Il mondo intorno a noi sta cambiando

Il futuro è oggi

sedApta group
smart manufacturing made easy

Onboarding Process on the Sedapta Suite

Onboarding Process on the Sedapta Suite

Continuous Training and Coaching process

IMPORTANT:
Cross this chasm!

ONBOARDING PROCESS

FULLY PRODUCTIVE

SEDAPTA SUITE BASIC COURSES

TRAINING ON THE JOB

- Coaching and Mentoring
- Involvement in specific activities (POC, demo, …)

- Instructor-led training
- E-Learning Video*

*only Italian version

KEEP UPDATED

- What's New
- Club

ADVANCED TRAINING

- Advanced Technical Course
- One to One training on particular functions, vertical needs, ..

E-Learning
Brand new platform

Sedapta Suite Basic Courses

Web Platform based on Moodle

https://elearning.sedapta.com/

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SEDAPTA OFFERS A SUITE OF INTEGRATED SOLUTIONS ABLE TO SUPPORT BOTH S&OP AND S&OE PROCESSES FOR THE PLANNING, EXECUTION AND OPTIMIZATION OF ALL LEVELS OF THE SUPPLY CHAIN

THIS PLATFORM FOR E-LEARNING WILL GIVE YOU THE OPPORTUNITY TO KNOW OUR TOOLS AND GET ON BOARD

Want more information on the company? Check our website: https://www.sedapta.com

FILE
Guidelines for using the platform

AVAILABLE COURSES

CORE TOOLS BC CORE TOOLS BASIC COURSE

OSA BC OSA BASIC COURSE

FACTORY SCHEDULING BC FACTORY SCHEDULING BASIC COURSE

COMMUNICATION MANAGER + NOTIFICATION ENGINE BC COMMUNICATION MANAGER + NOTIFICATION ENGINE BASIC COURSE
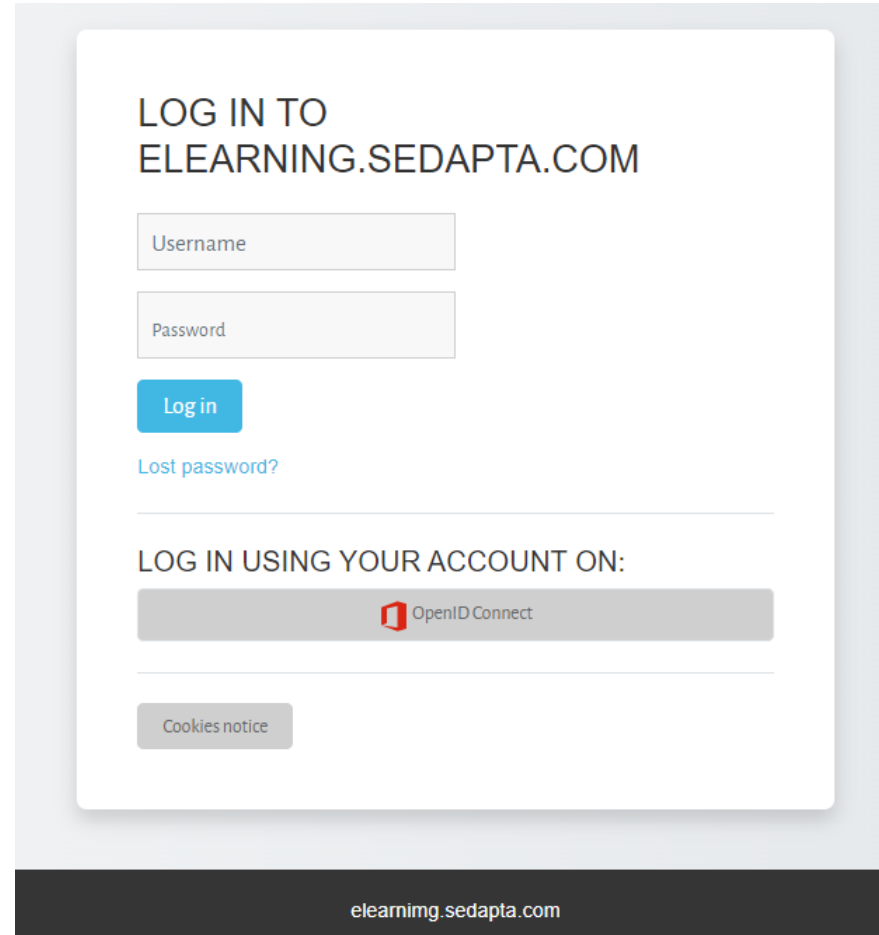
CHECKLIST BC CHECKLIST BASIC COURSE

Home Page

When logged in the **Home Page** displays all Available Courses, everyone will have visibility of all available courses

My courses displays courses I'm enrolled in

Login

For external users or internal (can be integrated with Microsoft 365 Active Directory)

Login for Sedapta employees

LOG IN USING YOUR ACCOUNT ON OpenIDConnect
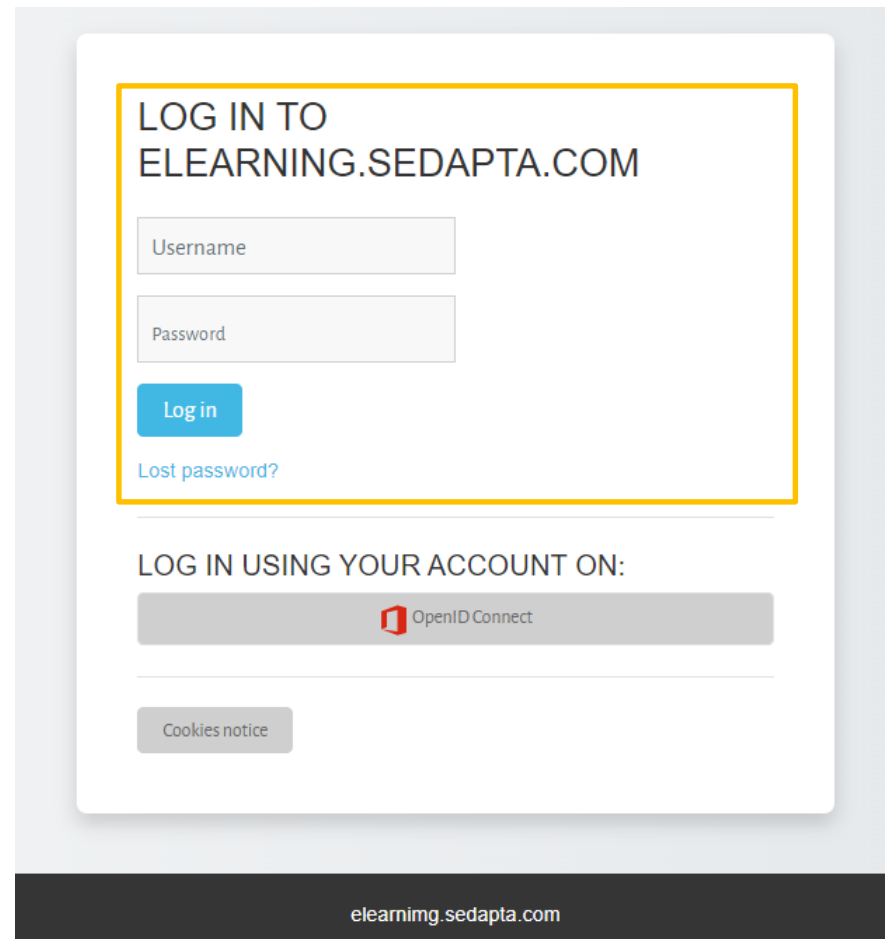
Login for other users

LOG IN TO ELEARNING.SEDAPTA.COM

Available Courses

...everyone will have visibility of all available courses, employees will automatically be enrolled in them

The management of course enrollment passes through **cohorts**.

A cohort has been created for each course, but also for groups of courses
(e.g. all SOP basic courses, all MOM basic courses, ...)

Available Courses

When fully operational, the list of courses that will be available on the platform includes:

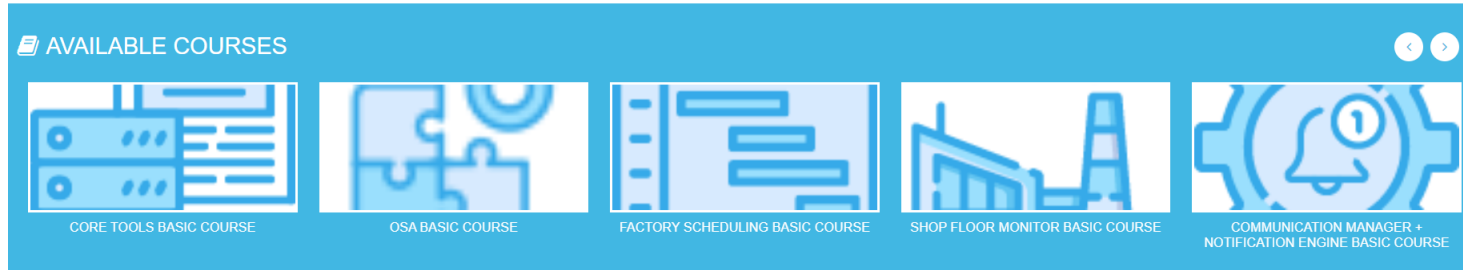| SEDAPTA SUITE			
	COMMON		
		Sedapta Suite	Sedapta Suite Basic Course
			Sedapta Suite What's New
		Core Tools	Core Tool Basic Course
			Core Tool What's New
		OSA	OSA Basic Course
			OSA What's New
	SOP		
		Demand Management	Demand Management Basic Course
			Demand Management What's New
		Inventory Management	Inventory Management Basic Course
			Inventory Management What's New
		Resource & Supply Planning	Resource & Supply Planning Basic Course
			Resource & Supply Planning What's New
		Order Promising	Order Promising Basic Course
			Order Promising What's New
	MOM		
		Factory Scheduling	Factory Scheduling Basic Course
			Factory Scheduling What's New
		Shop Floor Monitor	Shop Floor Monitor Basic Course
			Shop Floor Monitor What's New
		Communication Manager + Notification Engine	Communication Manager + Notification Engine Basic Course
			Communication Manager + Notification Engine What's New
		Checklist	Checklist Basic Course
			ChecklistWhat's New
		Smart Asset Management	Smart Asset Management Basic Course
			Smart Asset Management What's New

Courses
ORGANIZATION

Courses are organized as follows:

1. FORUM: it is possible to insert announcements
2. FILE: it contains the slides of the whole course (e.g. CoreTools Basic Course). It is possible to download them.
3. List of videos of chapters of the course
4. TEST DI VALUTAZIONE: evaluation test with multiple-choice answers to verify the topics of the course
5. CUSTOM CERTIFICATE: certificate of completion of the course to be signed

NOTE: The course "Core Tools" is preparatory for all the other courses.
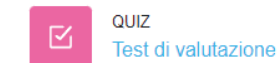*It is not possible to attend other courses if Core Tools is not completed.*

GENERAL

FORUM
Announcements

FILE
Slides

H5P
What is Core?
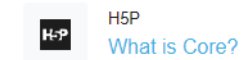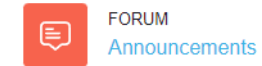
H5P
ACM
🔒 Not available unless: The activity **What is Core?** is complete and passed

...

...

QUIZ
Test di valutazione
🔒 Not available unless: The activity **Configuration Manager** is marked complete
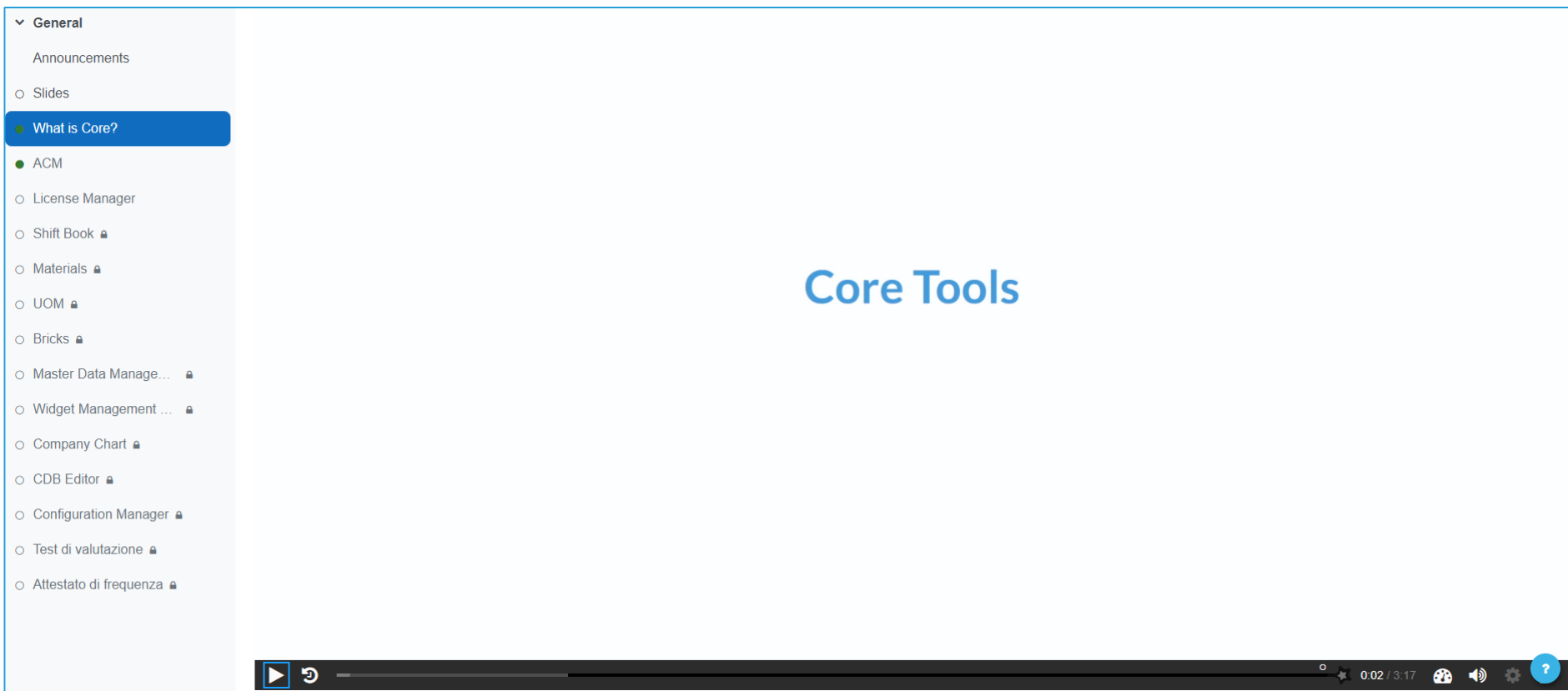
CUSTOM CERTIFICATE
Attestato di frequenza
🔒 Not available unless: The activity **Test di valutazione** is complete and passed
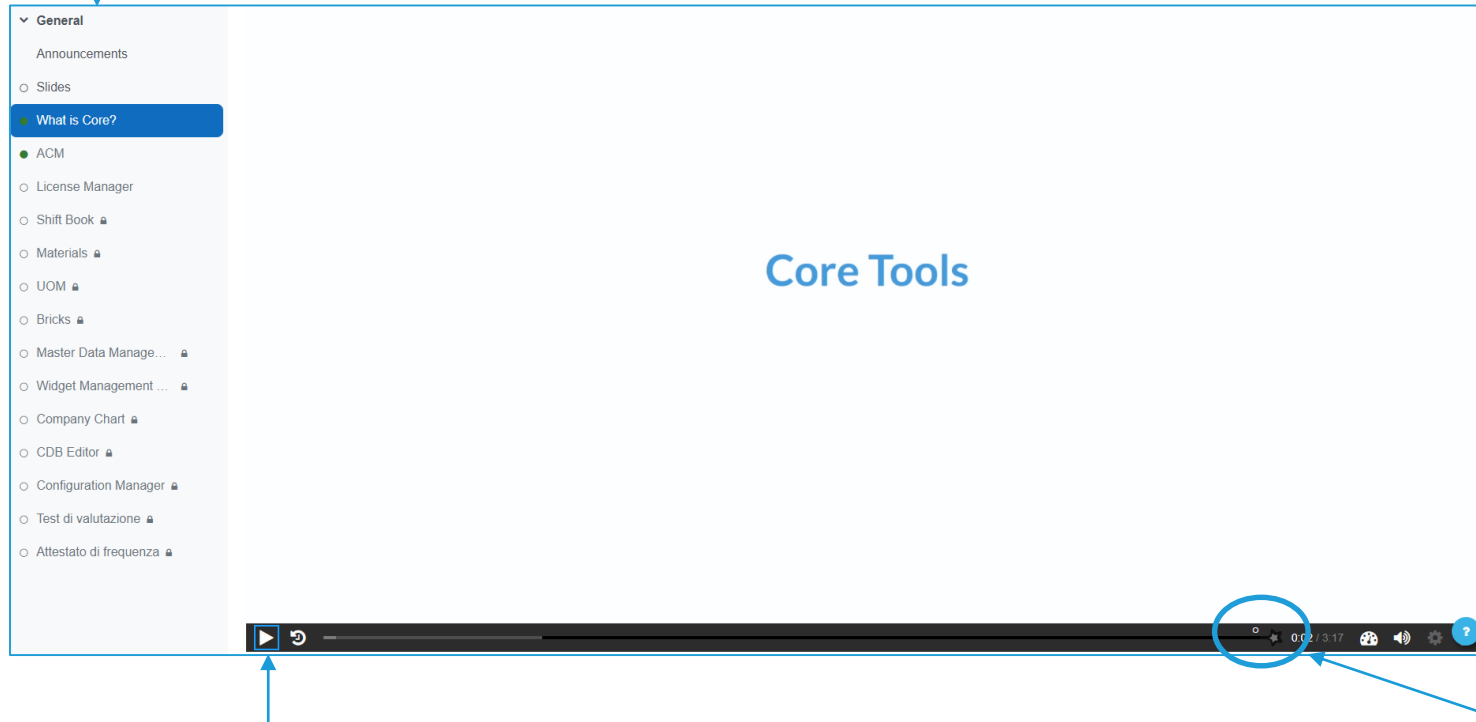
Courses

HOW TO WATCH VIDEOS (1)

This is the page that you will see when you click to watch a video:

Courses
HOW TO WATCH VIDEOS (2)

List of the videos of this specific course

It is mandatory to arrive at the end of the video to unlock the next one

It is possible to stop and restart the video, but it is not possible to skip it

Courses

HOW TO WATCH VIDEOS (3)

1 At the end of the video, this pop-up will be shown.
Click on "Confermo"

Hai completato la visualizzazione del video?

Confermo ✔

Non confermo

2 Then, click on "Continue"

⭐ 1/1

▶ Continue

Courses
HOW TO WATCH VIDEOS (4)

③ Then, click on the green star in the right corner…

④ …and finally on "Submit Answers"

1 Question(s) answered

You have answered 1 questions, click below to submit your answers.

✓ Submit Answers

Answered questions   **Score**

3:17   Conferma completamento video   1 / 1
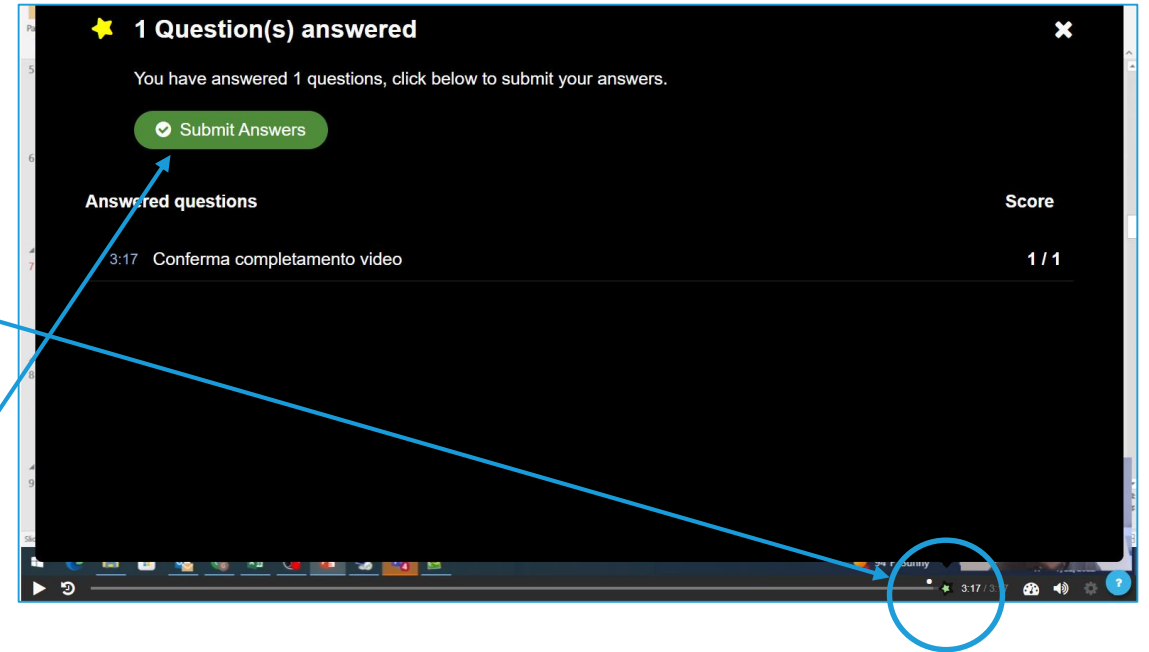
Now you will be able to watch the next video!

Languages
HOW TO ENABLE SUBTITLES

It is also possible to enable subtitles in two languages:

1. Italian
2. French

You just have to click on the **CC** box in the lower right corner and select the preferred language.

Enrollment through Cohorts

COURSE ENROLLMENT THROUGH COHORTS

The purpose of **Cohorts** is to enable all members of the cohort to be easily enrolled in a course.

With *cohort sync*, if users are later added or removed from the cohort, they are automatically enrolled or unenrolled from the course.

1. *ALL Cohort*: contains all the courses, so a new user could follow every course of the SedApta Suite
2. *COMMON Cohort*: contains all the courses under the category of common courses (OSA, Core Tools, …)
3. *COMMON Basic Course Cohort:* contains only the basic courses under the category of common courses (OSA, Core Tools, …)
4. *Core Tools Cohort*: contains the basic and the "What's new" courses related to Core Tools
5. *Core Tools Basic Course Cohort*: contains only the basic course related to Core Tools, so a user assigned to this cohort will be able to follow just this section

Category	Name ▲
System	ALL Cohort ✏
Core Tools	Core Tools Basic Course Cohort ✏
Core Tools	Core Tools Cohort ✏
COMMON	COMMON Basic Course Cohort ✏
COMMON	COMMON Cohort ✏

Temporary subscriptions through Coupons
COUPONS

Manage temporary subscriptions through **Coupons**

The use of **Coupon** offers the possibility to create coupons for various levels of course access. Using a coupon code, users will be enrolled into courses that are attached to the coupon. That way, you can use the coupon system as voucher or vouchering system for your course(s).

Using Coupons at **Cohort level** means that one or more cohort(s) need to be selected for which the coupon is valid. Once the coupon code is entered by a user, he or she will be added as a cohort member for every cohort the coupon is attached to.

Admin users can generate Coupons while end users will enter on the Home Page their coupon or voucher code.

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Temporary subscriptions through Coupons
HOW TO INSERT COUPON CODE (1)

Temporary subscriptions through Coupons
HOW TO INSERT COUPON CODE (2)

Support

In case you need support, you can directly contact us through e-mail by clicking on the question mark in the right corner, and then on "Contact site support". Here, you will be able to write a subject and a message about the problem that you encountered.

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Grazie

www.sedapta.com
www.sedapta.com/contact-us/