

**Doe het zelf.
Handleiding
Promis**

Goed werken

You need effective tools to be able to perform your job well. That's the reason for this Promis manual. The manual teaches you all the ins & outs of our Absenteeism App. If you master Promis it will save you a great deal of time and you will always have a clear overview of your employees' deployability. You can also use Promis if you want to communicate with our absenteeism professionals quickly and efficiently. It provides you with peace of mind that the absenteeism file is always complete and that you comply with all the laws and regulations. We wish you every success and hope you enjoy working with Promis.

Absenteeism App Manual

Below you will find the manual for the Absenteeism App. The app can be used on a PC/laptop, tablet and mobile phone. The manual is structured so that you can run through all the actions step by step. If you have any questions or encounter any difficulties, please contact your absenteeism or business relationship manager by telephone, or send an e-mail to promisvragen@capability.nl

We hope you enjoy using the Absenteeism App!

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1. Logging in

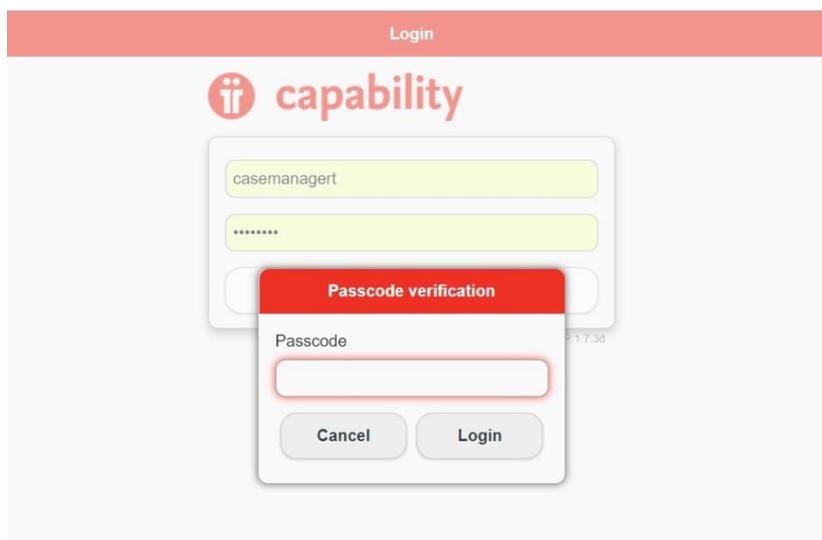
To log in to the Absenteeism App, go to: <https://capabilityapp.promis.nl> or select the option **Report absenteeism** on capability.nl.

Please note: The App works best with the Chrome browser. If you use Windows Internet Explorer or Windows Edge it may affect the apps functionality.



Enter your user name and password and click log in.

An e-mail containing a code is sent to the e-mail address you registered:
Enter this Passcode in the pop-up screen.



Blocked user

If you enter an incorrect password three times the user name will be blocked. You can request a new password using the reset button at the top left of the login screen.



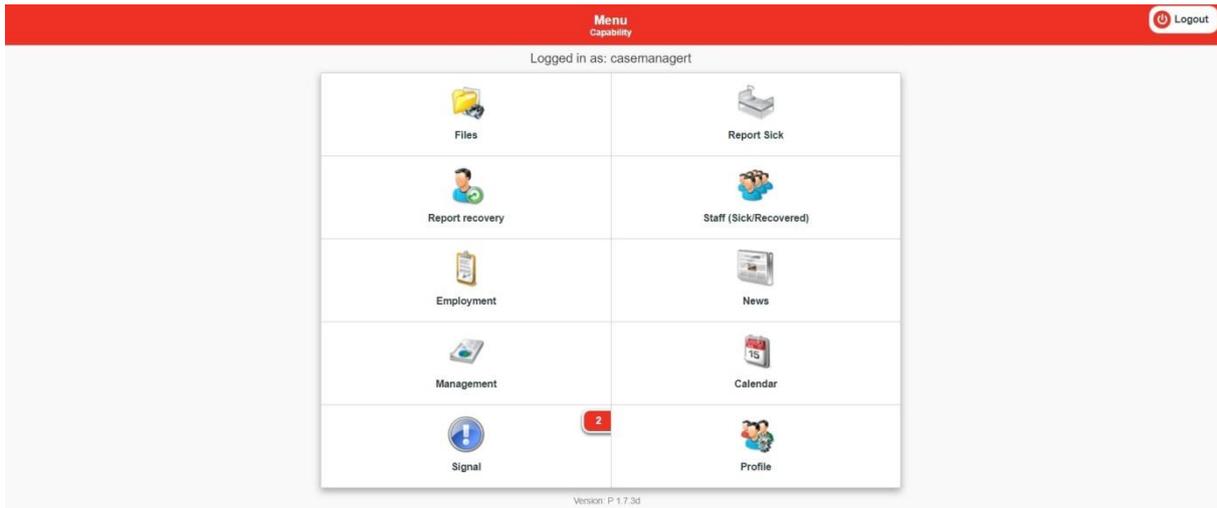
In the pop-up screen, enter your user name and e-mail address to which your passcode is sent. You will now receive an e-mail containing a temporary password. Enter the password in the login screen. In the next pop-up screen, enter your new password twice.

Please note: You cannot enter a telephone number because you receive the two-step verification by e-mail.

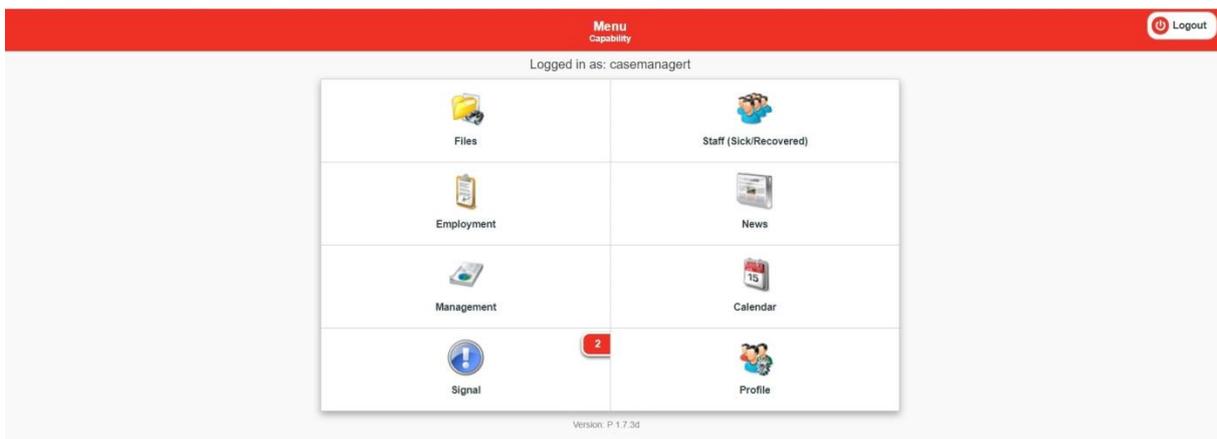
2. Main menu

The main menu in the Absenteeism App looks as follows:

Via the options in the main menu you can, among other things, manage your personnel file, submit reports on sick and recovered staff, consult files and generate absenteeism overviews. Once you have selected an option in the main menu, you can always return to the previous screen using the **Back** button at the top left, or return to the main menu using the **Menu** button at the top right.



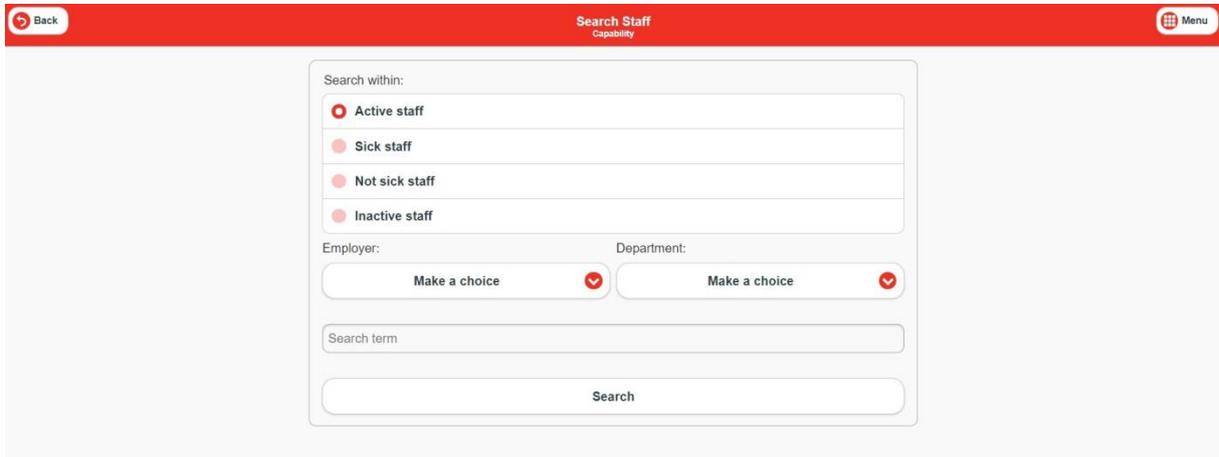
Please note: if you are an Aegon business partner, sick and recovered reports are submitted via the Aegon Verzuimsignaal 2 Portal (Aegon Absenteeism Alert 2 Portal). In this case the **Staff (Sick/Recovered)** options do not appear in the main menu.



3. Staff

You can use the **Staff (Sick/Recovered)** to search for your employees, change master data, report employees that have joined or left the company, and report that employees have recovered.

To consult employee overview, click **Staff (Sick/Recovered)** and you will see the following screen:



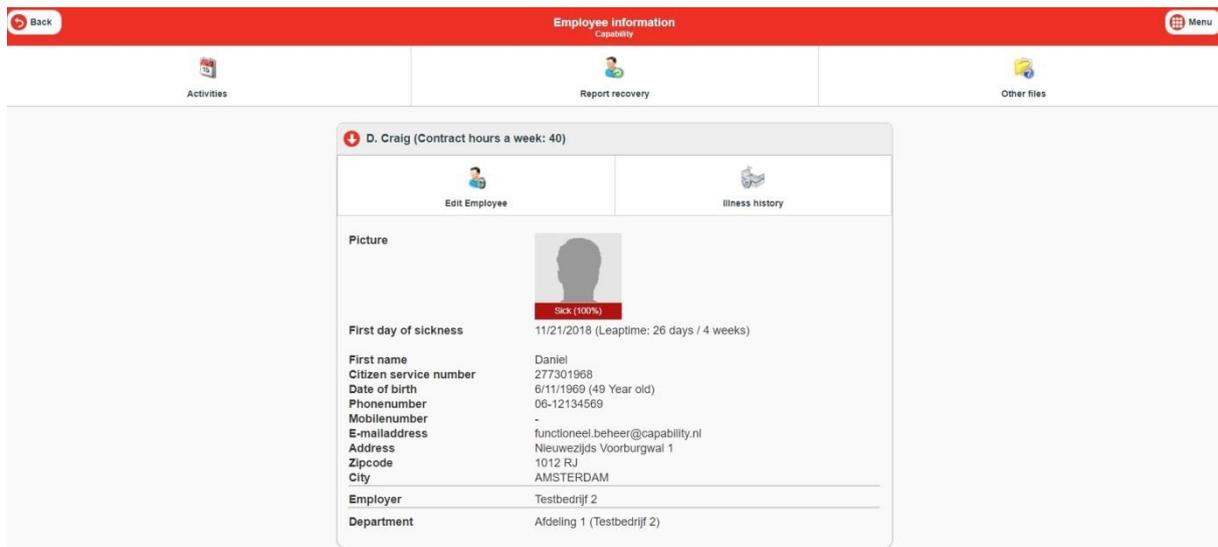
You can search employees using the following filters:

- Active staff
- Sick staff
- Not sick staff
- Inactive staff

If you are searching for one specific employee, you can do so by entering his or her name in the search bar. If you want to select a group of employees (such as those that are sick/have left the company), you can use the filters mentioned above. If you are a Case Manager of multiple firms and/or departments, you can also make a selection on that basis.

Now click the **Search** button. A list of employees is displayed.

When you click an employee, the following screen appears:



Now you can view the activities performed in this file, change the employees details, report that an employee has recovered or consult an employees absenteeism history.

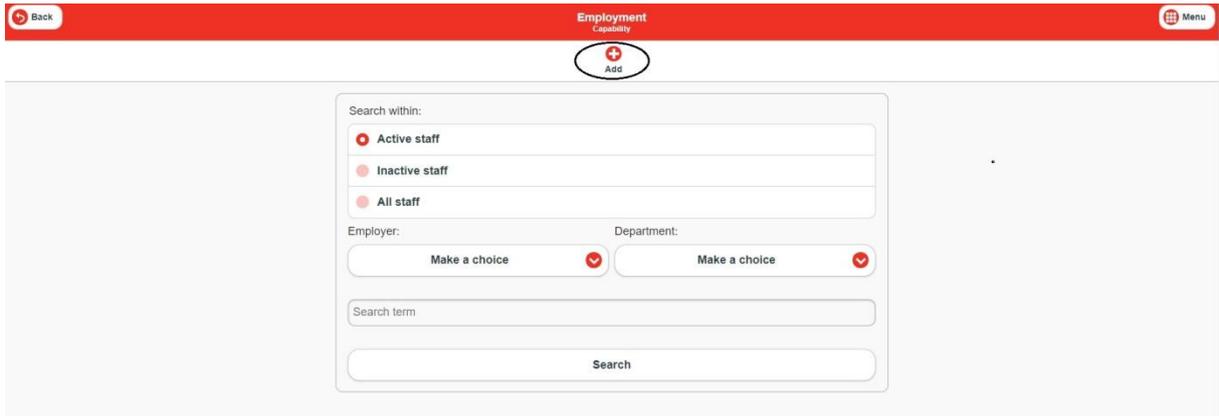
Please note: If you want to add employees, you can do so in the main menu using the option **Employment**. Also see Chapter 4.

4. Employment

You can use the **Employment** option in the main menu to manage employee employment contracts. You can add new employees, change employment contracts and report employees that have left the company.

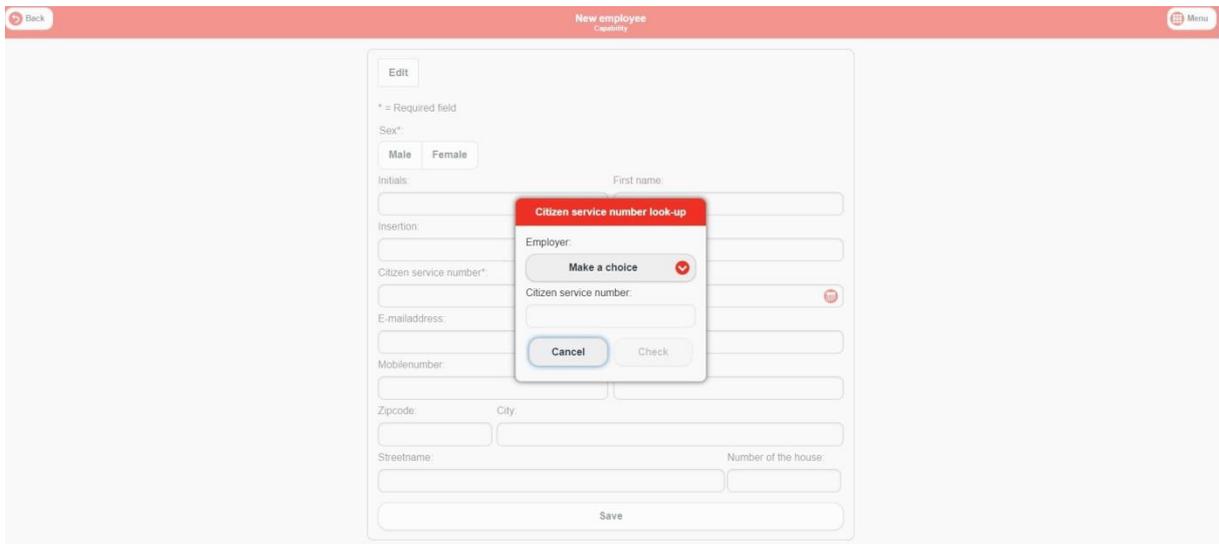
Adding an employee

To add employees, use the plus sign (+ Add) top centre of the screen:



The screenshot shows the 'Employment' screen with a red header bar containing 'Back', 'Employment', and 'Menu' buttons. A central '+ Add' button is circled. Below it is a search filter section with 'Search within:' and three radio buttons: 'Active staff' (selected), 'Inactive staff', and 'All staff'. There are also 'Employer:' and 'Department:' dropdown menus, both with 'Make a choice' text and a red checkmark icon. A 'Search term' input field and a 'Search' button are at the bottom.

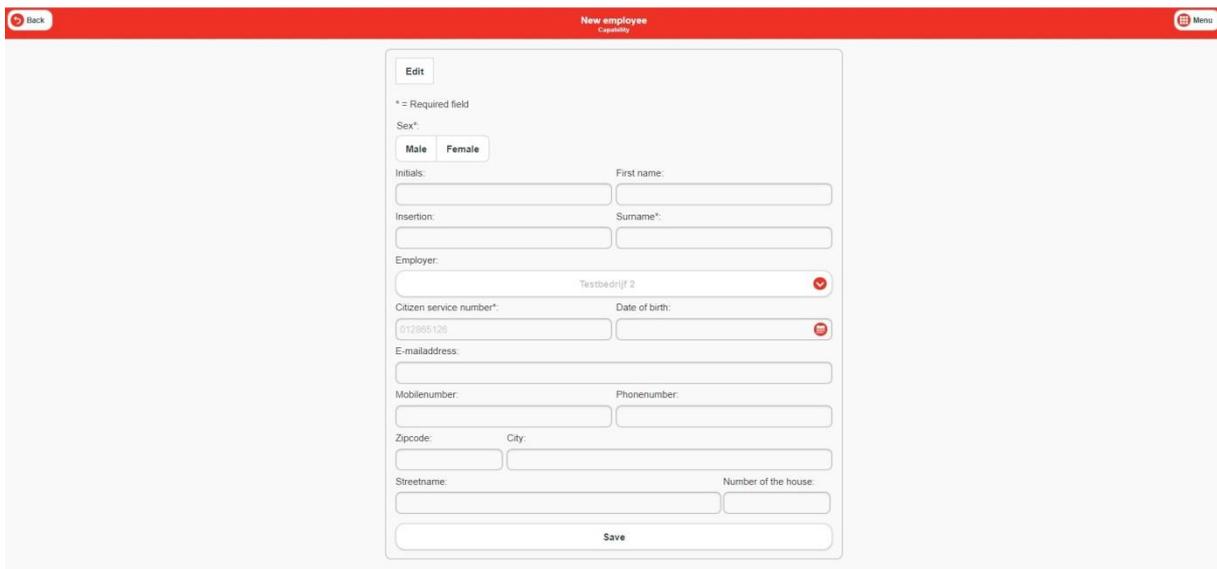
Add a new employment contract by entering the new employees BSN number:



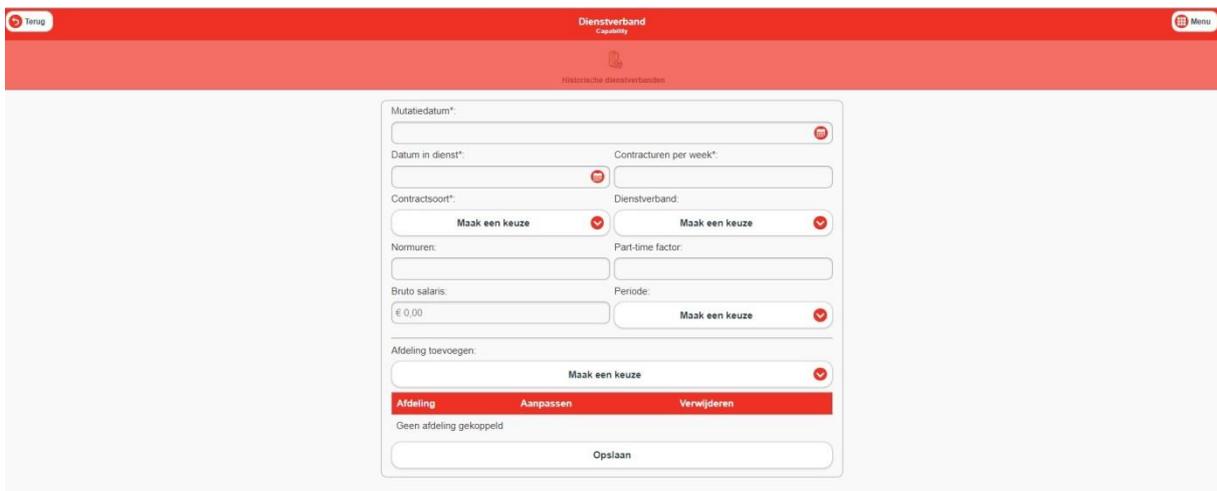
The screenshot shows the 'New employee' form with a red header bar containing 'Back', 'New employee', and 'Menu' buttons. The form has an 'Edit' button and a legend '* = Required field'. Fields include 'Sex*' (Male/Female), 'Initials', 'First name', 'Insertion', 'Citizen service number*' (with a red checkmark icon), 'E-mailaddress', 'Mobilenumber', 'Zipcode', 'City', 'Streetname', and 'Number of the house'. A 'Save' button is at the bottom. A 'Citizen service number look-up' dialog box is open, showing an 'Employer:' dropdown with 'Make a choice' and a red checkmark icon, and a 'Citizen service number:' input field. 'Cancel' and 'Check' buttons are at the bottom of the dialog.

Under **Employer: Make a choice** select the company in which the new employee must be registered. Now enter the BSN (social security) number. The **Check** button checks whether the BSN number entered is valid.

Enter the other employee details on the next screen.



Fields with an asterisk (*) are compulsory. It is recommended that you also complete the fields that are not compulsory so that all the details provide a comprehensive overview. When you click **Save**, you first get a message notifying you that the form has been sent successfully. Afterwards, you see the following screen:



Enter the employment details on this screen. The subsequent screens are compulsory:

Date of the change: When you add a **new** employee, the date of the change is the same as the date the employee joined the company.

Date the employee joined the company: Date on which the employment contract started.

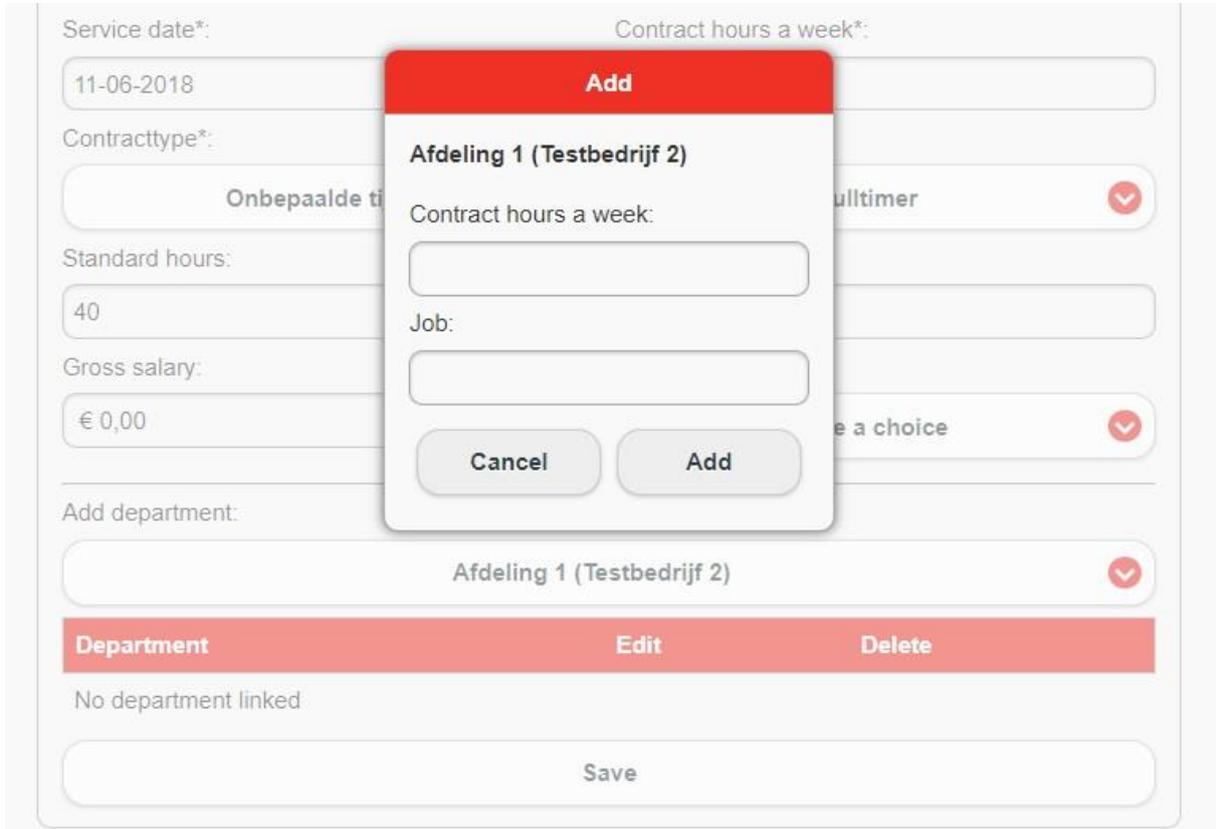
Contract hours per week: Number of hours the employee works

Standard hours: The number of hours that are standard in the company (such as 40 hours or 36 hours)

Type of contract: Type of employment contract

To change an employment contract for an **existing** employee, please see the section on **Changing an employment contract**.

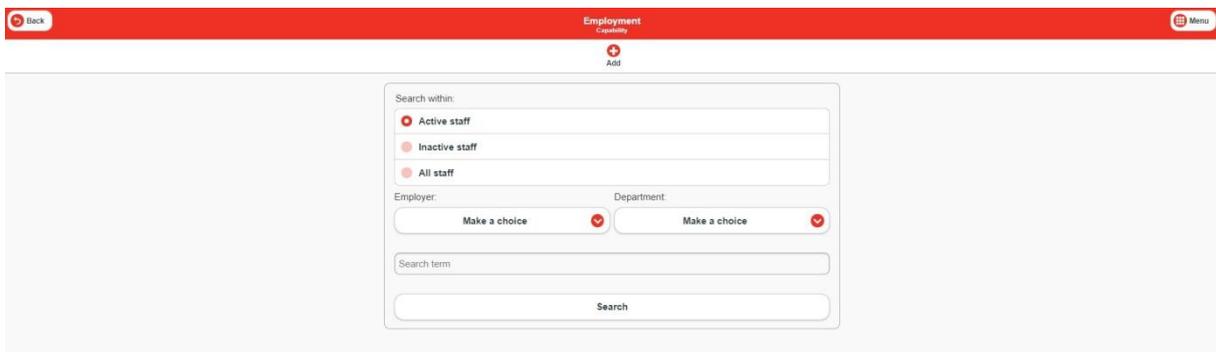
If different departments are defined in the company you can select the department in which you want to register the employee using **Add department**. When doing so, please make sure the number of contract hours correspond to the previously entered number of contract hours per week. You can also add a job description, but this is not compulsory.



If you click the **Add** and then the **Save** buttons, you first get a message notifying you that the form has been sent successfully. You now see the search screen again.

Changing employee details

You can change an employees details by first searching for the employee concerned in the Employment search screen.



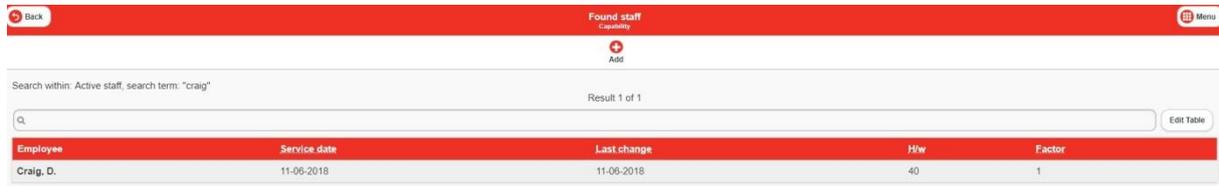
You can search for employees under active, inactive and all employees.

- Active staff are those currently working for the company.

- Inactive staff are those that have left the company.
- All staff displays an overview of both active and inactive employees.

Select the employer, a department (if applicable) and/or enter the name of the employee under **Search term** and click **Search**.

The following screen displays your search results.

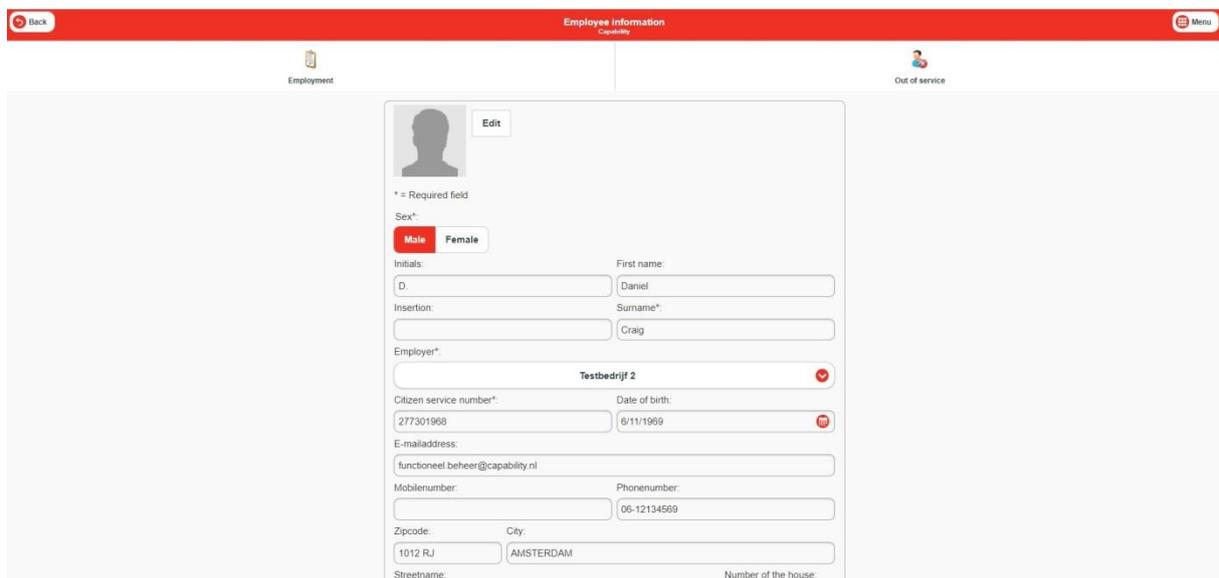


Found staff
Capability

Search within: Active staff, search term: "craig" Result 1 of 1

Employee	Service date	Last change	H/w	Factor
Craig, D.	11-06-2018	11-06-2018	40	1

Click the name of the employee whose details you want to change. Now you see the following screen:



Employee Information
Capability

Employment Out of service

Edit

* = Required field

Sex*: Male Female

Initials: First name:

Insertion: Surname*:

Employer*:

Citizen service number*: Date of birth:

E-mailaddress:

Mobilenummer: Phonenummer:

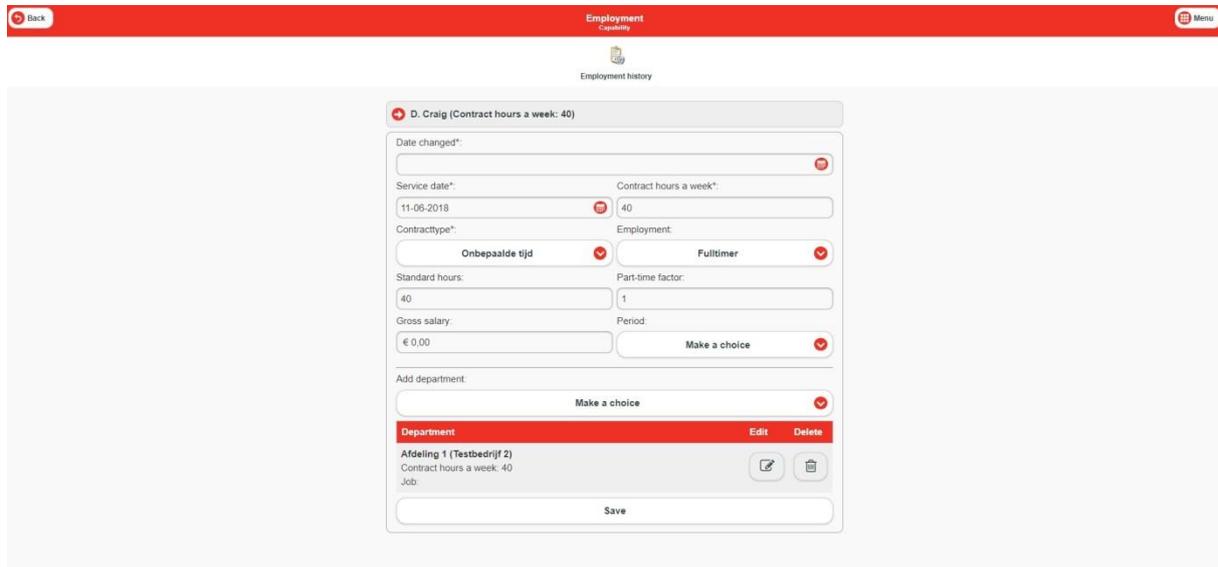
Zipcode: City:

Streetname: Number of the house:

Here you can change the general details related to the employee, as well as change the employment contract if you click the **Employment** button (top left) or report that the employee has left the company by clicking the **Out of service** button (top right). Both options are explained below.

Changing the employment contract

Click the **Employment** button and the following screen is displayed:



This screen also features a number of compulsory fields:

Date changed: This is the date on which the new employment contract enters into force.

Service date: This is the date on which the new employment contract enters into force.

Contract hours a week: Number of hours the employee works

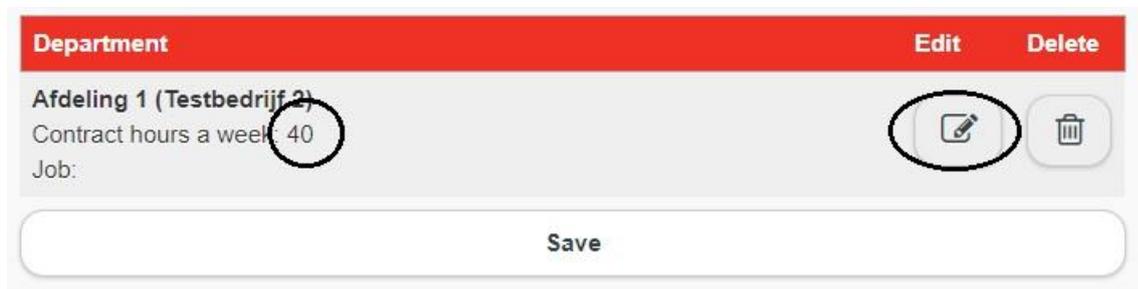
Standard hours: The number of hours that are standard in the company (such as 40 hours or 36 hours)

Type of contract: Type of employment contract

N.B.: If you change the number of hours per week, the part-time factor is automatically adjusted. The part-time factor is derived from the number of standard hours that applies at your company.

At the bottom of the screen you can change or delete the department where the employee works. Please note: If the hours change, the number of hours must also be changed for the department.

Once you have filled in and saved all the fields, click **Save**.



Reporting that an employee has left the company

When you click the **Out of service** button, the following screen is displayed:

A screenshot of a web application interface. At the top, a red navigation bar contains a 'Back' button on the left and a 'Menu' button on the right. The main content area has a light gray background. A white form is centered, titled 'Out of service' with a small 'Employee' label below it. The form contains a header for 'D. Craig (Contract hours a week: 40)'. Below this is a 'Date out of service:' label followed by a text input field containing '12/31/2018'. To the right of the input field is a red calendar icon. At the bottom of the form is a 'Save' button.

Enter the date the employee left the company by clicking the red calendar icon, selecting the applicable date and clicking **Save**. The employee has now been reported as having left the company.

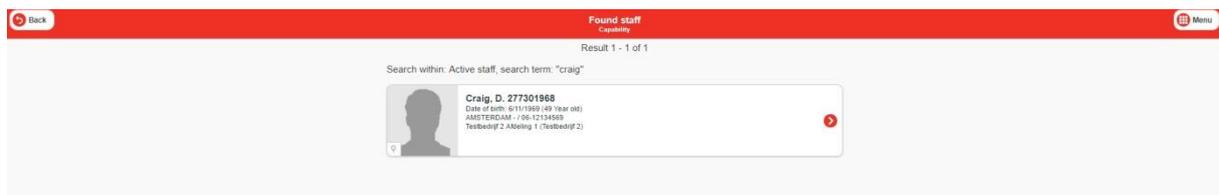
Employees that are reported as having left the company can be found under **Inactive staff** in **Employment**. In this section they can be easily activated again and reported as having rejoined the company.

5. Absenteeism reports

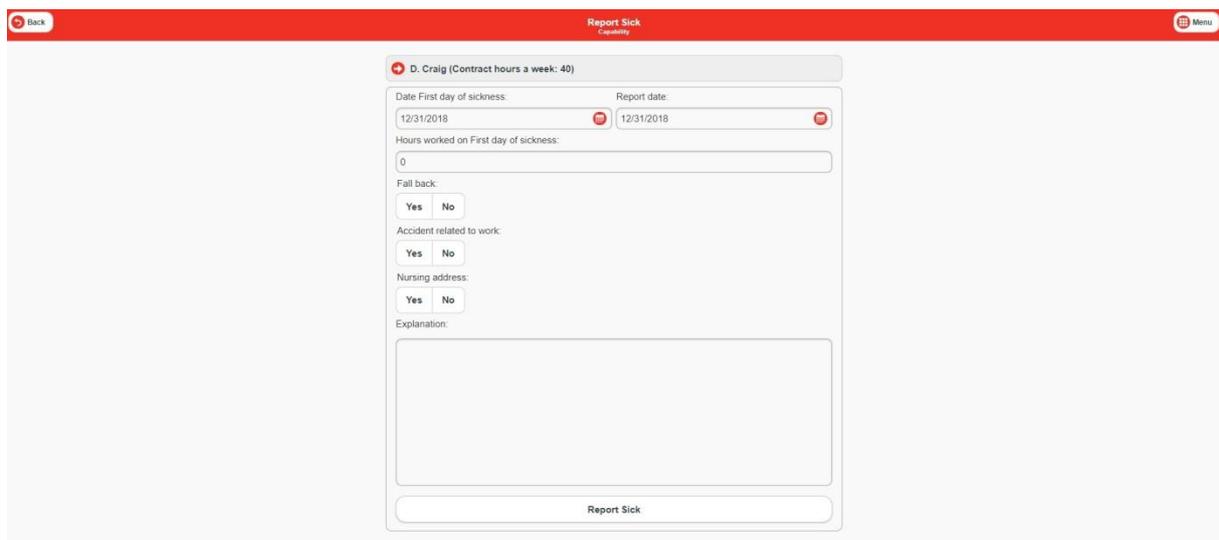
You can report an employee as being sick using the **Report sick** button in the main menu. There are several ways to select an employee:

- By entering the name of the employee concerned as the search term
- If you have several companies and/or departments, by making a selection on this basis
- By clicking search directly, to view an overview of all your employees; scroll through the overview to find the employee concerned

Promis then displays the employees that fulfil the search criterion.



Now click the employee you want to report as being sick. The following screen is displayed:



Enter the following details:

- Date of the first day on which the employee is sick
- Report date
- Hours worked on the first day he/she was sick (if the employee went home during the day)
- Whether a Fall back situation applies
- Whether an occupational accident occurred
- Whether there is an address where the employee is receiving treatment

It is also possible to add comments.

Please note: you may not include any medical/personal information in the comments.

Now click the **Report Sick** button.

You have now reported your employee as being sick. A file has been created.

You can go back to the start page by clicking the **Menu** button at the top right of the screen.

6. Report that an employee has recovered

You can report an employee as being recovered using the **Report recovery** button in the main menu.

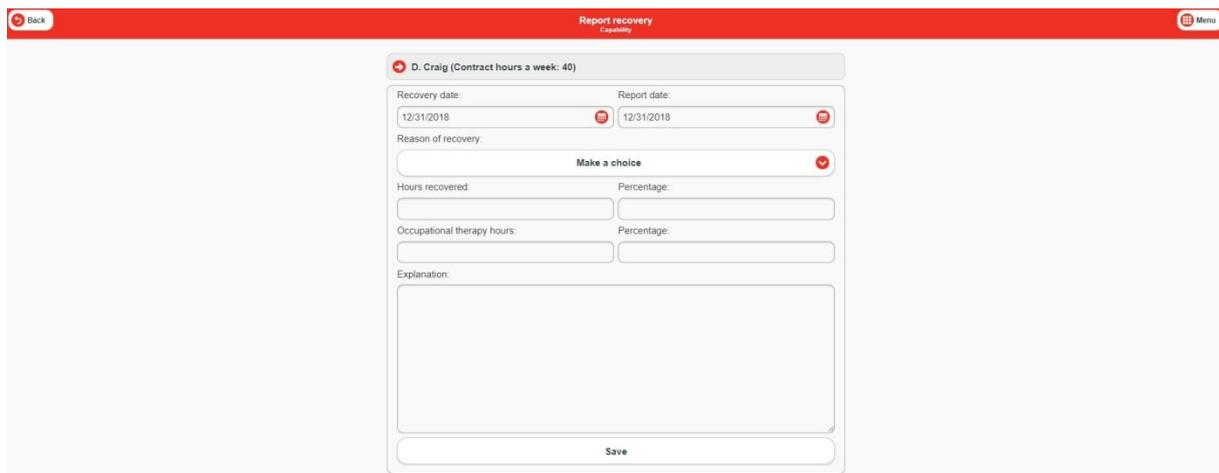
There are several ways to select an employee:

- By entering the name of the employee concerned as the search term
- If you have several companies and/or departments, by making a selection on this basis
- By clicking search directly, to view an overview of all your employees; scroll through the overview to find the employee concerned

Promis then displays the employees that fulfil the search criterion.

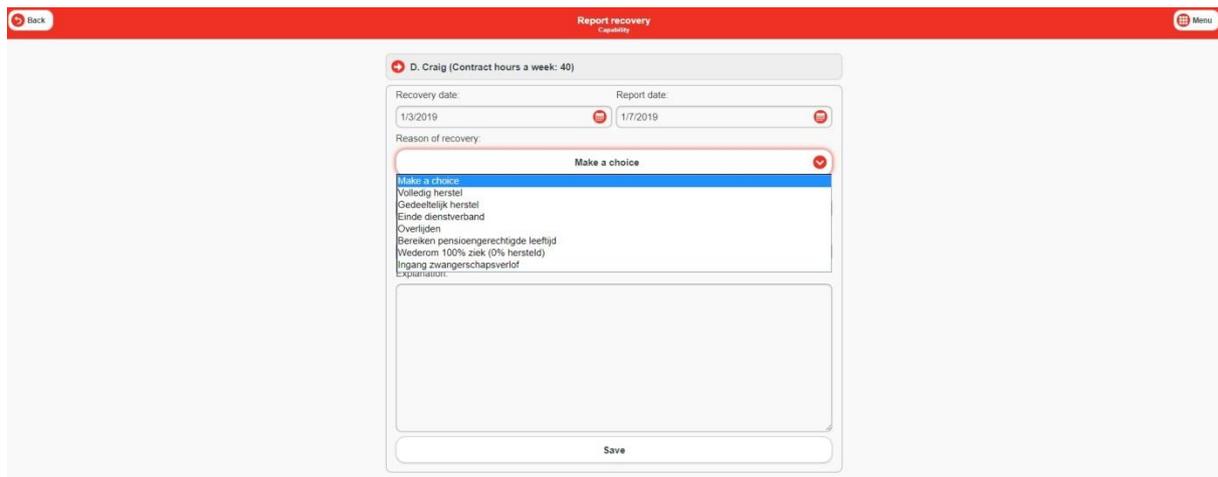


Now click the employee you want to report as being recovered. The following screen is displayed:



Enter the applicable date for Recovery date and Report date.

Then select **Reason of recovery**.



You can choose from the following reasons:

- Full recovery
- Partial recovery
- Termination of employment contract
- Deceased
- Reached retirement age
- 100% sick again (0% recovered)
- Start of maternity leave

All reasons apart from Partial recovery are considered as full recovery.

If the employee is fully recovered, the **Hours recovered:** and **Percentage:** fields are filled in automatically. They cannot be changed. Add comments if applicable and click **Save**.

Please note: you may not include any medical information in the comments.

Partial recovery

If the employee is partially recovered, enter the number of hours for which the employee is going to resume work for **Hours recovered**. The corresponding Percentage is calculated (based on the number of standard hours worked) and filled in automatically. It is not possible to enter the percentage yourself.

The **Occupational therapy hours** field represents the number of hours your employee works on an Occupational-Therapeutic basis. They can be filled in the same way.

Add comments if applicable and click **Save**.

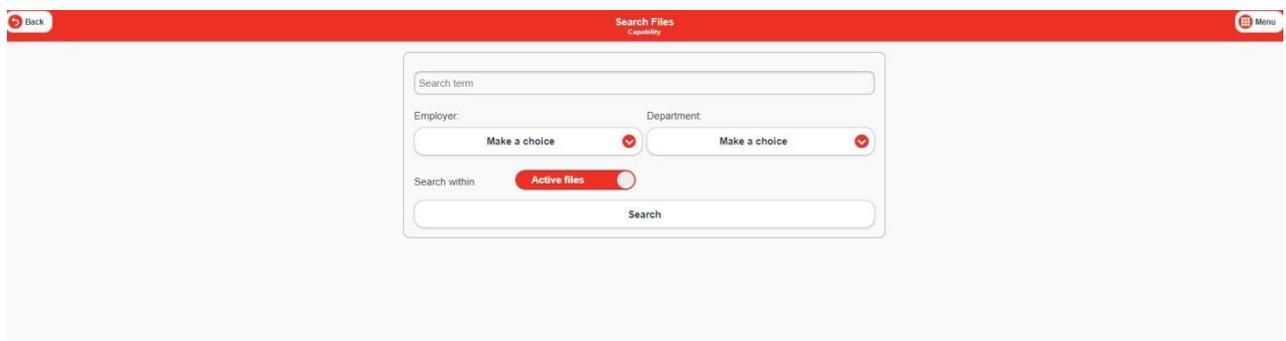
Please note: you may not include any medical information in the comments.

7. Files

Under the **Files** button you will find the absenteeism files related to your sick employees. The files include information about the follow-up of the case of absenteeism due to illness. They also include documents the Absenteeism Manager has compiled and those that may or may not require action by the Case Manager.

Click the **Files** button. Enter the name of the sick employee for the Search term. If you are a Case Manager of multiple firms and/or departments, you can also make a selection on this basis.

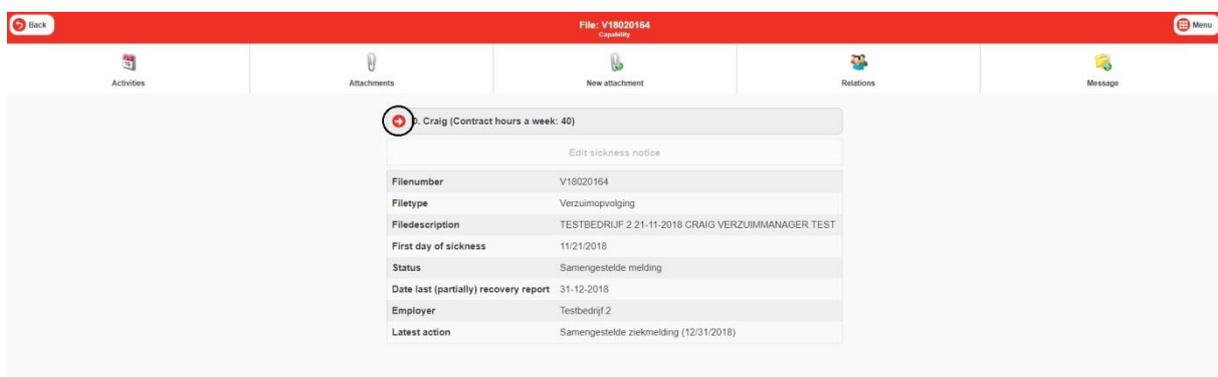
If you want to consult inactive files as well you can search for the employee under All files. You can do so by sliding the Active files button to the left.



The screenshot shows the 'Search Files' interface. At the top, there is a red header with 'Back' on the left and 'Menu' on the right. The main content area contains a search form with the following elements:

- A 'Search term' input field.
- 'Employer:' and 'Department:' labels, each followed by a 'Make a choice' dropdown menu.
- A 'Search within' section with a radio button for 'Active files' (which is currently selected).
- A 'Search' input field at the bottom.

The following screen appears:

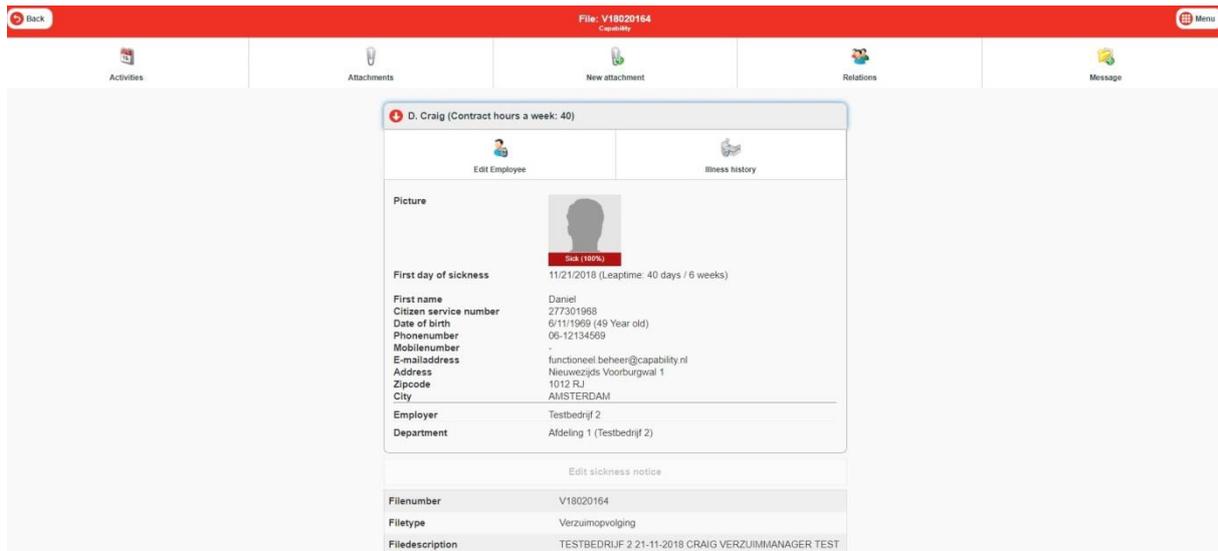


The screenshot shows the 'File: V18020164' details screen. At the top, there is a red header with 'Back' on the left and 'Menu' on the right. Below the header, there are five navigation tabs: 'Activities', 'Attachments', 'New attachment', 'Relations', and 'Message'. The main content area displays the following information:

- A red arrow icon next to the employee name: 'Craig (Contract hours a week: 40)'. A red circle highlights this icon.
- An 'Edit sickness notice' link.
- A table with the following data:

Filenumber	V18020164
Filetype	Verzuimopvolging
Filedescription	TESTBEDRIJF 2 21-11-2018 CRAIG VERZUIMMANAGER TEST
First day of sickness	11/21/2018
Status	Samengestelde melding
Date last (partially) recovery report	31-12-2018
Employer	Testbedrijf 2
Latest action	Samengestelde ziekmelding (12/31/2018)

Clicking the red arrow to the right, on the left of the employees name, directs you to the following screen.



On the screen displaying the employee information there are a number of options to choose from:

- **Edit Employee:** change the master data related to the employee
- **Illness history:** overview of the absenteeism reports related to the employee concerned.

You can choose from the following options at the top of the screen:

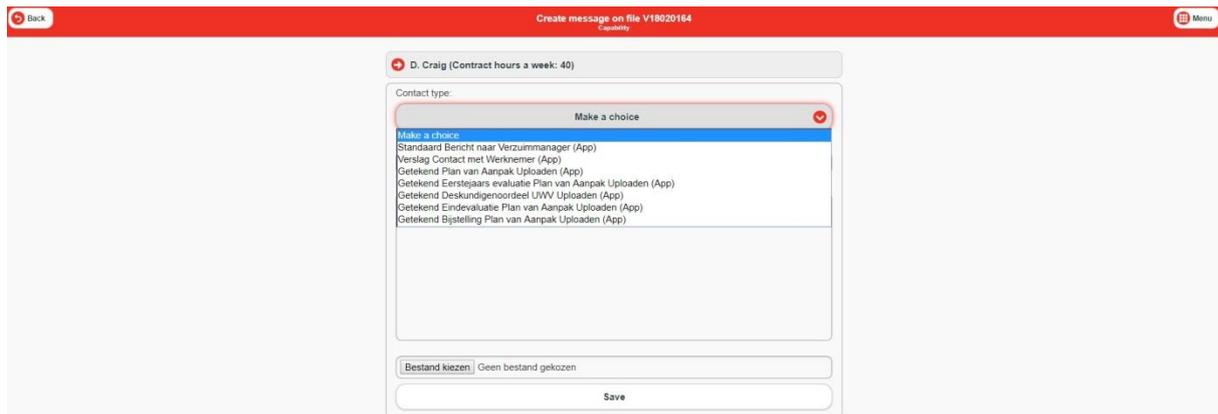
- **Activities:** Here you can see which activities have already been carried out for the file. **Compact mode** provides a concise overview of the case of absenteeism due to illness. **Read mode** opens all sections in the **Compact mode**, so that you can read the text in full. Activities preceded by a red arrow are new and require action to be taken. If new activities are performed by the Absenteeism Manager an **Signal** is also generated, an alert in the main menu that something is waiting for you (see also Chapter 10).
- **Attachments:** here you will find all the documents related to the case of absenteeism due to illness. If the button is red, the file does not (yet) contain any appendixes. Click the appendix to view the document concerned.
- **New attachment:** here you will find templates of documents that may have to be completed during the case of absenteeism due to illness. These templates need to be downloaded.
- ➔ **Please note:** this option is barely used in practice. If a particular document must be completed, the Absenteeism Manager ensures that a partially completed document is ready for you in Promis. You will also receive a message informing you of this in the app.
- **Relations:** here you will find your employer, employee and Case Manager. If you have downloaded the app to your phone you can call the Absenteeism Manager directly using this button. In **Employer** you can also click **Maps:** the app then opens Google maps.
- **Message:** here you can exchange messages with the Absenteeism Manager. The **Message** option is explained in the next paragraph.

Exchanging messages with the Absenteeism Manager

The **Messages** option is the best way to communicate with your Absenteeism Manager.



After selecting this option the following screen appears. For the **Contact Type** **Make a selection** you have a number of messages from which to choose. They are discussed below.



The Message function generally works as follows:

At the top of the screen, in the red bar, is the file number (Vxxxxxxx) in which the message is created. Underneath in the box is the name of the employee concerned. If you click the red arrow next to the name, a screen opens in which the employees details are displayed. Here you also have the option to change the master data.

In **Contact Type** now select the type of message you want to create. Select the date and time, then type the message. For **Select file** you can upload a file and add it to the message if you want.

You can create the following messages:

- Standard Message to the Absenteeism Manager (App)
- Employee Contact Report (App)
- Upload a Signed Plan of Action (App)
- Upload a Signed First-Year Evaluation Plan of Action (App)
- Upload a Deskundigenoordeel UWV
- Upload a Signed Final Evaluation Plan of Action (App)
- Upload a Signed Revised Plan of Action (App)

Click **Save** and the message is sent to the Absenteeism Manager. The message can also be found in the Activities section of the file concerned.

8. Management

Via the Management button you can print an overview of absenteeism cases required for your administration or, for example, for your insurer. When you click the button, the following overview is displayed:

Extern	
Verzuimoverzicht t.b.v. werkgever	
Verzuimoverzicht t.b.v. inkomensverzekeraar	
Verzuimstatistieken	

Due to some technical issues the reports are not yet available in English.

The translation is as follows:

Verzuimoverzicht t.b.v werkgever = Employer overview of absenteeism cases

Verzuimoverzicht t.b.v. inkomensverzekeraar = Income protection insurer overview of absenteeism cases

Verzuimstatistieken = Absenteeism statistics

As soon as you click one of the choices mentioned above, a new login screen is displayed.

Logging in to the reports server

An extra login is required in order to generate reports.

Please note: this login requires different login details!

If you are not yet logged into Promis, first log in with your user name, password and passcode.

After selecting **Management** from the main menu and selecting the desired report, the following screen will be displayed. Enter the following details:

User name: Promis\capamis

Password: Welkom2015!

Inloggen

http://reportserver.promis.nl

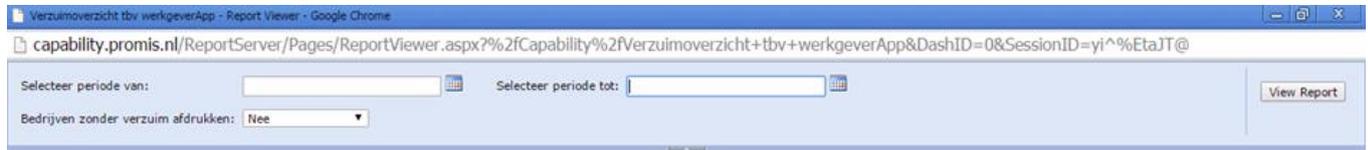
Je verbinding met deze site is niet privé

Gebruikersnaam

Wachtwoord

Employer overview of absenteeism cases

If you want to generate an overview for your administration, click Employer overview of absenteeism cases.

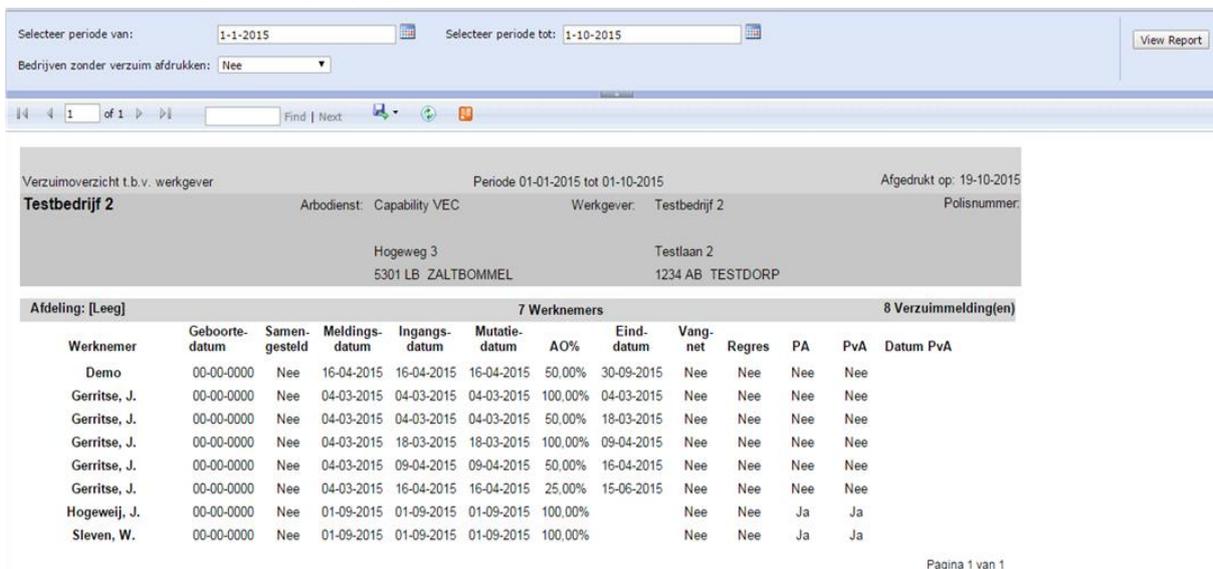


You can now indicate the period for which you want to view the absenteeism details.

For example: 01-01-2015 to 01-10-2015.

Select **Yes** or **No** for **Print companies with no absenteeism** and then click **View Report** on the right-hand side of the screen.

A new screen opens displaying the overview.



Verzuimoverzicht t.b.v. werkgever		Periode 01-01-2015 tot 01-10-2015										Afgedrukt op: 19-10-2015
Testbedrijf 2		Arbodienst: Capability VEC					Werkgever: Testbedrijf 2					Polisnummer:
		Hogeweg 3 5301 LB ZALTBOMMEL					Testlaan 2 1234 AB TESTDORP					
Afdeling: [Leeg]		7 Werknemers							8 Verzuimmelding(en)			
Werknemer	Geboorte-datum	Samen-gesteld	Meldings-datum	Ingangs-datum	Mutatie-datum	AO%	Eind-datum	Vang-net	Regres	PA	PvA	Datum PvA
Demo	00-00-0000	Nee	16-04-2015	16-04-2015	16-04-2015	50,00%	30-09-2015	Nee	Nee	Nee	Nee	Nee
Gerritse, J.	00-00-0000	Nee	04-03-2015	04-03-2015	04-03-2015	100,00%	04-03-2015	Nee	Nee	Nee	Nee	Nee
Gerritse, J.	00-00-0000	Nee	04-03-2015	04-03-2015	04-03-2015	50,00%	18-03-2015	Nee	Nee	Nee	Nee	Nee
Gerritse, J.	00-00-0000	Nee	04-03-2015	18-03-2015	18-03-2015	100,00%	09-04-2015	Nee	Nee	Nee	Nee	Nee
Gerritse, J.	00-00-0000	Nee	04-03-2015	09-04-2015	09-04-2015	50,00%	16-04-2015	Nee	Nee	Nee	Nee	Nee
Gerritse, J.	00-00-0000	Nee	04-03-2015	16-04-2015	16-04-2015	25,00%	15-06-2015	Nee	Nee	Nee	Nee	Nee
Hogewei, J.	00-00-0000	Nee	01-09-2015	01-09-2015	01-09-2015	100,00%		Nee	Nee	Ja	Ja	
Steven, W.	00-00-0000	Nee	01-09-2015	01-09-2015	01-09-2015	100,00%		Nee	Nee	Ja	Ja	

Pagina 1 van 1

A test company has been created with fictive people as an example.

In the overview you now see the employees that reported in sick during the period you selected. There are a number of important matters here:

- Date of birth
- Combined
- Report date
- Start date
- Date of the change
- AO% (Incapacity for work %)
- End date
- Fall back
- Recourse
- PA
- POA
- POA date

The date of birth is self-explanatory. The other elements are explained below.

Combined: You can choose between yes/no. If an employee is absent again due to illness within 28 days of his/her recovery date the absenteeism periods are combined. This means there is one absenteeism due to illness case file, regardless of the reasons for the case of absenteeism.

Report date: This is the date on which the illness was reported in the absenteeism system.

Start date: This is the date of the first day on which the employee was sick.

Date of the change: This is the date on which a change, such as a partial recovery report was implemented.

AO (Incapacity for work) %: This is the incapacity for work percentage linked to the date of the change.

End date: This is the date on which the case of absenteeism due to illness was closed.

Fall back: You can choose between yes/no. When your employee calls in sick, in some situations the Sickness Benefits Act applies as a safety net; illness due to pregnancy or giving birth, illness due to organ donation, the employee has a no-risk policy, the employee falls under the compensation rule and is sick.

Recourse: You can choose between yes/no. There is a case of recourse if the absence is caused by a third party.

PA: You can choose between yes/no. Is there a problem analysis in the case of absenteeism due to illness file?

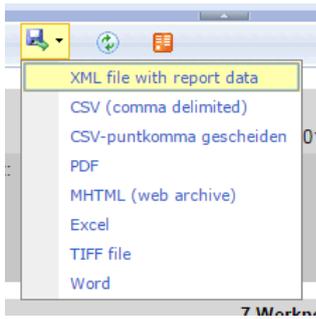
POA: You can choose between yes/no. Is there a plan of action in the absenteeism due to illness file?

POA date: This is the date on which the plan of action was compiled.

You can now choose to export the overview in different files.
To save the overview, go to the blue diskette with the green arrow



Now you can export the overview and save it in the programme of your choice.



The exported document now appears in your computers toolbar. You can open or save the document.



The spherical icon with two green arrows means refresh. It deletes all the options and you can make new a selection for the overview you want to view.



There is an orange icon as well. This icon also allows you to export the data to the programme of your choice.

Income protection insurer overview of absenteeism cases

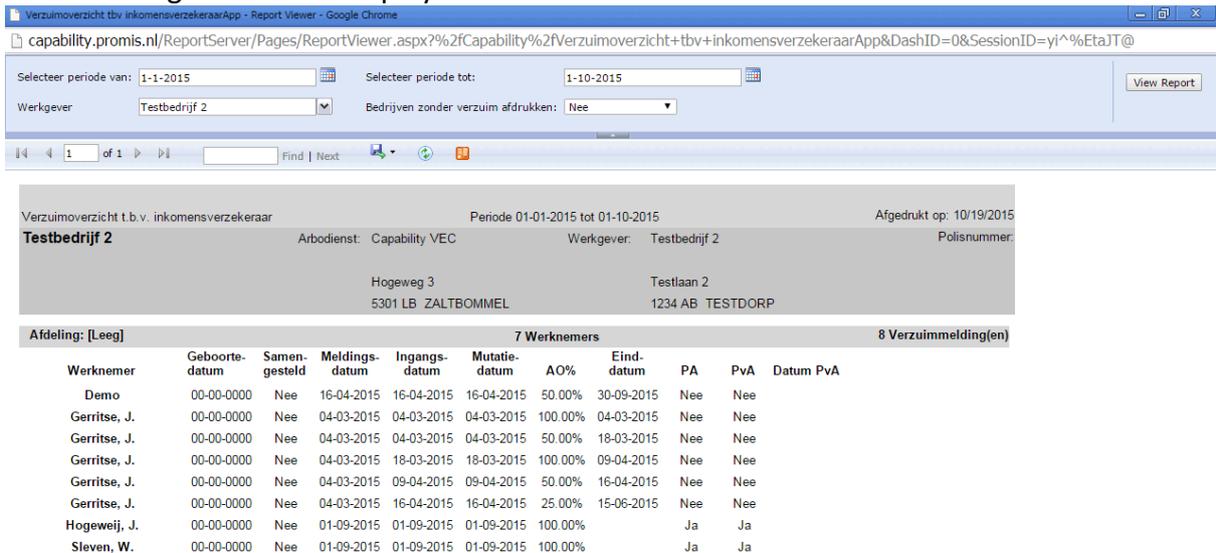
Insurers often request overviews of absenteeism cases. They use them to assess the cost of claims. You can easily print this overview from the system.

You can select the period you want to display in the overview.

You can indicate the companies you want to have displayed in the overview, if applicable.

Select View Report.

The following overview is displayed:



Verzuimoverzicht t.b.v. inkomensverzekeraarApp - Report Viewer - Google Chrome

capability.promis.nl/ReportServer/Pages/ReportViewer.aspx?%2fCapability%2fVerzuimoverzicht+tbv+inkomensverzekeraarApp&DashID=0&SessionID=yi^%EtaJT@

Selecteer periode van: 1-1-2015 Selecteer periode tot: 1-10-2015

Werkgever: Testbedrijf 2 Bedrijven zonder verzuim afdrucken: Nee

Verzuimoverzicht t.b.v. inkomensverzekeraar Periode 01-01-2015 tot 01-10-2015 Afgedrukt op: 10/19/2015

Testbedrijf 2 Arbo dienst: Capability VEC Werkgever: Testbedrijf 2 Polisnummer:

Hogeweg 3 Testlaan 2
5301 LB ZALTBOMMEL 1234 AB TESTDORP

Afdeling: [Leeg]	7 Werknemers							8 Verzuimmelding(en)		
Werknemer	Geboorte-datum	Samen-gesteld	Meldings-datum	Ingangs-datum	Mutatie-datum	AO%	Eind-datum	PA	PvA	Datum PvA
Demo	00-00-0000	Nee	16-04-2015	16-04-2015	16-04-2015	50.00%	30-09-2015	Nee	Nee	
Gerritse, J.	00-00-0000	Nee	04-03-2015	04-03-2015	04-03-2015	100.00%	04-03-2015	Nee	Nee	
Gerritse, J.	00-00-0000	Nee	04-03-2015	04-03-2015	04-03-2015	50.00%	18-03-2015	Nee	Nee	
Gerritse, J.	00-00-0000	Nee	04-03-2015	18-03-2015	18-03-2015	100.00%	09-04-2015	Nee	Nee	
Gerritse, J.	00-00-0000	Nee	04-03-2015	09-04-2015	09-04-2015	50.00%	16-04-2015	Nee	Nee	
Gerritse, J.	00-00-0000	Nee	04-03-2015	16-04-2015	16-04-2015	25.00%	15-06-2015	Nee	Nee	
Hogeweij, J.	00-00-0000	Nee	01-09-2015	01-09-2015	01-09-2015	100.00%		Ja	Ja	
Sleven, W.	00-00-0000	Nee	01-09-2015	01-09-2015	01-09-2015	100.00%		Ja	Ja	

The difference with the employer overview is that the safety net section is not visible here. This section is not relevant for the insurer, since the Social Security Agency (UWV) is responsible or paying the employee if the safety net rule applies.

Absenteeism statistics

If you want to view detailed absenteeism statistics for your organisation, select Absenteeism statistics.

The following screen appears:



The screenshot shows a search form for absenteeism statistics. It includes two date pickers for 'Datum vanaf' and 'Datum tot'. There are search criteria for 'Holding', 'Werkgever', 'Afdeling', 'Geslacht', 'Ziek a.g.v. zwangerschap meenemen', and 'Grondslag'. There are also dropdowns for 'Dienstverband' and 'Tonen Nietverzuimers'. A text input field is for 'Tonen Verzuimers frequentie aantal vanaf'.

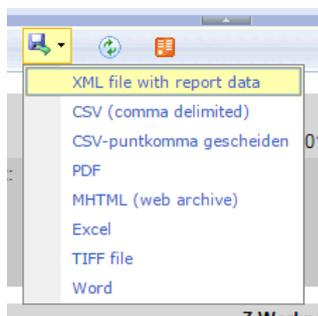
As there are lots of options to choose from it is possible to generate a detailed and specific document. Select View Report. The report with the absenteeism statistics appears on your screen.

You can now choose to export the overview in different files. To do so you need to go to the following icons in the overview.

You can now choose to export the overview in different files.
To save the overview, go to the blue diskette with the green arrow



Now you can export the overview and save it in the programme of your choice.



9. Calendar

Click this button and the following screen appears:



Mon	Tue	Wed	Thu	Fri	Sat	Sun
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

In the calendar you can see when activities were carried out in the files you handle as a Case Manager.

Today's date is marked in grey. If you select a date it changes to red.

The coloured fields with a dot (.) indicate that one or more activities were performed in the files.

If you want to see what took place on a certain date, click the date concerned. Lines will appear below the calendar lines that briefly describe the activity that took place.



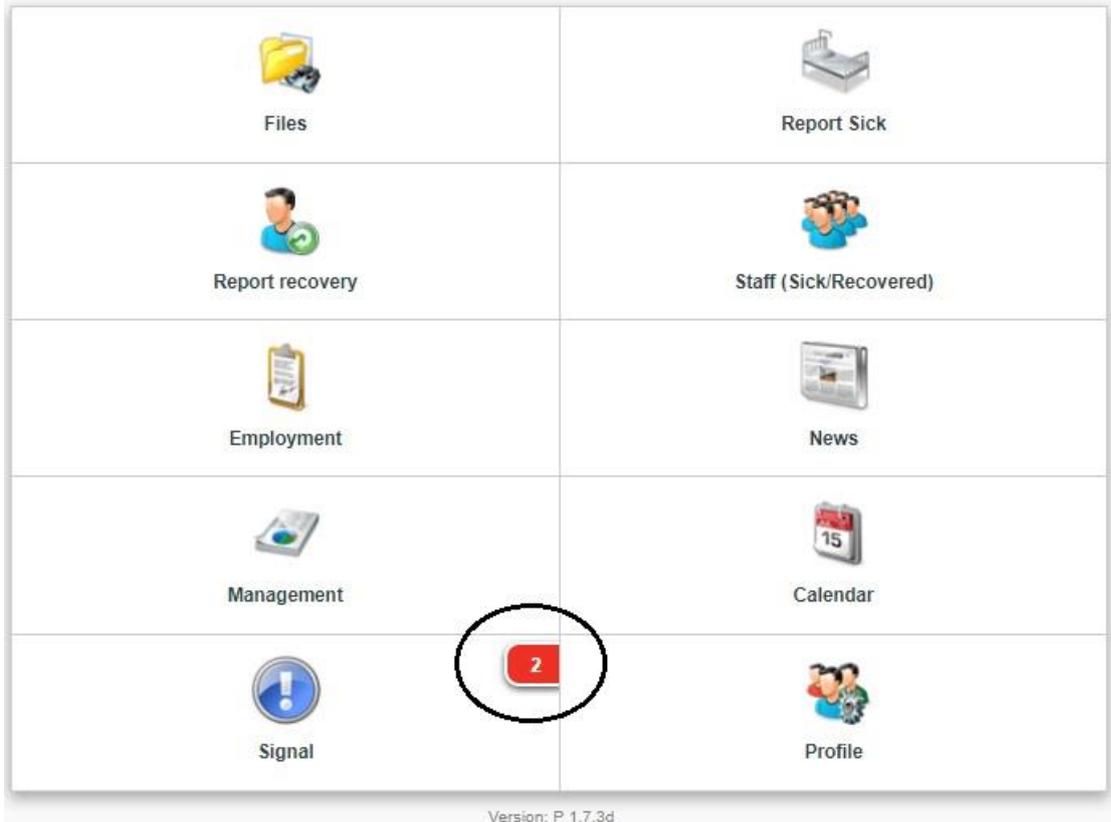
Mon	Tue	Wed	Thu	Fri	Sat	Sun
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Samengestelde ziekmelding
Craig
Samengestelde ziekmelding, Meldingsdatum: 31-12-2018 Percentage: 100,000 - Aantal Uren: 40,000 Toelichting:

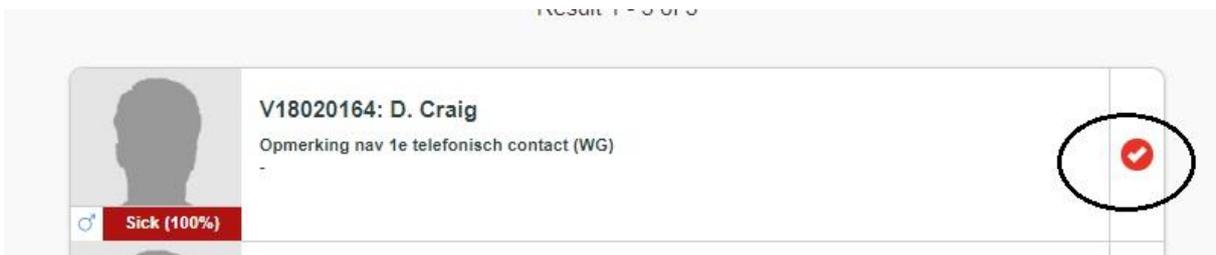
If you want to consult more detailed information click the red arrow.
The file to which this notification belongs is now displayed.

10. Signal

The **Signal** button in the main menu indicates that the Absenteeism Manager has carried out new activities and/or added messages to the files you handle as the Absenteeism Manager. The number in the red box indicates the number of messages waiting.



If you click **Signal** you get an overview of all the files for which new activities were performed.



Clicking the file opens it. You can subsequently find the new message or activity in **Activities** option on the file screen.

An alert can be marked as read by clicking the red tick behind the notification.



The notification then disappears from your Alerts overview.

11. News

Under the **News** button you will find general news items uploaded by Capability. These include any changes or additions related to a new version of the Absenteeism app.

If a new news item is waiting, an exclamation mark is displayed on the button. Once you have read the item, the exclamation mark disappears until a new news item is published.

12. Profile

You can use the **Profile** button to change your password. We recommend you to do so on a regular basis.



13. Language

At the top right of the login screen, you have the option of reading the App in Dutch, English or German.



Tip: Another option is to translate the site as a whole, including comments from the Absenteeism Manager. To do so, you use Google Translate. You can initiate this action by right-clicking the mouse on the site and selecting Vertalen in het.