

Management overview

The screenshot displays a management overview dashboard. At the top, there are ten square icons representing different modules: EDP Employee, Competence SpiderWEB, TDP Team, WPA Workplace, Sickness Absence, CV Curriculum Vitae, Competence DEVELOPMENT, 360 Degrees Around a manager, ONboarding Welcome, and OFFboarding Farewell. Below the icons, the dashboard is divided into two main sections: 'Active tasks' and 'Inbox'. The 'Active tasks' section lists four tasks with their respective owners, module types, descriptions, and due dates. The 'Inbox' section is currently empty, showing a large envelope icon.

Active tasks			
Lilian Karbo	EDP	Du får supervision 3 gange om ug...	2 days ago
Helmer Stok	EDP	Du kan arbejde videre med et Ma...	14 hours from ...
Irma Kafferri	WPA	Du får sidemandsoplæring i de n...	12 days from ...
Jørgine Nielsen	WPA	En dag om ugen må du arbejde h...	12 days from ...

Inbox	
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When you log in as a manager, you will be met by this screen. Here you can have a quick overview:

- **Active tasks:** You can see instantly, whether there are any tasks with missed deadlines. They will be at the top and they will have turned red. All other active tasks will also be here. You can also go to each task by clicking on it.
- **Inbox:** You get an instant overview of whether there is anything for you in your inbox
- **The ten square icons:** By clicking one of them you will be taken directly to the dialogues in EDP, Competence web, TDP, WPA (if you have access to this module), Sickness Absence, CV, Competence development, 360 Degrees, Onboarding and OFFboarding.
- **Icons in the top right corner (also see the menu 'Explanation of the top icons'):** Here you can access several functions, such as creating employees and sick absence, access the organisation and your own profile, etc.