Instructions
create task

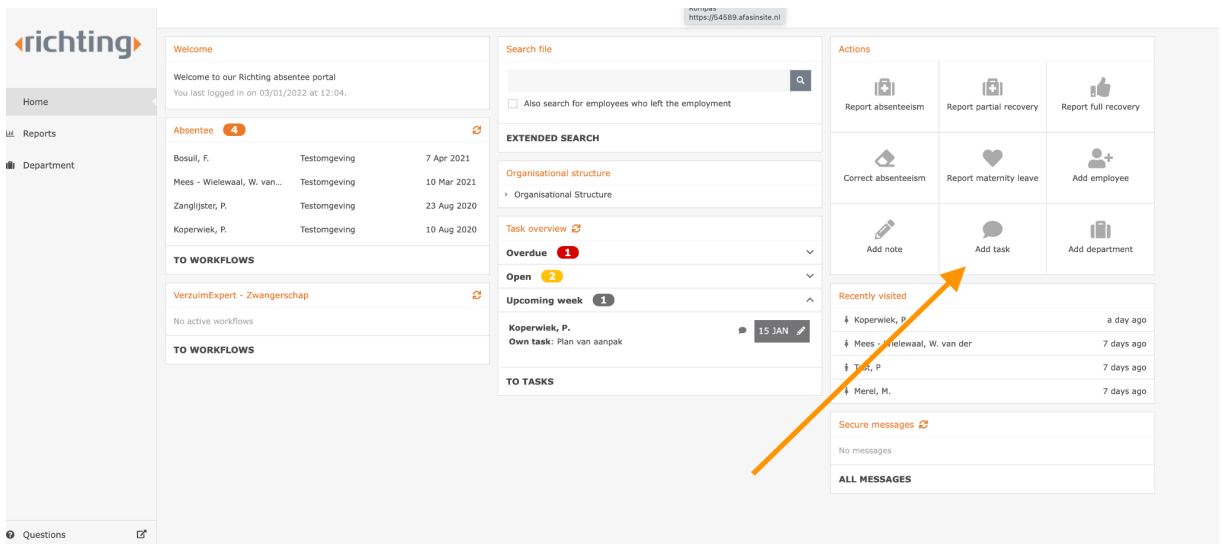# Instructions create task

Within the absenteeism files, working with tasks is a handy way to keep an overview of your work. In addition to the tasks dictated by the Eligibility for Permanent Incapacity Benefit Act (*Wet verbetering poortwachter*, in Dutch), you can also add your own assignments to an absenteeism dossier. These instructions will show you how to do that. There are two ways to create a task:
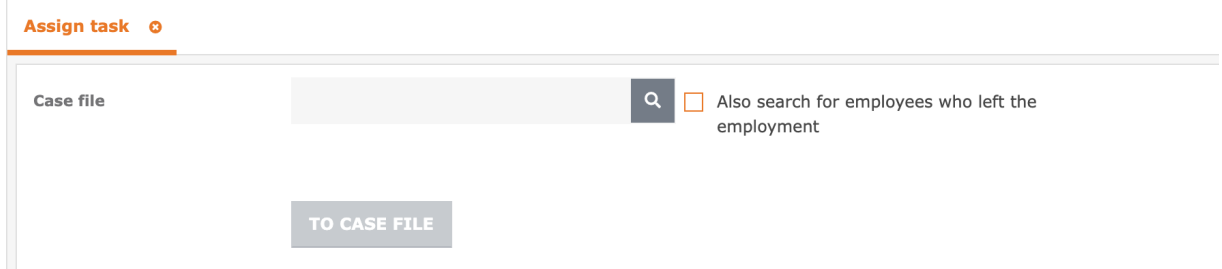
Option 1

Click on 'Add task' in the 'Actions' section on the homepage:

You will be redirected to the screen shown below where you can search for the employee's dossier:

- Enter the employee's name in the search field. Tick the box 'Also search for employees who left employment' if the employee is no longer employed by our client.
- The employee's name will appear in a separate window. By clicking on the name, it will be selected in the dossier field.
- Then, click on the button 'To case file'. You will be redirected to the screen shown below:

- Call applies to workflow: Then, select a relevant illness period.
- Date: If necessary, enter today's date.
- Mark as important: Tick the box 'Mark as important', if the assignment is important.
- Select assignment type: You should always select 'Free own assignment' from the drop-down menu.
- Description assignment and explanation for the assignment: Enter a description of the command and elaborate in the field below.
- Number of days for execution: Adjust the number of days needed to execute.
- Then, click on 'Add assignment'. The assignment and date will now be included in your task overview.

Note: you can edit the task by clicking on the notepad on the right. Click on the trash can icon to delete the task.

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Option 2

Option 2 adds the assignment via the 'Task overview' section on the homepage. From there you will be directed to the employee's dossier. Subsequently, click on the task that belongs to the dossier in the 'Task overview' section on the homepage:

Click on 'Actions' to add a task to the employee's dossier:

You will be redirected to the screen shown below:

Click on 'Maak een taak aan'. You will then be redirected to the 'Allocate assignment' window. Follow the steps as described on page 2 from here.

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