# Explanation for the top icons

1. A sick absence can be created for an employee across the organisation by any employee or manager. It can only be created with a simple text – and it is only the responsible manager – or the one who has the permissions to edit sick absence in the relevant team, who can see and write in the subsequent dialogues and who can close the procedure.
2. New employees and managers are created here – and they can be attached to a team and department right away. It is also possible to create a new department or a new team and attach those in the same process.
3. It is possible to invite an external person – someone who has not previously been created in the system – for a TDP dialogue.
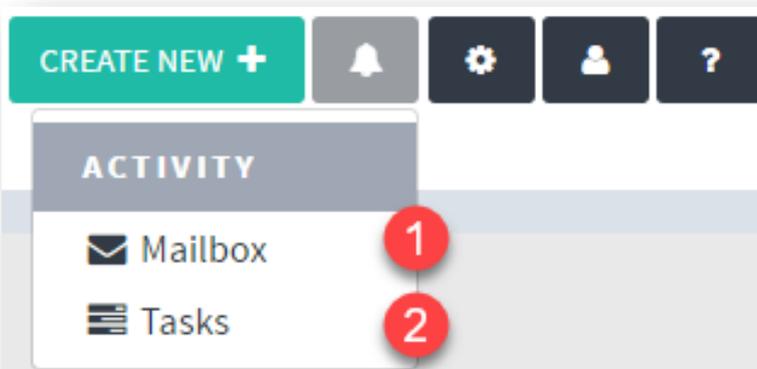

1. The Inbox, where your invitations for various dialogues are located – and from where you can also access your archive, your agreements and your profile
2. Here, you can go directly to the overview of your agreements, and you can edit the status of an agreement.
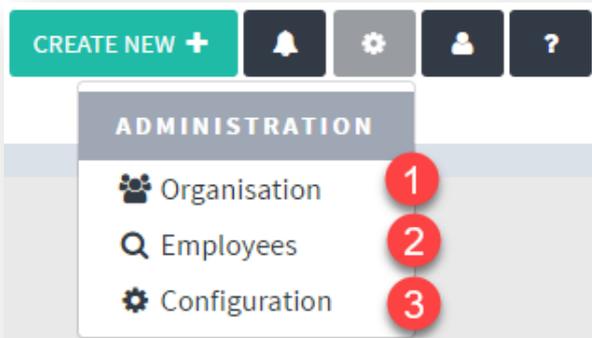
1. Here, you can access your organisation. Get an overview of which employees are attached to the individual teams, move and remove employees from teams, edit the data of your employees, grant permissions etc.
2. The search engine, with which you can search for anyone in your organisation, edit user details, grant super user access to someone and delete an employee.
3. Here, you can adjust question sheets and make various configurations (select available languages for questionnaires, upload log etc.) - depending on your permissions.
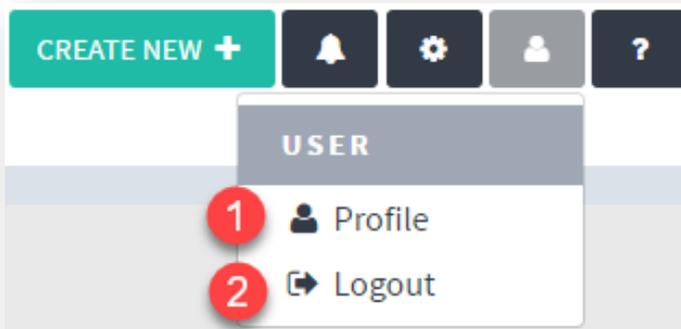
1. Here, you can go directly to your profile, where you can edit your mail address, select language for questionnaires if several languages are available in your organisation, change password etc.
2. Log off
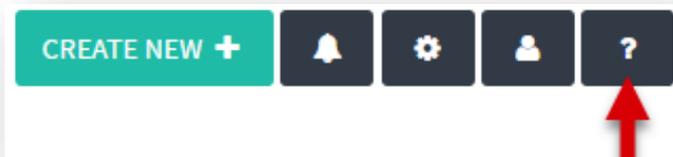
By clicking the question mark you will see various help texts/manuals. Click the question mark to fold it up again.
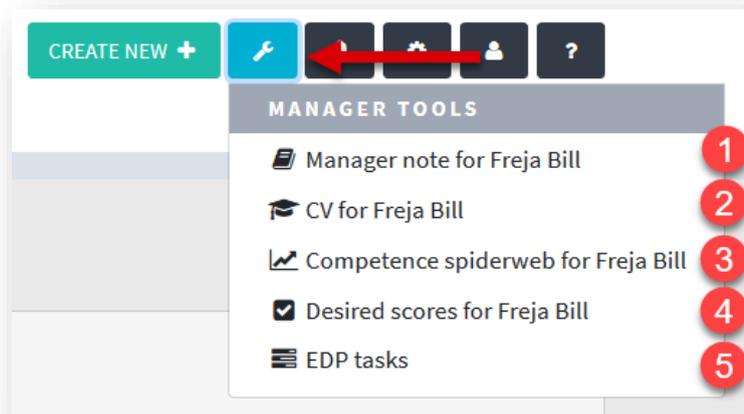
When you're inside an EDP resume for a employee, you will have access to another icon in the top bar.
Here you can access various data concerning the employee with whom you have the interview.

1. You can access your own notes about the employee – and write in them
2. Access the employee's CV
3. See the employee's score in a competence web
4. See the manager's desired score for the employee
5. See the agreements for this employee.