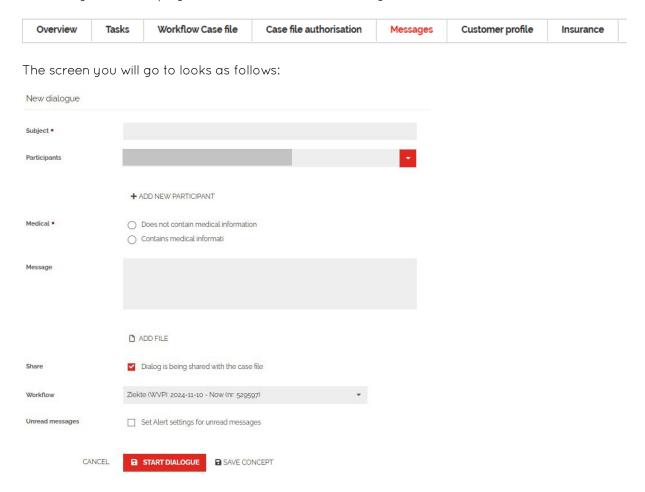## The Dialogue Function / Messages

The dialogue function within XS is used to send secure messages to employees. To access the dialogue function, go to the employee's file and click on the 'Messages' tab.

Overview	Tasks	Workflow Case file	Case file authorisation	Messages	Customer profile	Insurance

The screen you will go to looks as follows:

New dialogue

Subject *	
Participants	▼
	+ ADD NEW PARTICIPANT
Medical *	○ Does not contain medical information
	○ Contains medical informati
Message	
	🗋 ADD FILE
Share	☑ Dialog is being shared with the case file
Workflow	Ziekte (WVP): 2024-11-10 - Now (nr: 529597) ▼
Unread messages	☐ Set Alert settings for unread messages

CANCEL   🖫 START DIALOGUE   🖫 SAVE CONCEPT

This screen contains the following components:
- Subject
- Participants: here, employees need to be added to the dialogue
- Does it contain medical information? Note: employers are not allowed to share medical information with the absenteeism manager.
- Message
- Option to attach files from a local drive to the message

Once the message is sent to the employee/employer by clicking START DIALOGUE, the employee/employer will receive an email address to sign in to DialoogXpert. Once logged in, the program is similar to WhatsApp functions, and dialogues can be held.