



# **WBT User Enrollment Guide for Training Administrators**

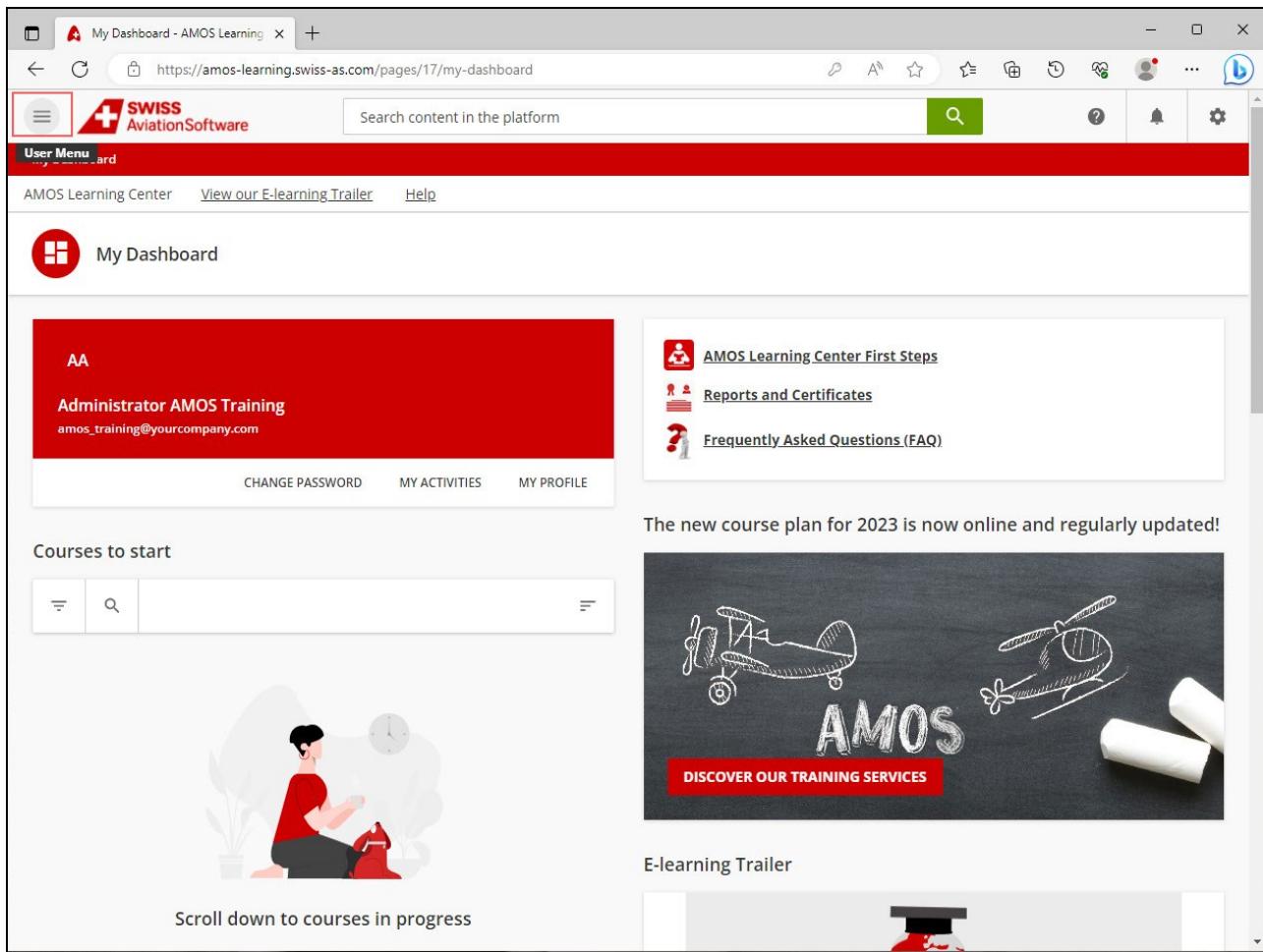
**AMOS Learning Center**

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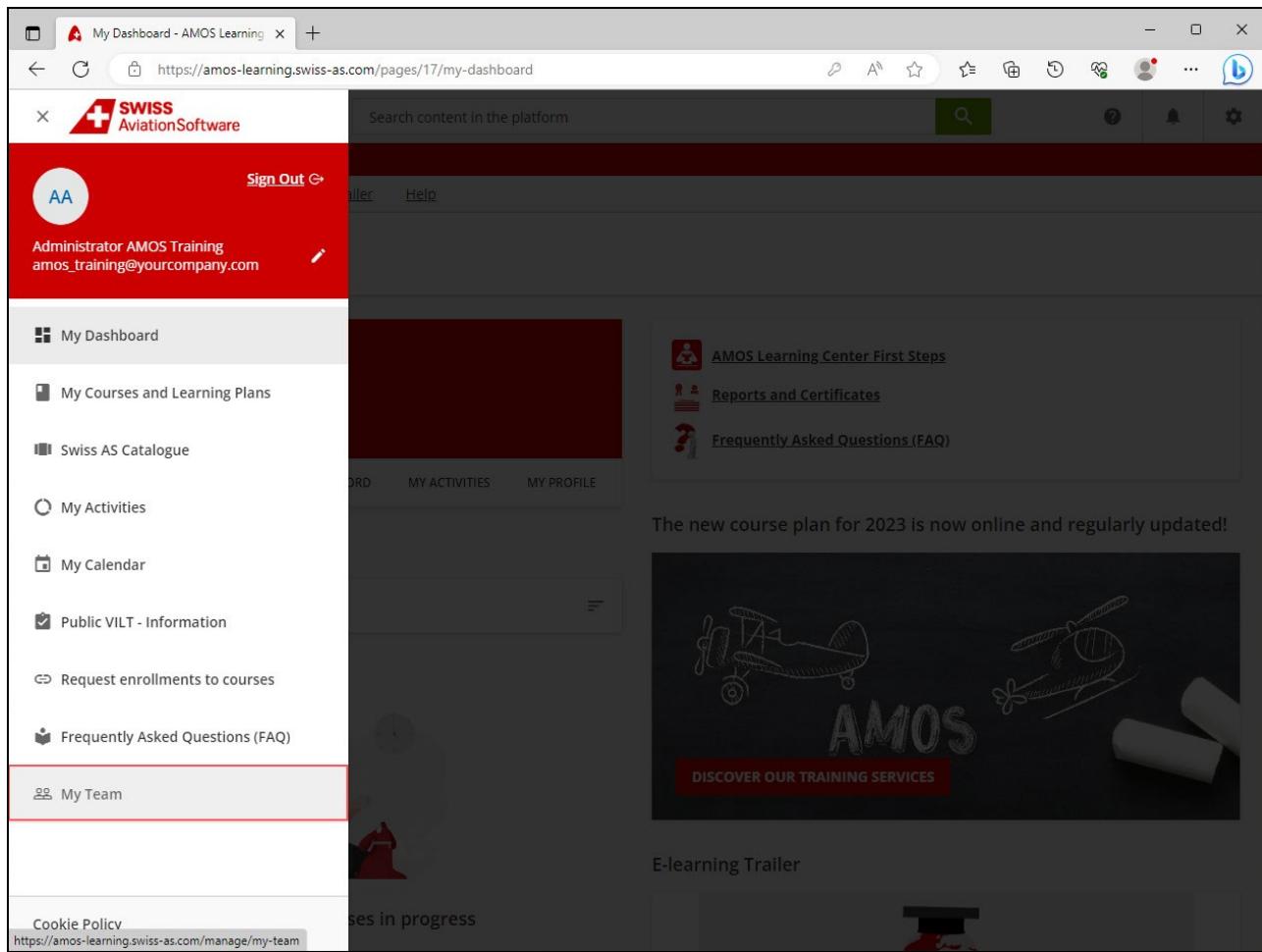
# 1. Enroll users in Web Based Training (e-learning) courses

Select the “User Menu” button (top left)



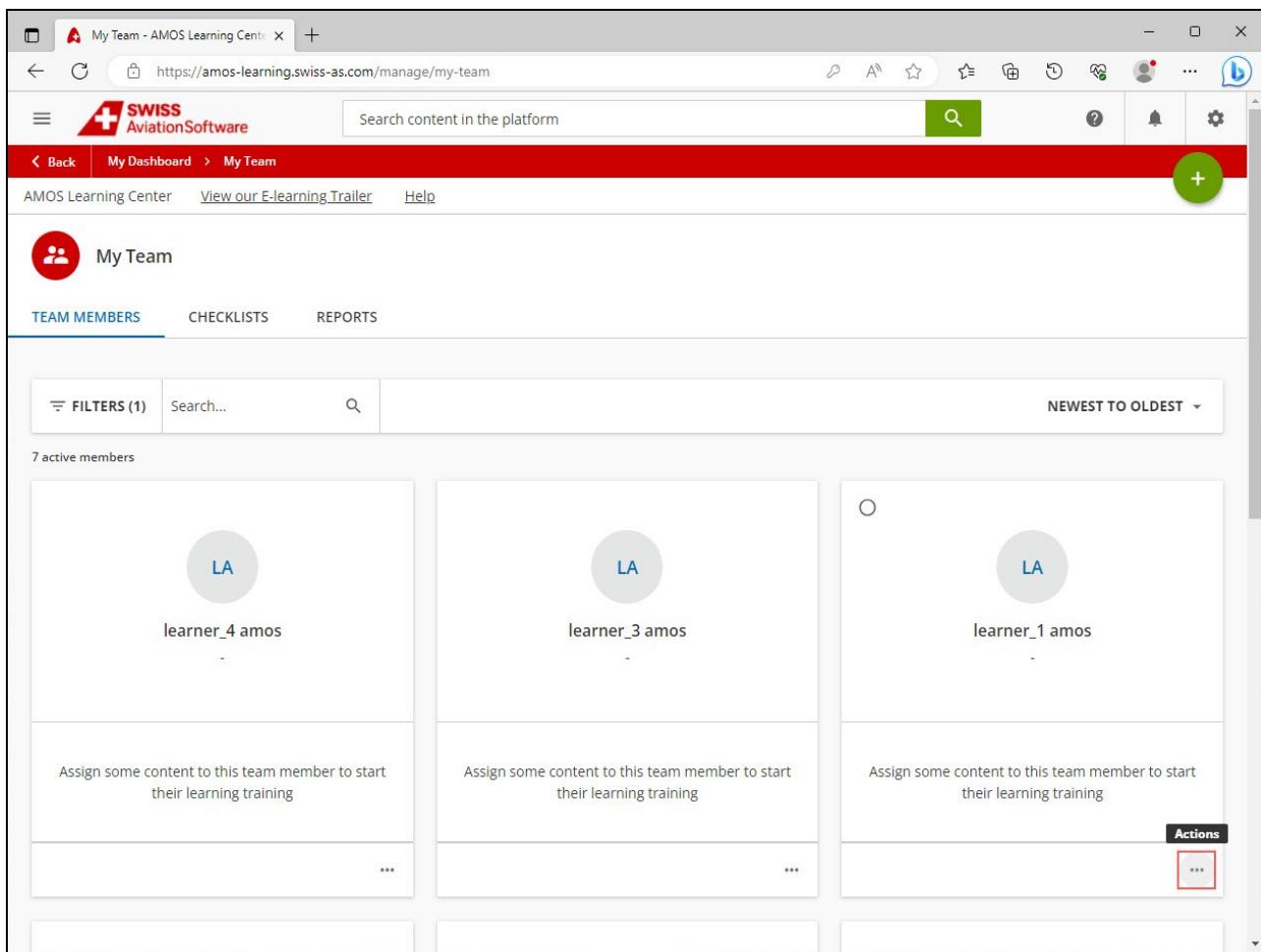
The screenshot shows the 'My Dashboard - AMOS Learning' page in a web browser. The top navigation bar includes the 'User Menu' button, the 'SWISS AviationSoftware' logo, a search bar, and various user icons. Below the header, there are links for 'AMOS Learning Center', 'View our E-learning Trailer', and 'Help'. The main content area features a red sidebar on the left with the user's name 'Administrator AMOS Training' and email 'amos\_training@yourcompany.com', along with 'CHANGE PASSWORD', 'MY ACTIVITIES', and 'MY PROFILE' buttons. The main content area displays a message: 'The new course plan for 2023 is now online and regularly updated!' with a 'Discover Our Training Services' button. There is also a section for 'Courses to start' with a search bar and a graphic of a person sitting at a desk. A call-to-action at the bottom says 'Scroll down to courses in progress'.

Select “My Team”, at the bottom of the menu



The screenshot shows the AMOS Learning platform dashboard. On the left, a vertical sidebar lists various menu 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), and My Team. The 'My Team' item is highlighted with a red border. The main content area features a search bar at the top, followed by a red banner with the text 'The new course plan for 2023 is now online and regularly updated!'. Below the banner is a graphic with the word 'AMOS' and a 'DISCOVER OUR TRAINING SERVICES' button. At the bottom of the main content area, there is a section titled 'E-learning Trailer' with a small thumbnail image.

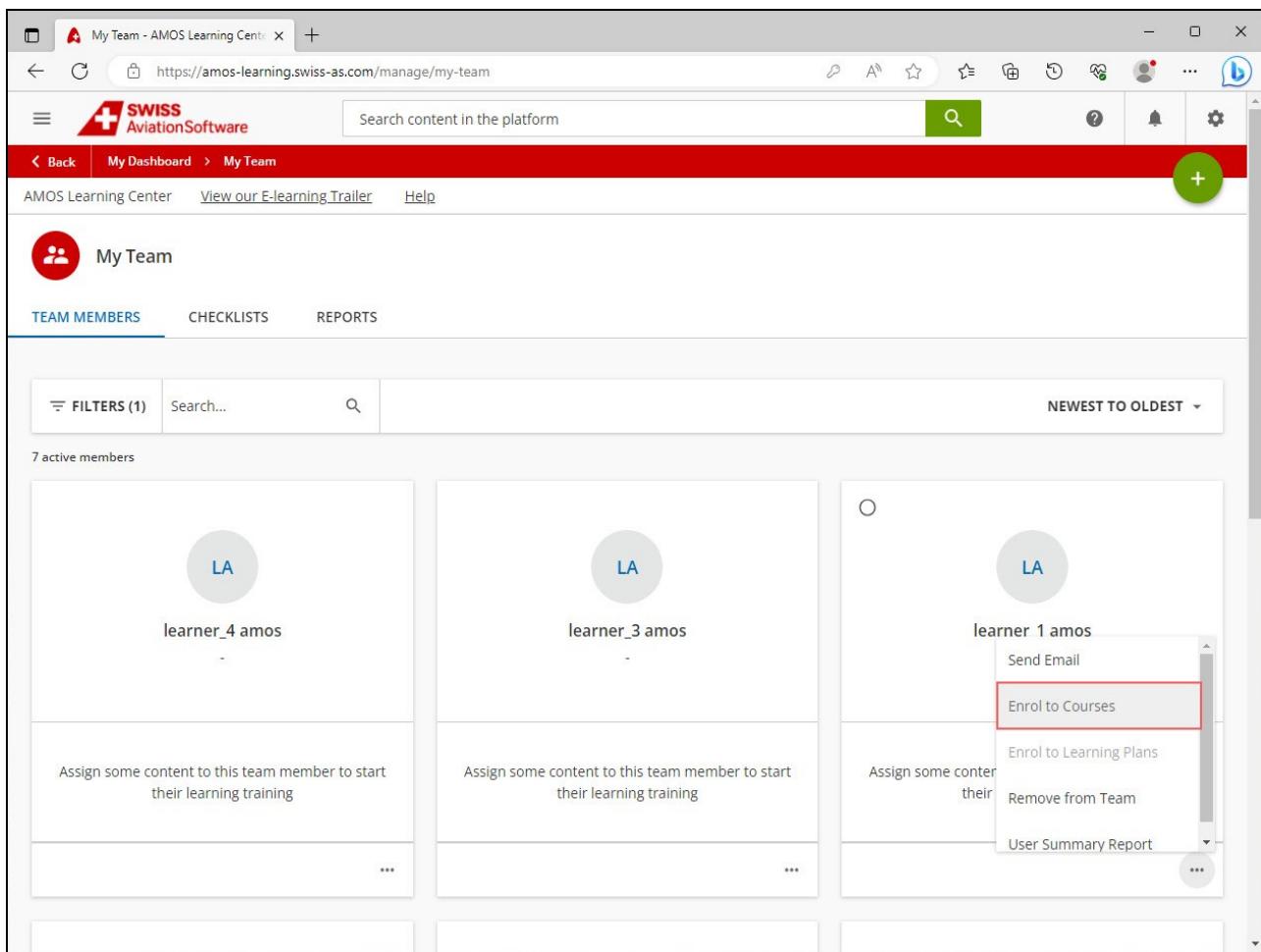
On the tab of the user that you would like to enroll in an e-learning course, select the ellipsis (...) button



The screenshot shows the 'My Team' section of the AMOS Learning Center. At the top, there is a red navigation bar with 'TEAM MEMBERS' selected. Below this, a table lists three team members: 'learner\_4 amos', 'learner\_3 amos', and 'learner\_1 amos'. Each member's row has an 'LA' icon in a grey circle at the top. The 'learner\_1 amos' row includes a 'Actions' button with three dots at the bottom right. The 'Actions' button is highlighted with a red box in the image.

TEAM MEMBERS	CHECKLISTS	REPORTS
learner_4 amos		
learner_3 amos		
learner_1 amos		<b>Actions</b> <span>...</span>

## Select “Enrol to courses”



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... NEWEST TO OLDEST

7 active members

learner_4 amos	learner_3 amos	learner_1 amos
LA	LA	LA
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
...	...	...

Send Email

Enrol to Courses

Enrol to Learning Plans

Remove from Team

User Summary Report

Type the course version and search for it

My Team - AMOS Learning Center

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

SWISS AviationSoftware

Back My Dashboard My Team

AMOS Learning Center View our E-learning Trailers

My Team

TEAM MEMBERS CHECKLISTS REPORTS

FILTERS (1) Search... C

7 active members

LA

learner\_4 amos

Assign some content to this team member to start learning training

Enrol to Content

Select the content to which you want to enrol your team member

1 Courses selection 2 Additional information

Search here... 

 AMOS Maintenance Control Part 1 - Version 21.12  
E-LEARNING English UK SUGGESTED

 AMOS Line & Base Maintenance with Picking List and Configuration Management Logic - Version 21.12  
E-LEARNING English UK SUGGESTED

 AMOS Stores with Picking List and Configuration Management Logic - Version 21.12  
E-LEARNING English UK SUGGESTED

 AMOS Material Management Part 1 with Picking List Management Logic - Version 21.12  
E-LEARNING English UK SUGGESTED

 AMOS Material Management Part 1 with Pickslip Logic - Version 21.12  
E-LEARNING English UK SUGGESTED

CANCEL NEXT

My Team - AMOS Learning Center

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

SWISS AviationSoftware

Back My Dashboard My Team

AMOS Learning Center View our E-learning Trailers

My Team

TEAM MEMBERS CHECKLISTS REPORTS

FILTERS (1) Search... Q

7 active members

LA

learner\_4 amos

Assign some content to this team member to start learning training

Enrol to Content

Select the content to which you want to enrol your team member

1 Courses selection 2 Additional Information

22.12 X  

 AMOS Maintenance Control Part 1 - Version 21.12  
E-LEARNING English UK SUGGESTED

 AMOS Line & Base Maintenance with Picking List and Configuration Management Logic - Version 21.12  
E-LEARNING English UK SUGGESTED

 AMOS Stores with Picking List and Configuration Management Logic - Version 21.12  
E-LEARNING English UK SUGGESTED

 AMOS Material Management Part 1 with Picking List Management Logic - Version 21.12  
E-LEARNING English UK SUGGESTED

 AMOS Material Management Part 1 with Pickslip Logic - Version 21.12  
E-LEARNING English UK SUGGESTED

CANCEL NEXT

Select the course (you may select more than one courses at a time)

My Team - AMOS Learning Center

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

SWISS AviationSoftware

Back My Dashboard My Team

AMOS Learning Center View our E-learning Trailers

My Team

TEAM MEMBERS CHECKLISTS REPORTS

FILTERS (1) Search... 7 active members

LA learner\_4 amos

Assign some content to this team member to start learning training

Enrol to Content

Select the content to which you want to enrol your team member

1 Courses selection 2 Additional information

22.12

AMOS Stores with Picking List and Configuration Management Logic Part 1 - Version 22.12

 English UK

AMOS Basics - Version 22.12

 English UK

AMOS Material Management Part 1 with Picklist Logic - Version 22.12

 English UK

AMOS Material Management Part 1 with Picking List Management Logic- Version 22.12

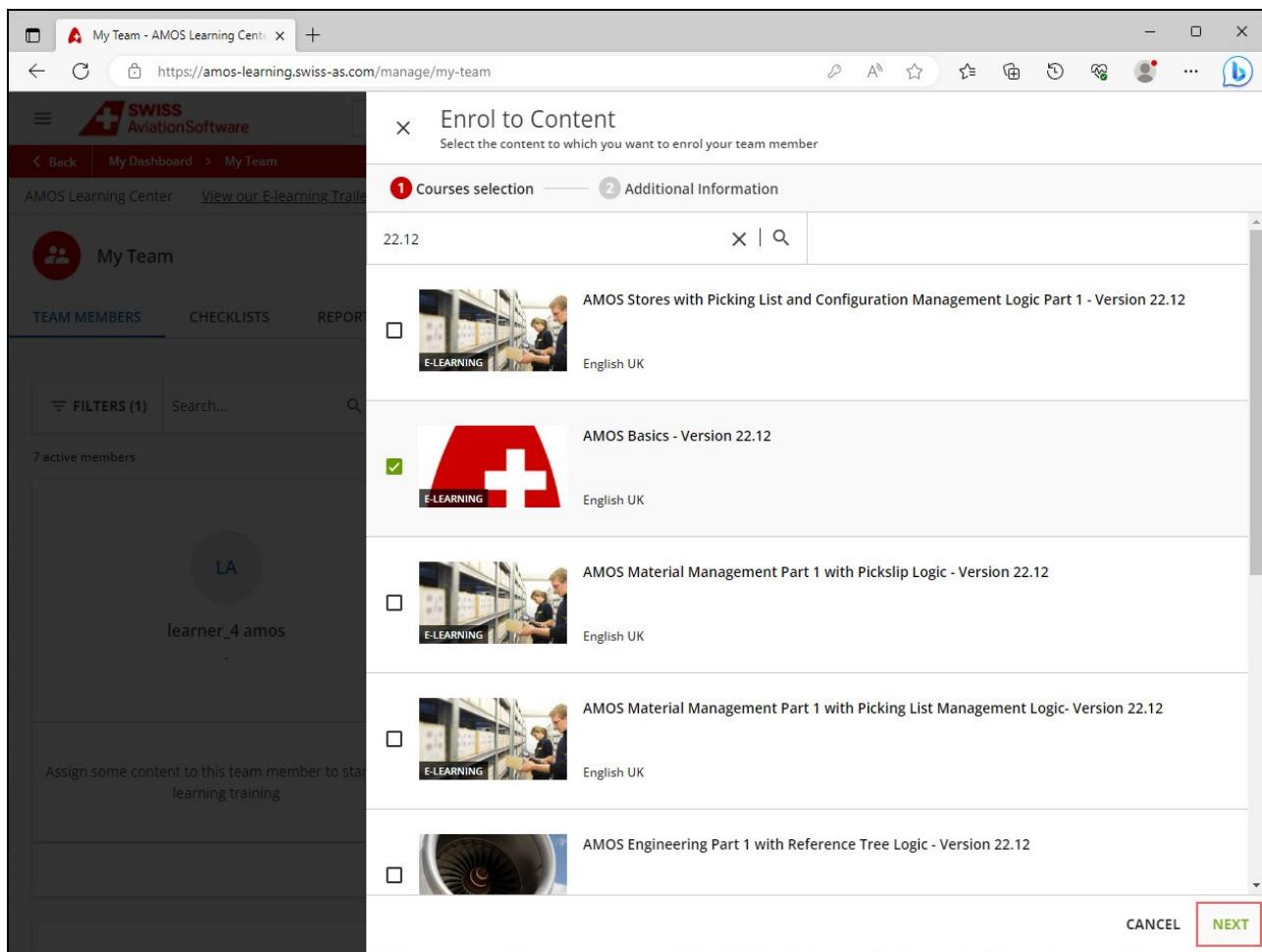
 English UK

AMOS Engineering Part 1 with Reference Tree Logic - Version 22.12

 English UK

CANCEL NEXT

Click "Next"

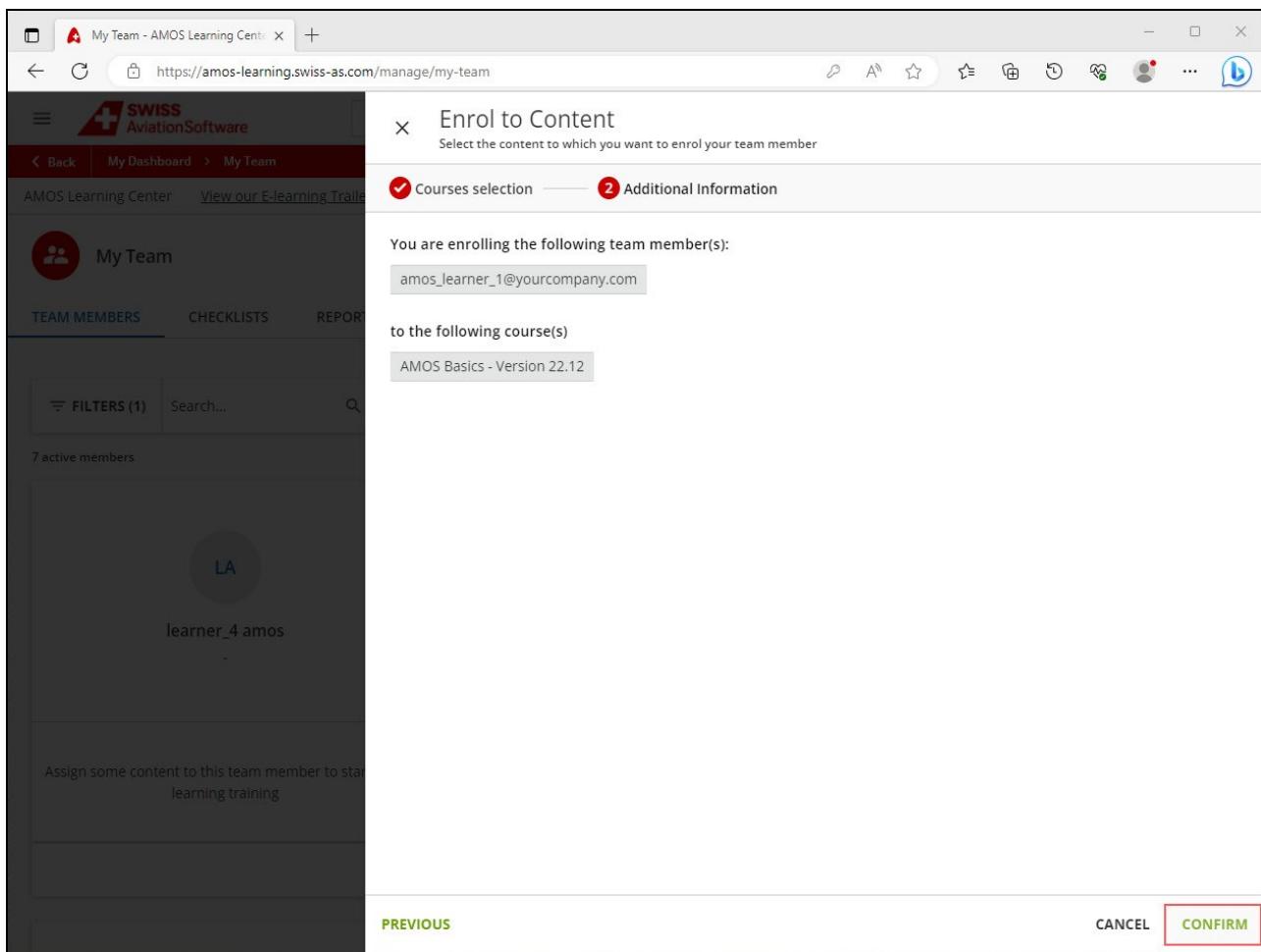


The screenshot shows a web browser window for the AMOS Learning Center. The URL is <https://amos-learning.swiss-as.com/manage/my-team>. The page title is "My Team - AMOS Learning Center". The main content area is titled "Enrol to Content" with the sub-instruction "Select the content to which you want to enrol your team member". A navigation bar at the top indicates "Courses selection" and "Additional information". The main content area displays a list of courses for version 22.12. The courses listed are:

- AMOS Stores with Picking List and Configuration Management Logic Part 1 - Version 22.12 (checkbox, E-LEARNING, English UK)
- AMOS Basics - Version 22.12 (checkbox checked, E-LEARNING, English UK)
- AMOS Material Management Part 1 with Pickslip Logic - Version 22.12 (checkbox, E-LEARNING, English UK)
- AMOS Material Management Part 1 with Picking List Management Logic- Version 22.12 (checkbox, E-LEARNING, English UK)
- AMOS Engineering Part 1 with Reference Tree Logic - Version 22.12 (checkbox, E-LEARNING, English UK)

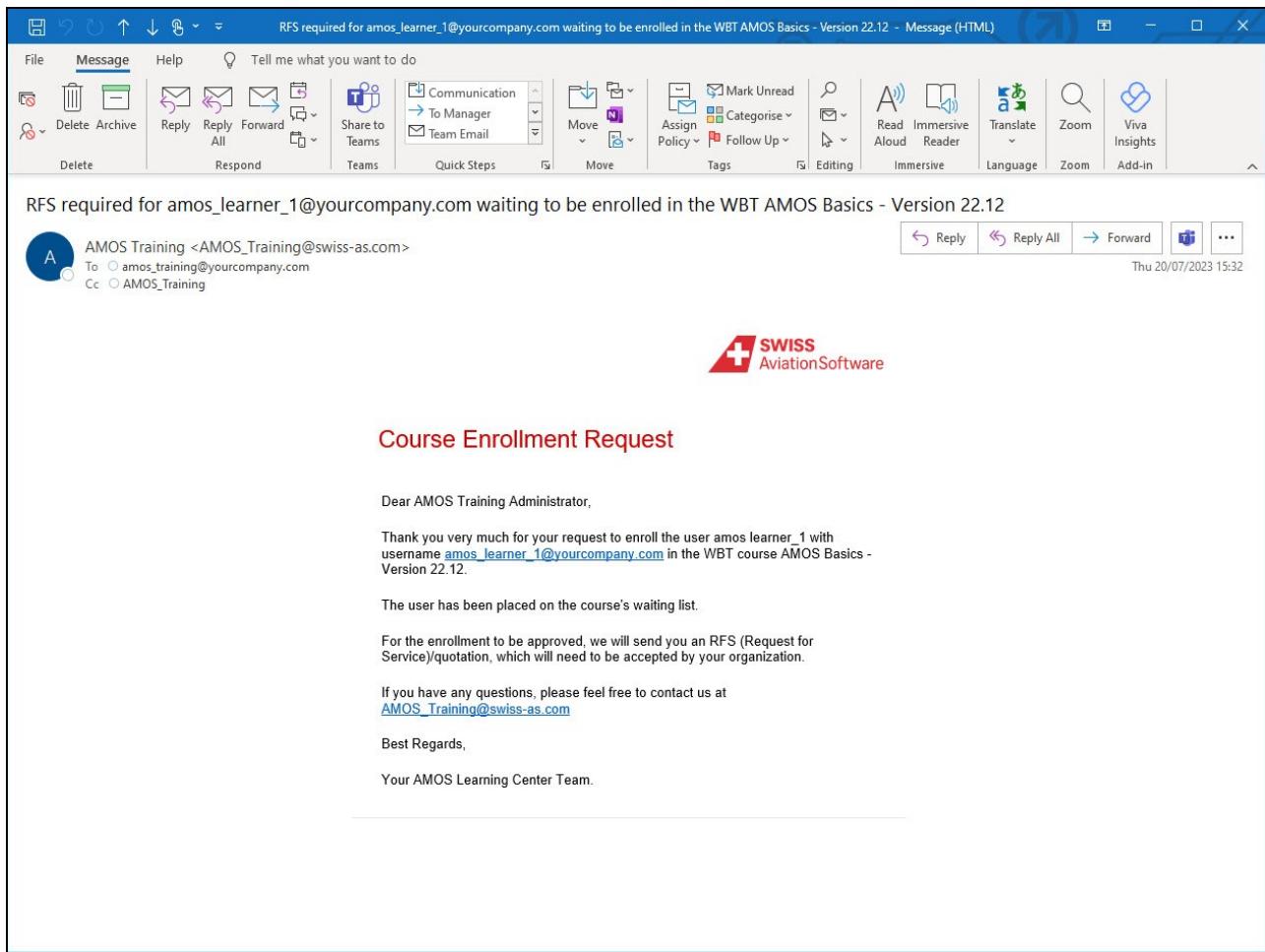
At the bottom right of the dialog box are the buttons "CANCEL" and "NEXT", with "NEXT" being highlighted with a red border.

Click "Confirm"



The screenshot shows a web browser window for the AMOS Learning Center. The URL is <https://amos-learning.swiss-as.com/manage/my-team>. The page is titled "My Team - AMOS Learning Center". The main content area is titled "Enrol to Content" with the sub-instruction "Select the content to which you want to enrol your team member". A red box highlights the "Courses selection" checkbox, which is checked. A red number "2" is placed next to the "Additional Information" link. The "TEAM MEMBERS" tab is selected in the navigation bar. The "My Team" section shows a list of team members, with "learner\_4 amos" selected. The "FILTERS (1)" button is visible. The "PREVIOUS" and "CONFIRM" buttons are at the bottom right, with "CONFIRM" being the one highlighted by a red box.

You will receive an email confirmation that the user has been placed on the course's waiting list, and that you will receive an RFS from Swiss AviationSoftware.



RFS required for amos\_learner\_1@yourcompany.com waiting to be enrolled in the WBT AMOS Basics - Version 22.12 - Message (HTML)

File Message Help Tell me what you want to do

Delete Archive Delete All Respond Share to Teams Quick Steps Move Mark Unread Categorise Assign Policy Follow Up Tags Editing Immersive Reader Translate Language Zoom Viva Insights Add-in

AMOS Training <AMOS\_Training@swiss-as.com>  
To: amos\_training@yourcompany.com  
Cc: AMOS\_Training

Thu 20/07/2023 15:32

**Course Enrollment Request**

Dear AMOS Training Administrator,

Thank you very much for your request to enroll the user amos learner\_1 with username [amos\\_learner\\_1@yourcompany.com](mailto:amos_learner_1@yourcompany.com) in the WBT course AMOS Basics - Version 22.12.

The user has been placed on the course's waiting list.

For the enrollment to be approved, we will send you an RFS (Request for Service)/quotation, which will need to be accepted by your organization.

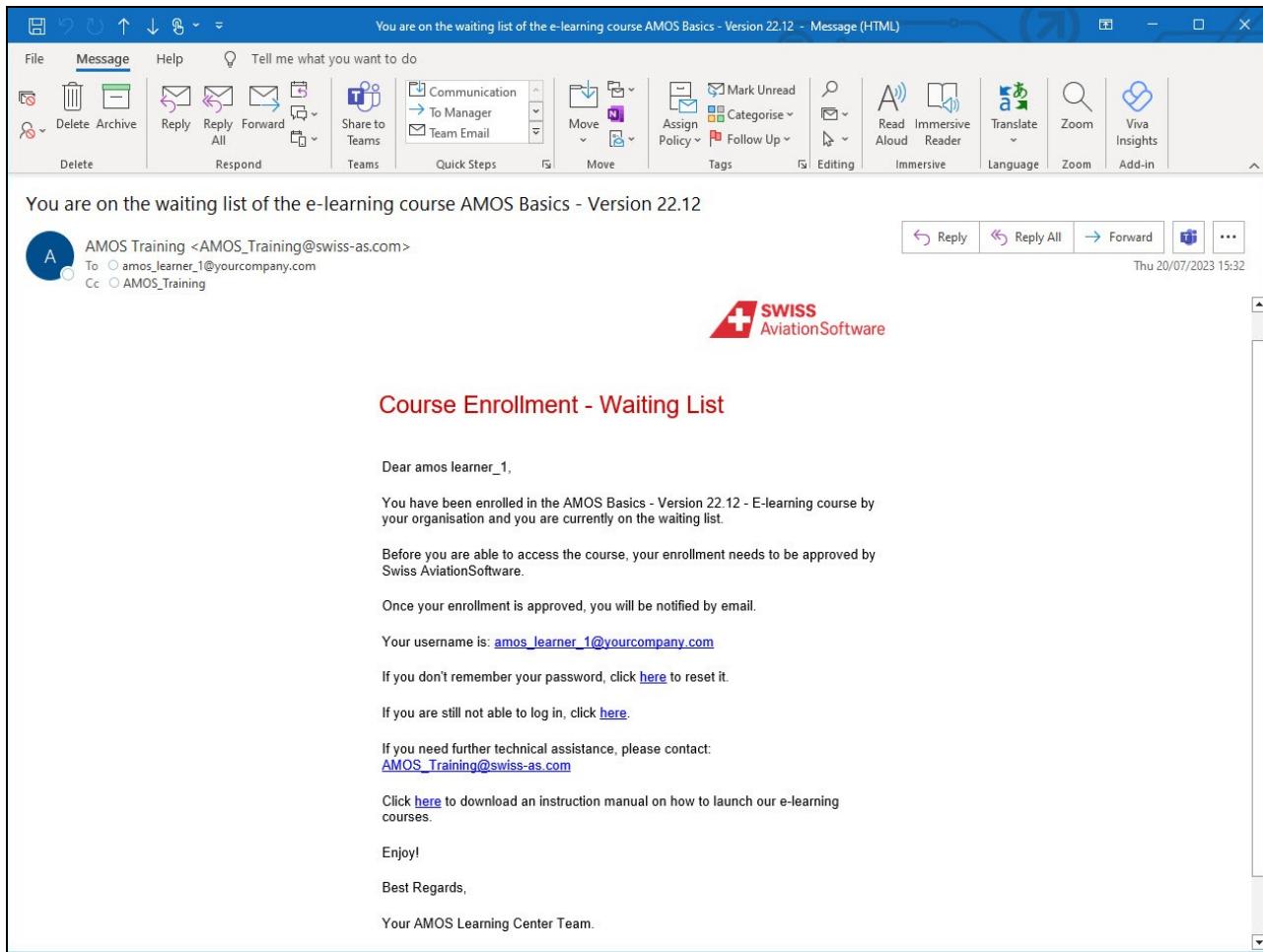
If you have any questions, please feel free to contact us at [AMOS\\_Training@swiss-as.com](mailto:AMOS_Training@swiss-as.com)

Best Regards,

Your AMOS Learning Center Team.

**SWISS**  
AviationSoftware

The learner will receive an email notification informing them that they are on the waiting list (until the RFS is approved and performed)



You are on the waiting list of the e-learning course AMOS Basics - Version 22.12

AMOS Training <AMOS\_Training@swiss-as.com>  
To: amos\_learner\_1@yourcompany.com  
Cc: AMOS\_Training

Thu 20/07/2023 15:32

**Course Enrollment - Waiting List**

Dear amos\_learner\_1,

You have been enrolled in the AMOS Basics - Version 22.12 - E-learning course by your organisation and you are currently on the waiting list.

Before you are able to access the course, your enrollment needs to be approved by Swiss AviationSoftware.

Once your enrollment is approved, you will be notified by email.

Your username is: [amos\\_learner\\_1@yourcompany.com](#)

If you don't remember your password, click [here](#) to reset it.

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

If you need further technical assistance, please contact:  
[AMOS\\_Training@swiss-as.com](mailto:AMOS_Training@swiss-as.com)

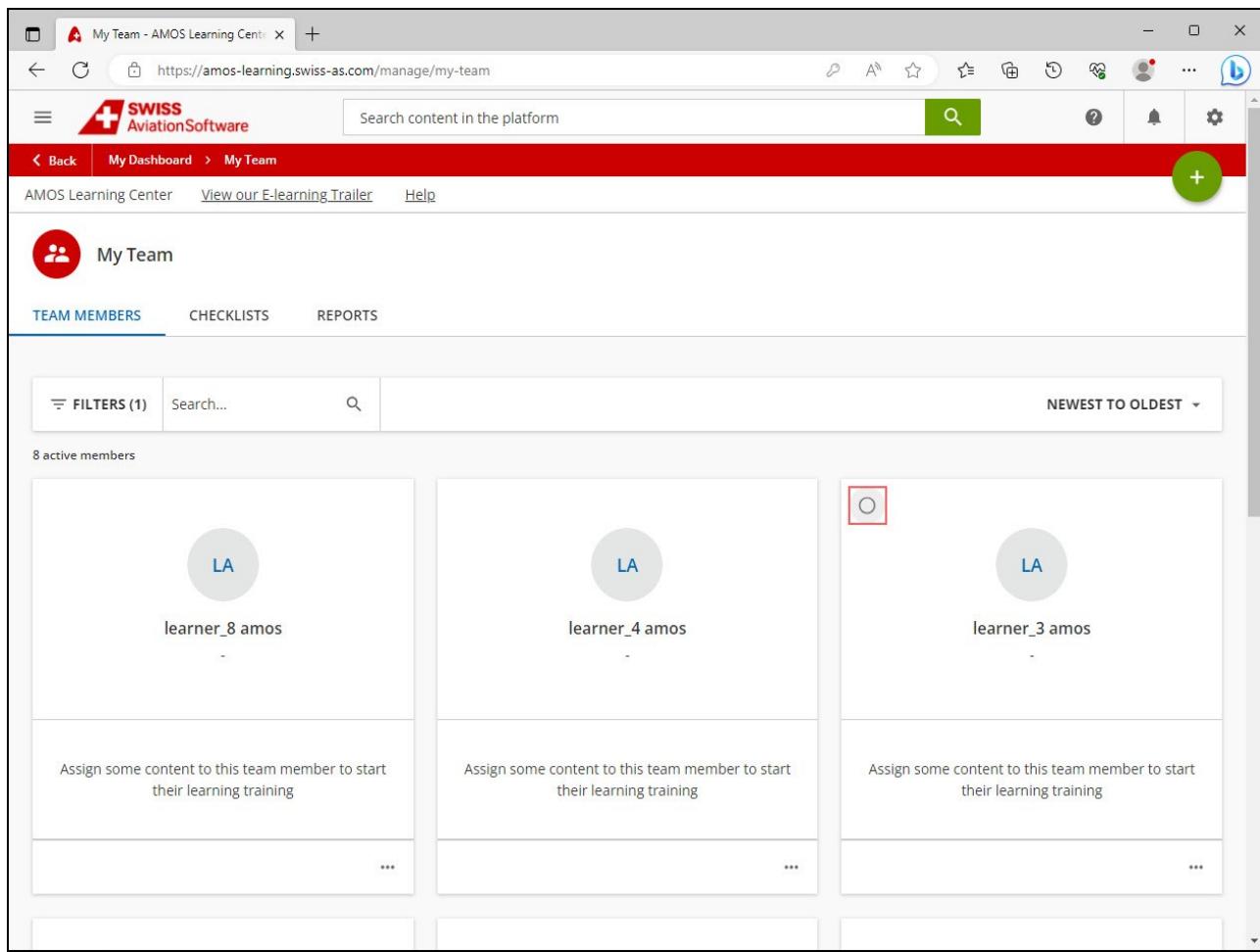
Click [here](#) to download an instruction manual on how to launch our e-learning courses.

Enjoy!

Best Regards,

Your AMOS Learning Center Team.

You may also select more than one user to enroll in one or more courses at the same time



The screenshot shows the 'My Team' section of the AMOS Learning Center. At the top, there is a navigation bar with the SWISS AviationSoftware logo, a search bar, and various icons. Below the navigation is a red header bar with 'My Dashboard' and 'My Team' buttons. Underneath is a sub-header with 'AMOS Learning Center', 'View our E-learning Trailer', and 'Help' links. A green circular button with a '+' sign is located in the top right corner of the main content area.

The main content area is titled 'My Team' and shows 'TEAM MEMBERS' as the active tab. It displays 8 active members. Each member is represented by a card with a profile picture, name, and a call-to-action message: 'Assign some content to this team member to start their learning training'. The third member, 'learner\_3 amos', has a red box drawn around their profile picture.

Member	Action
learner_8 amos	LA
learner_4 amos	LA
learner_3 amos	LA (highlighted with a red box)

My Team - AMOS Learning Center X +

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

SWISS AviationSoftware Search content in the platform

My Team

TEAM MEMBERS CHECKLISTS REPORTS

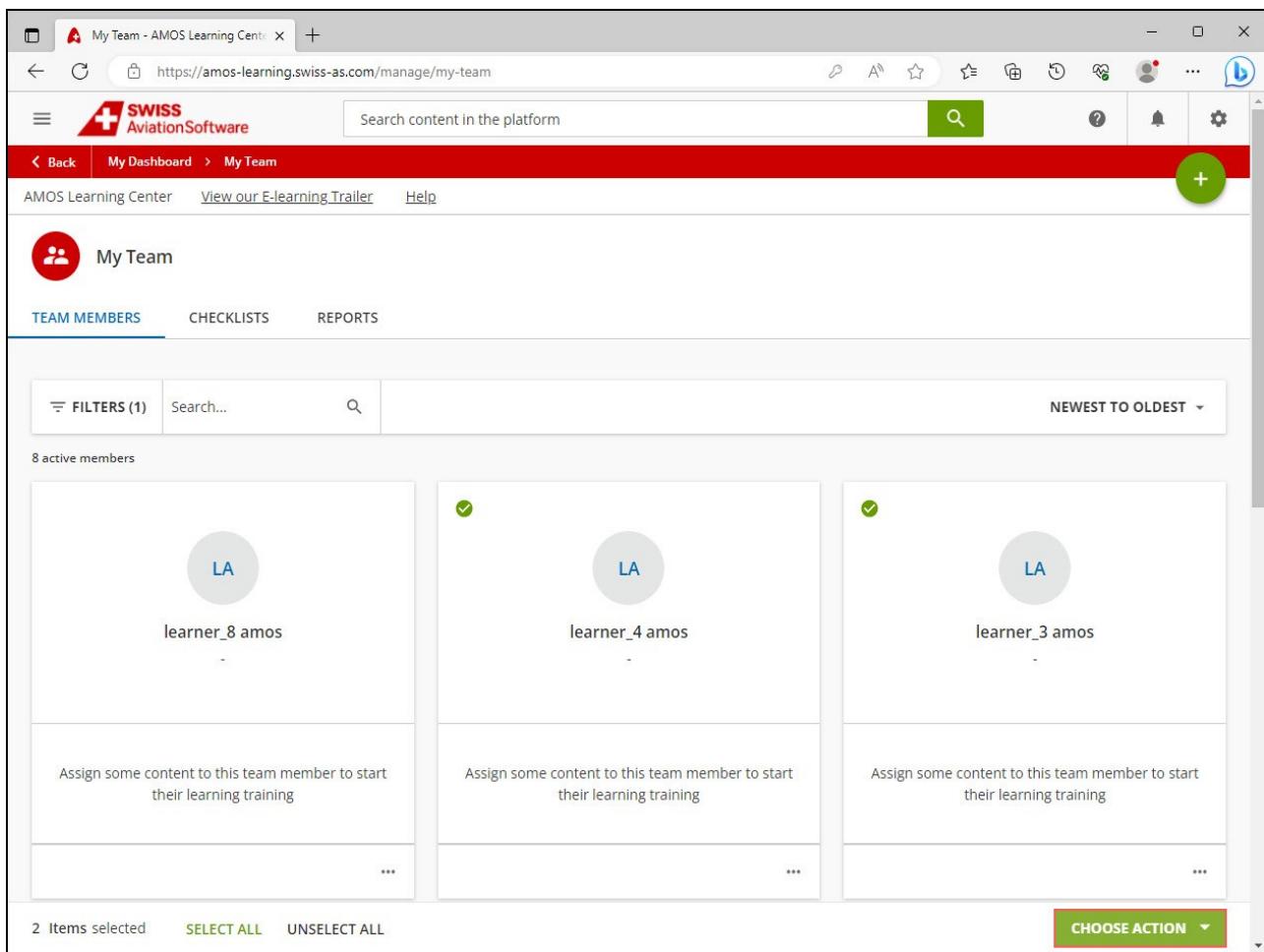
FILTERS (1) Search... NEWEST TO OLDEST

8 active members

 learner_8 amos	 learner_4 amos	 learner_3 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
...	...	...

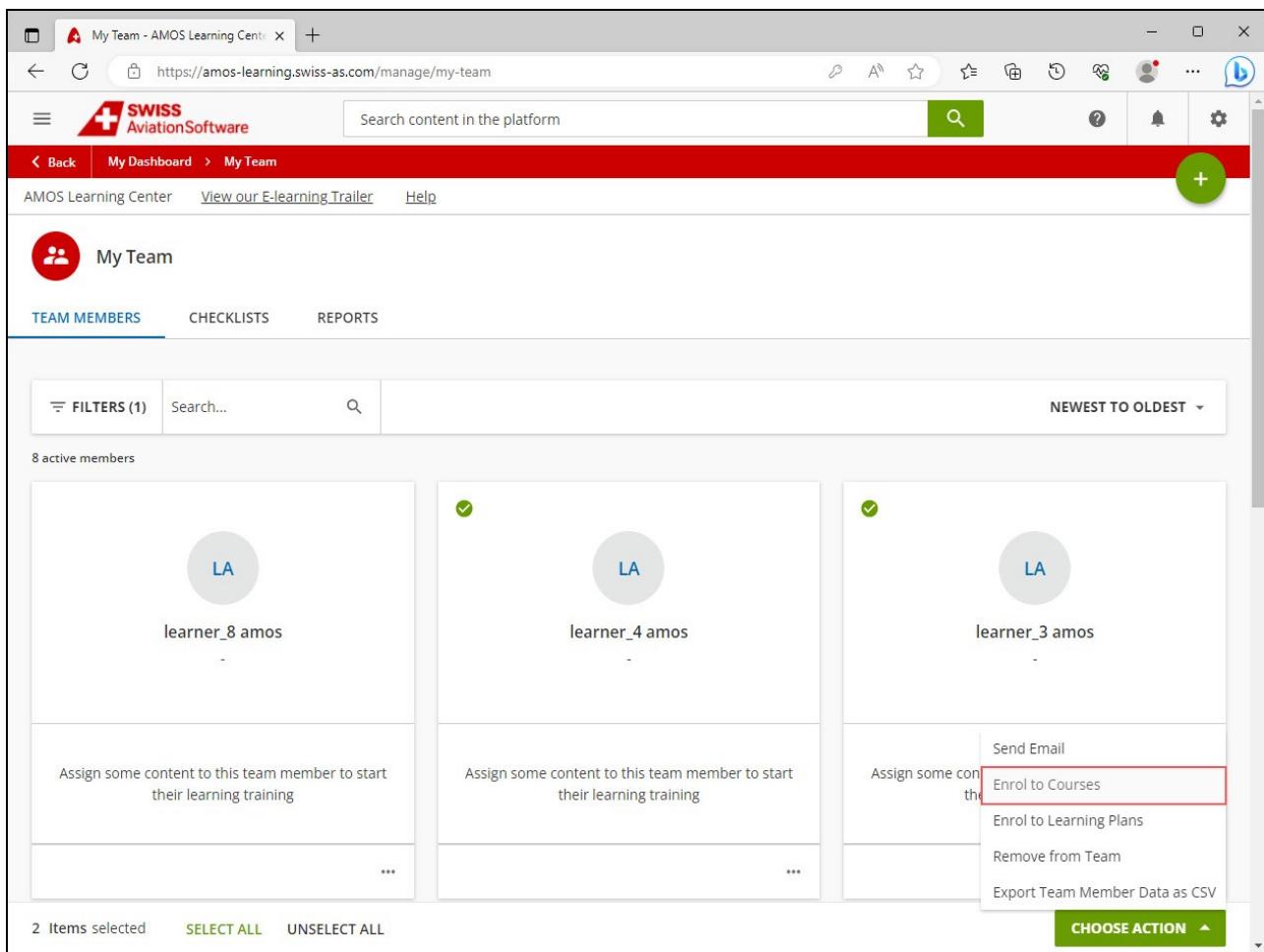
A screenshot of the 'My Team' section in the AMOS Learning Center. The page shows a list of 8 active team members. Each member is represented by a circular icon with the letters 'LA' and a name below it. The first member's icon has a red border, the second has a green checkmark, and the third has a red border. Each member's row contains a text box below their name with the instruction 'Assign some content to this team member to start their learning training' and an ellipsis button at the bottom right. The top navigation bar includes the SWISS AviationSoftware logo, a search bar, and various administrative icons. The main content area has a red header bar with 'My Team' and a green '+' button in the top right corner.

Select the green button "Choose Action" (bottom right)



The screenshot shows the 'My Team' section of the AMOS Learning Center. At the top, there is a red navigation bar with 'TEAM MEMBERS' selected. Below this, a table lists three team members: 'learner\_8 amos', 'learner\_4 amos', and 'learner\_3 amos'. Each member has a green checkmark next to their name and a grey circular icon with 'LA' in the center. Below the table, there is a message: 'Assign some content to this team member to start their learning training'. At the bottom of the page, there are buttons for '2 Items selected', 'SELECT ALL', 'UNSELECT ALL', and a prominent green 'CHOOSE ACTION' button with a dropdown arrow.

## Select “Enrol to courses”



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... NEWEST TO OLDEST

8 active members

learner_8 amos	learner_4 amos	learner_3 amos
LA	LA	LA
learner_8 amos	learner_4 amos	learner_3 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
...	...	...

2 Items selected SELECT ALL UNSELECT ALL CHOOSE ACTION ▾

Send Email

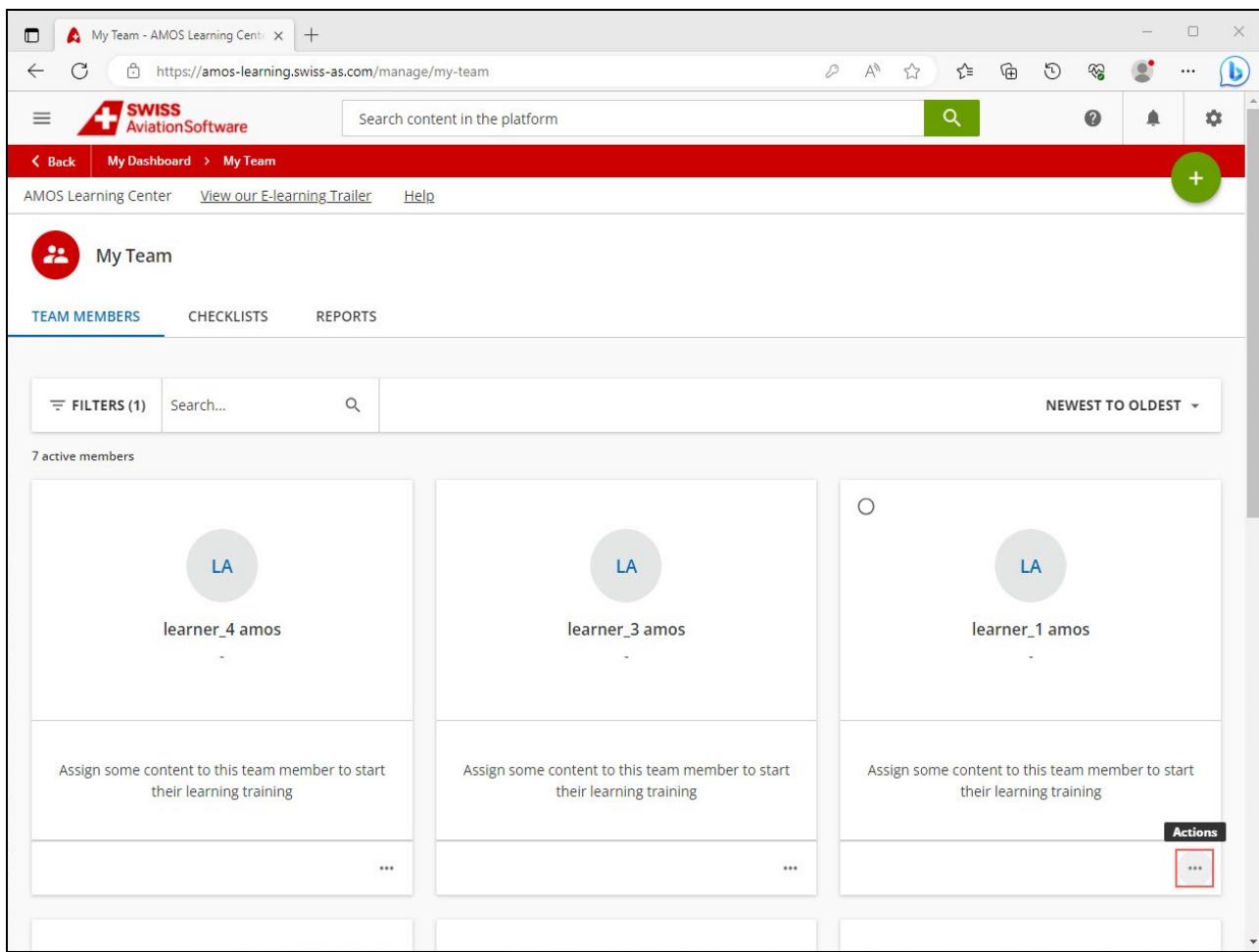
Enrol to Courses (highlighted)

Enrol to Learning Plans

Remove from Team

Export Team Member Data as CSV

The user's enrollment status is also shown on their User Summary Report, accordingly.



The screenshot shows the 'My Team' section of the AMOS Learning Center. At the top, there is a red navigation bar with the 'TEAM MEMBERS' tab selected. Below this, a table lists three team members:

Member	Status	Actions
learner_4 amos	LA	...
learner_3 amos	LA	...
learner_1 amos	LA	Actions ...

Each member row contains a small circular icon with the letters 'LA' and a text label below it. The 'Actions' button is only visible for the third member.

My Team - AMOS Learning Center

Search content in the platform

SWISS AviationSoftware

My Team

TEAM MEMBERS CHECKLISTS REPORTS

FILTERS (1) Search... NEWEST TO OLDEST

7 active members

learner_4 amos	learner_3 amos	learner 1 amos
LA	LA	LA
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
...	...	...

Send Email  
Enrol to Courses  
Enrol to Learning Plans  
Remove from Team  
**User Summary Report**

User personal summary: amos\_learner\_1@yourcompany.com

Statistics    Additional info    Courses    ILT (Instructor-Led Training)    Learning plans    External training    Social    Certification

**learner\_1 amos**  
amos\_learner\_1@yourcompany.com

Level User  
Email amos\_learner\_1@yourcompany.com  
Groups

**18/07/2023**  
**15:37:05**  
Subscription date

**17**  
Never  
Last access date

**0s**  
Total time

**1**  
Active courses

**Progress**

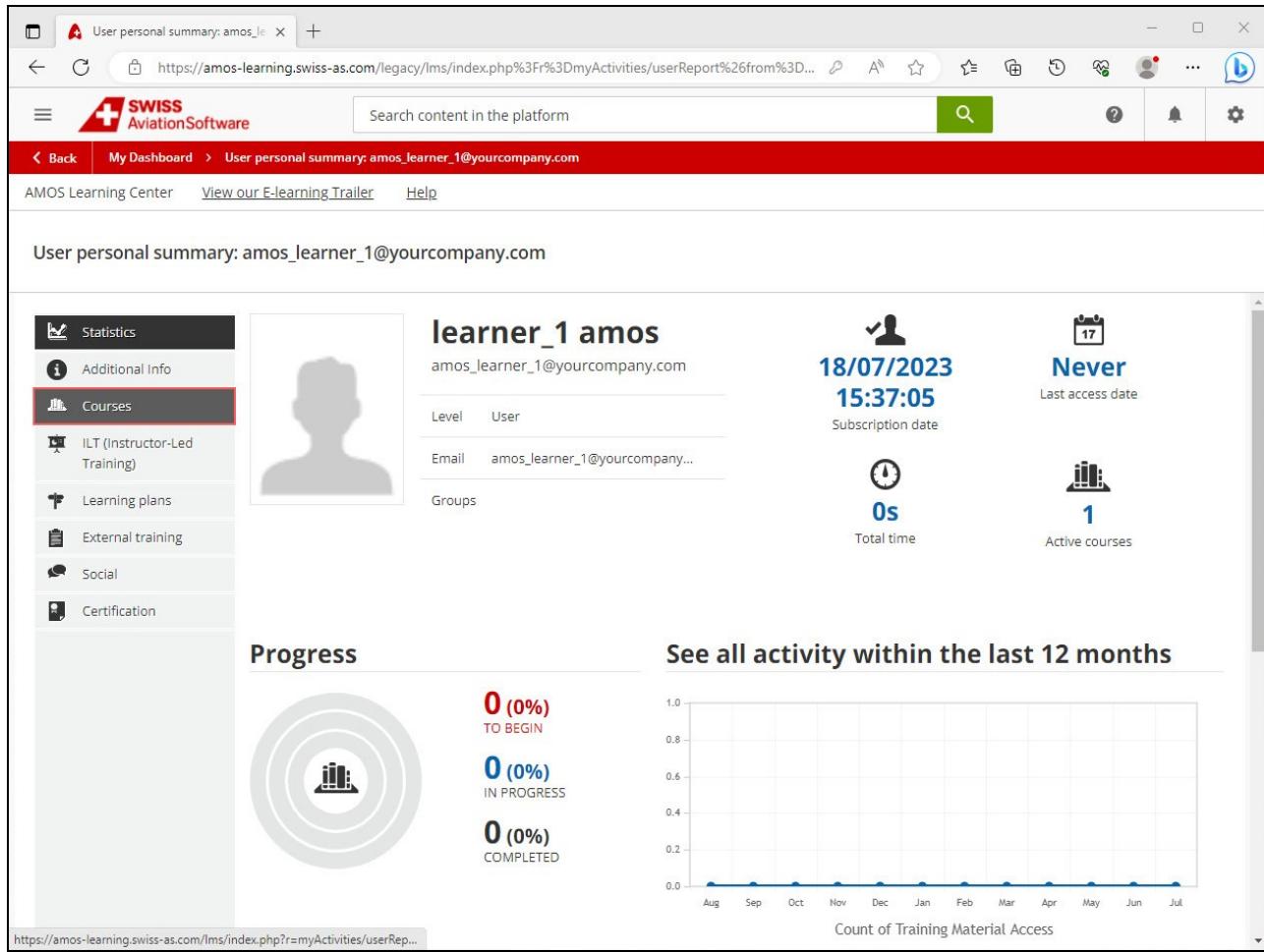
**0 (0%)**  
TO BEGIN

**0 (0%)**  
IN PROGRESS

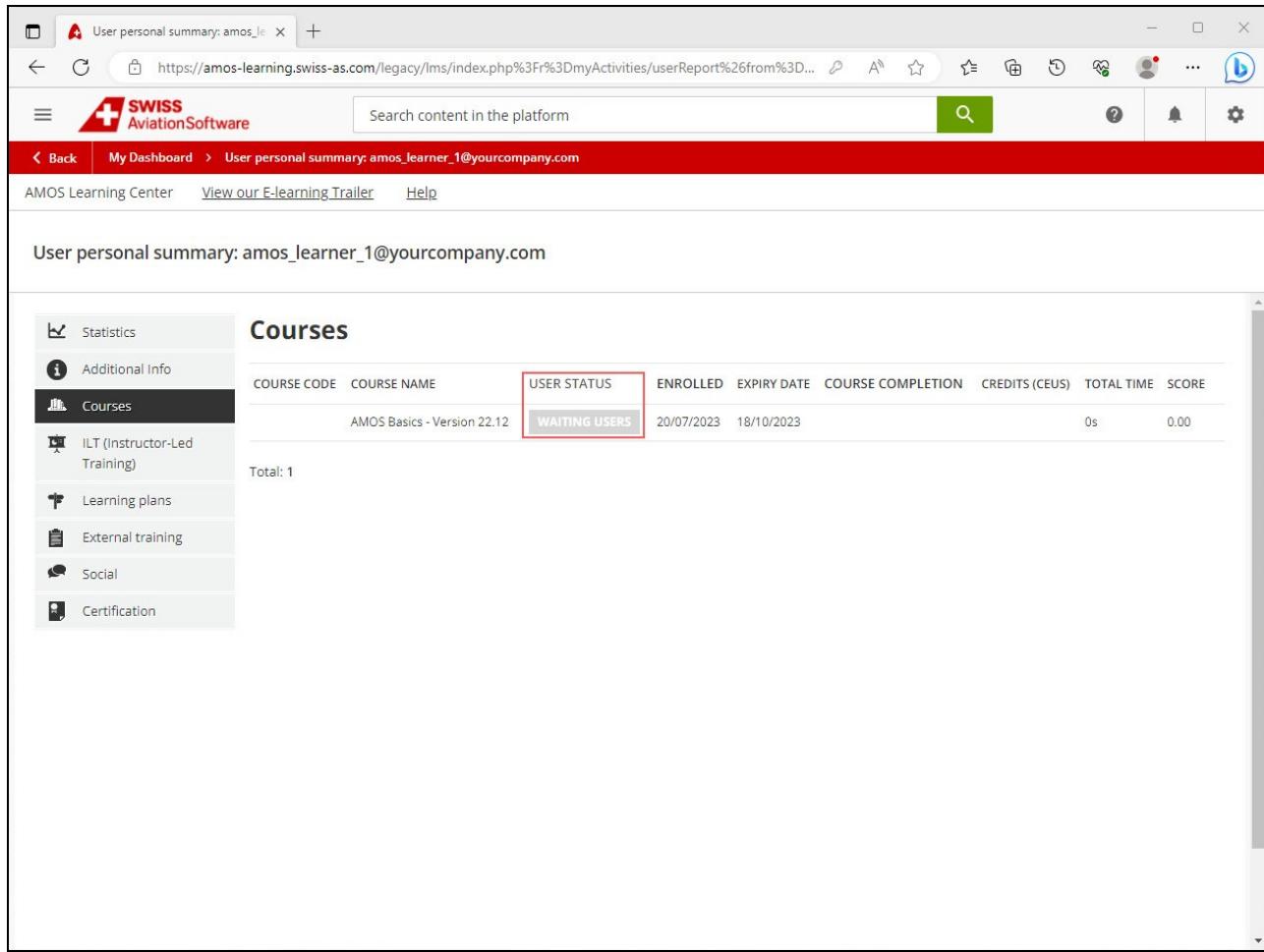
**0 (0%)**  
COMPLETED

**See all activity within the last 12 months**

Count of Training Material Access



<https://amos-learning.swiss-as.com/lms/index.php?r=myActivities/userRep...>



User personal summary: amos\_learner\_1@yourcompany.com

**Courses**

COURSE CODE	COURSE NAME	USER STATUS	ENROLLED	EXPIRY DATE	COURSE COMPLETION	CREDITS (CEUS)	TOTAL TIME	SCORE
	AMOS Basics - Version 22.12	WAITING USERS	20/07/2023	18/10/2023			0s	0.00

Total: 1

Statistics

Additional Info

**Courses**

ILT (Instructor-Led Training)

Learning plans

External training

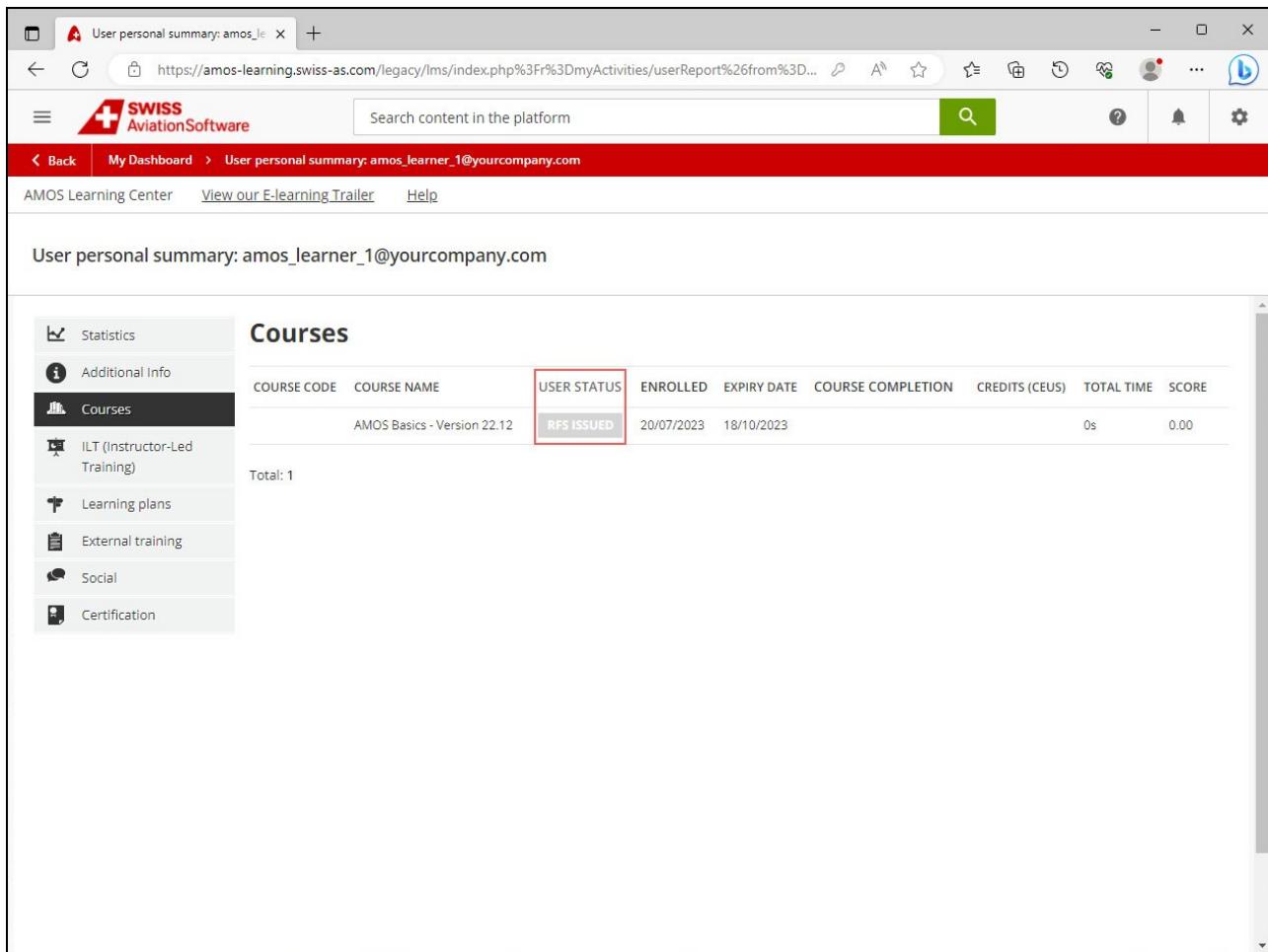
Social

Certification

**Swiss AviationSoftware will be notified as well and will issue you an RFS.**

## 2. RFS processing

Once the RFS has been issued, and until it is approved and performed, the user enrollment status is shown as "RFS issued".



User personal summary: amos\_learner\_1@yourcompany.com

**Courses**

COURSE CODE	COURSE NAME	USER STATUS	ENROLLED	EXPIRY DATE	COURSE COMPLETION	CREDITS (CEUS)	TOTAL TIME	SCORE
	AMOS Basics - Version 22.12	RFS ISSUED	20/07/2023	18/10/2023		0s	0.00	

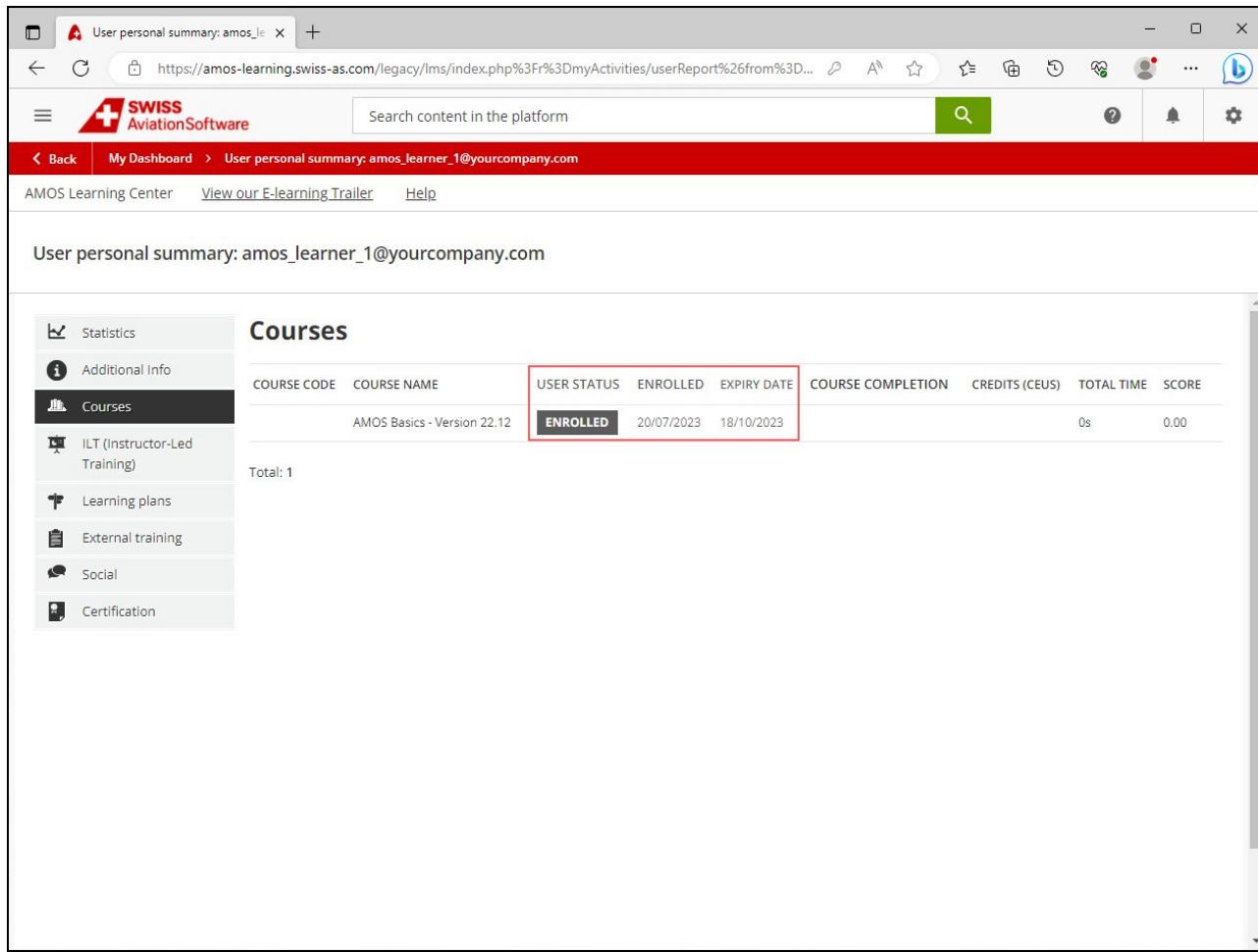
Total: 1

### 3. Enrollment activation

Upon receiving the approved RFS, Swiss AviationSoftware will activate the enrollment.

The status of the enrollment will change from “RFS issued” to “Enrolled”.

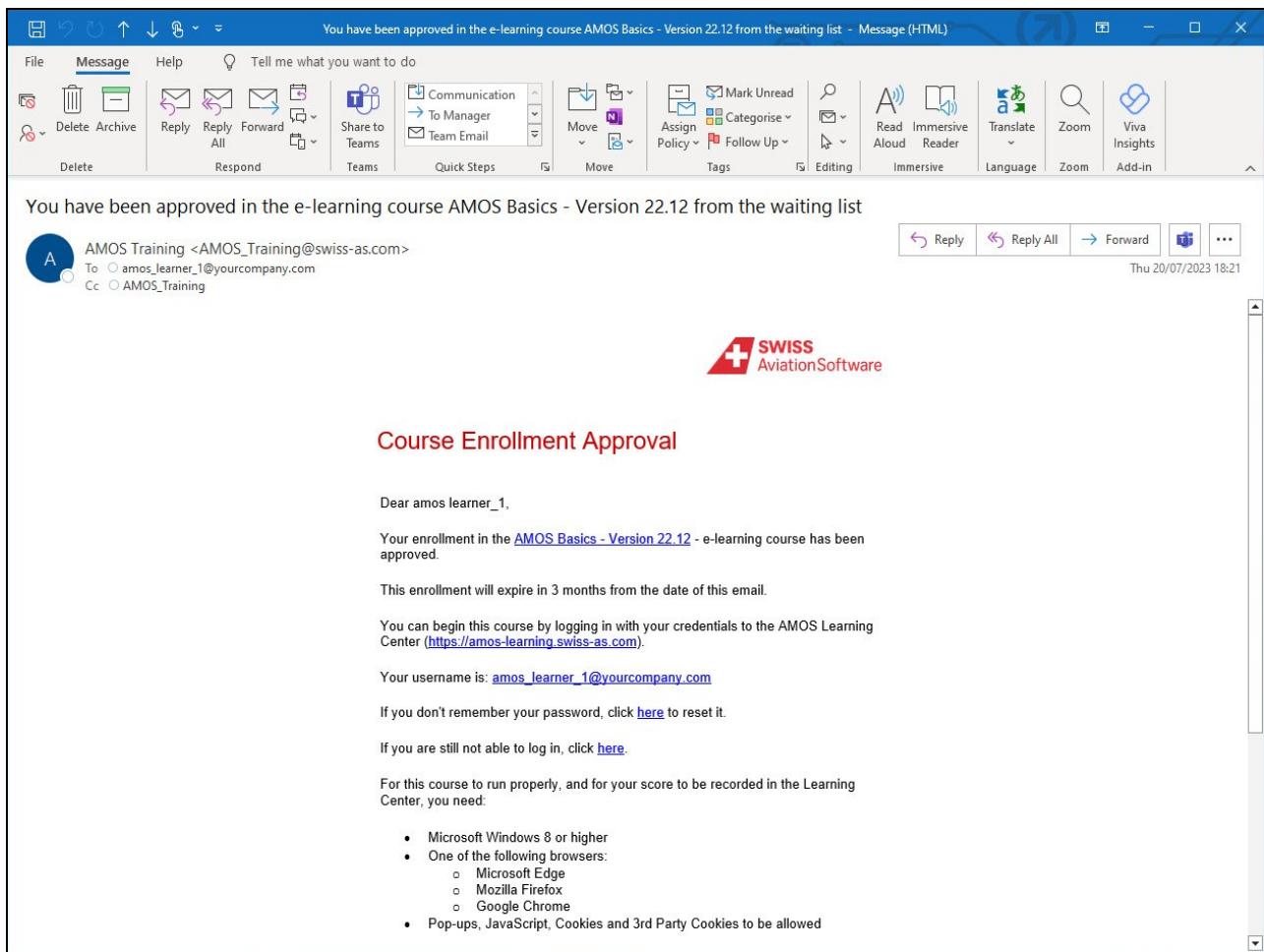
The enrollment will be valid for 3 months from the date of its activation.



The screenshot shows the 'User personal summary' page for a user named 'amos\_learner\_1@yourcompany.com'. The page has a red header bar with the user's name and a 'My Dashboard' link. The main content area is titled 'User personal summary: amos\_learner\_1@yourcompany.com'. On the left, there is a sidebar with various links: 'Statistics', 'Additional info', 'Courses' (which is highlighted in black), 'ILT (Instructor-Led Training)', 'Learning plans', 'External training', 'Social', and 'Certification'. The main content area is titled 'Courses' and shows a table with one row. The table columns are: COURSE CODE, COURSE NAME, USER STATUS, ENROLLED, EXPIRY DATE, COURSE COMPLETION, CREDITS (CEUS), TOTAL TIME, and SCORE. The row data is: AMOS Basics - Version 22.12, ENROLLED, 20/07/2023, 18/10/2023, (empty), 0s, 0.00. Below the table, it says 'Total: 1'.

COURSE CODE	COURSE NAME	USER STATUS	ENROLLED	EXPIRY DATE	COURSE COMPLETION	CREDITS (CEUS)	TOTAL TIME	SCORE
	AMOS Basics - Version 22.12	ENROLLED	20/07/2023	18/10/2023			0s	0.00

An email notification will be sent to the learner and to you too.



You have been approved in the e-learning course AMOS Basics - Version 22.12 from the waiting list

AMOS Training <AMOS\_Training@swiss-as.com>  
To: amos\_learner\_1@yourcompany.com  
Cc: AMOS\_Training

Thu 20/07/2023 18:21

**Course Enrollment Approval**

Dear amos learner\_1,

Your enrollment in the [AMOS Basics - Version 22.12](#) - e-learning course has been approved.

This enrollment will expire in 3 months from the date of this email.

You can begin this course by logging in with your credentials to the AMOS Learning Center (<https://amos-learning.swiss-as.com>).

Your username is: [amos\\_learner\\_1@yourcompany.com](#)

If you don't remember your password, click [here](#) to reset it.

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

For this course to run properly, and for your score to be recorded in the Learning Center, you need:

- Microsoft Windows 8 or higher
- One of the following browsers:
  - Microsoft Edge
  - Mozilla Firefox
  - Google Chrome
- Pop-ups, JavaScript, Cookies and 3rd Party Cookies to be allowed

User amos\_learner\_1@yourcompany.com approval in the WBT course AMOS Basics - Version 22.12 from the waiting list - Message (HTML)

File Message Help Tell me what you want to do

Delete Archive Reply Reply All Forward Share to Teams Communication To Manager Team Email Move Mark Unread Assign Categorise Policy Follow Up Tags Editing Immersive Read Aloud Translate Language Zoom Viva Insights Add-in

Delete Respond Teams Quick Steps Move Reply All Forward ...

Thu 20/07/2023 18:21

AMOS Training <AMOS\_Training@swiss-as.com>  
To amos\_training@yourcompany.com  
Cc AMOS\_Training

 SWISS AviationSoftware

### Course Enrollment Approval

Dear AMOS Training Administrator,

The user amos learner\_1 with username [amos\\_learner\\_1@yourcompany.com](mailto:amos_learner_1@yourcompany.com) has been approved in the WBT course **AMOS Basics - Version 22.12** from the course's waiting list.

The user will be able to access the course for 3 months from the date of this email.

An email notification with the course access details has been sent to the user.

Best Regards,  
Your AMOS Learning Center Team.