

Navigating within the absenteeism file

VERZUIMCOACH QUICK GUIDE

Your quick start within the digital absenteeism file (employer portal)



ABSENTEEISM FILE

The renewed absenteeism file

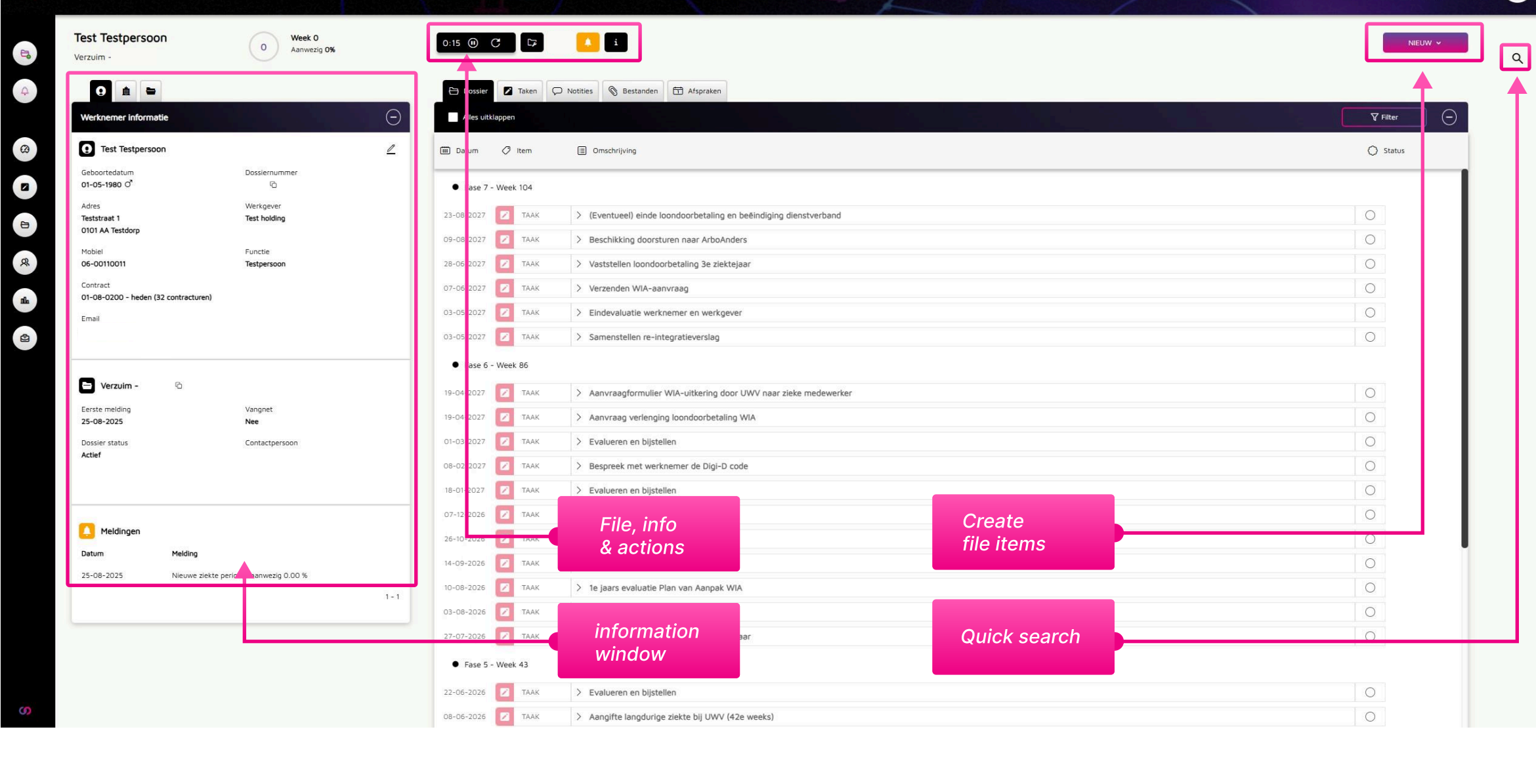
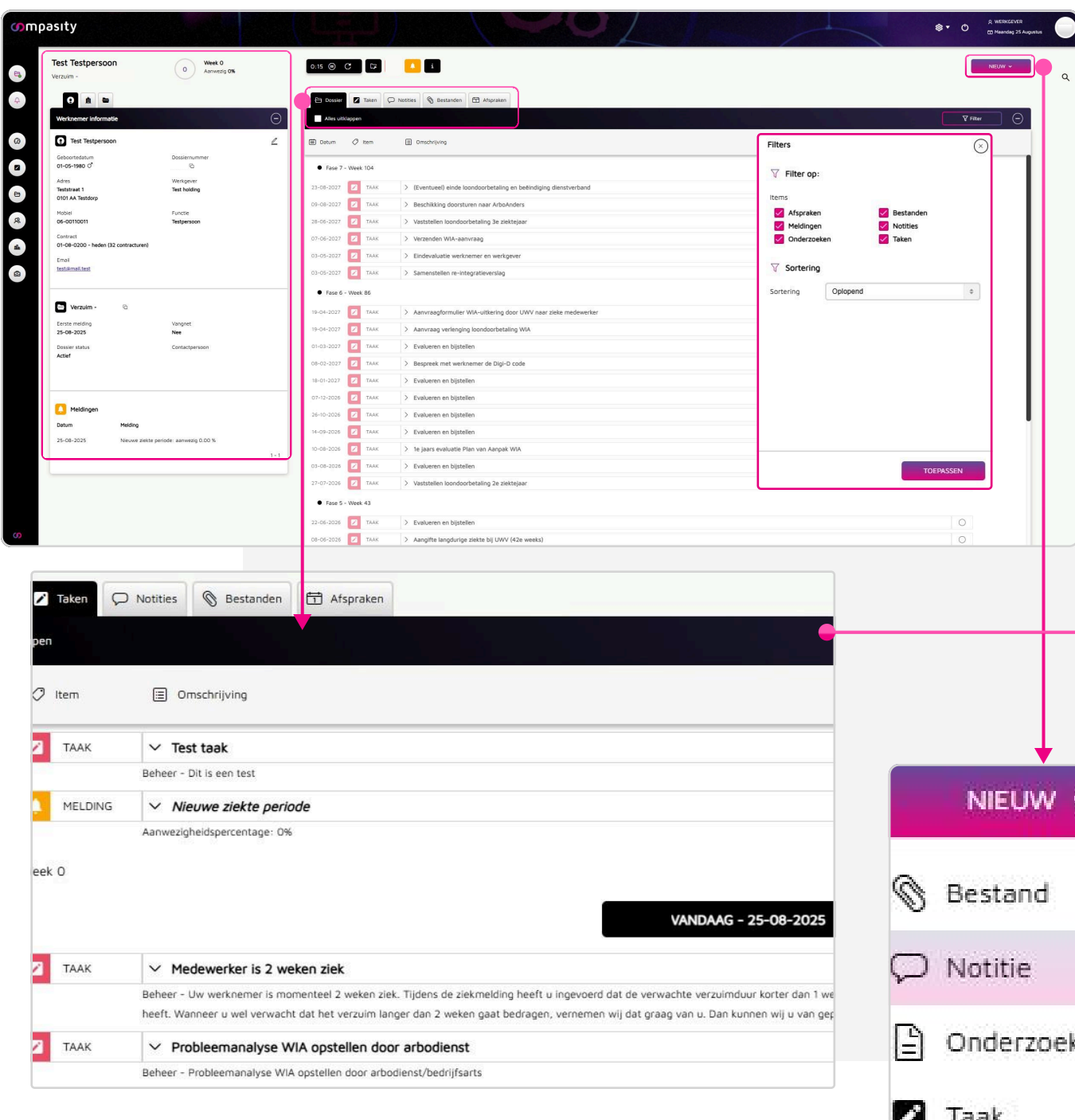


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1 Navigating within the file



The **absenteeism file** is made up of several sections. On the left, you see the information window with details about the employee and the file. On the right, you see the timeline with the file items sorted chronologically by date.

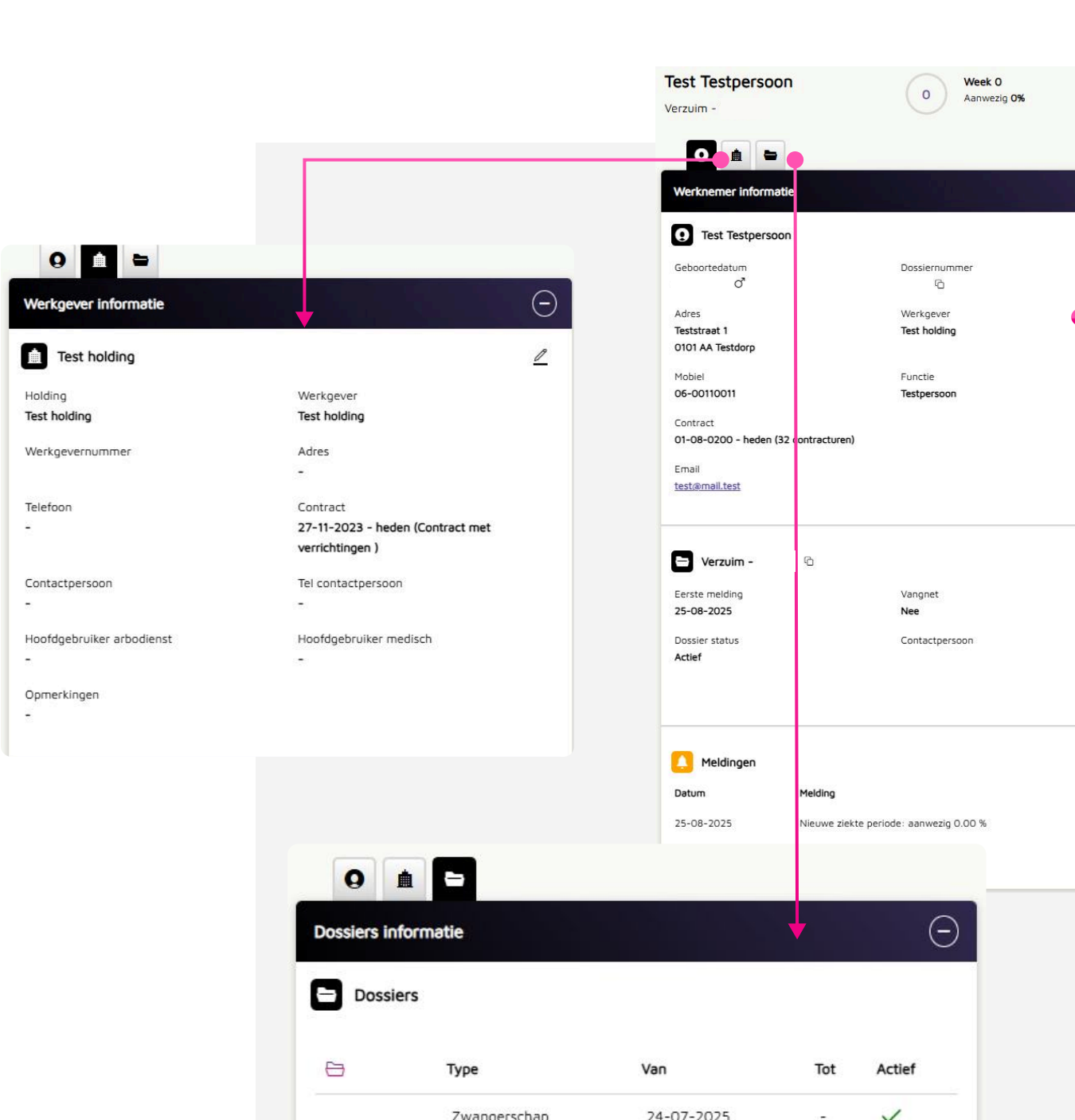
On the left side of the information window, you can navigate between various information tabs:

- Employee and absence information
- Employer information
- Possible other employee files

You can filter on specific file items, but using the tabs at the top you can also split the timeline into tasks, notes, files, and appointments.

Tasks, notes, appointments, research and files can be uploaded via the 'NIEUW' button.

2 The information window



On the left side of the file screen, you'll see the information window with master data.

The "Werknemer informatie" tab displays the employee's master data. Below, you'll see the most important details about the file and the notifications.

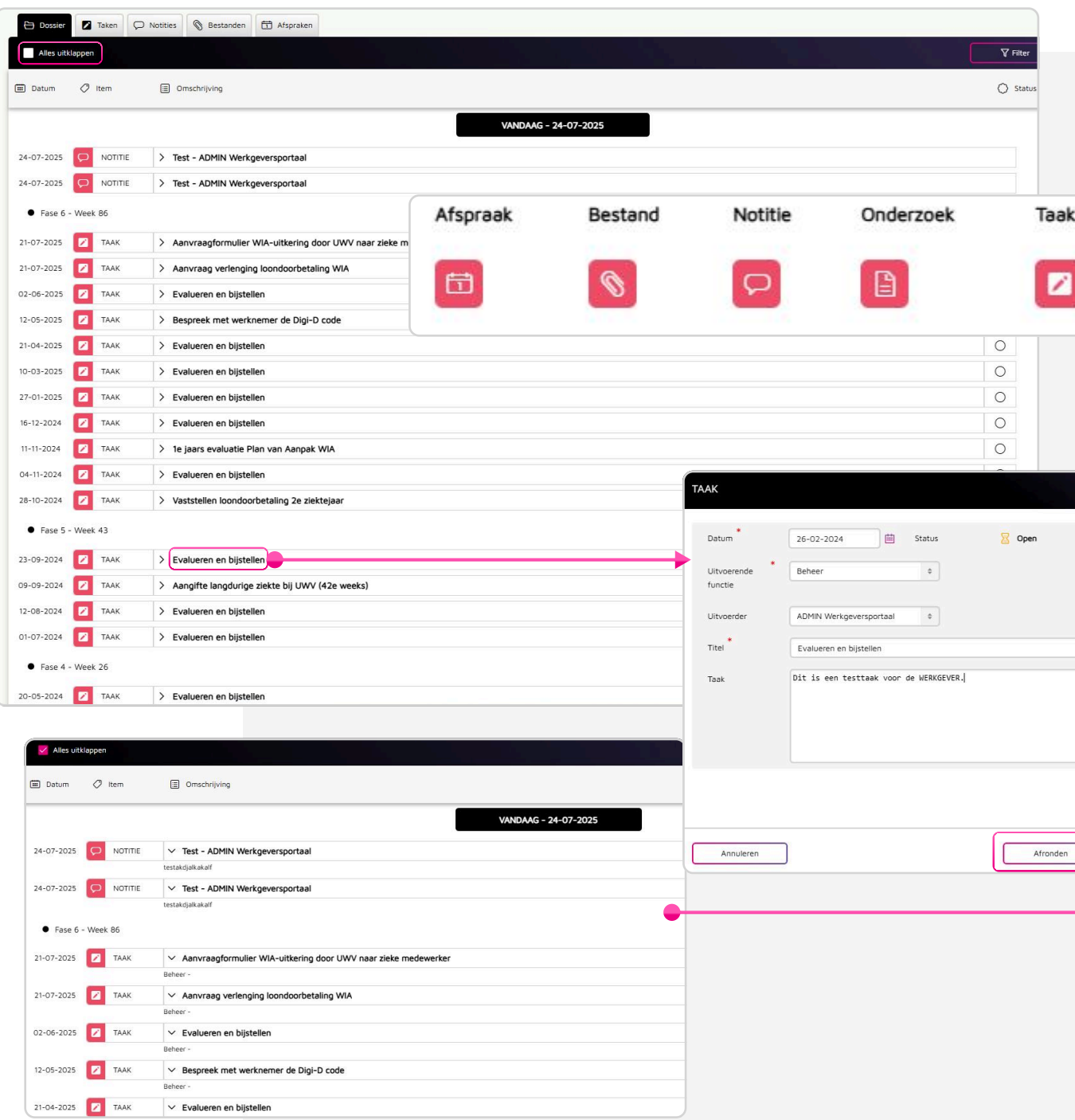
The "Werkgever informatie" tab displays information about the employer. You can also see the contact person's contact details.

By clicking the pencil icon, you can edit and/or add to this information.

The "Dossiers informatie" tab shows all active and inactive files for this employee.

Clicking a file number will navigate you to the relevant file.

3 The timeline



The timeline displays the various file items you can view in chronological order.

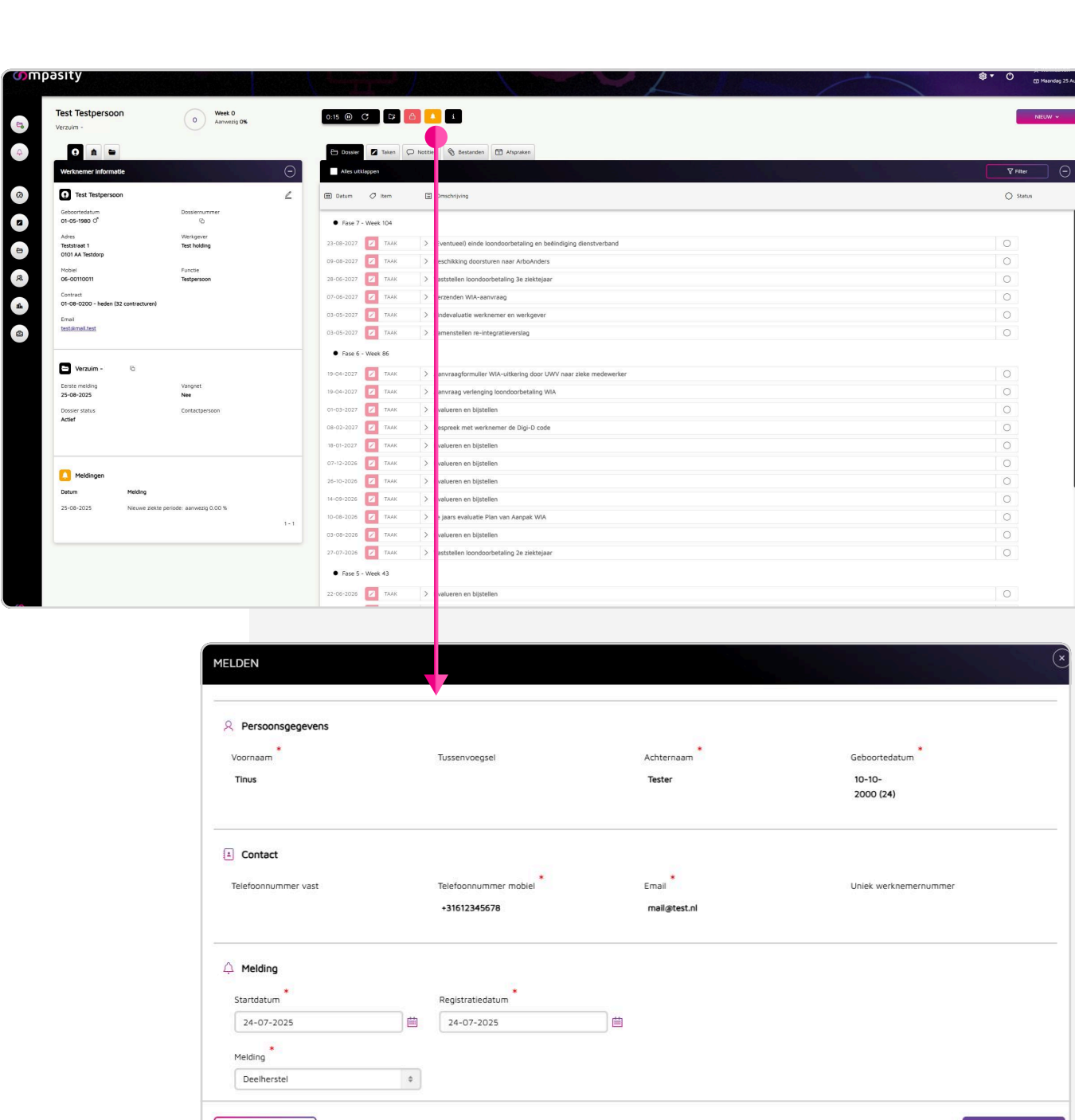
Depending on how you've configured the sorting, "VANDAAG" (today) is usually at the top. Below that, you'll see the various file items, sorted by date and phase in the WVP. These items each have their own icon.

You can separate specific parts of the file using the tabs.

Clicking an item's title opens a popup with details. For example, clicking a task opens its popup. You'll see the details and the name of the person who created it. You can complete the task using the "Afronden" button. 'Opslaan' will only save changes and does not complete the task.

If you want to gain more insight and see item details right away, you can check the "Alles uitklappen" option. This will allow you to open all items in the timeline at once.

4 Notification from within the file



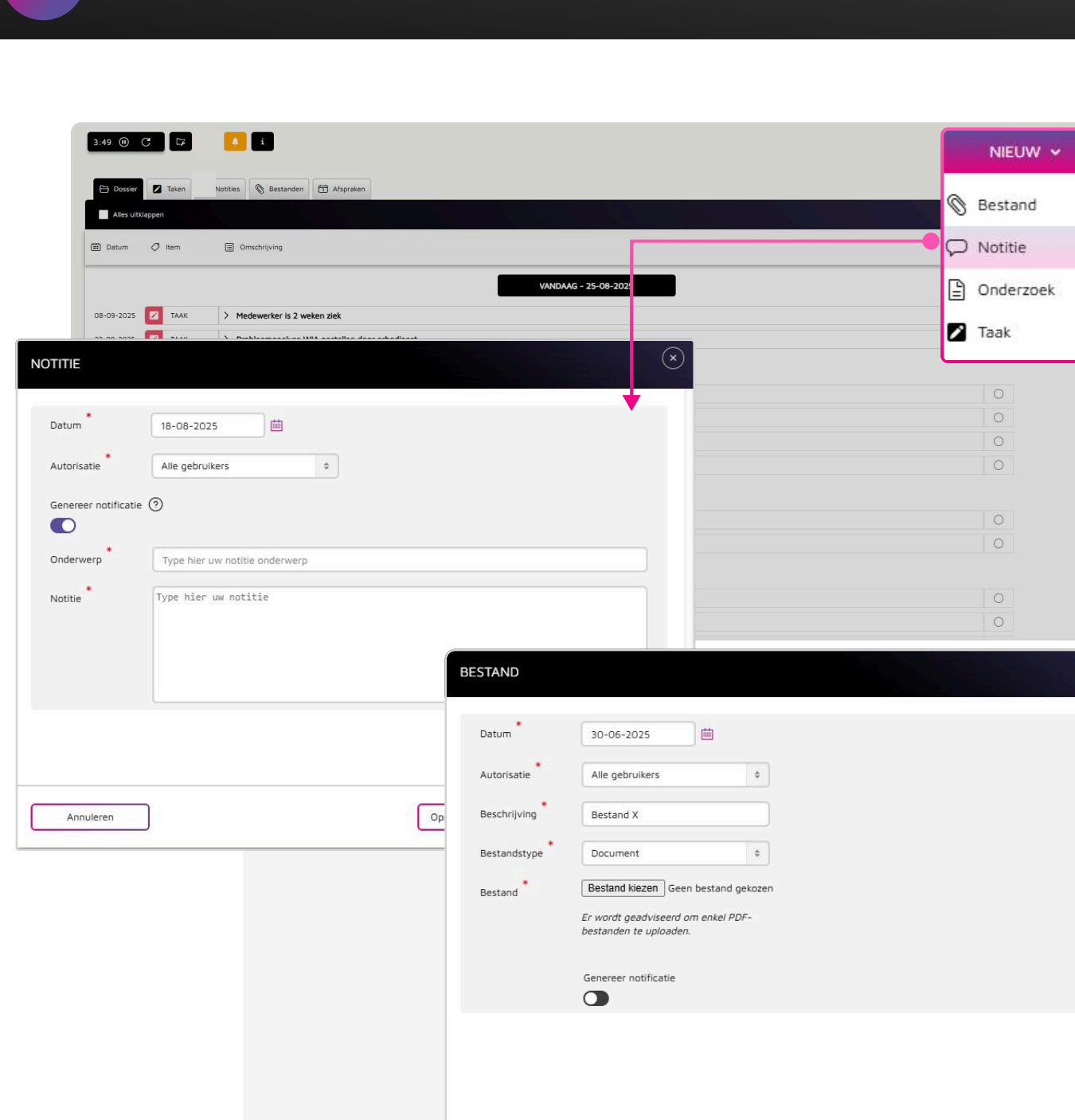
1 Click on the 'MELDEN' button ('bell') at the top of the file screen.

2 Please fill in all fields as completely as possible.

3 Check the information and click "OPSLAAN"

The report will then be added to your file.

5 Creating file items



Create notes:

1 Click the "NIEUW" button in the top right corner of the file. Select "Notitie".

2 Click the "NIEUW" button in the top right corner of the file. Select "Notitie".

3 Check the information and click "OPSLAAN"

The report will then be added to your file.

Uploading files:

1 Click the "NIEUW" button in the top right corner of the file. Select "Bestand".

2 Complete the applicable fields. Upload your file and set a notification if desired. Click "OPSLAAN"

3 Check the information and click "OPSLAAN"

The report will then be added to your file.

Creating tasks:

1 Click the "NIEUW" button in the top right corner of the file. Select "Taak"

2 Complete the applicable fields. Upload your file and set a notification if desired. Click "OPSLAAN"

3 Check the information and click "OPSLAAN"

The report will then be added to your file.

Create UWV-report:

1 Click the "NIEUW" button in the top right corner of the file. Select "UWV Onderzoek"

2 Select the correct survey from the dropdown menus. Click "AANMAKEN"

3 The system will now automatically open the survey and it will be displayed next to the timeline.

4 You can add an attachment via the 'Acties' button.

You can now start filling it out and 'AFRONDEN' it (when the research is finally finished) or 'Opslaan' it (temporarily save it for editing later).