

MTA User Site

User Guide

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Logon to MTA Site

1. Logon to **MTA Site**. Open the program by clicking the Internet Explorer (e.g. IE 5.0) shortcut on your desktop.



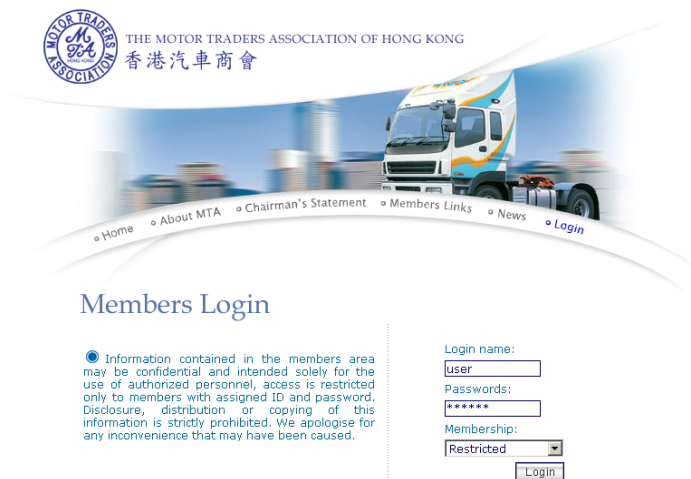
2. Enter the following URL [<http://mta.zmallplanet.com>] press **[Enter]**.

The main screen appears:



3. Press the **{Login}** button on the menu.

The login screen appears:



4. Enter your user identification in the Login Name box, press **[Tab]**.
5. Enter your login password in the Password box, press **[Tab]**.
6. Select **Restricted** or **General** for your user type.
7. Press the **{Login}** button.

Member Sections (General)

News

The News section shows the latest news



THE MOTOR TRADERS ASSOCIATION OF HONG KONG
香港汽車商會

Change Passwords

Logout

Member General Area

News

Events

Download Area


Retrieve Sales Data

Motor Group	DAH CHONG HONG MOTOR GROUP	Member's company name	Triangle Motors Limited
Member's Code	13	Brand	Isuzu

找不到任何留言

Events

The Events section shows information of the latest events



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Change Passwords

Logout

Member General Area

News

Events

Download Area

Retrieve Sales Data

Motor Group	DAH CHONG HONG MOTOR GROUP	Member's company name	Triangle Motors Limited
Member's Code	13	Brand	Isuzu
"Events 8"	07-Feb-2005		
Events9	03-Jan-2005		
Event ABCDEFG	03-Jan-2005		
event 2	29-Dec-2004		
Event 123456	16-Dec-2004		
event 34	06-Dec-2004		
event 4	06-Dec-2004		
event 5	06-Dec-2004		
event test1	30-Nov-2004		
Event 111	30-Nov-2004		


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News | Events | Download Area | Retrieve Sales Data | Change Passwords | Logout

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Download Area

The Download Area lists useful files for downloading



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香港汽車商會

[Change Passwords](#)
[Logout](#)

Member General Area

[News](#) [Events](#) [Download Area](#) [Retrieve Sales Data](#)

Motor Group	DAH CHONG HONG MOTOR GROUP	Member's company name	Triangle Motors Limited
Member's Code	13	Brand	Isuzu

www.hkmta.com - /download/General/

[\[To Parent Directory\]](#)

Monday, 29 November, 2004	20:15	51200	0411298,15,02PM.xls
Tuesday, 14 December, 2004	18:09	26102	0412146,09,06PM.jpg
Monday, 31 January, 2005	16:35	31602	0501314,35,45PM.gif
Monday, 31 January, 2005	16:35	31602	0501314,35,55PM.gif
Thursday, 3 February, 2005	16:17	319262	0502316,17,37.zip
Thursday, 3 February, 2005	16:19	1151253	0502316,19,02.zip

Retrieve Sales Data

The Retrieve Sales Data section is used to create reports

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Change Passwords
Logout

Member General Area

News Events Download Area Retrieve Sales Data

Motor Group DAH CHONG HONG MOTOR GROUP	Member's company name Triangle Motors Limited
Member's Code 13	Brand Isuzu

Car Sales Statistics Report

Period: 2005 01
Brand: ALL
Vehicle class: ALL
Generate Report

Model Listing

Brand: ALL
Model Listing

Raw Data Listing

Brand: ALL
Period - Year: 2005 Month: 01
Generate Report

Create a Car Sales Statistics Report

1. Enter the details for the report.

Attribute	What to enter
Period	Select the year and month to include for the report
Brand	Select the car brand to be included in the report. Select ALL to include all brands
Vehicle Class	Select the vehicle class to be included in the report. Select ALL to include all classes

Car Sales Statistics Report

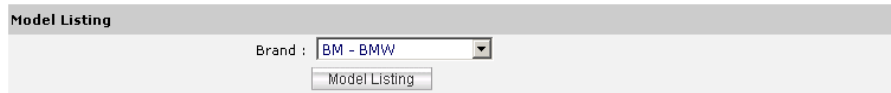
Period: 2005 03
Brand: HO - Honda
Vehicle class: PRIVATE CAR
Generate Report

2. Then press **{Generate Report}**.

Create a Model Listing Report

1. Enter the details for the report.

Attribute	What to enter
Brand	Select the car brand to be included in the report. Select ALL to include all brands

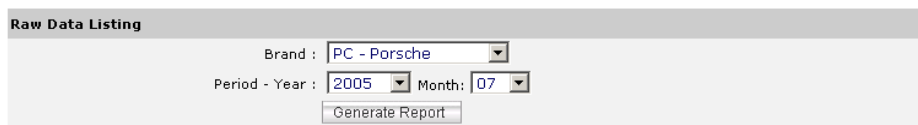


2. Then press **{Generate Report}**.

Create a Raw Data Listing Report

1. Enter the details for the report.

Attribute	What to enter
Brand	Select the car brand to be included in the report. Select ALL to include all brands
Period	Select the year and month to include for the report



2. Then press **{Generate Report}**

Change Passwords

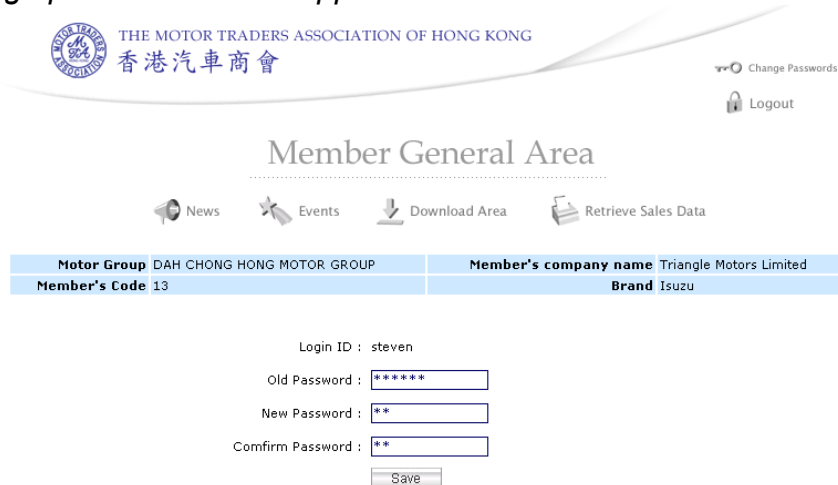
The Change Passwords section is used to change a new password for user login

Change Passwords

1. Press the **{Change Passwords}** button near the top of the screen

 Change Passwords

The change password screen appears:



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香港汽車商會

Change Passwords Logout

Member General Area

News Events Download Area Retrieve Sales Data

Motor Group	DAH CHONG HONG MOTOR GROUP	Member's company name	Triangle Motors Limited
Member's Code	13	Brand	Isuzu

Login ID : steven

Old Password :

New Password :

Confirm Password :

2. Enter the details.

Attribute	What to enter
Old Password	Enter the login password being used now
New Password	Enter the new password that will be used
Confirm Password	Re-enter the new password to confirm

3. Press the **{Save}**.

Member Sections (Restricted)

Model Group

The Model Group section lists the model groups for the trader

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Change Passwords
Logout

Member Restricted Area

Model Group Model Maintenance Car Sales Dealer Information Retrieve Sales Data

Motor Group DAH CHONG HONG MOTOR GROUP **Member's company name** Triangle Motors Limited
Member's Code 13 **Brand** Isuzu

Model Group
CXH
CXZ
EXR
EXZ
FRR
FSR
FTR
FVR
LT
LV
NHR
NKR

Model Group:

New Model Group Search

Add a new Model Group

1. Press the {New Model Group} button near the bottom of the screen

New Model Group

2. Enter the details.

Attribute	What to enter
Model Group	Enter the name of the new model group

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Change Passwords
Logout

Member Restricted Area

Model Group Model Maintenance Car Sales Dealer Information Retrieve Sales Data

Motor Group DAH CHONG HONG MOTOR GROUP **Member's company name** Triangle Motors Limited
Member's Code 13 **Brand** Isuzu

Model Group : BAK

Add New Model Group

3. Press the {Add New Model Group} button.

Update a Model Group

1. Click on the model group you want to update from the list.

Motor Group	DAH CHONG HONG MOTOR GROUP	Member's company name	Triangle Motors Limited
Member's Code	13	Brand	Isuzu

Model Group
CXH
CXZ
EXR
EXZ
FRR
FSR

2. Update the details of the model group.

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香港汽車商會

Change Passwords
Logout

Member Restricted Area

Model Group Model Maintenance Car Sales Dealer Information Retrieve Sales Data

Motor Group	DAH CHONG HONG MOTOR GROUP	Member's company name	Triangle Motors Limited
Member's Code	13	Brand	Isuzu

Model Group : CXHA

Update Model Group

3. Press the **{Update Model Group}** button. Then press **{OK}** to confirm the changes.

Search for Model Group/s

1. Enter a search criteria in the search box

LV
NHR
NKR

Model Group: F

New Model Group Search

2. Press the **{Search}** button near the bottom of the screen

Search

3. All Model Groups within the search criteria will be listed

Motor Group	DAH CHONG HONG MOTOR GROUP	Member's company name	Triangle Motors Limited
Member's Code	13	Brand	Isuzu

Model Group
FRR
FSR
FTR
FVR
TF

Model Group: F

New Model Group Search

Model Maintenance

The Model Maintenance section lists the model codes for the trader

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Change Passwords
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Member Restricted Area

Model Group Model Maintenance Car Sales Dealer Information Retrieve Sales Data

Motor Group: DAH CHONG HONG MOTOR GROUP Member's company name: Triangle Motors Limited
Member's Code: 13 Brand: Isuzu

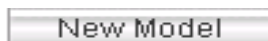
Model Group	Model Code	Model Description
CXH	CXH51SRSD	CHASSIS CAB (EURO 3)
CXH	CXH51SRSM	CHASSIS CAB (EURO 3)
CXH	CXH51TRS-16S	CHASSIS CAB (EURO 3)
CXZ	CXZ51LRND	CHASSIS CAB (EURO3)
CXZ	CXZ51RRN	CHASSIS CAB (EURO 3)
CXZ	CXZ51SRN	CHASSIS CAB (EURO 3)
EXR	EXR51DRS-7S	TRACTOR HEAD (EURO 3)
EXZ	EXZ51KRS-16S	TRACTOR HEAD (EURO 3)
FRR	FRR34HR	CHASSIS CAB (EURO 3)
FRR	FRR34LR	CHASSIS CAB (EURO 3)
FSR	FSR34HR	CHASSIS CAB (EURO 3)
FSR	FSR34LR	CHASSIS CAB (EURO 3)

Model Group: Model Code:
Model Description:

New Model Search

Add a new Model

1. Press the **{New Model}** button near the bottom of the screen



2. Enter the details.

Attribute	What to enter
Model Group	Select a model group from the list
Model Code	Enter the new model code
Transmission	Select Automatic or Manual from the list
Engine Displacement	Enter the amount of engine displacement
Published Retail Price Incl Tax	Enter the published retail price, including tax
Vehicle Type	Select a vehicle type from the list
Model Class Description	Enter a description for the model class
Fuel Used	Select the fuel type used for the model from the list
Country of Origin	Select the country of origin for the model from the list
Discontinue	Tick the box if the model code is a discontinued line
Seating Capacity	Enter the seating capacity for the model

* Model Group
車款: CXH

* Model Code
廠方型號: 12312

Transmission
傳動箱: Manual 手動

* Engine Displacement
引擎排氣量: 14256

* Published Retail Price Incl Tax
連稅訂價: 641470

Vehicle Type: GSV - GOODS VEHICLE

Vehicle Class
車種分類: GSV - LGV < 3.5T 3.5噸以下

* Model Class Description
車型詳細名稱: CHASSIS CAB (EURO 3)

Fuel Used
採用燃料: D - Diesel 柴油

Country of Origin: JAPAN

Discontinue: ☐

* Seating capacity
座位數目: 2

Vehicle Body Type
車體類型: GSV - Van 客貨

Add New Model

- Press the {Add New Model} button.

Update a Model Group

- Click on the model code you want to update from the list.

Model Group	Model Code	Model Description
CXH	CXH51SRSD	CHASSIS CAB (EURO 3)
CXH	CXH51SRSM	CHASSIS CAB (EURO 3)
CXH	CXH51TRS-16S	CHASSIS CAB (EURO 3)
CXZ	CXZ51LRND	CHASSIS CAB (EURO3)
CXZ	CXZ51RRN	CHASSIS CAB (EURO 3)
CXZ	CXZ51SRN	CHASSIS CAB (EURO 3)
EXR	EXR51DRS-7S	TRACTOR HEAD (EURO 3)
EXZ	EXZ51KRS-16S	TRACTOR HEAD (EURO 3)

- Update the details of the model code.

* Model Group
車款: CXH

* Model Code
廠方型號: CXH51SRSD

Transmission
傳動箱: Manual 手動

* Engine Displacement
引擎排氣量: 14256

* Published Retail Price Incl Tax
連稅訂價: 641500

Vehicle Type: GSV - GOODS VEHICLE

Vehicle Class
車種分類: GSV - HGV > 24.0T 24噸以上

* Model Class Description
車型詳細名稱: CHASSIS CAB (EURO 3)

Fuel Used
採用燃料: D - Diesel 柴油

Country of Origin: JAPAN

Discontinue: ☒

* Seating capacity
座位數目: 2

Vehicle Body Type
車體類型: GSV - Van 客貨

Last Update: 02-Feb-2005

Update Model

- Press the {Update Model} button. Then press {OK} to confirm the changes.

Search for Model Group/s

- Enter a search criteria in the search box

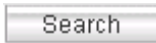
Model Group: CXZ

Model Code: CXZ51LRND

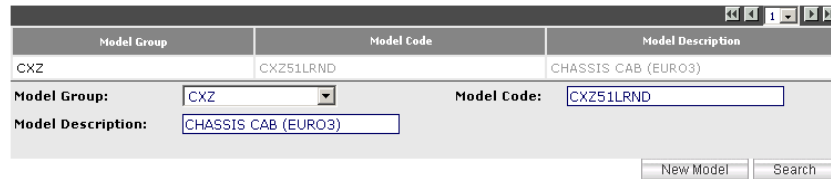
Model Description: CHASSIS CAB (EURO3)

New Model Search

2. Press the **{Search}** button near the bottom of the screen



3. All Models within the search criteria will be listed

A screenshot of a software interface. At the top, there's a header bar with a table containing three columns: "Model Group", "Model Code", and "Model Description". The first row of data shows "CXZ", "CXZ51LRND", and "CHASSIS CAB (EURO3)". Below the header, there are input fields for "Model Group:" (a dropdown menu showing "CXZ"), "Model Code:" (a text box containing "CXZ51LRND"), and "Model Description:" (a text box containing "CHASSIS CAB (EURO3)"). At the bottom right, there are two buttons: "New Model" and "Search".

Model Group	Model Code	Model Description
CXZ	CXZ51LRND	CHASSIS CAB (EURO3)

Model Group: CXZ Model Code: CXZ51LRND Model Description: CHASSIS CAB (EURO3)

New Model Search

Car Sales

The Car Sales section lists the car sales for the current period

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香港汽車商會

Change Passwords
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Member Restricted Area

Model Group Model Maintenance Car Sales Dealer Information Retrieve Sales Data

Motor Group DAH CHONG HONG MOTOR GROUP Member's company name Triangle Motors Limited
Member's Code 13 Brand Isuzu

Current Period : 2005-01

Period	Model Group	Model Code	Model Description	Rec	HK Sold	MISC Sold	Action
200501	CXH	CXH51SRSD	CHASSIS CAB (EURO 3)		1	1	
200501	CXH	CXH51SRSM	CHASSIS CAB (EURO 3)		0	0	
200501	CXH	CXH51TRS-16S	CHASSIS CAB (EURO 3)		0	0	
200501	CXZ	CXZ51LRND	CHASSIS CAB (EURO3)		0	0	
200501	CXZ	CXZ51RRN	CHASSIS CAB (EURO 3)		0	0	
200501	CXZ	CXZ51SRN	CHASSIS CAB (EURO 3)		0	0	
200501	EXR	EXR51DRS-7S	TRACTOR HEAD (EURO 3)		0	0	
200501	EXZ	EXZ51KRS-16S	TRACTOR HEAD (EURO 3)		0	0	
200501	FRR	FRR34HR	CHASSIS CAB (EURO 3)		0	0	
200501	FRR	FRR34LR	CHASSIS CAB (EURO 3)		0	0	

Adjustment Save

Adjust a Car Sale

- Press the **{Adjustment}** button near the bottom of the screen



- Enter the details.

Attribute	What to enter
Model Code	Select the model code from the list
HK Sold	Enter the adjustment number for the number of models sold for HK (a negative number will subtract it from the existing number of models sold for HK).
MISC Sold	Enter the adjustment number for the number of models sold for MISC (a negative number will subtract it from the existing number of models sold for MISC).

Car Sales Adjustment

Model Code CXH51SRSD

HK Sold -1 MISC Sold 0

Save Cancel

- Press the **{Save}** button.

Add Car Sale/s

1. Select the model you want to add sales to by clicking in its textbox

Current Period : 2005-01							
Pg: 1 / 4							
Period	Model Group	Model Code	Model Description	Rec	HK Sold	MISC Sold	Action
200501	CXH	CXH51SRSD	CHASSIS CAB (EURO 3)		1	1	
200501	CXH	CXH51SRSM	CHASSIS CAB (EURO 3)		0	0	
200501	CXH	CXH51TRS-16S	CHASSIS CAB (EURO 3)		0	0	
200501	CXZ	CXZ51LRND	CHASSIS CAB (EURO3)		0	0	


2. Update the details

Current Period : 2005-01							
Pg: 1 / 4							
Period	Model Group	Model Code	Model Description	Rec	HK Sold	MISC Sold	Action
200501	CXH	CXH51SRSD	CHASSIS CAB (EURO 3)		1	1	
200501	CXH	CXH51SRSM	CHASSIS CAB (EURO 3)		0	0	
200501	CXH	CXH51TRS-16S	CHASSIS CAB (EURO 3)		2	1	
200501	CXZ	CXZ51LRND	CHASSIS CAB (EURO3)		0	0	

3. Press the **{Save}** button. Then press **{OK}** to confirm the changes.

Dealer Information

The Dealer Information section shows the information of the company

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Member Restricted Area

[Model Group](#) [Model Maintenance](#) [Car Sales](#) [Dealer Information](#) [Retrieve Sales Data](#)

Motor Group	DAH CHONG HONG MOTOR GROUP	Member's company name	Triangle Motors Limited
Member's Code	13	Brand	Isuzu

Dealer Description :

Address 1
地址 1:

Address 2
地址 2:

Address 3
地址 3:

Contact Person
聯絡人:

Phone Number
聯絡電話:

Fax Number
傳真:

Triangle Motors Limited

12/F Union Park Centre,

771-775 Nathan Road,

Kowloon

Evans Ng

23971818

23971411

Last Update: 02-Feb-2005

Retrieve Sales Data

The Retrieve Sales Data section is used to create reports

The screenshot shows the 'Member Restricted Area' of the Motor Traders Association of Hong Kong. It includes a navigation bar with links: Model Group, Model Maintenance, Car Sales, Dealer Information, and Retrieve Sales Data. Below the navigation bar, there are two tabs: 'Motor Group' (DAH CHONG HONG MOTOR GROUP) and 'Member's company name' (Triangle Motors Limited). Under 'Member's company name', there is a 'Brand' dropdown set to 'Isuzu'. The main content area has four sections: 'Car Sales Statistics Report' with a 'Period' dropdown set to '2005' and a 'Month' dropdown set to '01', and a 'Generate Report' button; 'Model Listing' with a 'Model Listing' button; 'Sales Data' with a 'Period' dropdown set to '2005 - 01' and a 'Sales Data' button; and 'Raw Data Listing' with a 'Brand' dropdown set to 'ALL', a 'Period - Year' dropdown set to '2005', a 'Month' dropdown set to '01', and a 'Generate Report' button. At the bottom, there is a footer with the text 'All contents © copyright 2005 The Motor trades Association of Hong Kong. All rights reserved'.

Create a Car Sales Statistics Report

1. Enter the details for the report.

Attribute	What to enter
Period	Select the year and month to include for the report

The screenshot shows the 'Car Sales Statistics Report' form. It has a 'Period' dropdown set to '2005' and a 'Month' dropdown set to '03'. There is a 'Generate Report' button below the dropdowns.

2. Then press **{Generate Report}**.

Create a Model Listing Report

1. Press **{Model Listing}**.

Create a Sales Data Report

1. Press **{Sales Data}**.

Create a Raw Data Listing Report

1. Enter the details for the report.

Attribute	What to enter
Brand	Select the car brand to be included in the report. Select ALL to include all brands
Period	Select the year and month to include for the report

The screenshot shows a web interface titled "Raw Data Listing". It contains three dropdown menus: "Brand" set to "MZ - Mazda", "Period - Year" set to "2005", and "Month" set to "05". Below these is a button labeled "Generate Report".

2. Then press **{Generate Report}**

Change Passwords

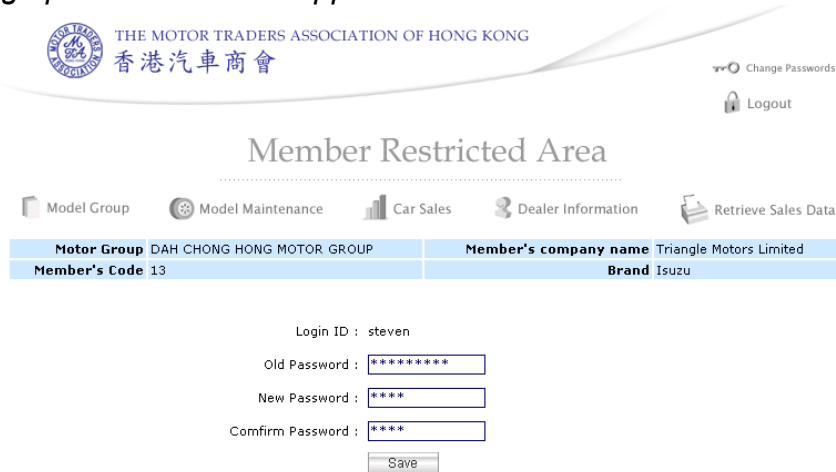
The Change Passwords section is used to change a new password for user login

Change Passwords

1. Press the **{Change Passwords}** button near the top of the screen

 Change Passwords

The change password screen appears:



THE MOTOR TRADERS ASSOCIATION OF HONG KONG
香港汽車商會

Change Passwords
Logout

Member Restricted Area

Model Group Model Maintenance Car Sales Dealer Information Retrieve Sales Data

Motor Group DAH CHONG HONG MOTOR GROUP	Member's company name Triangle Motors Limited
Member's Code 13	Brand Isuzu

Login ID : steven

Old Password :

New Password :

Confirm Password :

2. Enter the details.

Attribute	What to enter
Old Password	Enter the login password being used now
New Password	Enter the new password that will be used
Confirm Password	Re-enter the new password to confirm

3. Press the **{Save}**.