

Manual DialoogXpert for the customer.

- What is DialoogXpert (DX)
- Where can you find DX and how does it work?
- The Messages screen
- Starting a Dialogue
- DX messages/editing a dialogue
- Sending documents
- The employee and DX

What is DialoogXpert?

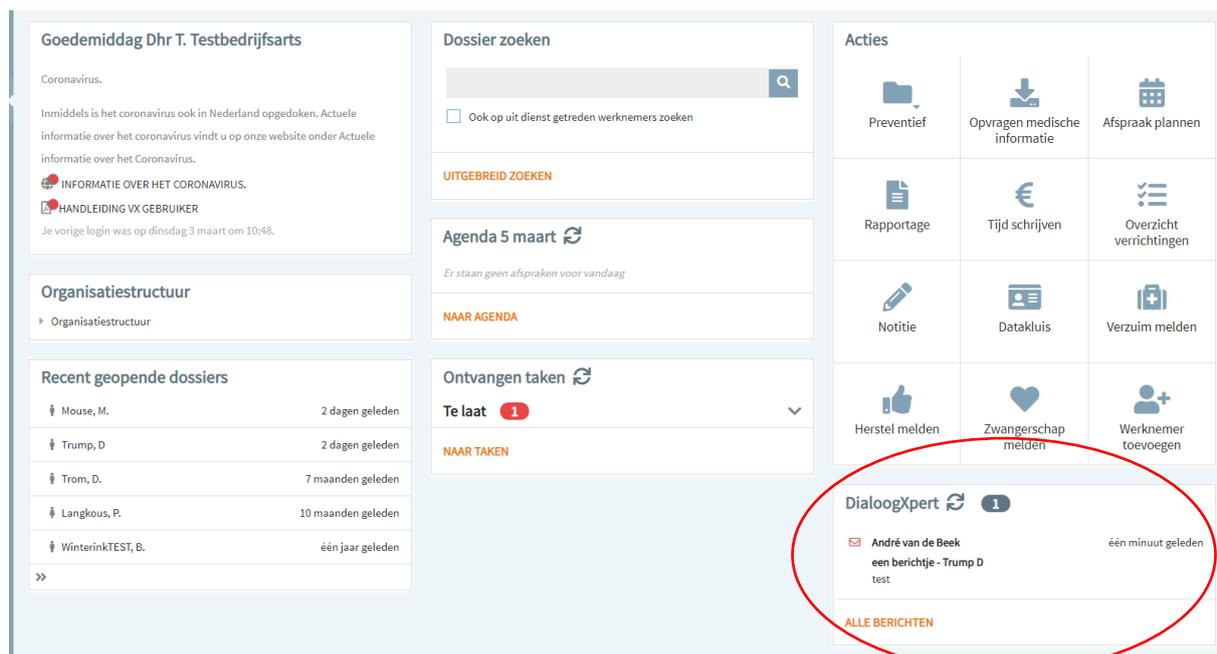
DialoogXpert (DX) is a new communication module in VerzuimXpert (VX). This allows you to communicate (sensitive) information in a safe way. That's why DX largely replaces the sending and receiving of data via e-mail. You use DX for all your communication from VX; towards the professional of Rienks Arbodienst, the employee or a colleague.

Where can I find DX and how does it work?

DX can be found and started in two places:

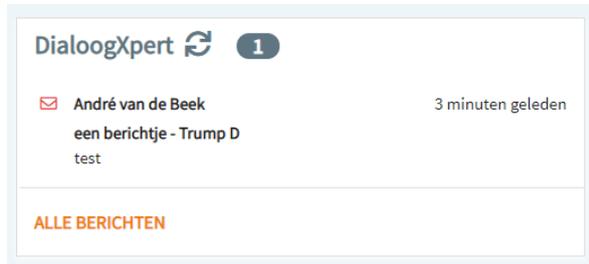
- A.** VX home page
- B.** Via 'Dossier zoeken' (search file)

A. DX can be found on the VX homepage on the right side under “Acties” (Actions). Here you can respond directly to messages.



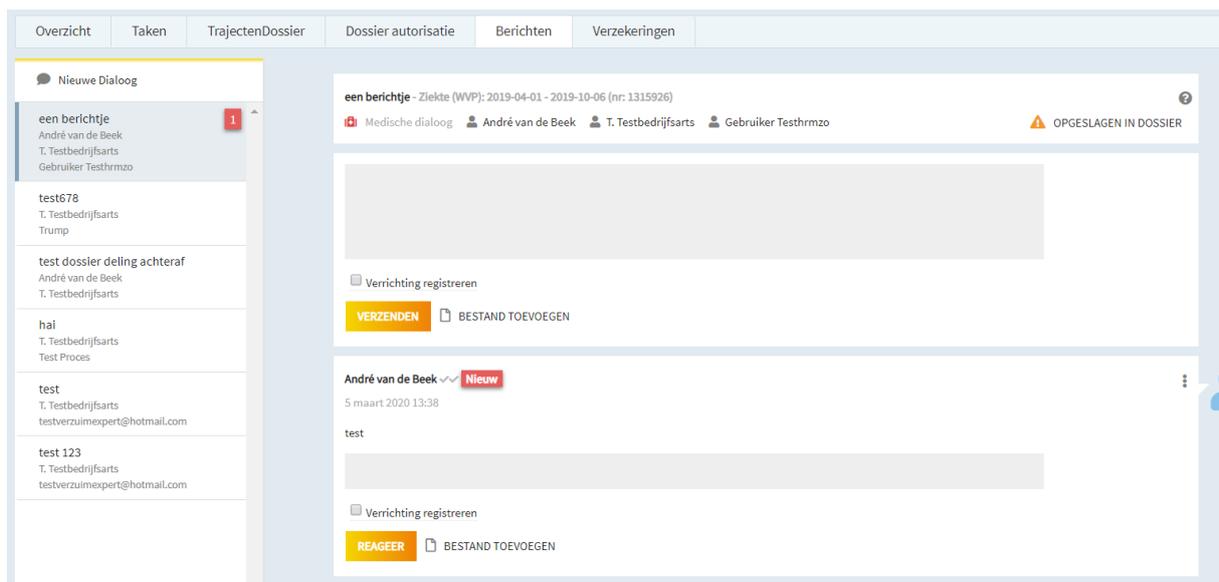
The screenshot shows the VX homepage interface. On the right side, under the 'Acties' (Actions) menu, there is a notification for 'DialoogXpert' from André van de Beek, dated 'één minuut geleden'. The notification is circled in red. The notification text reads: 'André van de Beek een berichtje - Trump D test'. Below the notification, there is a link for 'ALLE BERICHTEN'.

As you can see in the DX module, here is a '1' and a message with a red envelope. This means that there is a new message. The number of new/unopened messages are boldly shaded with a red envelope in front of them. If you want to see all messages, click on 'Alle berichten' (All messages, see in orange at the bottom).



If there is no message in it, you cannot open DX this way and go to option B!

If you click on the message, you will immediately enter the Messages screen (*this screen will be explained later after option B*).



B. Start DialogXpert from 'Dossier zoeken' (finding file)

The screenshot shows a dashboard with several sections. A red circle highlights the 'Dossier zoeken' (Search dossier) section, which contains a search input field and a search button. Below the search bar is a checkbox labeled 'Ook op uit dienst getreden werknemers zoeken' (Also search for former employees). Other sections include 'Goedemiddag Dhr T. Testbedrijfsarts', 'Coronavirus' information, 'Organisatiestructuur', 'Recent geopende dossiers' (Recently opened dossiers), 'Agenda 5 maart', 'Ontvangen taken' (Received tasks), 'Acties' (Actions), and 'DialogXpert' messages.

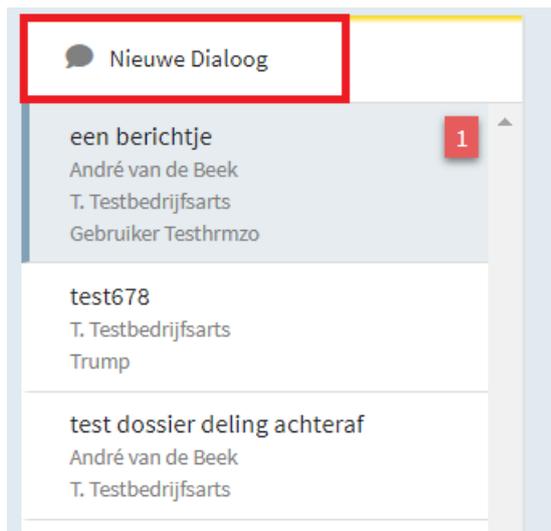
- You start by searching for the employee and then you click on this employee.

This close-up shows the search results for the query 'trump'. The search bar contains 'trump' and a search button. Below the search bar, a dropdown menu displays a list of search results. The first result is 'D Trump' with ID '121212', role 'Testwerkgever', and birth date '01-09-1948'. The search bar also has a close button (X).

After this, click on the tab 'Berichten' (Messages)

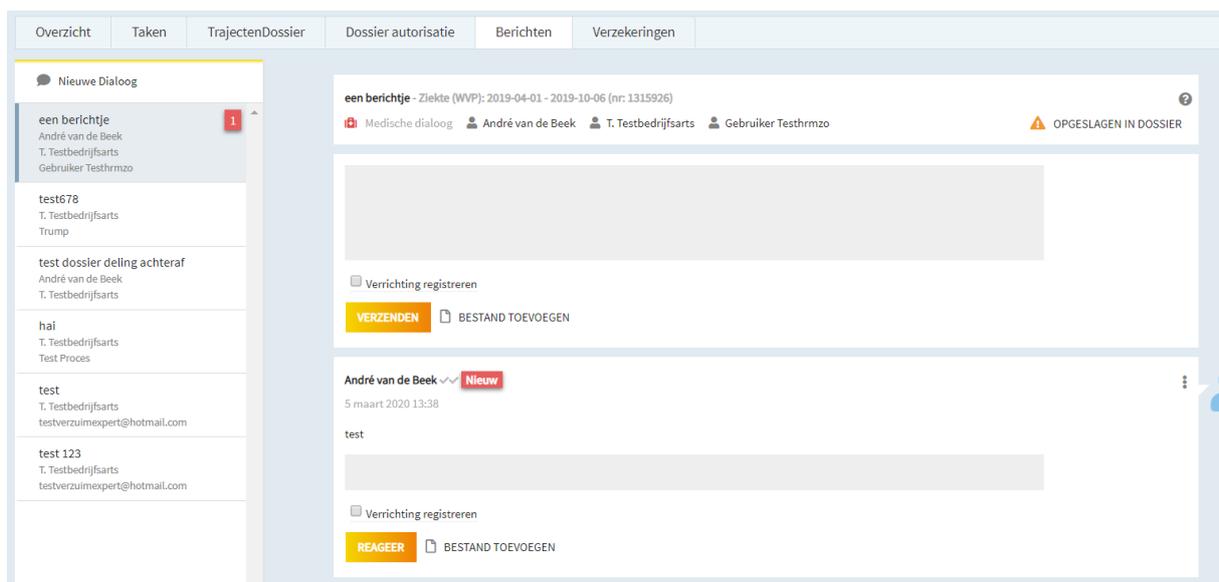
The screenshot shows the 'Dossier: Trump, D' page. The breadcrumb navigation is 'Rienks Groep > Testwerkgever > Afdeling X > Trump, D'. Below the breadcrumb is a navigation bar with tabs: 'Overzicht', 'Taken', 'TrajectenDossier', 'Dossier autorisatie', and 'Berichten'. The 'Berichten' tab is highlighted with a red box.

Then you enter the Dialogue screen. Then click on "Nieuwe Dialog" (New Dialogue) in the bar on the left.



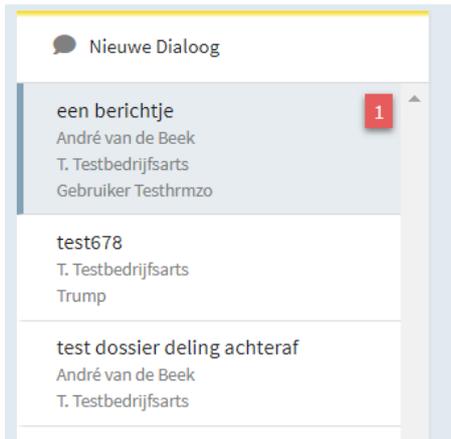
- A new dialogue screen opens. And on the right side you will also enter the message screen.

The Messages screen



A new message is denoted by the word “Nieuw” (New) (red block). You can write a comment in the same screen, but you can also address a new topic in the current conversation. In that case, use the text screen at the top.

On the left side of this Message screen you will see the column 'Nieuwe Dialoog' (New Dialogue), with all your messages (dialogs). These can be messages with employees, executives or professionals. Each message can have different participants. But these are only dialogues in which you as a participant or initiator are involved. DX works as an e-mail in this regard: if X sends an e-mail to Y, Z can never see this e-mail.



Starting a New Dialogue

Nieuwe dialoog

Onderwerp

Deelnemers ▼

+ NIEUWE DEELNEMER TOEVOEGEN

Bericht

ANNULEREN

To add participants, click on the slider/ arrow for participants. Here you can search for participants whose data is already in VX. Think of the employee, employer and a colleague.

With the “+ nieuwe deelnemer toevoegen” (+ add new participant) you can add an external third party. This can be any email address.

Nieuwe dialoog

Onderwerp

Deelnemers ▼

Bericht

Filter

Naam	E-mail	Intern / Extern
Huidige Werknemer		
Trump	vctest9@gmail.com	Extern
Contactpersoon		

ANNULEREN

Edit or close dialog

At the top of the Messages screen, you can edit and/or close the Dialog via the top right points (as long as it has not yet been opened by the recipient).

DialogoXpert - Ziekte (WVP): 2020-01-15 - Heden (nr: 1466816)

Medische dialoog André van de Beek T. Testbedrijfsarts

Dialogo bewerken

Dialogo sluiten

Bewerk dialoog

Onderwerp DialogoXpert

Deelnemers André van de Beek X T. Testbedrijfsarts (nvt@nvt.nl)

+ NIEUWE DEELNEMER TOEVOEGEN

Dialogo eigenaar T. Testbedrijfsarts

Delen Dialoog wordt gedeeld in het dossier

Medisch Dialoog bevat medische informatie

Traject Ziekte (WVP): 2020-01-15 - Heden (nr: 1466816)

ANNULEREN **BEWERK DIALOOG**

When you press on "Dialogo bewerken" (edit dialogue), you can add or remove participants as initiator of the dialogue and change the file registration and/or the process.

Edit or delete message

At the bottom of the screen, as the initiator of the message you can edit, delete or disable the ability to respond via the dots at the top right of a message (as long as it has not yet been opened by the recipient).

T. Testbedrijfsarts ✓

5 maart 2020 14:06

DX

Verrichting registreren

REAGEER **BESTAND TOEVOEGEN**

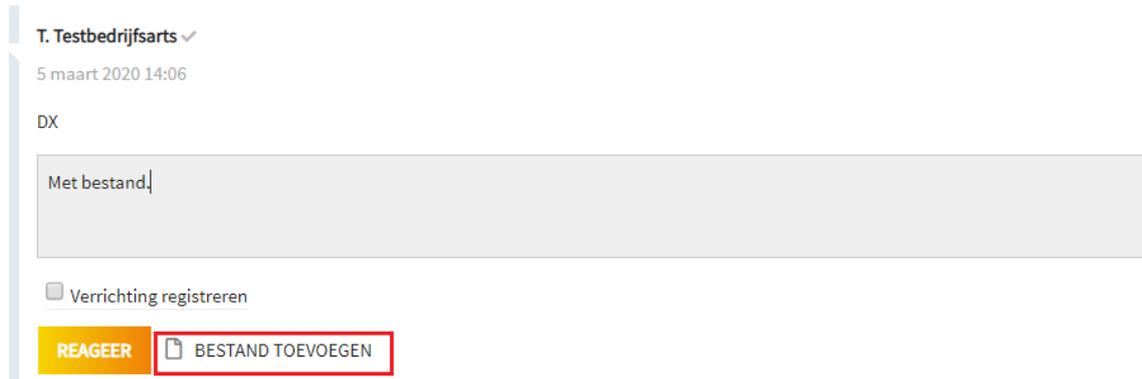
Bericht bewerken

Reageren uitzetten

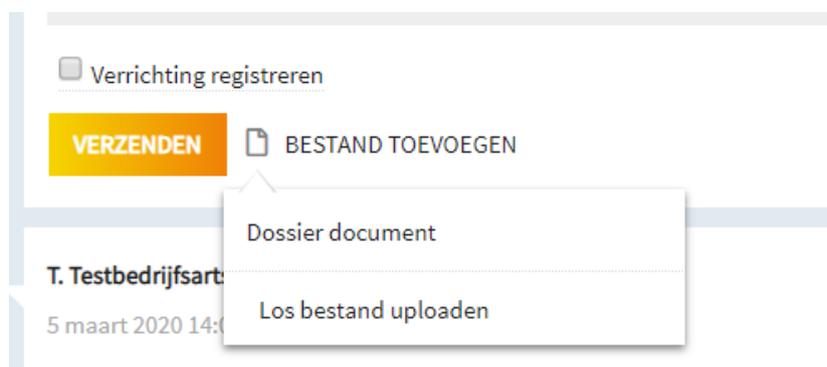
Bericht verwijderen voor iedereen

Sending documents

To send a document to the employee, you must send a message to the employee via the dialog screen and add the relevant file.



You can extract the file directly from VX without uploading or you can upload the file from your computer.



Spreekuurdocument selecteren						
Zoeken...						1 - 50 van 91
Naam	Concept	Versie	Traject	Type	Datum	
SpreekuurDocument						Aantal 83
Oproepbrief CM	Definitief	1	VerzuimExpert - Ziekte (WVP): 15-01-2020 - Heden (nr: 1466816)	VoortgangsDossier	5 mrt 2020	⋮
Begeleidend schrijven werknemer	Definitief	1	VerzuimExpert - Ziekte (WVP): 01-04-2019 - 06-10-2019 (nr: 1315926)	VoortgangsDossier	5 mrt 2020	⋮
RAD Terugkoppeling 1e SU arts	Definitief	1	VerzuimExpert - Ziekte (WVP): 01-04-2019 - 06-10-2019 (nr: 1315926)	VoortgangsDossier	5 mrt 2020	⋮

The employee and DX

As soon as an employee receives an initial message from DX, he is also asked to create an account for DX. With this account, all communication is now secured: with every message you send to this employee, he receives a message stating that a message is ready in his DX account.