

## Dialogue functions

The dialogue function within XS is used to send secure messages to employees. To access the dialogue function, go to the BERICHTEN tab in the employee's file.

Overzicht	Taken	Trajectendossier	Dossierautorisatie	Berichten
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The following dialogue screen opens:

Nieuwe dialoog

Onderwerp \*

Deelnemers \*

+ NIEUWE DEELNEMER TOEVOEGEN

Bericht

BESTAND TOEVOEGEN

Delen

☐ Dialoog wordt gedeeld in het dossier

Ontvangstbewaking

☐ Ontvangstbewaking instellen

ANNULEREN

START DIALOOG

This screen contains the following items:

- Subject -onderwerp
- Participants: here the employees should be added to the dialogue
- Message
- Possibility to add files from a local disk to the message.

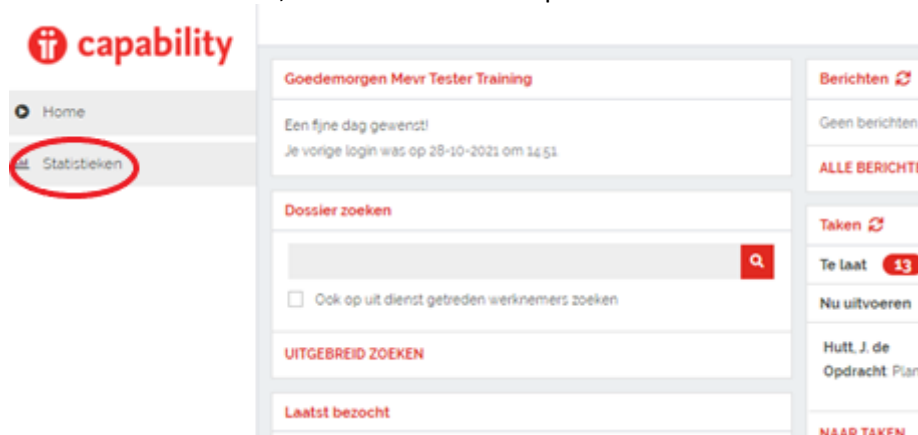
Once the message has been sent to the employee by clicking START DIALOGUE, the employee will receive an email address with which to log in to DialoogXpert. Once logged in, the program is similar to the functions of Whatsapp and dialogues can be held.



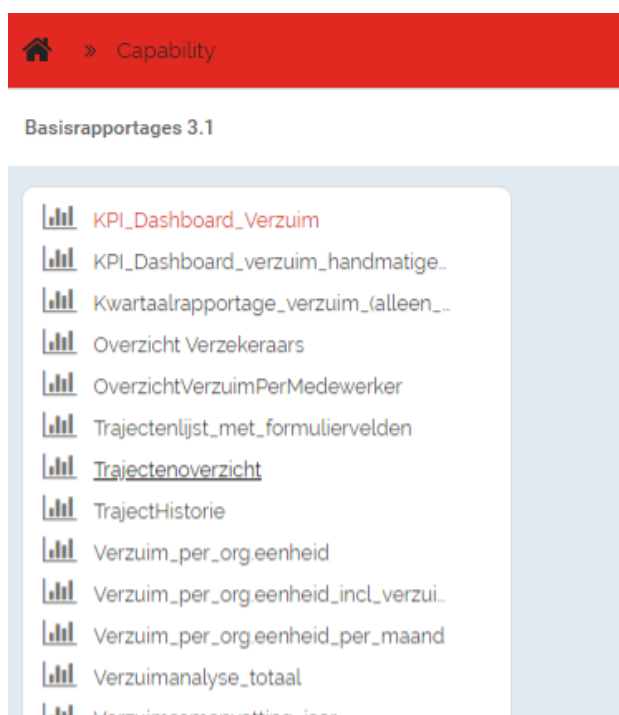
## Statistics

Within XS there is also the possibility to run various reports related to the absence.

To access the statistics, select the Statistics option from the home screen.



A screen will now open showing a list of available reports. The screen below shows some of the reports.



Once you select a report, a screen will open where you can enter variables. The VIEW REPORT button at the top right will generate the report.





The screenshot shows a web interface with an orange header bar. Below the header, there is a navigation breadcrumb: Home > Capability > Basisrapportages 2.1 > KPI Dashboard - Versie 1. On the right side of the header bar, there is a 'Sluiten' button. The main content area contains several filter dropdowns: 'To tonen niveau:' set to '3', 'Detailleer keuze:' set to 'Star Wars (Testwerkgever)', 'Benchmark sector:' set to 'Bouwbedrijf', and 'tm:' set to 'september 2021'. There are also filters for 'Kies organisatieonderdeel:' set to 'Star Wars (Testwerkgever)' and 'Kies eenheden:' set to 'Eigen medewerkers, The Republic, The Republic'. A 'Rapportage van:' dropdown is set to 'september 2021'. On the right side of the filter area, there is a red 'VIEW REPORT' button with a cursor icon.

If it involves a lot of data - depending on the variables you have specified - it may take a little longer for the report to display.

On the last page of the report you will often find information about how the report was built.

By clicking on the diskette icon, you can save the report. This is possible in various file formats.

