



WBT User Enrollment Guide for Training Administrators

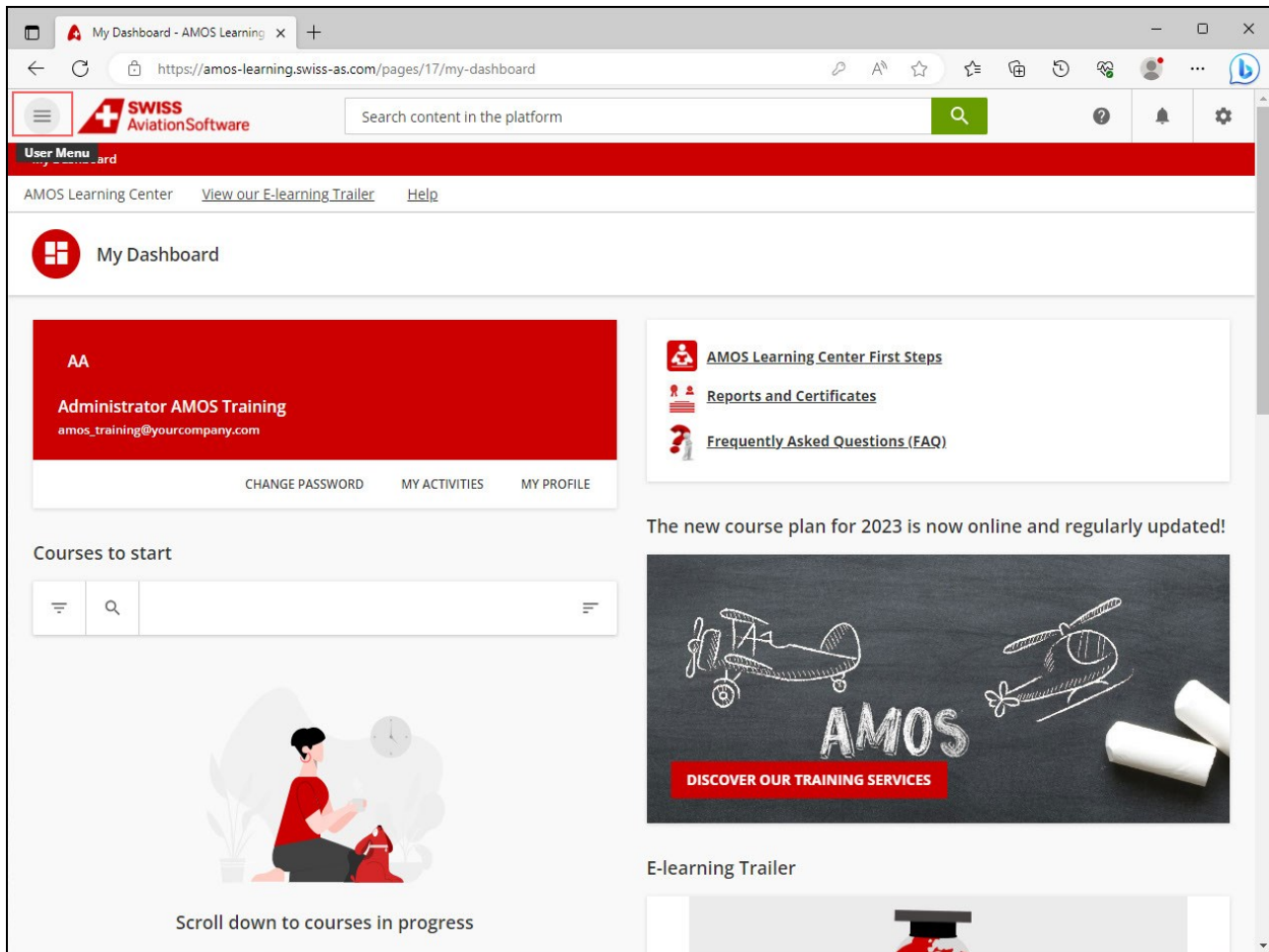
AMOS Learning Center

Contents

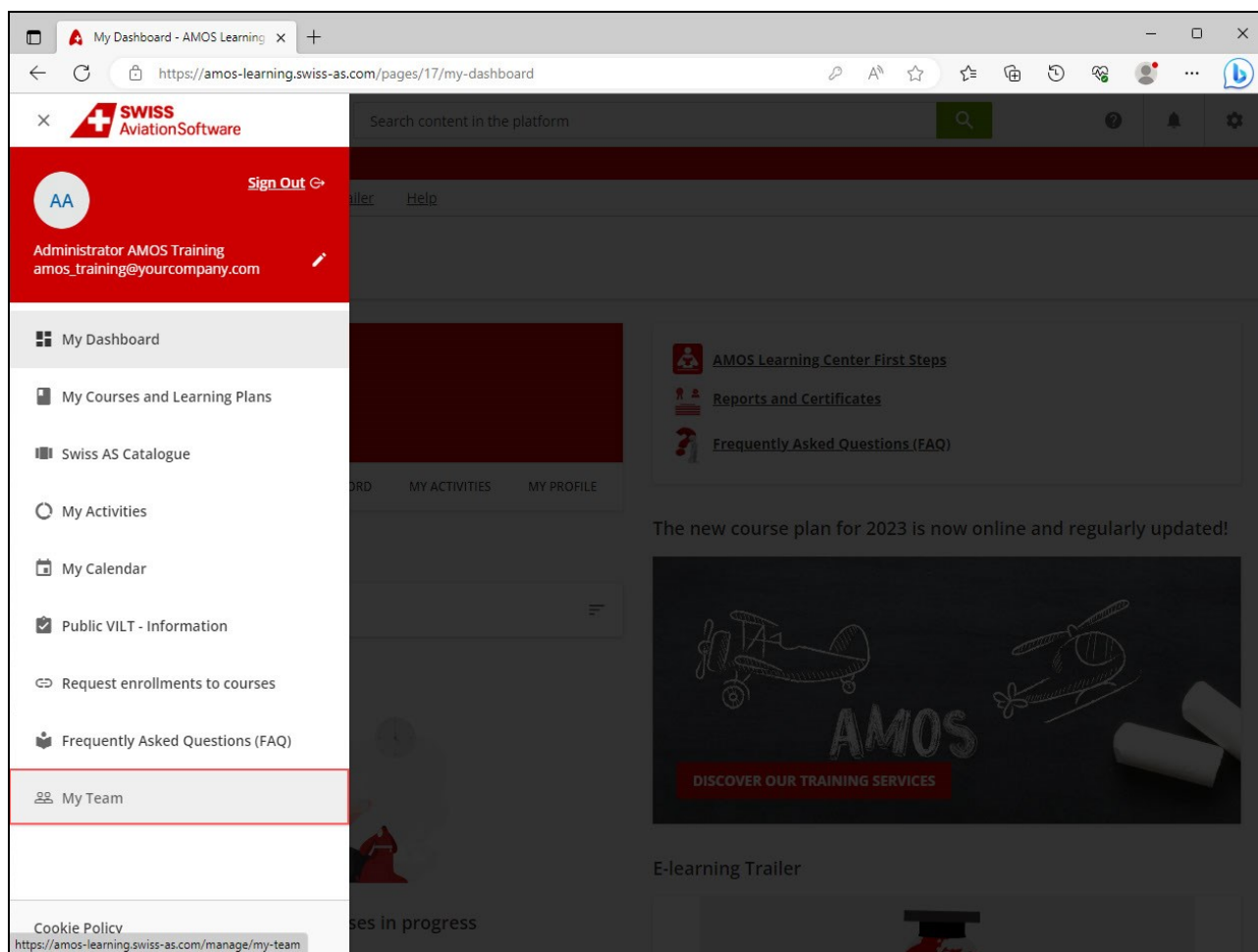
1. Enroll users in Web Based Training (e-learning) courses.....	3
2. RFS processing	22
3. Enrollment activation	23

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

Select the “User Menu” button (top left)



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



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

The screenshot shows a web browser window with the URL <https://amos-learning.swiss-as.com/manage/my-team>. The page header includes the 'SWISS AviationSoftware' logo and a search bar. A red navigation bar contains links for 'Back', 'My Dashboard', and 'My Team'. Below this, the 'My Team' section is active, showing tabs for 'TEAM MEMBERS', 'CHECKLISTS', and 'REPORTS'. A filter bar indicates '7 active members' and a search bar. The main content area displays three team member cards: 'learner_4 amos', 'learner_3 amos', and 'learner_1 amos'. Each card has a circular profile picture with 'LA' and a description: 'Assign some content to this team member to start their learning training'. An 'Actions' button with an ellipsis (...) is visible on the right side of the 'learner_1 amos' card.

Select “Enrol to courses”

The screenshot shows a web browser window with the URL <https://amos-learning.swiss-as.com/manage/my-team>. The page header includes the "SWISS AviationSoftware" logo and a search bar. A red navigation bar contains links for "Back", "My Dashboard", and "My Team". Below this, the "My Team" section is active, showing tabs for "TEAM MEMBERS", "CHECKLISTS", and "REPORTS". A filter bar indicates "7 active members" and a "NEWEST TO OLDEST" sort order. The main content area displays three team member cards: "learner_4 amos", "learner_3 amos", and "learner 1 amos". Each card has a circular profile picture with the initials "LA" and a message: "Assign some content to this team member to start their learning training". A context menu is open for "learner 1 amos", listing options: "Send Email", "Enrol to Courses" (highlighted with a red box), "Enrol to Learning Plans", "Remove from Team", and "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

Enrol to Content

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

1 Courses selection — 2 Additional Information

Search here...

<input type="checkbox"/>	 AMOS Maintenance Control Part 1 - Version 21.12 English UK	SUGGESTED
<input type="checkbox"/>	 AMOS Line & Base Maintenance with Picking List and Configuration Management Logic - Version 21.12 English UK	SUGGESTED
<input type="checkbox"/>	 AMOS Stores with Picking List and Configuration Management Logic - Version 21.12 English UK	SUGGESTED
<input type="checkbox"/>	 AMOS Material Management Part 1 with Picking List Management Logic - Version 21.12 English UK	SUGGESTED
<input type="checkbox"/>	 AMOS Material Management Part 1 with Pickslip Logic - Version 21.12 English UK	SUGGESTED

CANCEL NEXT

My Team

TEAM MEMBERS CHECKLISTS REPORT

FILTERS (1) Search...

7 active members

LA
learner_4 amos

Assign some content to this team member to start learning training

My Team - AMOS Learning Centre

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

E-LEARNING




AMOS Maintenance Control Part 1 - Version 21.12

English UK

SUGGESTED

E-LEARNING




AMOS Line & Base Maintenance with Picking List and Configuration Management Logic - Version 21.12

English UK

SUGGESTED

E-LEARNING




AMOS Stores with Picking List and Configuration Management Logic - Version 21.12

English UK

SUGGESTED

E-LEARNING




AMOS Material Management Part 1 with Picking List Management Logic - Version 21.12

English UK

SUGGESTED

E-LEARNING



AMOS Material Management Part 1 with Picking List Logic - Version 21.12

English UK

SUGGESTED

CANCEL

NEXT

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

My Team - AMOS Learning Center

BackMy DashboardMy Team

AMOS Learning CenterView our E-learning Trails

My Team

TEAM MEMBERSCHECKLISTSREPORT

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 Pickslip 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

CANCEL

NEXT

Click “Next”

My Team - AMOS Learning Center






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

Enrol to Content

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

1 Courses selection — 2 Additional Information

22.12 X | Q

<input type="checkbox"/>		AMOS Stores with Picking List and Configuration Management Logic Part 1 - Version 22.12	English UK
<input checked="" type="checkbox"/>		AMOS Basics - Version 22.12	English UK
<input type="checkbox"/>		AMOS Material Management Part 1 with Pickslip Logic - Version 22.12	English UK
<input type="checkbox"/>		AMOS Material Management Part 1 with Picking List Management Logic - Version 22.12	English UK
<input type="checkbox"/>		AMOS Engineering Part 1 with Reference Tree Logic - Version 22.12	

CANCEL NEXT

My Team

TEAM MEMBERS CHECKLISTS REPORT

FILTERS (1) Search...

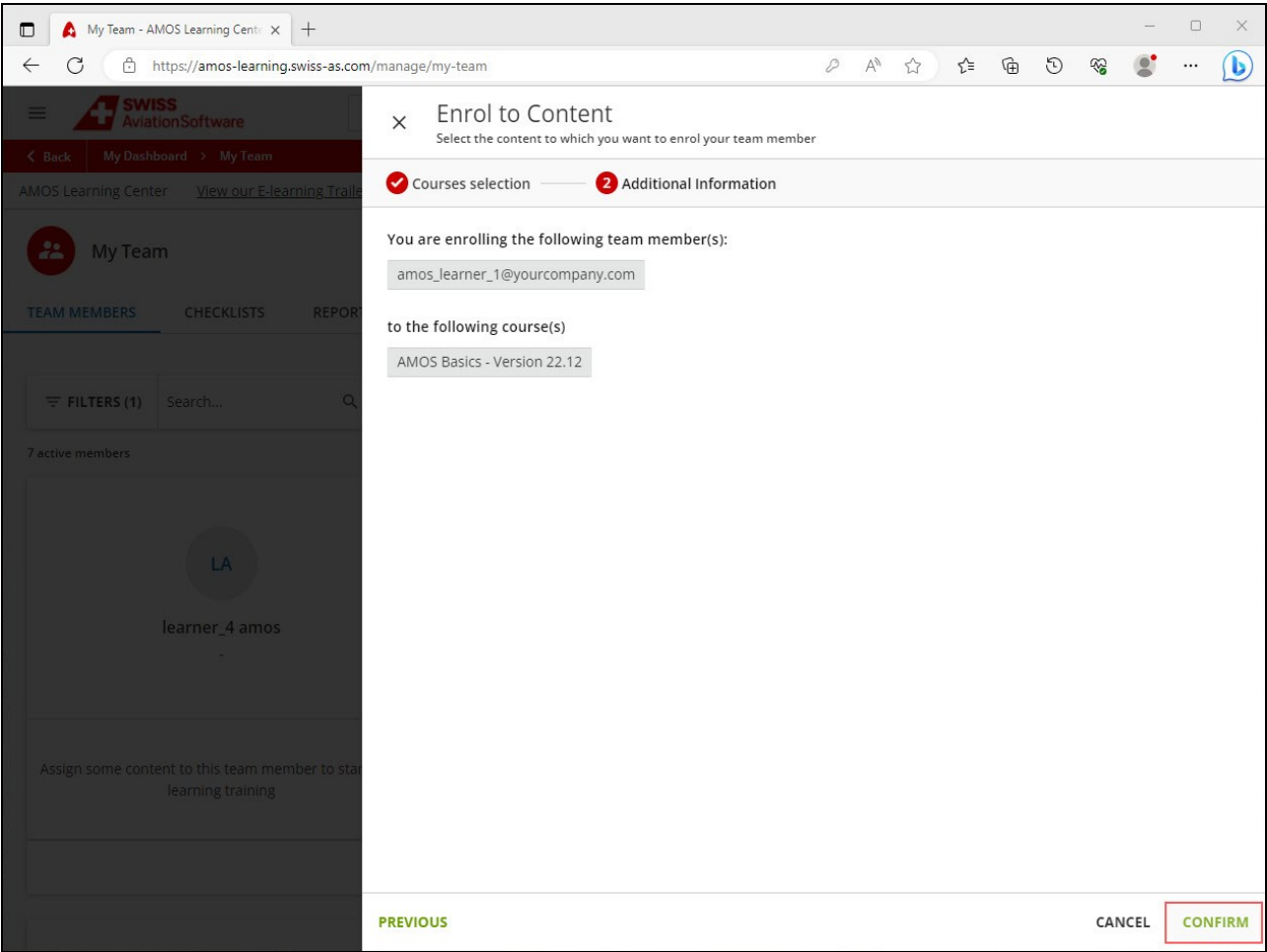
7 active members

LA

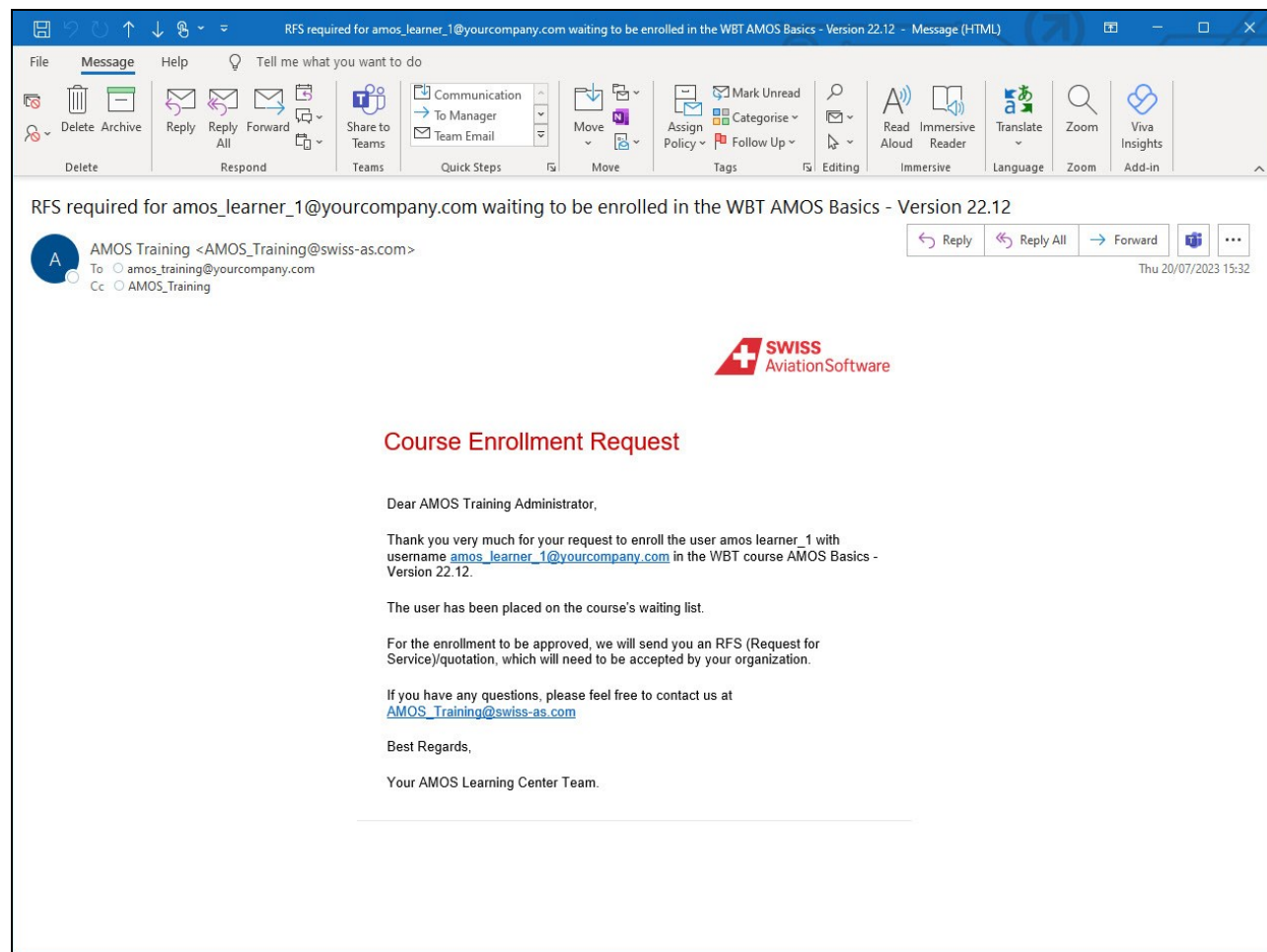
learner_4 amos

Assign some content to this team member to start learning training

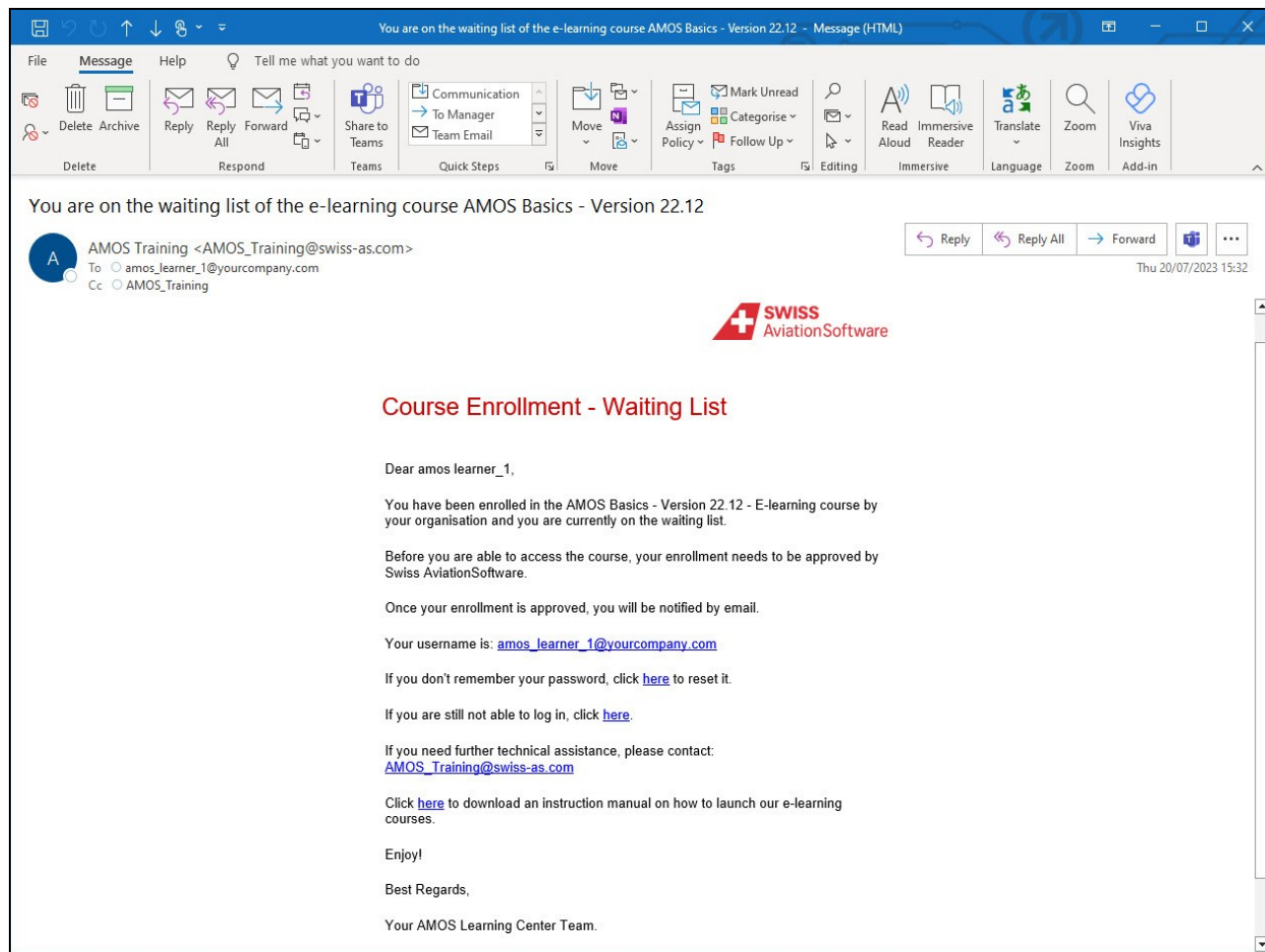
Click “Confirm”



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.



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



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

The screenshot displays the 'My Team' management interface in the AMOS Learning Center. The page header includes the 'SWISS AviationSoftware' logo and a search bar. The main content area shows a list of team members under the 'TEAM MEMBERS' tab. Three members are visible: 'learner_8 amos', 'learner_4 amos', and 'learner_3 amos'. Each member card features a circular profile picture with the initials 'LA' and a text box below it that says 'Assign some content to this team member to start their learning training'. A red square highlights a small circular icon in the top right corner of the third member's card.

My Team - AMOS Learning Centre

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

LA

learner_8 amos

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

...

○

LA

learner_4 amos

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

...

✓

LA

learner_3 amos

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

...

Page 15 of 25

Select the green button “Choose Action” (bottom right)

The screenshot shows a web browser window with the URL <https://amos-learning.swiss-as.com/manage/my-team>. The page header includes the Swiss AviationSoftware logo and a search bar. A red navigation bar contains links for Back, My Dashboard, and My Team. Below this, the 'My Team' section is active, showing tabs for TEAM MEMBERS, CHECKLISTS, and REPORTS. The TEAM MEMBERS tab displays 8 active members. Three team member cards are visible, each with a profile picture (LA), a name (learner_8 amos, learner_4 amos, learner_3 amos), and a description: 'Assign some content to this team member to start their learning training'. A green checkmark is visible in the top right corner of each card. At the bottom of the page, there is a status bar showing '2 Items selected', 'SELECT ALL', 'UNSELECT ALL', and a green button labeled 'CHOOSE ACTION'.

My Team - AMOS Learning Center

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

LA learner_8 amos

LA learner_4 amos

LA learner_3 amos

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

2 Items selected SELECT ALL UNSELECT ALL CHOOSE ACTION

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

BackMy DashboardMy Team

AMOS Learning CenterView our E-learning TrailerHelp

My Team

TEAM MEMBERSCHECKLISTSREPORTS

FILTERS (1)Search...NEWEST TO OLDEST

8 active members

LA

learner_8 amos

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

LA

learner_4 amos

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

LA

learner_3 amos

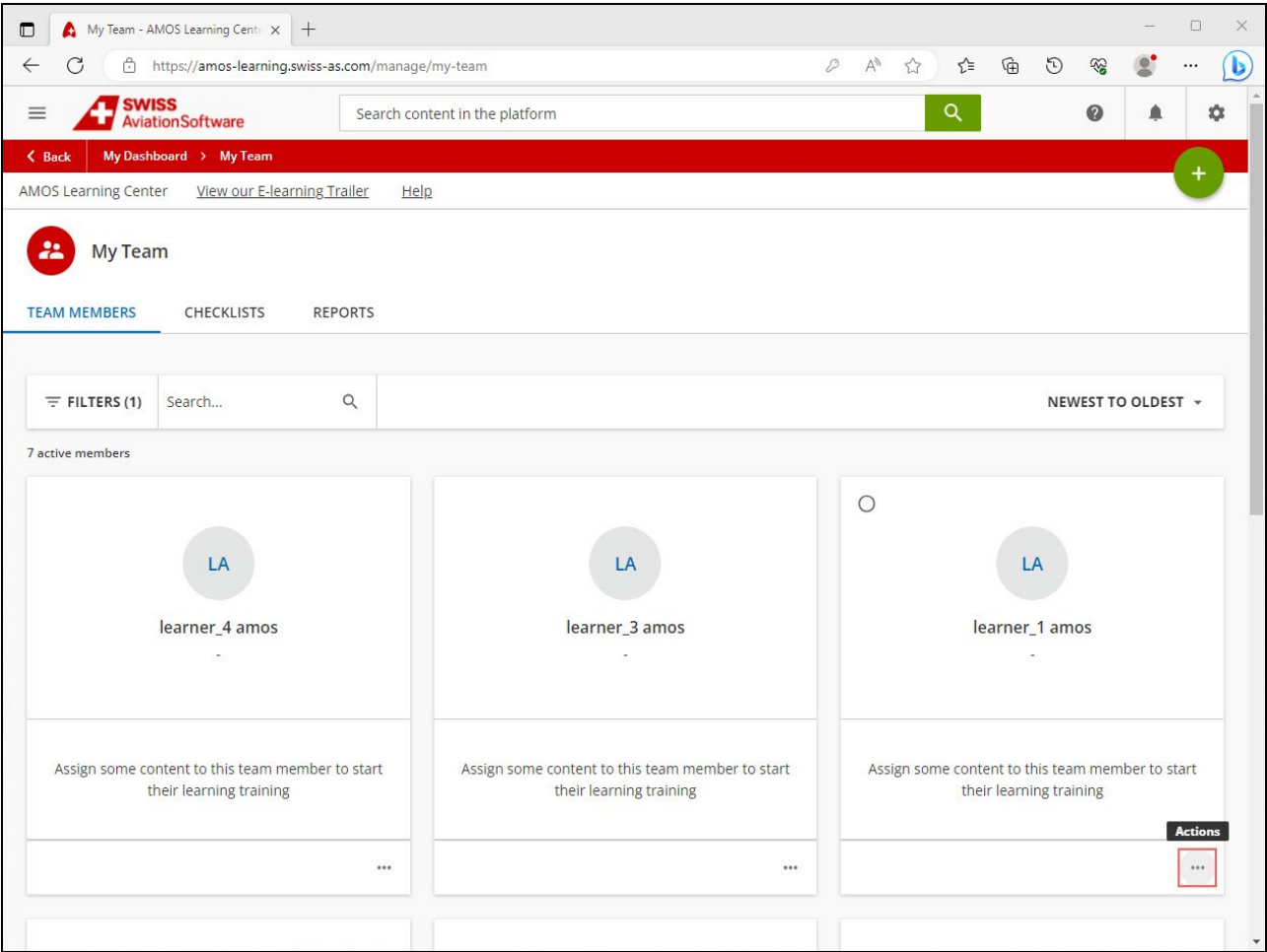
Assign some content to this team member to start their learning training

2 Items selectedSELECT ALLUNSELECT ALL

Send EmailEnrol to CoursesEnrol to Learning PlansRemove from TeamExport Team Member Data as CSV

CHOOSE ACTION

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



My Team - AMOS Learning Centre x

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

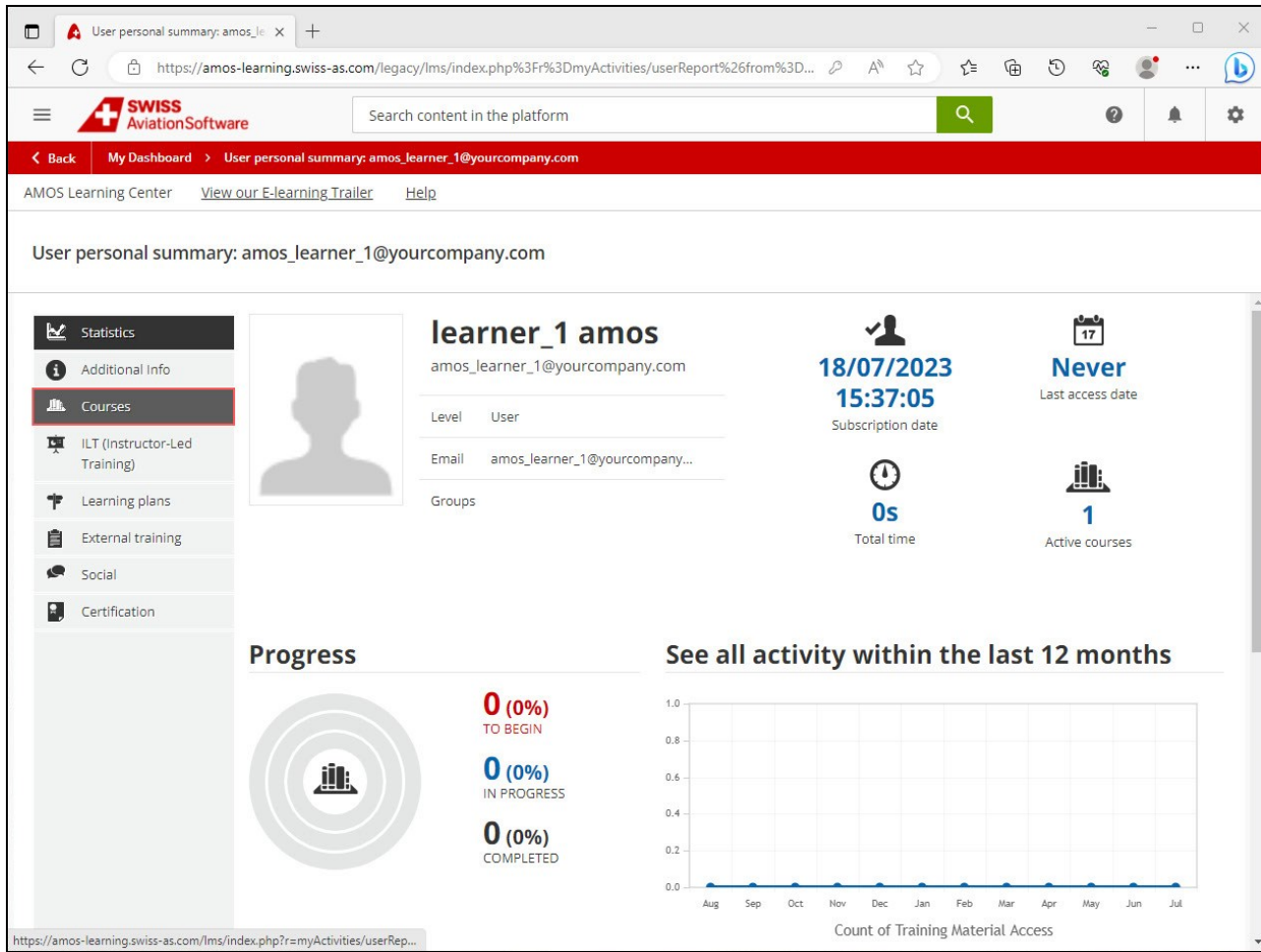
TEAM MEMBERS CHECKLISTS REPORTS

FILTERS (1) Search... NEWEST TO OLDEST

7 active members

 learner_4 amos Assign some content to this team member to start their learning training	 learner_3 amos Assign some content to this team member to start their learning training	 learner 1 amos 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_le

https://amos-learning.swiss-as.com/legacy/lms/index.php%3Fr%3DmyActivities/userReport%26from%3D...

SWISS AviationSoftware

Search content in the platform

?

🔔

⚙️

< Back

My Dashboard >

User personal summary: amos_learner_1@yourcompany.com

AMOS Learning Center

[View our E-learning Trailer](#)

[Help](#)

User personal summary: amos_learner_1@yourcompany.com

📊 Statistics

👤 Additional Info

👥 Courses

🖥️ ILT (Instructor-Led Training)

📅 Learning plans

📋 External training

💬 Social

📜 Certification

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

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

Page 21 of 25

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

AMOS Learning Center

[View our E-learning Trailer](#)

[Help](#)

User personal summary: amos_learner_1@yourcompany.com

Statistics

Additional Info

Courses

ILT (Instructor-Led Training)

Learning plans

External training

Social

Certification

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.

User personal summary: amos_learner_1@yourcompany.com

AMOS Learning Center

[View our E-learning Trailer](#)

[Help](#)

User personal summary: amos_learner_1@yourcompany.com

Statistics

Additional info

Courses

ILT (Instructor-Led Training)

Learning plans

External training

Social

Certification

Courses

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

Total: 1

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 - 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 Assign Policy Categorise Mark Unread Follow Up Tags Editing Read Aloud Immersive Reader Translate Zoom Viva Insights

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

Reply Reply All Forward

Thu 20/07/2023 18:21

 **SWISS**
AviationSoftware

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

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

Assign Policy

Mark Unread

Categorise

Follow Up

Read Aloud

Immersive Reader

Translate

Zoom

Viva Insights

Delete

Respond

Teams

Quick Steps

Move

Tags

Editing

Immersive

Language

Zoom

Add-in

User amos_learner_1@yourcompany.com approval in the WBT course AMOS Basics - Version 22.12 from the waiting list - Message (HTML)

User amos_learner_1@yourcompany.com approval in the WBT course AMOS Basics - Version 22.12 from the waiting list

A

AMOS Training <AMOS_Training@swiss-as.com>

To: amos_training@yourcompany.com

Cc: AMOS_Training

Reply

Reply All

Forward

Thu 20/07/2023 18:21

SWISS

AviationSoftware

Course Enrollment Approval

Dear AMOS Training Administrator,

The user amos_learner_1 with username [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.