

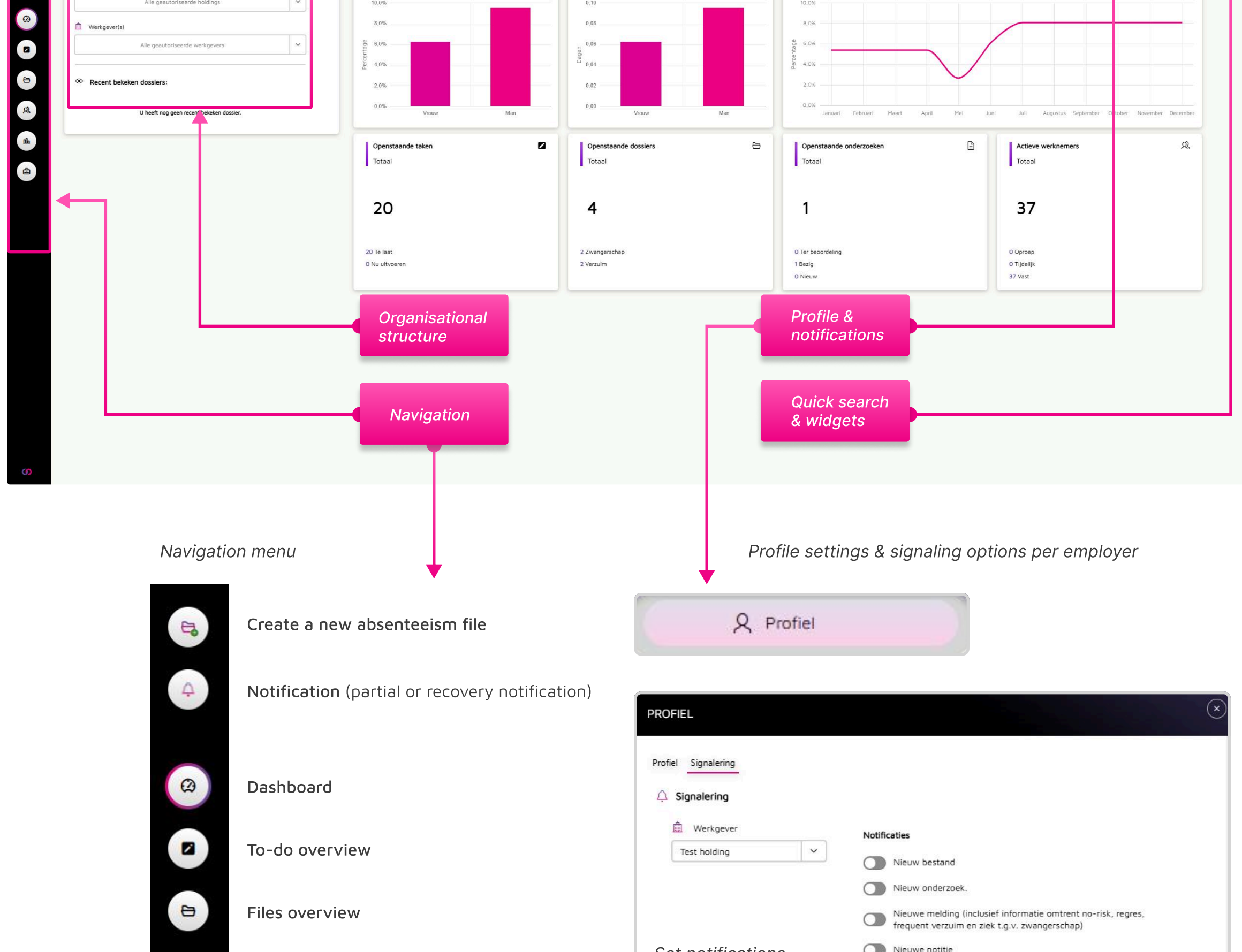
Welcome to the employer portal of compasity!

VERZUMCOACH QUICK GUIDE

Your quick start in the employer portal

DASHBOARD

The dashboard of VerzumCoach



Navigation menu

Profile settings & signaling options per employer

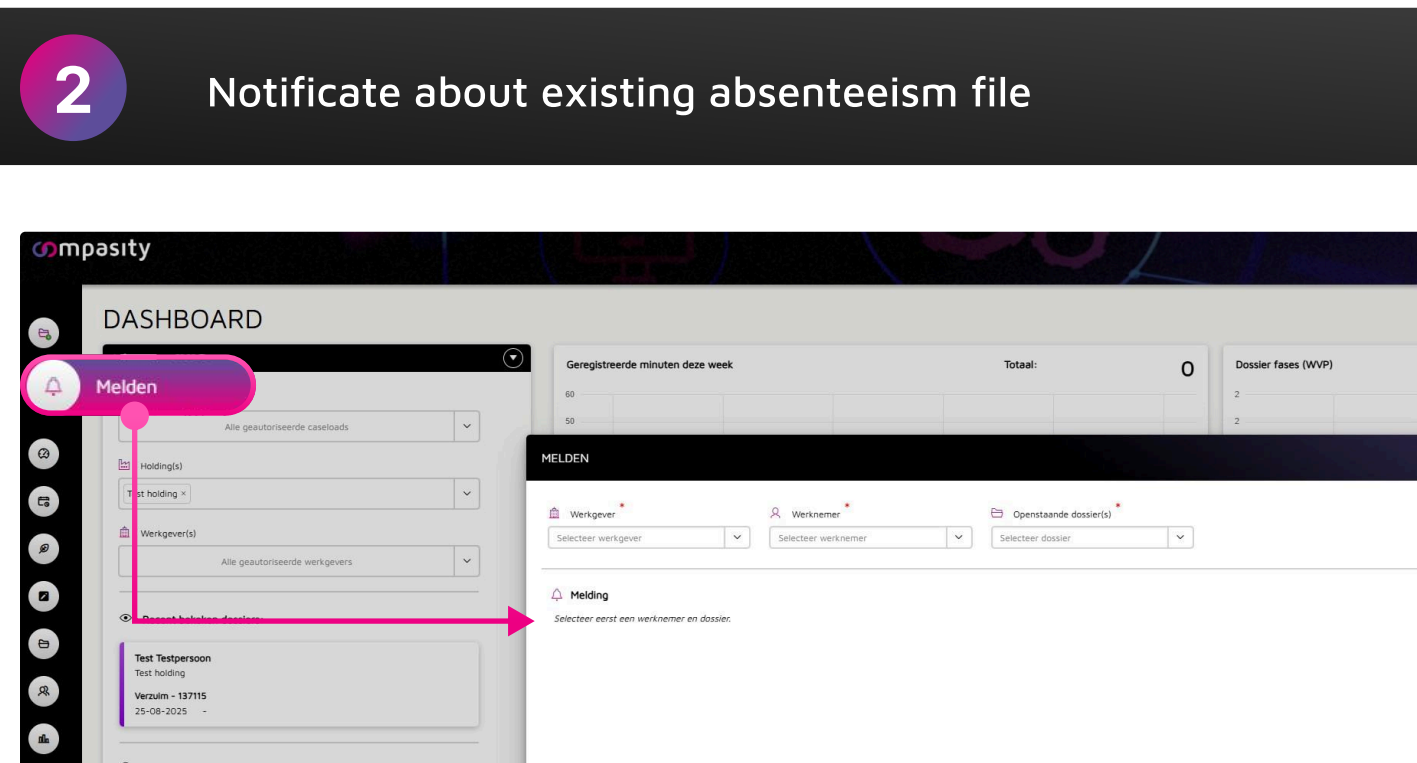
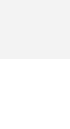
- Create a new absenteeism file
- Notification (partial or recovery notification)
- Dashboard
- To-do overview
- Files overview
- Employee overview
- Reports
- Management

The 'Profiel' page includes a 'Signaling' section with options for 'Nieuw bestand', 'Nieuw bestand', 'Nieuw bestand', 'Nieuw bestand', and 'Open taken'. It also has a 'Set notifications per employer for new messages or files' section with an 'Opslaan' button.

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1 Create a new absenteeism file



- Click the "NIEUW DOSSIER" button at the top left of the Dashboard.

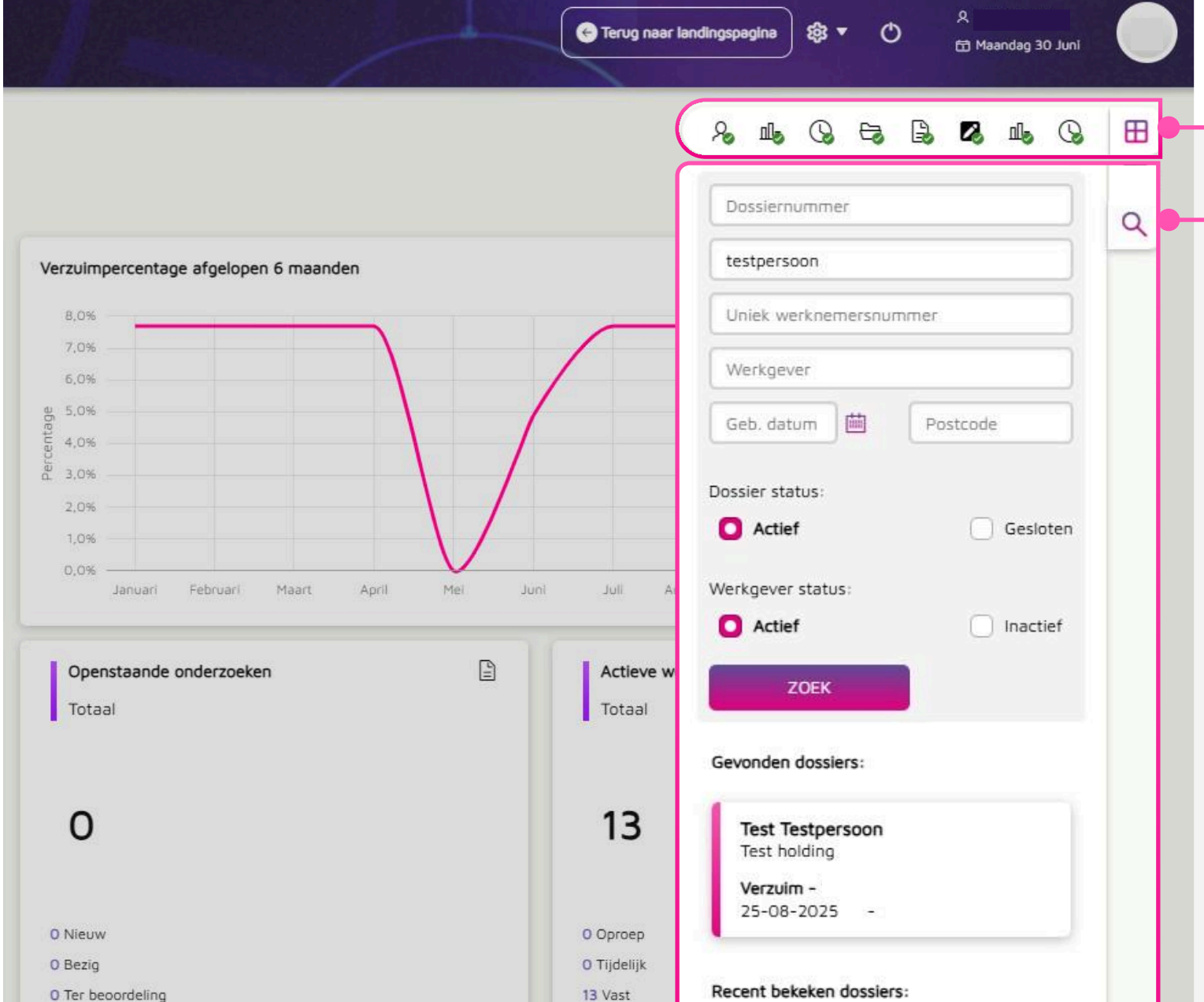
- Search for an existing employee by first selecting the "Werkgever" (employer) and then the "Werknemer" (employee).

Or create a new employee via "Nieuwe medewerker".

- Fill in the required information as completely as possible and click "AANMAKEN".

You will then enter the newly created absenteeism file.

2 Notify about existing absenteeism file



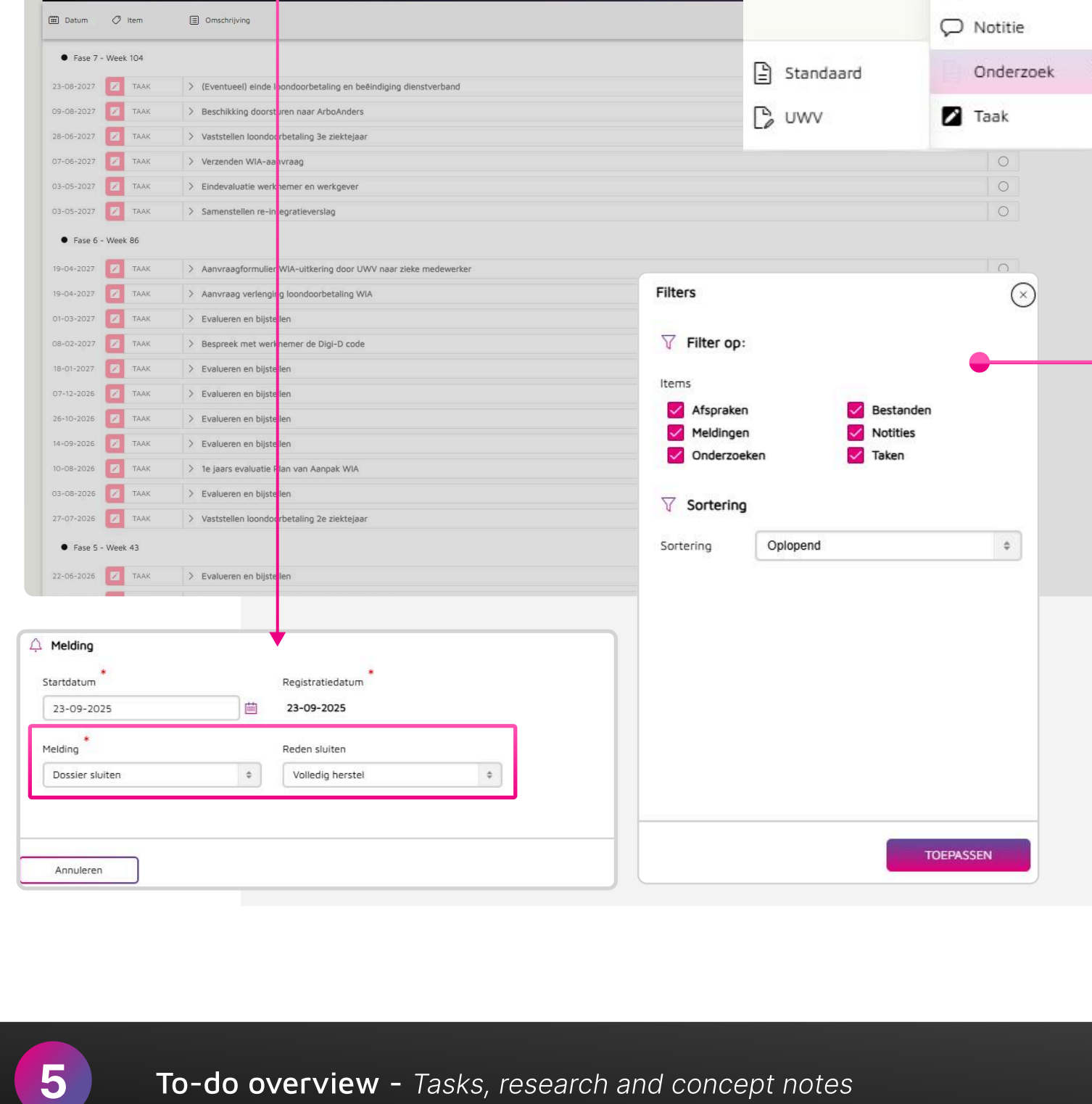
- Click the "Melden" button on the left in the navigation menu.

- Search for an existing employee by selecting the "Werkgever" (employer) and then the "Werknemer" (employee).

- Fill in the additional information about the notification as completely as possible and press "OPSLAAN".

You will then be taken to the corresponding absenteeism file.

3 Quick search & widgets



- Dashboards widgets can be toggled on and off with the "Widgets" button.

Various widgets are available to provide more insight into absence, employees, tasks, and files.

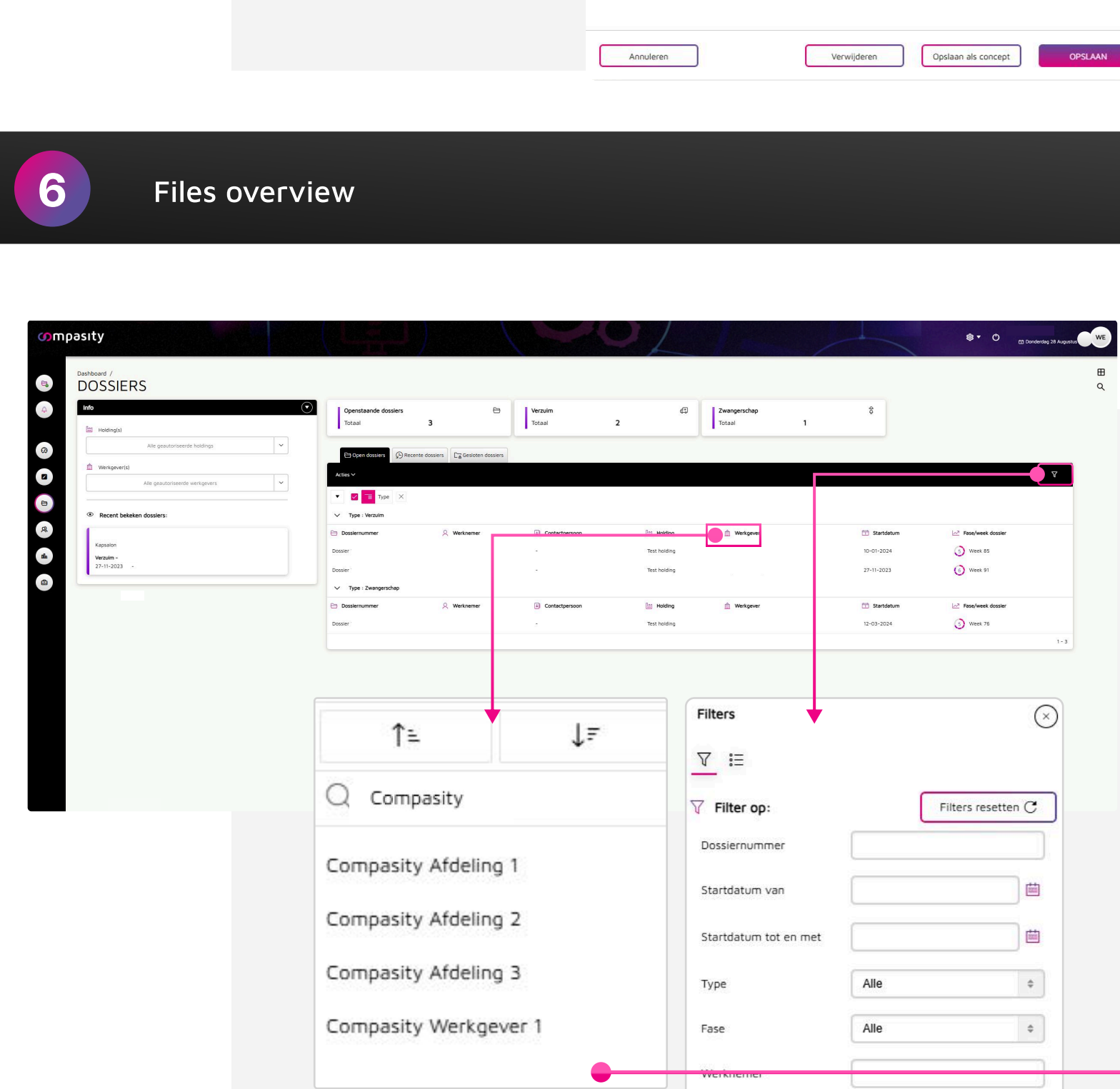
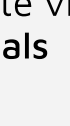
- The "Snel zoeken" (quick search) option is now a magnifying glass on the right side of the screen.

Use the various search fields to find a specific file

Found files appear at the top. If there are multiple, they are displayed below each other.

At the bottom, you can also see your recently viewed files.

4 The absenteeism file



On the left side of the file, you'll see the employee's master data. Use the tabs to switch between employee, employer, and file information.

- You can create new file items using the "NIEUW" button.

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

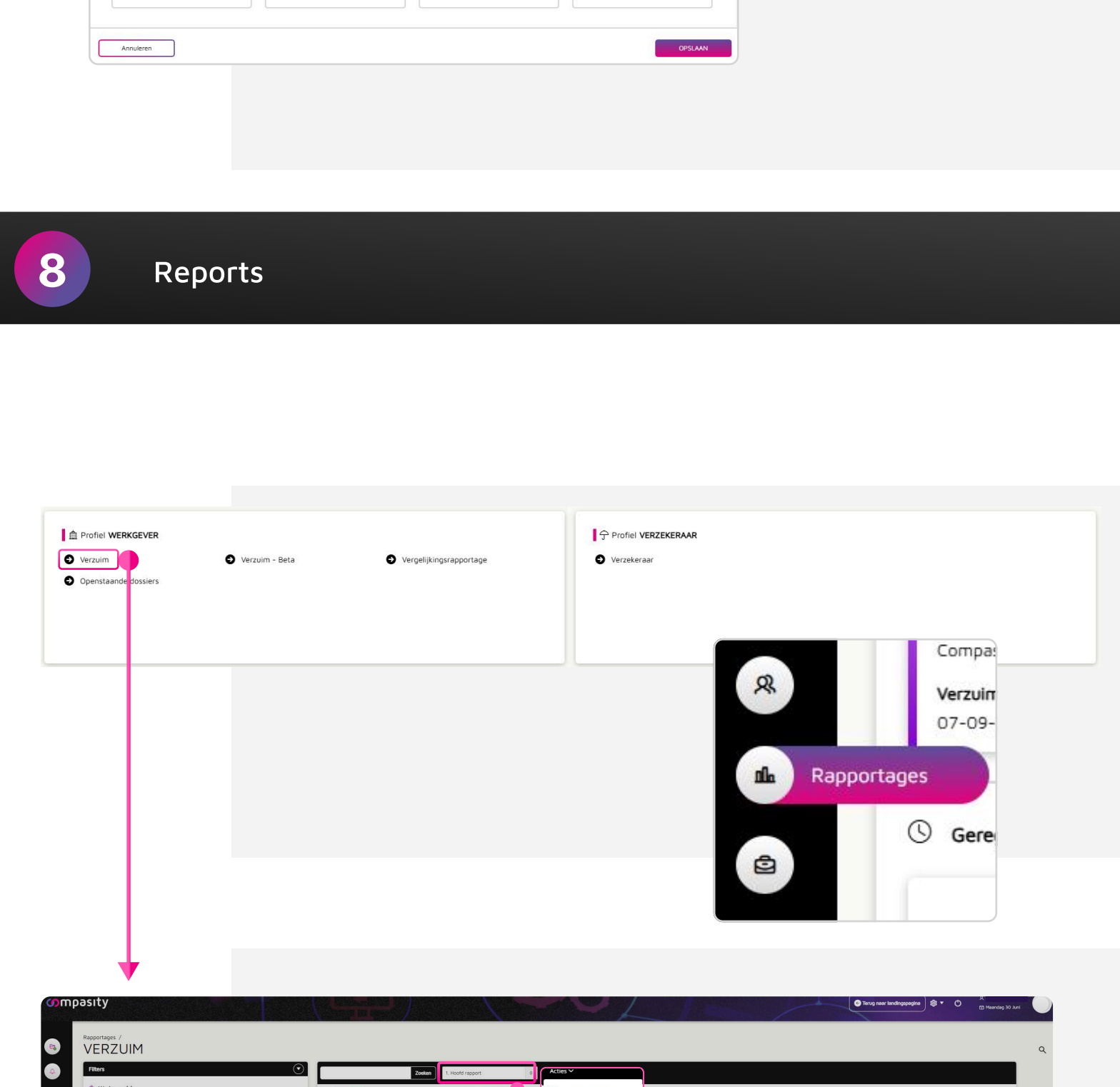
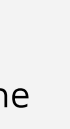
- Using the "Filter" button, you can adjust the sorting of the timeline and enable or disable specific parts of the file.

(You can also view specific file items via the tabs)

The buttons at the top allow you to quickly perform specific file actions such as 'Notify' or 'Close file'.

You will also see a timer to keep track of your written minutes.

5 To-do overview - Tasks, research and concept notes



The action list provides an overview of your tasks, open investigations, and draft notes.

At the top, you'll see widgets specifically related to the action list displayed. However, when you change the caseload or employer in the "Info" window on the left, the widgets will also change.

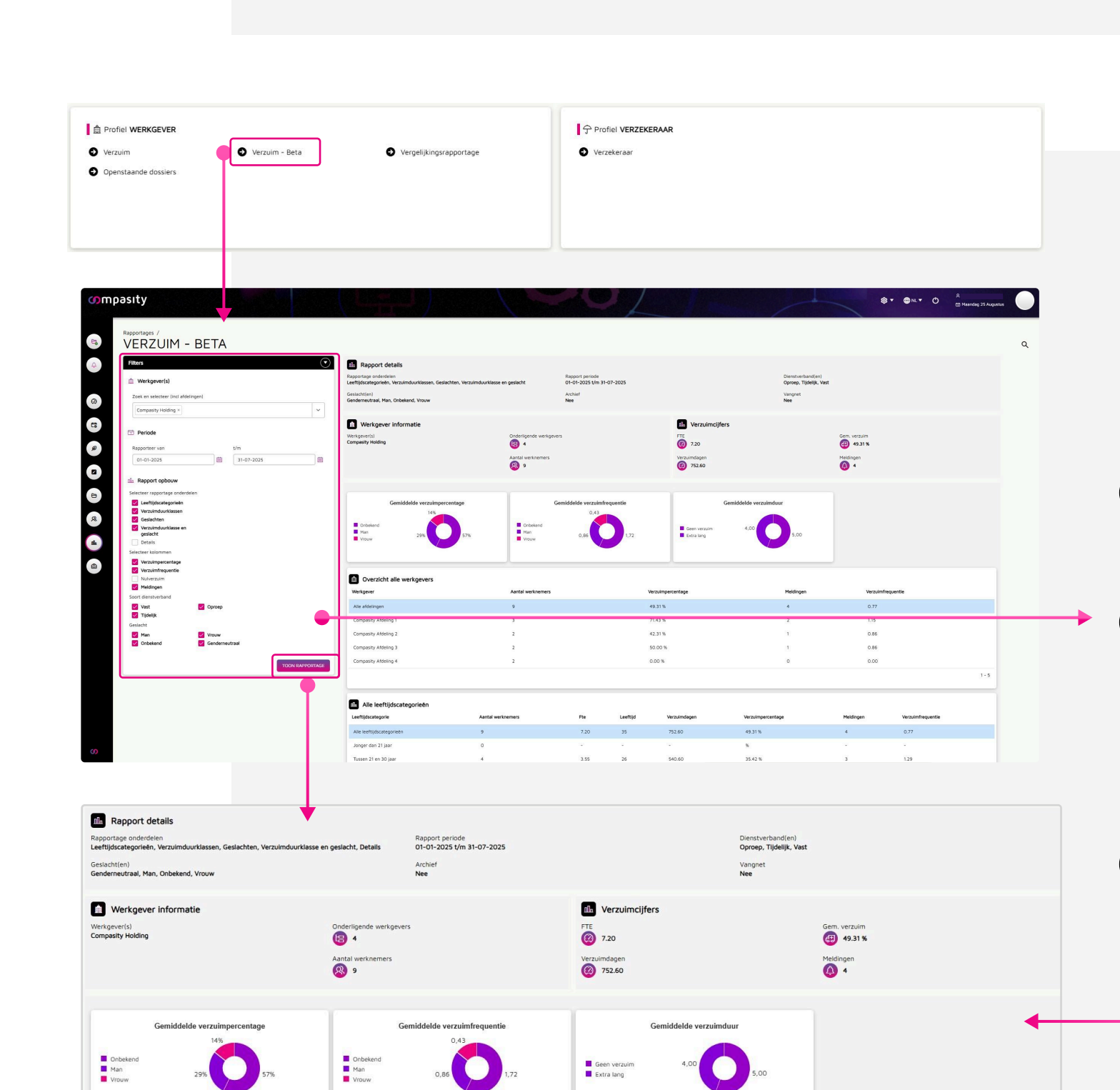
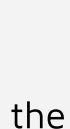
Using the "Filter" button, you can filter by specific tasks or a specific time period. You can also customize the column display using the "Weergave kolommen" option.

You can also filter by specific task or column sorting by clicking on the relevant item in the table header at the top.

A new feature is draft notes. These can be created within the file itself (Create a note via "NIEUW" → "Notitie" → choose "Opslaan als concept").

From this overview which draft notes are still open, and you can also edit and save them from there.

6 Files overview



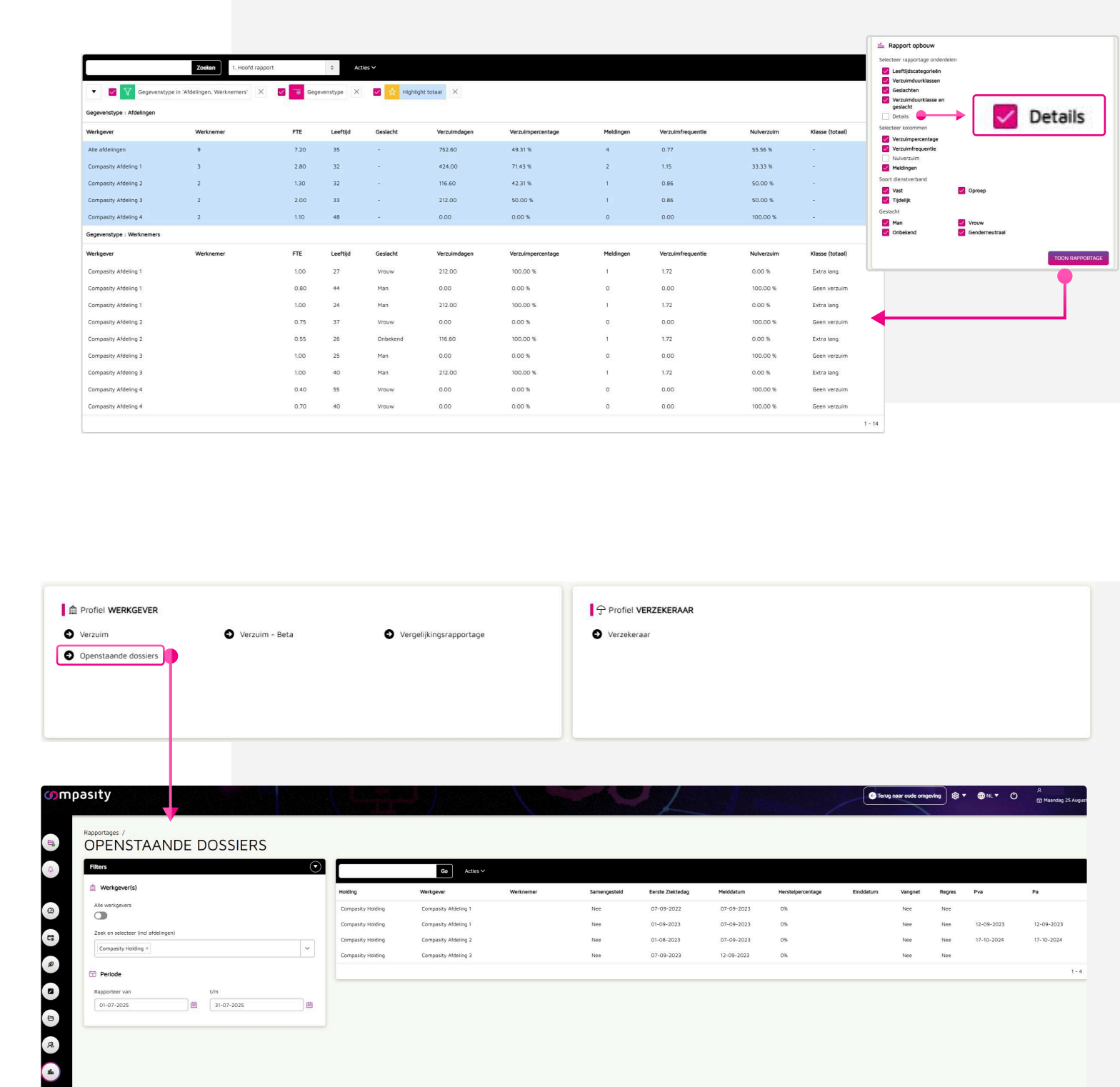
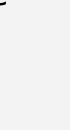
In the file overview, you'll find an overview of all current and closed cases within your workplace. Under the "Recente dossiers" tab, you'll find all the cases you've searched for that day.

At the top, you'll see widgets specifically related to this overview. However, if you change the employer in the "Info" window on the left, the widgets will also change.

Using the "Filter" button, you can filter by specific file types or a specific time period. You can also customize the column display using the "Weergave kolommen" option.

You can also filter by specific file or column sorting by clicking on the relevant item in the table header at the top.

7 Employee overview

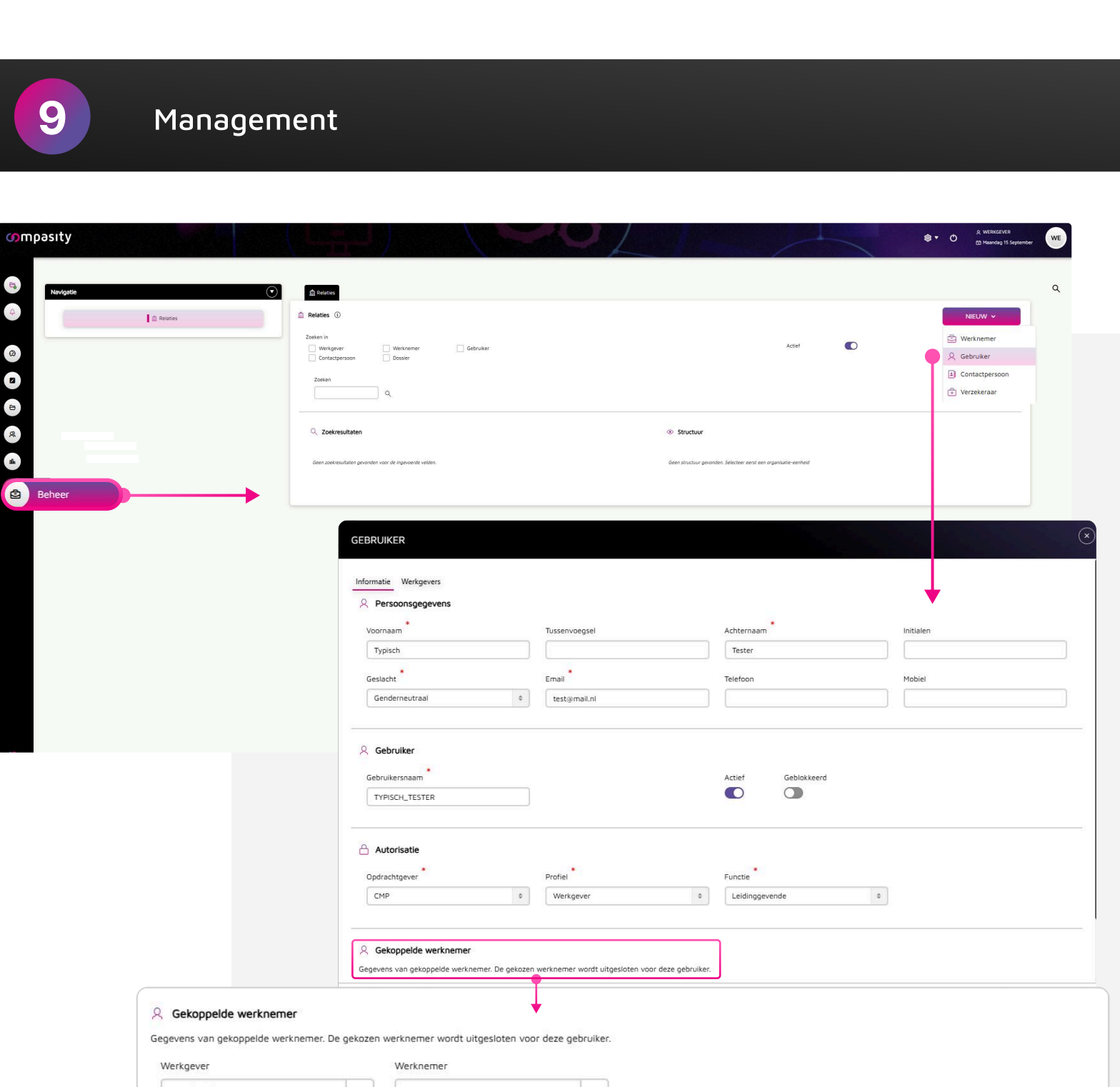


In the Employee overview, you'll see an overview of all active employees. It also immediately shows whether and which types of files are active.

- Using the "Filter" button, you can filter specifically by employer or employment type. You can also customize the column display using the "Kolommen weergave" option.

You can create a new employee using the "NIEUW" button. You can also link this employee to a specific underlying employer, if applicable.

8 Reports



Reports per profile

Click the "Rapportages" button in the Navigation menu. You'll now see an overview where you can choose from various reports. These are categorized by profile and can be viewed based on profile authorization.

Employer - Absence report

- Go to the "Rapportage" page. Under "EMPLOYER" profile, select the "Verzuim" reporting option.

- Within the absence reporting, the Employer(s) filter on the left is automatically set to the employer who is logged in.

Select the period you want to report on and specific filters such as "Vangnet" (statutory sickness fund cases).

- Above the reporting section, you can choose between various report options.

This is automatically set to "Hoofdrapport". This is a report with general absence figures at the employer level.

- You can also download the report under the "Acties" button.

Employer - Absence report (BETA)

This is the updated absence reporting for employers and occupational health and safety services. This report provides a clear overview of absences per employer.

- Go to the "Rapportage" page. Under "EMPLOYER" profile, select the "Verzuim (beta)" reporting option.

- In the left pane, select the employer and period you want to report on.

Below, you'll find the default filters for this report. If necessary, you can adjust these to enable or disable specific tables.

- Click on "TOON RAPPORTAGE" button to generate the report.

The report is now displayed. At the top, you'll see details about the report, such as the selected filters and the time period.

You'll also find an overview of general absenteeism and KPI values for the selected employer/organization.

Below, you'll see the generated absence report.

The "Details" filter is disabled by default. This displays a table of absent employees by department/underlying employer. This is useful if you want to see more details about specific absent employees. When you select this and click on "TOON RAPPORTAGE", this report appears at the bottom of the overview.

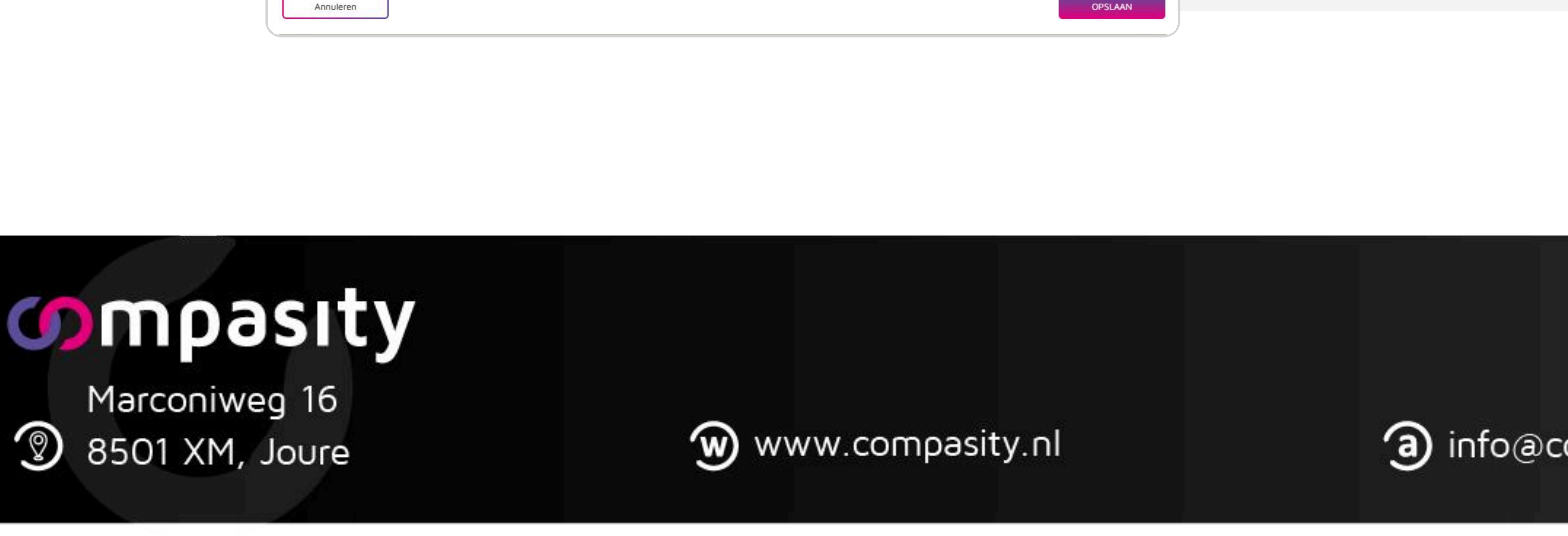
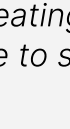
Open absenteeism files

In the "Openstaande dossiers" report you can generate an overview of all open files and the specific characteristics based on employer.

Go to the "Rapportage" page. Under "EMPLOYER" profile select the "Openstaande dossiers" reporting option.

Then select the employer and reporting period.

9 Management



In the "Beheer" screen, you can look up and manage different roles and users under the "Relaties" tab.

Create user

As an employer you can also create users:

- Click the "NIEUW" button at the top right of the screen.

- Fill in the details

- If you create an employer, you can also link an employee. This applies if the employer also has a file as an employee.

- Click the "AANMAKEN" button.

- After creating the user, you'll receive a success message in the top right corner of the window. It's important that an employer is now linked. Select the correct employer in the "Werkgevers" tab and click "OPSLAAN".

Note: Always link an employer when creating a user. Otherwise, that user won't be able to see anything in the portal.