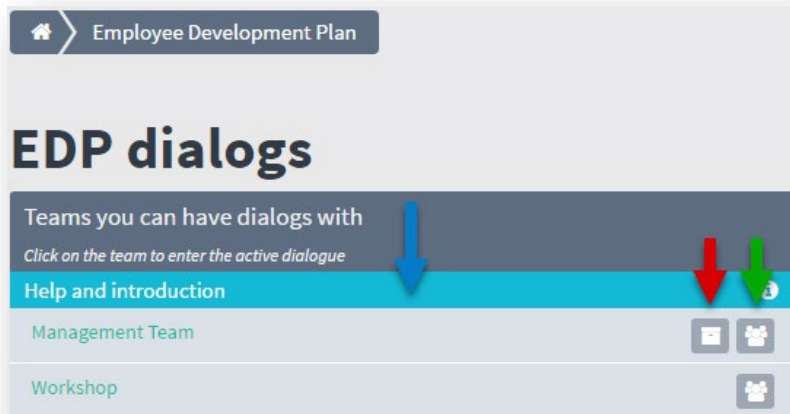
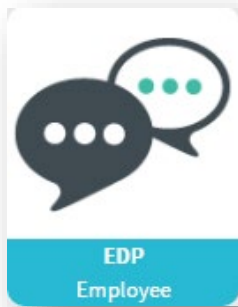
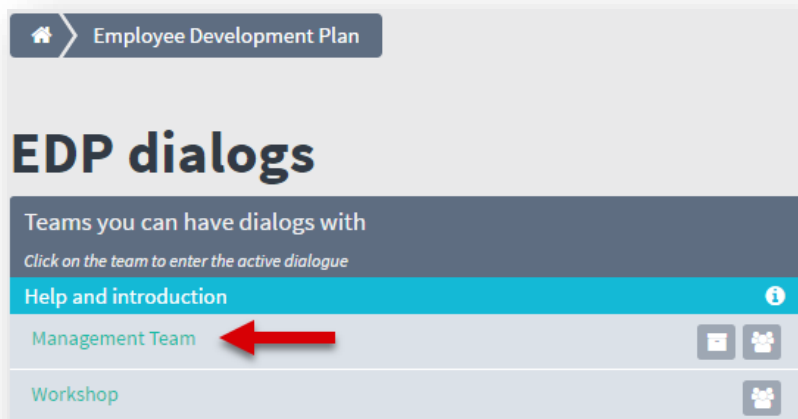


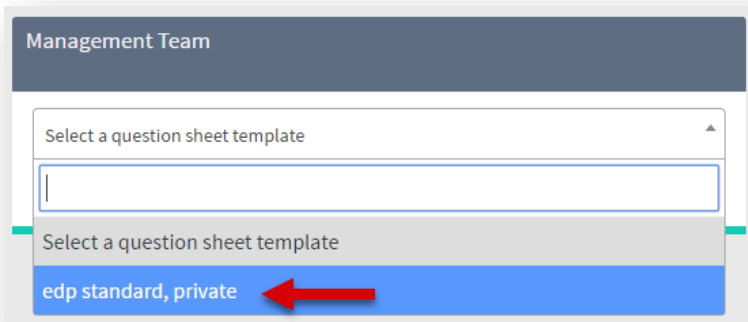
EDP Module



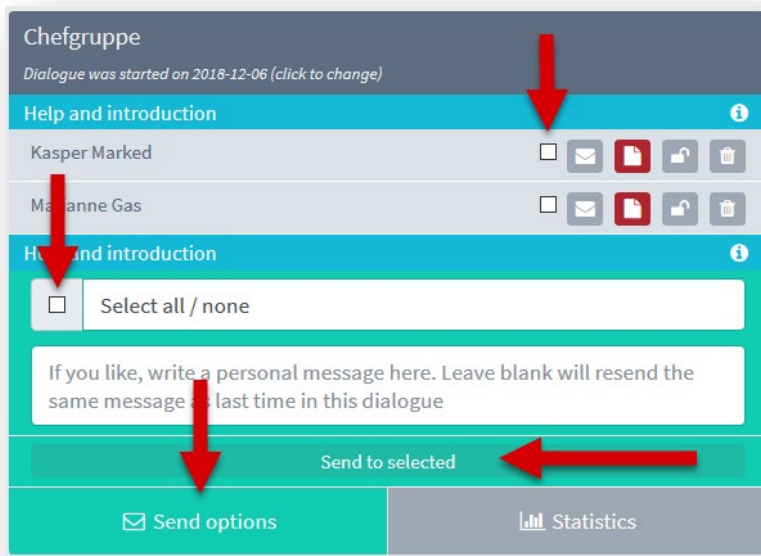
1. The first thing you will see are the teams which you are able to do EDPs with. The icons mean:
 - **Red:** The archive with your completed EDP rounds
 - **Green:** Here you can see the team in the organisation module, where you can add employees to the team, remove employees or edit employee data.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



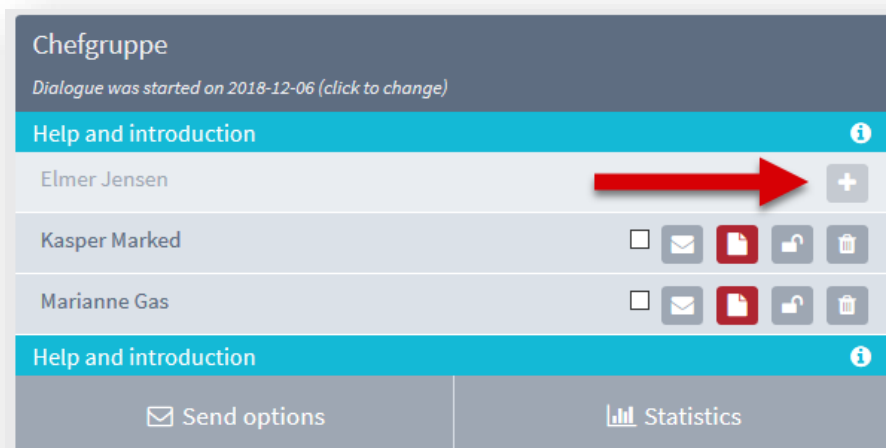
2. To get into the dialogue, you must click the team name (red arrow) which is an active link.



3. You will be asked to select a template. Here is the one, which the system is born with (red arrow). Your organisation can also create different question sheets which can also be accessed from here. When you have chosen your question sheet, you are ready to send out the sheets.



4. **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.



5. 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.



6. The red arrow shows **the employee status** (the envelope). **1. green:** the questionnaire has been completed. **2. yellow:** The questionnaire has been opened by the employee, but has not been completed. **3. red:** The questionnaire has been sent out, but there has been no activity. **4. blank:** The questionnaire has not been sent.



7. Red arrow shows **manager status** (the minutes sheet). **1. green:** the minutes has been written and completed. **2. red:** Minutes - the sheet has not been opened yet. **3. yellow:** the minutes sheet has been started by the manager – possibly in preparation of the EDP interview.



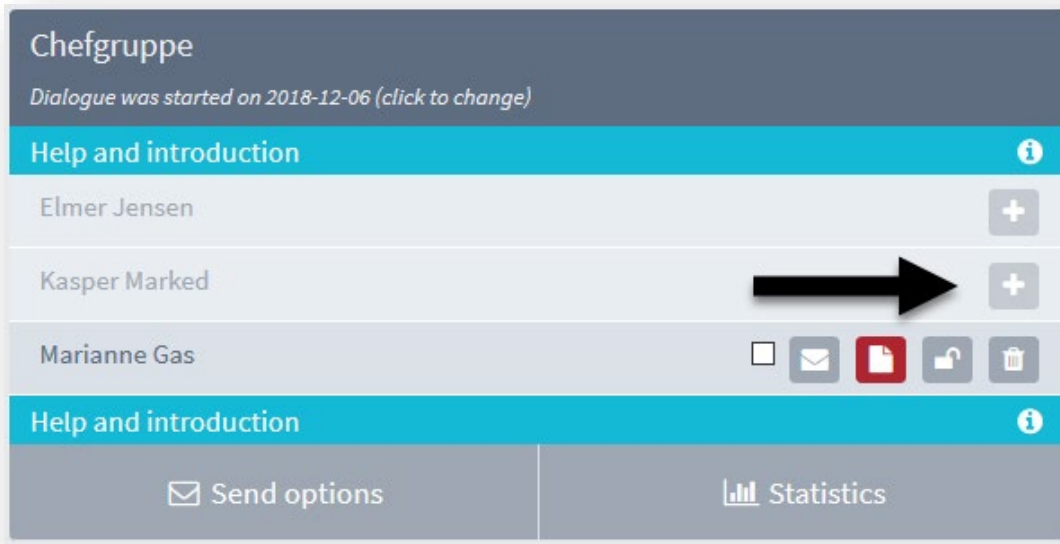
8. Red arrow shows the status for whether the employee has delivered his questionnaire:

- 1. The questionnaire is locked.
- 2. The questionnaire has not yet been completed and therefore is still open

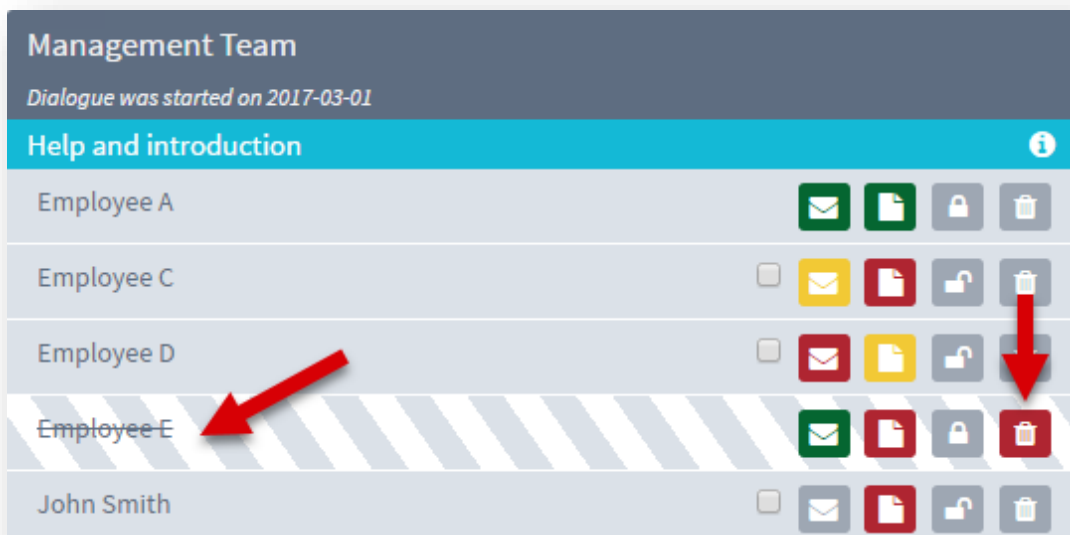
The manager may unlock the questionnaire by clicking the padlock. It will then be accessible for the employee to edit once more.



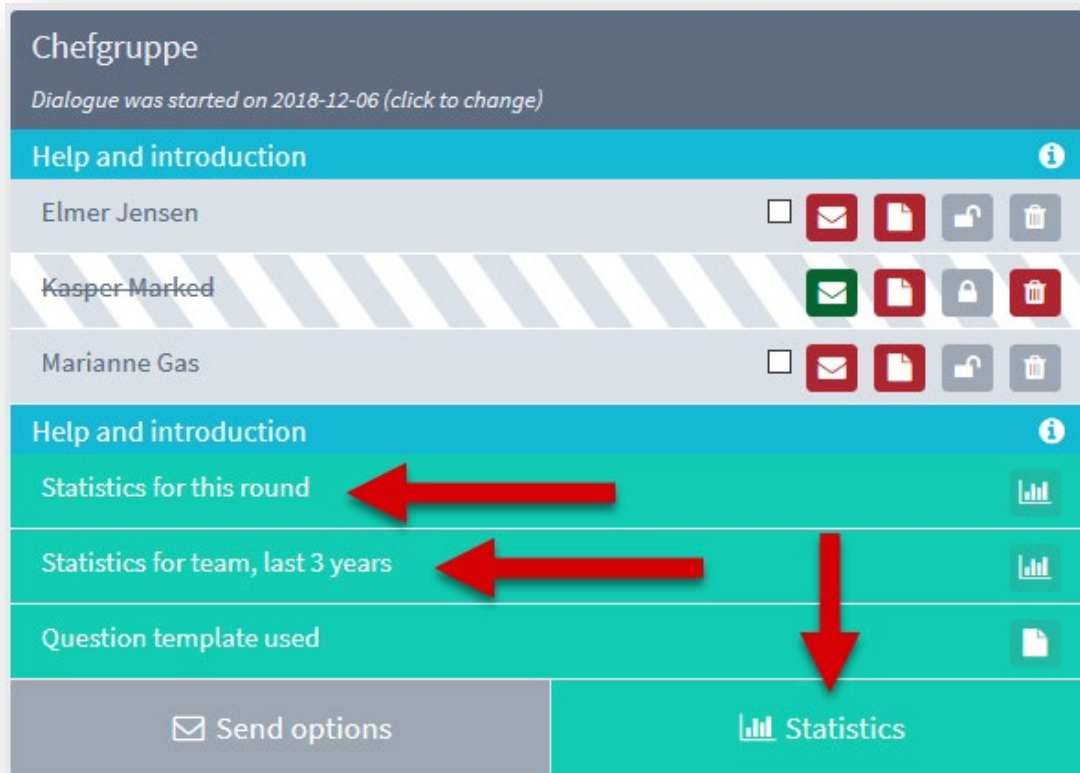
9. If, for some reason, an employee should not participate in this dialogue (round), that person can be removed from the dialogue by clicking the delete icon.



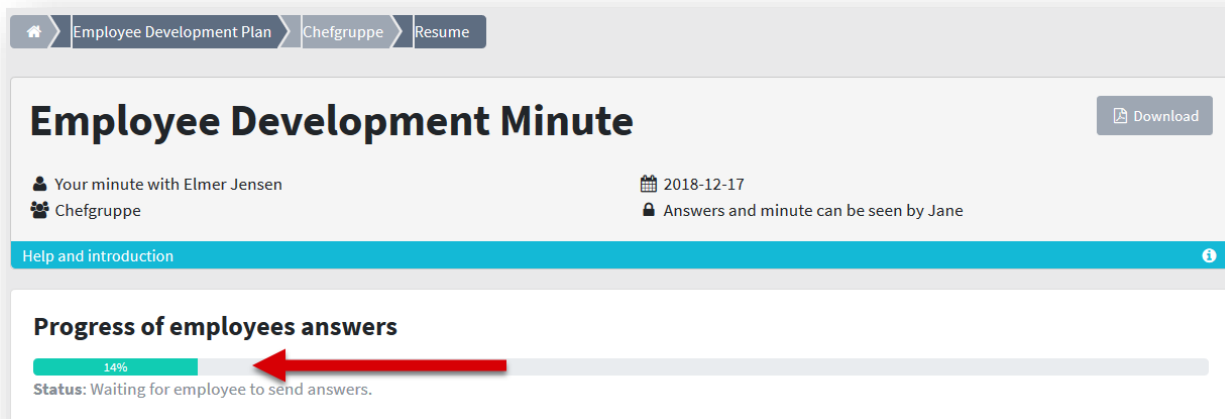
10. The employee will remain in the team, and has only been removed from the current round of EDP (dialogue). The removed employee is here and can be added to the dialogue again, anytime. Click on 'Participants' and then the plus (black arrow), then the employee will be part of the dialogue again.



11. If a sheet has been sent but the employee should not be part of the dialogue after all, click the delete icon, and the employee will be crossed out but will still count in the statistics, if the sheet has been completed. When you open a new round of EDP, all employees will once again be part of the dialogue – even those who were removed during the last round.



12. **Statistics:** You can generate current statistics or even statistics three years back.



13. **Progress of employee answers:** To see how far an employee has reached his answer, you can always click on the record sheet and view the status at the top of the sheet.

Also see the manual 'The EDP dialogue'