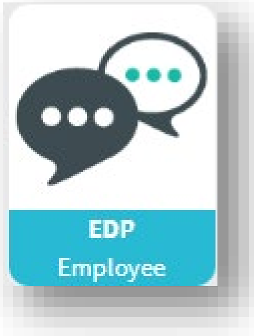
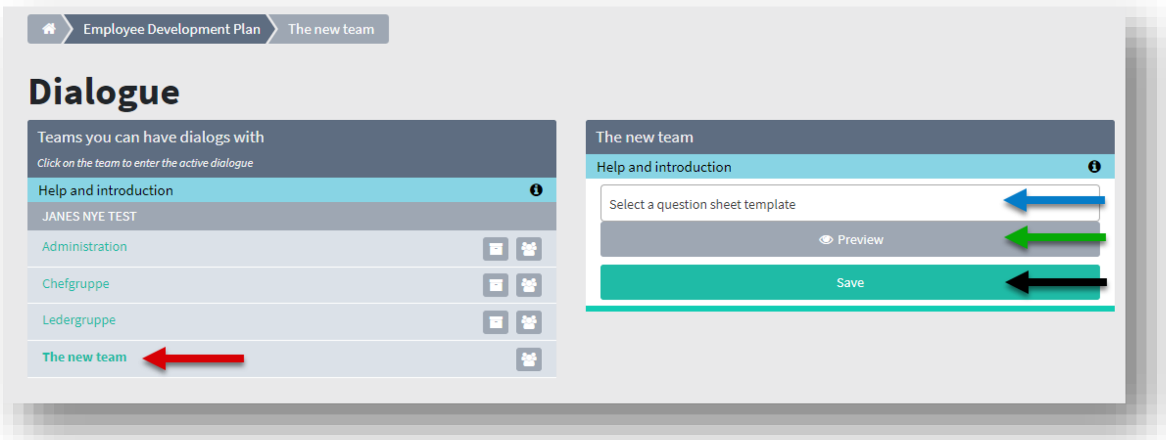
How to start a new dialogue

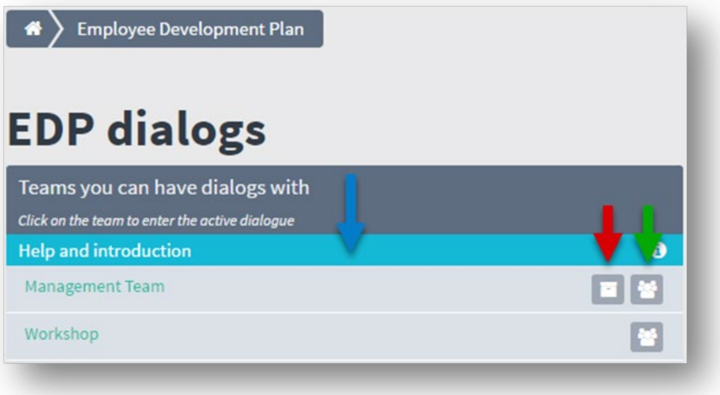


When you start af new dialogue for the first time

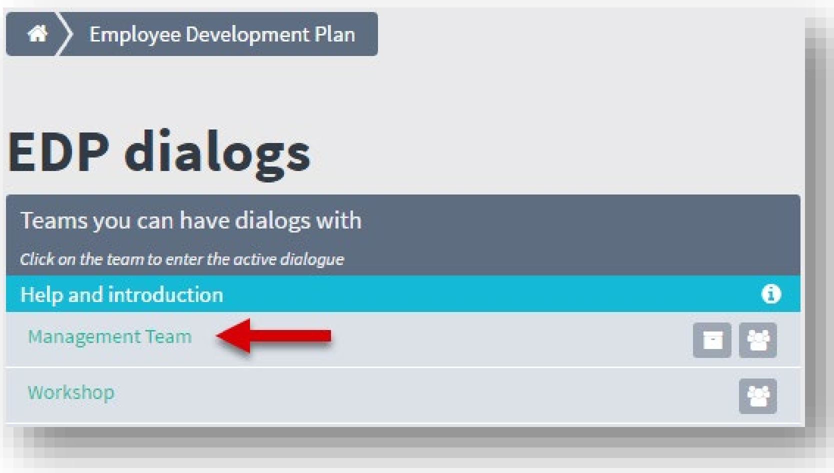


1. Click on the team name (red arrow) and select a question sheet template (blue arrow). You can see the question sheet template when clicking on 'Preview' (green arrow). When you have selected a question sheet template you have to click on 'Save' (black arrow), and after that your new dialogue will be loaded, and you can send it to your employees.

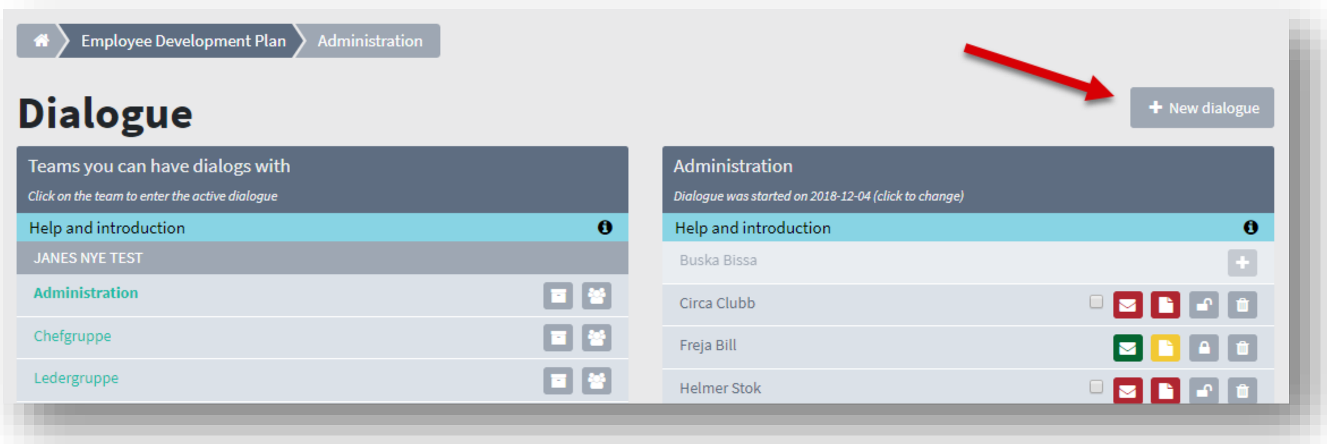
When you close an old dialogue and start a new one



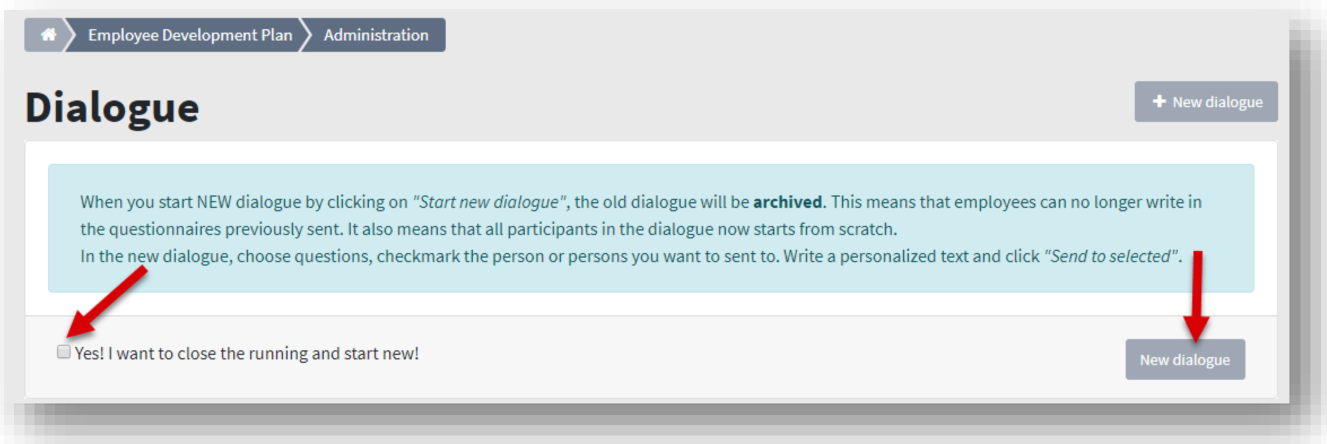
2. The first thing you will see are the teams which you are able to do EDPs with. The icons mean:
   Red: The archive with your completed EDP rounds
   Green: Here you can see the team in the organisation module, where you can add employees to the team, remove employees or edit employee data.
   Blue: By clicking the turquoise bar you will see a short help text.



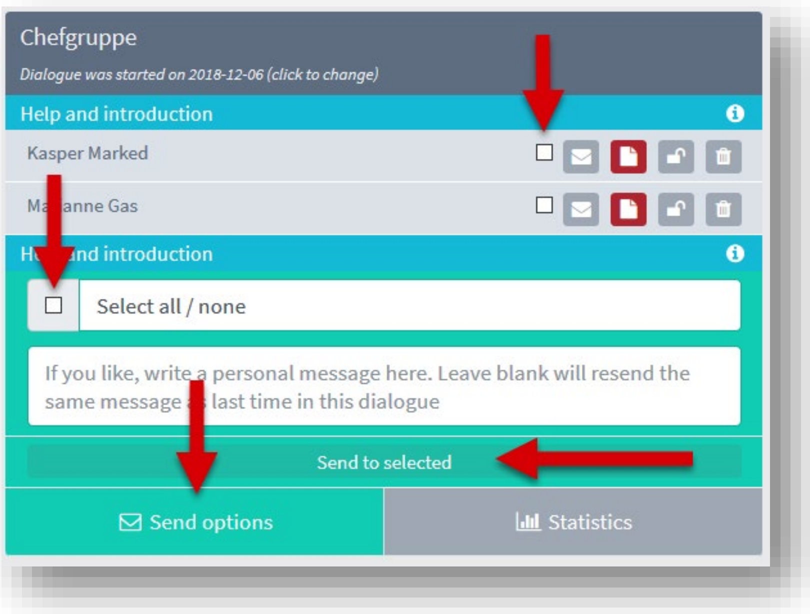
3. To get into the dialogue, you must click the team name (red arrow) which is an active link).



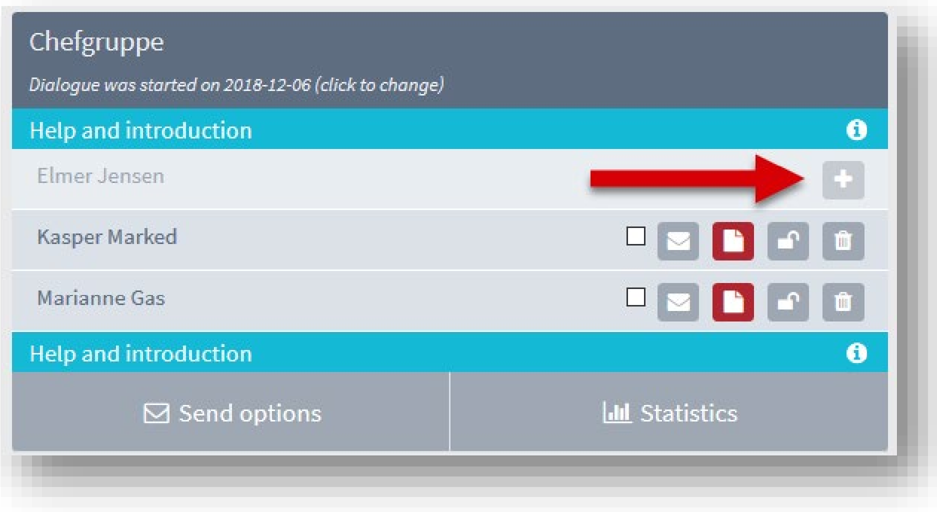
4. If you are done with your last EDP and want to start a new dialogue you have to go to your team and click on 'New dalogue' (red arrow).



5. Now you have to accept that your old dialogue will be closed and archived. Mark the box and clcik on 'New dialogue' (red arrow).



6. **Send options:** 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.



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