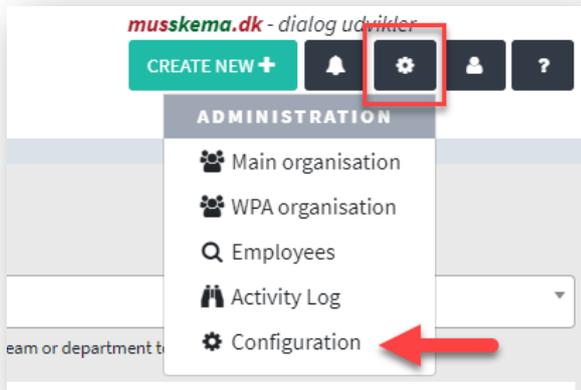
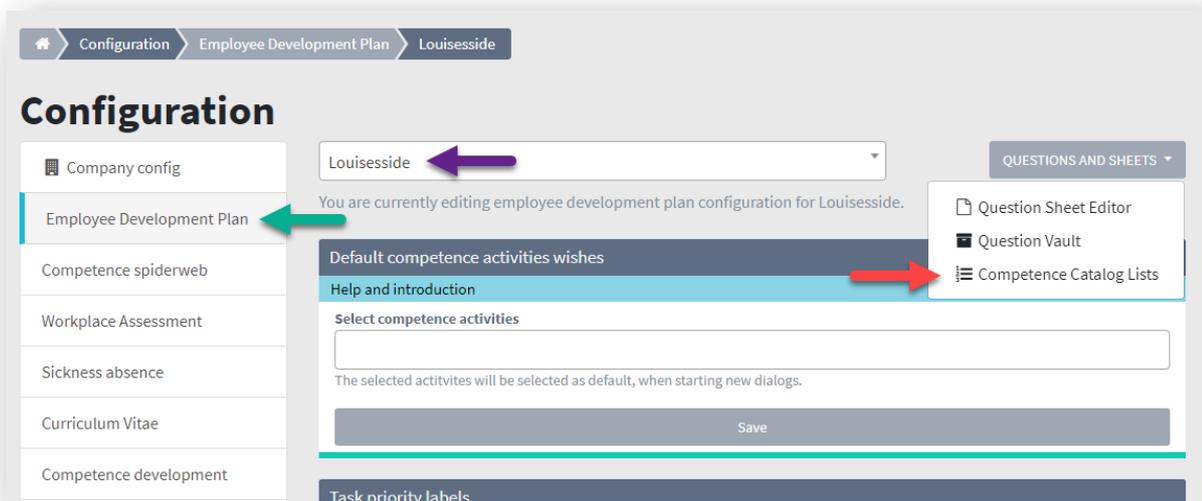




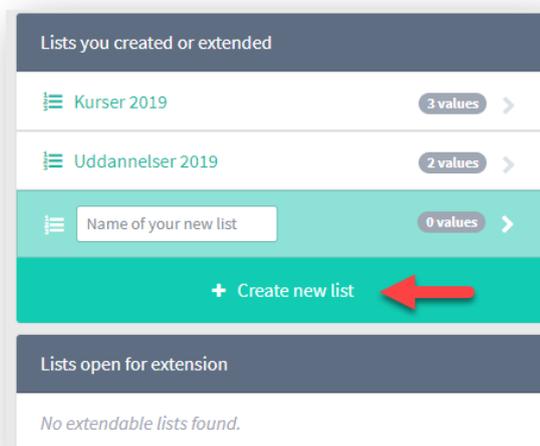
To create the lists, go to 'Configuration' (red arrow).



Go to 'Employee Development Plan' (green arrow) and select the department you want to configurate (purple arrow - only applicable if you have several departments). Then click on the grey box in the right corner called 'Questions and sheets'. Select 'Competence Catalog Lists' (red arrow).



Name the list and click on 'Create new list' (red arrow).

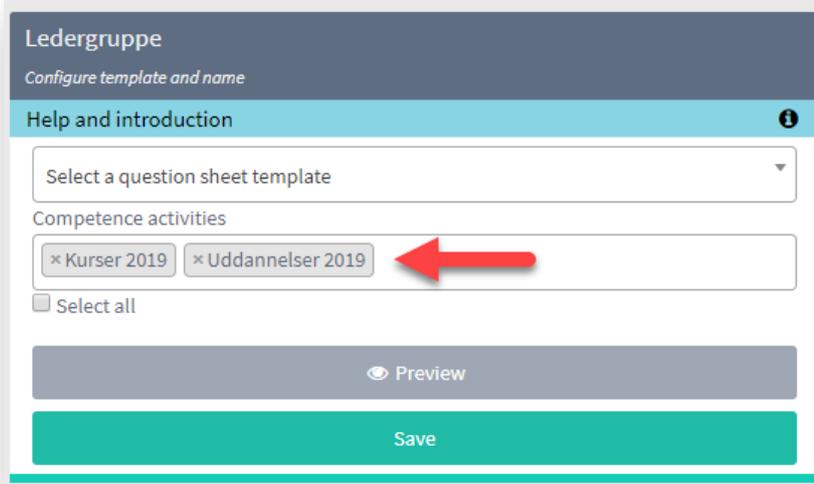


In the box to the right, type the response options on the different lists (yellow arrow). After naming it, click 'Add New Answer' (purple arrow). The added response options will be listed above (green arrow). Answers cannot be removed again, but you can disable them by clicking on the green field labeled 'Active Response'. When inactive, the field turns red and the text changes to 'Inactive Response'. You add more lists in the box to the left (red arrow).

Once the lists are created, they are ready to be included in the EDP questionnaire. See how in the 'EDP module' guide.

You can choose to use some lists as standards that are initially associated with the questionnaire. To do this, go to setup and select Employee Development Plan (red arrow). Make sure to change the correct section (purple arrow). Click on the white field (green arrow) and choose from your lists. Save before closing (yellow arrow).

When the manager of that department starts a new EDP, the lists are already in 'Competence activities' field. If you don't want to use the lists, simply click on the 'x'.



The screenshot shows a web interface for 'Ledergruppe' with the subtitle 'Configure template and name'. Below this is a 'Help and introduction' section with an information icon. A dropdown menu is set to 'Select a question sheet template'. Under the 'Competence activities' heading, there is a list of items: '× Kurser 2019' and '× Uddannelser 2019'. A red arrow points to the '×' icon next to 'Uddannelser 2019'. Below the list is a 'Select all' checkbox. At the bottom, there are two buttons: a grey 'Preview' button and a green 'Save' button.