



User Creation Guide for Training Administrators

AMOS Learning Center

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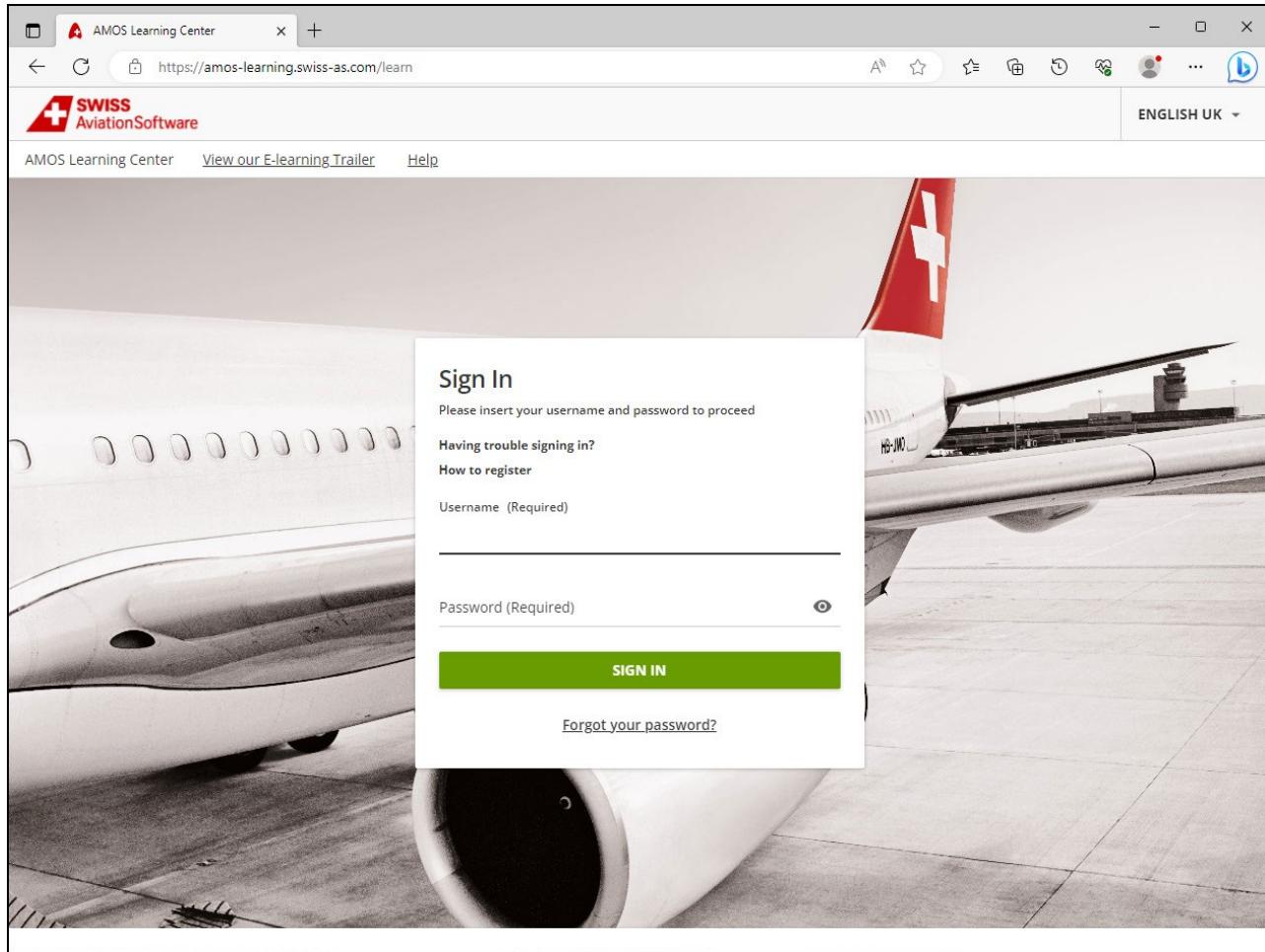
1. Create users one by one and assign them to your team while creating them.

Legal note concerning the registration of third-party users.

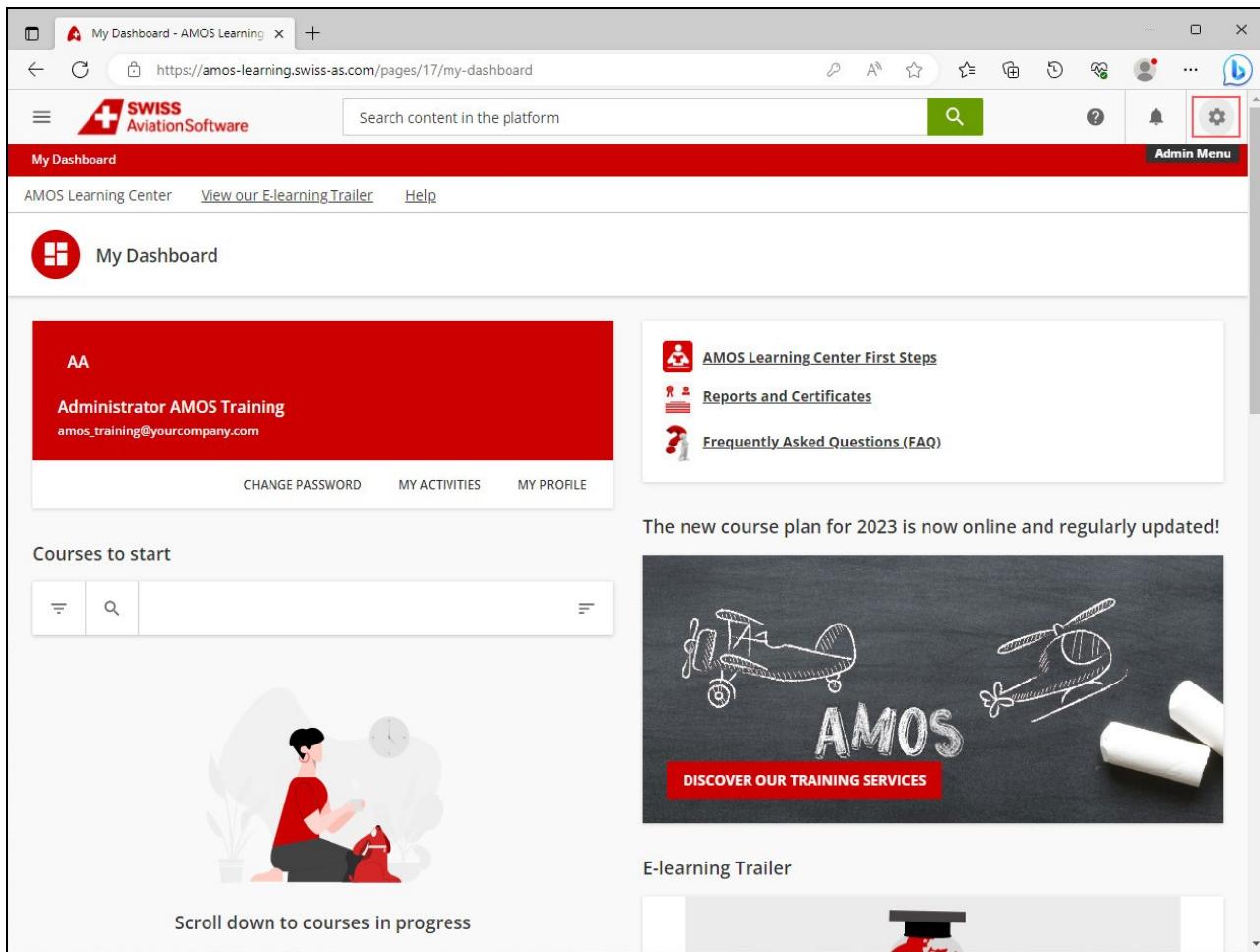
In case your company decides to invite representatives/consultants or any other third party to participate in the AMOS training or workshop sessions, your company has to ensure that such individuals or company sign a confidentiality agreement with Swiss-AS.

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.



Click on the Admin Menu button (top right)



My Dashboard - AMOS Learning

https://amos-learning.swiss-as.com/pages/17/my-dashboard

SWISS AviationSoftware

Search content in the platform

Admin Menu

My Dashboard

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

AA

Administrator AMOS Training
amos_training@yourcompany.com

CHANGE PASSWORD MY ACTIVITIES MY PROFILE

Courses to start

AMOS Learning Center First Steps

Reports and Certificates

Frequently Asked Questions (FAQ)

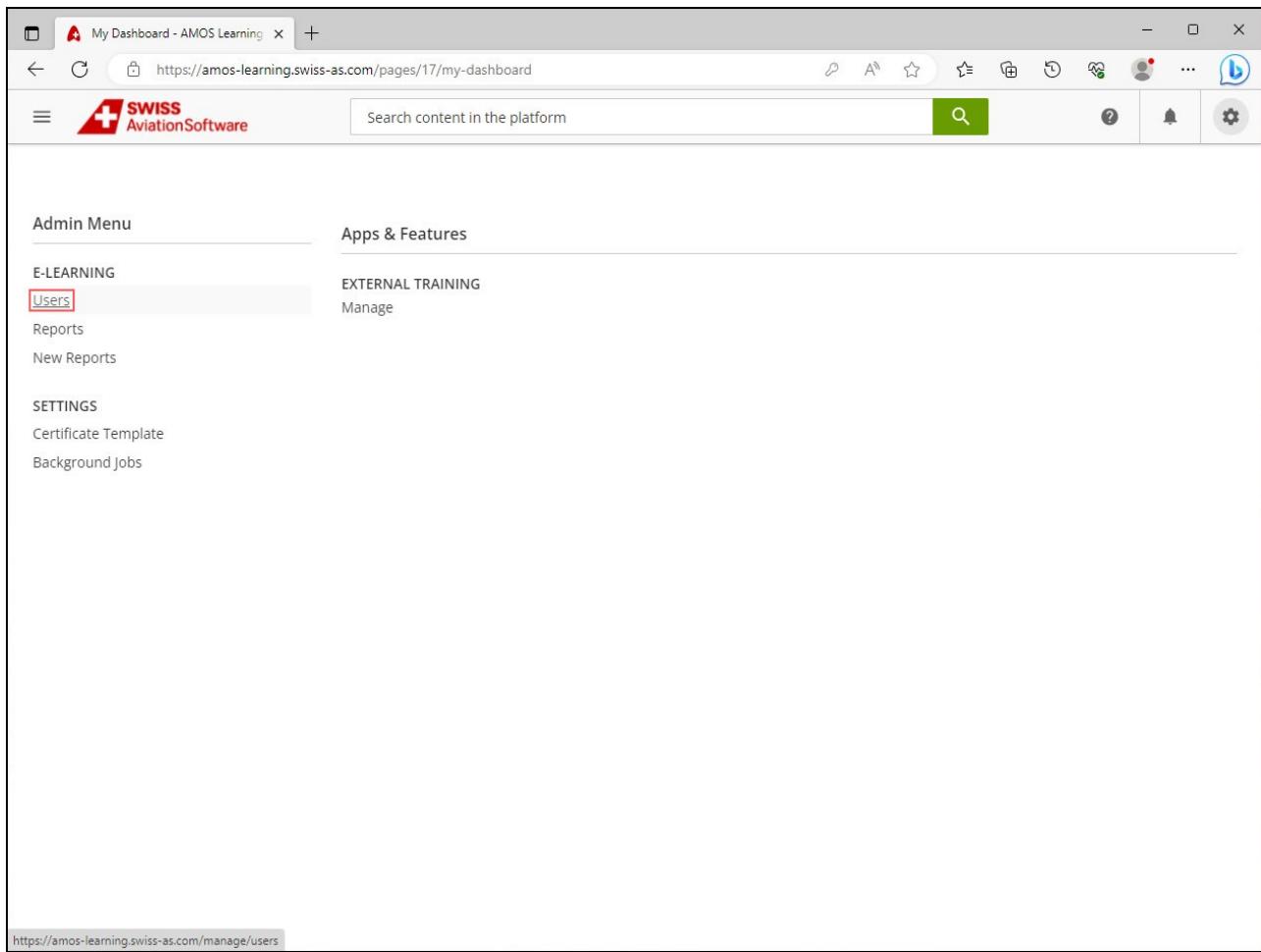
The new course plan for 2023 is now online and regularly updated!

DISCOVER OUR TRAINING SERVICES

E-learning Trailer

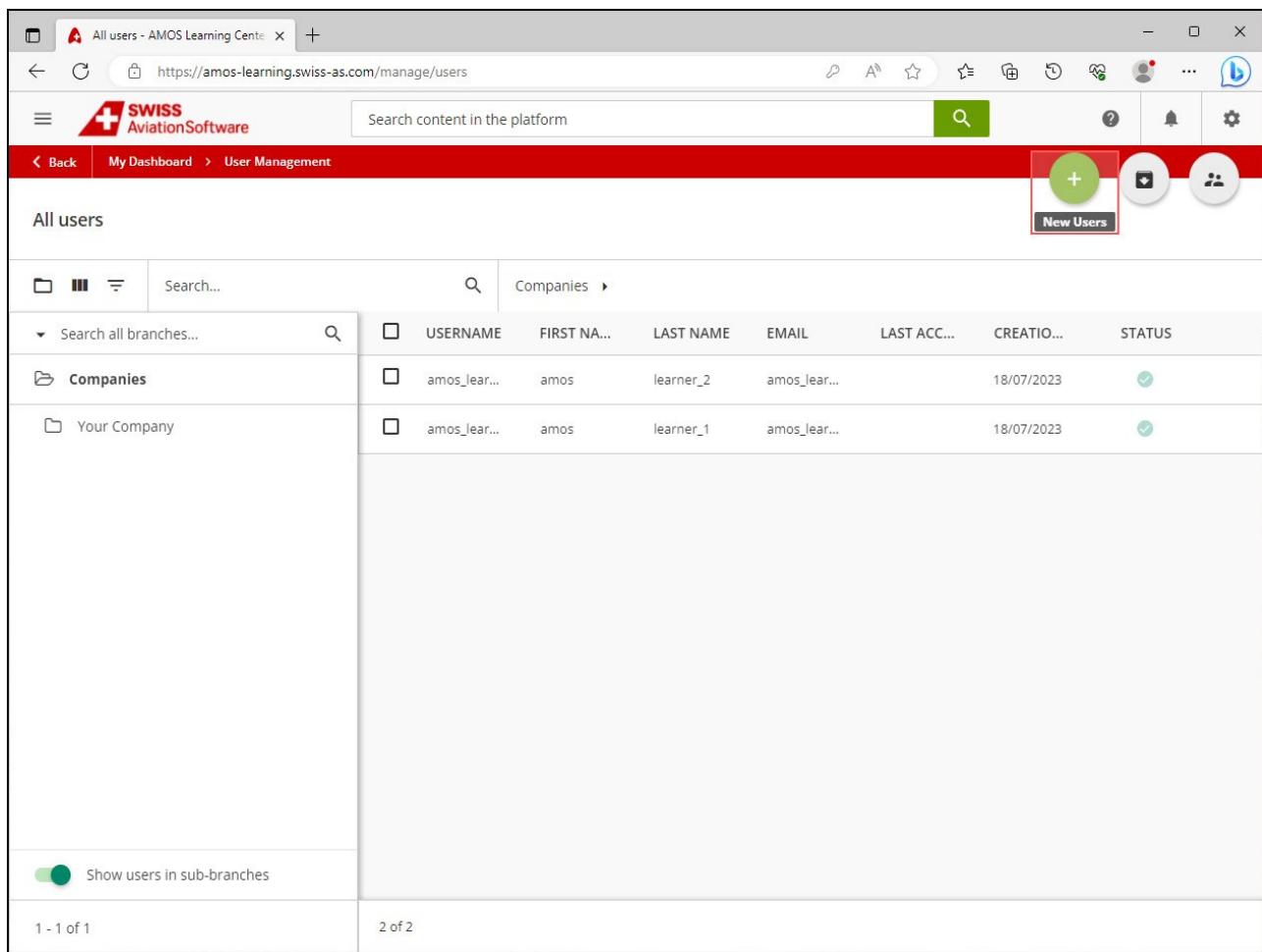
Scroll down to courses in progress

Select “Users”



The screenshot shows a web browser window for the AMOS Learning platform. The URL in the address bar is <https://amos-learning.swiss-as.com/pages/17/my-dashboard>. The page header includes the SWISS AviationSoftware logo and a search bar. The main content area is divided into two sections: 'Admin Menu' and 'Apps & Features'. The 'Admin Menu' section contains 'E-LEARNING' (with 'Users' highlighted in red), 'Reports', 'New Reports', and 'SETTINGS' (with 'Certificate Template' and 'Background Jobs'). The 'Apps & Features' section contains 'EXTERNAL TRAINING' (with 'Manage'). At the bottom of the page, the URL <https://amos-learning.swiss-as.com/manage/users> is visible.

Click the green button “New Users”



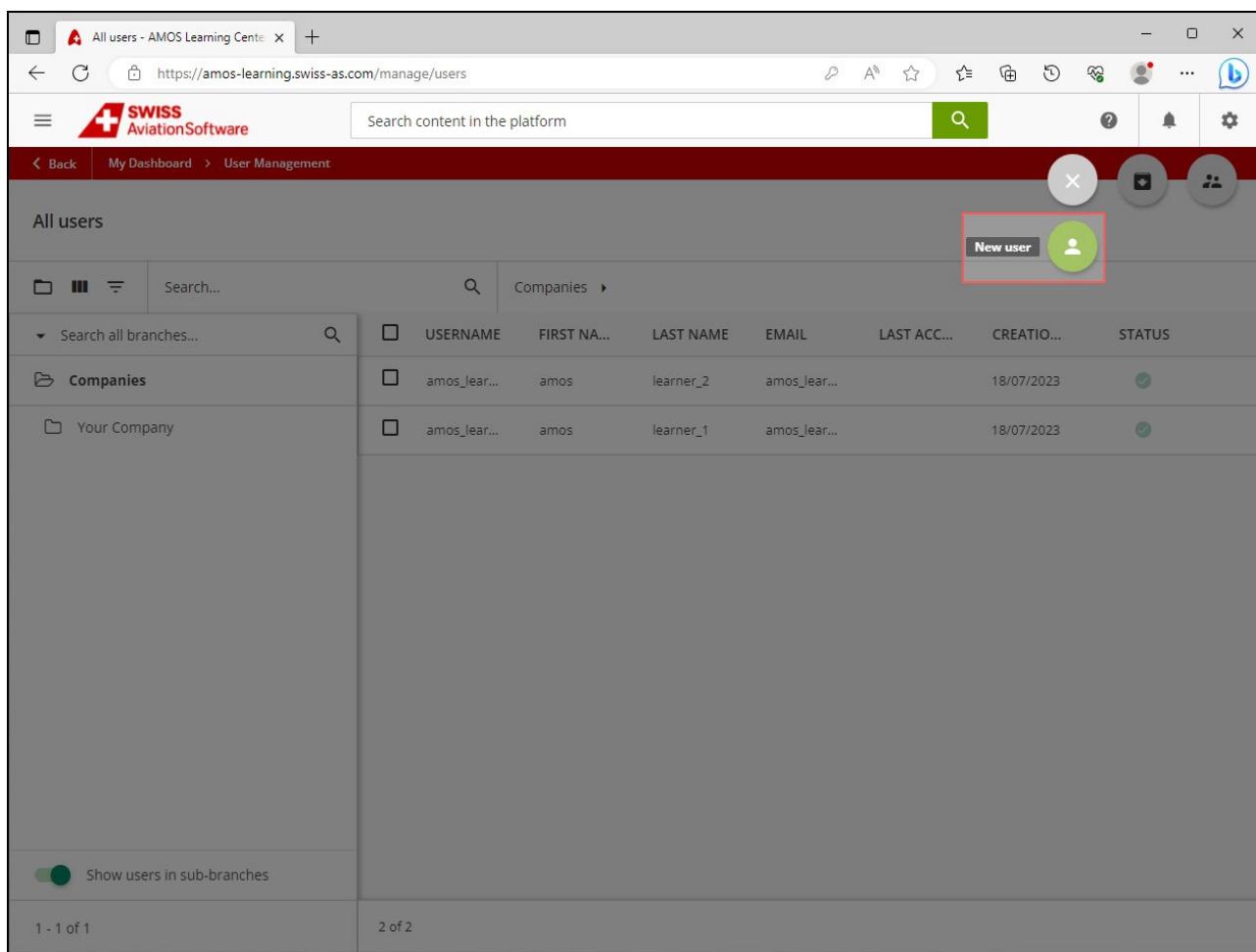
The screenshot shows a web browser window for the 'All users - AMOS Learning Center' page. The URL is <https://amos-learning.swiss-as.com/manage/users>. The page has a red header bar with 'My Dashboard' and 'User Management' links. On the right side of the header, there is a green button with a plus sign and the text 'New Users'.

The main content area is titled 'All users' and contains a table with user data. The table has columns: USERNAME, FIRST NA..., LAST NAME, EMAIL, LAST ACC..., CREATIO..., and STATUS. There are two rows of data:

	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		

At the bottom left, there is a toggle switch labeled 'Show users in sub-branches' which is turned on. The bottom navigation bar shows '1 - 1 of 1' and '2 of 2'.

Select to create a new user



The screenshot shows the 'All users' page in the AMOS Learning Center. The top navigation bar includes the SWISS AviationSoftware logo, a search bar, and user profile icons. The main content area displays a table of users with columns for USERNAME, FIRST NAME, LAST NAME, EMAIL, LAST ACC..., CREATION..., and STATUS. Two users are listed: 'amos_lear...' and 'amos_lear...'. A red box highlights the 'New user' button in the top right corner of the table header. The left sidebar shows navigation links for 'Companies' and 'Your Company', and a toggle switch for 'Show users in sub-branches'.

	USERNAME	FIRST NAME	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	

Start by typing the user's email address

The screenshot shows a web browser window for 'All users - AMOS Learning Center' at the URL <https://amos-learning.swiss-as.com/manage/users>. The page is titled 'New User' and displays a four-step process: 1. General Information, 2. Branches, 3. Additional Fields, and 4. Team Members. Step 1 is active. A sub-instruction says 'Please provide the user's information you're going to create'. The 'User Information' section includes fields for 'Username *' (with 'Level' set to 'User'), 'Email *' (highlighted with a red border), 'Email Validation Status' (set to 'Unverified'), 'First Name' (with character count '0/255'), 'Last Name' (with character count '0/255'), 'New Password *', 'Retype the password *', and a checkbox for 'Force users to change their password at their first login'. The 'User Status' section includes checkboxes for 'Activate user at the end of the creation process' and 'Send "User has been created (by administrator)" notification to new user'. At the bottom right are 'NEXT' and 'CANCEL' buttons. The left sidebar shows 'All users' with a search bar and a 'Companies' section containing 'Your Company'.

The system will take over the email address as username automatically

All users - AMOS Learning Center

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

SWISS AviationSoftware

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

Last Name

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

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 Center

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

Email Email Validation Status

First Name Last Name 0/255 0/255

New Password * Retype the password *

Force users to change their password at their first login

User Status

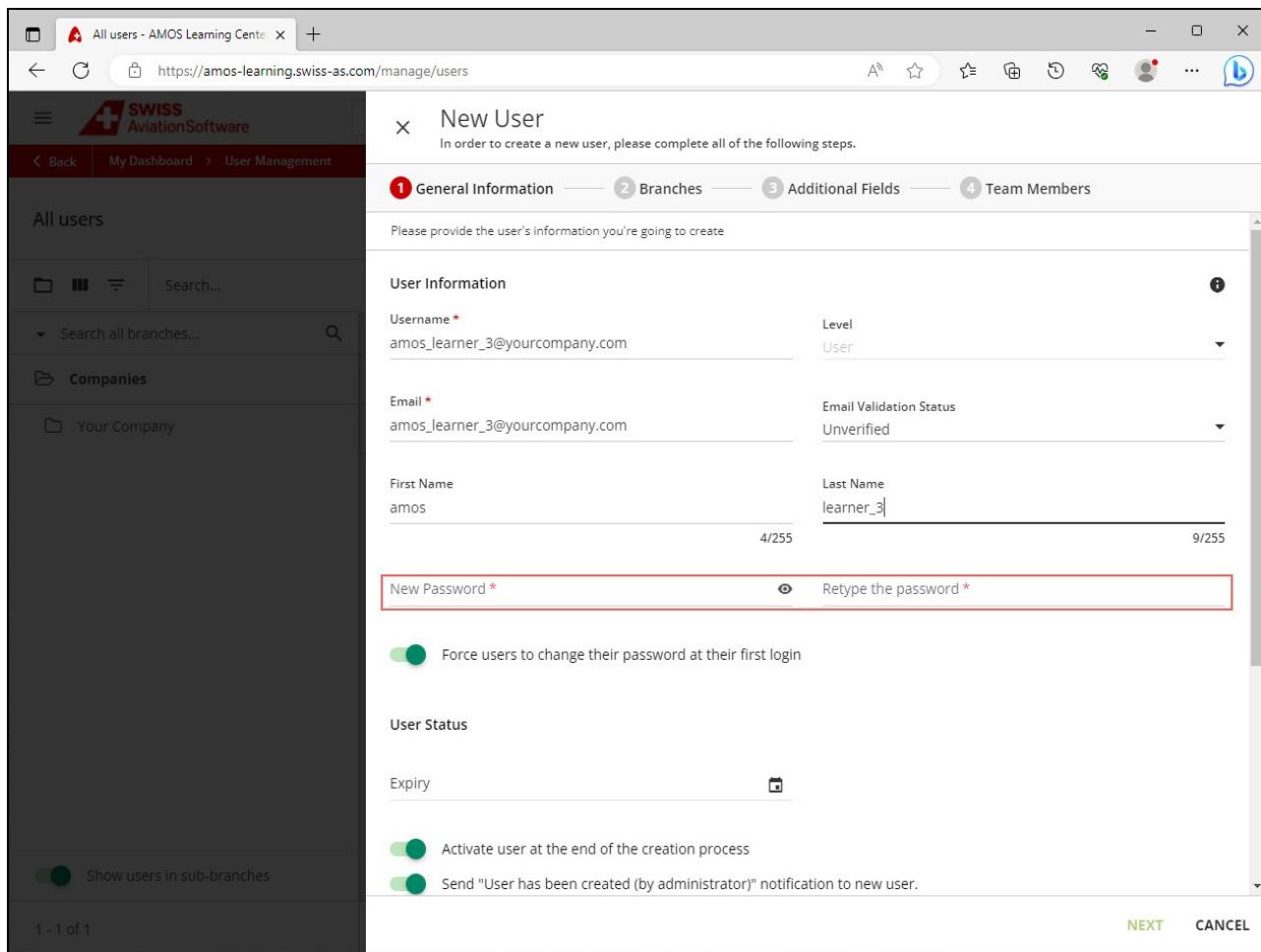
Expiry

Activate user at the end of the creation process

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

NEXT CANCEL

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)



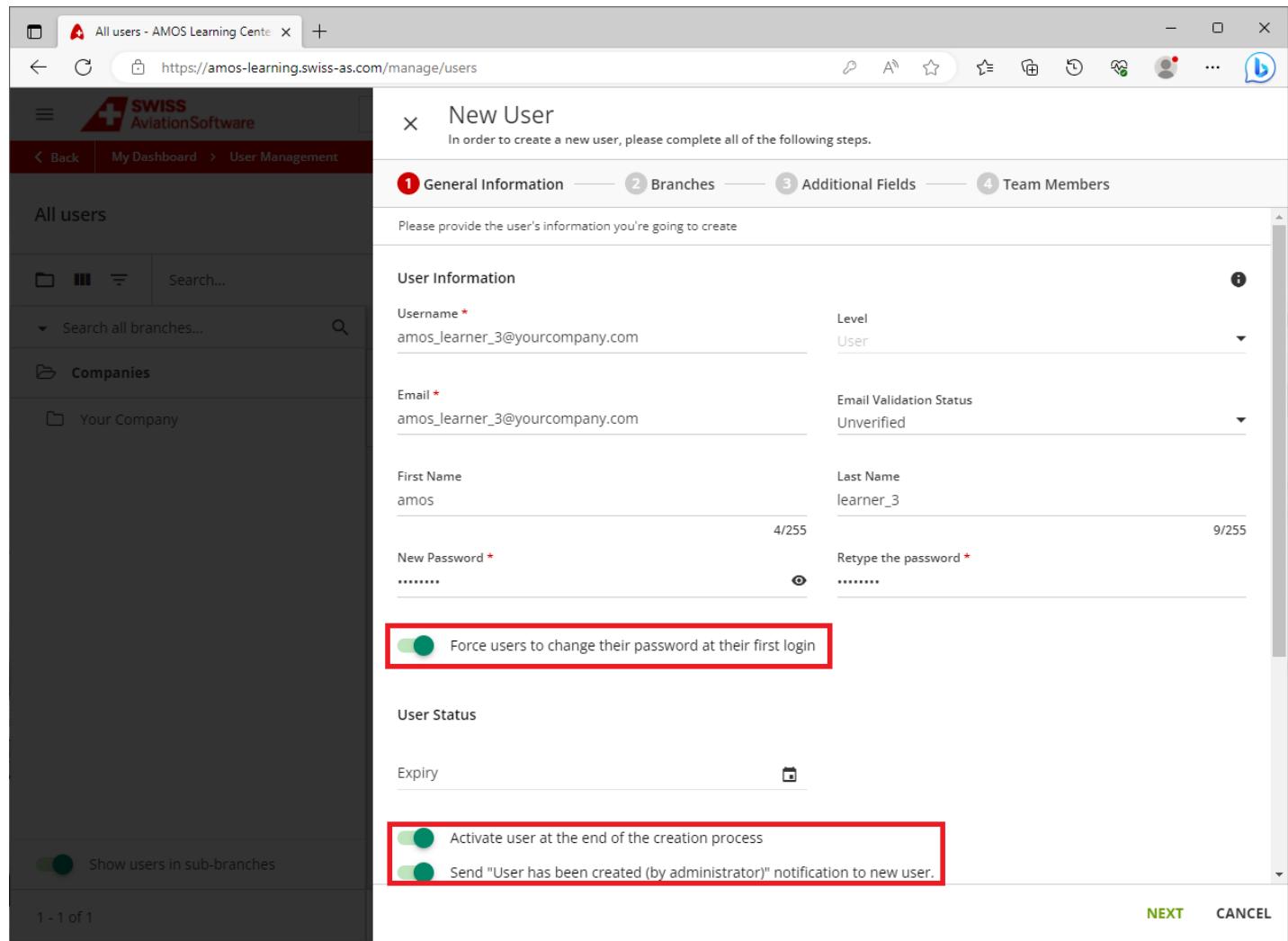
The screenshot shows a web browser window for 'All users - AMOS Learning Center' at the URL <https://amos-learning.swiss-as.com/manage/users>. The page is titled 'New User' and displays a step-by-step process for creating a new user. The current step is '1 General Information'. The form fields include:

- 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 * and Retype the password *
- Force users to change their password at their first login (checkbox checked)
- Activate user at the end of the creation process (checkbox checked)
- Send "User has been created (by administrator)" notification to new user (checkbox checked)

The sidebar on the left shows a list of users and branches, with 'Your Company' selected. The bottom right of the form has 'NEXT' and 'CANCEL' buttons.

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.



The screenshot shows the 'New User' creation interface. The 'User Information' section is filled out with the following details:

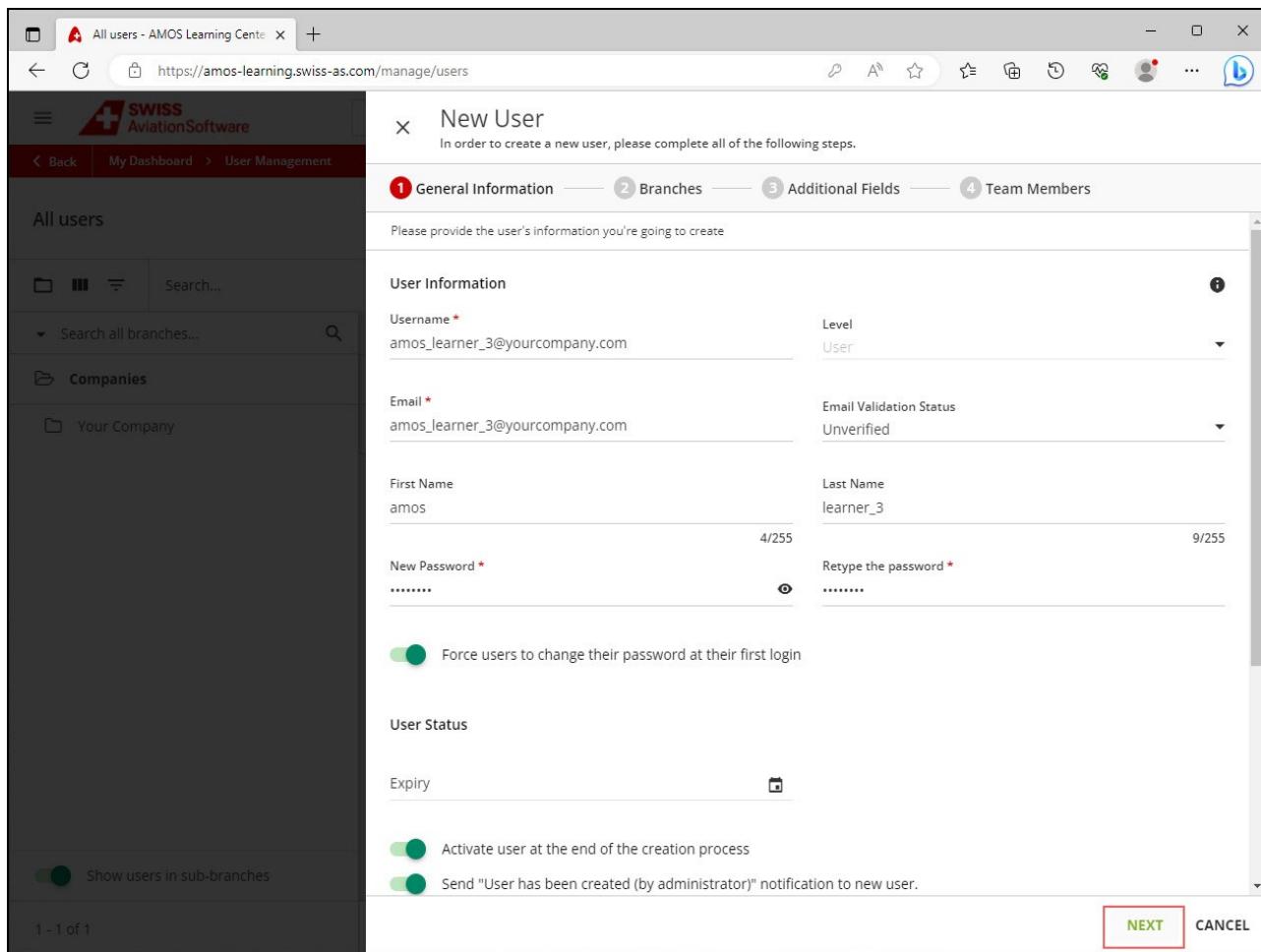
- Username: amos_learner_3@yourcompany.com
- Email: amos_learner_3@yourcompany.com
- First Name: amos
- Last Name: learner_3
- New Password: (redacted)
- Retype the password: (redacted)

Under 'User Status', there are three toggle switches:

- Force users to change their password at their first login (highlighted with a red box)
- Activate user at the end of the creation process (highlighted with a red box)
- Send "User has been created (by administrator)" notification to new user. (highlighted with a red box)

At the bottom right, there are 'NEXT' and 'CANCEL' buttons.

Click "Next"



All users - AMOS Learning Center

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

SWISS AviationSoftware

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

4/255 9/255

New Password * Retype the password *

Force users to change their password at their first login

User Status

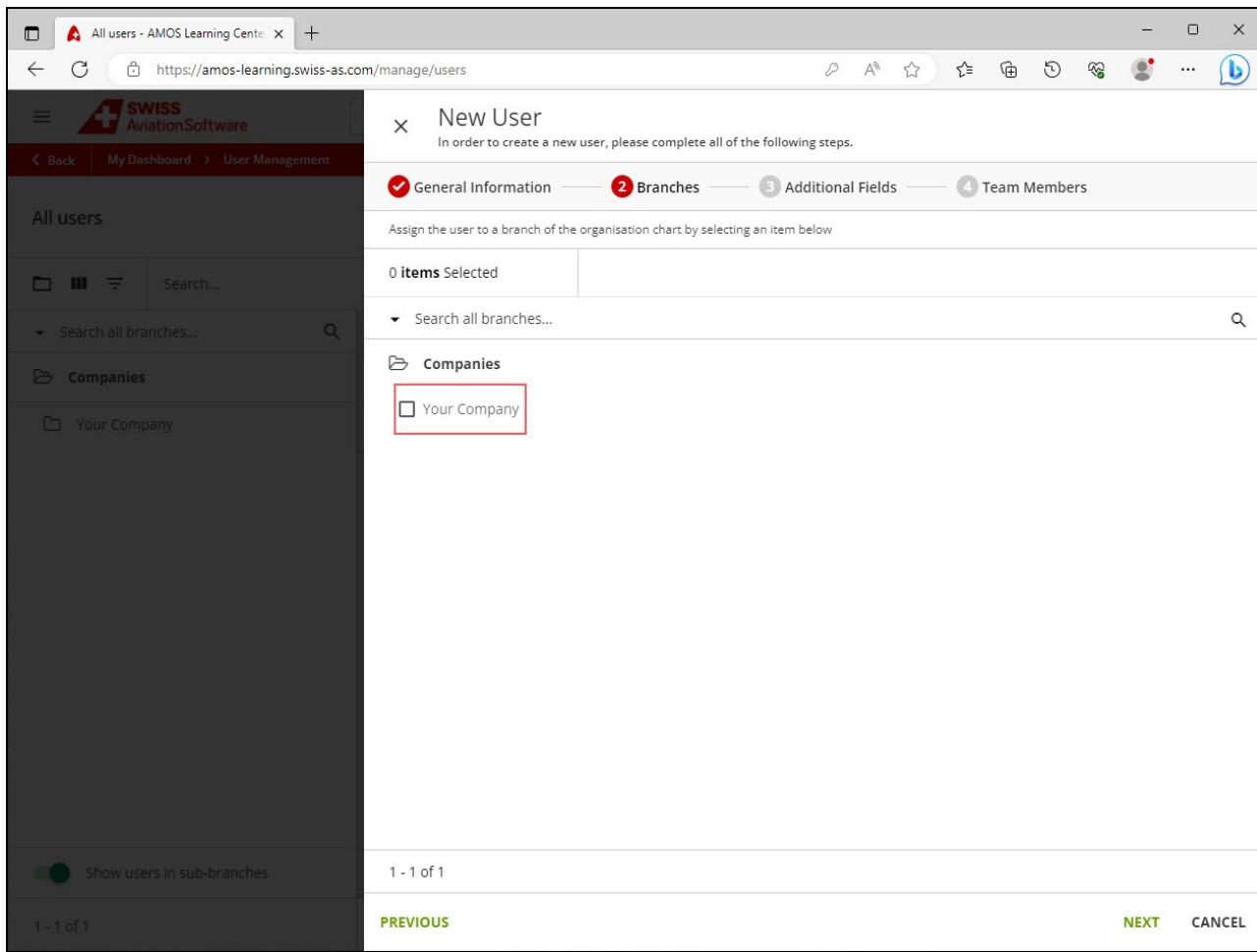
Expiry

Activate user at the end of the creation process

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

NEXT CANCEL

Select your company



The screenshot shows a web browser window for 'All users - AMOS Learning Center' at the URL <https://amos-learning.swiss-as.com/manage/users>. The page is titled 'New User' and displays a step-by-step process for creating a new user. The current step is '2 Branches'. The left sidebar shows 'All users' with a search bar and a 'Companies' section containing 'Your Company'. The main content area shows a list of branches with 'Your Company' selected. Navigation buttons 'PREVIOUS' and 'NEXT' are at the bottom, along with 'CANCEL'.

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

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

0 items Selected

Search all branches...

Companies

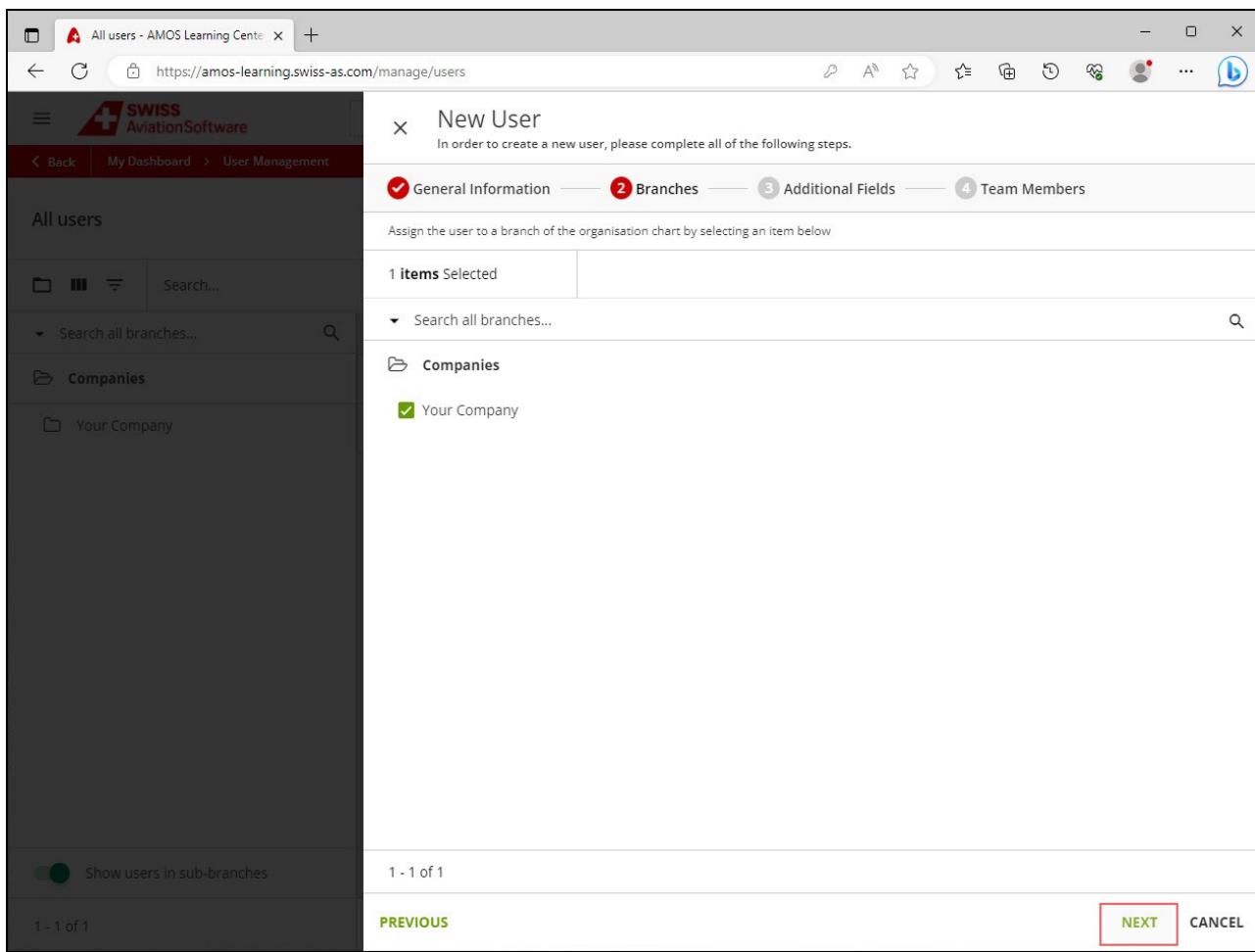
Your Company

Show users in sub-branches

1 - 1 of 1

PREVIOUS NEXT CANCEL

Click "Next"



The screenshot shows a web browser window for 'All users - AMOS Learning Center' at the URL <https://amos-learning.swiss-as.com/manage/users>. The page is titled 'New User' and displays a step-by-step process for creating a new user. The current step is '2 Branches'. The interface includes a sidebar with 'All users' and 'Companies' sections, and a main content area for selecting a branch. A single item, 'Your Company', is selected. At the bottom, there are 'PREVIOUS' and 'NEXT' buttons, with 'NEXT' being highlighted with a red box.

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

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

1 items Selected

Search all branches...

Companies

Your Company

Show users in sub-branches

1 - 1 of 1

PREVIOUS

NEXT CANCEL

Click “Next” again

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.

1 General Information 2 Branches 3 Additional Fields 4 Team Members

Fill in the additional fields

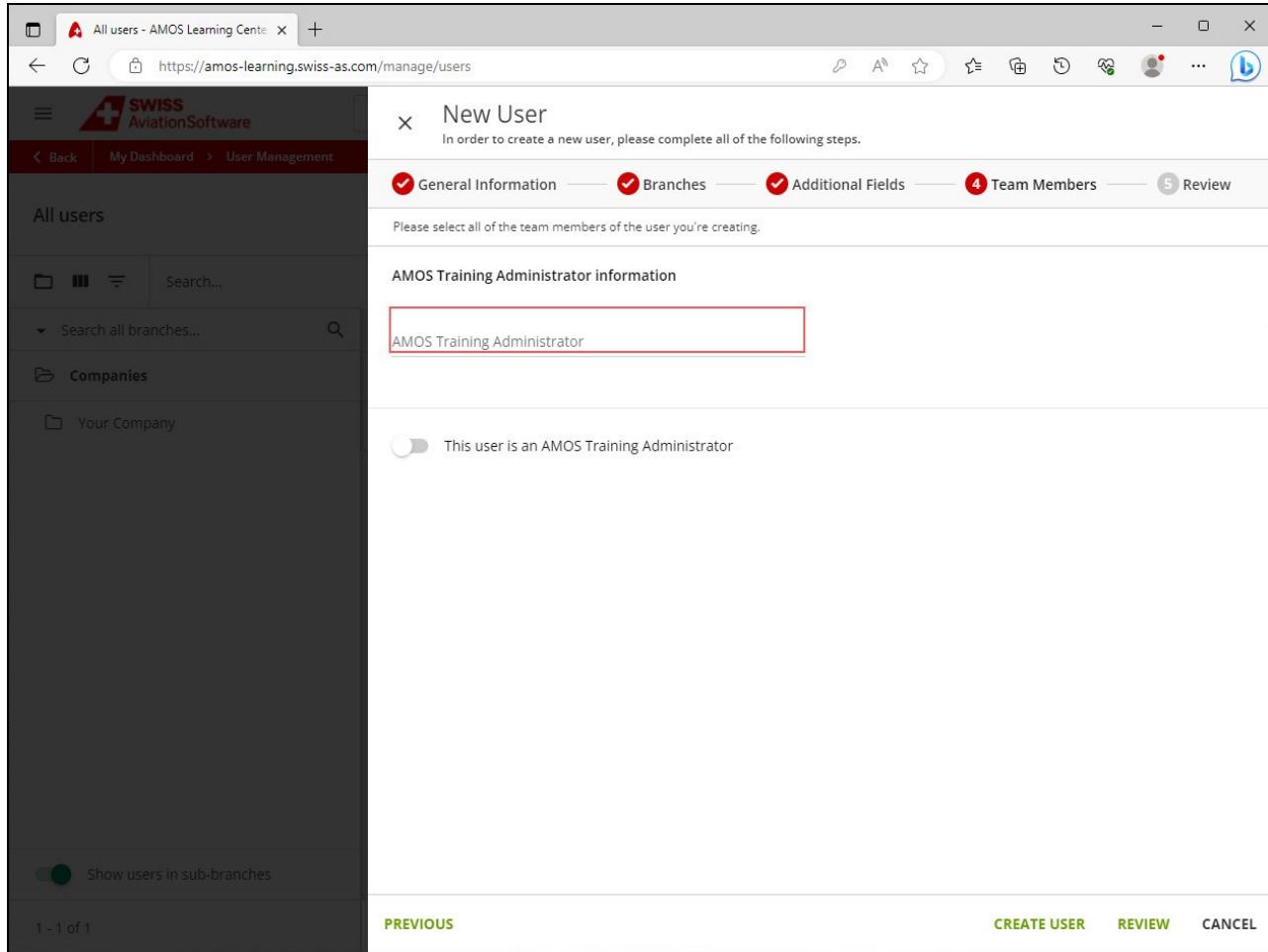
Project U-Nr

PREVIOUS NEXT CANCEL

Select the “AMOS Training Administrator” field

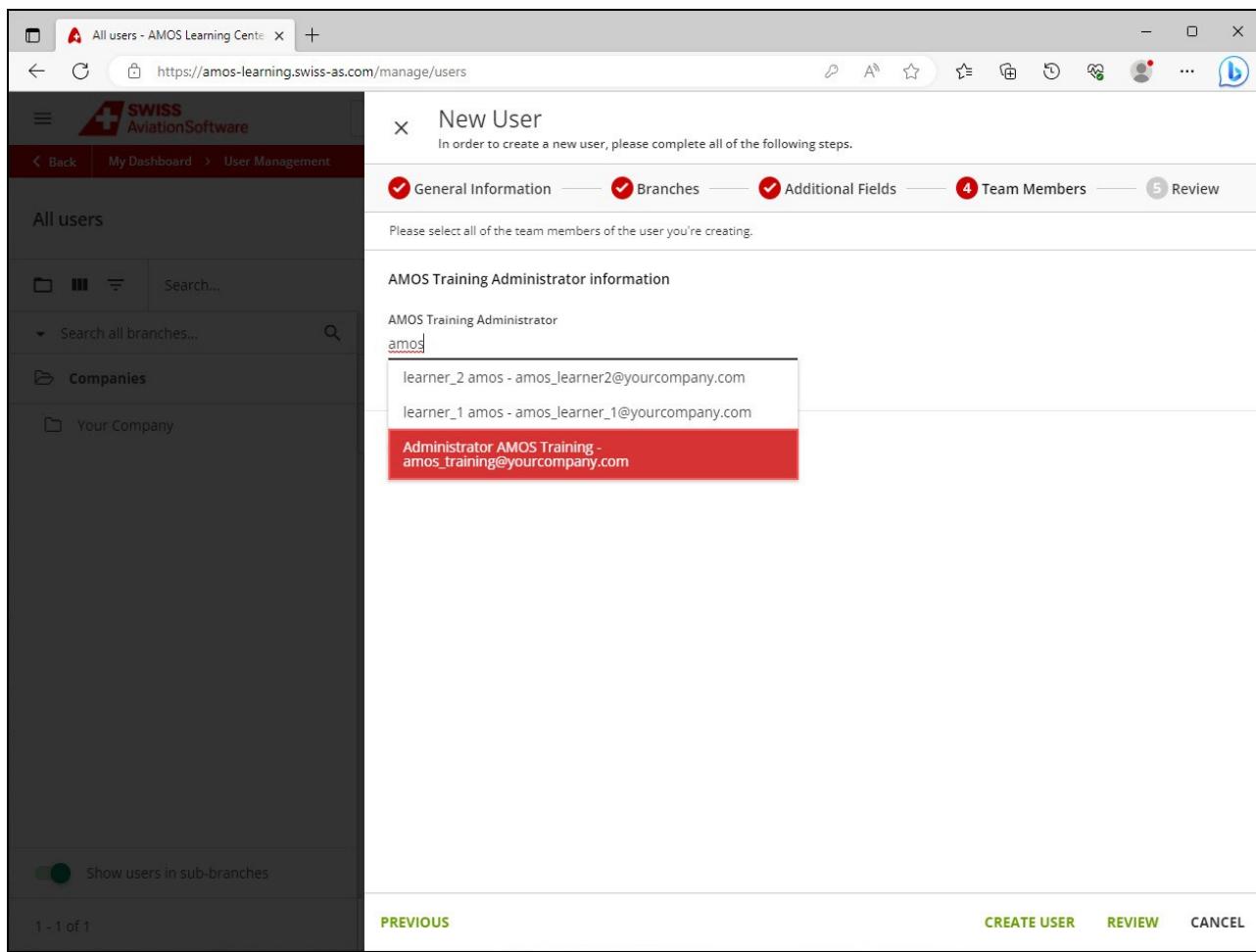
Attention: It is important that you assign yourself as the AMOS Training Administrator of the new user that you are creating, otherwise they will not belong to your team, and you will not be able to enroll them in any course.

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.



The screenshot shows the 'New User' creation interface. The left sidebar shows 'All users' and navigation links for 'Companies' and 'Your Company'. The main panel has a title 'New User' with a sub-instruction: 'In order to create a new user, please complete all of the following steps.' Below this is a horizontal progress bar with five steps: 'General Information' (checked), 'Branches' (checked), 'Additional Fields' (checked), 'Team Members' (step 4), and 'Review' (step 5). A note below the progress bar says 'Please select all of the team members of the user you're creating.' A search bar is present. The 'AMOS Training Administrator information' section contains a text input field with 'AMOS Training Administrator' typed into it, which is highlighted with a red box. Below this is a toggle switch labeled 'This user is an AMOS Training Administrator'. At the bottom, there are buttons for 'PREVIOUS', 'CREATE USER', 'REVIEW', and 'CANCEL'.

Type your username



All users - AMOS Learning Center

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

SWISS AviationSoftware

New User

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

General Information Branches Additional Fields Team Members 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_learner_1@yourcompany.com

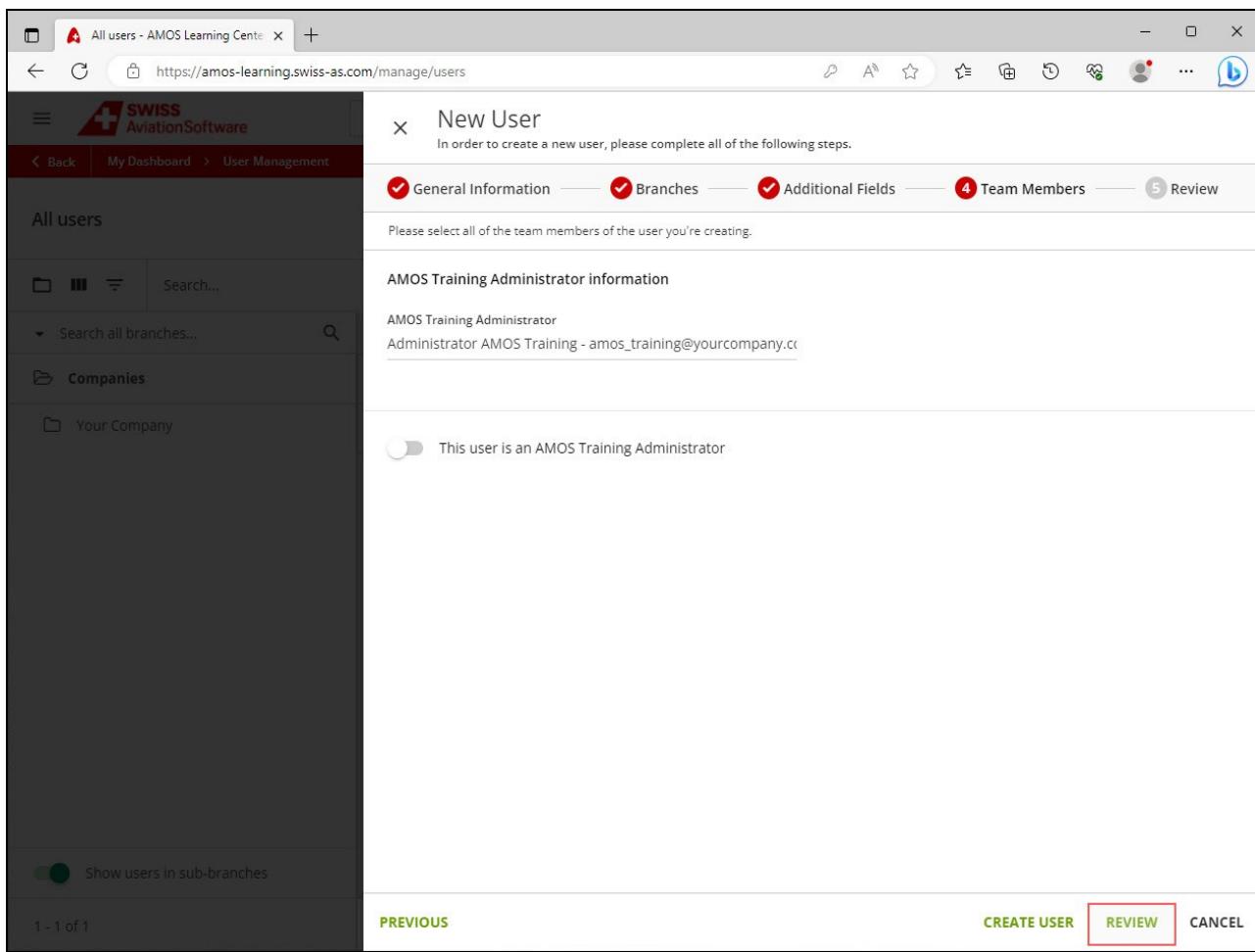
Administrator AMOS Training - amos_training@yourcompany.com

Show users in sub-branches

1 - 1 of 1

PREVIOUS CREATE USER REVIEW CANCEL

Click “Review”

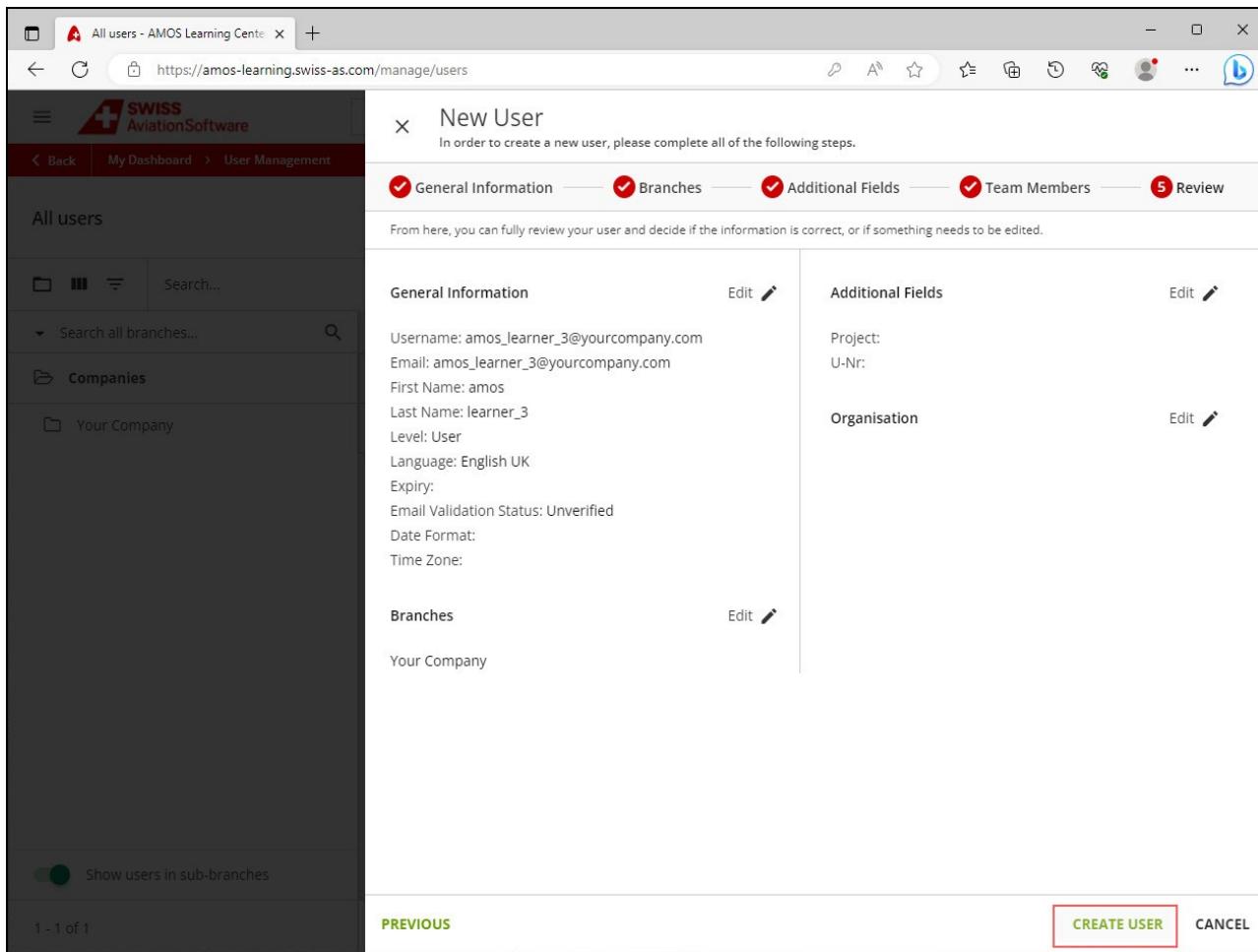


The screenshot shows a web browser window for the AMOS Learning Center. The URL is <https://amos-learning.swiss-as.com/manage/users>. The page is titled "New User" and displays a progress bar with five steps: "General Information" (checked), "Branches" (checked), "Additional Fields" (checked), "Team Members" (number 4), and "Review" (number 5, highlighted with a red box). The "Team Members" section instructs the user to "Please select all of the team members of the user you're creating." Below this, there is a section for "AMOS Training Administrator information" with the name "AMOS Training Administrator" and email "Administrator AMOS Training - amos_training@yourcompany.cc". A toggle switch is shown with the label "This user is an AMOS Training Administrator". At the bottom of the page, there are buttons for "CREATE USER", "REVIEW" (which is highlighted with a red box), and "CANCEL". The left sidebar shows navigation options like "All users", "Companies", and "Your Company".

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”

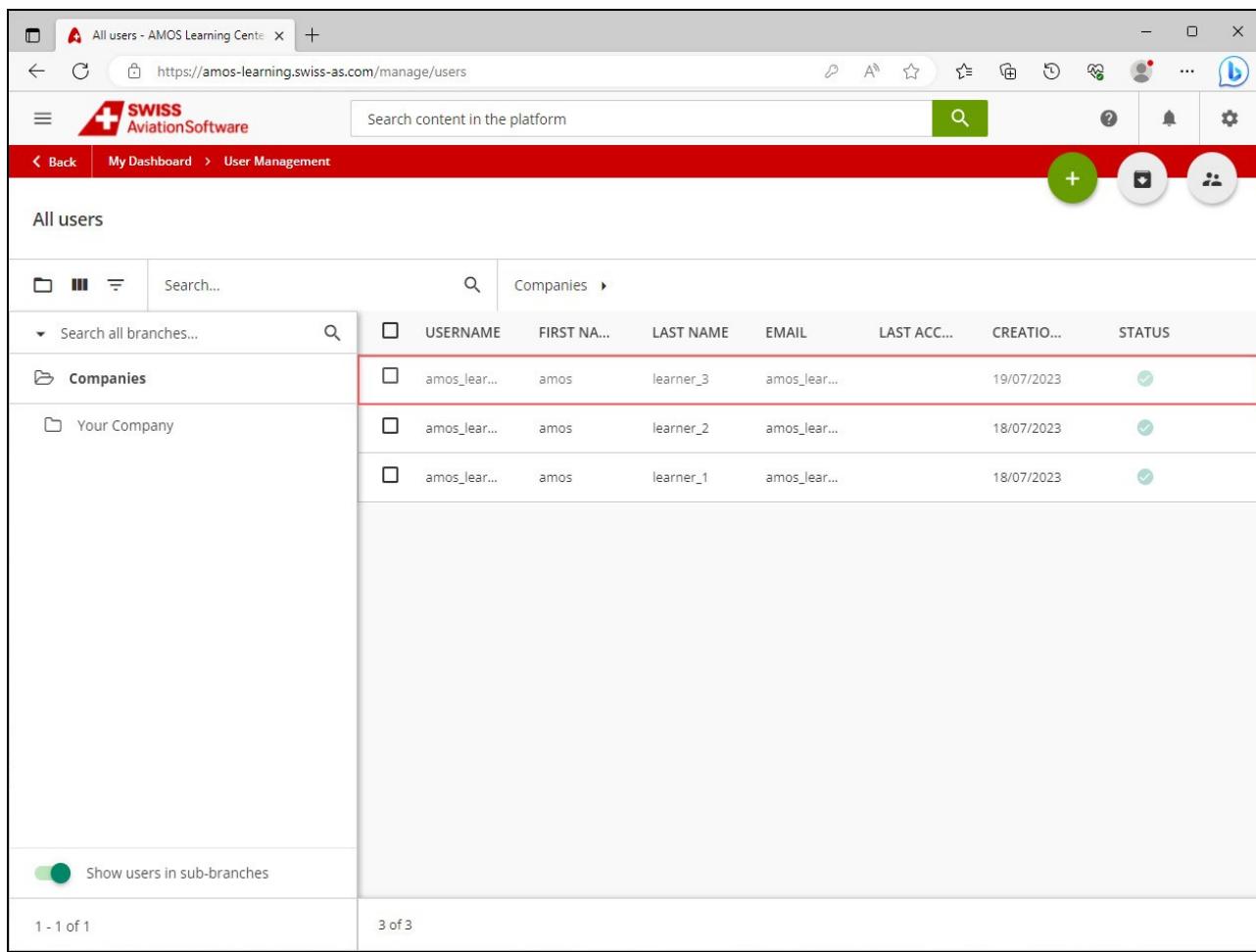


The screenshot shows the 'New User' creation interface. The left sidebar displays 'All users' with a search bar and a 'Companies' section. The main area has five tabs: 'General Information', 'Branches', 'Additional Fields', 'Team Members', and 'Review'. The 'General Information' tab is active, showing the following details:

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:	

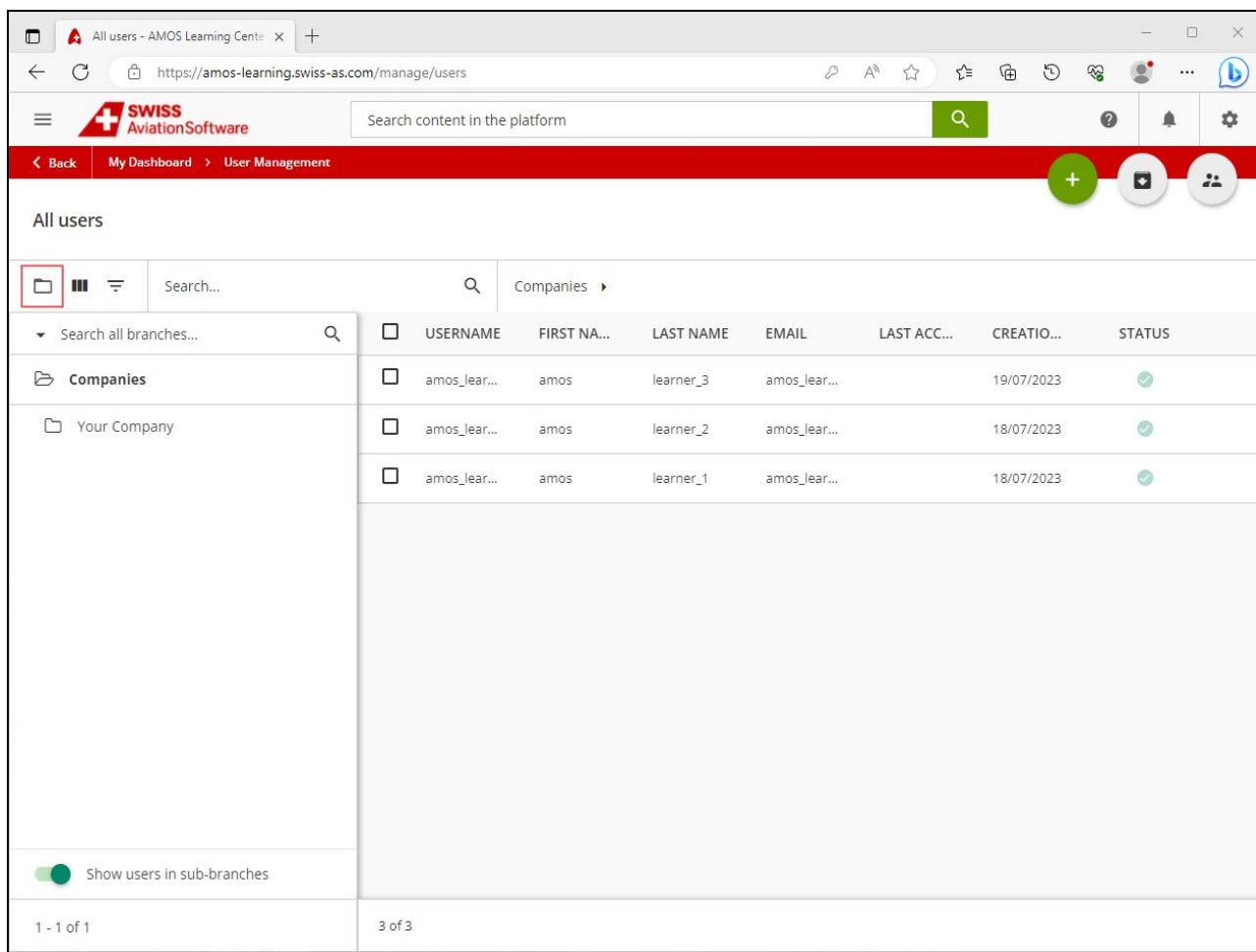
The 'Branches' tab shows 'Your Company'. The 'Additional Fields' tab shows 'Organisation'. The 'Team Members' tab is empty. The 'Review' tab is the 5th tab. At the bottom right, there are 'CREATE USER' and 'CANCEL' buttons, with 'CREATE USER' highlighted with a red box.

The user appears now on the users list



The screenshot shows a web browser window for the 'All users - AMOS Learning Center' page. The URL is <https://amos-learning.swiss-as.com/manage/users>. The page has a red header bar with 'My Dashboard' and 'User Management' buttons. The main content area is titled 'All users' and contains a table of user data. The table has columns: USERNAME, FIRST NA..., LAST NAME, EMAIL, LAST ACC..., CREATIO..., and STATUS. Three rows of data are listed, each with a checkbox in the first column. The rows are highlighted with red borders. The first row corresponds to the user 'amos_lear...' with details: amos, learner_3, amos_lear..., 19/07/2023, and a green checkmark. The second row corresponds to 'amos_lear...' with details: amos, learner_2, amos_lear..., 18/07/2023, and a green checkmark. The third row corresponds to 'amos_lear...' with details: amos, learner_1, amos_lear..., 18/07/2023, and a green checkmark. On the left side of the table, there is a sidebar with a search bar, a 'Companies' section, and a 'Your Company' section. At the bottom of the sidebar, there is a toggle switch labeled 'Show users in sub-branches' and a footer with '1 - 1 of 1' and '3 of 3'.

	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		



The screenshot shows the 'All users' page in the AMOS Learning Center. The URL is <https://amos-learning.swiss-as.com/manage/users>. The page title is 'All users - AMOS Learning Center'. The top navigation bar includes a search bar with the placeholder 'Search content in the platform' and a green search icon. The main content area is titled 'All users' and displays a table of user data. The table has columns: USERNAME, FIRST NA..., LAST NAME, EMAIL, LAST ACC..., CREATIO..., and STATUS. There are three users listed, each with a green checkmark in the STATUS column. The left sidebar shows a tree structure for 'Companies' and 'Your Company'. A toggle switch at the bottom left is set to 'Show users in sub-branches'. The bottom navigation bar shows '1 - 1 of 1' and '3 of 3'.

	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		

All users - AMOS Learning Center

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

SWISS AviationSoftware

Search content in the platform

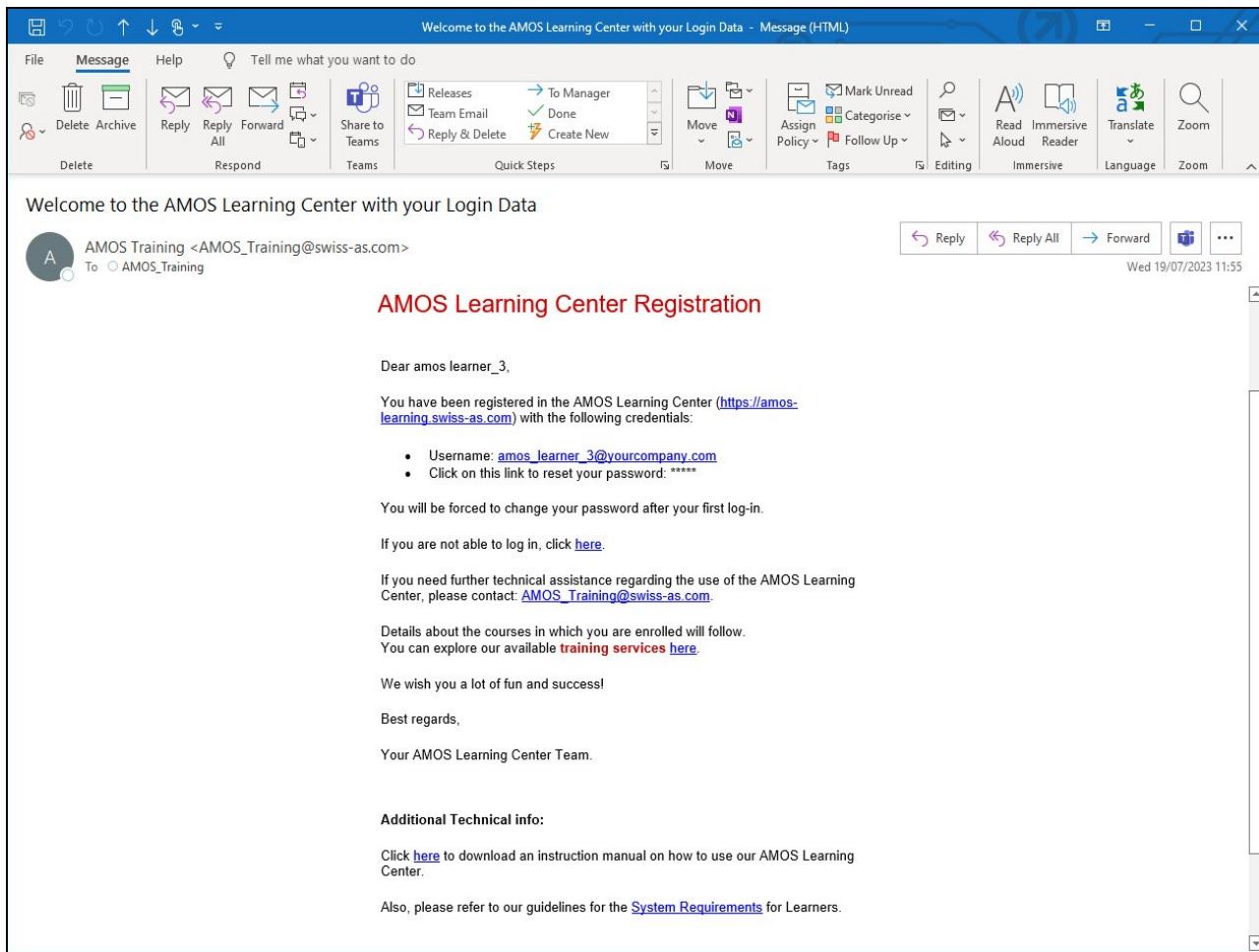
Back My Dashboard User Management

All users

<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	19/07/2023	
<input type="checkbox"/>	amos_learner_2@y...	amos	learner_2	amos_learner2@yo...	18/07/2023	18/07/2023	
<input type="checkbox"/>	amos_learner_1@y...	amos	learner_1	amos_learner_1@y...	18/07/2023	18/07/2023	

3 of 3

An email notification will be sent to the user



The screenshot shows an email message in a Microsoft Outlook-style interface. The subject of the email is "Welcome to the AMOS Learning Center with your Login Data". The message content is as follows:

Welcome to the AMOS Learning Center with your Login Data

AMOS Training <AMOS_Training@swiss-as.com>
To: AMOS_Training

AMOS Learning Center Registration

Dear amos learner_3,

You have been registered in the AMOS Learning Center (<https://amos-learning.swiss-as.com>) with the following credentials:

- Username: amos_learner_3@yourcompany.com
- Click on this link to reset your password: *****

You will be forced to change your password after your first log-in.

If you are not able to log in, click [here](#).

If you need further technical assistance regarding the use of the AMOS Learning Center, please contact: AMOS_Training@swiss-as.com.

Details about the courses in which you are enrolled will follow.
You can explore our available [training services](#) [here](#).

We wish you a lot of fun and success!

Best regards,

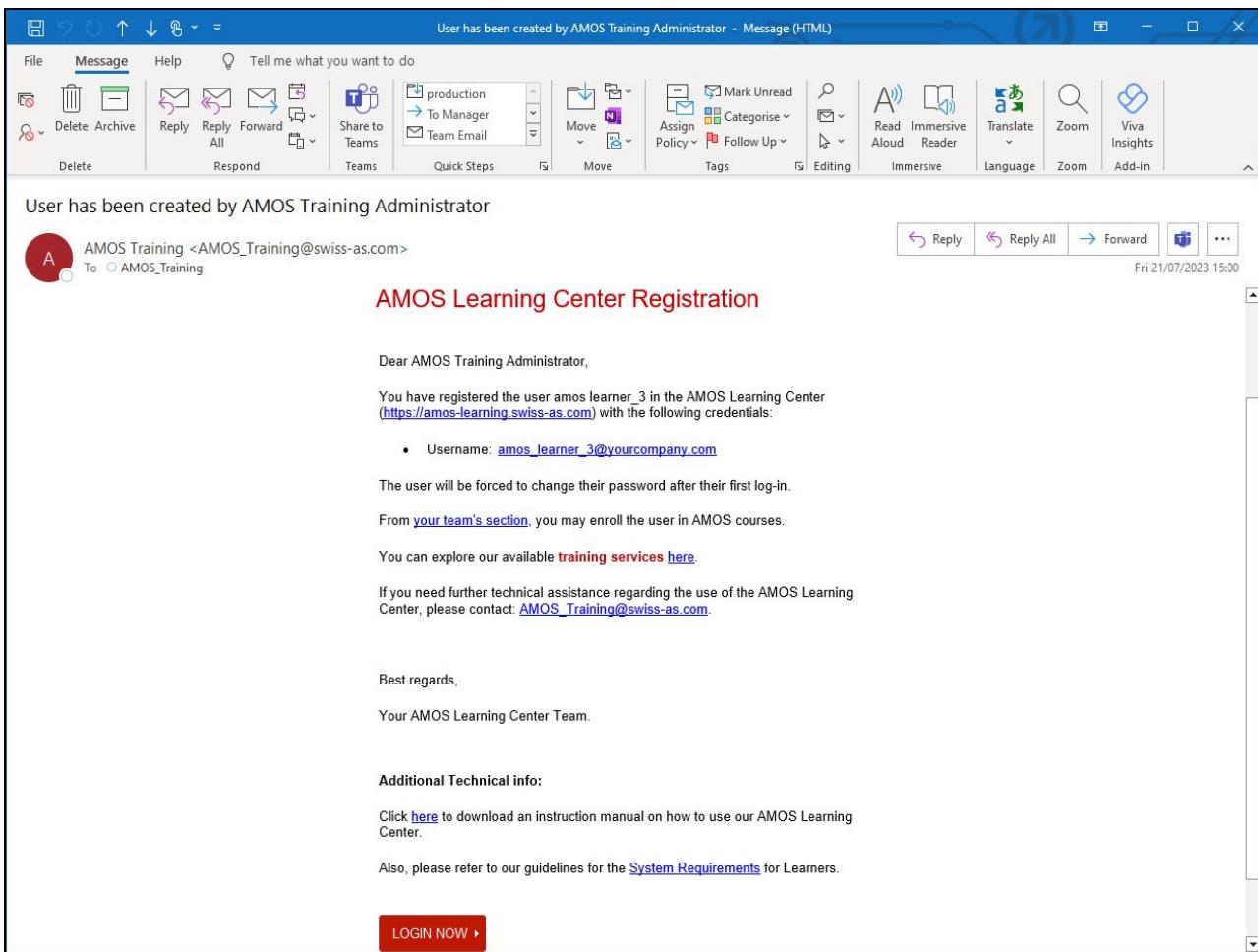
Your AMOS Learning Center Team.

Additional Technical info:

Click [here](#) to download an instruction manual on how to use our AMOS Learning Center.

Also, please refer to our guidelines for the [System Requirements](#) for Learners.

And you will receive a user creation confirmation too



The screenshot shows an Outlook message window with the following details:

- Subject:** User has been created by AMOS Training Administrator - Message (HTML)
- From:** AMOS Training <AMOS_Training@swiss-as.com>
- To:** AMOS_Training
- Date:** Fri 21/07/2023 15:00
- Message Content:**

User has been created by AMOS Training Administrator

AMOS Learning Center Registration

Dear AMOS Training Administrator,

You have registered the user amos learner_3 in the AMOS Learning Center (<https://amos-learning.swiss-as.com>) with the following credentials:

 - Username: amos_learner_3@yourcompany.com

The user will be forced to change their password after their first log-in.

From [your team's section](#), you may enroll the user in AMOS courses.

You can explore our available [training services](#) [here](#).

If you need further technical assistance regarding the use of the AMOS Learning Center, please contact: AMOS_Training@swiss-as.com.

Best regards,

Your AMOS Learning Center Team.

Additional Technical info:

Click [here](#) to download an instruction manual on how to use our AMOS Learning Center.

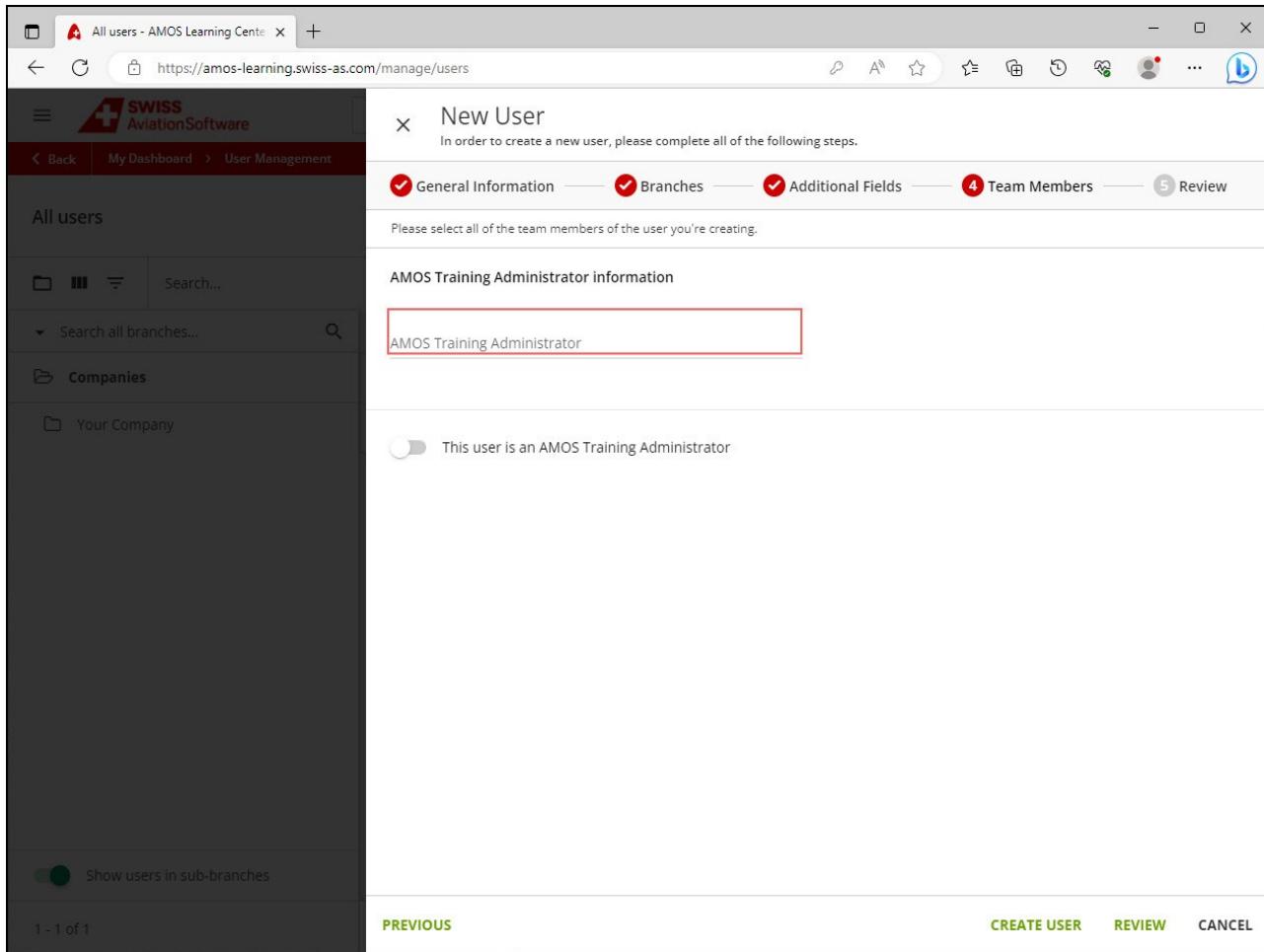
Also, please refer to our guidelines for the [System Requirements](#) for Learners.

LOGIN NOW ▶

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 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 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

Show users in sub-branches

1 - 1 of 1

PREVIOUS CREATE USER REVIEW CANCEL

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

This user is an AMOS Training Administrator

Show users in sub-branches

1 - 1 of 1

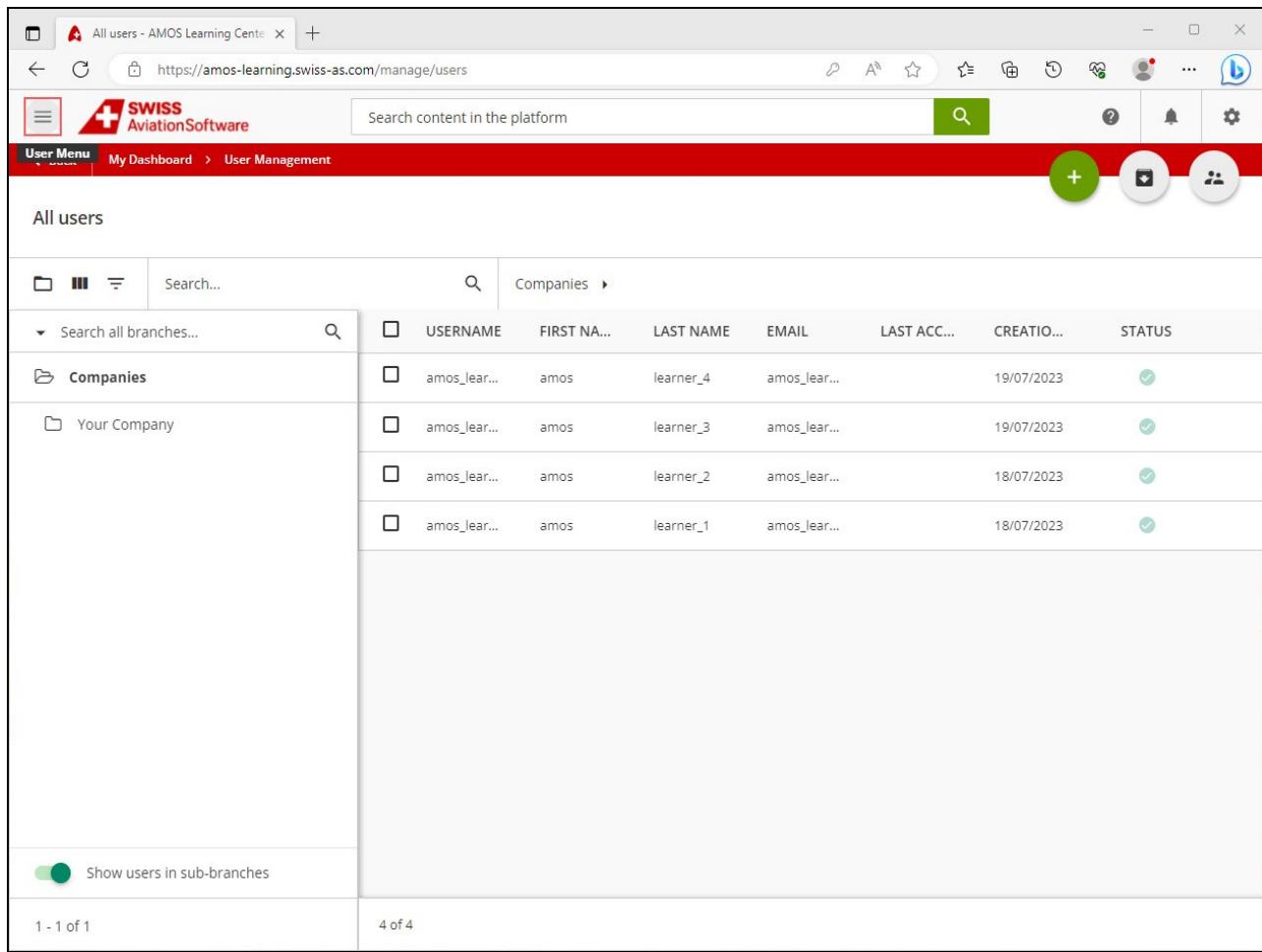
PREVIOUS

CREATE USER

REVIEW

CANCEL

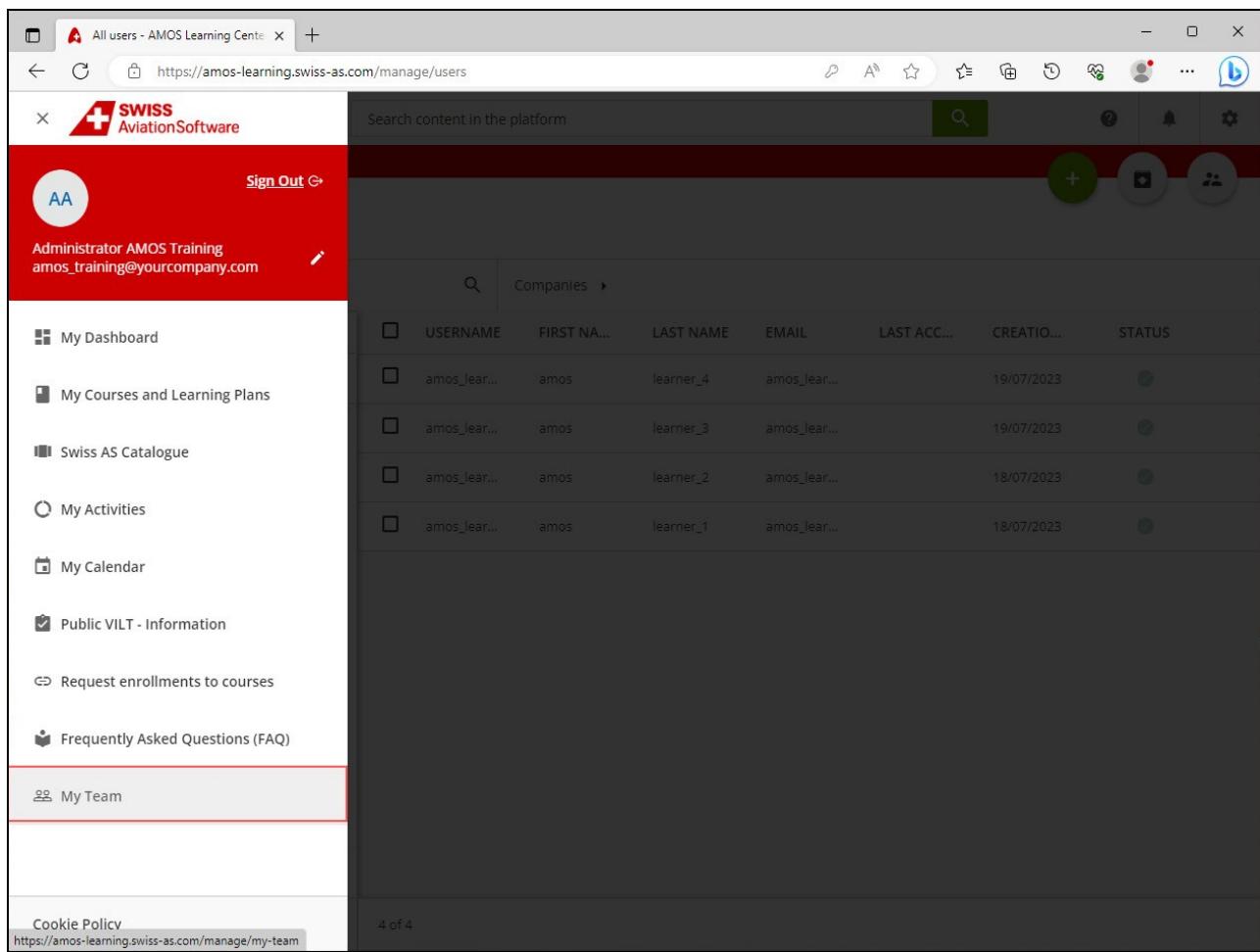
Click on the user menu (top left)



The screenshot shows a web browser window for 'All users - AMOS Learning Center' at the URL <https://amos-learning.swiss-as.com/manage/users>. The page is titled 'User Management' and shows a list of users under the heading 'All users'. The user list table has columns: USERNAME, FIRST NA..., LAST NAME, EMAIL, LAST ACC..., CREATIO..., and STATUS. There are four users listed, all with the first name 'amos' and last name 'learner'. The status for all users is a green checkmark. The interface includes a sidebar with 'Companies' and 'Your Company' sections, a search bar, and a toolbar with various icons.

	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		

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

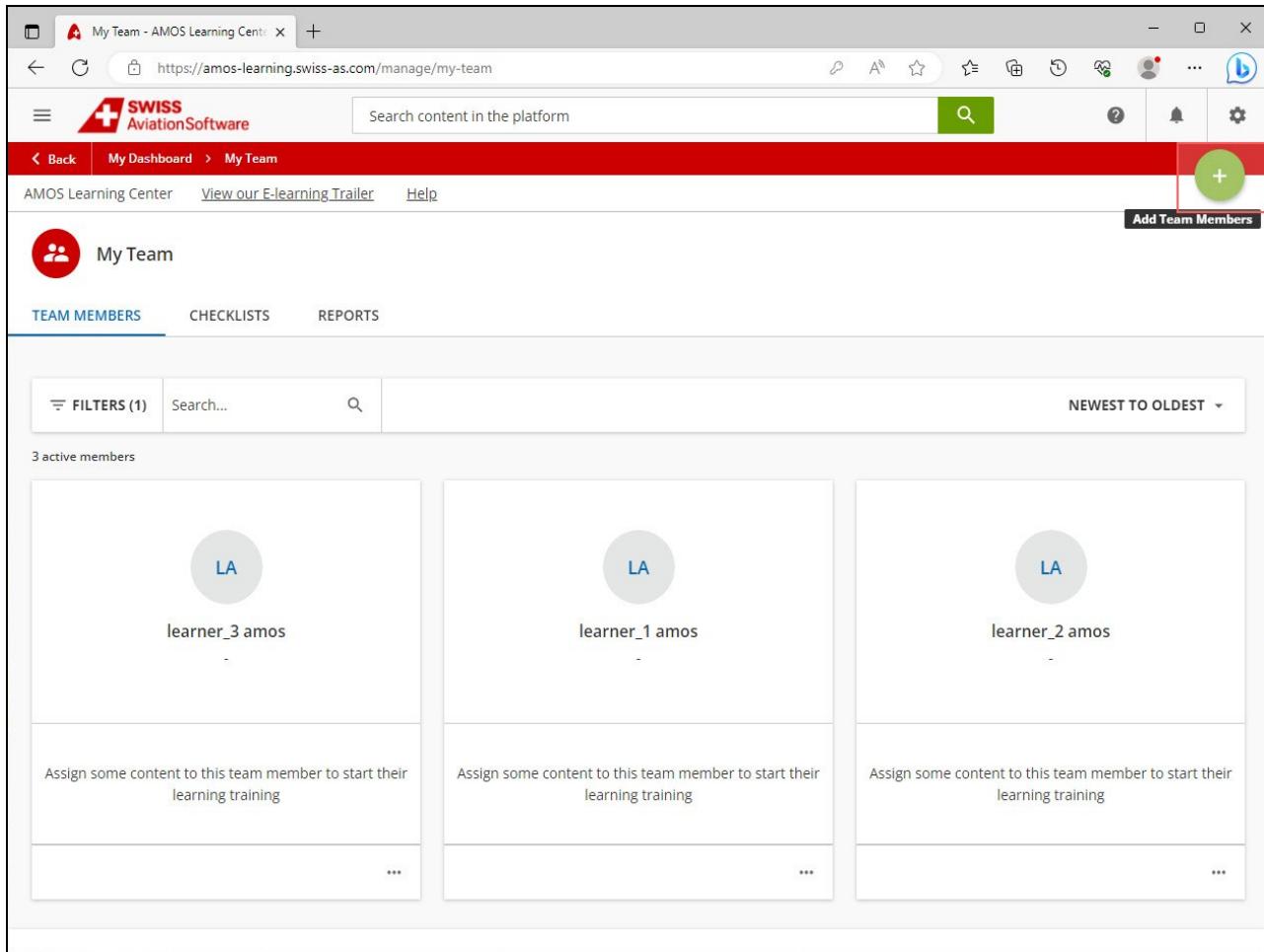


The screenshot shows a web browser window for the 'All users - AMOS Learning Center' page at <https://amos-learning.swiss-as.com/manage/users>. The page features a red header with the SWISS AviationSoftware logo and a search bar. On the left, a sidebar lists various menu items: 'My Dashboard', 'My Courses and Learning Plans', 'Swiss AS Catalogue', 'My Activities', 'My Calendar', 'Public VILT - Information' (which is checked), 'Request enrollments to courses', 'Frequently Asked Questions (FAQ)', and 'My Team'. The 'My Team' item is highlighted with a red border. The main content area displays a table of users with columns: USERNAME, FIRST NA..., LAST NAME, EMAIL, LAST ACC..., CREATIO..., and STATUS. There are four entries in the table, all with 'Status' set to 'Active' (green circle).

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

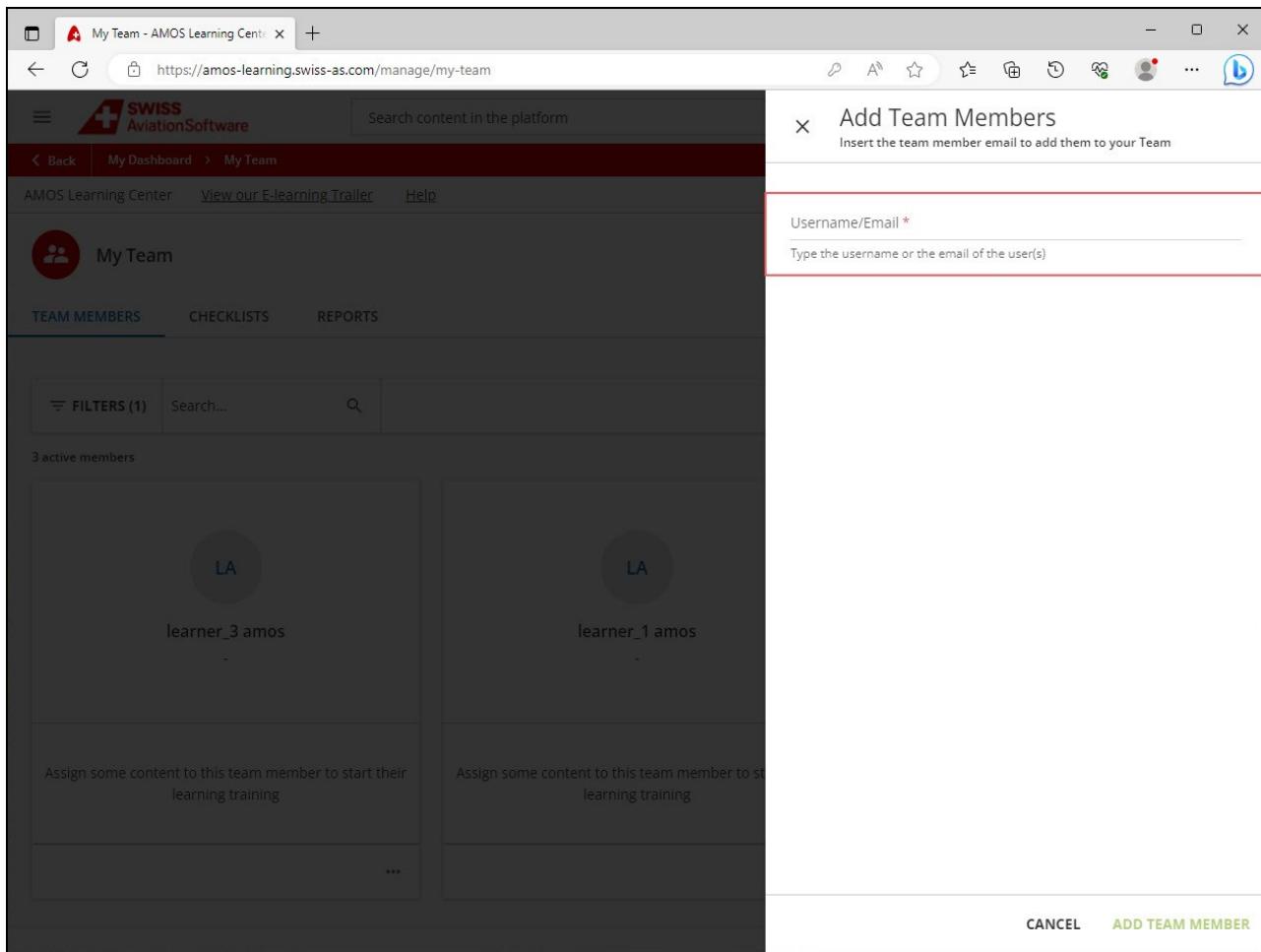
This is your team's page. From this page you will be able to enroll your team in courses and monitor their progress.

Select the green button "Add Team Members" (top right)



The screenshot shows the 'My Team' page of the AMOS Learning Center. The page header includes the SWISS AviationSoftware logo, a search bar, and a green 'Add Team Members' button. The main content area displays three team members: 'learner_3 amos', 'learner_1 amos', and 'learner_2 amos'. Each member is represented by a circular icon with 'LA' and a small profile picture, followed by their name. Below each name is a button labeled 'Start Learning'. The page also features a 'Filters' section, a search bar, and a sorting dropdown set to 'NEWEST TO OLDEST'.

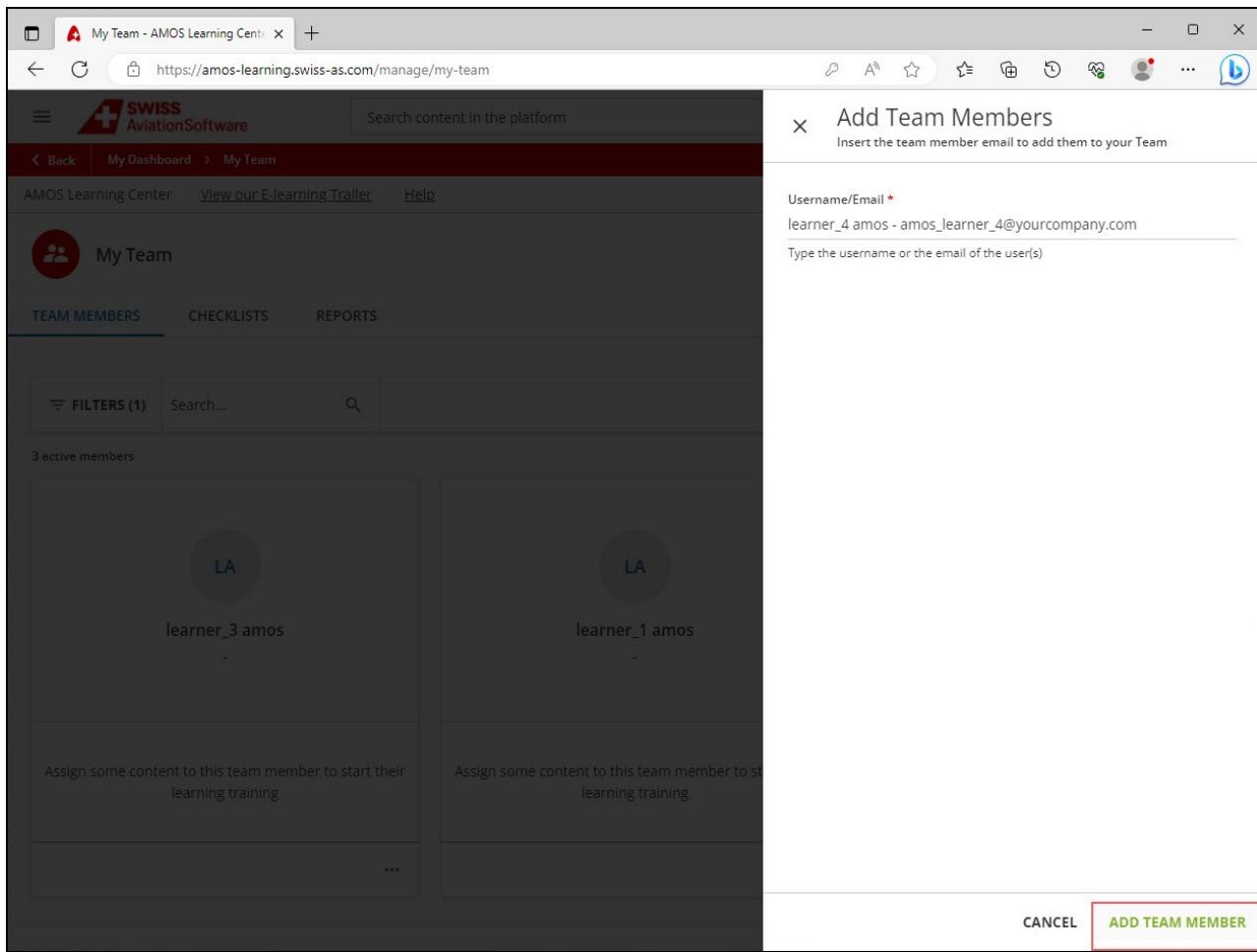
Search for the user



The screenshot shows a web browser window for the AMOS Learning Center. The main page displays a list of team members: 'learner_3 amos' and 'learner_1 amos'. Each member has a circular profile icon with 'LA' and a list of content items. A modal window titled 'Add Team Members' is open on the right, prompting the user to 'Insert the team member email to add them to your Team'. A red box highlights the 'Username/Email *' input field, which contains the placeholder 'Type the username or the email of the user(s)'. At the bottom of the modal are 'CANCEL' and 'ADD TEAM MEMBER' buttons.

The screenshot shows a web browser window for the AMOS Learning Center. The main page displays a list of team members: learner_3 amos and learner_1 amos. Each member has a profile icon and a 'LA' label. Below each profile is a placeholder text: 'Assign some content to this team member to start their learning training' and an ellipsis (...). The right side of the screen is occupied by a modal window titled 'Add Team Members'. The modal has a search input field with the placeholder 'Insert the team member email to add them to your Team' and a 'Username/Email *' field containing 'amos'. Below this field is a list of suggested emails: learner_1 amos - amos_learner_1@yourcompany.com, learner_2 amos - amos_learner2@yourcompany.com, learner_3 amos - amos_learner_3@yourcompany.com, and learner_4 amos - amos_learner_4@yourcompany.com. The last email in the list is highlighted with a red background. At the bottom of the modal are 'CANCEL' and 'ADD TEAM MEMBER' buttons.

Add the user to the team

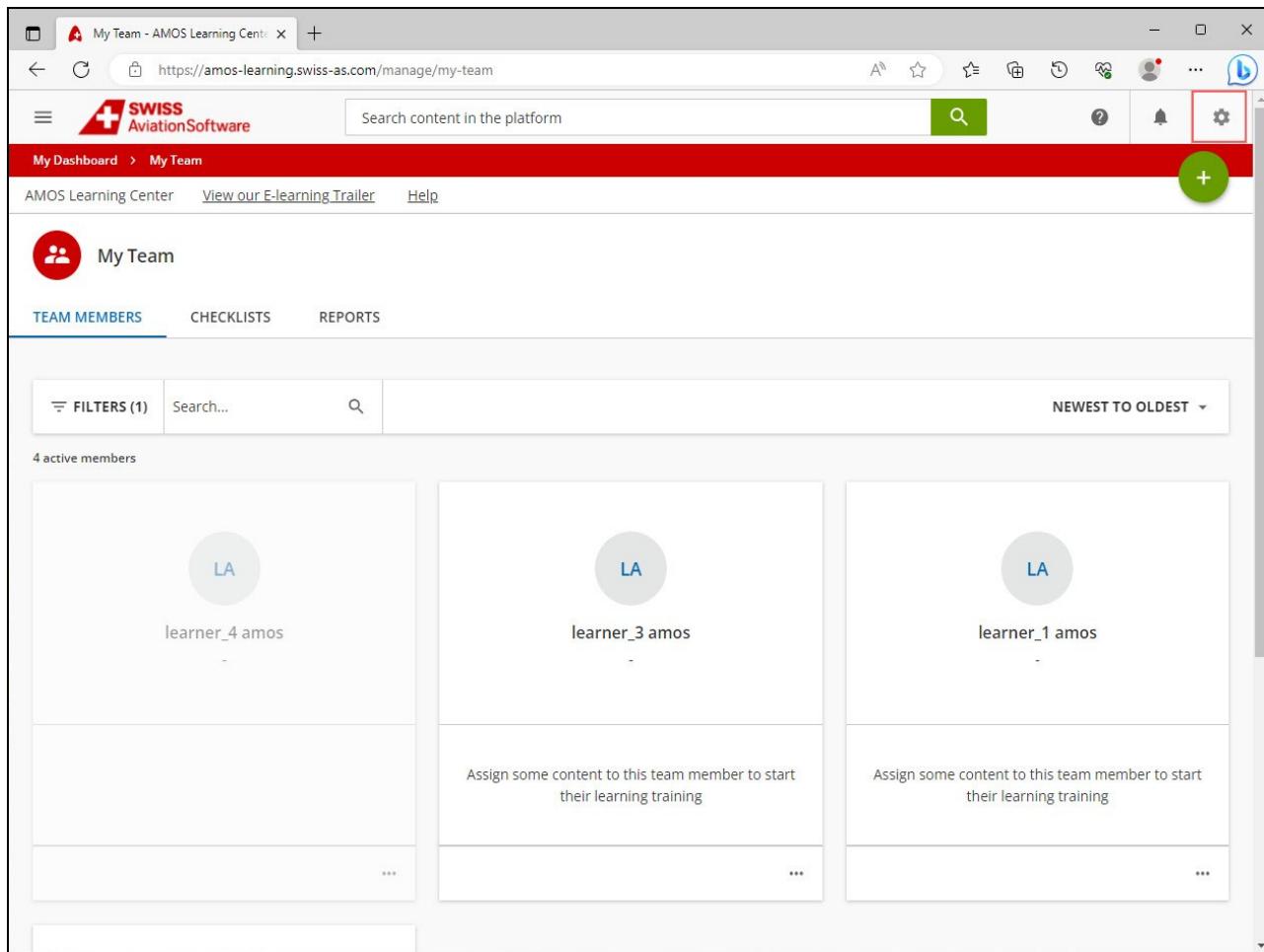


The screenshot shows a web browser window for the AMOS Learning Center. The main page is titled 'My Team - AMOS Learning Center' and displays a list of team members: 'learner_3 amos' and 'learner_1 amos'. A modal window titled 'Add Team Members' is open on the right, prompting the user to 'Insert the team member email to add them to your Team'. The 'Username/Email' field contains 'learner_4 amos - amos_learner_4@yourcompany.com'. The 'ADD TEAM MEMBER' button is highlighted with a red box.

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)

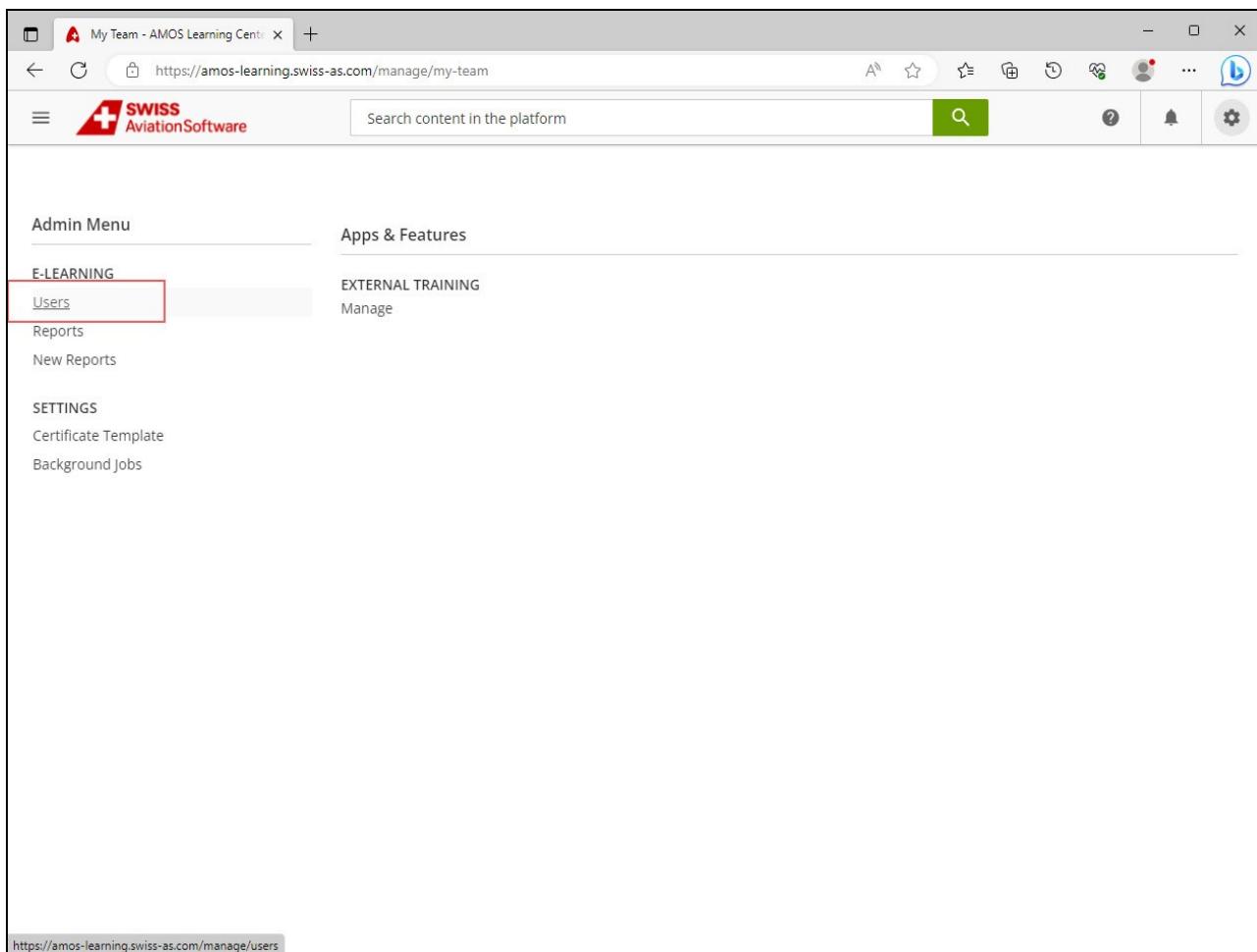


The screenshot shows the 'My Team' section of the AMOS Learning Center. At the top, there is a red header bar with the 'My Dashboard' and 'My Team' links. Below this, the main content area is titled 'My Team'. It features three team members listed in a grid:

- learner_4 amos**: This row is highlighted with a green circle containing a plus sign, indicating it is the current tab. The member's name is in bold. A greyed-out 'LA' icon is in the top right corner of the card.
- learner_3 amos**: The member's name is in bold. A greyed-out 'LA' icon is in the top right corner of the card. Below the card, a message says: "Assign some content to this team member to start their learning training".
- learner_1 amos**: The member's name is in bold. A greyed-out 'LA' icon is in the top right corner of the card. Below the card, a message says: "Assign some content to this team member to start their learning training".

At the top right of the page, there is an admin menu icon (a gear symbol) which is highlighted with a red box. The browser's address bar shows the URL <https://amos-learning.swiss-as.com/manage/my-team>.

Select “Users”



My Team - AMOS Learning Cent... <https://amos-learning.swiss-as.com/manage/my-team>

Search content in the platform

Admin Menu

E-LEARNING

- [Users](#)
- [Reports](#)
- [New Reports](#)

SETTINGS

- [Certificate Template](#)
- [Background Jobs](#)

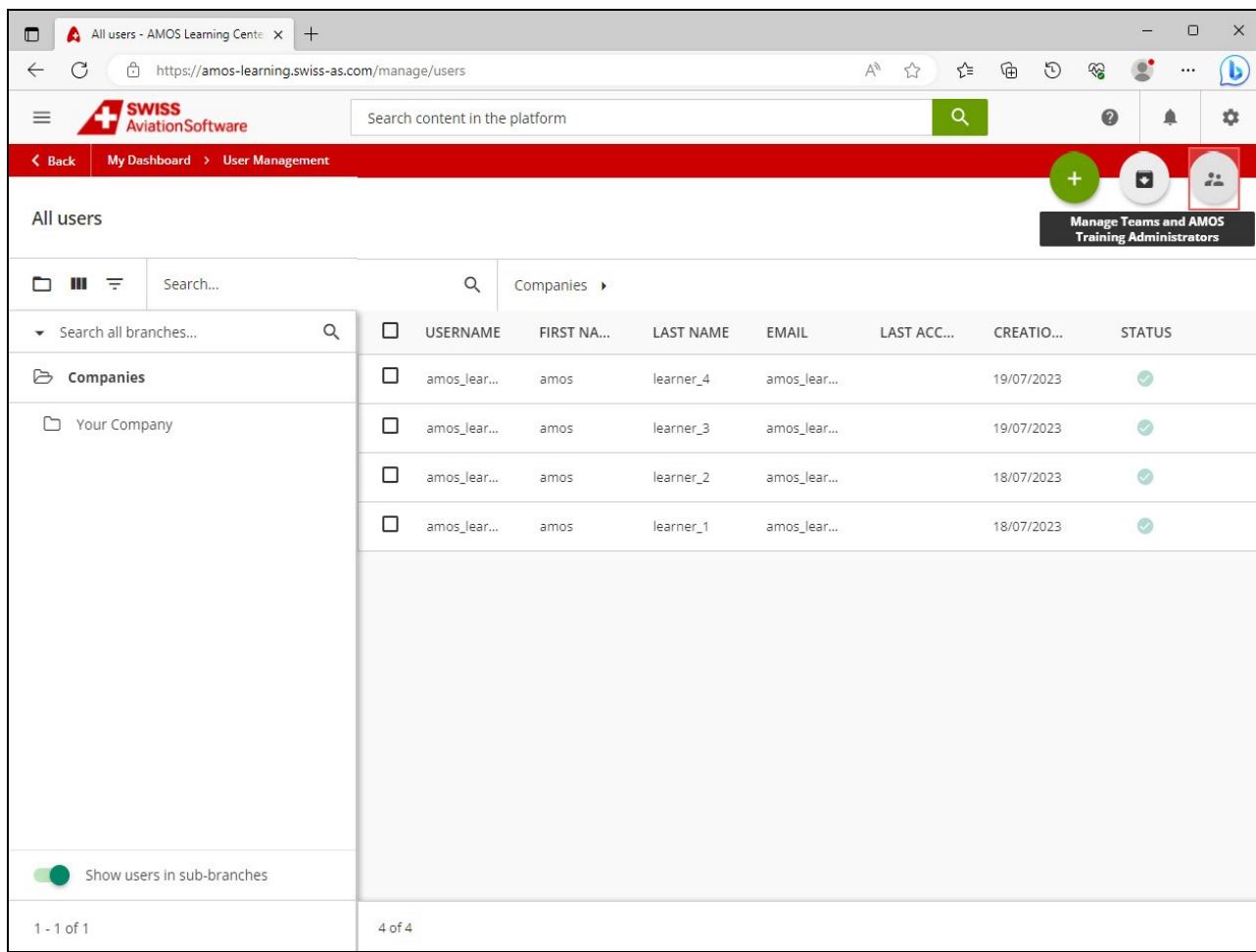
Apps & Features

EXTERNAL TRAINING

- [Manage](#)

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

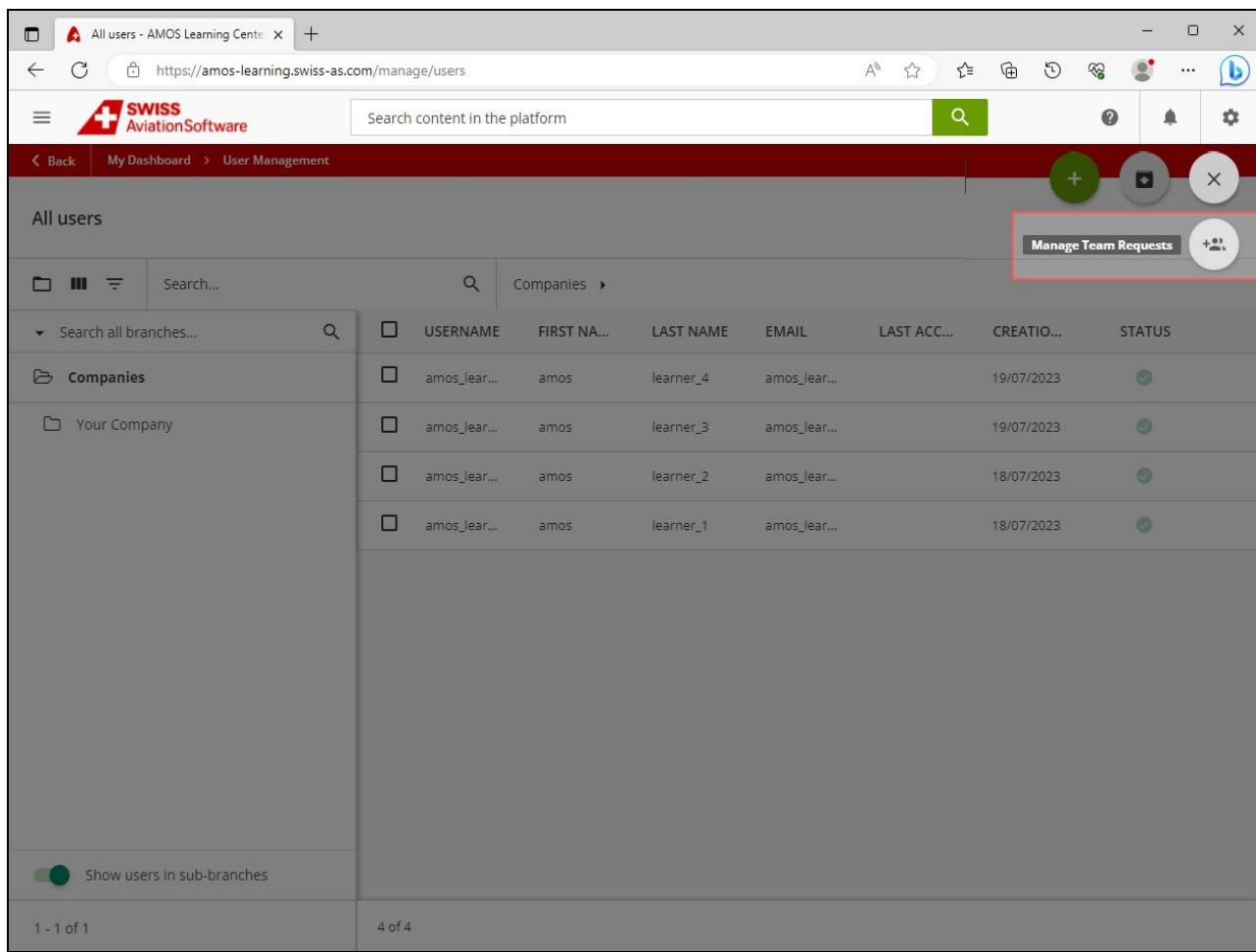
Select “Manage Teams and AMOS Training Administrators”



The screenshot shows a web browser window for the AMOS Learning Center. The URL is <https://amos-learning.swiss-as.com/manage/users>. The page title is "All users - AMOS Learning Center". The header includes the SWISS AviationSoftware logo, a search bar, and various navigation icons. The main content area is titled "All users" and displays a table of user data. The table has columns: USERNAME, FIRST NA..., LAST NAME, EMAIL, LAST ACC..., CREATIO..., and STATUS. There are four user entries, each with a checkbox in the first column. The users are: 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; and amos_lear..., amos, learner_1, amos_lear..., 18/07/2023. A "Companies" section is visible on the left, and a "Manage Teams and AMOS Training Administrators" button is in the top right. At the bottom, there is a toggle switch for "Show users in sub-branches" and a footer showing "1 - 1 of 1" and "4 of 4".

	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		

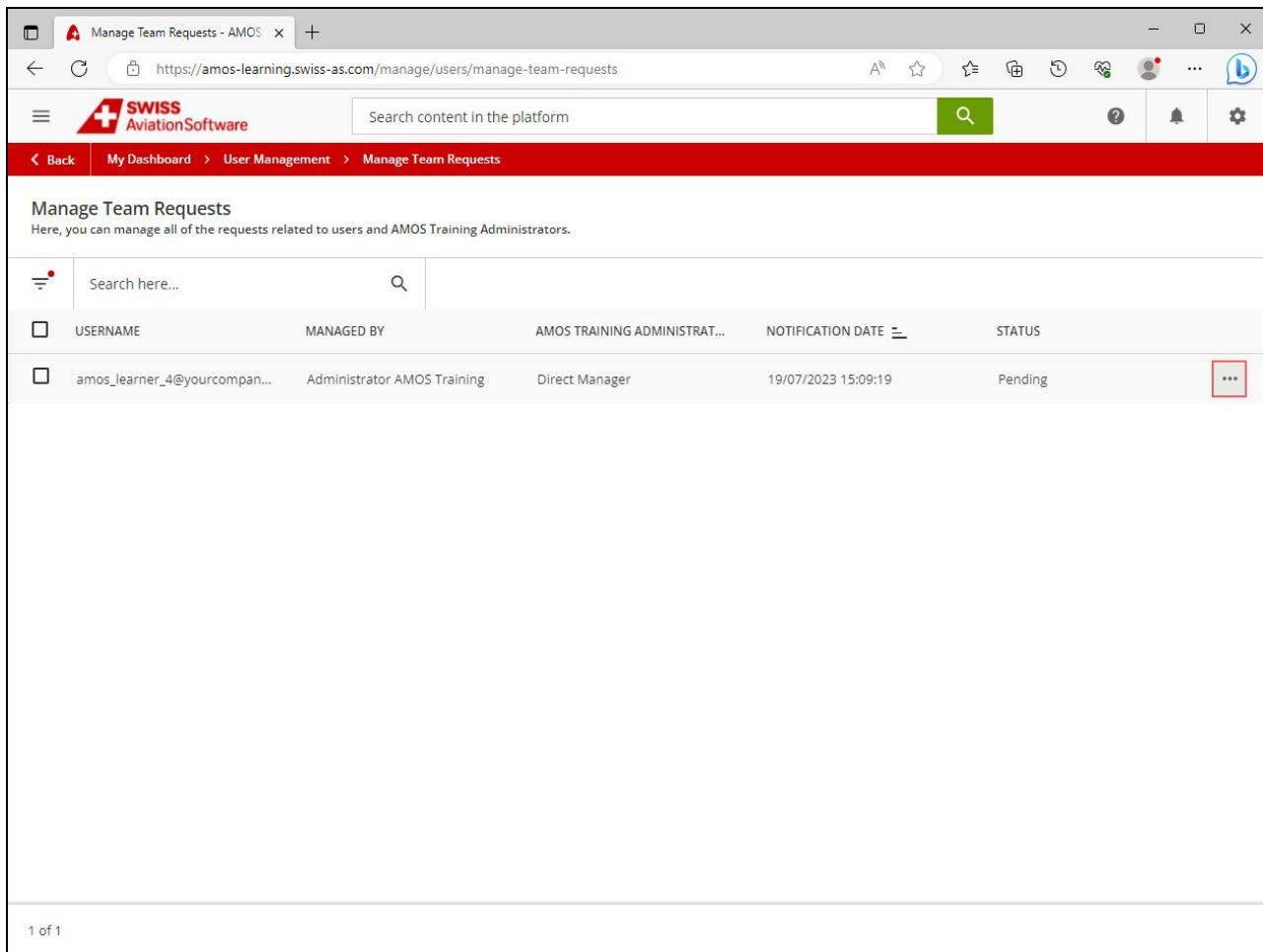
Select “Manage Team Requests”



The screenshot shows a web browser window for the 'All users - AMOS Learning Center' page. The URL is <https://amos-learning.swiss-as.com/manage/users>. The page title is 'All users'. The top navigation bar includes a 'SWISS AviationSoftware' logo, a search bar, and a 'Manage Team Requests' button, which is highlighted with a red box. The main content area is a table titled 'All users' with columns: USERNAME, FIRST NA..., LAST NAME, EMAIL, LAST ACC..., CREATIO..., and STATUS. There are four entries in the table, all with green checkmarks in the STATUS column. The table includes a search bar and a 'Companies' dropdown. At the bottom, there is a toggle switch for 'Show users in sub-branches' and a footer showing '1 - 1 of 1' and '4 of 4'.

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		✓

Click on the ellipsis icon (...)



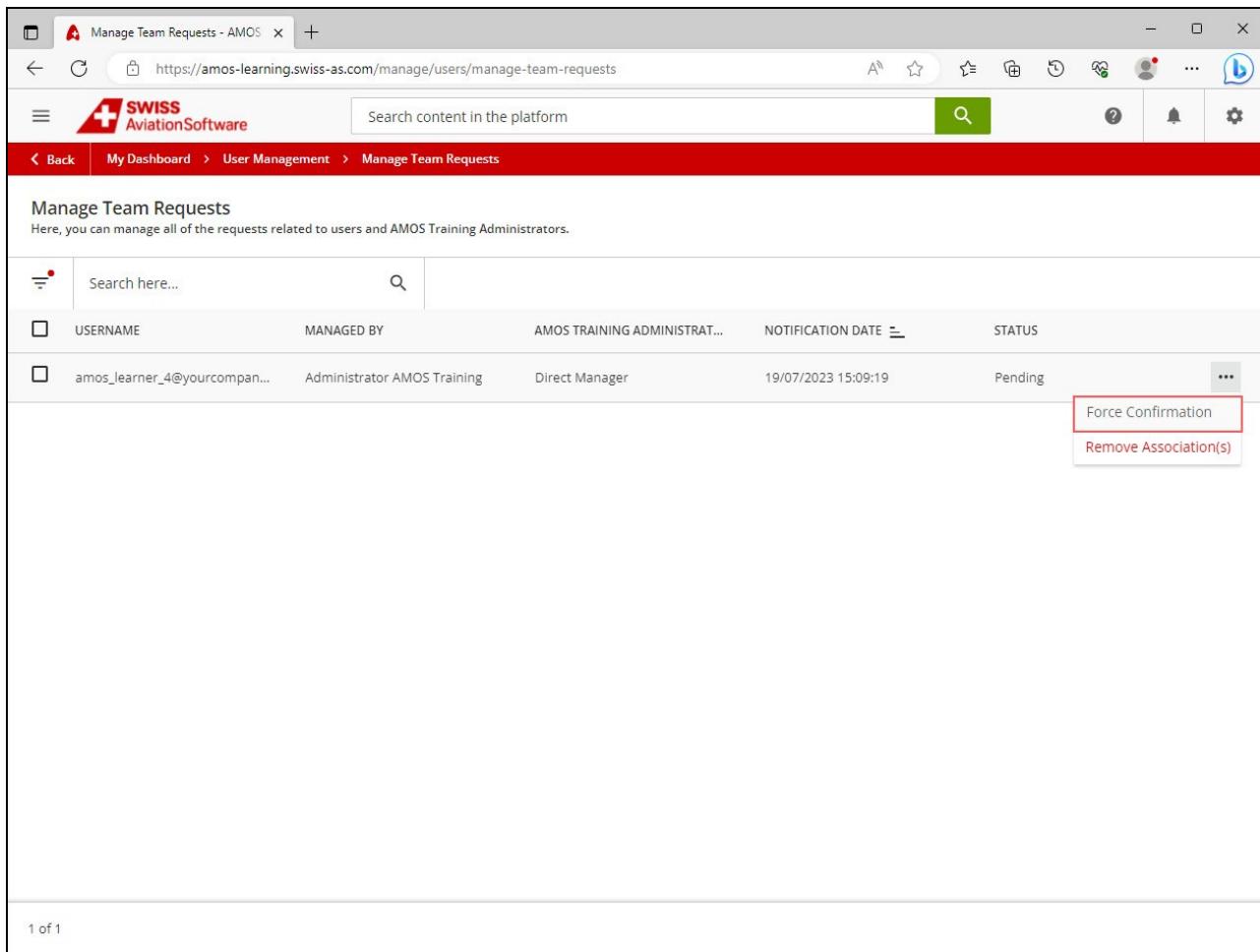
Manage Team Requests

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

<input type="checkbox"/>	USERNAME	MANAGED BY	AMOS TRAINING ADMINISTRATOR	NOTIFICATION DATE	STATUS	<input type="button" value="..."/>
<input type="checkbox"/>	amos_learner_4@yourcompan...	Administrator AMOS Training	Direct Manager	19/07/2023 15:09:19	Pending	<input type="button" value="..."/>

1 of 1

Select “Force Confirmation”



Manage Team Requests

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

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

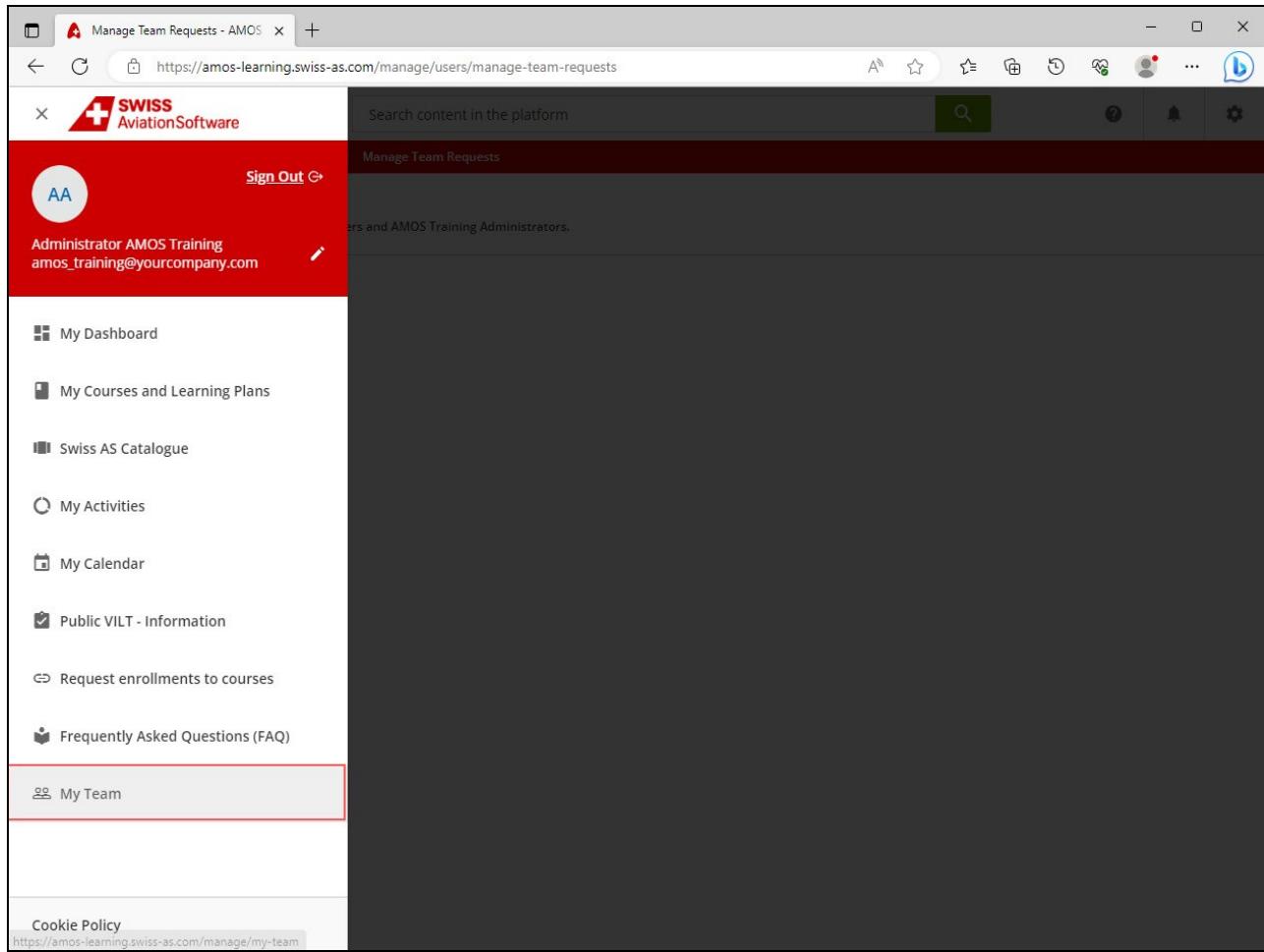
1 of 1

Return to your team

Manage Team Requests

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

There are no items available.



The screenshot shows a web browser window for the AMOS Learning platform. The URL in the address bar is <https://amos-learning.swiss-as.com/manage/users/manage-team-requests>. The page title is "Manage Team Requests - AMOS". The header includes the SWISS AviationSoftware logo, a search bar, and a "Manage Team Requests" section. A sidebar on the left lists various navigation options, with "My Team" highlighted by a red border. The main content area is currently empty, showing a message about team management.

Manage Team Requests - AMOS

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

SWISS AviationSoftware

Search content in the platform

Manage Team Requests

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

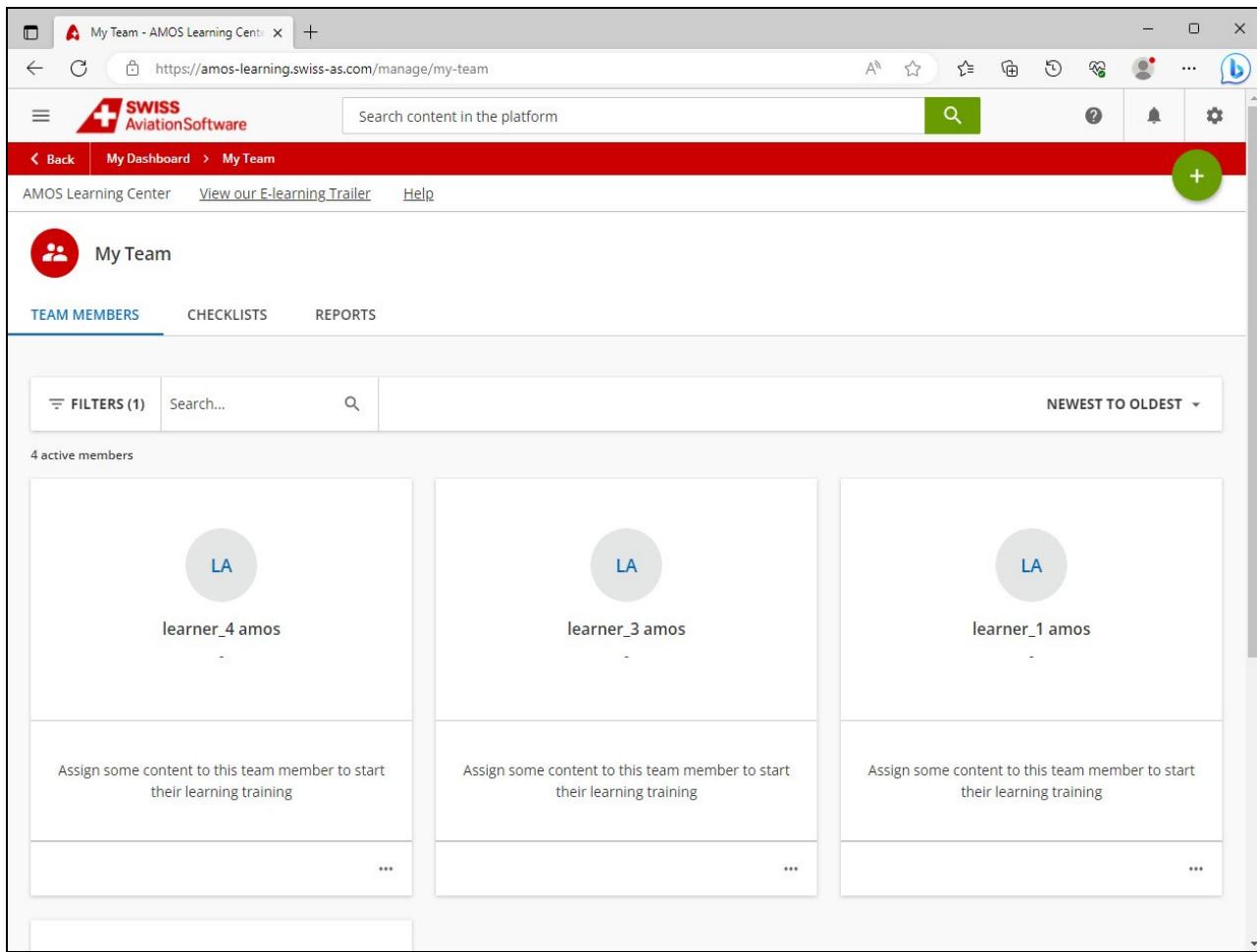
Frequently Asked Questions (FAQ)

My Team

Cookie Policy

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

The user is now a confirmed member of your team



The screenshot shows the 'My Team' section of the AMOS Learning Center. At the top, there is a red navigation bar with 'My Dashboard' and 'My Team' selected. Below this, the main content area is titled 'My Team' and shows '4 active members'. Each member is represented by a circular icon with 'LA' and a name: 'learner_4 amos', 'learner_3 amos', and 'learner_1 amos'. Below each name is a callout box with the text 'Assign some content to this team member to start their learning training'. There are also three '...' buttons at the bottom of each row.

TEAM MEMBERS CHECKLISTS REPORTS

FILTERS (1) Search... NEWEST TO OLDEST

4 active members

learner_4 amos

learner_3 amos

learner_1 amos

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

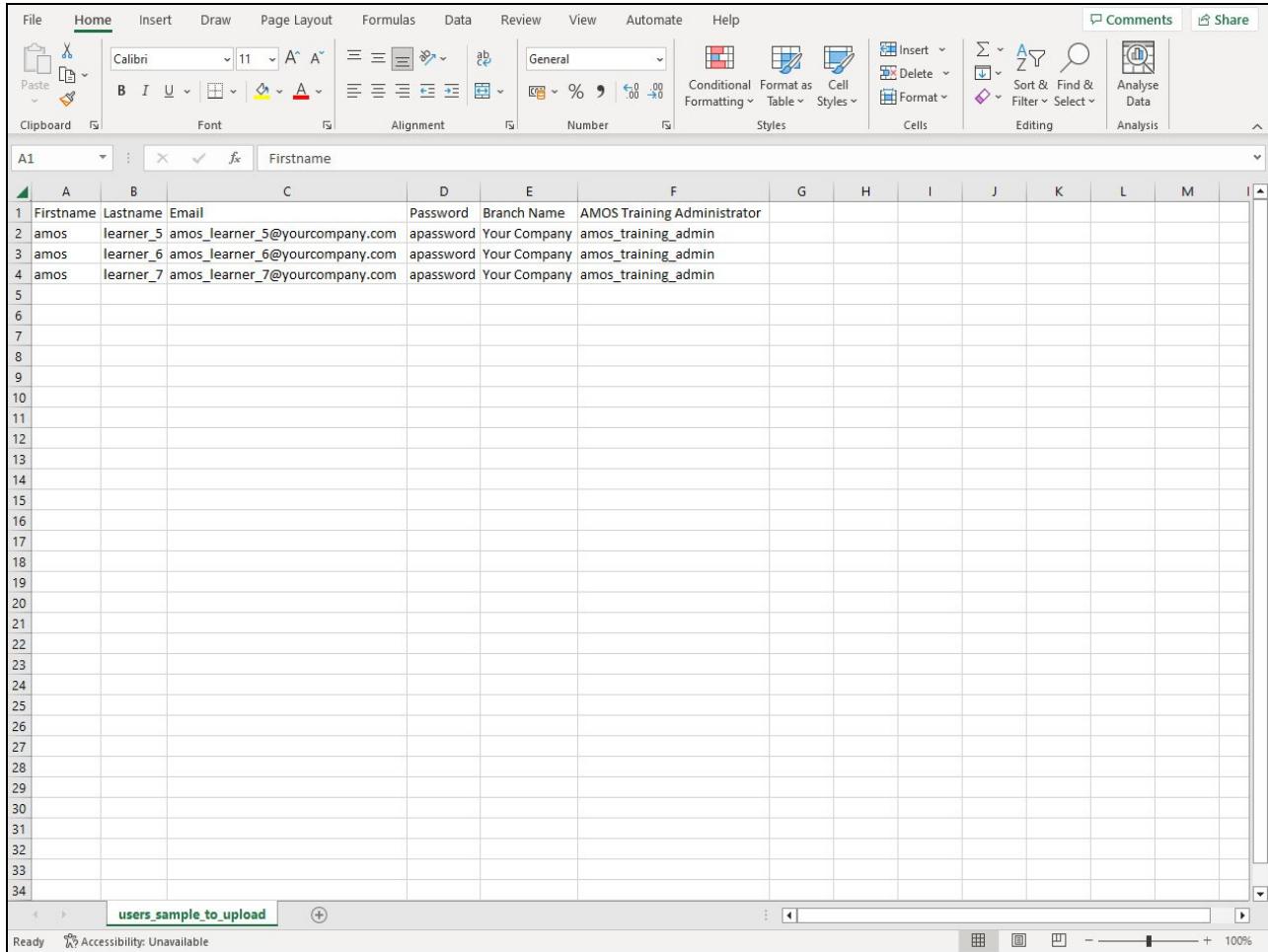
...

...

...

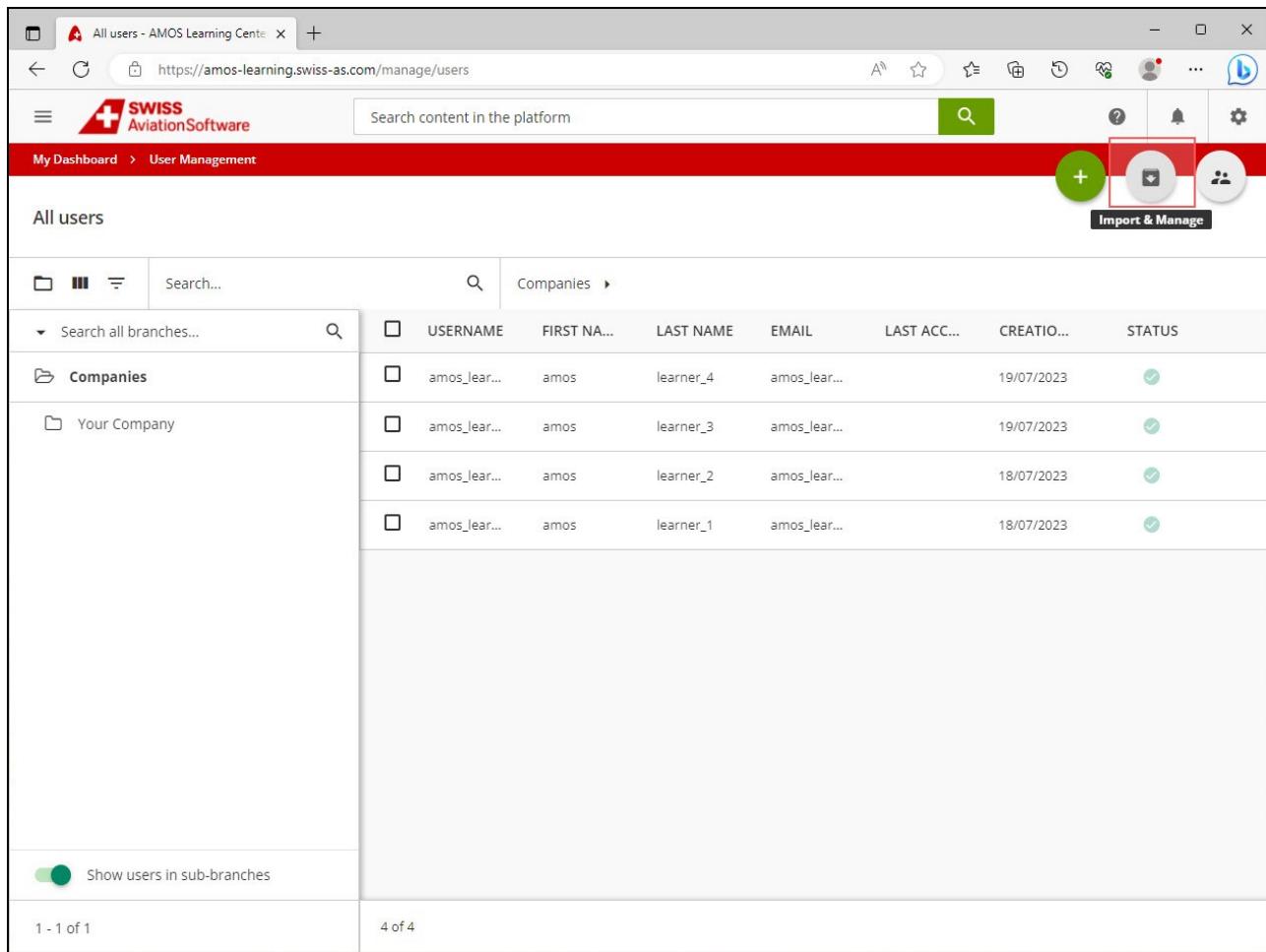
3. Create multiple users by CSV upload

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.



	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Firstname	Lastname	Email	Password	Branch Name	AMOS Training Administrator							
2	amos	learner_5	amos_learner_5@yourcompany.com	apassword	Your Company	amos_training_admin							
3	amos	learner_6	amos_learner_6@yourcompany.com	apassword	Your Company	amos_training_admin							
4	amos	learner_7	amos_learner_7@yourcompany.com	apassword	Your Company	amos_training_admin							
5													
6													
7													
8													
9													
10													
11													
12													
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14													
15													
16													
17													
18													
19													
20													
21													
22													
23													
24													
25													
26													
27													
28													
29													
30													
31													
32													
33													
34													

Select “Import & Manage”

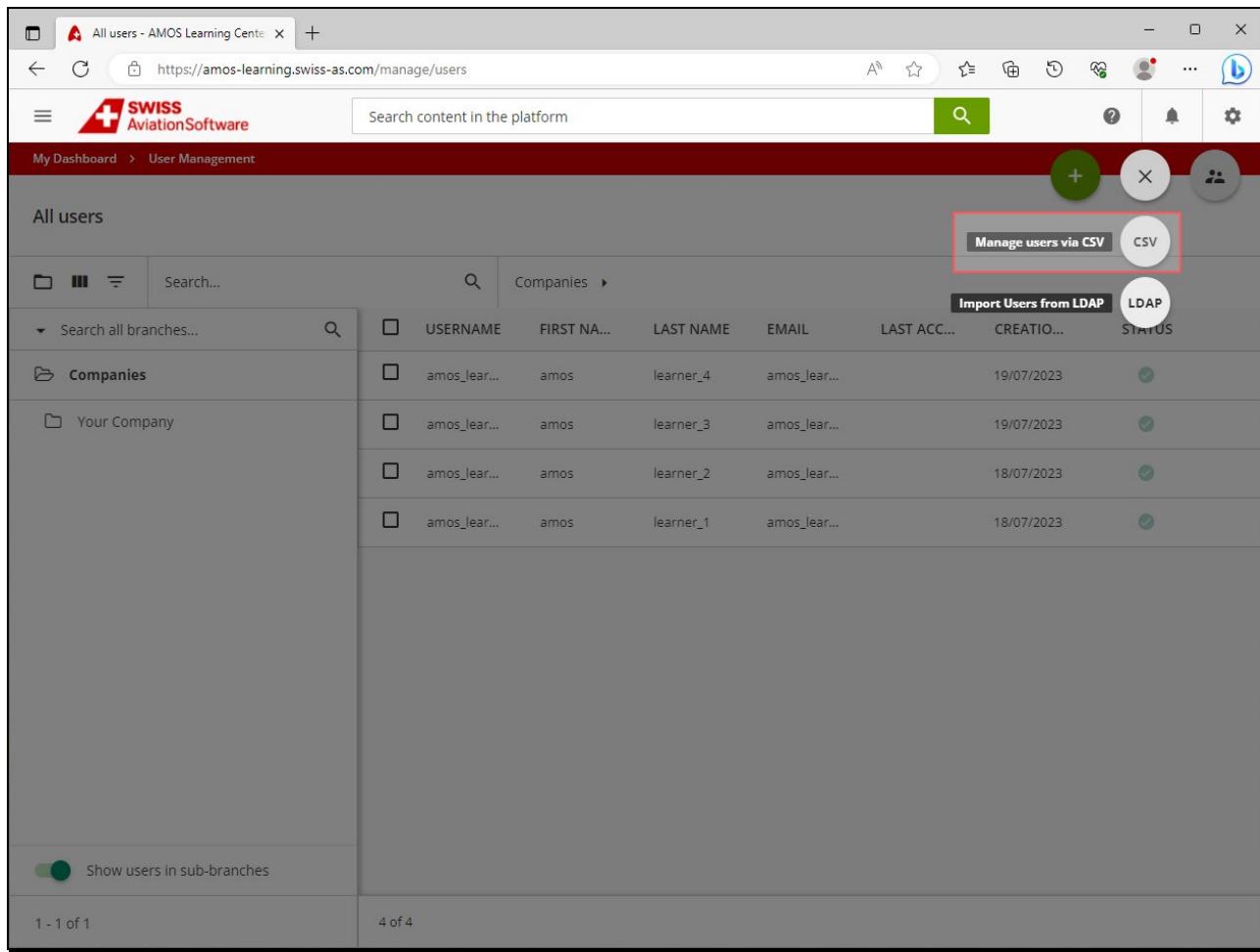


The screenshot shows a web browser window for the 'All users' page in the AMOS Learning Center. The URL is <https://amos-learning.swiss-as.com/manage/users>. The page has a red header bar with the text 'My Dashboard > User Management'. On the right side of the header, there is a 'Import & Manage' button, which is highlighted with a red box. The main content area is titled 'All users' and contains a table with the following data:

	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		

On the left side of the table, there is a sidebar with a search bar and a 'Companies' section. The 'Companies' section shows 'Companies' and 'Your Company' with a dropdown menu. At the bottom of the sidebar, there is a toggle switch for 'Show users in sub-branches' and a footer with the text '1 - 1 of 1' and '4 of 4'.

Select “Manage users via CSV”



The screenshot shows the 'All users' page of the AMOS Learning Center. At the top right, there is a 'Manage users via CSV' button, which is highlighted with a red box. Below it are buttons for 'Import Users from LDAP' and 'LDAP STATUS'. The main table lists four user entries, each with a checkbox and a green checkmark in the 'STATUS' column. The table columns are: USERNAME, FIRST NA..., LAST NAME, EMAIL, LAST ACC..., and CREATIO... STATUS. The first user is 'amos_lear...' with 'learner_4' as the last name. The second is 'amos_lear...' with 'learner_3'. The third is 'amos_lear...' with 'learner_2'. The fourth is 'amos_lear...' with 'learner_1'. The bottom of the page shows a toggle for 'Show users in sub-branches' and page navigation from 1-1 of 1 to 4 of 4.

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		✓

Drop your .csv file or browse for it

All users - AMOS Learning Center

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

SWISS AviationSoftware

My Dashboard > User Management

All users

Search... Companies

Companies

Your Company

Show users in sub-branches

1 - 1 of 1

4 of 4

Import users via CSV

Import users via CSV

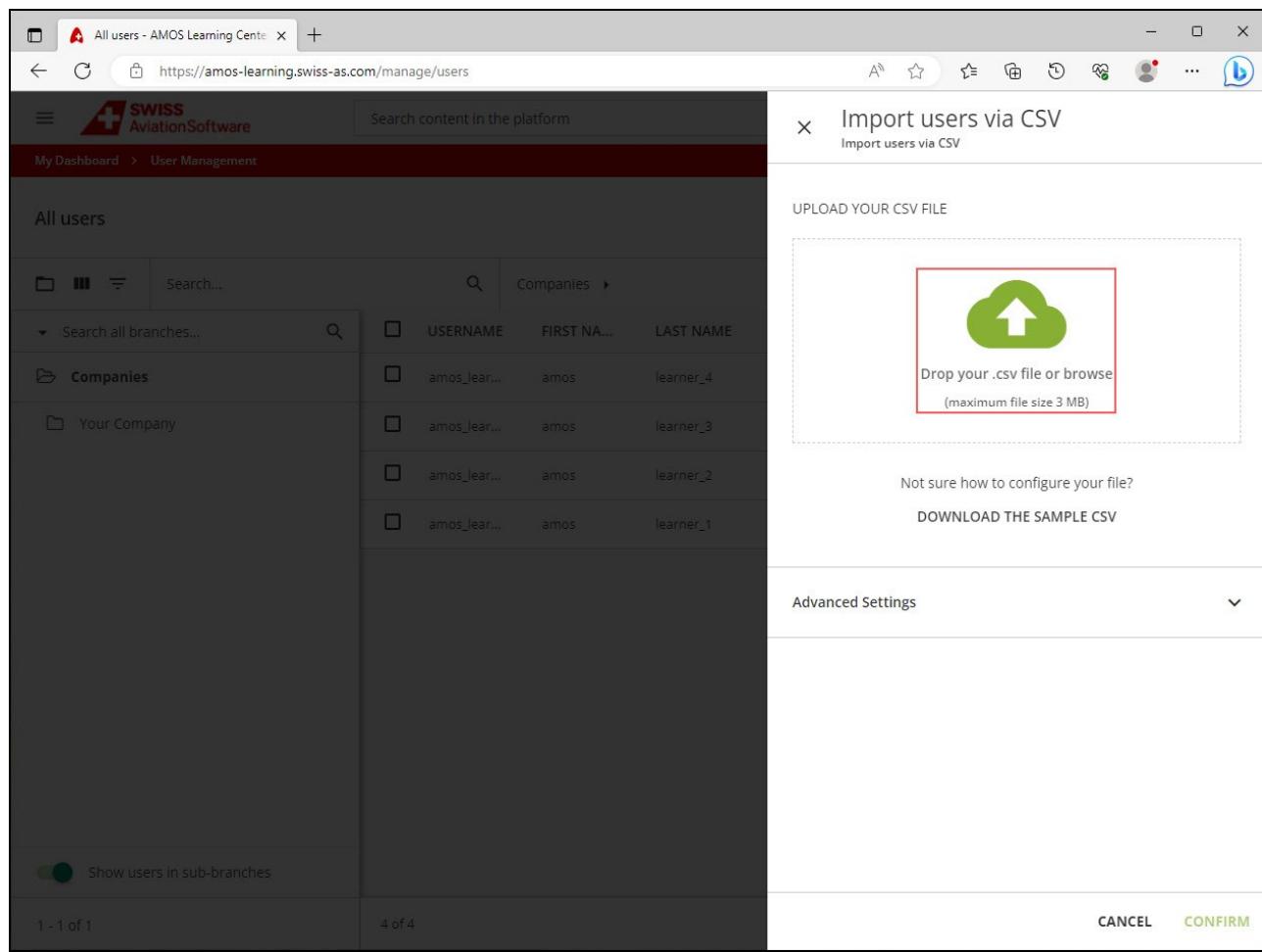
UPLOAD YOUR CSV FILE

Drop your .csv file or browse (maximum file size 3 MB)

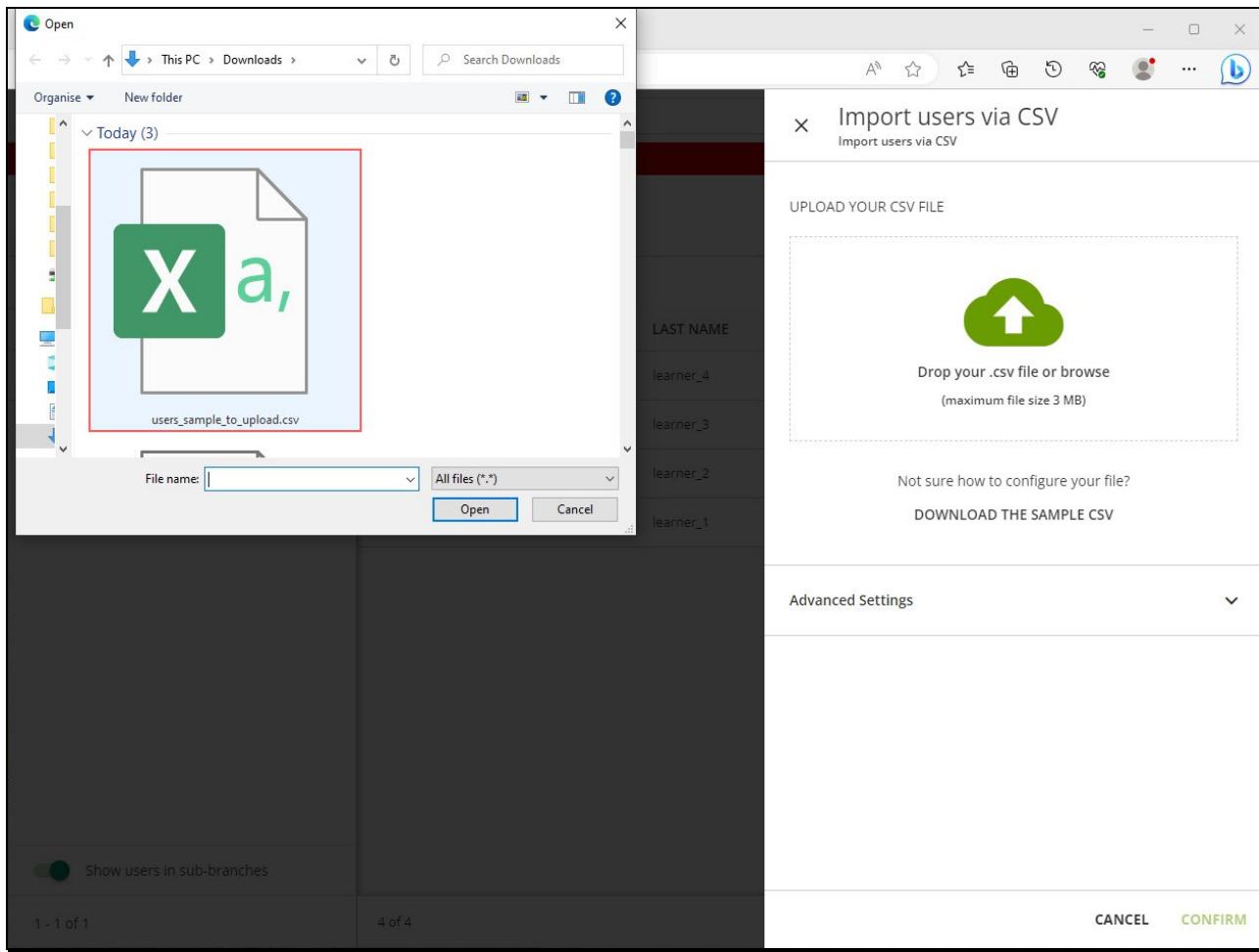
Not sure how to configure your file? DOWNLOAD THE SAMPLE CSV

Advanced Settings

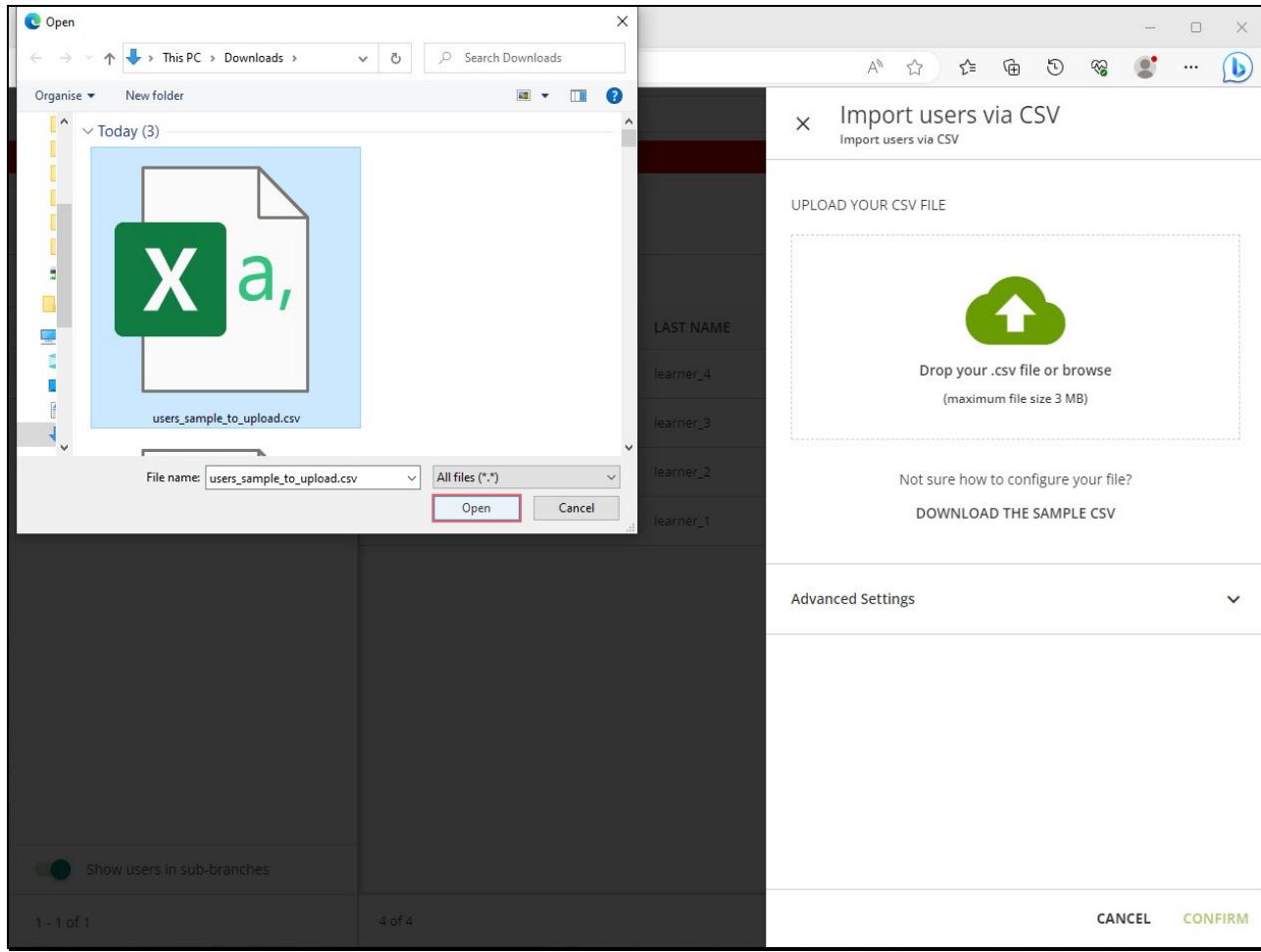
CANCEL CONFIRM



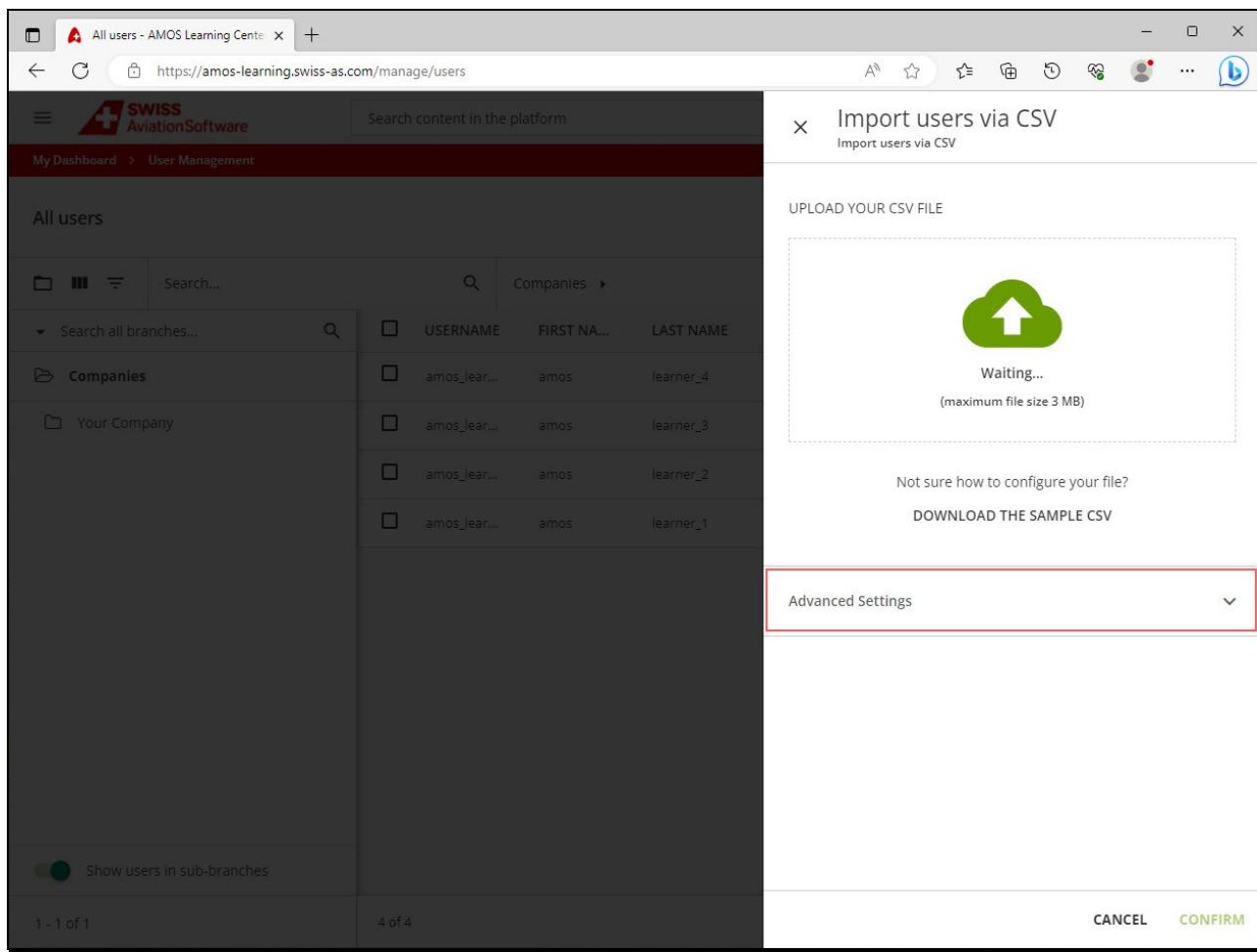
Upload your .csv



The image shows a split-screen interface. On the left, a Windows file explorer window titled 'Open' is displayed. It shows a folder structure with 'Today (3)' containing a file named 'users_sample_to_upload.csv'. A red box highlights this file. On the right, a web-based application titled 'Import users via CSV' is shown. It has a section titled 'UPLOAD YOUR CSV FILE' with a 'Drop your .csv file or browse' button and a note '(maximum file size 3 MB)'. Below this is a 'LAST NAME' column with four entries: 'learner_4', 'learner_3', 'learner_2', and 'learner_1'. At the bottom, there are 'CANCEL' and 'CONFIRM' buttons, and a link 'DOWNLOAD THE SAMPLE CSV'.



Configure the advanced settings as shown here below



All users - AMOS Learning Center

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

	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

1 - 1 of 1 4 of 4

All users - AMOS Learning Center [+](#)

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

SWISS AviationSoftware

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

Cloud icon with an upward arrow

f0154a75c25ac8ab997b9789c383ab390793bd8d.csv
(maximum file size 3 MB)

Not sure how to configure your file?
DOWNLOAD THE SAMPLE CSV

Advanced Settings

Choose the Separator *

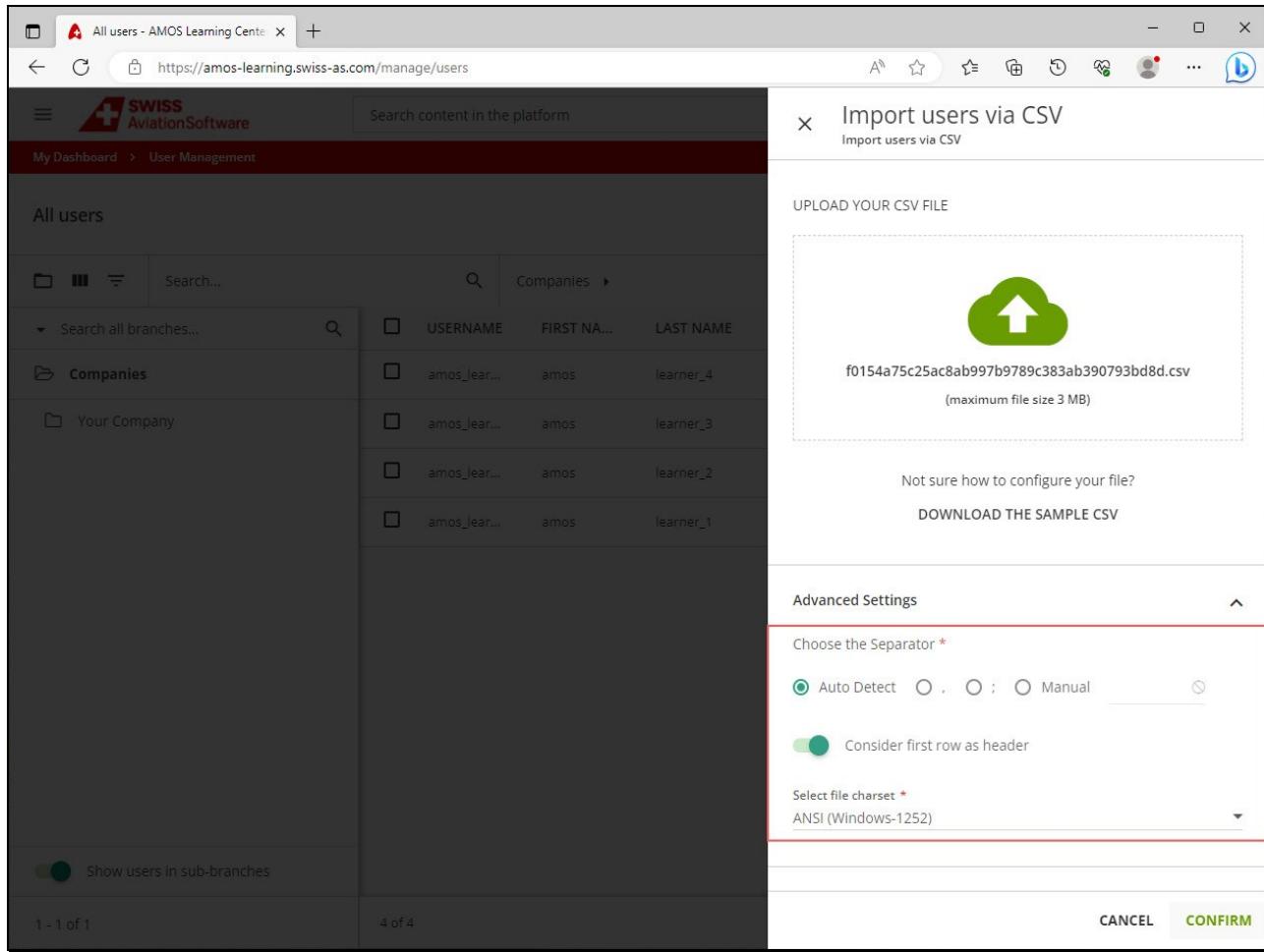
Auto Detect , ; Manual

Consider first row as header

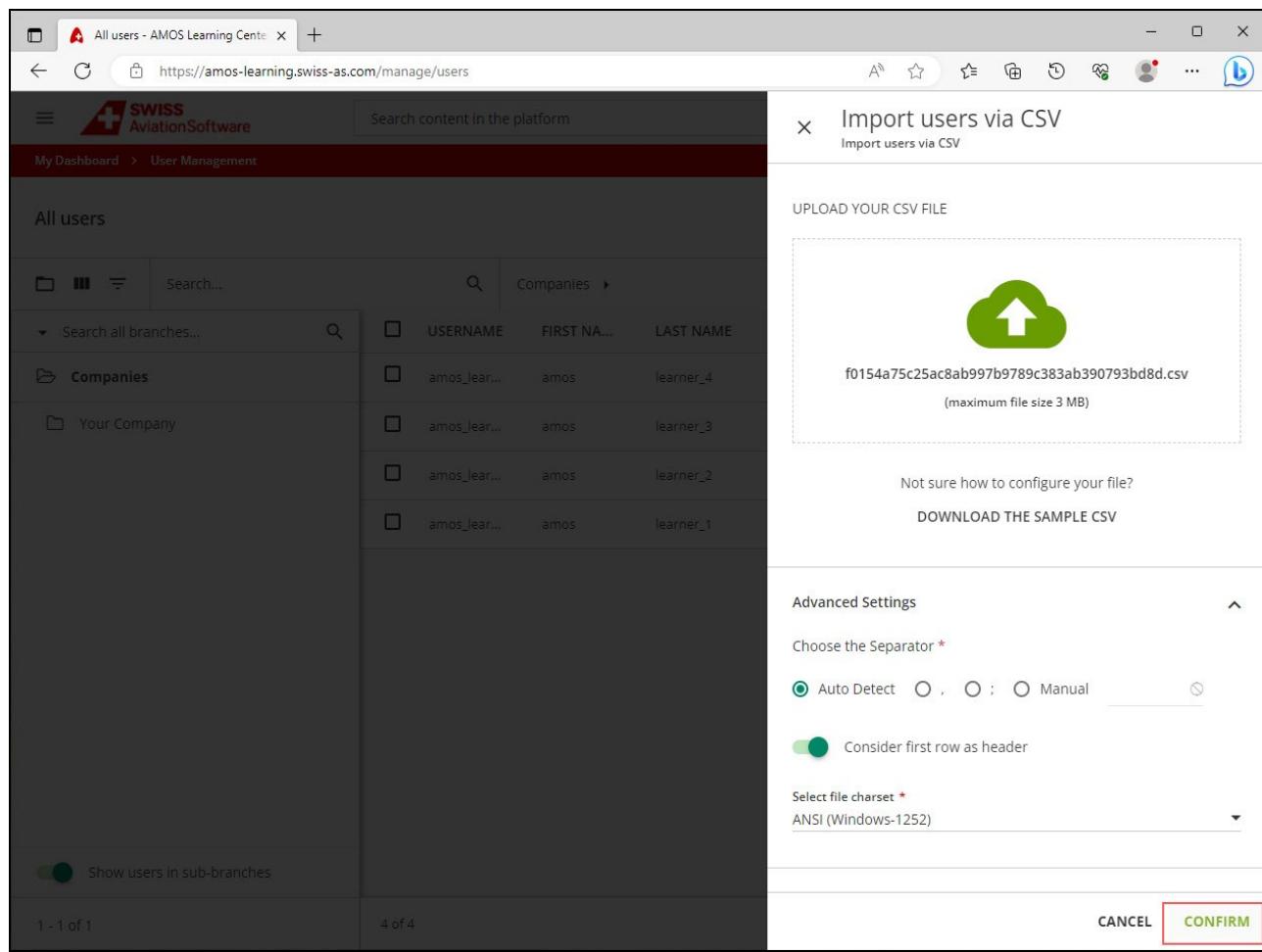
Select file charset *

ANSI (Windows-1252)

CANCEL CONFIRM



Confirm



The screenshot shows a web browser window for 'All users - AMOS Learning Center' at the URL <https://amos-learning.swiss-as.com/manage/users>. The left sidebar shows 'All users' with a list of users (amos_learner_1 to amos_learner_4) and a 'Companies' section. A 'Companies' table lists four entries. A 'Show users in sub-branches' toggle is on. The main content area is titled 'Import users via CSV' and contains a 'UPLOAD YOUR CSV FILE' section with a green cloud icon and a file named 'f0154a75c25ac8ab997b9789c383ab390793bd8d.csv' (maximum file size 3 MB). It also includes a 'Not sure how to configure your file?' link and a 'DOWNLOAD THE SAMPLE CSV' link. Below this is an 'Advanced Settings' section with 'Choose the Separator *' (Auto Detect selected), 'Consider first row as header' (selected), and 'Select file charset *' (ANSI (Windows-1252)). At the bottom are 'CANCEL' and 'CONFIRM' buttons, with 'CONFIRM' highlighted in a red box.

All users

Companies

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

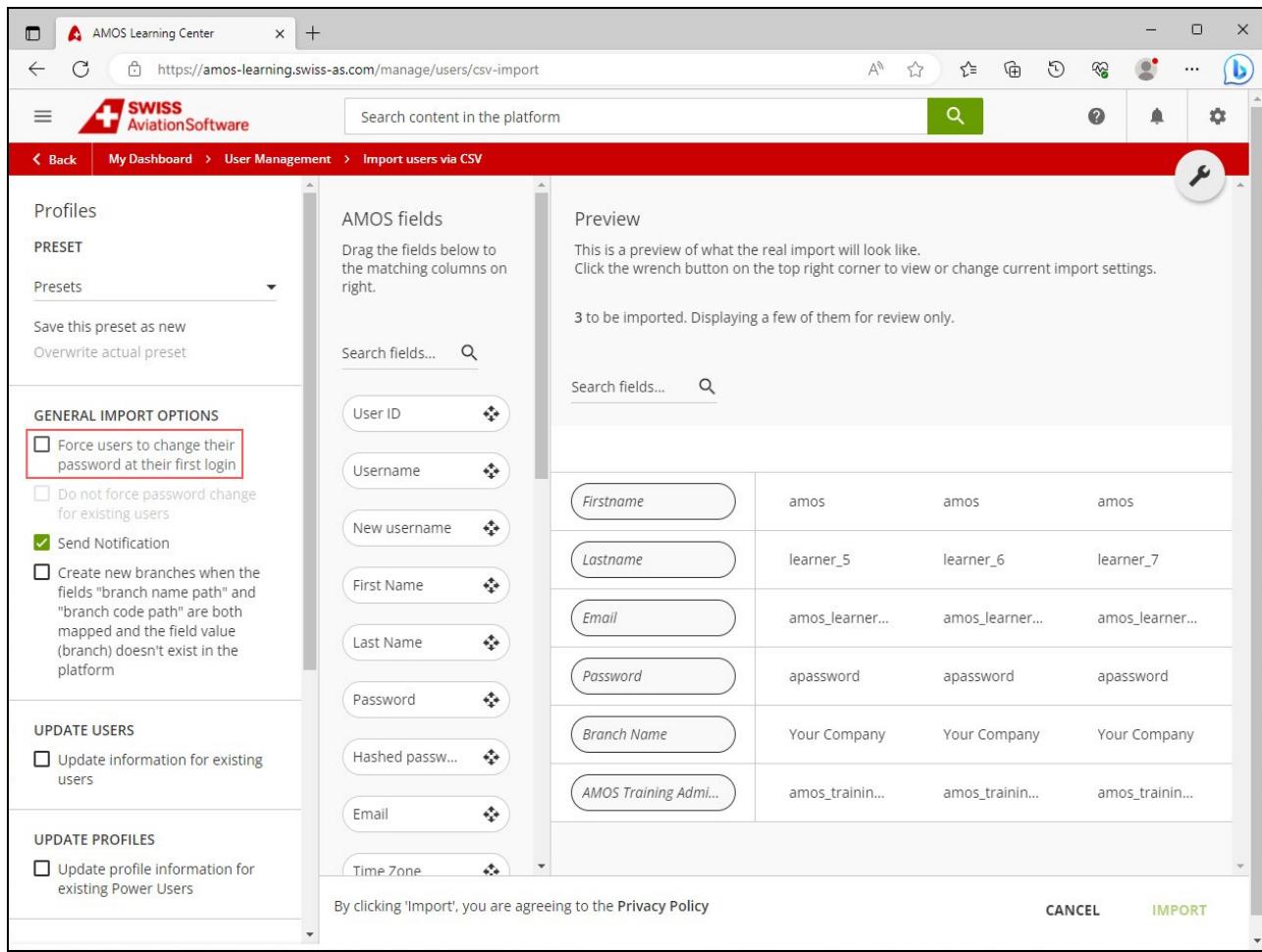
Consider first row as header

Select file charset *

ANSI (Windows-1252)

CANCEL CONFIRM

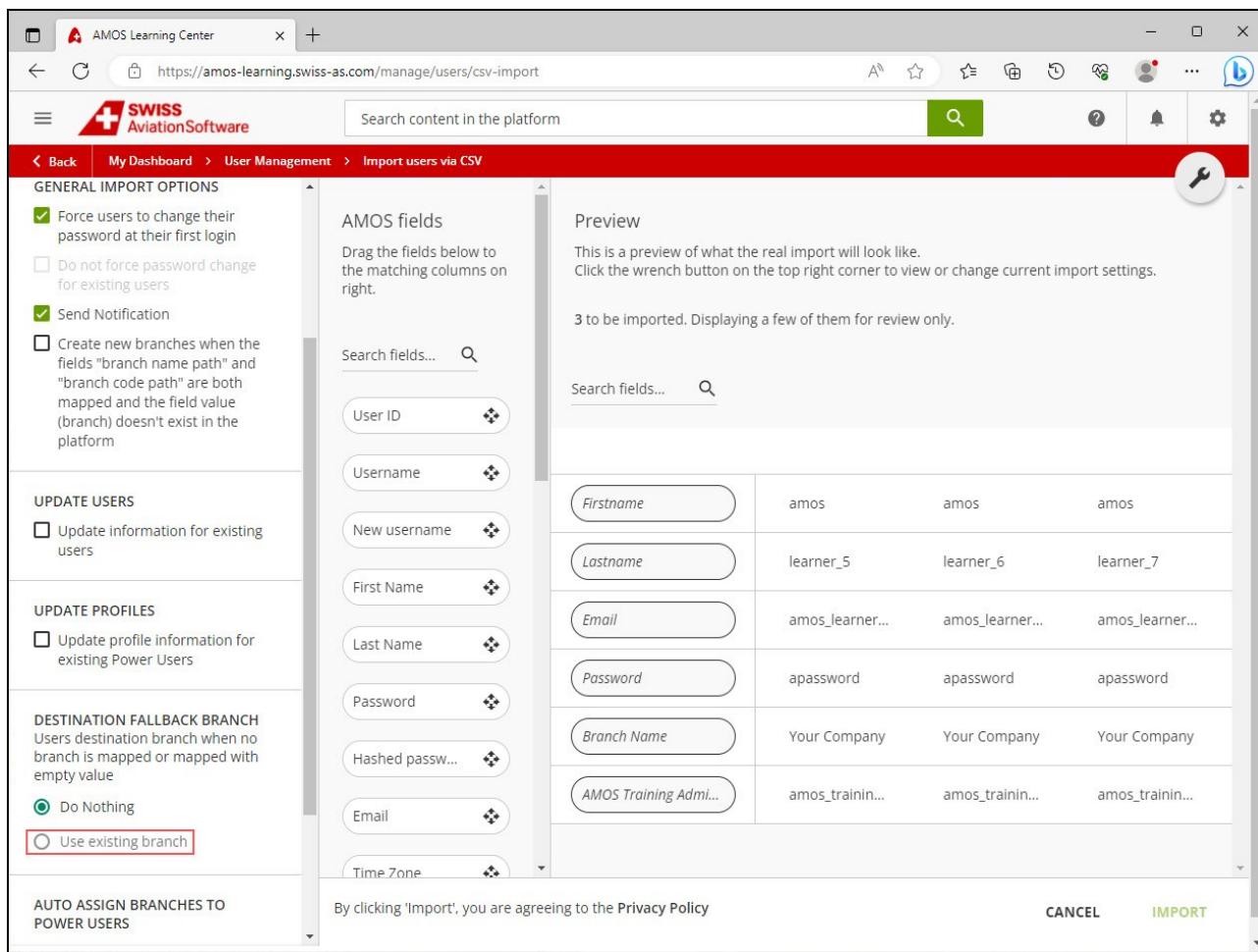
Select “Force users to change their password at their first login”



The screenshot shows the 'Import users via CSV' page in the AMOS Learning Center. On the left, there are sections for 'Profiles', 'GENERAL IMPORT OPTIONS' (with the 'Force users to change their password at their first login' checkbox highlighted in red), 'UPDATE USERS', and 'UPDATE PROFILES'. The 'GENERAL IMPORT OPTIONS' section also includes checkboxes for 'Do not force password change for existing users', 'Send Notification', and 'Create new branches...'. The 'Import users via CSV' page has a 'Preview' section showing a table of imported user data. The table has four columns: Firstname, Lastname, Email, and Password. The data includes rows for 'amos', 'learner_5', 'learner_6', 'learner_7', and 'amos_learner...'. The 'Import' button is visible at the bottom right of the preview area.

Firstname	Lastname	Email	Password
amos	learner_5	amos_learner...	apassword
amos	learner_6	amos_learner...	apassword
amos	learner_7	amos_learner...	apassword
Your Company	Your Company	Your Company	Your Company
amos_trainin...	amos_trainin...	amos_trainin...	amos_trainin...

Select “Use existing branch”



The screenshot shows the 'Import users via CSV' page in the AMOS Learning Center. On the left, there are several configuration sections:

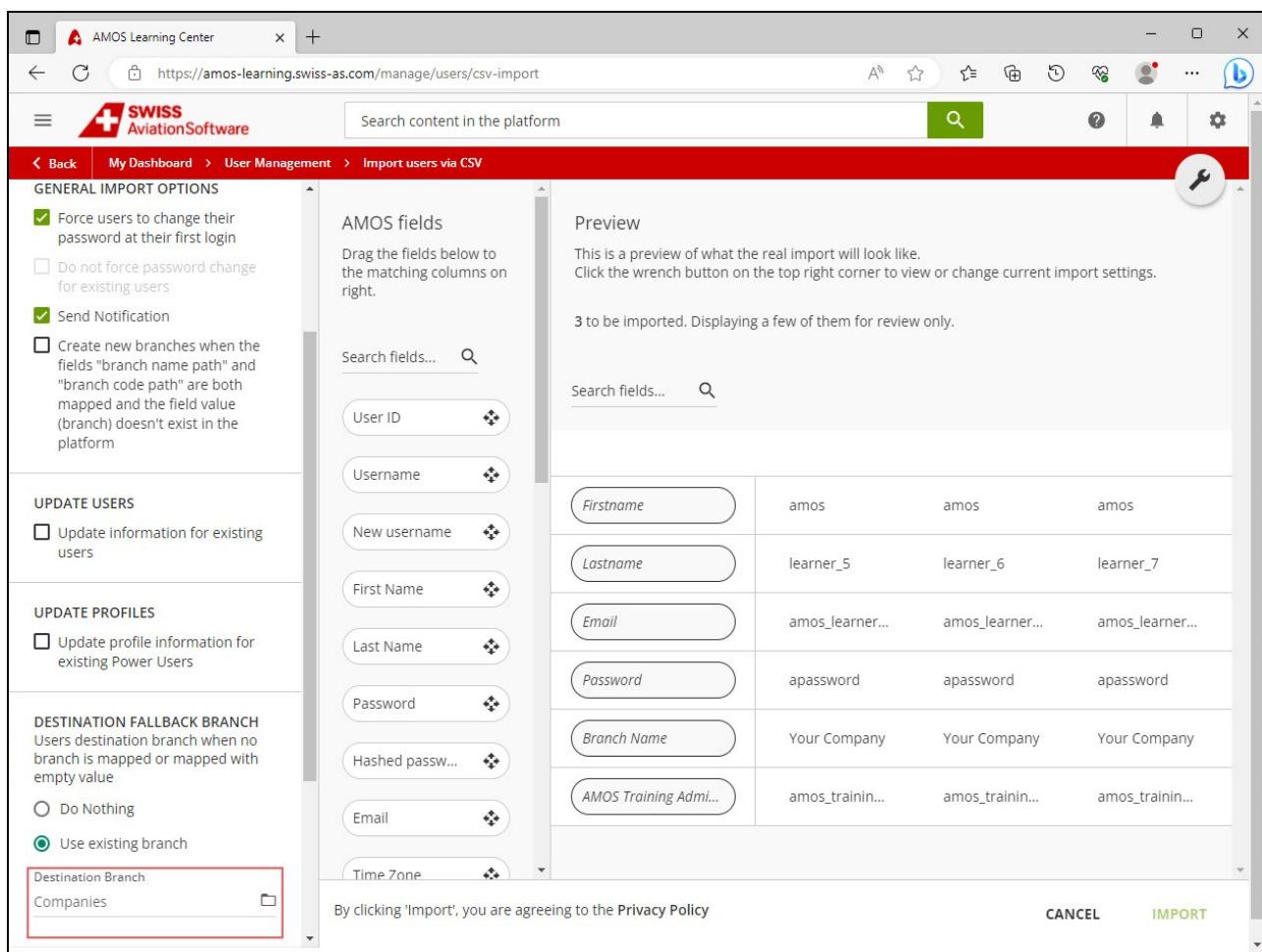
- GENERAL IMPORT OPTIONS**: Includes checkboxes for "Force users to change their password at their first login" (checked), "Do not force password change for existing users" (unchecked), "Send Notification" (checked), and "Create new branches when the fields 'branch name path' and 'branch code path' are both mapped and the field value (branch) doesn't exist in the platform" (unchecked).
- UPDATE USERS**: Includes a checkbox for "Update information for existing users" (unchecked).
- UPDATE PROFILES**: Includes a checkbox for "Update profile information for existing Power Users" (unchecked).
- DESTINATION FALBACK BRANCH**: Describes the behavior for users with no mapped branch. It shows two radio button options: "Do Nothing" (selected) and "Use existing branch" (unchecked and highlighted with a red box).
- AUTO ASSIGN BRANCHES TO POWER USERS**: A note stating "By clicking 'Import', you are agreeing to the Privacy Policy".

On the right, there are two sections:

- AMOS fields**: A list of fields to be mapped: User ID, Username, New username, First Name, Last Name, Password, Hashed passw..., Email, and Time Zone. Each field has a small icon to its right.
- Preview**: A table showing a preview of the imported data. The table has four columns: Firstname, amos, amos, amos; Lastname, learner_5, learner_6, learner_7; Email, amos_learner..., amos_learner..., amos_learner...; and Branch Name, Your Company, Your Company, Your Company. The first row (Firstname) is highlighted with a light blue background.

At the bottom right, there are "CANCEL" and "IMPORT" buttons.

Select the destination branch (your company)



The screenshot shows the 'Import users via CSV' page in the AMOS Learning Center. The 'Destination Branch' dropdown, located in the bottom-left corner of the main content area, is highlighted with a red box. The dropdown menu is open, showing the option 'Companies'.

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

- Do Nothing
- Use existing branch

AMOS fields
Drag the fields below to the matching columns on the right.

Search fields...

User ID	Firstname	amos	amos
Username	Lastname	learner_5	learner_6
New username	Email	amos_learner...	amos_learner...
First Name	Hashed passw...	apassword	apassword
Last Name	Email	Your Company	Your Company
Password	Time Zone	amos_trainin...	amos_trainin...
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.

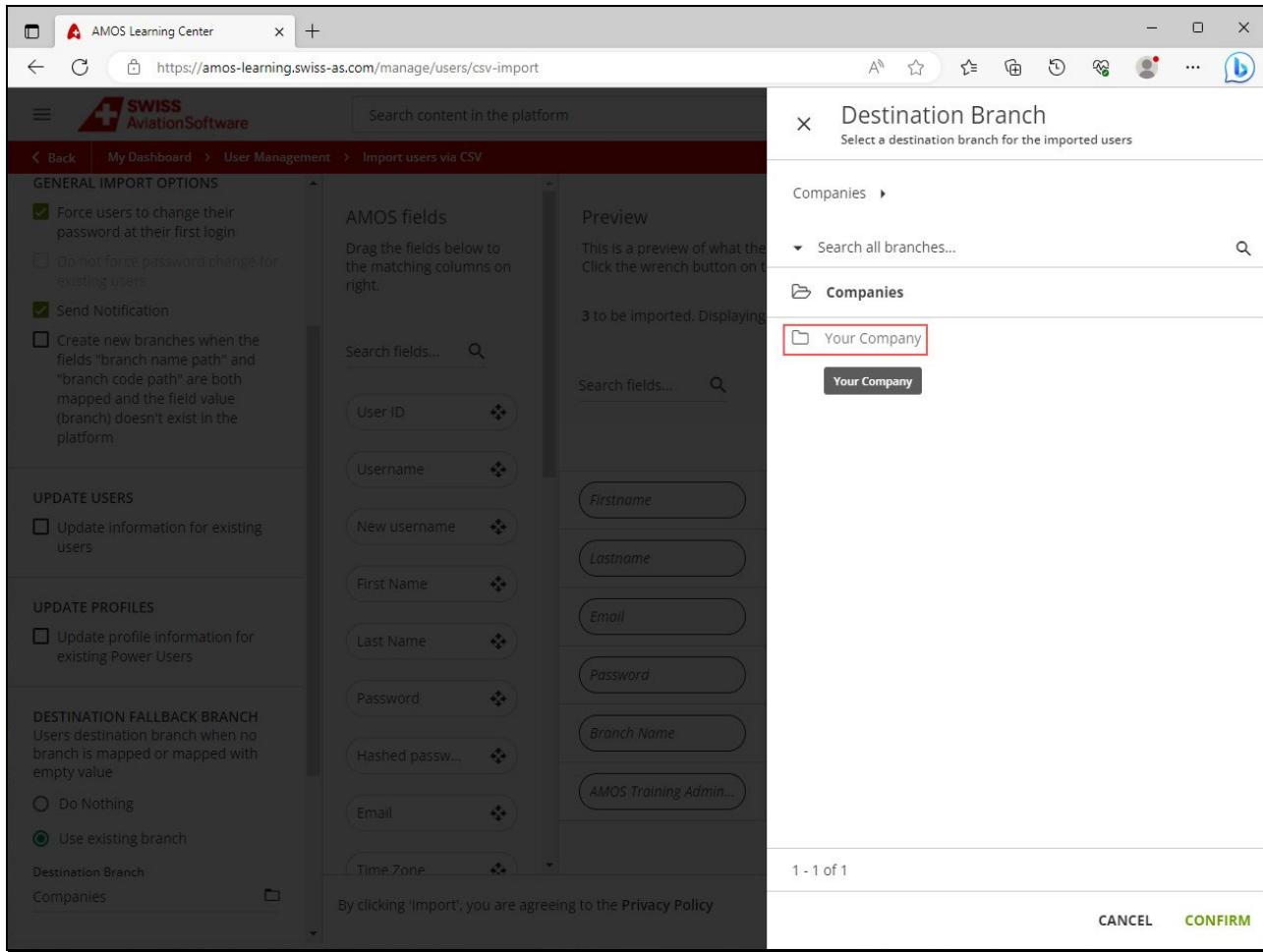
3 to be imported. Displaying a few of them for review only.

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](#)

CANCEL **IMPORT**



AMOS Learning Center x + <https://amos-learning.swiss-as.com/manage/users/csv-import>

Search content in the platform

SWISS AviationSoftware

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

UPDATE USERS

- Update information for existing users

UPDATE PROFILES

- Update profile information for existing Power Users

DESTINATION FALBACK 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 the right.

Preview

This is a preview of what the imported users will look like. Click the wrench button on the right of each field to map it to a destination branch field.

3 to be imported. Displaying 1 - 1 of 1

By clicking 'Import', you are agreeing to the [Privacy Policy](#)

Companies

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>

Search content in the platform

Destination Branch
Select a destination branch for the imported users

Companies > Your Comp...

Companies

Search all branches...

Your Company

Companies

1 - 1 of 1

CANCEL CONFIRM

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 FALBACK 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 the right.

Preview

This is a preview of what the Click the wrench button on the right to be imported. Displaying 3 to be imported. Displaying

User ID

Username

New username

First Name

Last Name

Password

Hashed password

Email

Time Zone

Firstname

Lastname

Email

Branch Name

AMOS Training Admin...

By clicking 'Import', you are agreeing to the [Privacy Policy](#)

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

AMOS fields

Drag the fields below to the matching columns on right.

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 FALBACK BRANCH

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

- Do Nothing
- Use existing branch

Destination Branch

Your Company

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 fields	User ID	Username	New username	First Name	Last Name	Email	Password	Hashed passw...	Branch Name	Time Zone
Firstname	amos	amos	amos	learner_5	learner_6	learner_7	apassword	apassword	Your Company	AMOS Training Admi...
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](#)

IMPORT

AMOS Learning Center +

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

SWISS AviationSoftware Search content in the platform ? Notification Settings

Back My Dashboard User Management Import users via CSV Wrench

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 FALBACK 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 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.

Search fields... First Name amos Last Name learner_5 Email amos_learner... Password apassword Branch Name Your Company AMOS Training Adr amos_trainin...

First Name	Last Name	Email	Password	Branch Name
amos	learner_5	amos_learner...	apassword	Your Company
amos	learner_6	amos_learner...	apassword	Your Company
amos	learner_7	amos_learner...	apassword	Your Company

By clicking 'Import', you are agreeing to the [Privacy Policy](#)

CANCEL IMPORT

Import

AMOS Learning Center

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

SWISS AviationSoftware

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

UPDATE USERS

- Update information for existing users

UPDATE PROFILES

- Update profile information for existing Power Users

DESTINATION FALBACK BRANCH

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

- Do Nothing
- Use existing branch

Destination Branch

Your Company

Search content in the platform

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.

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

By clicking 'Import', you are agreeing to the [Privacy Policy](#)

CANCEL IMPORT

AMOS Learning Center x +

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

UPDATE USERS

Update information for existing users

UPDATE PROFILES

Update profile information for existing Power Users

DESTINATION FALBACK BRANCH

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

Do Nothing

Use existing branch

Destination Branch Your Company

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.

Import Users

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

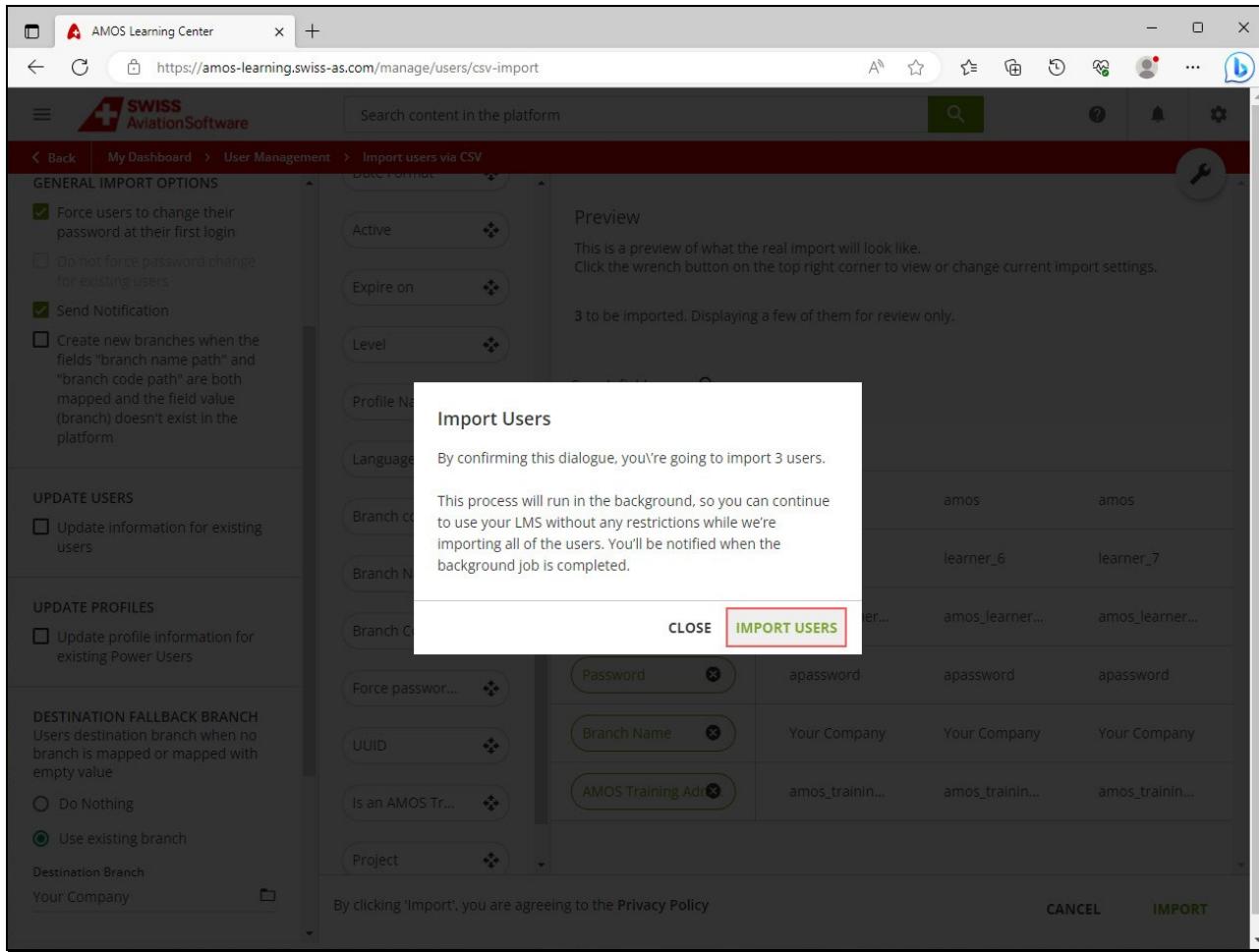
This process will run in the background, so you can continue to use your LMS without any restrictions while we're importing all of the users. You'll be notified when the background job is completed.

CLOSE IMPORT USERS

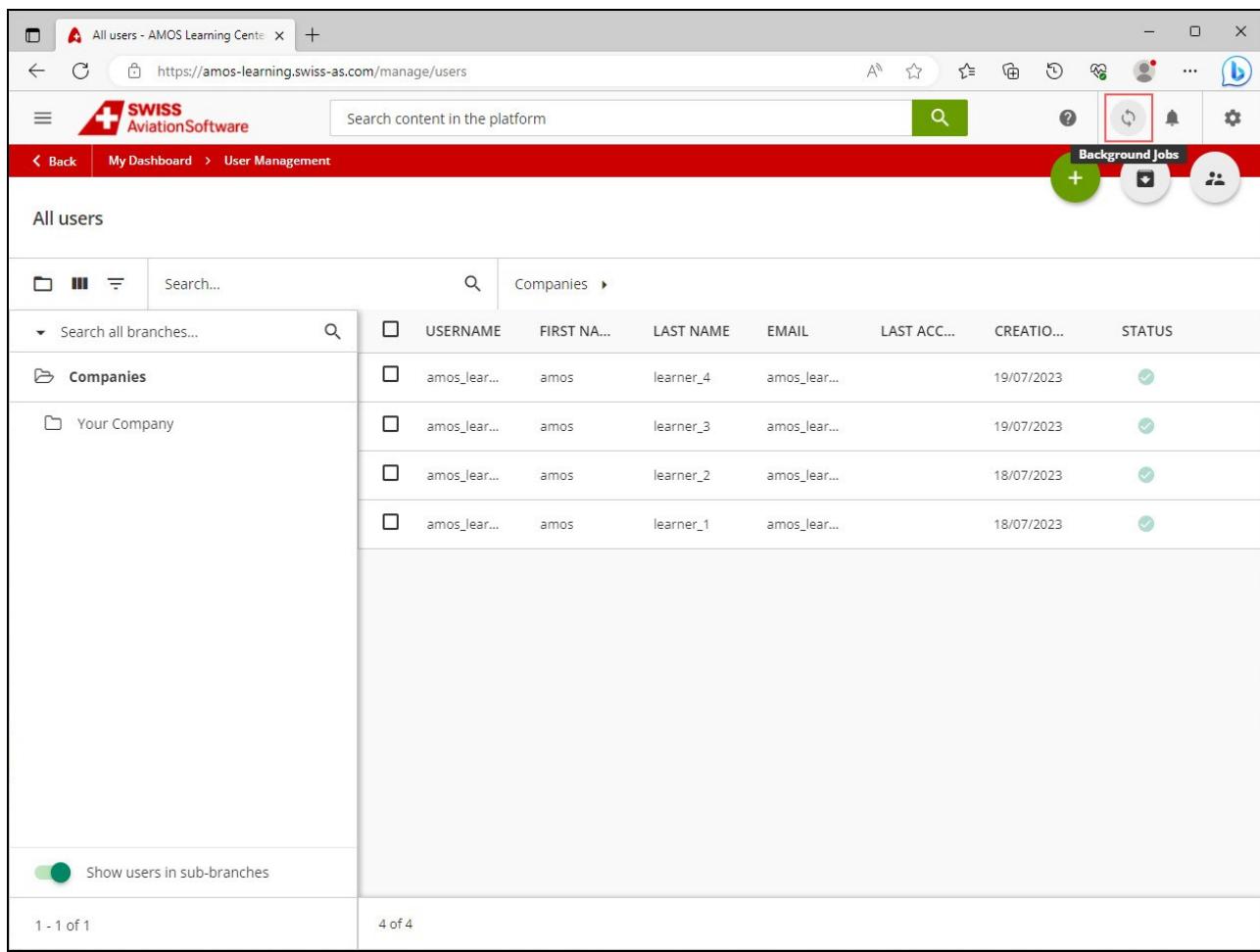
Username	First Name	Last Name	Branch	Role
amos	amos			
learner_6	learner_6			
learner_7	learner_7			
amos_learner_6	amos_learner_6			
amos_learner_7	amos_learner_7			
apassword	apassword			
Your Company				
amos_trainin...	amos_trainin...	amos_trainin...	amos_trainin...	amos_trainin...

By clicking 'Import', you are agreeing to the [Privacy Policy](#)

CANCEL IMPORT



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



The screenshot shows a web browser window for the AMOS Learning Center. The URL is <https://amos-learning.swiss-as.com/manage/users>. The page title is "All users - AMOS Learning Center". The header includes the SWISS AviationSoftware logo, a search bar, and a "Background jobs" button, which is highlighted with a red box. The main content area is titled "All users" and shows a table of user data. The table has columns: USERNAME, FIRST NA..., LAST NAME, EMAIL, LAST ACC..., CREATIO..., and STATUS. There are four rows of data, each with a checkbox in the first column. The data is as follows:

	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		

At the bottom left, there is a toggle switch labeled "Show users in sub-branches". The bottom navigation bar shows "1 - 1 of 1" and "4 of 4".

All users - AMOS Learning Center

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

SWISS AviationSoftware

Search content in the platform

Background Jobs

All users

Companies

Your Company

Show users in sub-branches

1 - 1 of 1

4 of 4

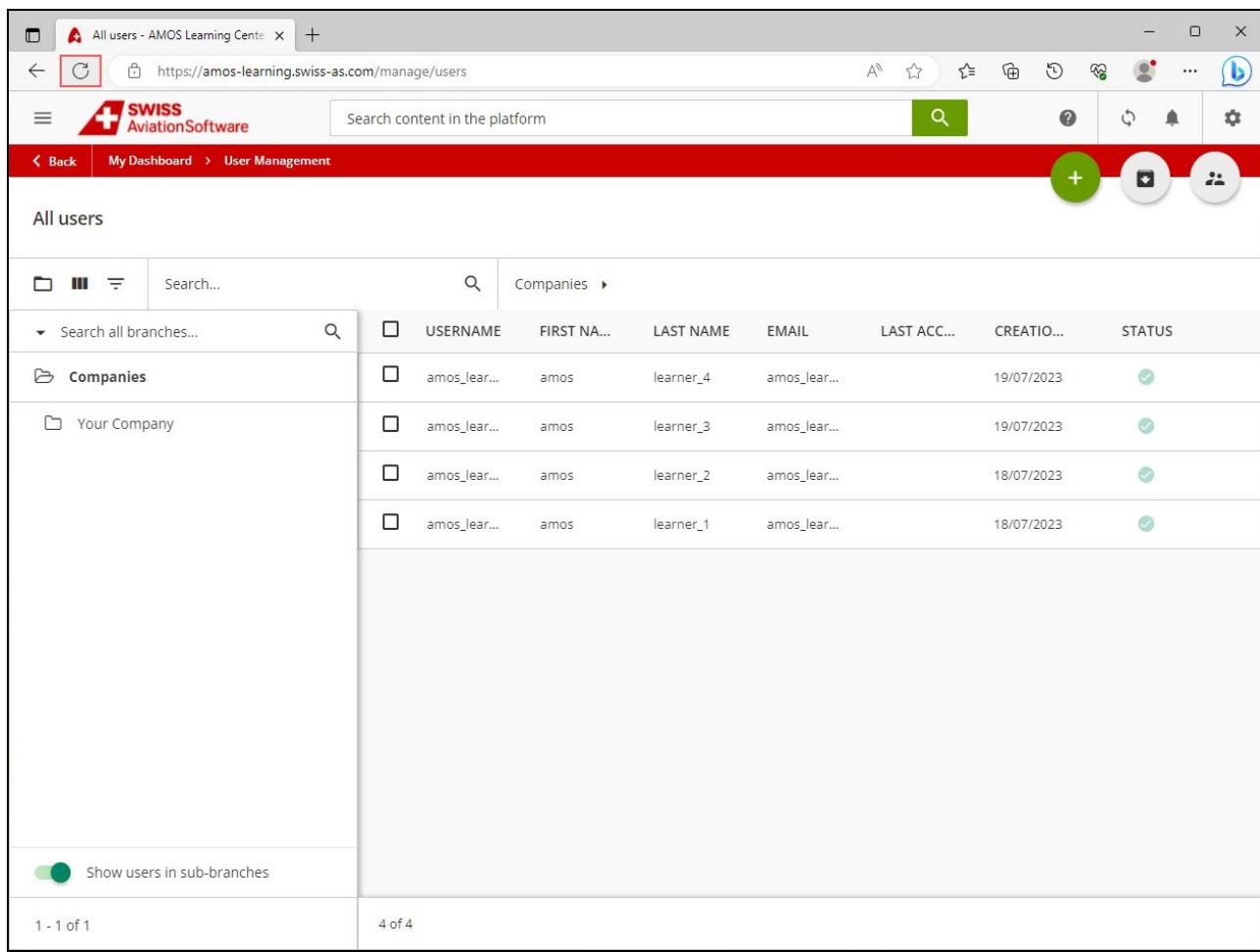
Background Jobs

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)

USERNAME	FIRST NAME	LAST NAME	EMAIL
amos_lear...	amos	learner_4	amos...
amos_lear...	amos	learner_3	amos...
amos_lear...	amos	learner_2	amos...
amos_lear...	amos	learner_1	amos_lear...

Once the upload has been completed, refresh your browser



The screenshot shows a web browser window for the 'All users - AMOS Learning Center' page. The URL is <https://amos-learning.swiss-as.com/manage/users>. The page title is 'All users'. The top navigation bar includes a 'Back' button, 'My Dashboard', and 'User Management'. The main content area is titled 'All users' and contains a table of user data. The table has columns: USERNAME, FIRST NA..., LAST NAME, EMAIL, LAST ACC..., CREATIO..., and STATUS. There are four rows of data, each with a checkbox in the first column. The data is as follows:

	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		

Below the table, there is a checkbox labeled 'Show users in sub-branches' which is checked. At the bottom, it says '1 - 1 of 1' and '4 of 4'.

The imported users appear now on the users list

All users

USERNAME	FIRST NAME	LAST NAME	EMAIL	LAST ACC...	CREATIO...	STATUS
amos_lear...	amos	learner_7	amos_lear...	19/07/2023		✓
amos_lear...	amos	learner_6	amos_lear...	19/07/2023		✓
amos_lear...	amos	learner_5	amos_lear...	19/07/2023		✓
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 7 of 7

All users - AMOS Learning Center [+](#)

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

SWISS AviationSoftware

Search content in the platform

My Dashboard > User Management

All users

Companies

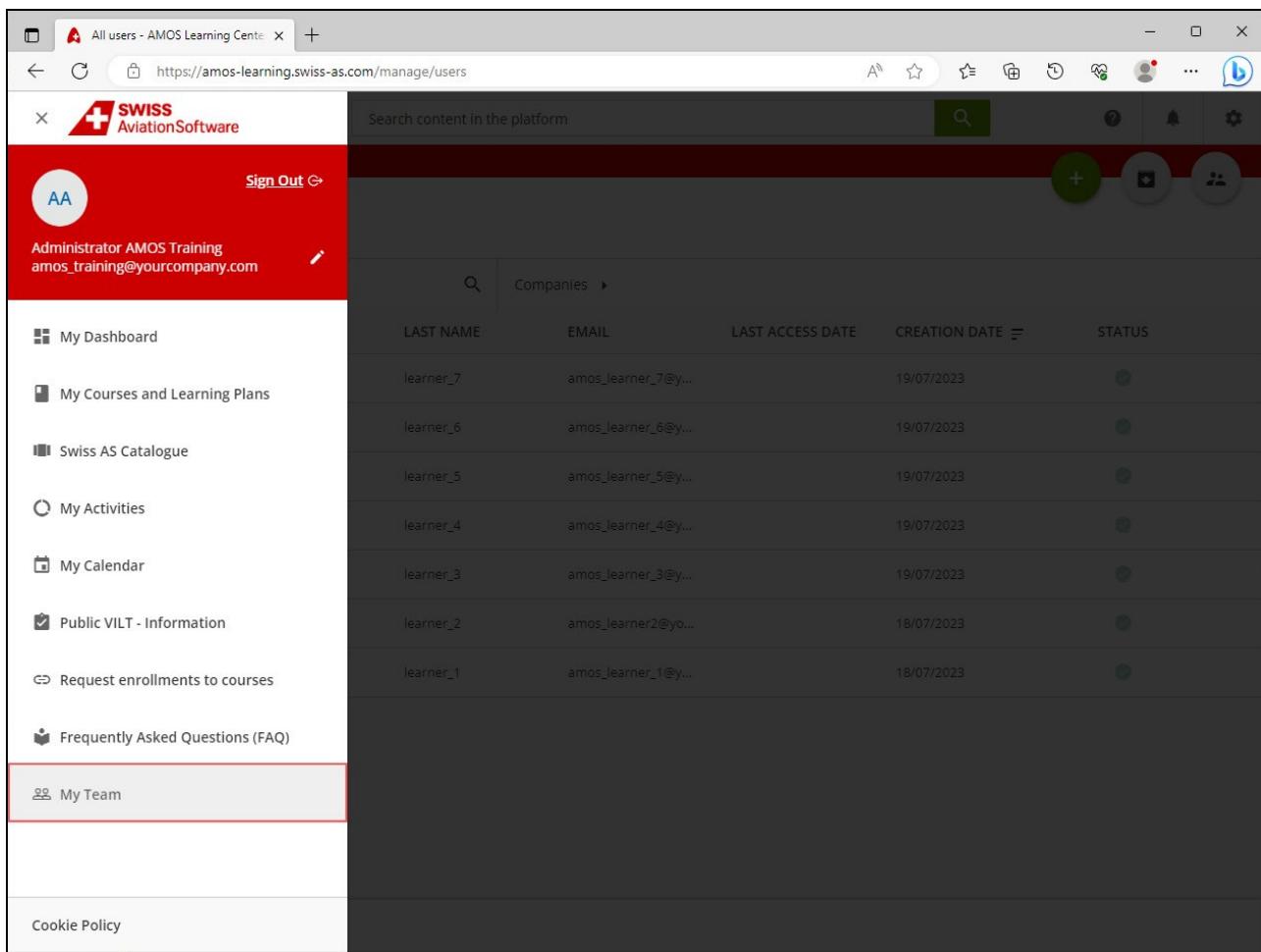
<input type="checkbox"/>	USERNAME	FIRST NA...	LAST NAME	EMAIL	LAST ACC...	CREATIO...	STATUS
<input type="checkbox"/>	amos_lear...	amos	learner_7	amos_lear...	19/07/2023		
<input type="checkbox"/>	amos_lear...	amos	learner_6	amos_lear...	19/07/2023		
<input type="checkbox"/>	amos_lear...	amos	learner_5	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		

Show users in sub-branches

1 - 1 of 1

7 of 7

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



The screenshot shows the 'All users - AMOS Learning Center' page at <https://amos-learning.swiss-as.com/manage/users>. The interface includes a sidebar with navigation links like 'My Dashboard', 'My Courses and Learning Plans', 'Swiss AS Catalogue', 'My Activities', 'My Calendar', 'Public VILT - Information', 'Request enrollments to courses', and 'Frequently Asked Questions (FAQ)'. The main content area displays a table of users with columns for 'LAST NAME', 'EMAIL', 'LAST ACCESS DATE', 'CREATION DATE', and 'STATUS'. The table lists seven users, all of whom are marked as active (green status icon). The users are: learner_7, learner_6, learner_5, learner_4, learner_3, learner_2, and learner_1. The 'My Team' link in the sidebar is highlighted with a red border.

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 X +

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

SWISS AviationSoftware

Search content in the platform

My Dashboard > My Team

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

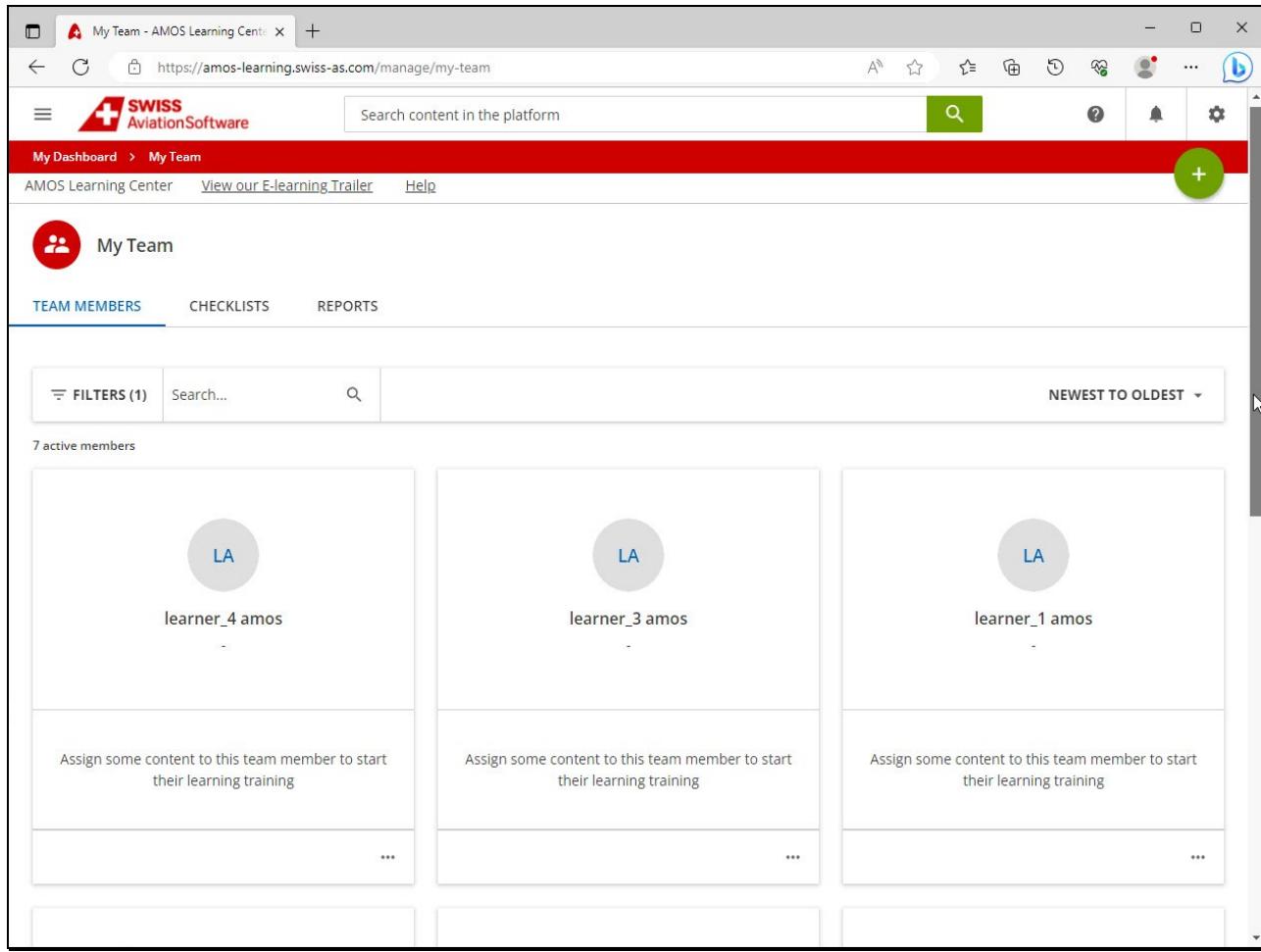
My Team

TEAM MEMBERS CHECKLISTS REPORTS

FILTERS (1) Search... NEWEST TO OLDEST

7 active members

learner_4 amos	learner_3 amos	learner_1 amos
Assign some content to this team member to start their learning training	Assign some content to this team member to start their learning training	Assign some content to this team member to start their learning training
...



My Team - AMOS Learning Center

Search content in the platform

My Dashboard > My Team

learner_2 amos

learner_7 amos

learner_6 amos

learner_5 amos

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

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

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

LA

...

...

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+