WebSyncro

User manual for end users

Contents

Application description

The WebSyncro Internet application provides users with an outline of JIS call-offs that are sent and received via EDI servers. Users work with the application using an internet browser, MS IE or Mozilla Firefox are recommended.

The application serves as an alternate source of data for suppliers in the case of a failure of EDI communication between Škoda Auto and a supplier.

The application enables suppliers to display JIS call-offs with a possibility to filter, print and download selected call-offs.

Access to the application

The WebSyncro application can be accessed by authorized users only.

A registration of a supplier including one supplier's administrator account is made by ŠA WebSyncro administrator from business department PLL-S/1:

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A part of registration is an e-mail sent automatically to an e-mail address you agreed with ŠA business department before the registration. The e-mail contains all logon data you will need for successful log on to WebSyncro.

Note: Only the supplier's administrator registers other users within your company. Forward a new demand for access or password change to your IT department or another authorized department. The ŠA administrators will not respond to your requests – the IT department or the department that was provided the administrator access for your company is the Supplier's contact partner for Škoda Auto. (In the case of administrator, you have to contact the ŠA administrator.)

Application Logon

1. Enter address https://web.teledin.cz – Škoda Web Application Portal home page will appear.
2. Select "WebSyncro" in the basic menu – the WebSyncro application Login page will be displayed.
3. Enter all of your login data you received by e-mail or that was allocated to you by your company's IT department:

Group   Supplier number assigned by ŠA
User name   User name.
Password   User password.
         Hint: During your first logon, change the password, which you have received by e-mail!

When entering login information, always observe lower case and upper case letters.

When logon is unsuccessful the "Invalid login" report will appear on the Login screen. An access is blocked after three unsuccessful attempts, and you should contact your company's IT department that provided you with WebSyncro logon information. (In the case of administrator, you have to contact the ŠA administrator.)
Note: The access is also blocked after three unsuccessful attempts to change a password.

A count of unsuccessful attempts is reset to zero after a successful login, three attempts are again available. The rule for a password structure must be kept; otherwise the password will not be accepted: minimum of 8 characters including at least one upper and one lower case letter and one figure. Special characters !@#$%^&*() can be used.

Successful logon is confirmed by a WebSyncro homepage with your login information and time of your last logon.

Summary login	
Group	skoda
User	Useren
Last login	2017.04.18 16:31
Last invalid login	

Work with the application

A work with the application is intuitive.

After placing a mouse on the selected menu item it is automatically expanded if there is a list of sub items. Click on the selected item, the corresponding screen will be displayed.

- Page size – in table heading select a maximum number of displayed lines per page.
- Movement among pages – either click on a page number or on back / forward or beginning / end arrows.

It is possible to sort and filter records within each table:
- Sort – The up / down arrows placed behind a column name enable to sort records by selected item; just click on the column name.
- Filter – After ticking the "Filter" check-box the box for typing a filter chain appears in every column. Enter a filter chain or select an item from pull-down menu, records containing values beginning with this filter chain in the selected column will be displayed. A filtering cross more columns is possible. Filters are cancelled by unchecking the "Filter" check-box.

There are functional buttons at the bottom of each table. The buttons are activated or deactivated depending on the level of the logged on user's permission or on the selected line attributes.

File

Call-offs

A list of all supplier's assembly lines is displayed.

Every assembly line has its own **"Line name"** – the **"Line name"** is the same for every Supplier. **"Line"** is supplemental information containing a supplier number – sender's plant code – an assembly line system number – call-off status related to the assembly line, e.g.: 19509-31-33-K600.

A user selects the required assembly line by clicking on its name:

a. Work with one call-off – detail, print, download

- **Detail** Select a line and click on the icon "Expand" in the 1st column – a detailed view at JIS call-off data is displayed.
- **Print** Select a line and click on the icon "Print" in the next-to-last column – a dialog window enabling a print of selected call-off is displayed.
- **Download** Select a line and click on the icon "Download" in the last column – a dialog window enabling a download of selected call-off is displayed.

b. Work with several call-offs – detail, print, download

- **Detail** Line-by-line click on the icon "Expand" in the 1st column at selected lines – selected call-offs are expanded and displayed one by one.

- **Print** Select required lines and click on the icon "Print" in the header line of the table – a dialog window enabling a print of selected call-offs is displayed.

- **Download**   Select required lines and click on the icon "Download" in the header line of the table – a dialog window enabling a download of selected call-offs as one compressed file (zip) is displayed.

c. **Work with all call-offs – detail, print, download**

- **Detail**   Click on the icon "Expand" in the header line of the table – all call-offs are expanded and displayed.
- **Print**   Click on the icon "Print" in the header line of the table – a dialog window enabling a print of all call-offs into one print file is displayed.
- **Download**   Click on the icon "Download" in the header line of the table – a dialog window enabling a download of all call-offs as one compressed file (zip) is displayed.

Reference data

A list of all models related to a supplier, Reference data are generated for, is displayed.

A user selects the required model by clicking on its name – a list of compressed files containing Reference Data related to the selected model is displayed:

Work with Reference data – download

One file	Select a line and click on the icon "Download" in the last column – a dialog window enabling a download of selected call-off is displayed.
Several files	Select required lines and click on the icon "Download" in the header line of the table – a dialog window enabling a download of selected call-offs as one compressed file (zip) is displayed.
All files	Click on the icon "Download" in the header line of the table – a dialog window enabling a download of all call-offs as one compressed file (zip) is displayed.

Logs

Possibility to follow up all of the user's activities – logon, logoff, a user account operation, files processing, error messages. The level of a display depends on the level of the logged on user's permission.

- Detailed information about the recorded transaction – select a line; then click on "Detail" button.

Administration

New user account setting up

Accounts for new users within the Group can be open by the supplier's administrator.

1. Select Administration, then Users.

2. Click on the "Create" button.

Create new entry ✖

Group: *	Select... ▼
User: *	| I
Name: *	
Password: *	
Password - Verification *	
E-mail:	
Active: *	Yes ▼
Language: *	English ▼
Role: *	Select... ▼
Remark:	

Save **Cancel**

3. Enter data into the mandatory fields, select the application language, user role and activity.
4. Save.

User account change

Depending on user's own role a user can change one's own or another user account.
It is required to keep contact data updated since they are used for sending notifications by WebSyncro application. In case you need to enter more than one e-mail address to the "E-mail" field use comma as the delimiter.

1. Select a user, and then click on "Edit" button.
2. Edit the grey highlighted fields and save.

Edit entry ✖

User:	22222
Name: *	2222222
Language:	Czech ▼
Count invalid logins:	0
Current Login:	2017.04.06 16:30
Last login:	2017.04.05 16:46
Last invalid login:	2017.04.05 15:43
E-mail:	a@abc,b@abc
Active: *	Yes ▼
Remark:	
Group:	22222 - test
Role: *	SUPPLIER_ADMIN ▼

Save **Cancel**

Password change

Every user is entitled to change one's own password. Supplier's administrator is entitled to change password of any user within the Group.

1. Select a user, and then click on "Password" button.
2. Enter the old password.
3. Enter a new password, confirm and save.

Password ✖

User:	22222
Name:	2222222
The password of the logged user: *	••••••••••••
Password: *	••••••••••••
Password - Verification *	••••••••••••

Save **Cancel**

Application Logoff

A user is required to log off after finishing work with the application.

Own logoff – click on "Log out" button.

Automatic logoff – you will be automatically logged off of the application if idle for more than 20 minutes. If you attempt to continue once this time-period expires, the Login page will appear.

Problem solution

Logon or application operation troubles

End user: Contact your IT partner in your company who authorized you to use the WebSyncro application.
Supplier's administrator: Contact administrator of ŠA.

Inaccessible WebSyncro application

If the WebSyncro application is not accessible for any reasons and expected JIS Call-offs are not displayed:

1. Contact Watch Centrum Škoda Auto and logistics dispatching departments.
    Begin to work with your Reference data.
2. Inform administrators of ŠA.

Contacts

Škoda Auto administrators (PLL-S/1) – Mon - Fri: 7:00 - 15:00

Aleš Lenc, tel. +420 326 817 225, ales.lenc@skoda-auto.cz

Teledin Help Desk – Mon - Fri: 9:00 - 17:00

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