

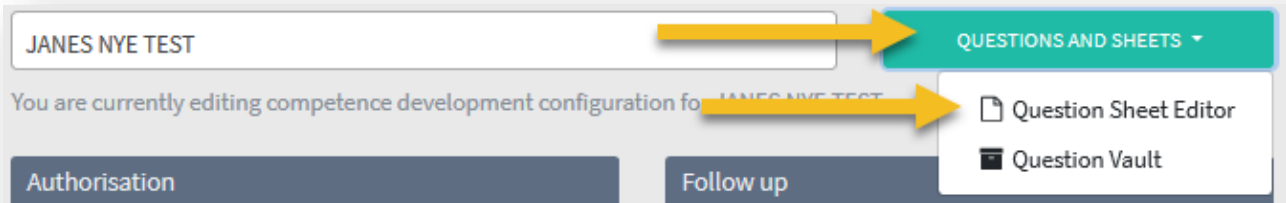
Setup / Preparation of Competence-development process

Before, during and after – possible adjustment of processes and standard texts for your needs

The screenshot displays the Musskema.dk configuration interface. At the top left is the logo 'musskema.dk - dialog udvikler'. In the top right, there is a 'CREATE NEW +' button and a navigation menu with icons for notifications, settings (indicated by a black arrow), user profile, and help. Below the header, a breadcrumb trail shows 'Configuration > Competence development > JANES NYE TEST'. The main section is titled 'Configuration' and features a sidebar on the left with options: 'Company config', 'Employee Development Plan', 'Competence spiderweb', 'Workplace Assessment', 'Sickness absence', 'Curriculum Vitae', 'Competence development' (highlighted with a red arrow), '360 Degrees', 'Onboarding', and 'Offboarding'. The main content area shows the configuration for 'JANES NYE TEST'. It includes a dropdown for 'Select department to configure' and a 'QUESTIONS AND SHEETS' button. Below this, there are four sections: 'Authorisation' (with a dropdown set to 'COMDEV, Before' and a 'Save' button), 'Supplementary' (with a dropdown set to 'COMDEV, Notes' and a 'Save' button), 'During education' (with a dropdown set to 'COMDEV, Under' and a 'Save' button), and 'Follow up' (with a table of follow-up questions, each with a dropdown and a 'Save' button). Green arrows point to the 'Authorisation', 'Supplementary', and 'During education' sections, and a red arrow points to the 'Competence development' option in the sidebar.

First, we need to configure the processes:

- Click on the cog wheel in the top right corner by the black arrow and select 'Configuration'
- Then click by the red arrow – on Competence development
- You now have four places where you can do something
 1. BEFORE, Authorisation – i.e. the point where the dialogue can lead to the authorisation for a course etc.
 2. DURING, During the course
 3. FOLLOW UP – this is where you set the number of days after returning from the course, where it is necessary to do the implementation plan - e.g. 2 days after returning home: Implementation plan. After 60 days: Evaluation 60 etc. There will be reminders when the conversations are to be conducted
 4. Supplementary – grants the opportunity to follow the development throughout the process, making supplementary notes etc.



In addition to each of the 4 points, it is possible to select different questionnaire templates.

Select "Questions and Sheets" and then " Question Sheet Editor".

Configuration > Competence development > Jonna MUS > Templates

Templates

+ New template

Templates owned by your department

Edit as you wish

Sheet name	Published at	Modified at	
Kopi af COMDEV, After 60	2018-11-22	2018-11-22	Edit ▾
COMDEV, After 60	2018-11-22	2018-11-22	Edit ▾
COMDEV, Notes	2016-08-23	2016-08-23	Edit ▾
COMDEV, After2	2016-08-23	2016-08-23	Edit ▾
COMDEV, Under	2016-08-23	2016-08-23	Edit ▾
COMDEV, Before	2016-08-23	2016-08-23	Edit ▾
Kopi af COMDEV, After 60	-	2018-11-22	Edit ▾

Here are some standard questionnaires for inspiration which the system is born with. They can be customized according to your own wishes - just as you can add all the queries you want. You can also change the name of the questionnaire. When a questionnaire is done, remember to **"Publish this template"**. Then it's ready for use.