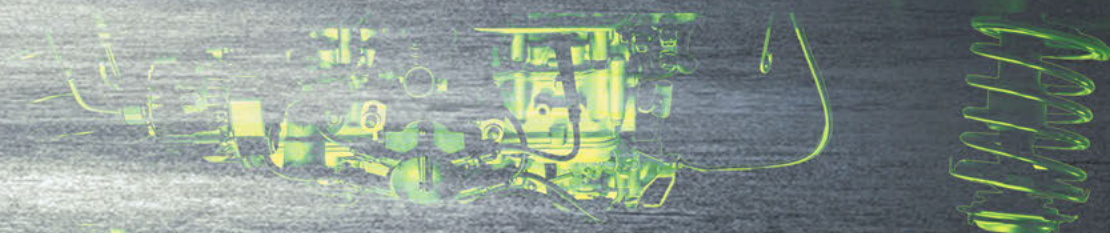




VIRTUAL
TRAINING
SOLUTIONS



Welcome to the tutorial on Virtual Training Solutions Powered by ATRA. The first thing we're going to want to do is go to the members.atra.com website. This should be one of your favorites listed on your computer.

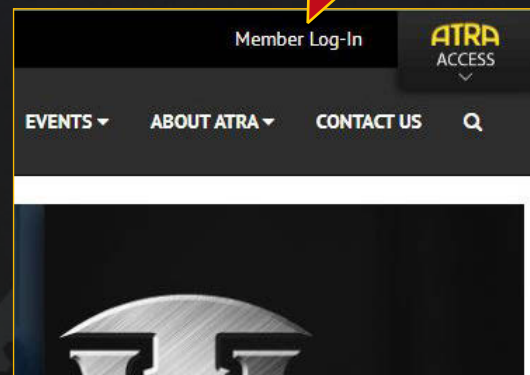
Log in as yourself, please do not use somebody else's login username and password to log in to the Virtual training Solutions, this does not benefit you. Having a single log in at the shop for the tech support center is no big deal. But if you're going to be using the VTS system, you're going to want to your own username and password.

Each individual person in the shop, whether you're a technician, management, or working with the consumers should have their own username and password. This can't be stressed enough. How do you do that? There are a couple ways to get set up. You can contact us at either membership@atra.com or lwiggin@atra.com. If you prefer to call us instead, you can reach us at [805.604.2000](tel:805.604.2000), or we also have a toll-free number at [866.464.2872](tel:866.464.2872).

Now that you've got your own individual username and password. The next thing you want to do is go to the Member Login button located in the upper right hand side of the page. This will bring you to our login screen where you will enter you username and password.

Each individual person will login as themselves and will be able to keep track of their own progress such as which videos they've watched, which courses they've completed and which certifications they've earned.

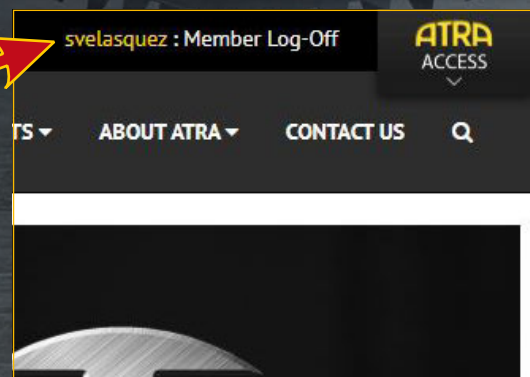
The login button is located in the upper right hand side of the site.



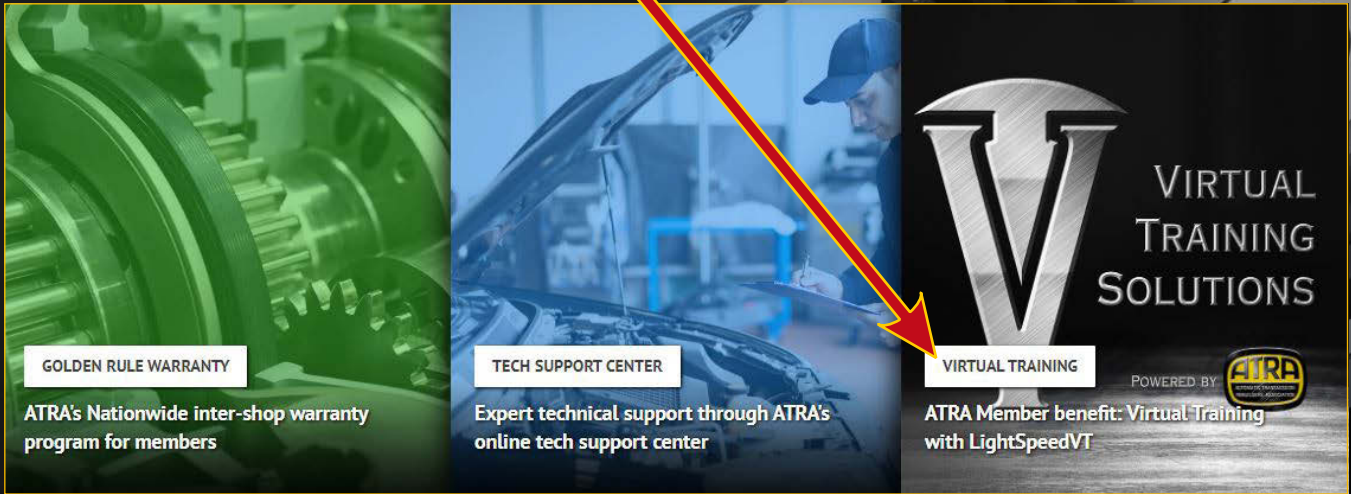
Enter your personal username and password.

A screenshot of the 'Log On' form. The title 'Log On' is in a large, bold, yellow font. Below it, the text 'PLEASE ENTER YOUR USERNAME AND PASSWORD.' is in a smaller, white font. The form is titled 'Account Information' and contains three input fields: '1. Username', '2. Password', and '3. Remember Me' (with a checkbox). A 'Sign In' button is located at the bottom left of the form.

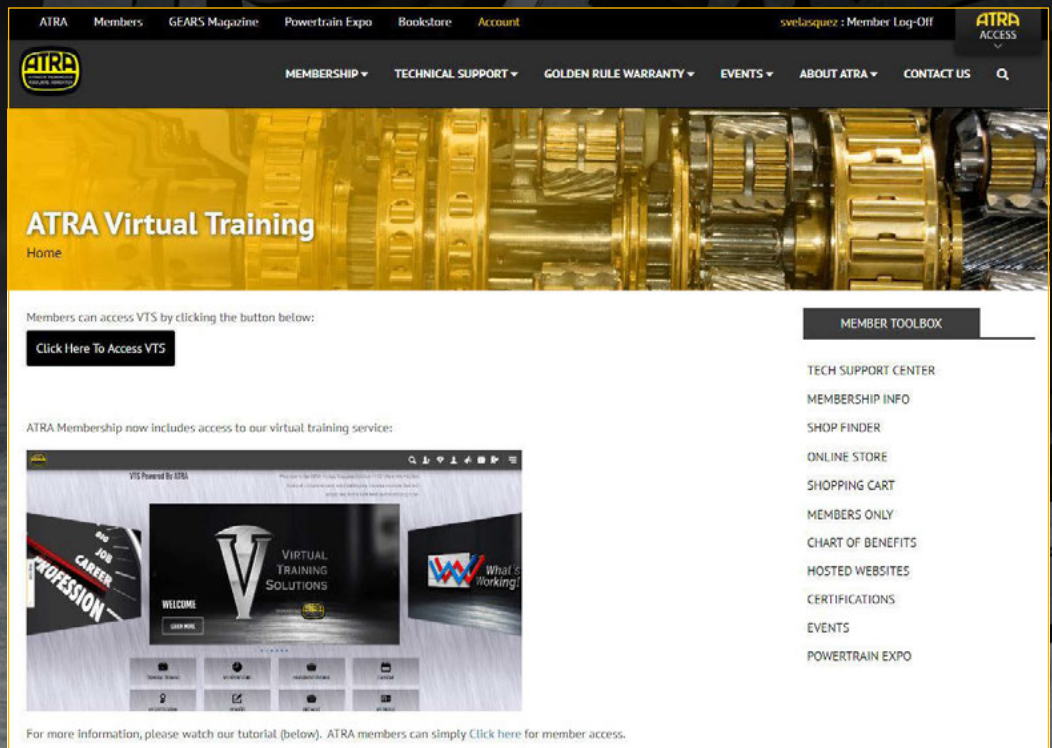
You'll know you're logged into our system once you see your name/email address yellow. It will now display "Member Log-Off" in white.

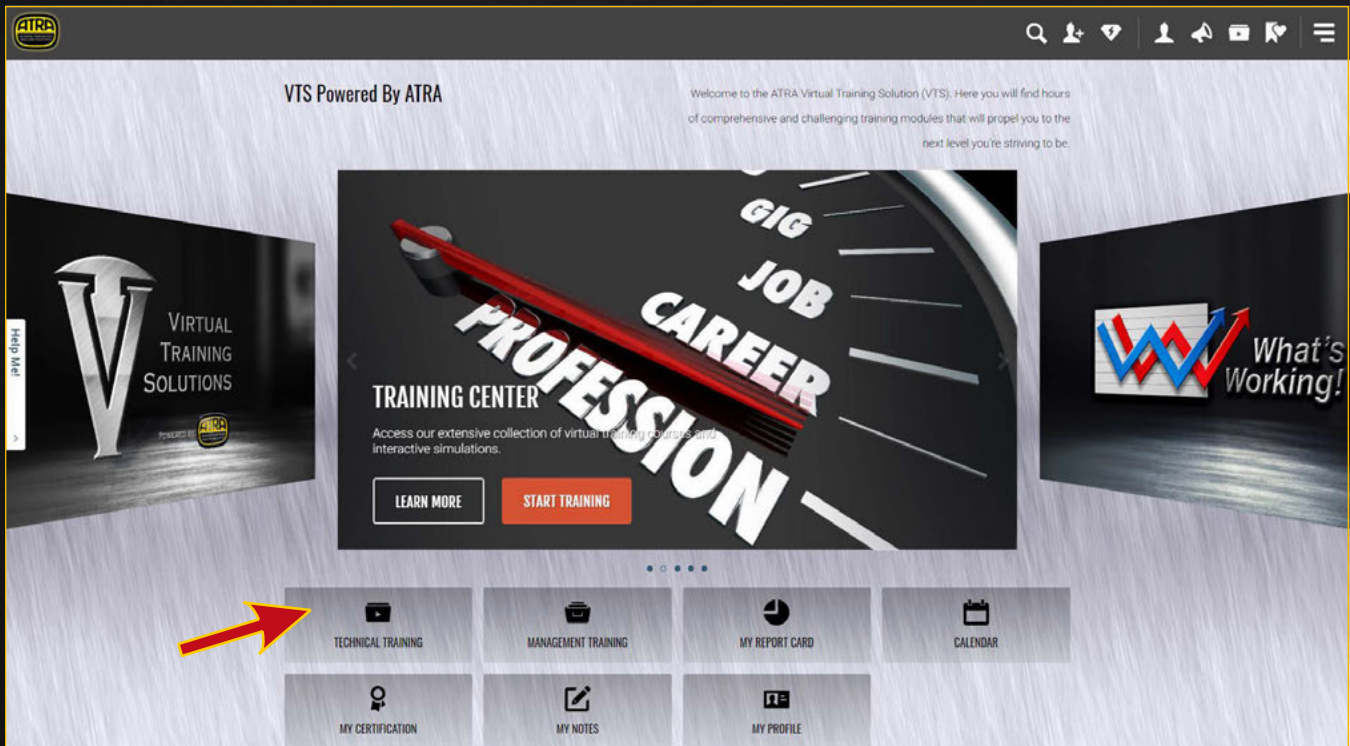


Next, you'll click on the Virtual Training button. This will take you to a quick landing page while we verify your information and prepare you to enter our VTS system.



Here's a quick glance at the landing page, it should only be on your screen for a few seconds.





The VTS platform is tile based and dynamically designed, meaning it will change its appearance based on the size of screen you're viewing it on. It's mobile friendly and you can view it on your phone or tablet with no issues. The first thing that you'll see is a series of tiles. Each of these tiles has a Learn More button. These buttons will give you an overview of each of the different areas of our VTS website.

The **Training Center tab** is where you access our technical training.

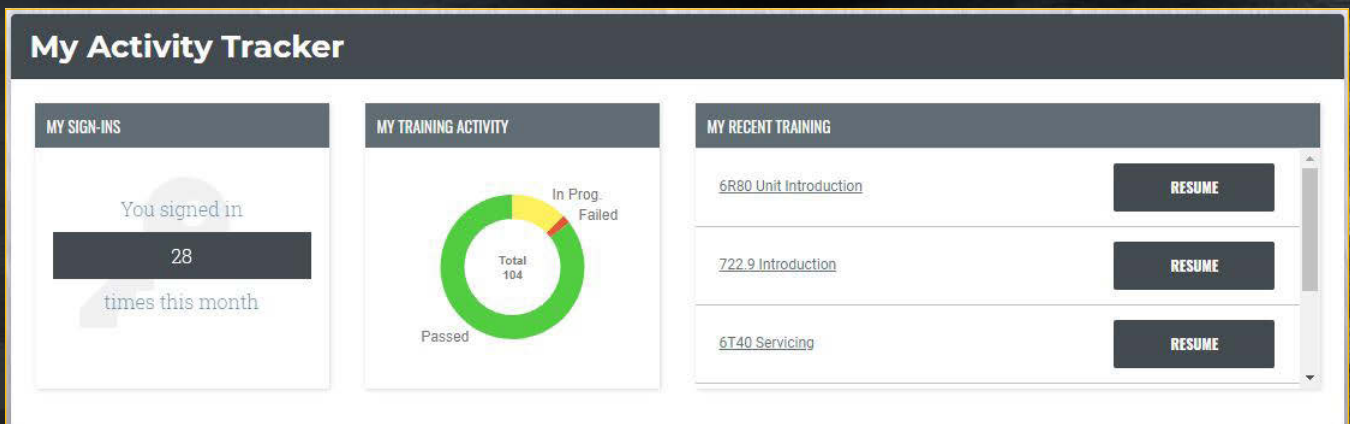
The **What's Working tab** is where you go to view our management training information.

The **My Favorites tab** is where you can view the things in our system that you've selected for frequent viewing.

The **Report Card tab** allows you to view the progress you've made in the different courses as well as check the status of each course.

Below the tab section is a set of buttons. These buttons are another way for you to get to your **Technical Training**, **Management Training**, **Report Card**, **Calendar**, **Certification**, **Notes** and **Profile**.

Below the button section is the **Activity Tracker**, where you can see how many **Sign-Ins** you've had this month, your **Training Activity** and **Recent Training**. This section gives you a quick glance at what you've got going on.



My Report Card

The report card is a great way for you, or your employer, to view your information. You can download your report card as an Excel spreadsheet or as a PDF. You can view it pretty quickly just by clicking on the unit that you're working on and it gives you a look at how many attempts you've had at a test, it shows if you've completed a course or not; and it gives you a rundown on all the different chapters that we have listed for a particular transmission.

Create Report » My Report Card: Velasquez, Shaun

MY REPORT CARD

MY REPORT CARD: VELASQUEZ, SHAUN Filter Report Print

Location Name: VTS Powered by ATRA - Admin Location Report Date: 03/30/20

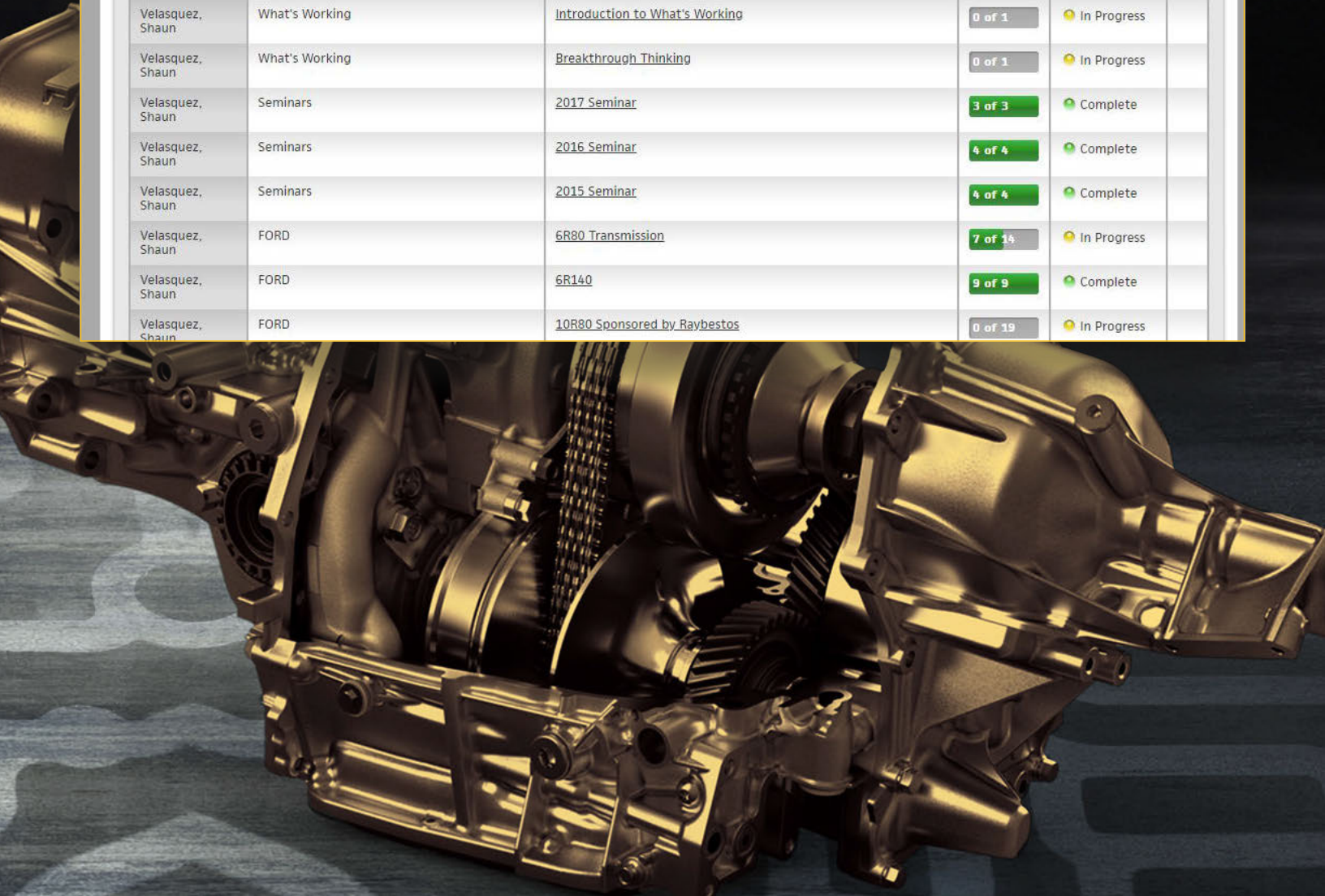
Report Filters

Users: Velasquez, Shaun Date Range: From 03/15/2018 To 03/30/2020 Course Status: Complete & In Progress

[View Filtered Report](#)

[Export to PDF](#) [Export to XLS](#)

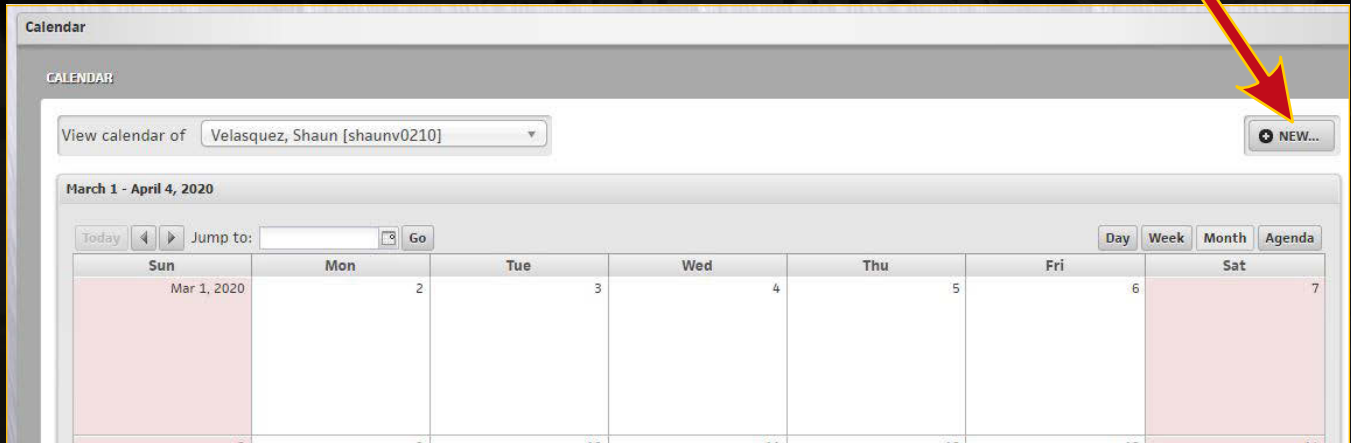
User	Category Name	Course Name	Progress	Course Status
Velasquez, Shaun	What's Working	Introduction to What's Working	0 of 1	In Progress
Velasquez, Shaun	What's Working	Breakthrough Thinking	0 of 1	In Progress
Velasquez, Shaun	Seminars	2017 Seminar	3 of 3	Complete
Velasquez, Shaun	Seminars	2016 Seminar	4 of 4	Complete
Velasquez, Shaun	Seminars	2015 Seminar	4 of 4	Complete
Velasquez, Shaun	FORD	6R80 Transmission	7 of 14	In Progress
Velasquez, Shaun	FORD	6R140	9 of 9	Complete
Velasquez, Shaun	FORD	10R80 Sponsored by Raybestos	0 of 19	In Progress



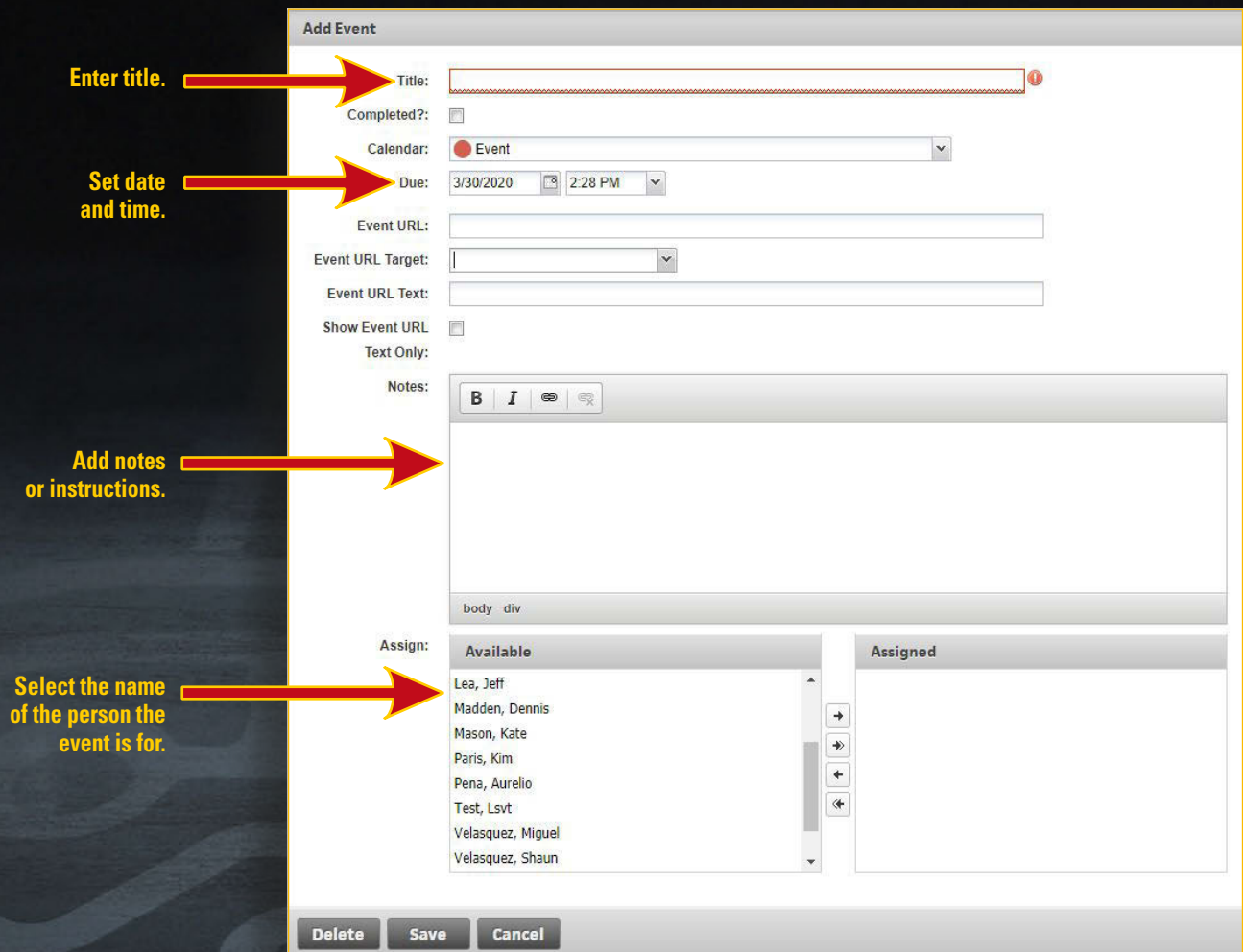
Calendar

The calendar is an area where you can highlight a time and day to schedule training. To do that, click on the New button in the upper right hand corner of the screen to set up a new event.

Create a new event.



Title the training session and set a date and time, you can also add notes with special instructions. There's a list of names where you can assign the training and have it added to that person's calendar. If you're a shop owner you can schedule a time and date for each of your employees that have access to the system. If you're the only employee then the only name that will show here is yours.



My Certification

The certification section is very similar to the report card. It's going to give you a quick glance at your progress in the different courses. Click on the "+" or "-" in front of the course name to open/close the detailed breakdown of your progress through the chapters. This helps you keep track of which chapters you need to complete in order to finish courses. You can also click on the links listed here to go directly to that particular course. In this section you're also able to view and print your certificate if you have completed the course.

Click the "+" or "-" to open or close the details for each course.

Click either of these points to View/Print your certificate.

Mercedes 722.9-3.0 Hrs View/Print Certificate | 13 of 13 Completed

Certification completed on 03/23/2020. [VIEW/PRINT CERTIFICATE](#)

Mercedes 722.9

Overall Progress

Chapters Complete	Chapters Required for Completion	Overall Progress
13	13	13 / 13

Chapter	Progress
722.9 Introduction	1 / 1
722.9 Disassembly	1 / 1
722.9 Front Pump Disassembly	1 / 1
722.9 Front Pump Assembly	1 / 1
722.9 K1 Clutch Disassembly and Assembly Sponsored by RAYBESTOS	1 / 1
722.9 K2 Disassembly and Assembly	1 / 1
722.9 B2 Disassembly and Assembly	1 / 1
722.9 B3 Brake Drum Disassembly	1 / 1
722.9 K3 Disassembly and Assembly	1 / 1
722.9 Valve Body Disassembly	1 / 1
722.9 Case Assembly	1 / 1
722.9 Transmission Assembly	1 / 1
722.9 Transmission Endplay	1 / 1

Clicking on any of the chapter titles will take you directly to that chapter in the system.

My Notes

In the Notes area you can find notes that you have taken on a particular class. As an example, let's take a look at the figure below. You can see that notes were taken in the 6R80 Unit Introduction chapter. You can see where they show up when you're in the My Notes area. If there are multiple notes taken they will all show up in list view.

The screenshot shows a video player interface. At the top, there is a dark header bar with a 'CHAPTER MENU' button on the left, the text '6R80 Transmission' in the center, and a 'RETURN TO COURSES' button on the right. Below this, a white bar displays '6R80 Unit Introduction (342855)'. The main video area shows a large 'V' logo and the text 'VIRTUAL TRAINING SOLUTIONS' and 'POWERED BY ATRA'. On the left side of the video player, a 'NOTES' window is open, containing the text: 'This is some very interesting information. Go to the 2:30 mark of the video.' A red arrow points to the notes window with the label 'Notes entered here.'. Two other red arrows point to the '6R80 Transmission' and '6R80 Unit Introduction (342855)' text with labels 'Course Title' and 'Chapter Title' respectively.

The screenshot shows the 'My Notes' search and results page. At the top, there is a 'SEARCH' header with tabs for 'Search', 'Favorites', and 'Notes'. Below this, the 'My Notes' title is displayed, followed by a paragraph explaining the feature. A 'Search Notes' section contains a search input field, 'From:' and 'To:' date pickers, a 'Go' button, and 'Export to PDF' and 'Print' buttons. The 'RESULTS' section shows a single result for '6R80 Unit Introduction' with a 'CHAPTER' tag and a timestamp '03/31/20 02:32 PM'. Below the result, the 'Notes' section displays the text: 'This is some very interesting information. Go to the 2:30 mark of the video.' A red arrow points to this text with the label 'Notes taken are displayed below each chapter.'

There are a couple different types of videos in our VTS system. One type is a recorded Power Point presentation. In these types of videos you'll see our presenters' screen as they progress through the handout page by page. They'll provide you with valuable insight and tips on whatever they are working on in the course.

Rebuild

- **Transmission disassembly and inspection**



Remove and discard (3) O-rings.



Other videos will be of our presenters in front of the camera. This gives them the opportunity to give our viewer a hands on view of parts and/or tools that we're talking about.



Tests

You'll have an opportunity to answer some questions at the end of some of these video. We want to make sure that you're retaining the information that we're presenting. You'll be given a series of multiple choice questions, the results go on your report card. The screen below will pop up as soon as the video of the chapter you're working on has concluded. As you can see, these tests require a certain score in order to progress to the next chapter. We are requiring a score of 100% to reinforce what you've just heard.

CHAPTER MENU 6R80 Transmission **RETURN TO COURSES**

6R80 Unit Introduction (342855)

INFORMATION:

Questions:
4
Required Score:
100%

INSTRUCTIONS:

This chapter test is a series of multiple choice questions. As you select your answers, each question is timed and all results are recorded on your "Report Card." Click START below when you are ready to begin.

Test Information

Click the start button to begin your test.

START

Once you click start your test will begin. Each question is timed, so make sure you're ready to go once you click that start button. You'll see a green check mark when you've answered a question correctly and a red X for an incorrect answer.

QUESTION 2 OF 4

The PCM and its input/output network controls the following operations...

TIME LEFT:
50

SELECT AN ANSWER:

A Driver experience **B** Shift... **C** All of the Above
D None of the Above

If you miss a question and fail the test, you'll see a Continue Training button on the results page. Click this button to start that video over and take the test again. Once you've passed the test you'll see the results screen below. At this point you can either continue on to the next chapter, or go back to the chapter menu.

CHAPTER MENU 6R80 Transmission **RETURN TO COURSES**

6R80 Unit Introduction (342855)

RESULTS:

Answers
(Correct/Total):
4/4
Percentage Correct:
100%
Result:
PASS

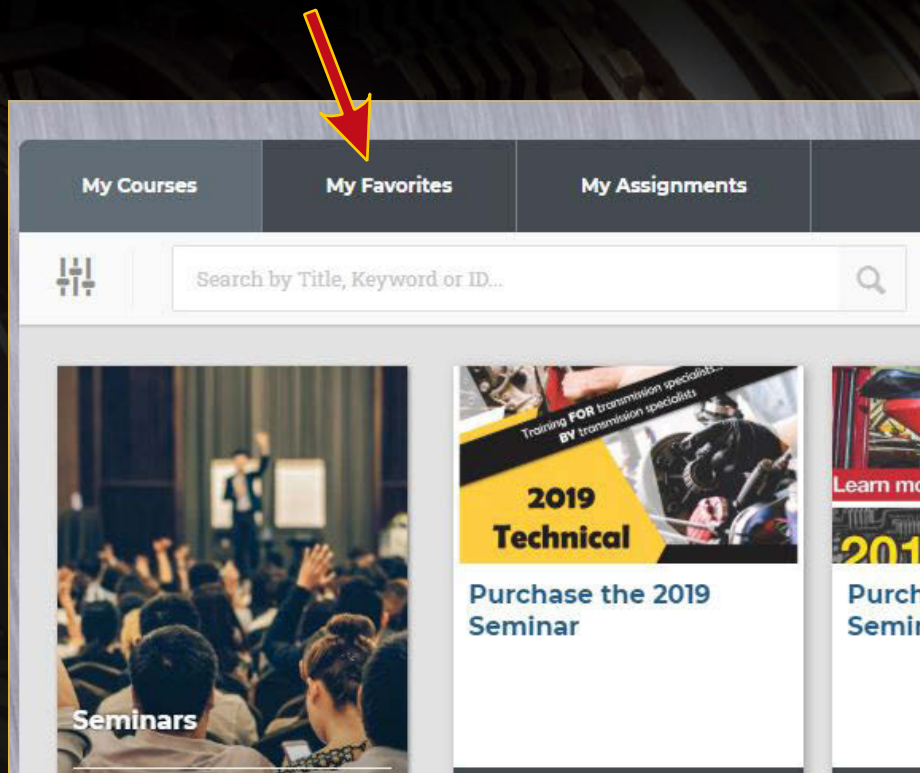
INSTRUCTIONS:

Your progress has been recorded and is viewable on your REPORT CARD. Please click the "NEXT CHAPTER" button below to continue training, or you can click on the "CHAPTER MENU" button to return to the Chapter Menu where you can select another chapter for training.

NEXT CHAPTER **CHAPTER MENU**

My Favorites

You may have noticed the **My Favorites** tab on the Training Center homepage. This is where you can mark things for quick viewing later on. Let's look at how easy it is to add something to this section.

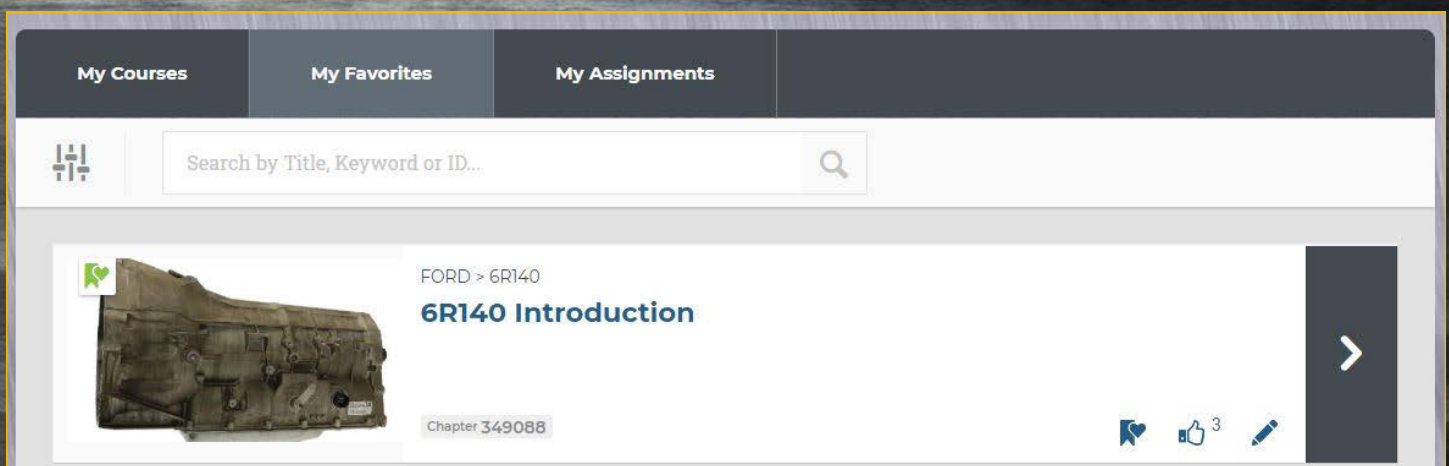
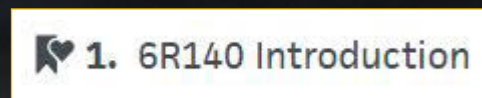


There's an icon to the left of the course and chapter names that you need to click in order to add something to your My Favorites tab. Once you click it and notice the heart has been filled in, you know it's been added. The course or chapter you've selected as a favorite will now be added to the list in your My Favorites tab.

Before

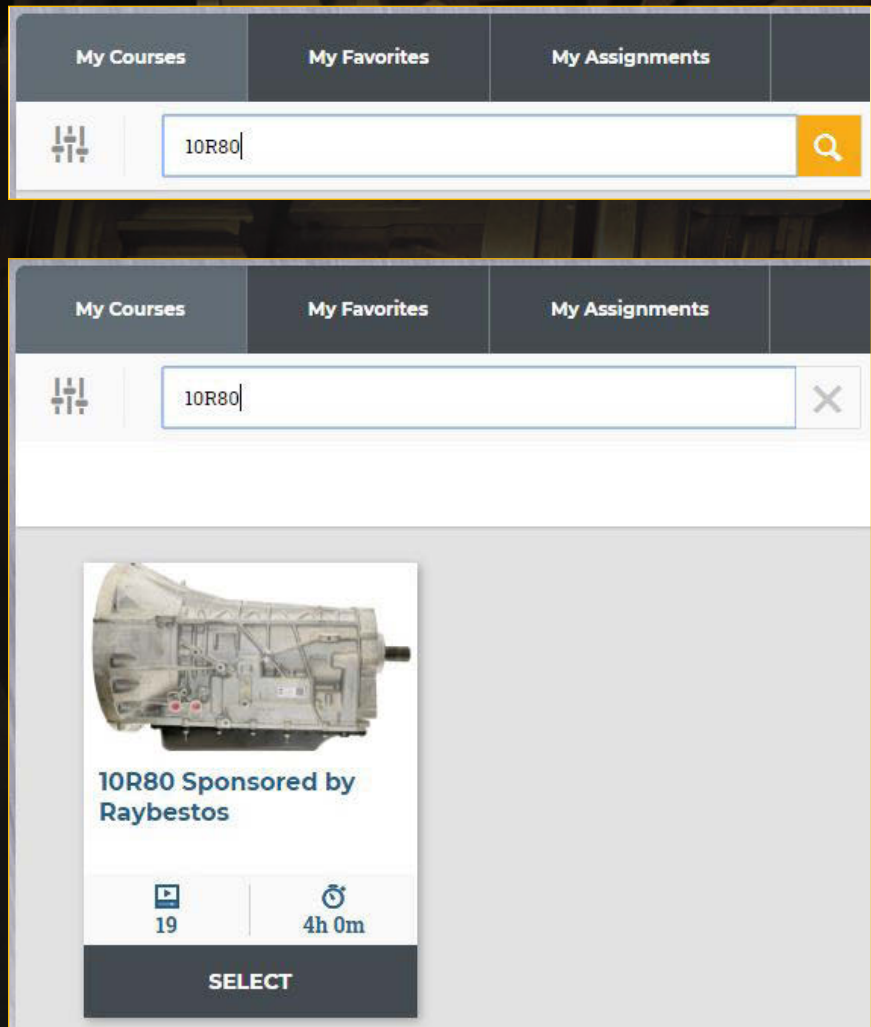


After



The Search Bar

The search bar works like many search bars you've seen before. You can search a transmission by name and you'll get results with that transmission in the title. We're adding content to the site daily. So, if you don't find something you're looking for, there's a good chance we're working on getting added to the system.



My Account

There is a row of icons in the upper right side of the homepage. The first icon here will take you to **My Account**, where you can view your profile settings and account details. You can do things like update your email address, phone number, add a profile picture, view your report card or take a look at your usage report.



My Account

My Account (cont.)

My Usage Report



My Profile

Shaun Velasquez

MY USAGE REPORT MY REPORT CARD

Profile Settings

Account Details

First Name*	Phone Number	Ext
Shaun	8056042021	--
Last Name*	Title	
Velasquez		
Email *	Location	
svelasquez@atra.com	VTS Powered by ATRA - Admin Location	🔒

The **My Usage Report** page is a great tool for shop owners to track their employees' activities on the site. You can view sign-in activity, training summary and training activity all on this page. This information is presented to you in both graph form and pie chart.

Usage Reports

Filter Report Print Preview

Location Name	Date/Time	Selected Date Range
VTS Powered by ATRA - Admin Location	04/02/2020 07:16 AM	03/01/2020 - 04/02/2020

Report Filters

Date Range: 03/01/2020 to 04/02/2020 Trend View: By Day User Status: Active

Show Users: Show All Users

Filter by: None Team Content Role Access Level User

Go

Unique Sign Ins	Total Sign Ins	Passing Percentage	5 users at this location have logged in an average of 45 times.
<u>5</u>	<u>225</u>	<u>97%</u>	

Sign In Activity

03/01/2020 - 04/02/2020

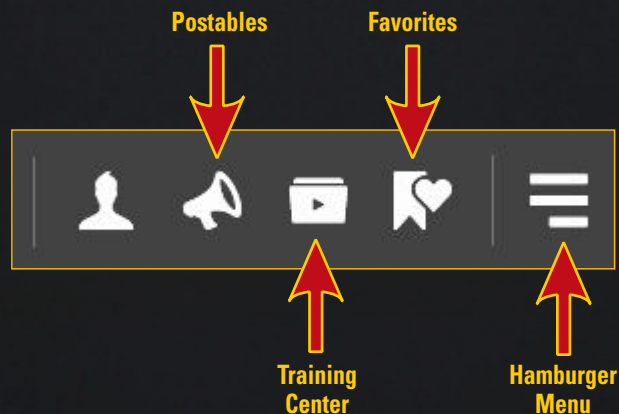
Signed In Didn't Sign In

Signed In:	Didn't Sign In:	Total Users:
<u>5</u>	<u>10</u>	<u>15</u>

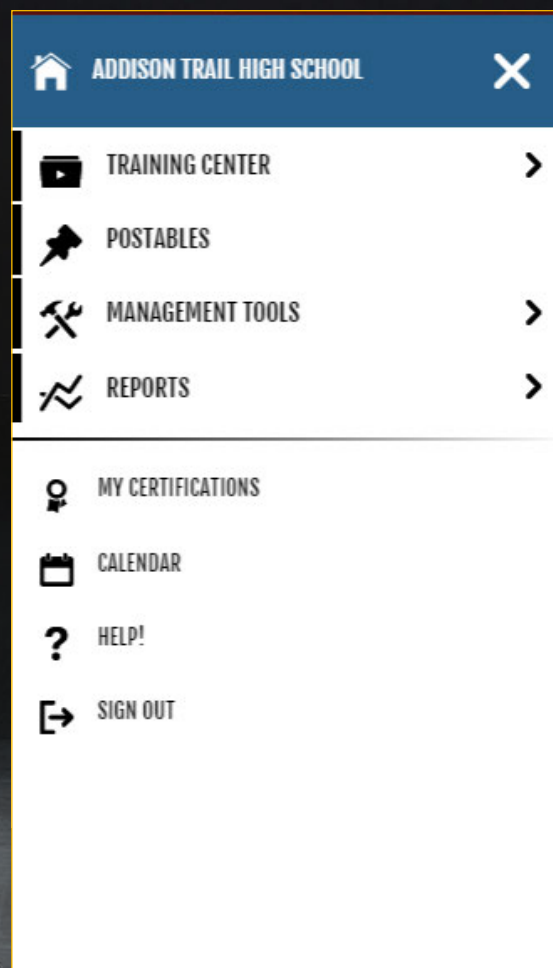
Day

Signed In

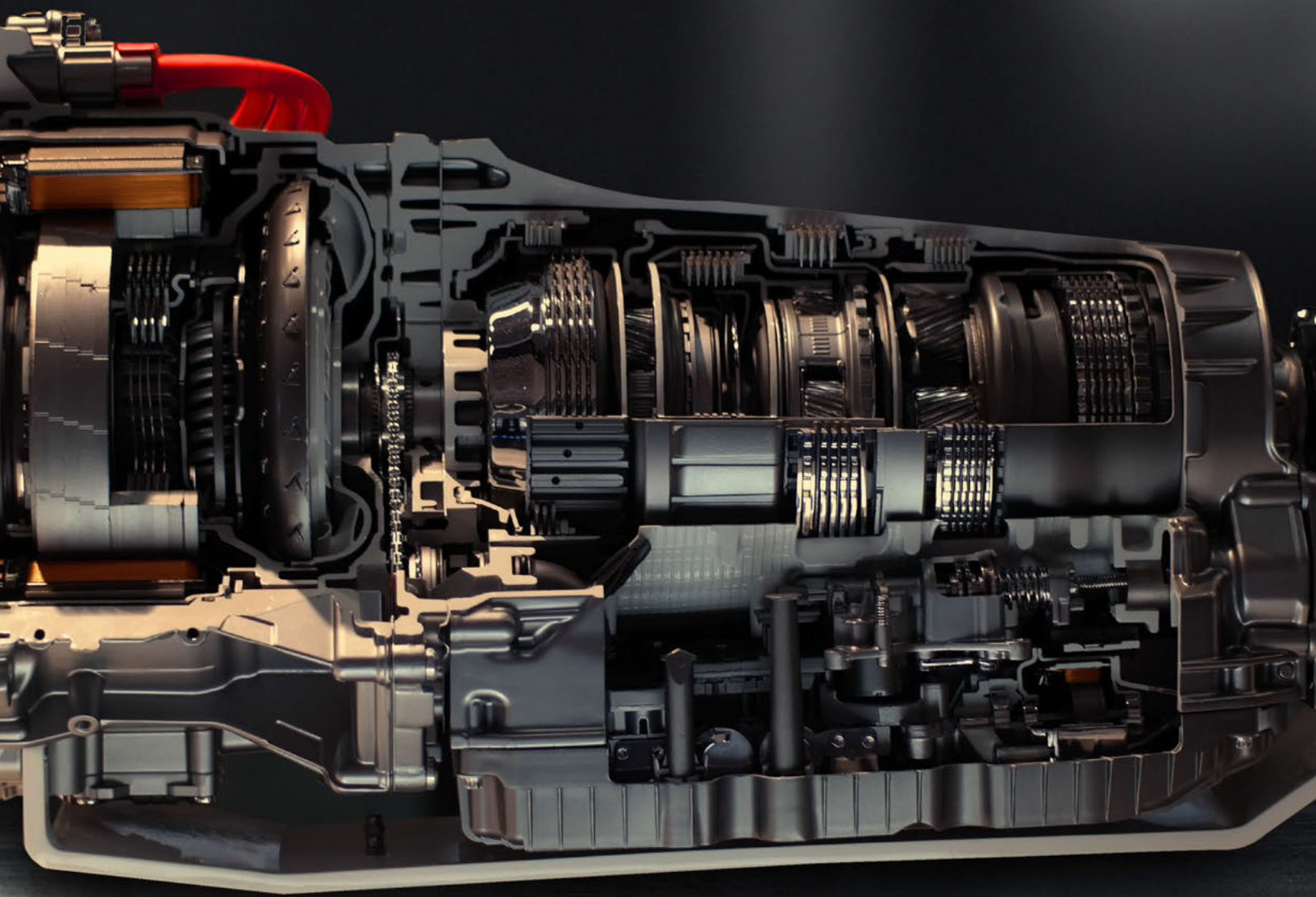
The second icon in the upper right side the page is the **Postables** icon. When you click the Postables icon you'll be taken to a page where you can view all of the notifications we send out. You'll see a red notification icon here too when we send a new notification. The next two icons are different ways to get to areas we're already familiar with, the **Training Center** and **Favorites** sections.



The last icon on the right is the Hamburger Menu. When you click on it a big menu will appear. This will give you another way to navigate through our site as well as log out when you're done training.



That does it for our walk through of the VTS Powered by ATRA. We're excited to have you use this system and get trained any time, any place! Until next time, let's keep fixing transmissions together!





Automatic Transmission Rebuilders Association

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805-604-2000

members.atra.com