

## Homepage

The button in XS leads you to the home screen. In the next chapter, we cover some of the things you can find on the home page.

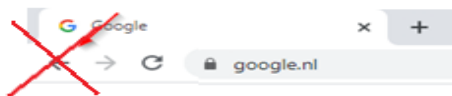
The home page shows the options you can perform in XS.



The screenshot shows the Capability homepage dashboard. On the left is a sidebar with navigation links: Home, Statistieken, Vragen, Instellingen, Inklappen, and Uitloggen. The main content area is divided into several sections. At the top, there's a greeting 'Goedemorgen Mevr Tester Training' with a message 'Een fijne dag gewend! Je vorige login was op 28-10-2021 om 14:51'. Below this is a 'Dossier zoeken' section with a search bar and a checkbox 'Ook op uit dienst getreden werknemers zoeken'. The 'Laatst bezocht' section lists employees: Sidious, D. (31 minuten geleden), Andor, C. (5 dagen geleden), Verheij, M. (5 dagen geleden), Hutt, J. de (5 dagen geleden), and Detest, S. (5 dagen geleden). The 'Organisatiestructuur' section shows a tree view with 'Organisatiestructuur'. The 'Gemiddeld verzuim afdelingen' section displays a large percentage of 79,82%. On the right side, there are several panels: 'Berichten' (Messages) with 'Geen berichten' and 'ALLE BERICHTEN'; 'Taken' (Tasks) with 'Te laat' (13) and 'Nu uitvoeren' (1); 'Acties' (Actions) with icons for 'Ziek', 'Hersteld', 'Zwanger', 'Opdracht toevoegen', 'Trajecten', 'Taken', 'Nieuw toevoegen', 'Overige trajecten', and 'Werknemer toevoegen'; 'Trajecten Verzuim' (22) with a table of employees and their absence dates; and 'Trajecten zwangerschap' (3) with a table of employees and their pregnancy dates. The bottom of the dashboard has a 'NAAR TRAJECTEN' button.

On the left side of the screen, you will find the menu options. In the rest of the screen, you will find all kind of options such as the ability to search for records, the last viewed employees, messages from the absence manager, tasks that are open for you, actions that you can perform and all the trajectories that are currently in place within your organization. It also shows the percentage of average absence departments.

### browsing through xs

When navigating in XS, it is important that you only use the buttons in the XS screen. This means that the browser buttons do not provide valid actions (e.g. the button to go back in the browser)




You can click the  Home button to return to the home screen or the button  to return to the File Overview. The system alerts you when you may lose entered data.  
In most situations, you will see a CANCEL or SAVE button in XS that you can use.

## SEARCH FUNCTION (Dossier zoeken) – searching an employee

On the home page, you will see the search function that allows you to look up employees. You can search by various search terms (name, date of birth). Enter the reference in the gray text box, click on the search icon (magnifying glass) and select the desired employee from the list of results. Click UITGEBREID ZOEKEN to show the details.

Dossier zoeken



☐ Ook op uit dienst getreden werknemers zoeken

UITGEBREID ZOEKEN

## TASK LIST (TAKEN)

On the start page you will see the overview with all the tasks to be performed and assigned to other users. Clicking on a task in this list opens the complete list of tasks to be performed. You can also filter this complete list by ), for example "All own tasks" (alle eigen lopende taken) or "All tasks" (alle taken

More information about tasks can be found in Chapter 12.


Taken 	
Te laat <b>6</b> 	
Hux, A. Opdracht: Plan van aanpak opstellen door Casemanager	20 JUN 
Detest, S Opdracht: Is werknemer al hersteld gemeld?	8 JUL 
Kenobi, O.W. Opdracht: opstellen plan van aanpak	9 JUL 
Vader, D. Opdracht: Eerstejaarsevaluatie door werkgever	19 SEP 

## 3.4 ACTION BUTTONS

With the action buttons at the top right of the home page , you can immediately perform various



actions.

Acties		
 Ziek	 Hersteld	 Zwanger
 Opdracht toevoegen	 Trajecten	 Taken
 Notitie toevoegen	 Overige trajecten	 Werknemer toevoegen



- Ziek

Sick: employee sick (first button on the left);



- Hersteld

Recovered: Report an employee (partially) recovered (next button in the middle);



- Zwanger

Pregnant: create a pregnancy report for your employee. (heart icon)



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Add assignment: add an assignment to a project



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Trajectories: an overview of all current trajectories within your organization, per trajectory



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Tasks: an overview of all tasks. You can filter which tasks you want to see here.



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Add note: add a note to a project



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Other trajectories: various trajectories (create, terminate and correct)



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Add employee: add new employees


NOTE: If your organization uses an interface between your HR system and Capability, you need to do your absence notifications (sick, recovered, pregnancy notifications) in your HR system. It is also not possible to add employees.


If you are insured by Aegon, then you must ensure that employee records are registered in the Aegon portal. Your absence notifications should also be done in the Aegon portal.



## Absence trajects

In the start screen you will find an overview of all current trajectories,, divided into trajectories for Absence and trajectories for Pregnancy with the number of processes indicated in red.

Trajecten Verzuim <span>21</span>			
Hux, A.	Star Wars (Testwerkgever)	22 okt 2021	
Algera, L.	Star Wars (Testwerkgever)	21 okt 2021	
skywalker, A.	Star Wars (Testwerkgever)	20 okt 2021	
Organa, L.	Star Wars (Testwerkgever)	19 okt 2021	

Trajecten zwangerschap <span>3</span>			
Hutt, J. de	Star Wars (Testwerkgever)	13 mrt 2022	
Amidala, P.	Star Wars (Testwerkgever)	8 mrt 2022	
Organa, L.	Star Wars (Testwerkgever)	7 mrt 2022	

At the bottom of each overview is the TO TRAJECTS (NAAR TAKEN) button. Clicking on this button will open a screen containing all the current trajectories by type. It is possible to use the trajectory filter to determine which trajectories you would like to see in the overview at that time. After selecting the filter settings, click SEARCH (ZOEKEN). The paths that fit within the filter are now shown.

Trajectfilter


Casemanagementteam

Alle

Organisatiefilter

Werkgevers

Werkgever




Protocol


VerzuimExpert - Preventief Protocol

Protocolvariatie

Alle

Startdatum periode (t/m)





ZOEKEN

LEEGMAKEN

