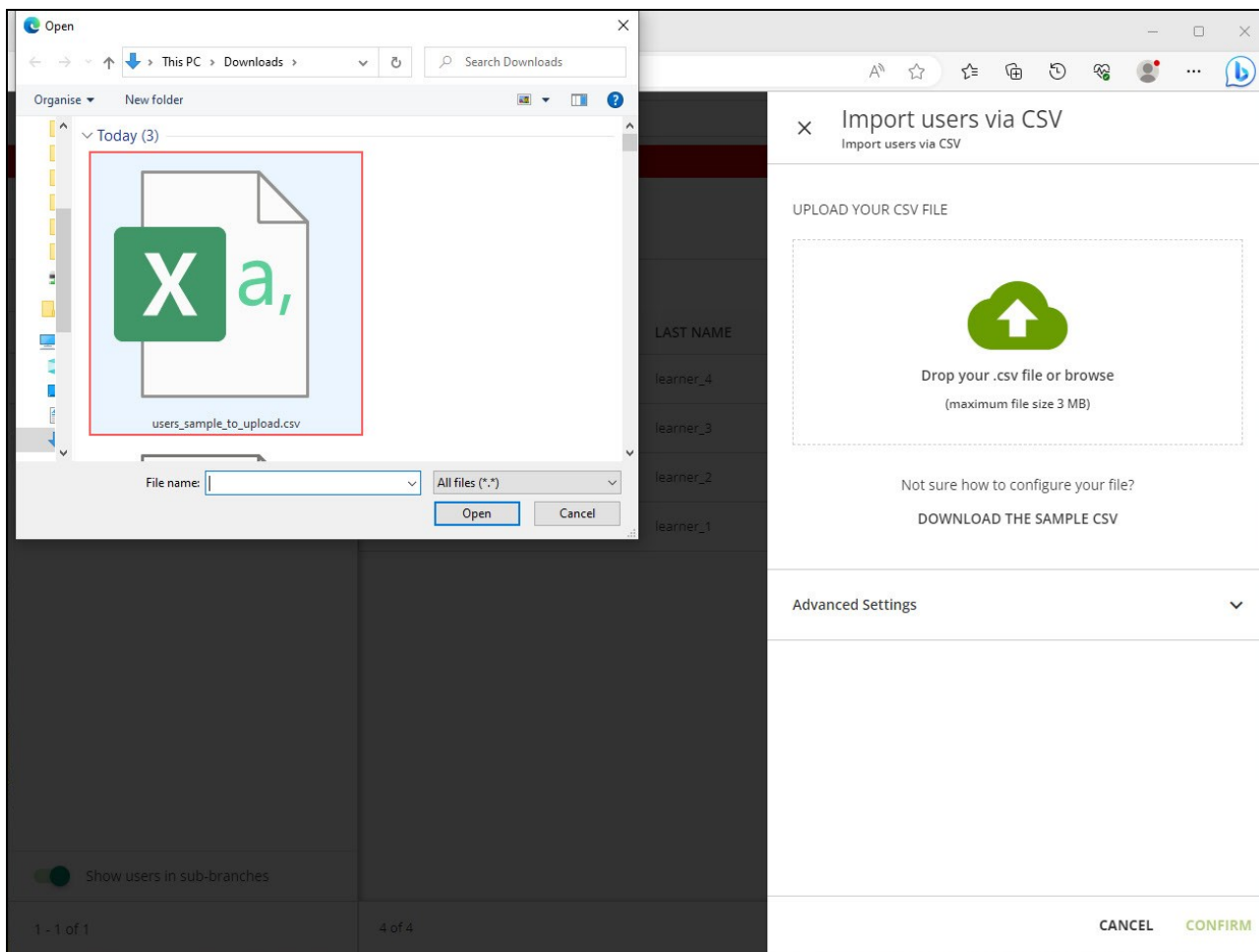
DOWNLOAD THE SAMPLE CSV

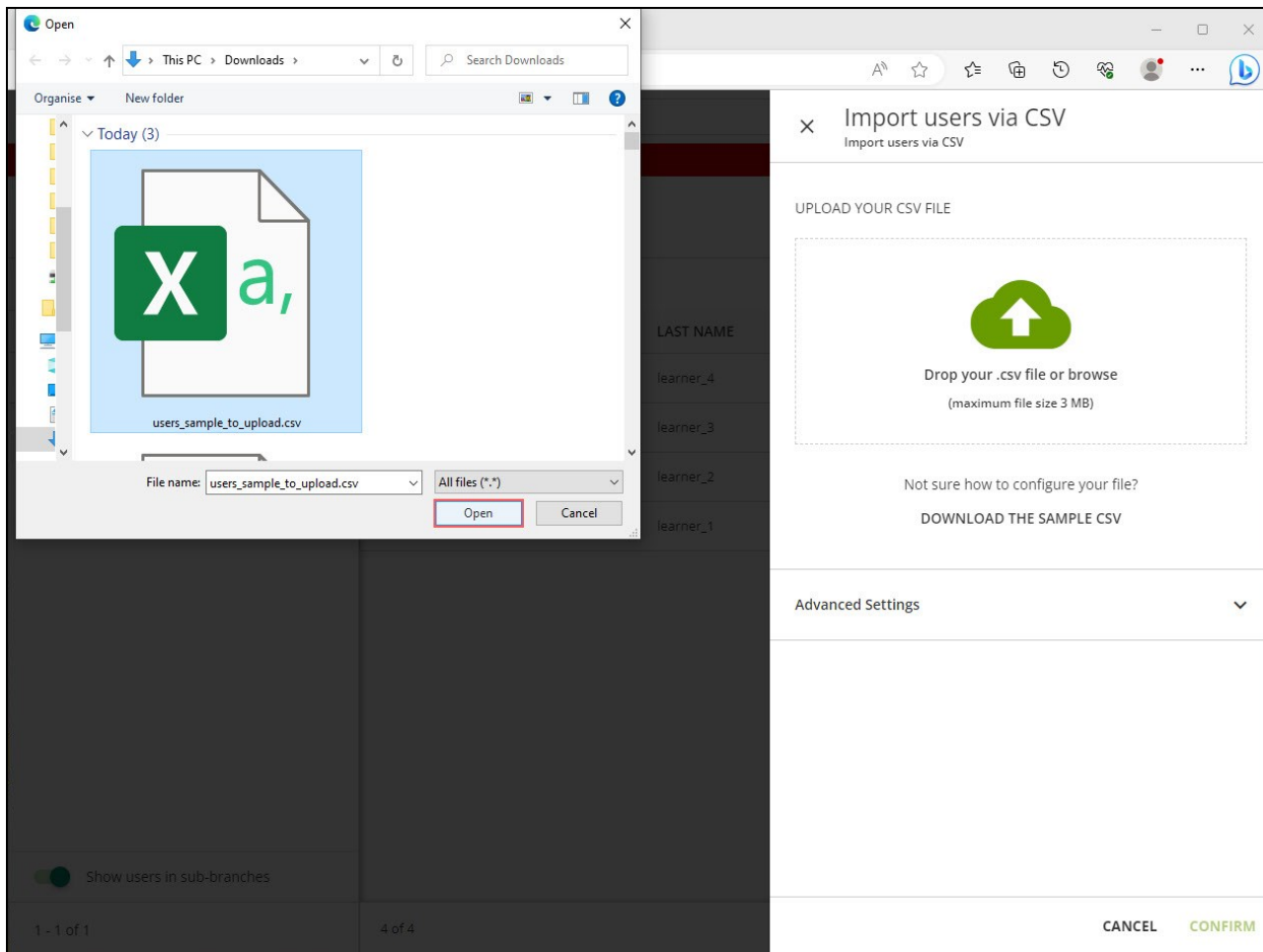
Advanced Settings

CANCEL

CONFIRM

Upload your .csv





Configure the advanced settings as shown here below

SWISS
AviationSoftware

Search content in the platform

My Dashboard > User Management

All users

Search...

Companies

Search all branches...

Companies

Your Company

Show users in sub-branches

1 - 1 of 1

4 of 4

Import users via CSV

Import users via CSV

UPLOAD YOUR CSV FILE

Waiting...

(maximum file size 3 MB)

Not sure how to configure your file?

DOWNLOAD THE SAMPLE CSV

Advanced Settings

CANCEL

CONFIRM

Page 50 of 69

All users - AMOS Learning Centre

https://amos-learning.swiss-as.com/manage/users

SWISS AviationSoftware

Search content in the platform

My Dashboard > User Management

All users

Search...

Companies

Search all branches...

Companies

Your Company

1 - 1 of 1

4 of 4

| | USERNAME | FIRST NA... | LAST NAME |
|--------------------------|--------------|-------------|-----------|
| <input type="checkbox"/> | amos_lear... | amos | learner_4 |
| <input type="checkbox"/> | amos_lear... | amos | learner_3 |
| <input type="checkbox"/> | amos_lear... | amos | learner_2 |
| <input type="checkbox"/> | amos_lear... | amos | learner_1 |

☒ Show users in sub-branches

Import users via CSV

Import users via CSV

UPLOAD YOUR CSV FILE

f0154a75c25ac8ab997b9789c383ab390793bd8d.csv
(maximum file size 3 MB)

Not sure how to configure your file?

DOWNLOAD THE SAMPLE CSV

Advanced Settings

Choose the Separator *

☒ Auto Detect ☐ , ☐ ; ☐ Manual

☒ Consider first row as header

Select file charset *

ANSI (Windows-1252)

CANCEL

CONFIRM

Confirm

All users - AMOS Learning Cente

https://amos-learning.swiss-as.com/manage/users

SWISS AviationSoftware

Search content in the platform

My Dashboard > User Management

All users

Search...

Companies

Search all branches...

Companies

Your Company

USERNAME

FIRST NA...

LAST NAME

amos_lear...

amos

learner_4

amos_lear...

amos

learner_3

amos_lear...

amos

learner_2

amos_lear...

amos

learner_1

Show users in sub-branches

1 - 1 of 1

4 of 4

Import users via CSV

Import users via CSV

UPLOAD YOUR CSV FILE

f0154a75c25ac8ab997b9789c383ab390793bd8d.csv

(maximum file size 3 MB)

Not sure how to configure your file?

DOWNLOAD THE SAMPLE CSV

Advanced Settings

Choose the Separator *

Auto Detect

,

;

Manual

Consider first row as header

Select file charset *

ANSI (Windows-1252)

CANCEL

CONFIRM

Select “Force users to change their password at their first login”

AMOS Learning Center

https://amos-learning.swiss-as.com/manage/users/csv-import

SWISS AviationSoftware

Search content in the platform

BackMy DashboardUser ManagementImport users via CSV

Profiles

PRESET

Presets

Save this preset as new

Overwrite actual preset

GENERAL IMPORT OPTIONS

☐ Force users to change their password at their first login

☐ Do not force password change for existing users

☒ Send Notification

☐ Create new branches when the fields "branch name path" and "branch code path" are both mapped and the field value (branch) doesn't exist in the platform

UPDATE USERS

☐ Update information for existing users

UPDATE PROFILES

☐ Update profile information for existing Power Users

AMOS fields

Drag the fields below to the matching columns on right.

Search fields...

User ID

Username

New username

First Name

Last Name

Password

Hashed passw...

Email

Time Zone

Preview

This is a preview of what the real import will look like.

Click the wrench button on the top right corner to view or change current import settings.

3 to be imported. Displaying a few of them for review only.

Search fields...

| | | | |
|-----------------------|-----------------|-----------------|-----------------|
| Firstname | amos | amos | amos |
| Lastname | learner_5 | learner_6 | learner_7 |
| Email | amos_learner... | amos_learner... | amos_learner... |
| Password | apassword | apassword | apassword |
| Branch Name | Your Company | Your Company | Your Company |
| AMOS Training Admi... | amos_trainin... | amos_trainin... | amos_trainin... |

By clicking 'Import', you are agreeing to the Privacy Policy

CANCELIMPORT

Select "Use existing branch"

AMOS Learning Center

https://amos-learning.swiss-as.com/manage/users/csv-import

Search content in the platform

SWISS AviationSoftware

BackMy DashboardUser ManagementImport users via CSV

GENERAL IMPORT OPTIONS

☒ Force users to change their password at their first login

☐ Do not force password change for existing users

☒ Send Notification

☐ Create new branches when the fields "branch name path" and "branch code path" are both mapped and the field value (branch) doesn't exist in the platform

UPDATE USERS

☐ Update information for existing users

UPDATE PROFILES

☐ Update profile information for existing Power Users

DESTINATION FALLBACK BRANCH

Users destination branch when no branch is mapped or mapped with empty value

☒ Do Nothing

☐ Use existing branch

AUTO ASSIGN BRANCHES TO POWER USERS

AMOS fields

Drag the fields below to the matching columns on right.

Search fields...

User ID

Username

New username

First Name

Last Name

Password

Hashed passw...

Email

Time Zone

Preview

This is a preview of what the real import will look like. Click the wrench button on the top right corner to view or change current import settings.

3 to be imported. Displaying a few of them for review only.

Search fields...

| | | | |
|-----------------------|-----------------|-----------------|-----------------|
| Firstname | amos | amos | amos |
| Lastname | learner_5 | learner_6 | learner_7 |
| Email | amos_learner... | amos_learner... | amos_learner... |
| Password | apassword | apassword | apassword |
| Branch Name | Your Company | Your Company | Your Company |
| AMOS Training Admi... | amos_trainin... | amos_trainin... | amos_trainin... |

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CANCELIMPORT

Select the destination branch (your company)

AMOS Learning Center

https://amos-learning.swiss-as.com/manage/users/csv-import

Search content in the platform

SWISS AviationSoftware

BackMy DashboardUser ManagementImport users via CSV

GENERAL IMPORT OPTIONS

☒ Force users to change their password at their first login

☐ Do not force password change for existing users

☒ Send Notification

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UPDATE USERS

☐ Update information for existing users

UPDATE PROFILES

☐ Update profile information for existing Power Users

DESTINATION FALLBACK BRANCH

Users destination branch when no branch is mapped or mapped with empty value

☐ Do Nothing

☒ Use existing branch

Destination Branch

Companies

AMOS fields

Drag the fields below to the matching columns on right.

Search fields...

User ID

Username

New username

First Name

Last Name

Password

Hashed passw...

Email

Time Zone

Preview

This is a preview of what the real import will look like. Click the wrench button on the top right corner to view or change current import settings.

3 to be imported. Displaying a few of them for review only.

Search fields...

| | | | |
|-----------------------|-----------------|-----------------|-----------------|
| Firstname | amos | amos | amos |
| Lastname | learner_5 | learner_6 | learner_7 |
| Email | amos_learner... | amos_learner... | amos_learner... |
| Password | apassword | apassword | apassword |
| Branch Name | Your Company | Your Company | Your Company |
| AMOS Training Admi... | amos_trainin... | amos_trainin... | amos_trainin... |

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CANCELIMPORT

AMOS Learning Center

https://amos-learning.swiss-as.com/manage/users/csv-import

SWISS AviationSoftware

Search content in the platform

Back

My Dashboard

User Management

Import users via CSV

GENERAL IMPORT OPTIONS

☒ Force users to change their password at their first login

☐ Do not force password change for existing users

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DESTINATION FALLBACK BRANCH

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☐ Do Nothing

☒ Use existing branch

Destination Branch

Companies

AMOS fields

Drag the fields below to the matching columns on right.

Search fields...

User ID

Username

New username

First Name

Last Name

Password

Hashed passw...

Email

Time Zone

Preview

This is a preview of what the

Click the wrench button on t

3 to be imported. Displaying

Search fields...

Firstname

Lastname

Email

Password

Branch Name

AMOS Training Admin...

By clicking 'Import', you are agreeing to the Privacy Policy

Destination Branch

Select a destination branch for the imported users

Companies

Search all branches...

Companies

Your Company

Your Company

1 - 1 of 1

CANCEL

CONFIRM

Confirm

AMOS Learning Center

https://amos-learning.swiss-as.com/manage/users/csv-import

SWISS AviationSoftware

Search content in the platform

< Back

My Dashboard

> User Management

> Import users via CSV

GENERAL IMPORT OPTIONS

☒ Force users to change their password at their first login

☐ Do not force password changes for existing users

☒ Send Notification

☐ Create new branches when the fields "branch name path" and "branch code path" are both mapped and the field value (branch) doesn't exist in the platform

UPDATE USERS

☐ Update information for existing users

UPDATE PROFILES

☐ Update profile information for existing Power Users

DESTINATION FALLBACK BRANCH

Users destination branch when no branch is mapped or mapped with empty value

☐ Do Nothing

☒ Use existing branch

Destination Branch

Companies

AMOS fields

Drag the fields below to the matching columns on right.

Search fields...

User ID

Username

New username

First Name

Last Name

Password

Hashed passw...

Email

Time Zone

Preview

This is a preview of what the

Click the wrench button on t

3 to be imported. Displaying

Search fields...

Firstname

Lastname

Email

Password

Branch Name

AMOS Training Admin...

Destination Branch

Select a destination branch for the imported users

Companies > Your Comp...

Search all branches...

Companies

Your Company

1 - 1 of 1

CANCEL

CONFIRM

Drag fields from the left-hand column and drop them on their equivalent fields on the right-hand column.

AMOS Learning Center

https://amos-learning.swiss-as.com/manage/users/csv-import

SWISS AviationSoftware

Search content in the platform

BackMy DashboardUser ManagementImport users via CSV

GENERAL IMPORT OPTIONS

☒ Force users to change their password at their first login

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☐ Do Nothing

☒ Use existing branch

Destination Branch

Your Company

AMOS fields

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Username

New username

First Name

Last Name

Password

Hashed passw...

Email

Time Zone

Preview

This is a preview of what the real import will look like.
Click the wrench button on the top right corner to view or change current import settings.

3 to be imported. Displaying a few of them for review only.

Search fields...

| | | | |
|-----------------------|-----------------|-----------------|-----------------|
| Firstname | amos | amos | amos |
| Lastname | learner_5 | learner_6 | learner_7 |
| Email | amos_learner... | amos_learner... | amos_learner... |
| Password | apassword | apassword | apassword |
| Branch Name | Your Company | Your Company | Your Company |
| AMOS Training Admi... | amos_trainin... | amos_trainin... | amos_trainin... |

By clicking 'Import', you are agreeing to the Privacy Policy

CANCELIMPORT

AMOS Learning Center

https://amos-learning.swiss-as.com/manage/users/csv-import

SWISS AviationSoftware

Search content in the platform

< Back

My Dashboard >

User Management >

Import users via CSV

GENERAL IMPORT OPTIONS

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DESTINATION FALLBACK BRANCH

Users destination branch when no branch is mapped or mapped with empty value

☐ Do Nothing

☒ Use existing branch

Destination Branch

Your Company

Date Format

Active

Expire on

Level

Profile Name

Language

Branch code

Branch Name ...

Branch Code P...

Force passwor...

UUID

Is an AMOS Tr...

Project

Preview

This is a preview of what the real import will look like.
Click the wrench button on the top right corner to view or change current import settings.

3 to be imported. Displaying a few of them for review only.

Search fields...

| | | | |
|-------------------|-----------------|-----------------|-----------------|
| First Name | amos | amos | amos |
| Last Name | learner_5 | learner_6 | learner_7 |
| Email | amos_learner... | amos_learner... | amos_learner... |
| Password | apassword | apassword | apassword |
| Branch Name | Your Company | Your Company | Your Company |
| AMOS Training Adr | amos_trainin... | amos_trainin... | amos_trainin... |

By clicking 'Import', you are agreeing to the Privacy Policy

CANCEL

IMPORT

Page 59 of 69

Import

AMOS Learning Center

https://amos-learning.swiss-as.com/manage/users/csv-import

SWISS AviationSoftware

Search content in the platform

BackMy DashboardUser ManagementImport users via CSV

GENERAL IMPORT OPTIONS

☒ Force users to change their password at their first login

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☐ Do Nothing

☒ Use existing branch

Destination Branch

Your Company

Date Format

Active

Expire on

Level

Profile Name

Language

Branch code

Branch Name ...

Branch Code P...

Force passwor...

UUID

Is an AMOS Tr...

Project

Preview

This is a preview of what the real import will look like.
Click the wrench button on the top right corner to view or change current import settings.

3 to be imported. Displaying a few of them for review only.

Search fields...

| | | | |
|----------------------|-----------------|-----------------|-----------------|
| First Name | amos | amos | amos |
| Last Name | learner_5 | learner_6 | learner_7 |
| Email | amos_learner... | amos_learner... | amos_learner... |
| Password | apassword | apassword | apassword |
| Branch Name | Your Company | Your Company | Your Company |
| AMOS Training Adr... | amos_trainin... | amos_trainin... | amos_trainin... |

By clicking 'Import', you are agreeing to the Privacy Policy

CANCELIMPORT

AMOS Learning Center

https://amos-learning.swiss-as.com/manage/users/csv-import

SWISS AviationSoftware

Search content in the platform

< Back

My Dashboard

> User Management

> Import users via CSV

GENERAL IMPORT OPTIONS

☒ Force users to change their password at their first login

☐ Do not force password change for existing users

☒ Send Notification

☐ Create new branches when the fields "branch name path" and "branch code path" are both mapped and the field value (branch) doesn't exist in the platform

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DESTINATION FALLBACK BRANCH

Users destination branch when no branch is mapped or mapped with empty value

☐ Do Nothing

☒ Use existing branch

Destination Branch

Your Company

Date Format

Active

Expire on

Level

Profile Name

Language

Branch Code

Branch Name

Branch Code

Force password

UUID

Is an AMOS Tr...

Project

Preview

This is a preview of what the real import will look like. Click the wrench button on the top right corner to view or change current import settings.

3 to be imported. Displaying a few of them for review only.

| | |
|-------------------|-----------------|
| amos | amos |
| learner_6 | learner_7 |
| er... | amos_learner... |
| assword | assword |
| Branch Name | Your Company |
| AMOS Training Adr | amos_trainin... |

By clicking 'Import', you are agreeing to the Privacy Policy

CANCELIMPORT

Import Users

By confirming this dialogue, you're going to import 3 users.

This process will run in the background, so you can continue to use your LMS without any restrictions while we're importing all of the users. You'll be notified when the background job is completed.

CLOSEIMPORT USERS

Click on “Background Jobs” to check the progress of your CSV upload

All users - AMOS Learning Cente x

https://amos-learning.swiss-as.com/manage/users

SWISS AviationSoftware

Search content in the platform

?

Background Jobs

< Back

My Dashboard

> User Management

All users

Search...

Companies

Search all branches...

Companies

Your Company

Show users in sub-branches

| <input type="checkbox"/> | USERNAME | FIRST NA... | LAST NAME | EMAIL | LAST ACC... | CREATIO... | STATUS |
|--------------------------|--------------|-------------|-----------|--------------|-------------|------------|--------|
| <input type="checkbox"/> | amos_lear... | amos | learner_4 | amos_lear... | | 19/07/2023 | |
| <input type="checkbox"/> | amos_lear... | amos | learner_3 | amos_lear... | | 19/07/2023 | |
| <input type="checkbox"/> | amos_lear... | amos | learner_2 | amos_lear... | | 18/07/2023 | |
| <input type="checkbox"/> | amos_lear... | amos | learner_1 | amos_lear... | | 18/07/2023 | |

1 - 1 of 1

4 of 4

All users - AMOS Learning Centre

https://amos-learning.swiss-as.com/manage/users

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Search content in the platform

Back

My Dashboard

User Management

All users

Search...

Companies

Search all branches...

Companies

Your Company

Show users in sub-branches

| <input type="checkbox"/> | USERNAME | FIRST NA... | LAST NAME | EMA |
|--------------------------|--------------|-------------|-----------|--------------|
| <input type="checkbox"/> | amos_lear... | amos | learner_4 | amo |
| <input type="checkbox"/> | amos_lear... | amos | learner_3 | amo |
| <input type="checkbox"/> | amos_lear... | amos | learner_2 | amo |
| <input type="checkbox"/> | amos_lear... | amos | learner_1 | amos_lear... |

18/07/2023

1 - 1 of 1

4 of 4

Background Jobs

Start importer task

Started by Administrator AMOS Training on 19/07/2023 17:36:28

Completed (0 errors)

Start importer task

Started by Administrator AMOS Training on 19/07/2023 17:26:06

Completed (0 errors)

Once the upload has been completed, refresh your browser

All users - AMOS Learning Cente x

https://amos-learning.swiss-as.com/manage/users

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Search content in the platform

BackMy DashboardUser Management

All users

Search...

Companies

Search all branches...

Companies

Your Company

Show users in sub-branches

| USERNAME | FIRST NA... | LAST NAME | EMAIL | LAST ACC... | CREATIO... | STATUS |
|--------------|-------------|-----------|--------------|-------------|------------|--------|
| amos_lear... | amos | learner_4 | amos_lear... | | 19/07/2023 | |
| amos_lear... | amos | learner_3 | amos_lear... | | 19/07/2023 | |
| amos_lear... | amos | learner_2 | amos_lear... | | 18/07/2023 | |
| amos_lear... | amos | learner_1 | amos_lear... | | 18/07/2023 | |

1 - 1 of 14 of 4

The imported users appear now on the users list

All users - AMOS Learning Cente

https://amos-learning.swiss-as.com/manage/users

SWISS AviationSoftware

Search content in the platform

My Dashboard > User Management

All users

Search...

Companies

Search all branches...

Companies

Your Company

Show users in sub-branches

| <input type="checkbox"/> | USERNAME | FIRST NA... | LAST NAME | EMAIL | LAST ACC... | CREATIO... | STATUS |
|--------------------------|--------------|-------------|-----------|--------------|-------------|------------|--------|
| <input type="checkbox"/> | amos_lear... | amos | learner_7 | amos_lear... | | 19/07/2023 | |
| <input type="checkbox"/> | amos_lear... | amos | learner_6 | amos_lear... | | 19/07/2023 | |
| <input type="checkbox"/> | amos_lear... | amos | learner_5 | amos_lear... | | 19/07/2023 | |
| <input type="checkbox"/> | amos_lear... | amos | learner_4 | amos_lear... | | 19/07/2023 | |
| <input type="checkbox"/> | amos_lear... | amos | learner_3 | amos_lear... | | 19/07/2023 | |
| <input type="checkbox"/> | amos_lear... | amos | learner_2 | amos_lear... | | 18/07/2023 | |
| <input type="checkbox"/> | amos_lear... | amos | learner_1 | amos_lear... | | 18/07/2023 | |

1 - 1 of 1

7 of 7

Check if the imported users appear also on your team’s page

SWISS
AviationSoftware

AA

Sign Out

Administrator AMOS Training
amos_training@yourcompany.com

My Dashboard

My Courses and Learning Plans

Swiss AS Catalogue

My Activities

My Calendar

Public VILT - Information

Request enrollments to courses

Frequently Asked Questions (FAQ)

My Team

Cookie Policy

Search content in the platform

Companies

| LAST NAME | EMAIL | LAST ACCESS DATE | CREATION DATE | STATUS |
|-----------|---------------------|------------------|---------------|--------|
| learner_7 | amos_learner_7@y... | | 19/07/2023 | |
| learner_6 | amos_learner_6@y... | | 19/07/2023 | |
| learner_5 | amos_learner_5@y... | | 19/07/2023 | |
| learner_4 | amos_learner_4@y... | | 19/07/2023 | |
| learner_3 | amos_learner_3@y... | | 19/07/2023 | |
| learner_2 | amos_learner2@y... | | 18/07/2023 | |
| learner_1 | amos_learner_1@y... | | 18/07/2023 | |

My Team - AMOS Learning Center

https://amos-learning.swiss-as.com/manage/my-team

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Search content in the platform

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⚙️

My Dashboard > My Team

AMOS Learning Center [View our E-learning Trailer](#) [Help](#)

👤 My Team

TEAM MEMBERS | CHECKLISTS | REPORTS

FILTERS (1) Search... 🔍

NEWEST TO OLDEST ▾

7 active members

LA

learner_4 amos

Assign some content to this team member to start their learning training

...

LA

learner_3 amos

Assign some content to this team member to start their learning training

...

LA

learner_1 amos

Assign some content to this team member to start their learning training

...

My Team - AMOS Learning Centre

https://amos-learning.swiss-as.com/manage/my-team

SWISS AviationSoftware

Search content in the platform

+

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🔔

⚙️

My Dashboard > My Team

learner_2 amos

Assign some content to this team member to start their learning training

...

learner_7 amos

Assign some content to this team member to start their learning training

...

learner_6 amos

Assign some content to this team member to start their learning training

...

LA

learner_5 amos

Assign some content to this team member to start their learning training

...