



# **Integrated Dealer Portal End-user Guide**

**V2.0**

**12 December 2014**

<b>1. INTRODUCTION</b>	<b>3</b>
1.1 System overview	3
1.2 System features	3
<b>2. GLOSSARY</b>	<b>5</b>
2.1 Abbreviations	5
2.2 Main definitions	5
<b>3. LOGIN PROCESS</b>	<b>6</b>
3.1 Logging in to the HMCA Integrated Dealer Portal System	6
<b>4. MAIN PAGE</b>	<b>8</b>
4.1 HMCA IDP home page	8
4.1.1 My profile	9
4.1.2 Logging out	9
4.1.3 Dealer details	9
4.1.4 Navigation menu	10
4.1.5 My Task	10
4.1.6 Account request confirmation	10
4.1.7 Notice	10
4.1.8 FAQ	11
4.1.9 Document storage	11
4.1.10 Tip of the month links	11
4.1.11 Sales KPI	12
4.1.12 Quick Link	12
<b>5. COMMUNICATION LIST</b>	<b>13</b>
5.1 Notice	13
5.2 Task	16
5.3 Document	18
5.3.1 Document enquiry	18
5.3.2 Document summary	20
5.4 FAQ	22
5.5 Survey	23
5.6 Tip of the month	26

## 1. INTRODUCTION

The purpose of this document is to provide an overview of the functions that are currently available to dealers using the HMCA Integrated Dealer Portal System.

### 1.1 **System overview**

The HMCA Integrated Dealer Portal (IDP) System permits dealers to manage user account for staff. Once the user is authenticated to the HMCA Integrated Dealer Portal System, user can access the different systems without having to repeatedly enter user information for authentication. And also the dealers are able to use communication features to communicate with the HMCA subsidiary.

### 1.2 **System features**

#### ➤ **SSO**

- **Hyundai Connect**  
Single Sign-On access menu for Hyundai Connect
- **Sales KPI**  
Single Sign-On access menu for Sales KPI dashboard
- **CSI Reporting system**  
Single Sign-On access menu for CSI reporting
- **Parts**  
Single Sign-On access menu for Parts
- **Training**  
Single Sign-On access menu for Training
- **Hyundai Genuine Trade**  
Single Sign-On access menu for Hyundai Genuine Trade
- **DCS**  
Single Sign-On access menu for DCS
- **GWMS**  
Single Sign-On access menu for GWMS
- **GSW**  
Single Sign-On access menu for GSW
- **CCC**  
Single Sign-On access menu for CCC

➤ **Communication**

- **Notice**

This area allows a dealer to see all the notice, urgent message and survey notice that have been posted onto the HMCA IDP.

- **Task**

This area allows dealers to see the entire tasks that are assigned to them. Dealers can also maintain progress of their own tasks.

- **Document**

This area allows dealers to see the entire file downloads that are available for them to receive from the IDP server.

- **FAQ**

This area allows a dealer to see all the FAQ posts that have been uploaded onto the HMCA IDP.

- **Survey**

This area allows dealers to answer surveys that are available for them.

- **Tip of the Month**

This area allows dealers to see the entire monthly business tips that are available for them.

## 2. GLOSSARY

Listings in the glossary are selected abbreviations and SAP terminologies that appear frequently in the text of HMCA Integrated Dealer Portal user guide. The meanings given often refer to the technical words as adopted especially by SAP Solution

### 2.1 *Abbreviations*

Term	Meaning
SSO	Single Sign-On.

### 2.2 *Main definitions*

Term	Meaning
Single Sign-On	Single-sign-on, or SSO for short, is a usability enhancing capability which enables the end user to use several applications while only authenticating (proving his\her identity) once.

### 3. LOGIN PROCESS

#### 3.1 *Logging in to the HMCA Integrated Dealer Portal System*

Users who already have SAP ID for the sales dealer portal can log on using the same user ID and password.

Users who do not have SAP ID on the sales portal, need to contact their respective dealership administrators for login ID to be created in the system.

You should be provided with the following:


- Instructions of how to access and login in to the system
- A **user account** to use when you login in to the system.
- A **password** to use when you login in to the system.

**Please Note:** If you already have user account for HMCA Sales Dealer Portal you can use same user account and password to login to the HMCA Integrated Dealer Portal System.

Once you have started your internet browser (Ex. Internet explorer, Google chrome, etc), use the following URL address to connect to the HMCA Integrated Dealer Portal System.

- <https://hmca.dealer-portal-ap.net/iri/portal>

This will display a screen, similar to the example below.



In this screen you are required to enter your designated user id and password.

If you have not been issued with this please contact dealer administrator.

If you want to save your user id, just click save id box. This will then mean you don't have to enter the user id when you logon to the HMCA IDP next time.

Click the **Log-In** button to proceed.

After 5 unsuccessful logon attempts your user id will be blocked for security reasons. For Admin password reset, Please contact HMCA IT Helpdesk on 1 800 811 808 or email [Helpdesk@hyundai.com.au](mailto:Helpdesk@hyundai.com.au)

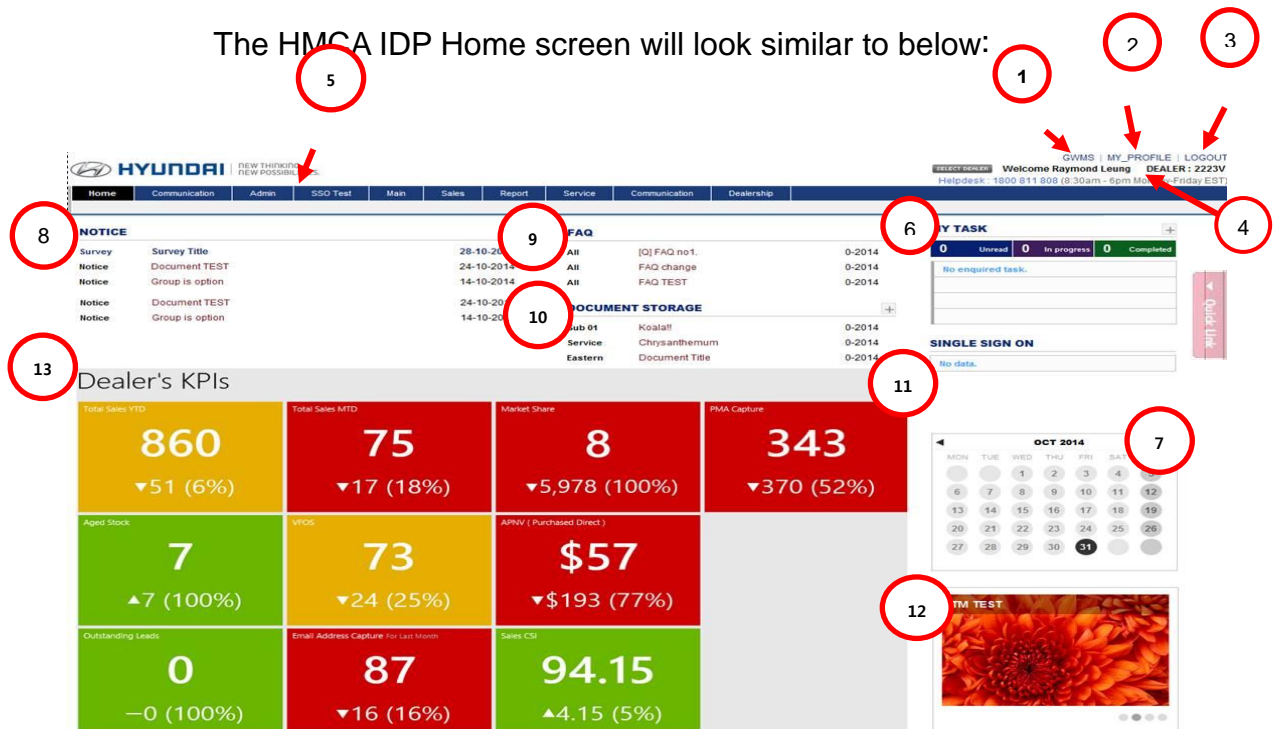
**Please Note:** You will still have to enter the password for that user id to confirm your identity if you do save the id.

## 4. MAIN PAGE

### 4.1 HMCA IDP home page

The first screen that is displayed when a dealer signs on to the HMCA IDP is the Home Page; as this screen allows user to navigate to all functions of the HMCA IDP.

The HMCA IDP Home screen will look similar to below:



This screen consists of the following features:

- |                            |                            |
|----------------------------|----------------------------|
| 1. HELP                    | 2. My profile              |
| 3. Logout button           | 4. Dealer details          |
| 5. Navigation menu         | 6. My task                 |
| 7. Account request confirm | 8. Notice                  |
| 9. FAQ                     | 10. Document storage       |
| 11. SSO                    | 12. Tip of the month links |
| 13. Dealer KPI dashboard   |                            |

※ The home page may look different depending on the user's permission group.

#### 4.1.1. **My profile**

If you want to see your profile, click on the MY PROFILE at the top right-hand corner of the screen in the Main view. The popup window of the user profile will be shown as below:

User Profile			
Dealer Code	1220V		
Logon ID	balasunk	User Role	General Manager - ICT
Last Name	Kothandaraman	First Name	Balasundaram
<div>General</div> <div>SSO</div> <div>Additional Info</div> <div>Security Question</div>			
User Account Locked	<input type="checkbox"/>	E-mail	odol2@naver.com
Password *	<input type="password"/>	Confirm Password *	<input type="password"/>
Start Date of Account Validity	13-10-2014	End Date of Account Validity	31-12-2500
Telephone	1111	Mobile	2222
Street	Street	City	City
State/Province	State	Zip/Postal Code	0335566
Permission Group	HMAU.ITDepartmentGroup; HMAU.ContentAdmin		
<div>Save User Info</div> <div>Save Security Question</div> <div>Close</div>			

In user profile, you can view your profile details and change your password.

#### 4.1.2. **Logging out**

If you want to log out, click on the LOGOUT button on the top right-hand corner of the screen in the Main view.

#### 4.1.3. **Dealer details**

On the top right-hand corner of the screen in the Main view, you are able to see your Dealer Code and User ID.

#### 4.1.4. **Navigation menu**

The main menus:

Home, Communication, Report (IDP), SSO and Admin are displayed in the top-level navigation area.



By putting cursor on one of the top-level navigation menus, a more detailed menu option list will be displayed.

**Please note:** Regarding the top-level navigation area, the type of navigation and menus available can vary depending on the user role and group authority

#### 4.1.5. **My Task**

The top left portion of the screen has My Task listing and task calendar. This area allows dealers to see the entire tasks, that are assigned to them by HMCA admin. Dealer admin can also maintain progress of their own tasks.

#### 4.1.6. **Account request confirmation**

When a new user creation request has been made, it has to be approved by a HMCA admin staff. The left-hand middle area of the screen has an account request listing. Of User IDs creation, dealer admin has requested.

It also indicates the status of the request made.

#### 4.1.7. **Notice**

The top middle of the screen has a notice listing. This will show the most recent notice items that have been posted on the HMCA IDP. Urgent message Alert will flash in RED. Also user can answer survey by clicking survey notice post from the notice listing.

#### 4.1.8. **FAQ**

The bottom of the notice listing has an FAQ listing. This will show the most recent FAQ items that have been posted on HMCA IDP.

#### 4.1.9. **Document storage**

The bottom of the FAQ listing has a files listing. This will show the most recent files that have been posted on the HMCA IDP that are available for downloading; and it can be saved on your Local PC

#### **Single Sign On**

SSO target systems that you are authorised for will be listed in this box. On clicking, you will be seamlessly taken into the target system. There will be no need to log on. However, if you are prompted to log on, please get in touch with the IT admin at the dealership to be enrolled in the target system through the SSO maintenance on the user profile.

**Please note:** The layout of the home page will differ based on the user profile. Sales users will get sales KPIs on the home page which is not provided for aftersales users.

#### 4.1.10. **Tip of the month links**

The bottom of My Favorite area has a tip of the month links. This area allows dealers to see the entire monthly business tips that are available for them.

#### 4.1.11. Sales KPI



This portion of the home page displays the 11 Sales KPIs applicable to the sales section of the dealerships. The tiles display the current values of each KPI. The tile headers indicate the relevant KPI. By clicking on the value portion of the tile, the user will be able to drill down to the next level of information. Where the information is provided by another system, the user will be taken the source system.

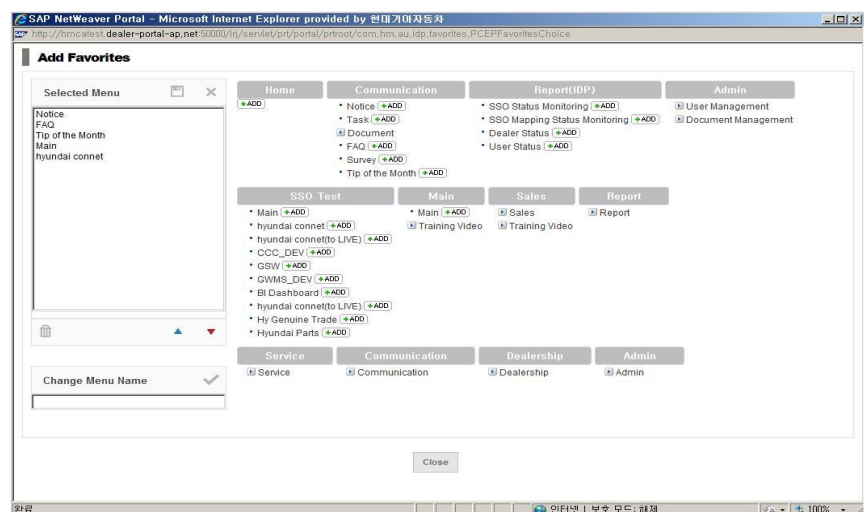
The Sales KPIs will be visible only to the authourised staff for this menu. The aftersales KPIs will be added in due course as phase 2 of enhancement.

#### 4.1.12. Quick Link

It is located on the top right portion of the screen

It can be used as your Favorite links, you can add or edit these links/shortcuts depends to your business need.

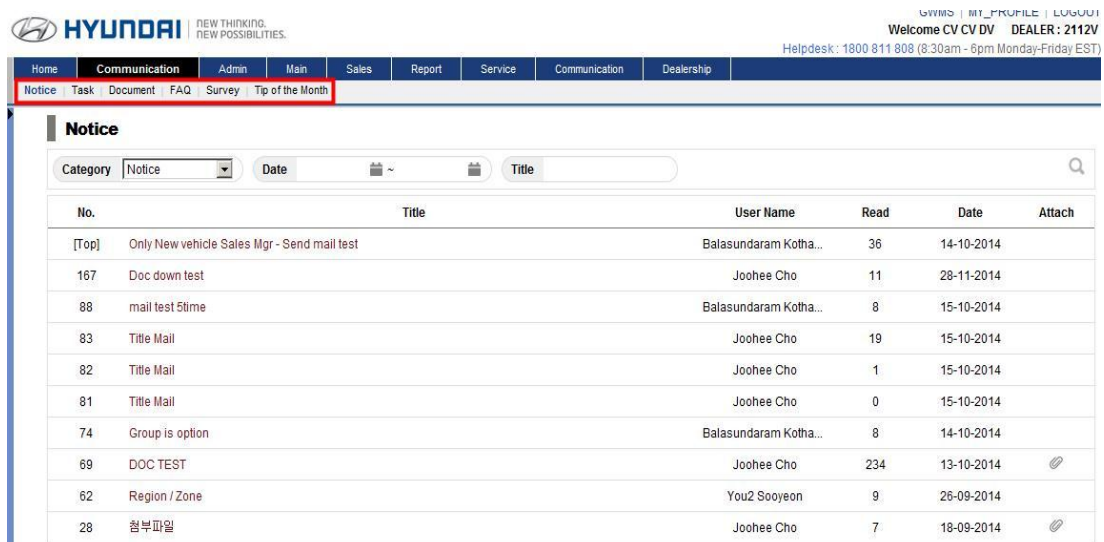
If you want to create your own favorite links, click on ADD button (  ) at MY FAVORITE area or the QUICK LINK at the top right-hand corner of the screen in the Main view. The popup window of the adding favorites will be shown as below. Then by clicking ADD button (  ADD ) you can create your own favorite links.



## 5. COMMUNICATION LIST

The communication menu list consists of several features to support communication between dealer and HMCA subsidiary e.g. Notice, Task, Document, FAQ, Survey and Tip of the Month

To access this functionality of the communication menu, click on the sub-menu of the communication menu list as shown below.



**Notice**

Category: Notice Date: ~ Title:

No.	Title	User Name	Read	Date	Attach
[Top]	Only New vehicle Sales Mgr - Send mail test	Balasundaram Kotha...	36	14-10-2014	
167	Doc down test	Joohee Cho	11	28-11-2014	
88	mail test 5time	Balasundaram Kotha...	8	15-10-2014	
93	Title Mail	Joohee Cho	19	15-10-2014	
82	Title Mail	Joohee Cho	1	15-10-2014	
81	Title Mail	Joohee Cho	0	15-10-2014	
74	Group is option	Balasundaram Kotha...	8	14-10-2014	
69	DOC TEST	Joohee Cho	234	13-10-2014	
62	Region / Zone	You2 Sooyeon	9	26-09-2014	
28	첨부파일	Joohee Cho	7	18-09-2014	

### 5.1 Notice

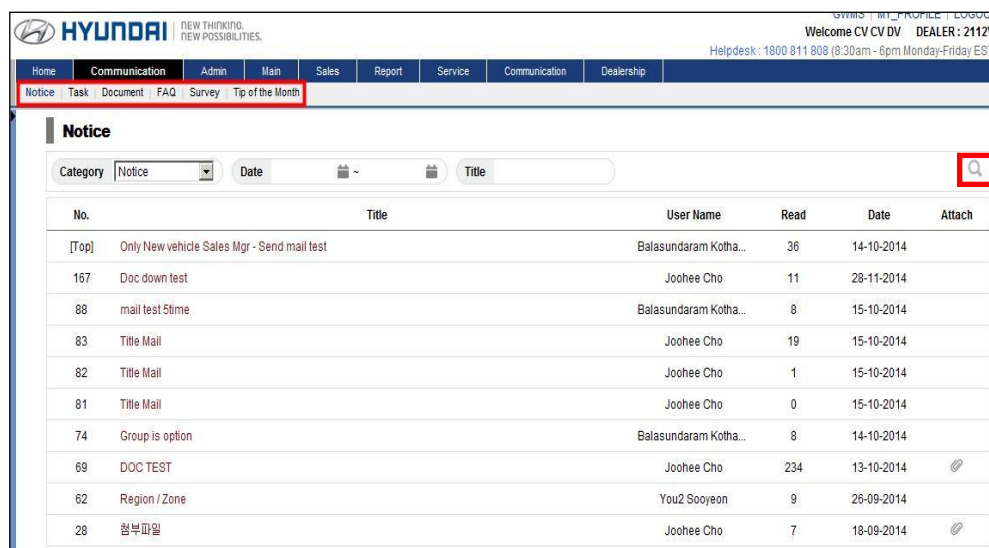
This screen allows a dealer to see all the notice, urgent message and survey notice that have been posted onto the HMCA IDP. The most recent notice items published by HMCA are visible on the main page.



HMCA subsidiary admin can make and post notice for the dealer.

## Screen 1. Notice screen

The notice screen allows a dealer to search through notice subject items and read any published HMCA notice on the HMCA IDP.

When you first go into the notice screen it will automatically display the most recent notice. See below screen example.




No.	Title	User Name	Read	Date	Attach
[Top]	Only New vehicle Sales Mgr - Send mail test	Balasundaram Kotha...	36	14-10-2014	
167	Doc down test	Joohee Cho	11	28-11-2014	
88	mail test 5time	Balasundaram Kotha...	8	15-10-2014	
83	Title Mail	Joohee Cho	19	15-10-2014	
82	Title Mail	Joohee Cho	1	15-10-2014	
81	Title Mail	Joohee Cho	0	15-10-2014	
74	Group is option	Balasundaram Kotha...	8	14-10-2014	
69	DOC TEST	Joohee Cho	234	13-10-2014	
62	Region / Zone	You2 Sooyeon	9	26-09-2014	
28	월부파일	Joohee Cho	7	18-09-2014	

## Selection fields:

In this screen you can search on a key word in one of the following; category (notice, urgent message), date, subject or all of the above at once.

## Available buttons and functions:

In this Screen the following buttons or functions are available:

Function	Description
Enquiry button	Once the selection criteria has been entered clicking on the <b>Enquiry</b> button (  ) will then search the system for results to display.

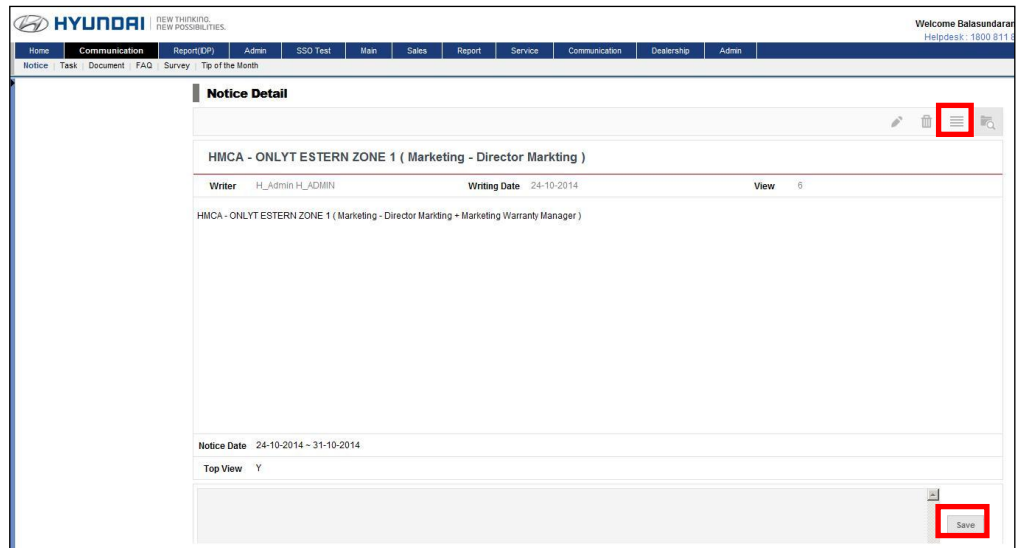
### Details listed:

Below is an explanation of the details shown:

Field Name	Description
No.	This is the notice item number that matches the search criteria. This is listed in descending order.
Title	The Title matter description of the notice posted by HMCA. By clicking on the link of the subject it will bring up the notice for you to read.
User Name	This shows the HMCA person who posted the notice.
Read	This is the amount of times someone has read this notice.
Date	This is the date the notice item was posted to the board.
Attach	This indicates if the notice has any file attachments in it available for download.



### Screen 2. Notice details screen

The notice detail screen allows a dealer to see the notice items full details. See below screen example.



### Available buttons and functions

In this Screen the following buttons or functions are available:

Function	Description
List button	The <b>List</b> button(  ) will close detail screen and return back to the notice list screen.
Save button	The <b>Save</b> button(  ) will save your comment.

## Details listed

Below is an explanation of the details shown:

Field Name	Description
Writer	This shows the HMCA person who posted the notice.
Write date	This is the date the notice item was posted to the board.
View	This is the amount of times someone has read this notice
Notice date	This is the period notice can be seen at the notice listing on the main page.
Top view	If this option is "Y" the notice will be placed at the top of the list.
Comment area	User can leave a comment at this area.

## 5.2 Task

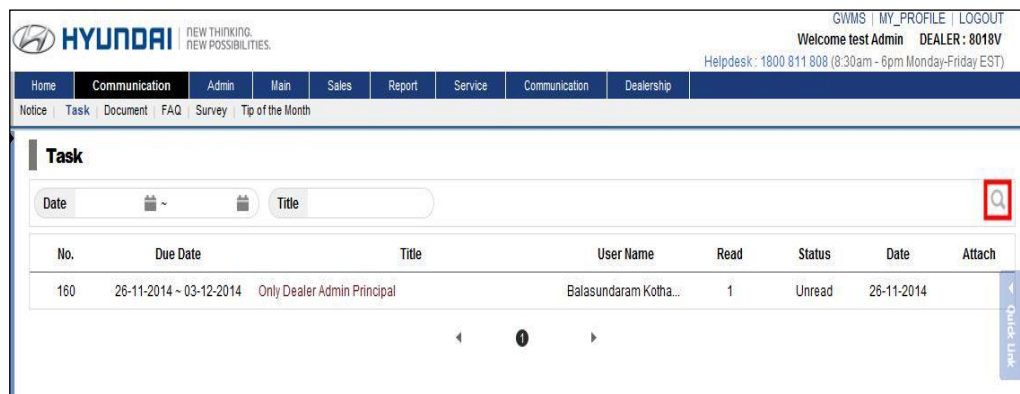
This screen allows dealers to see the entire tasks that are assigned to them. Dealers can also maintain progress of their own tasks.

HMCA subsidiary admin can assign kind of activity to each dealer, which is should be done within a certain time.

### Screen 1. Task screen

The task screen allows you to check task which HMCA wants to process for dealers.

When you first go into the task screen it will automatically display the all tasks available. From there you can then perform specific searches. See below screen example.



GWMS | MY\_PROFILE | LOGOUT  
Welcome test Admin DEALER: 8018V  
Helpdesk: 1800 811 808 (8:30am - 6pm Monday-Friday EST)

Home Communication Admin Main Sales Report Service Communication Dealership

Notice Task Document FAQ Survey Tip of the Month

**Task**

Date ~ Title

No.	Due Date	Title	User Name	Read	Status	Date	Attach
160	26-11-2014 ~ 03-12-2014	Only Dealer Admin Principal	Balasundaram Kotha...	1	Unread	26-11-2014	


Quick link

### Selection fields

In this screen you can search on a key word in one of the following; date, subject or all of the above at once.



### Available buttons and functions

In this Screen the following buttons or functions are available:

Function	Description
Enquiry button	Once the selection criteria has been entered clicking on the <b>Enquiry</b> button(  ) will then search the system for the results to display.

### Details listed

Below is an explanation of the details shown:

Field Name	Description
No.	This is the task item number that matches the search criteria. This is listed in descending order.
Due date	Each task should be completed within this period.
Title	The subject matter description of the task assigned by HMCA. By clicking on the link of the subject it will bring up the task for you to read.
User Name	This shows the HMCA person who assigned the task.
Read	This is the amount of times someone has read this task.
Status	This is the progress details for task that will let you know how it's progressing. Ex) Unread, In progress, Completed
Monitoring	To monitor each task click Task Monitoring link(  ) and this will show detail screen for task monitoring. By clicking <b>E-mail</b> button(  ) you can send e-mail about the results of monitoring.
Date	This is the date the task was assigned to the dealer.
Attach	This indicates if the task has any file attachments in it available for download.

## 5.3 Document

This screen allows you to access a list of available file downloads that have been posted by HMCA Admin

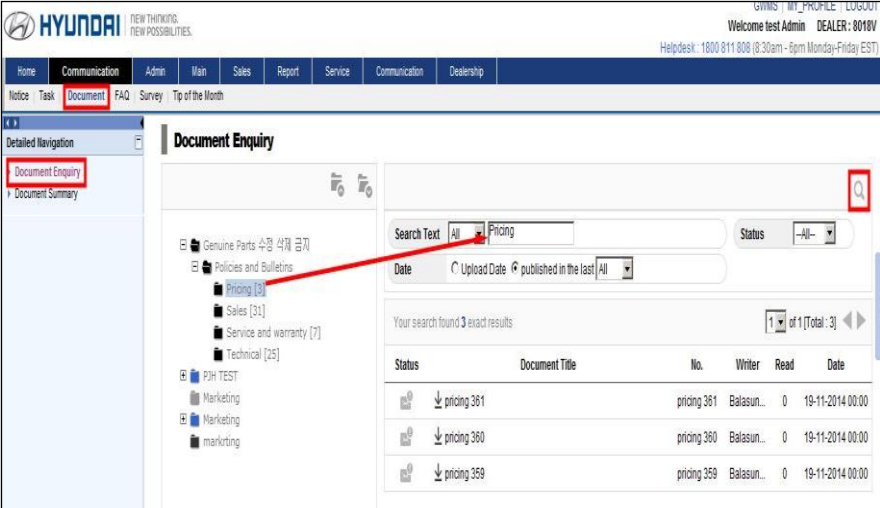
### 5.3.1 Document enquiry

Using this function, users can enquire and download files posted by HMCA.

#### Screen 1. Document enquiry screen

when you first go into the document enquiry screen it will automatically display the latest downloads available. From there you can then perform specific searches.

See below screen example.



**Document Enquiry**

Search Text: All Pricing Status: All

Date: Upload Date published in the last All

Your search found 3 exact results

Status	Document Title	No.	Writer	Read	Date
pricing 381	pricing 381	Balasun...	0	19-11-2014 00:00	
pricing 360	pricing 360	Balasun...	0	19-11-2014 00:00	
pricing 359	pricing 359	Balasun...	0	19-11-2014 00:00	

#### Selection fields

In this screen the following fields are available as selection fields to display recent downloads; search text, status, date or all of the above at once.

## Available buttons and functions

In this Screen the following buttons or functions are available:

Function	Description
Enquiry button	Once the selection criteria has been entered clicking on the Enquiry button( ) will then search the system for results to display.

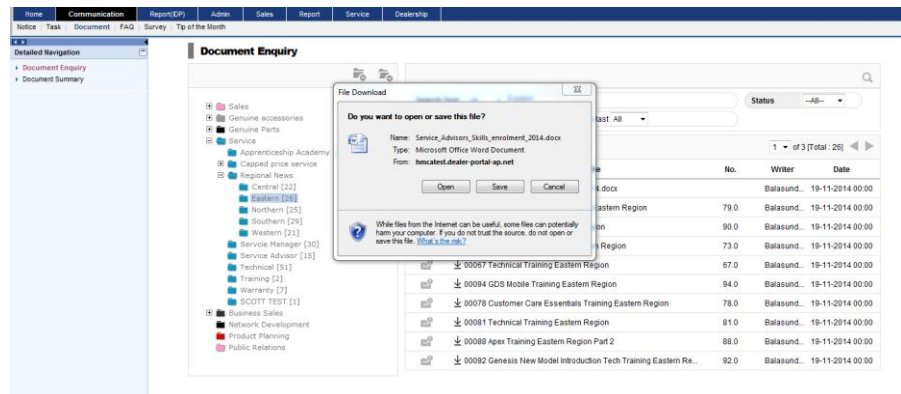
## Details listed:

Below is an explanation of the details shown:

Field Name	Description
Status	This shows a status if the user has read this download thread.
Document title	The subject matter description of the download posted by HMCA.
Author	This shows the HMCA person who uploaded the file.
Read	This is the amount of times someone has read this file download thread.
Date	This is the date the download was posted to the board.

## Screen 2. Document enquiry details screen

If you click on the link of the subject in the search results list a download popup window will be displayed detailing that file details.



The screenshot displays the 'Document Enquiry' interface. On the left is a 'Detailed Navigation' pane with a tree structure including Sales, Genuine Accessories, Genuine Parts, Service, Apprenticeship Academy, Clipped price service, Regional News, Service Manager, Service Advisor, Technical, Training, Warranty, SCOTT TEST, Business Sales, Network Development, Product Planning, and Public Relations. The main area shows a list of documents with columns for No., Writer, and Date. A 'File Download' popup window is open, asking 'Do you want to open or save this file?' for a document named 'Service\_Adviser\_Skills\_enrolment\_2014.docx' from 'hmcadetailer.portal.apc.net'. The popup includes 'Open', 'Save', and 'Cancel' buttons. A warning message at the bottom of the popup states: 'While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [Show details]'.

No.	Writer	Date
00057 Technical Training Eastern Region	Balasund...	19-11-2014 00:00
00094 GDS Mobile Training Eastern Region	Balasund...	19-11-2014 00:00
00078 Customer Care Essentials Training Eastern Region	Balasund...	19-11-2014 00:00
00081 Technical Training Eastern Region	Balasund...	19-11-2014 00:00
00088 Apex Training Eastern Region Part 2	Balasund...	19-11-2014 00:00
00092 Genesis New Model Introduction Tech Training Eastern Re...	Balasund...	19-11-2014 00:00

### 5.3.2 Document summary

The document summary screen allows you to enquiry and download files which have been published in the last five days.

#### Screen 1. Document summary screen

When you first go into the document summary screen it will automatically display download folders which have documents have been published in the last five day. By clicking each folder, you can then check document list uploaded to each folder. See below screen example.

Document Summary	
Category	[-All-]
792 documents have been published in the last thirty days	
Folder	New Document
Genuine accessories > Bulletins > DM Santa Fe	4
Genuine accessories > Bulletins > iX35	8
Genuine accessories > Bulletins > New Elantra	1
Genuine accessories > Bulletins > PB i20	4
Genuine accessories > Bulletins > TQ iLoad	13
Genuine accessories > Bulletins > TQ iMAX	13
Genuine accessories > Bulletins > Veloster	2

Status	Name	No.	Type	Writer	Size	Read	Upload Date
↓	30.07.2013 - Accessories Bulletin DM Santa Fe Towbar UPDATE		pdf	Balasundaram K...	9 KB	0	19-11-2014
↓	DM SANTA FE SEAT COVER		pdf	Balasundaram K...	9 KB	1	19-11-2014
↓	DM SANTA FE TOWBAR		pdf	Balasundaram K...	9 KB	0	19-11-2014
↓	24.07.2013 - Accessories Bulletin DM Santa Fe Towbar Bulletin		pdf	Balasundaram K...	9 KB	0	19-11-2014

#### Selection fields

In this screen, by clicking each folder, you can then check document list uploaded to each folder.

#### Available buttons and functions

In this Screen the following buttons or functions are available:

Function	Description
Folder name	The folders which have documents have been published in the last five days will be displayed.

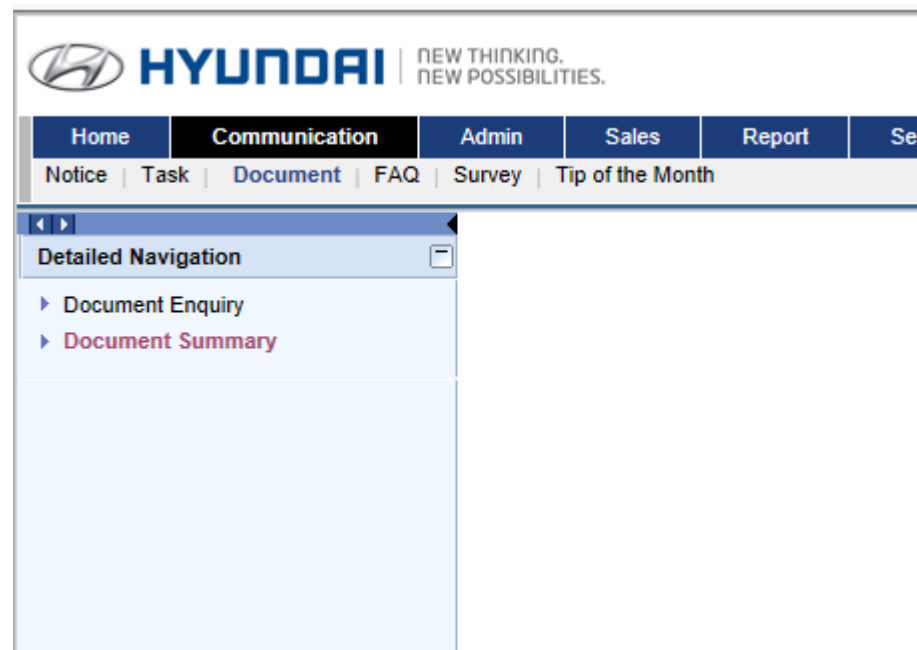
### Details listed

Below is an explanation of the details shown:

Field Name	Description
Status	This shows a status if the user has read this download thread.
Name	The subject matter description of the download posted by HMCA.
Type	The type of document uploaded.
Writer	This shows the HMCA person who uploaded the file.
Size	The size of document uploaded.
Read	This is the amount of times someone has read this file download thread.
Upload Date	This is the date the download was posted to the board.

### Screen 2. Document summary details screen

If you click on the link of the subject in the search results list a download popup window will be displayed detailing that file details.



## 5.4 FAQ

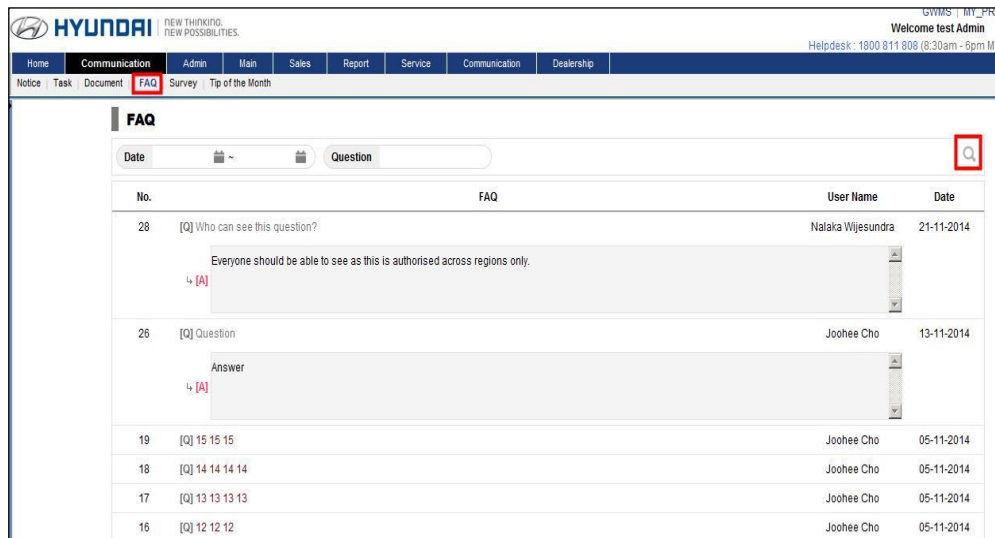
This screen allows a dealer to see all the FAQ that have been posted onto the HMCA IDP. The most recent FAQ items published by HMCA are visible on the main page.

HMCA subsidiary admin can make and post FAQ item for the dealer.

### Screen 1. FAQ screen

The FAQ screen allows a dealer to search through FAQ subject items and read any published FAQ on the HMCA IDP.

When you first go into the FAQ screen it will automatically display the FAQ list of most recent FAQ. From there you can then perform specific searches. See below screen example.



HYUNDAI NEW THINKING. NEW POSSIBILITIES.

Home Communication Admin Main Sales Report Service Communication Dealership

Notice Task Document **FAQ** Survey Tip of the Month

FAQ

Date ~ Question


No.	FAQ	User Name	Date
28	[Q] Who can see this question? Everyone should be able to see as this is authorised across regions only.	Nalaka Wijesundara	21-11-2014
26	[Q] Question Answer	Joohee Cho	13-11-2014
19	[Q] 15 15 15	Joohee Cho	05-11-2014
18	[Q] 14 14 14 14	Joohee Cho	05-11-2014
17	[Q] 13 13 13 13	Joohee Cho	05-11-2014
16	[Q] 12 12 12	Joohee Cho	05-11-2014

### Selection fields

In this screen you can search on a key word in one of the following; date, subject or all of the above at once.

### Available buttons and functions

In this Screen the following buttons or functions are available:

Function	Description
Enquiry button	Once the selection criteria has been entered clicking on the Enquiry button(  ) will then search the system for results to display.

### Details listed

Below is an explanation of the details shown:

Field Name	Description
No.	This is the FAQ item number that matches the search criteria. This is listed in descending order.
Title	The subject matter description of the FAQ posted by HMCA. By clicking on the link of the subject it will bring up the FAQ for you to read.
User Name	This shows the HMCA person who posted the FAQ.
Date	This is the date the FAQ was posted to the board.
Attach	This indicates if the FAQ has any file attachments in it available for download.

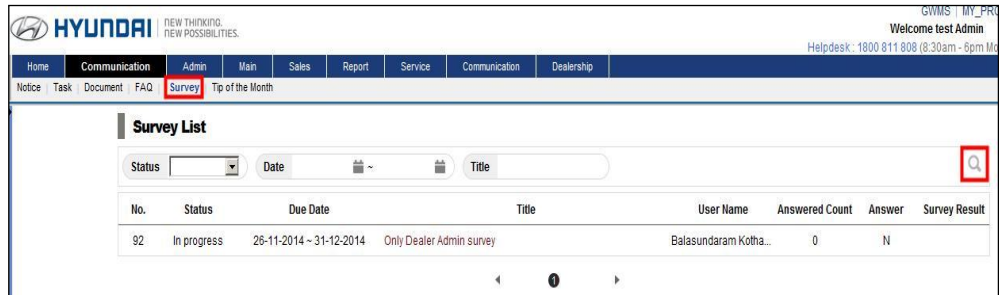
## 5.5 **Survey**

This screen allows you to access a list of available surveys that have been prepared by HMCA. The survey screen allows you to answer each survey questionnaire which is described on the survey template.

HMCA subsidiary admin can make survey template and notice to start the survey using notice feature on the main page.

## Screen 1. Survey screen

When you first go into the survey screen it will automatically display the latest surveys available. From there you can then select specific survey to answer. See below screen example.




## Selection fields

In this screen the following fields are available as selection fields to display recent survey; status, date and title.

## Available buttons and functions

In this Screen the following buttons or functions are available:

Function	Description
Enquiry button	Once the selection criteria has been entered clicking on the Enquiry button (  ) will then search the system for results to display.

## Details listed

Below is an explanation of the details shown:

Field Name	Description
No.	This is the survey item number that matches the search criteria. This is listed in descending order.
Status	This is the progress details for survey that will let you know how it's progressing. Ex) Prepared, In progress, Completed.
Due date	Each survey should be answered within this period.
Title	The survey title.
User Name	The user name survey created.
Answer count	This is the amount of times someone has answered this survey.
Answer	This shows a status if the user has answered this survey.
Survey Result	For completed survey, "Result" value will be displayed. By clicking the link of the "Result" it will bring up the survey result for you to read.

## Screen 2. Survey details screen

The survey detail screen allows a dealer to answer the survey or see the survey items full details. See below screen example.



## Available buttons and functions

In this Screen the following buttons or functions are available: \_

Function	Description
List button	The List button (≡) will close detail screen and return back to the survey list screen.
Save button	The Save button (💾) will save the result of your answer.
Answer	<ul style="list-style-type: none"> <li>- Choosing an answer for multiple-choice questions.</li> <li>- Describing an answer for subjective questions.</li> </ul>

## Details listed

Below is an explanation of the details shown:

Field Name	Description
Writer	This shows the HMCA person who posted the survey.
Subject	The subject matter description of the survey posted by HMCA. By clicking on the link of the subject it will bring up the survey for you to read.
Duration	Each survey should be answered within this period.
Description	The survey description.
Item Count	This is the count showing how many questions are registered.

## 5.6 **Tip of the month**

This screen allows a dealer to see all the tip of the month that has been posted onto the HMCA IDP. The most recent tip of the month items published by HMCA are available by clicking link image on the main page.

Informative business tip will be posted on the monthly basis by HMCA subsidiary admin.

### Screen 1. Tip of the month screen

The tip of the month screen allows a dealer to search through tip of the month subject items and read any published tip of the month on the HMCA IDP.

When you first go into the tip of the month screen it will automatically display the tip of the month list of most recent tip of the month. From there you can then perform specific searches. See below screen example.


Tip Of the Month					
Date	~	Title			
Due Date		Title	User Name	Date	Attach
25-11-2014 ~ 02-12-2014	test		test appscan_test	25-11-2014	
12-11-2014 ~ 31-12-2014	BizTip of the Month 12/2014		Balasundaram Kotha...	12-11-2014	
11-11-2014 ~ 18-11-2014	Test Tip		test appscan_test	11-11-2014	
18-09-2014 ~ 25-09-2014	TIP TEST		Joohee Cho	18-09-2014	
29-08-2014 ~ 05-09-2014	TIP of AUG		You2 Sooyeon	29-08-2014	
28-08-2014 ~ 04-09-2014	Tip Test 001		You2 Sooyeon	28-08-2014	

### Selection fields

In this screen the following fields are available as selection fields to display recent tip of the month; date and title.

### Available buttons and functions

In this Screen the following buttons or functions are available:

Function	Description
Enquiry button	Once the selection criteria has been entered clicking on the Enquiry button (  ) will then search the system for results to display.

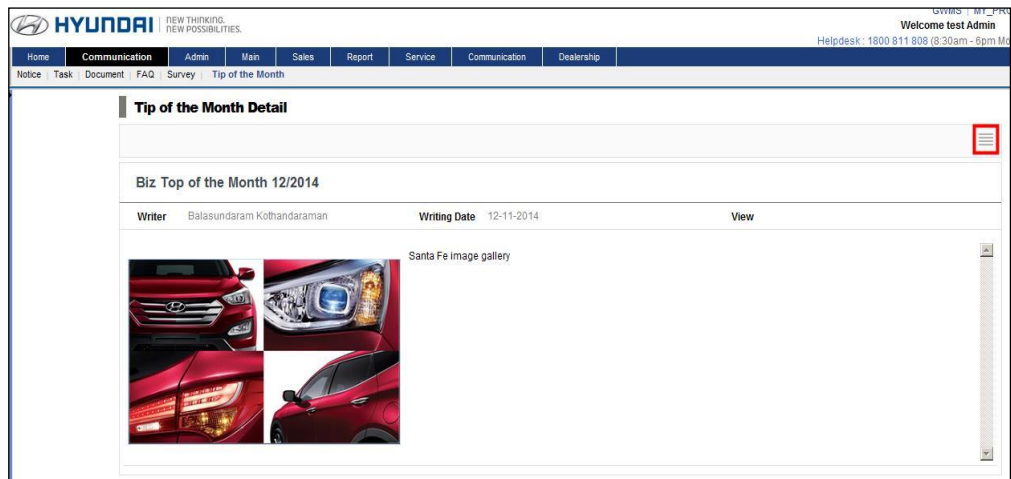
## Details listed

Below is an explanation of the details shown:

Field Name	Description
Due date	This is the period tip of the tip of the month items can be seen at the tip of the month area on the main page.
Title	The subject matter description of the tip of the month posted by HMCA. By clicking on the link of the tip of the month it will bring up the tip of the month for you to read
User Name	This shows the HMCA person who posted the tip of the month.
Date	This is the date the tip of the month was posted to the board.
Attach	This indicates if the task has any file attachments in it available for download.

## Screen 2. The tip of the month details screen


The tip of the month detail screen allows a dealer to see the tip of the month items full details. See below screen example.



The screenshot displays the 'Tip of the Month Detail' screen within the Hyundai system. The header includes the Hyundai logo and the slogan 'NEW THINKING. NEW POSSIBILITIES.'. The navigation bar contains links for Home, Communication, Admin, Main, Sales, Report, Service, Communication, and Dealership. The right side of the header shows the user 'Welcome test Admin' and a helpdesk number '1800 811 808 (8:30am - 6pm Mo)'. The main content area is titled 'Tip of the Month Detail' and shows the title 'Biz Top of the Month 12/2014'. Below the title, the writer is listed as 'Balasundaram Kolthandaraman' and the writing date is '12-11-2014'. There is a 'View' link next to the date. Below this information is a section titled 'Santa Fe image gallery' which contains four images of a red Hyundai Santa Fe. The bottom of the screen shows a scroll bar.

### Available buttons and functions

In this Screen the following buttons or functions are available:

Function	Description
List button	The List button (  ) will close detail screen and return back to the tip of the month list screen.

### Details listed

Below is an explanation of the details shown:

Field Name	Description
Writer	This shows the HMCA person who posted the tip of the month.
Date	This is the date the tip of the month item was posted to the board.
View	This is the amount of times someone has read this tip of the month.
Business tip area	Business tip contents including image and attached file will be shown.
User Role	This is the second condition to limit the dealer who can see the notice. Detail condition item is user role.
Contents(*)	This is where a detailed explanation of the tip of the month is keyed. If you upload image here, by clicking on the image link of the m it will bring up this tip of the month for you to read.
Attach	For the details of tip of the month any image file attachments can be uploaded.