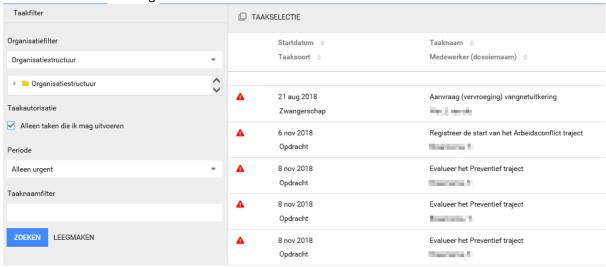## Tasks to do

When you click on the home page under Tasks, the complete task overview opens.

You will see the following screen:

In this overview you can find the tasks that you need to perform yourself for the trajectories.

- Click on the task you want to perform. The trajectory will now open. Now go to the task you want to perform (tip: use the filter to display your tasks clearly).

- For the execution of some tasks (e.g. the Action Plan) a new screen will open with a form that supports you in the execution of the task.

- When you have completed a task of your own, you can change the status.

- If you deploy a task to yourself it will also appear under "tasks to be performed".

On the left side of the screen you will see the filter options you can use to display the tasks
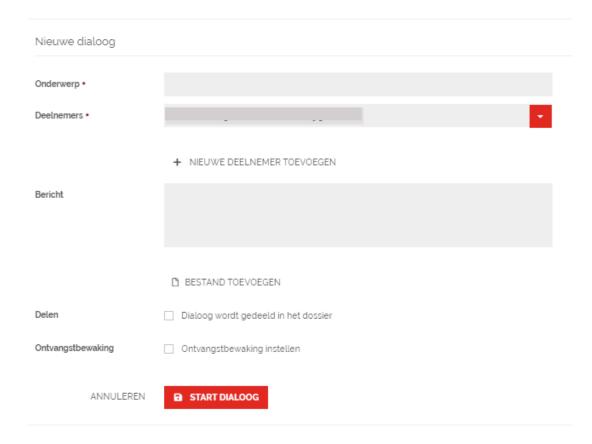
Dialogue functions

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.

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.