

# QMC / Mercedes-Benz System Coordinator Quick Guide

# Summary

## Coordinator activities

- 1.- Coordinator registration
- 2.- Aspirant registration
- 3.- Move participants to another site

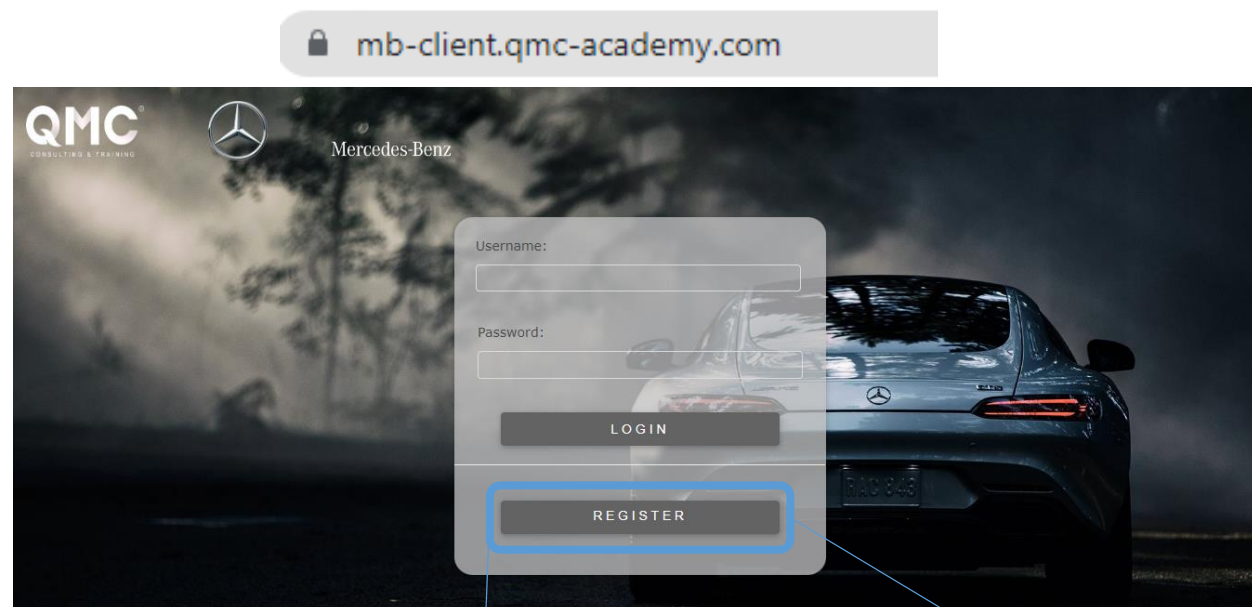
## Coordinator as participant

- 1.- Register yourself as a participant
- 2.- Login into the participants system as a coordinator
  - Course your event

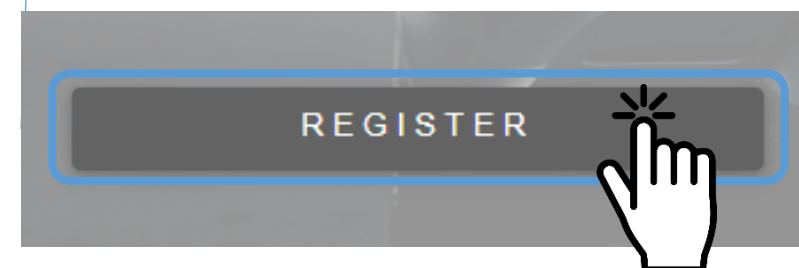
# Coordinator Activities

# 1.- Coordinator registration

**Step 1:** Go to  
<https://mb-client.qmc-academy.com/>



**Step 2:** Click on the “Register” button



# 1.- Coordinator registration

**Step 3:** Enter your Supplier Code on the input box, then click on the “Search” button



**Register Form**  
Check your Supplier code, to give you access to the system

Search input field:

Search button:

User Manual:

**Step 4:** Fill the Form Information then click on the “Submit” Button to send your information

*Note: The email that you register will be the one that will receive notifications*

Legal information Information from the auxiliary coordinator

**Company details**

Company Business Name\*

Legal name of the company\*

Supplier Code\*

Address

Street\*

Number\*

Fractionation or colony\*

Country\*

State/Region\*

City\*

Zip code\*

Legal information Information from the auxiliary coordinator

**Auxiliary Coordinator Information**

Note: The coordinator must belong to the Department of Human Resources, Training or Quality.

First and middle names\*

First surname\*

Second surname

Position\*

Company Phone\*

Extension

Mobile number\*

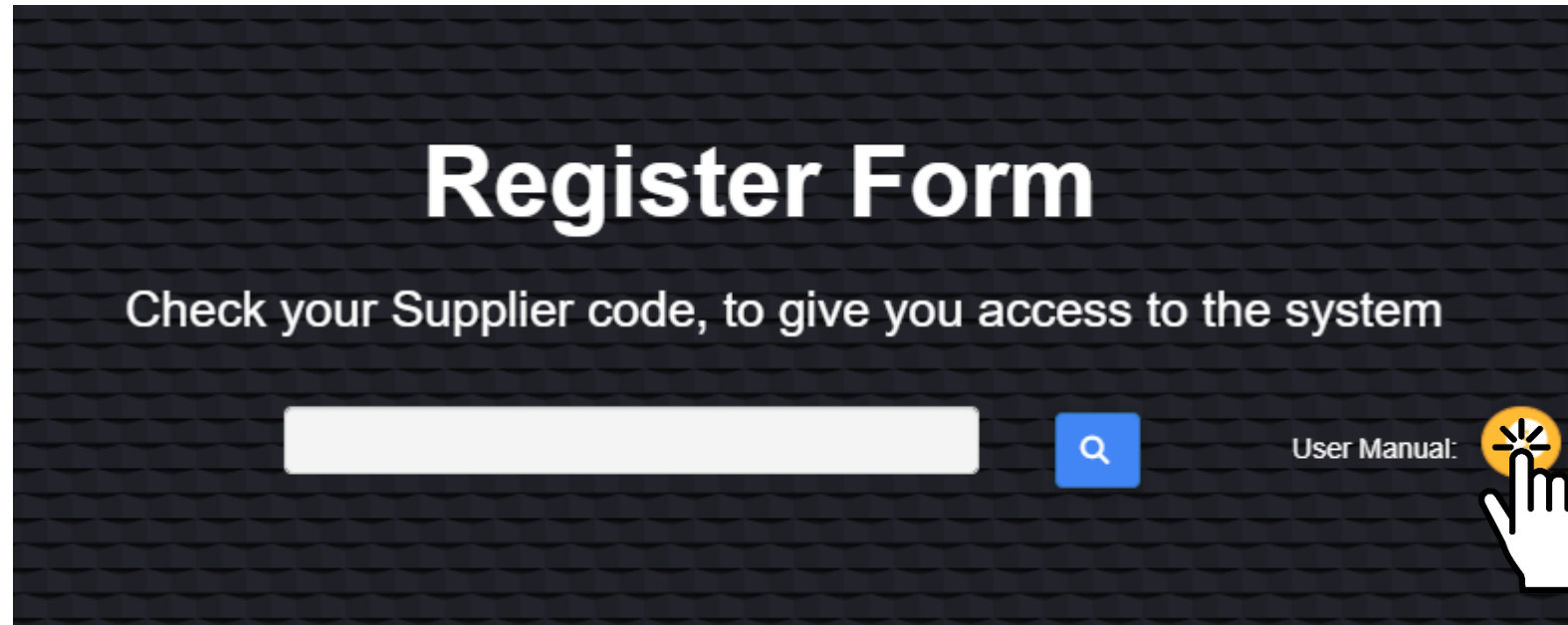
Company Email\*

Alternate email

Notifications will be sent to this email.



# 1.- Coordinator registration



The screenshot shows a dark-themed interface with a wavy texture. At the top, the text "Register Form" is displayed in large white font. Below it, a subtitle reads "Check your Supplier code, to give you access to the system". A white input field for the supplier code is positioned to the left of a blue search button with a white magnifying glass icon. To the right of the search button, the text "User Manual:" is followed by a yellow circular icon containing a white gear, which is being pointed to by a white hand cursor icon.

In case you have doubts about the different registration cases, click on the help button.

# 1.- Coordinator registration



Hello Demo Coordinator from Demo Company we are pleased to inform you that your request has been reviewed and approved satisfactorily.

Access the portal with the following credentials:

Username: demomail@demo.com

Password: DeM0P4\$Sw0Rd

## What's next?

- Click on "LET'S GO"
- Enter username and password
- Select the event of interest along with the desired modality and the date of interest
- Enter participants to the event of interest

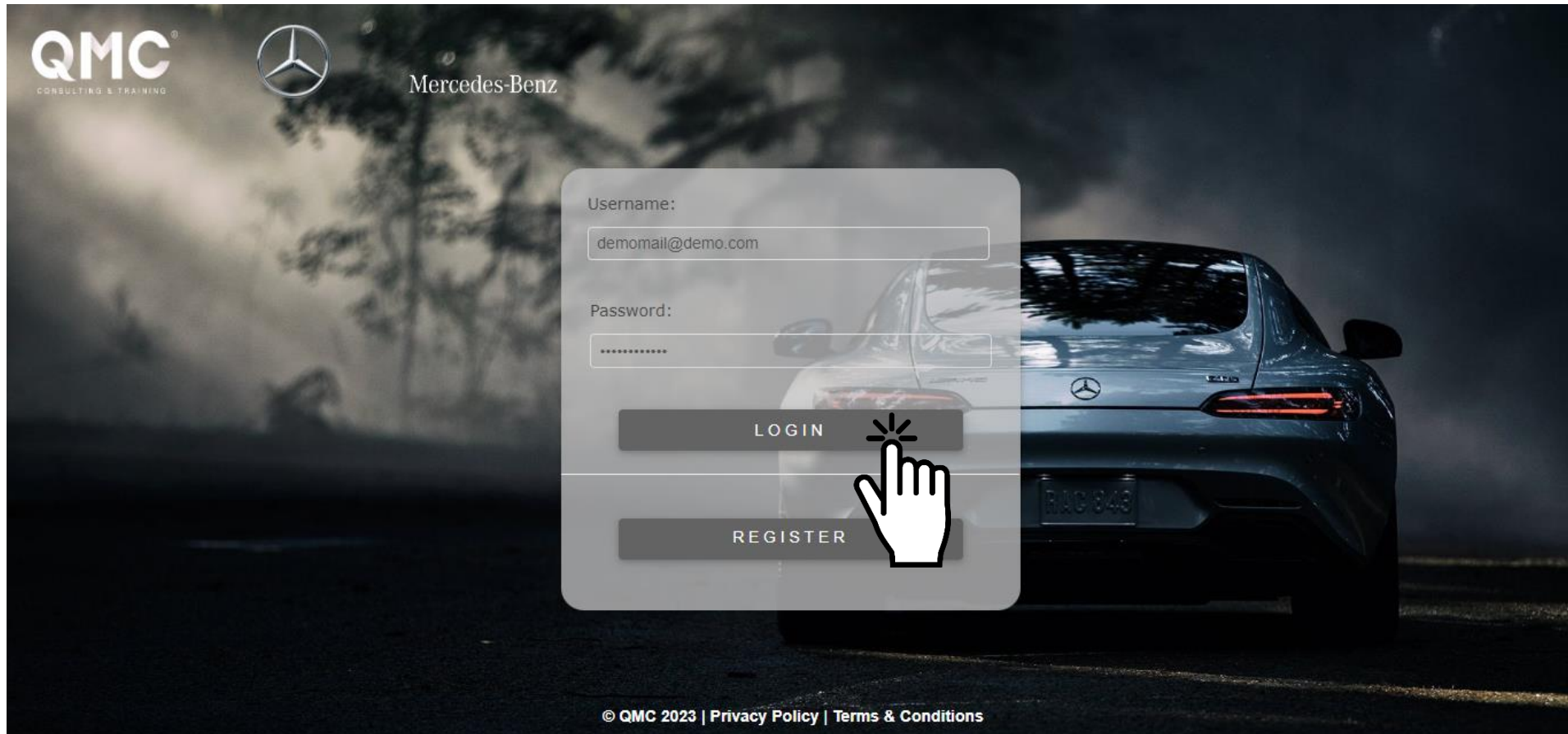
¡LET'S GO!

**Step 5:** Once your information is registered you will receive an email with your Login credentials, The register process is for new coordinators only, for later entry's you just will need to enter the software with your credentials

**Note:** If you haven't received your email with your user and password, check your spam or junk mail folder, if the email it's in none of this places please contact the QMC software team at [software@qmcmex.com](mailto:software@qmcmex.com) .

# 1.- Coordinator registration

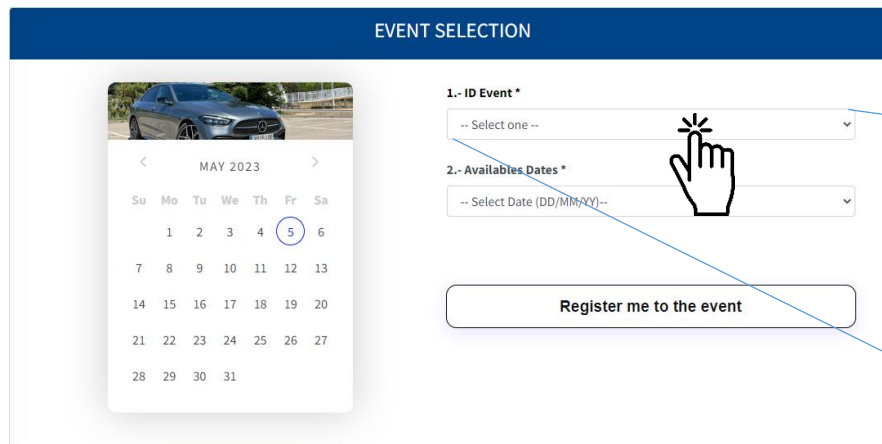
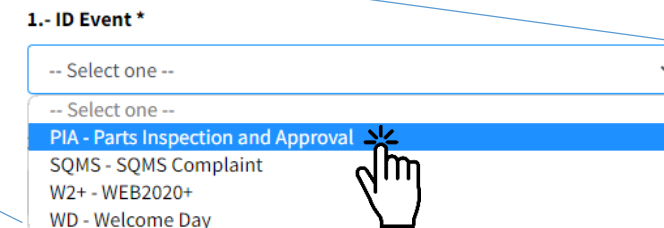
**Step 6:** Once the credentials have arrived now login into the platform by going into <https://mb-client.qmc-academy.com/>, entering the user and password provided in the e-mail, then clicking on the “Login” Button.



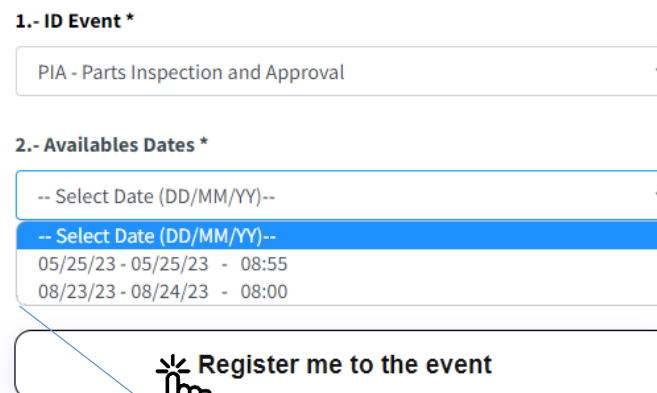
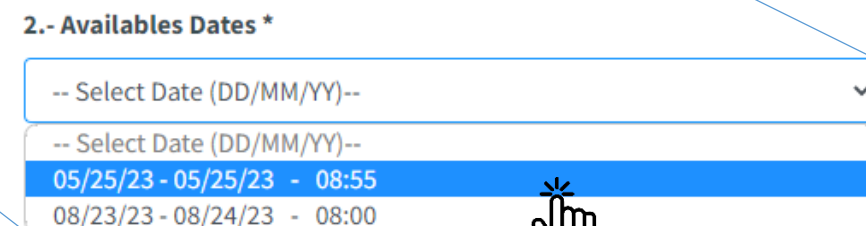


## 2.- Participant registration

**Step 1:** First we need to select an event, to do so its necessary to search for your interested course on the ID event input box.

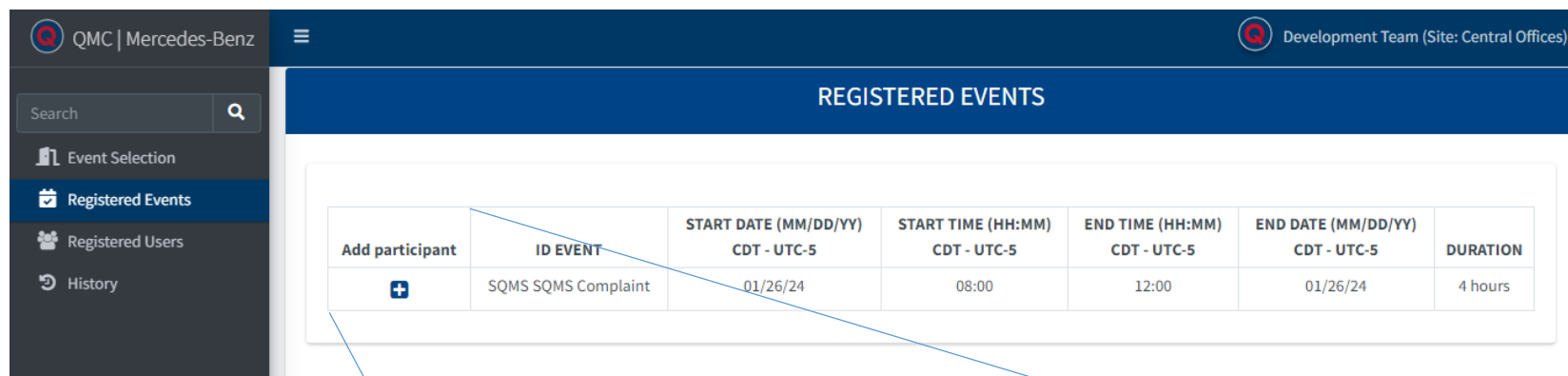




**Step 2:** Once a course is selected, the Available dates input will update with the dates available to register, once a date is selected its necessary to click on the “Register me to the event” Button to add the course into the registered courses tab.

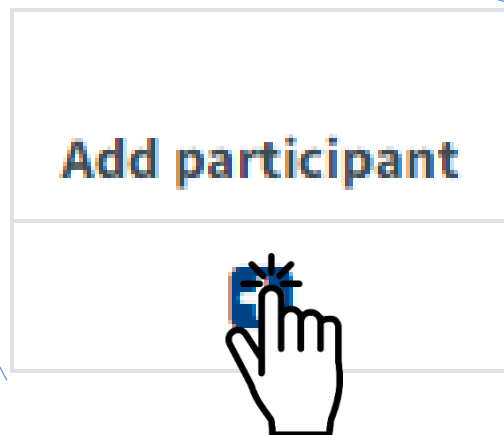
## 2.- Participant registration

**Step 3:** After clicking on the “Register me to the event” button you will be redirected into the Registered Events tab in which we can consult information about the events we have register.



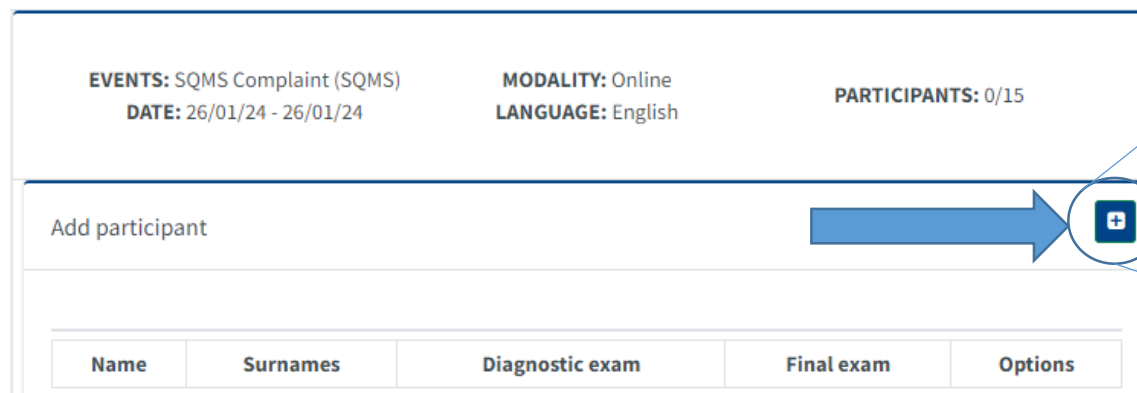
Add participant	ID EVENT	START DATE (MM/DD/YY) CDT - UTC-5	START TIME (HH:MM) CDT - UTC-5	END TIME (HH:MM) CDT - UTC-5	END DATE (MM/DD/YY) CDT - UTC-5	DURATION
	SQMS SQMS Complaint	01/26/24	08:00	12:00	01/26/24	4 hours

**Step 4:**



## 2.- Participant registration

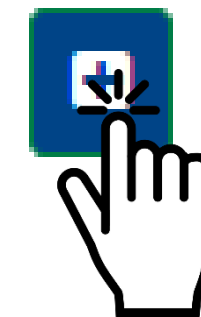
**Step 5:** To start registering participants click on the plus icon on the right side of the table.



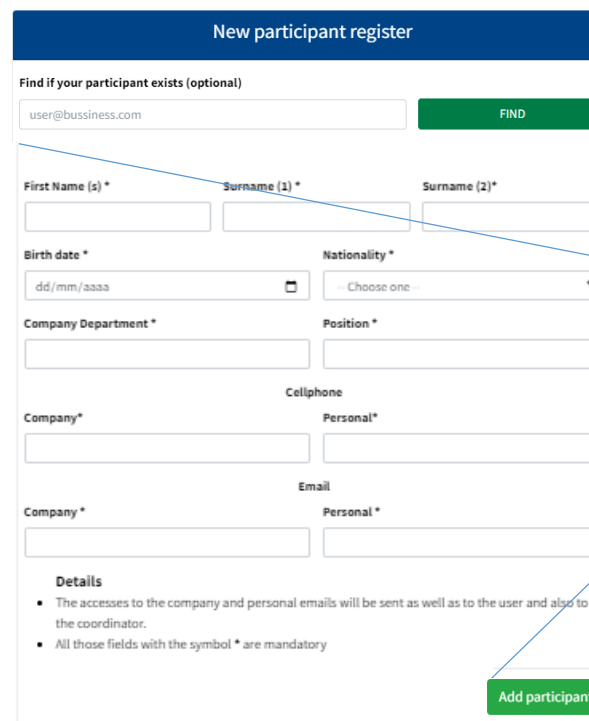
EVENTS: SQMS Complaint (SQMS)      MODALITY: Online  
 DATE: 26/01/24 - 26/01/24      LANGUAGE: English      PARTICIPANTS: 0/15

Add participant

Name	Surnames	Diagnostic exam	Final exam	Options
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**Step 6:** Use the browser to search if your participant is already on our system by typing his corporative email into the input box then clicking the search button, if you are adding a new participant fill the information in the form then click on the “Add participant” button.



**New participant register**

Find if your participant exists (optional)

First Name (s) \*      Surname (1) \*      Surname (2) \*

Birth date \*      Nationality \*

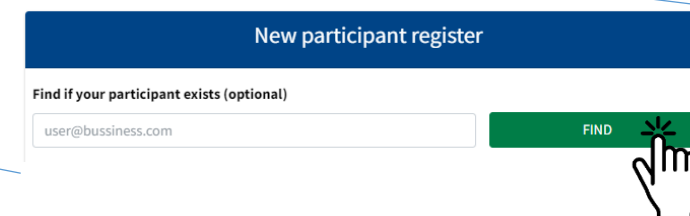
Company Department \*      Position \*

Company \*      Personal \*

Company \*      Personal \*

Details

- The accesses to the company and personal emails will be sent as well as to the user and also to the coordinator.
- All those fields with the symbol \* are mandatory



**New participant register**

Find if your participant exists (optional)


**Add participant**




## 2.- Participant registration

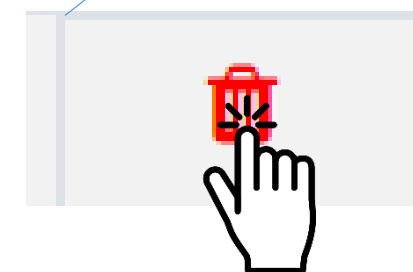
**Step 7:** Once that the participant is registered it will appear on the table below

**Step 8:** In case its needed, to delete the participant just click on the delete icon on the options column.

EVENTS: Parts Inspection and Approval (PIA)		MODALITY: Online		PARTICIPANTS: 2/15		
DATE: 05/25/23 - 05/25/23		LANGUAGE: English				
Add participant <span style="float: right;">+</span>						
Name	Surnames	Diagnostic exam	Final exam	Result letter	Certificate PDF	Options
demo name	demo surname demo surname	Pending	Pending	Pending	Pending	

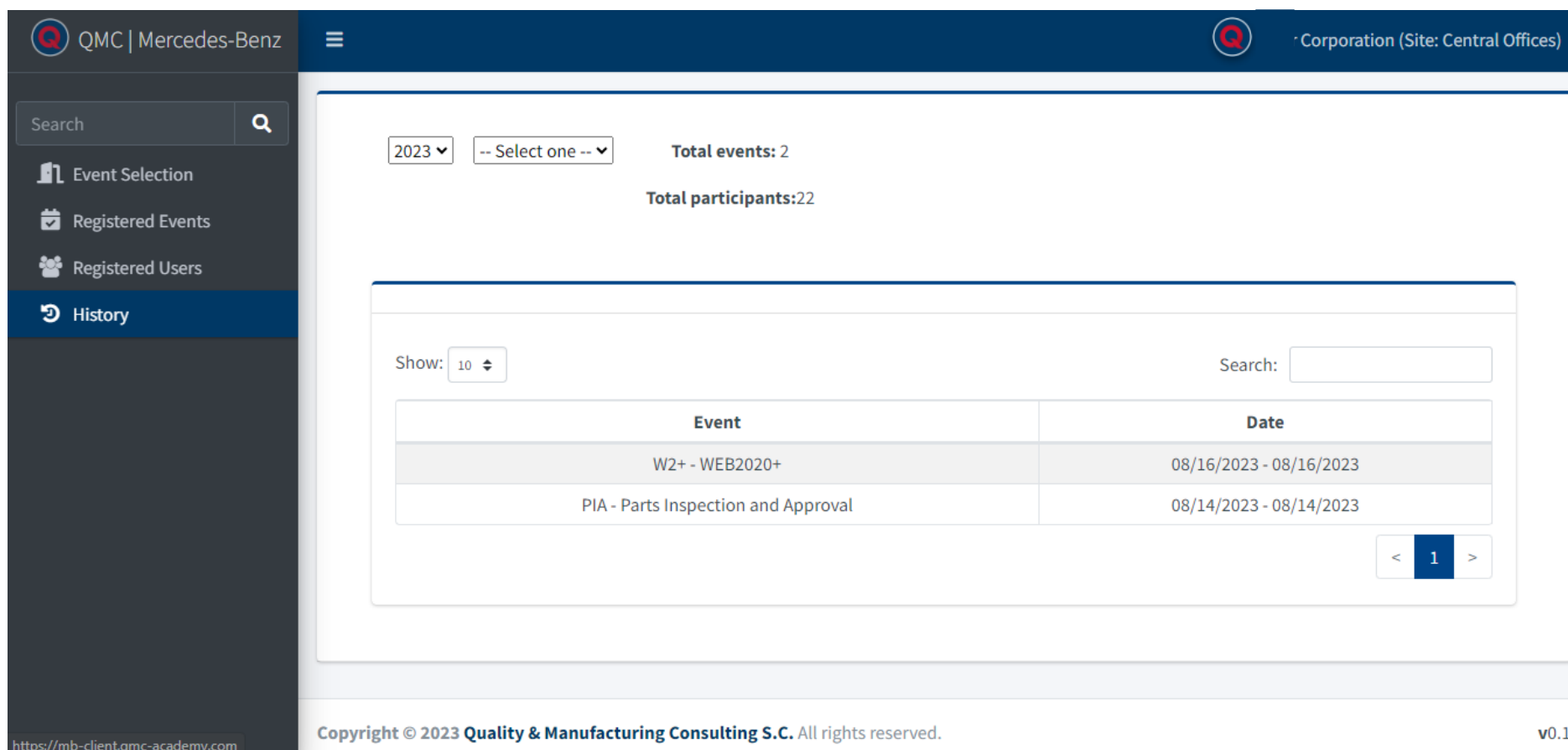
Name	Surnames	Diagnostic exam	Final exam	Result letter	Certificate PDF	Options
demo name	demo surname demo surname	Pending	Pending	Pending	Pending	



**Note:** the course its capped at 15 participants, the participants user and password are sent 3 to 1 day(s) before the start date of the event, 3 days before the start date of the event, this will enter a lockdown in which there will not be possible to delete yourself from the course so try enroll into a course with enough time.

## 2.- Participant registration

**Step 9:** Once the event has concluded, the coordinator can check past events on the History tab.



The screenshot shows the 'History' tab in the QMC | Mercedes-Benz system. The interface includes a search bar, a sidebar with navigation options (Event Selection, Registered Events, Registered Users, History), and a main content area displaying event statistics and a table of events.

Statistics:

- 2023
- Select one --
- Total events: 2
- Total participants: 22

Table of Events:

Event	Date
W2+ - WEB2020+	08/16/2023 - 08/16/2023
PIA - Parts Inspection and Approval	08/14/2023 - 08/14/2023

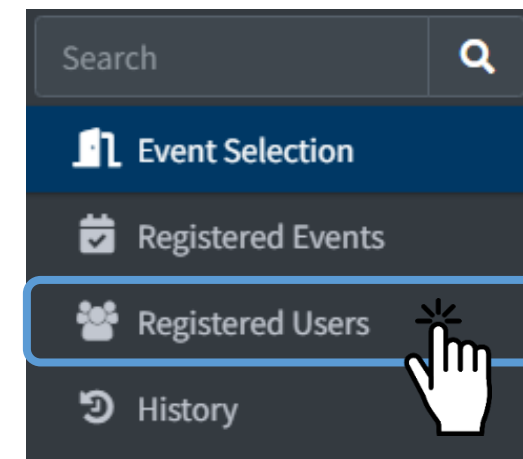
Additional UI elements include a 'Show: 10' dropdown, a search input field, and pagination controls showing page 1 of 1.




Footer: <https://mb-client.qmc-academy.com> Copyright © 2023 Quality & Manufacturing Consulting S.C. All rights reserved. v0.1

### 3.- Move participants to another site

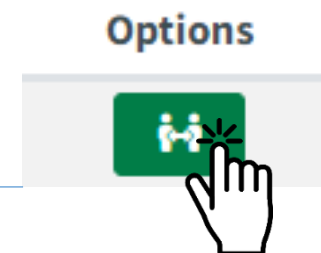
**Step 1:** On the navigation bar, you'll find the "Registered Users" tab, where you can reassign participants you've registered as coordinators from one site to another.

**Step 2:** You have the option to move participants by clicking the options button.



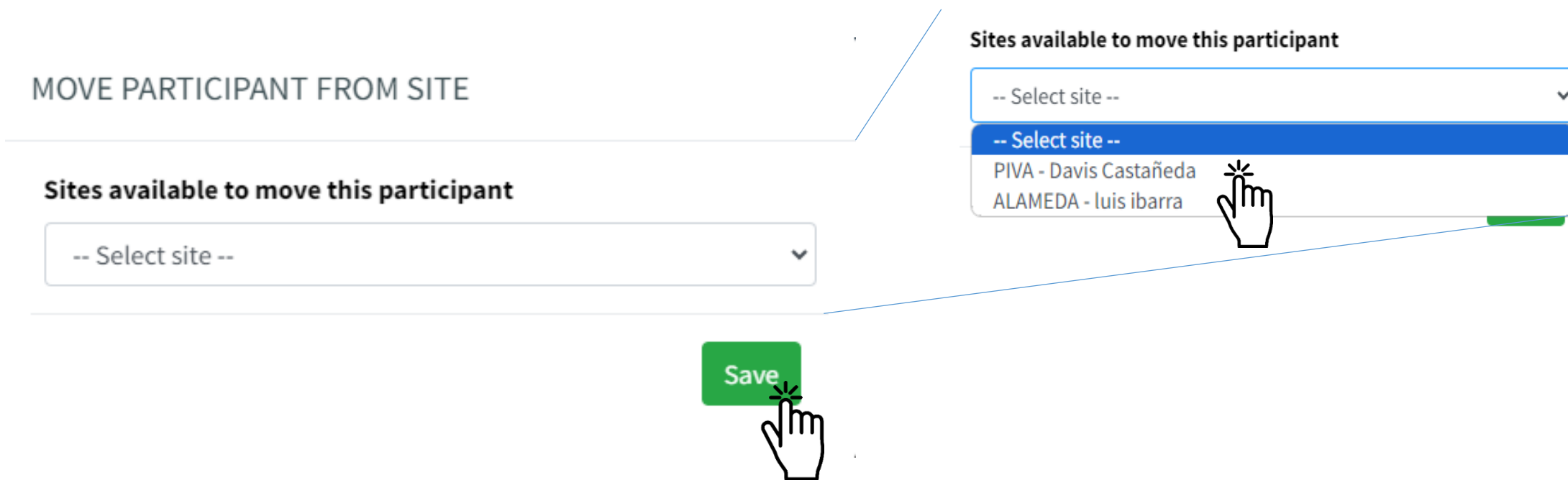
REGISTERED USERS			
Name	Email	Position	Options
Rubén Alejandro Rodríguez	rarodriguez@qmc_mex.com	CEO	
Test Participant	dotoj65722@andorem.com	Project Manager	
Fernanda Participant	tocor46697@andorem.com	Project Manager	

Show: 10



### 3.- Move participants to another site

**Step 3:** A modal will open, displaying a list of available sites and their respective primary coordinators. You should select the site to which you want to relocate the chosen participant and then click the "Save" button.

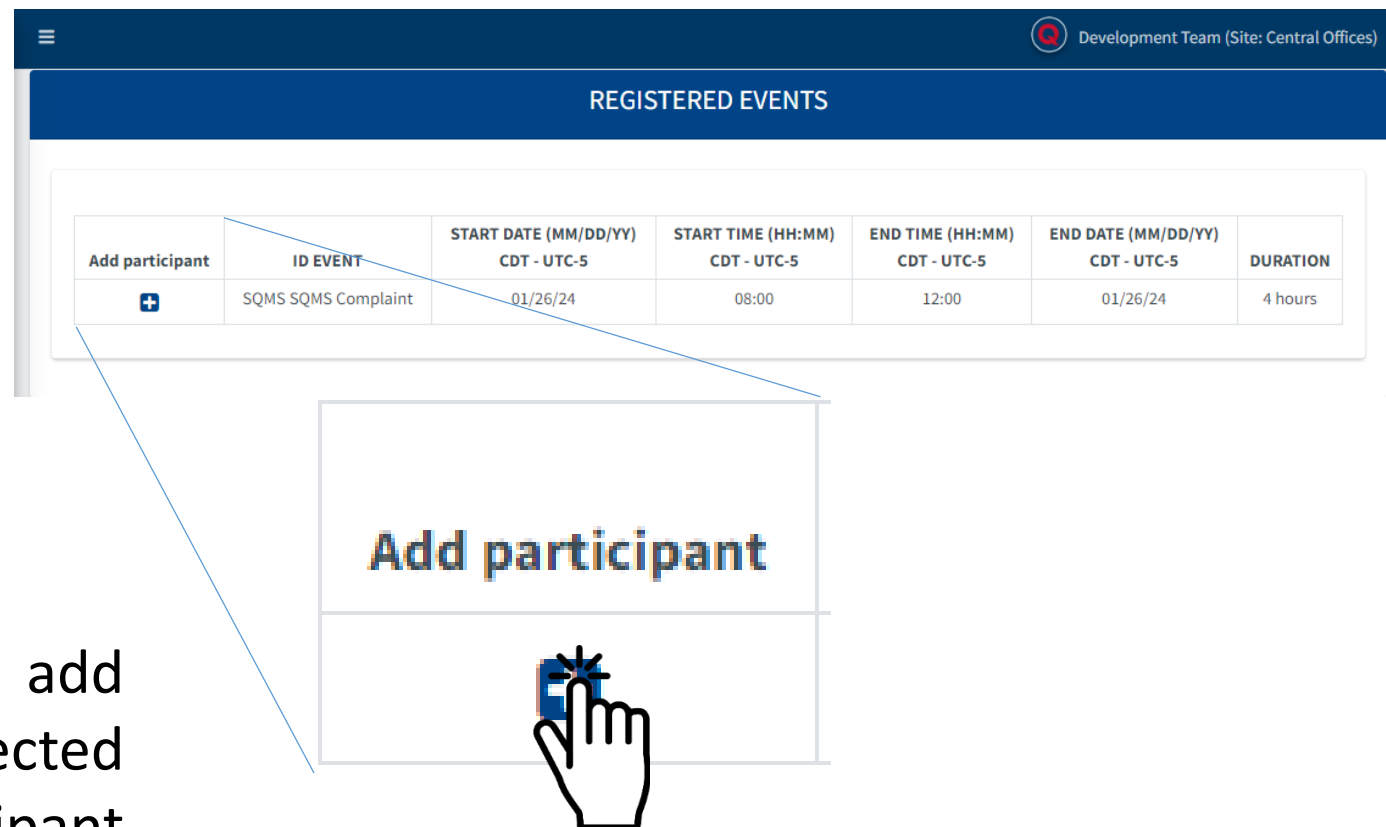



# Coordinator as participant




# 1.- Register yourself as a participant

**Step 1:** After clicking on the “Register me to the event” Button you will be redirected into the Registered Events Tab in which we can consult information about the events you have register.



Add participant	ID EVENT	START DATE (MM/DD/YY) CDT - UTC-5	START TIME (HH:MM) CDT - UTC-5	END TIME (HH:MM) CDT - UTC-5	END DATE (MM/DD/YY) CDT - UTC-5	DURATION
	SQMS SQMS Complaint	01/26/24	08:00	12:00	01/26/24	4 hours

Add participant

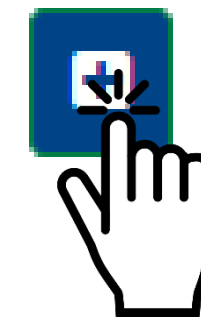


**Step 2:** Click on add participant to get redirected into the participant registration page.

# 1.- Register yourself as a participant

**Step 3:** To start with your register, click on the plus icon on the right side of the table.

<b>EVENTS:</b> SQMS Complaint (SQMS) <b>DATE:</b> 26/01/24 - 26/01/24	<b>MODALITY:</b> Online <b>LANGUAGE:</b> English	<b>PARTICIPANTS:</b> 0/15		
Add participant		+		
<b>Name</b>	<b>Surnames</b>	<b>Diagnostic exam</b>	<b>Final exam</b>	<b>Options</b>



**Step 4 :** Use the browser to search if you are already registered in the system by typing your corporative email into the input box then clicking the search button, if you are doing the registration for the first time please, fill the information in the form then click on the “Add participant” button.

### New participant register

Find if your participant exists (optional)

First Name (s) \*      Surname (1) \*      Surname (2) \*

Birth date \*      Nationality \*

Company Department \*      Position \*

Company \*      Personal \*

Company \*      Personal \*

**Details**

- The accesses to the company and personal emails will be sent as well as to the user and also to the coordinator.
- All those fields with the symbol \* are mandatory

### New participant register

Find if your participant exists (optional)



 

**Add participant**



# 1.- Register yourself as a participant

**Step 5 :** Once you registered yourself as a participant you should see your information in the table below

EVENTS: Parts Inspection and Approval (PIA) DATE: 05/25/23 - 05/25/23		MODALITY: Online LANGUAGE: English		PARTICIPANTS: 2/15		
Add participant 						
Name	Surnames	Diagnostic exam	Final exam	Result letter	Certificate PDF	Options
demo name	demo surname demo surname	Pending	Pending	Pending	Pending	

**Step 6 :** In case its needed, you can delete yourself from the course, just click on the delete icon on the options column.

**Note:** the course its capped at 15 participants, the participants user and password are sent 3 to 1 day(s) before the start date of the event, 3 days before the start date of the event, this will enter a lockdown in which there will not be possible to delete yourself from the course so try enroll into a course with enough time.

## 2.- Login into the participants system as a coordinator

**Step 1 :** 3 to 5 days before the event you should receive an email with your participant credentials that looks like this, if you already registered into a previous event you should receive an event confirmation instead of the credentials.

**Note:** If you haven't received your email with your user and password, check your spam or junk mail folder, if the email it's in none of this places please contact the QMC software team at [software@qmcmex.com](mailto:software@qmcmex.com) .



Hello Demo Coordinator from Demo Company we are pleased to inform you that your request has been reviewed and approved satisfactorily.

Access the portal with the following credentials:

Username: demomail@demo.com

Password: DeM0P4\$Sw0Rd

### What's next?

- Click on "LET'S GO"
- Enter username and password
- Select the event of interest along with the desired modality and the date of interest
- Enter participants to the event of interest

LET'S GO!

## 2.- Login into the participants system as a coordinator

**Step 2 :** Login into: [mb-client.qmc-academy.com/login/participant](https://mb-client.qmc-academy.com/login/participant), confirm that it says participant login, enter your credentials to access the participant platform.

QMC CONSULTING & TRAINING

Mercedes-Benz

PARTICIPANT LOGIN

Username:

Password:

LOGIN

[Forgotten password](#)

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COORDINATOR LOGIN

**Note:** We invite to check the participant quick guide so you can have a better understanding of the participant activities.

# THANK YOU

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QMC MEX



WWW.QMCMEX.COM

## INFORMATION

**QMC Training and Consulting Center**  
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