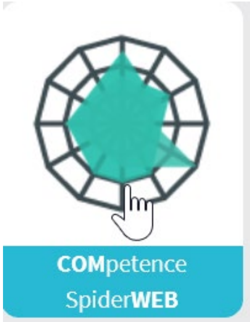
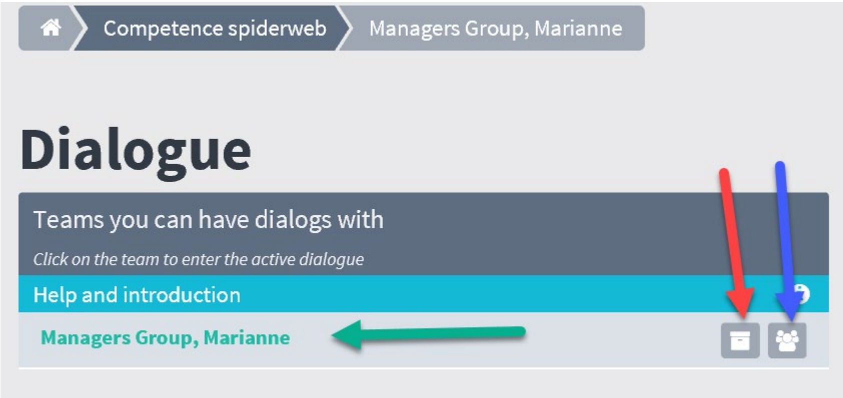
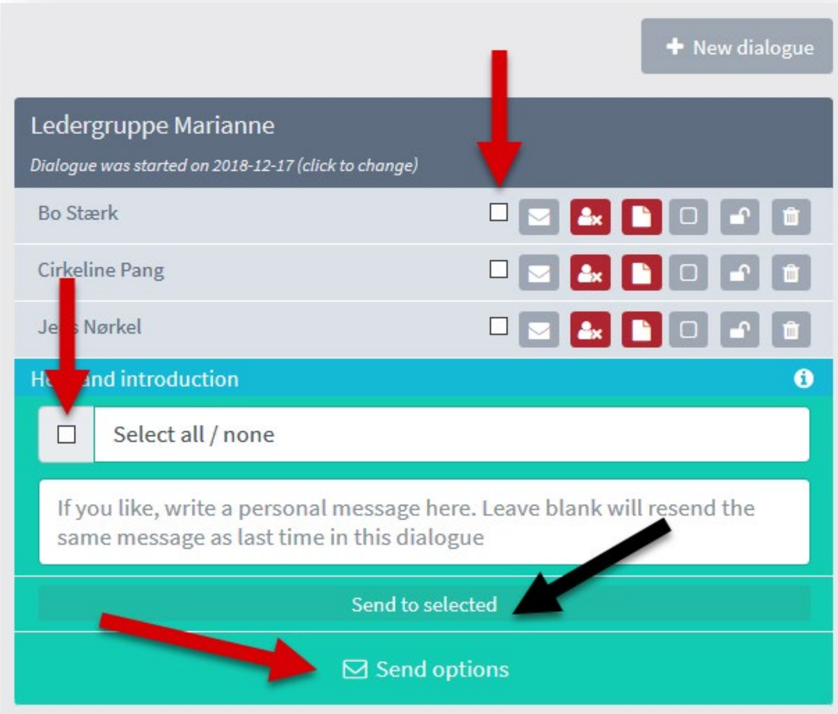
Competence spiderweb

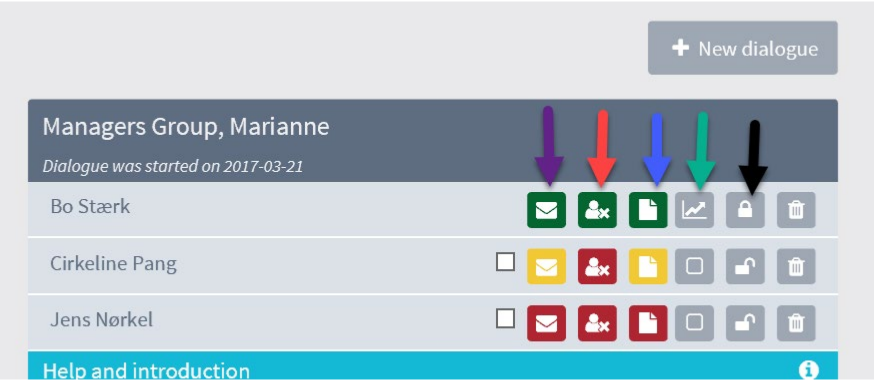




1. The first thing you see is your teams. The icons mean:
   - **Red:** The archive with your completed competence web rounds
   - **Blue:** Here you can see the team in the organisation module, where you can add employees to the team, remove employees or edit employee data.
   - **Green:** To get into the dialogue, you must click the team name which is an active link.



2. Click 'Send' (black arrow): You can send out the forms all together - or individually by check marking the individual employee and writing a short text which will be added to the mail that is sent to the employee (red arrows).



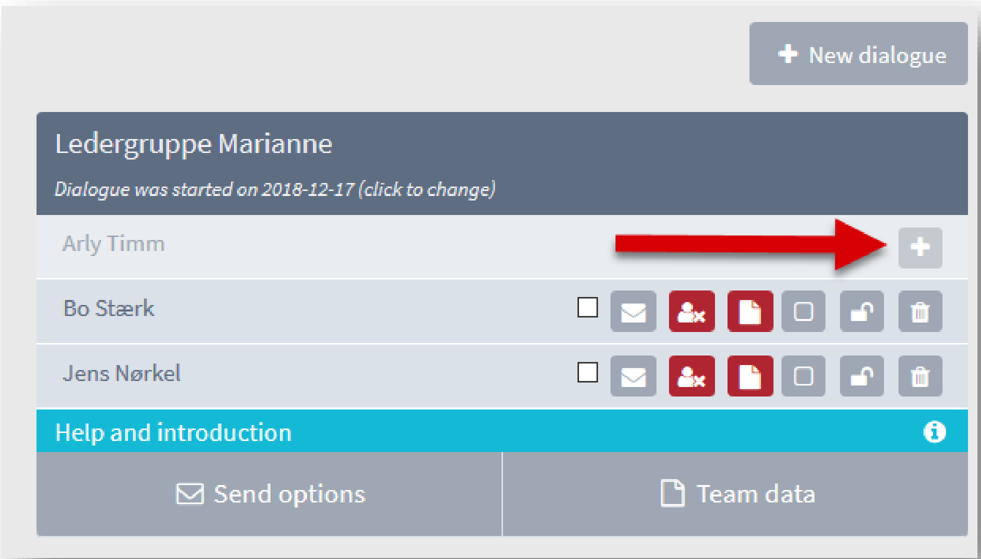
3. **Purple arrow:** The envelope is **Grey** if you haven't sent the form to that person. **Red** when it has been sent, but the employee has not opened it. **Yellow** when the employee has opened the form. **Green** When the employee has completed the form.

4. **Red arrow:** Here you can define a desired score for each employee. The icon will be green when you have set the score and red when you haven't set a score.

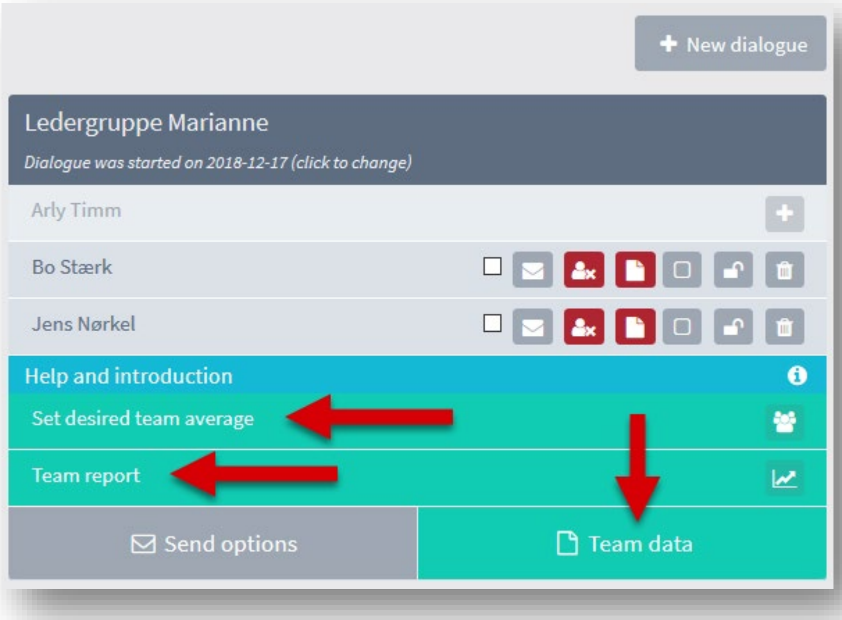
5. **Blue arrow:** The sheet is **Red** if the form has not yet been sent or if the employee and manager have not yet opened it. **Yellow** if the employee has begun to fill in the form, but has not yet completed it. **Green** when the employee or manager has filled in and completed the form.

6. **Green arrow:** By clicking here you can see the web for the individual employee. This includes the desired score, the employee's own score and the team average.

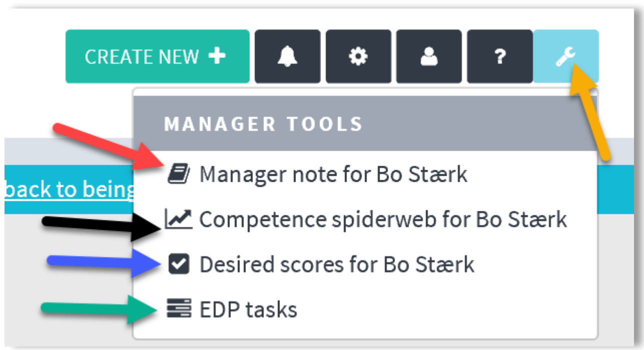
7. **Black arrow:** When the employee hasn't completed the form, the padlock is unlocked. As soon as it has been completed, it is locked. If the employee wishes to change anything in his/her response, the manager can click the padlock to unlock it. Then the form will once again be available in the employee's archive for editing. The form will also be unlocked for the manager, who can adjust the scores when changes happen.



8. If an employee has been added to the team after a new round has been opened, you can import this employee to the team by clicking the cross.



9. **Team data:** Here you can define a desired average for the entire team and you can generate combined statistics for the team.



10. When, during an EDP interview, you are inside the EDP questionnaire of an employee, you will see another icon in the top right corner (light blue, yellow arrow). By clicking it you will get access to personal details about that employee. 1. Your confidential notes on the employee (red arrow), 2. competence spiderweb (black arrow), 3. your desired scores for the employee, and 4. any active EDP tasks for this employee (green arrow).