



## **Instructions task overview**



# Instructions task overview

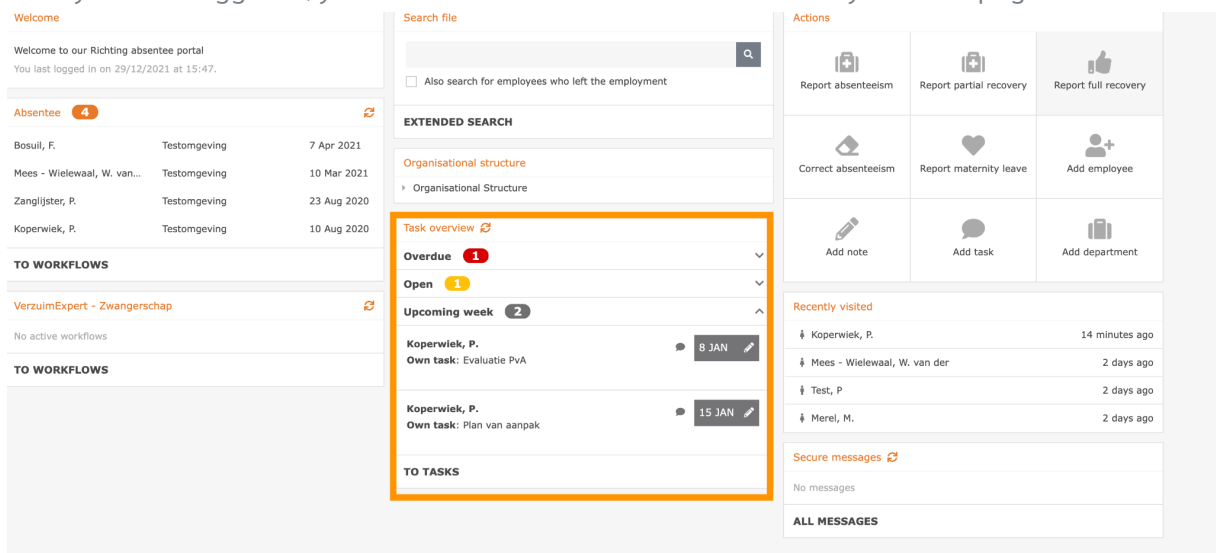
Working with tasks is a handy way to keep track of everything you need to do with regards to absenteeism dossiers. These instructions will show you how to maintain an overview of the different tasks using Mijn Richting.

## Step 1

Go to [www.richting.nl/inloggen](http://www.richting.nl/inloggen) and click on 'Inloggen Xpert Suite' below 'Voor werkgevers'. Fill in your account details and click on login. You will be redirected to the Xpert Suite homepage.

## Step 2

Once you have logged in, you will find the 'Task overview' section on your homepage.



The screenshot shows the user interface of the Richting Xpert Suite. The 'Task overview' section is highlighted with an orange box and contains the following panels:

- Overdue** (1 task, indicated by a red badge)
- Open** (1 task, indicated by a yellow badge)
- Upcoming week** (2 tasks, indicated by a black badge)
- Task 1: Koperwiek, P. Own task: Evaluatie PVA (8 JAN)
- Task 2: Koperwiek, P. Own task: Plan van aanpak (15 JAN)
- TO TASKS** button

Other visible sections include:

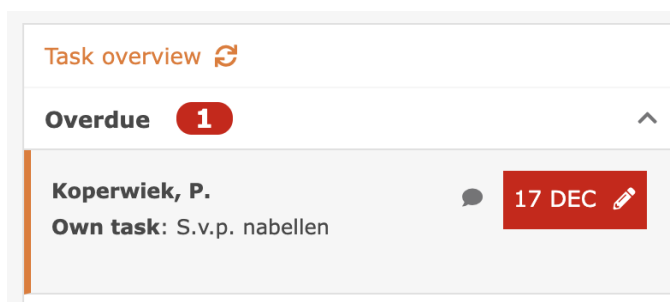
- Welcome**: Welcome to our Richting absentee portal. You last logged in on 29/12/2021 at 15:47.
- Absentee** (4 tasks): Table with columns for name, department, and date.
- TO WORKFLOWS**: Section for active workflows.
- VerzuimExpert - Zwangerschap**: Section for active workflows.
- Search file**: Search bar and checkbox for 'Also search for employees who left the employment'.
- EXTENDED SEARCH**: Section for 'Organisational structure'.
- Actions**: Grid of icons for 'Report absenteeism', 'Report partial recovery', 'Report full recovery', 'Correct absenteeism', 'Report maternity leave', 'Add employee', 'Add note', 'Add task', and 'Add department'.
- Recently visited**: List of recently visited users and their last activity.
- Secure messages**: Section for secure messages.
- ALL MESSAGES**: Section for all messages.

Within the 'Tasks' section the following panels are shown:

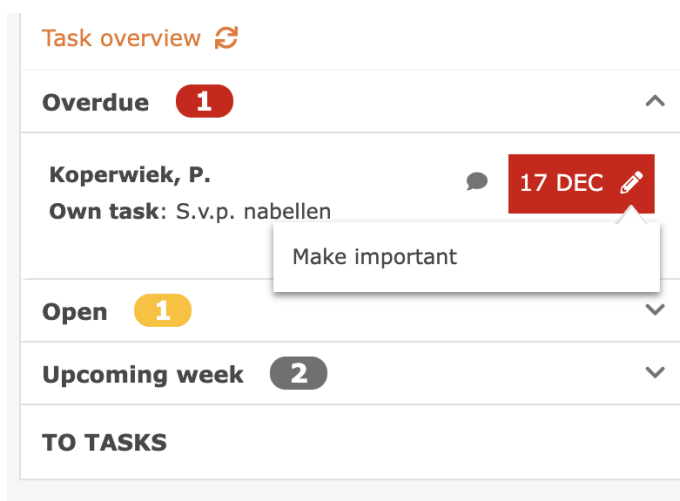
1. Overdue (the amount of tasks is shown in red)
2. Open (shows the amount of tasks in yellow)
3. Upcoming week (shows the amount of tasks in black)
4. Button: 'To tasks'

## Step 3

When you click on 'Overdue', all the tasks for which the due date has passed, appear alongside the date on which the task should have been completed.



When you click on the box containing the original due date, you can mark the task as important. This task now will appear at the top of your list.



After clicking on a task, you are redirected to the dossier of the employee it concerns. You can then complete the task. The following instructions explain how to complete a task.

## Step 4

When you click on 'Upcoming week' you are shown an overview of all the tasks that are due to be completed within the next 7 days. Click on the date next to a task to mark it as important. After clicking on a task, you are redirected to the dossier of the employee it concerns. You can then complete the task.

## Step 5

Click on 'Open' to see an overview of every task that is due to be completed today. Click on the date next to a task to mark it as important. After clicking on a task, you are redirected to the dossier of the employee it concerns. You can then complete the task.

## Step 6

Click on 'To tasks' to get an overview of all tasks. You can adjust this overview by using the filters.