



PARADIGMA[®]
GROEP

MANUAL WITH SOURCE SYSTEM
paraDIGMA-Online

paraDIGMA groep B.V.
Fultonbaan 56-60
3439 NE Nieuwegein

T 088 - 031 32 00
F 088 - 031 32 99

servicedesk@dearbodienst.nl
www.paradigma.nl



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SUMMARY

In order to properly and securely safeguard the absenteeism records of your employees, as well as all steps in the WvP (Eligibility for Permanent Invalidity Benefit (Restrictions) Act), your health & safety service provider, De Arbodienst will operate within in the absence registration-, and communication system paraDIGMA-Online. In addition to case administration, the communication between you and your Employment and Health Advisor will also take place here. As an employer, you work with your own personnel and/or absence system, hereinafter referred to as the 'source system'. Meaning that you will have to implement changes in your own source system.

This manual provides an explanation about the system and helps you to optimally manage your employees' details.

In order to help you on your way, we ask you to carefully read this manual before logging in. On our website, you will find instruction videos about the functionalities of paraDIGMA-Online. Use the link below to do so:

<https://www.dearbodienst.nl/kennis-en-inspiratie/instructie-paradigma-online>

Do you still have questions after reading the manual and watching the instruction videos?
Feel free to contact: servicedesk@dearbodienst.nl



1. LOGGING IN TO PARADIGMA-ONLINE

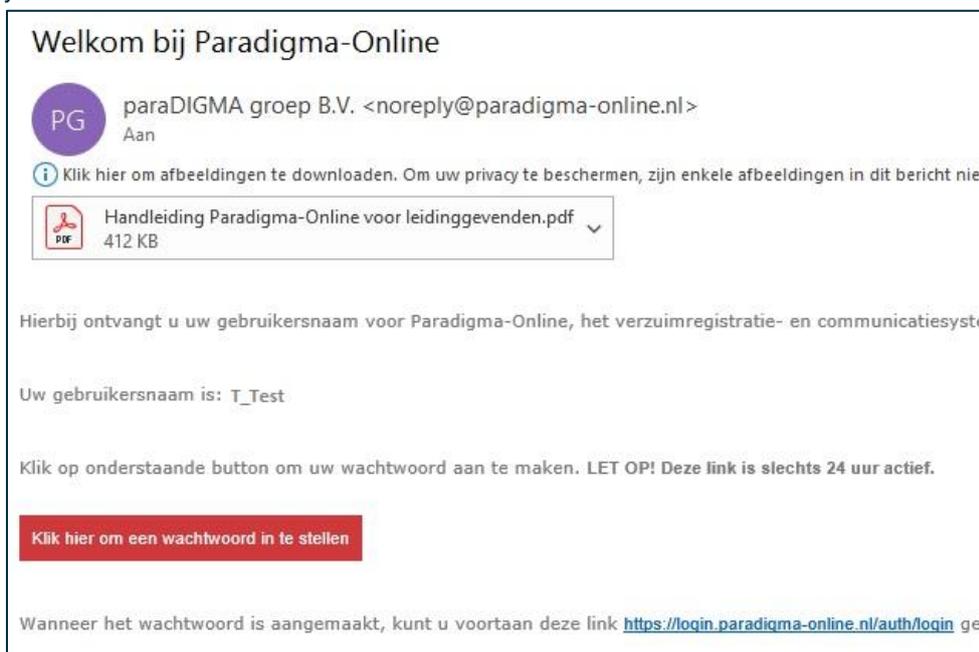
1.1 THE GOOGLE AUTHENTICATOR APP



Before logging in, install the Google Authenticator App on your mobile phone, using the App or Play store.

1.2 THE WELCOME MAIL

Your employer or Health & Safety Service provider has created an account for you, regarding which you have received a welcome email.



Please note: it's possible that this email ended up in the SPAM box. Did you not receive the email? Then contact your employer or Health & Safety Service provider.

1.3 ACTIVATING YOUR ACCOUNT

By clicking on the red button "Klik hier om een wachtwoord in te stellen" in the welcome email, paraDIGMA-Online will open automatically. Here you enter your business email address and twice your desired password. Click on "save. You will then be linked to a page where you can enter your user name and the password you created.

Important: you can find your user name in the email you received.



PARADIGMA[®]
online

Log in bij Paradigma-Online.

Vul uw gebruikersnaam en wachtwoord in.

Gebruikersnaam

Wachtwoord

Inloggen Wachtwoord vergeten?

Have you lost your log in details? Click on “Wachtwoord vergeten?”. Subsequently enter your business email address in the user name field and you will receive a new login email.

1.4 SETTING UP THE GOOGLE AUTHENTICATOR APP

After logging in, you must set up the obligatory two-step authentication. Follow the steps below:

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Stel uw two factor authenticatie in door de QR code hier onder te scannen.

QR-code

Nieuw authenticator app

Activeren

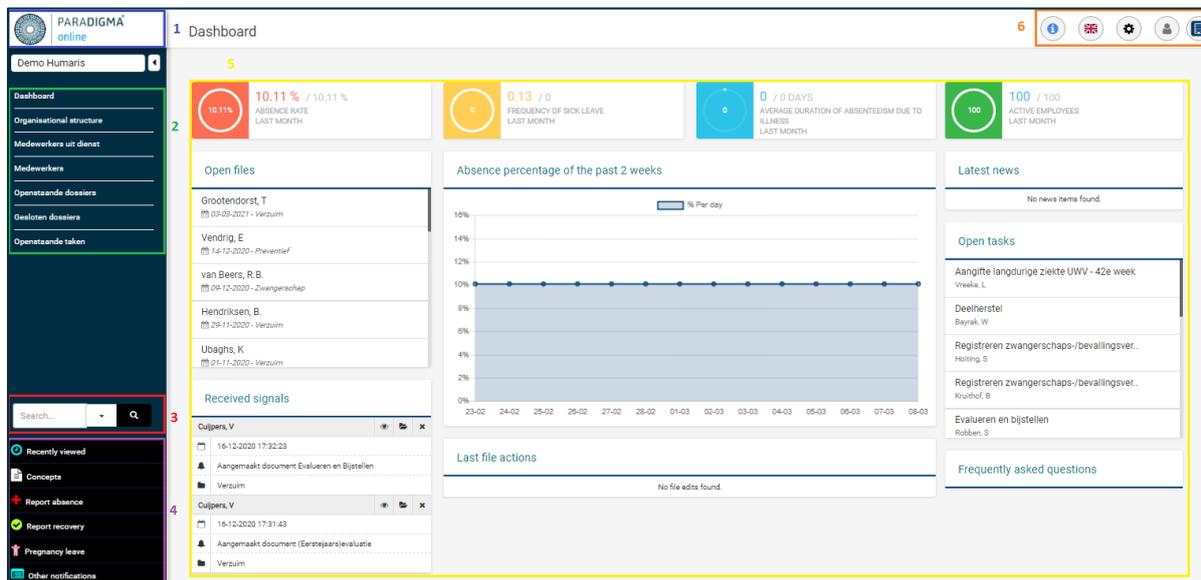
- In the Google Authenticator app click on: ‘Add account’ or use the plus sign.
- Then click on ‘Scan a barcode’ and scan the QR-code provided on the screen.
- Then click on the green button ‘Activeren’.
- In the pop-up screen, enter the verification code shown on your Google Authenticator app and then click on ‘ja’.

You are logged in to paraDIGMA-Online. You will be redirected to your employee details by clicking on employers portal.



2. THE DASHBOARD

Once you are logged in to paraDIGMA-Online, you will find the dashboard. On the dashboard you can find various brief overviews for which you were authorised.



1. The logo	Click here to navigate to the dashboard
2. The navigation section	This is where you can find lists of employees, files and more
3. The search function	Search by last name, birth date, personnel number or open files, by clicking on the arrow
4. Registering reports	Which buttons you see here depends on your user role.
5. Absence percentage	Here you can find the absence percentage of the employees for which you have been authorised
6. Personal preferences	Here you can set your personal preferences

3. THE NAVIGATION COLUMN

3.1 SEARCH FOR EMPLOYEES

After you log in, you will see the navigation column on the left hand side in the dashboard. By clicking on the 'medewerkers' button, you will see all the employees for whom you are authorized and with an active employment.



Demo Humaris

PDF export Excel export Print Select columns Select filters

Search

Date of birth	Employee	Employee number	Organisational unit	Start date of employment	End date of employment
21-08-1978	van Aasch, Y	23	RPA - Keuken	19-02-2002	
09-11-1970	de Baas, A.	999	Management	01-01-2000	
17-02-1975	Bayrak, W	19	RPR - Bediening	01-01-2005	
16-04-1966	Beck, G	55	RPA - Bediening	01-01-2005	

In the search field you can search by last name, date of birth or employee number. You will be presented with a list of search results. Clicking on the employee's last name will open the employee file.

Clicking on the employee card will display all the employee data. Is the employee data not correct? Firstly check the data in your source system. If the employee data is also incorrect there, you can adjust it in your system. The next day your adjustments will be visible in the employee card.

Is the employee data correct in your system, but not in paraDIGMA-Online? Please send an email to servicedesk@dearbodienst.nl and they will adjust this manually.

3.2 OPEN FILES

Dashboard

Organisational structure

Medewerkers uit dienst

Medewerkers

Openstaande dossiers

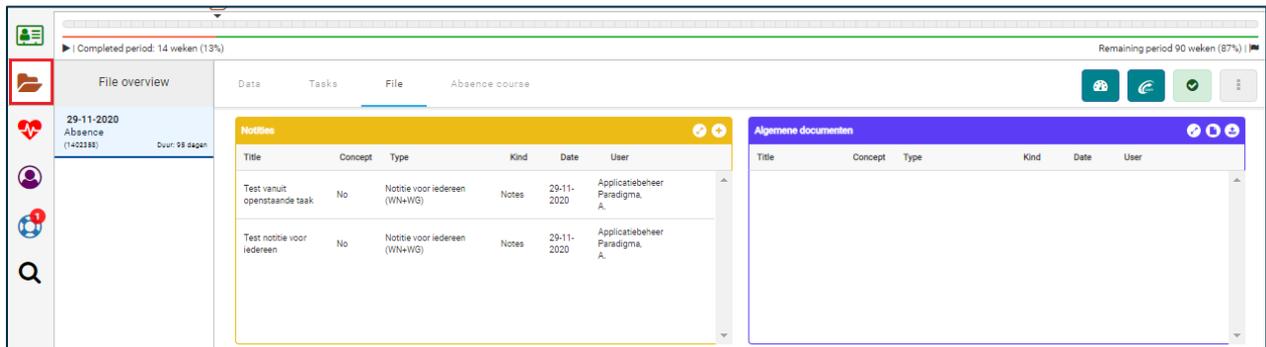
Gesloten dossiers

Openstaande taken

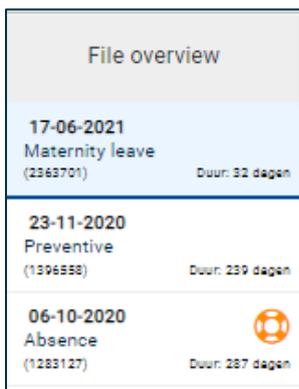
The 'Openstaande dossiers' button gives you an overview of all employees who are currently on sick leave.

In the search field you can search by last name, date of birth or employee number. You will get a list of search results.

Clicking on the employee's last name will open the employee's dossier. Then click on  to get to the absentee records present.



3.3 THE FILE



In the employee file you will find various data regarding the absence. In the file overview you will find the absence files from present to past.

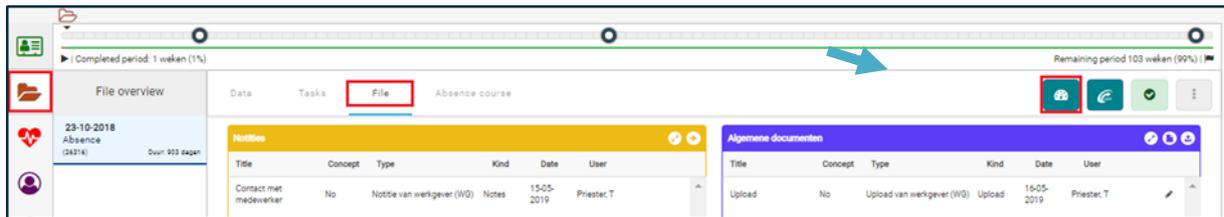
Next to the dossier overview you will find the tab sheets; Data, Tasks, Dossier and Leave of absence.

1.Data	Here you will find the absence data sent via the link.
2.Tasks	Under tasks you can follow the WvP process.
3.File	In the 'File' tab, you will find all communications and drafted documents.
4.Leave course	Under absence course you will find the structure of the absence. If these data are not correct, please check your own absence system first.

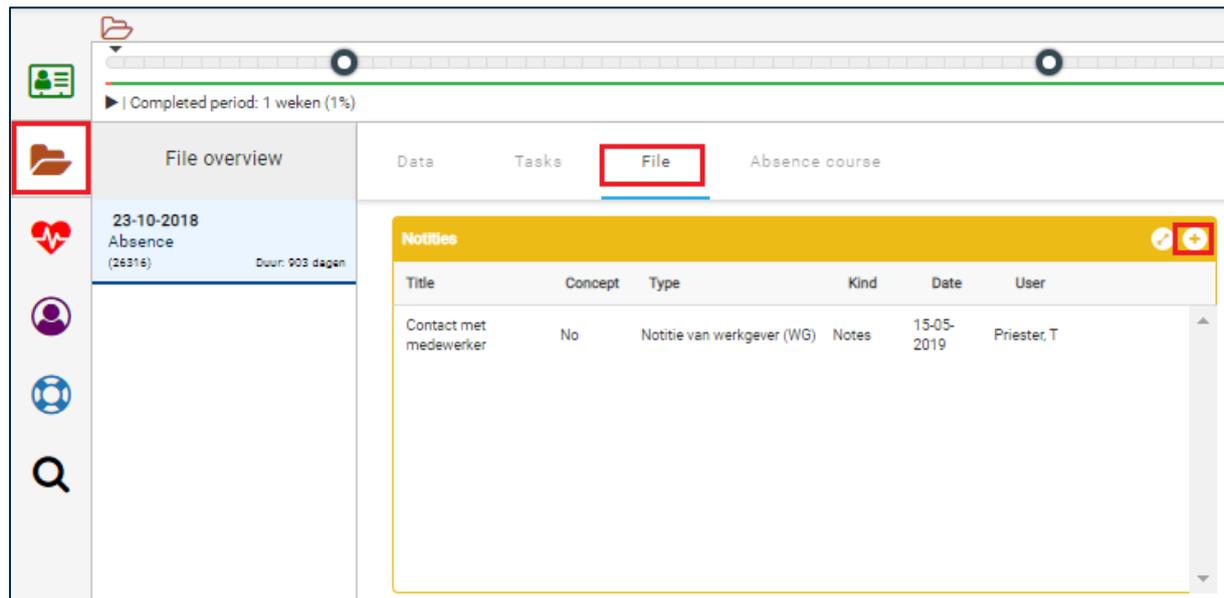
3.4 ADDING AND EDITING NOTES

In the absence file, under tab 'file', you can create a note in two ways:

1. Using the '*Cockpit*'



2. By using the button 'Add note'



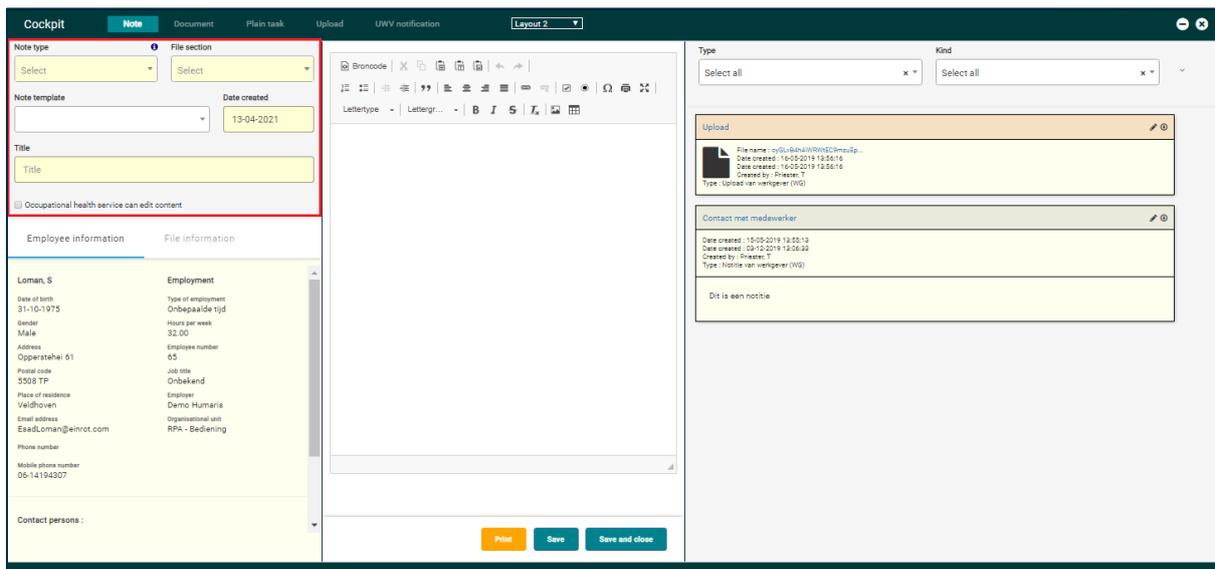
3.5 ADDING A NOTE BY USING COCKPIT

The cockpit is the communication page that contains all the notes and documents of your absentee employee. It is used as a communication tool between you and De Arbodienst. You can also place your own notes and documents on this page.

You access the 'cockpit' by clicking on the icon in the top right corner of your employee's absence file.



In the cockpit you can choose between different tabs. In each tab you have different options. The cockpit opens in note by default.

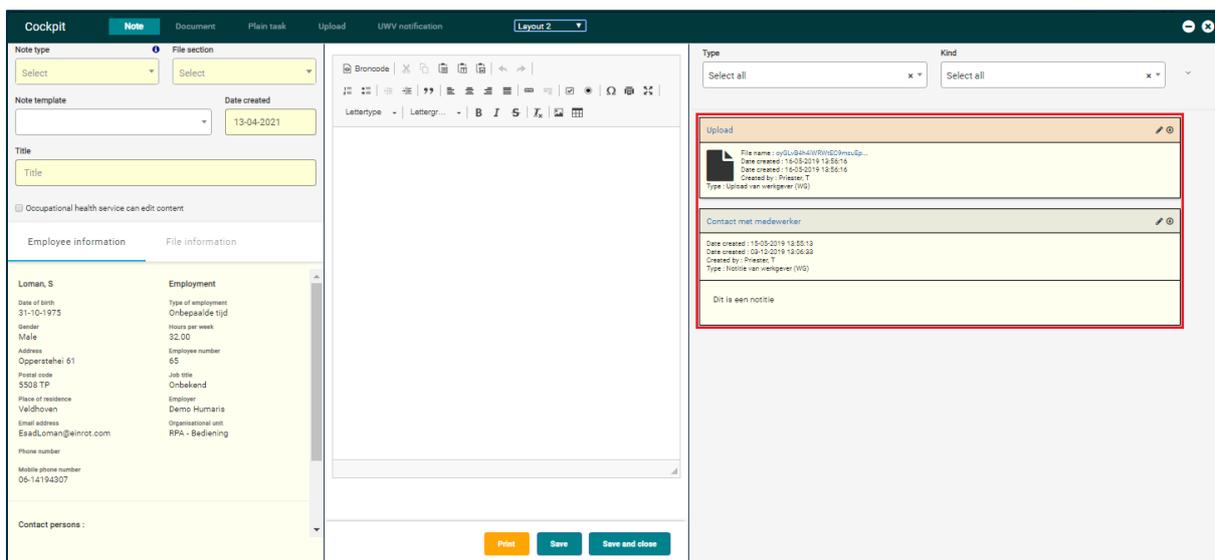


You click on 'Note type' on the left of the screen and choose the option 'Note from employer'.

Under 'File Layout' choose the 'Notes' option and under 'Title' briefly indicate what the note is about. In the middle you can write down your message. When you are finished, select the 'Save' button at the bottom of the screen.

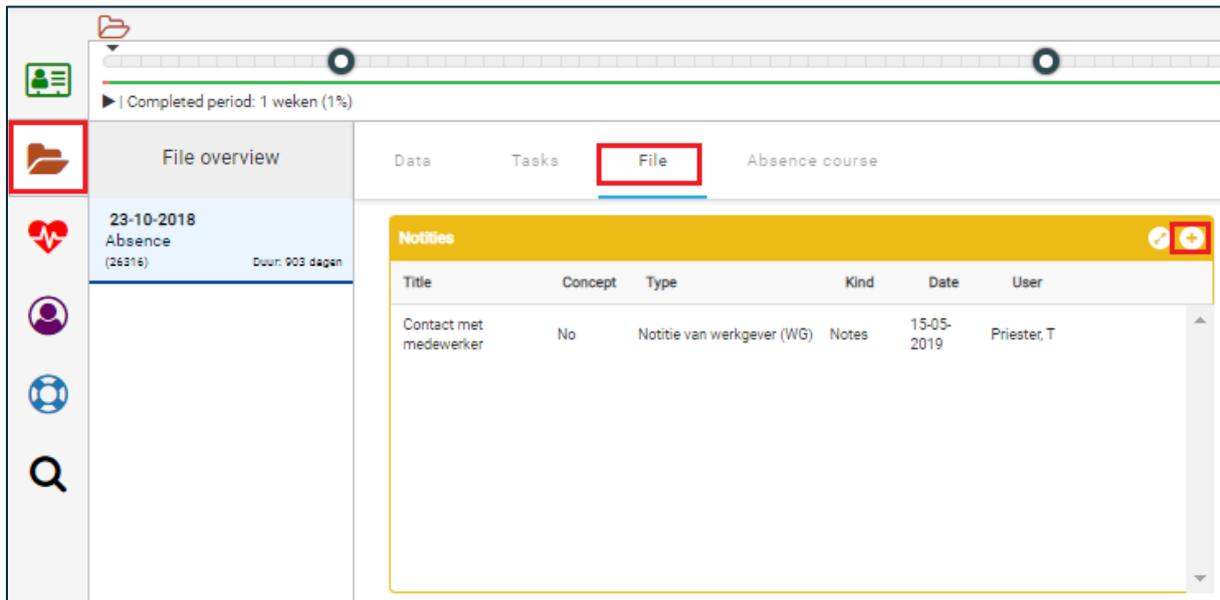
Important: as an employer, you may not write down any medical terms! Use the alternative terms for this.

On the right-hand side, all the notes are listed in chronological order, so that you can follow what has been placed in the file



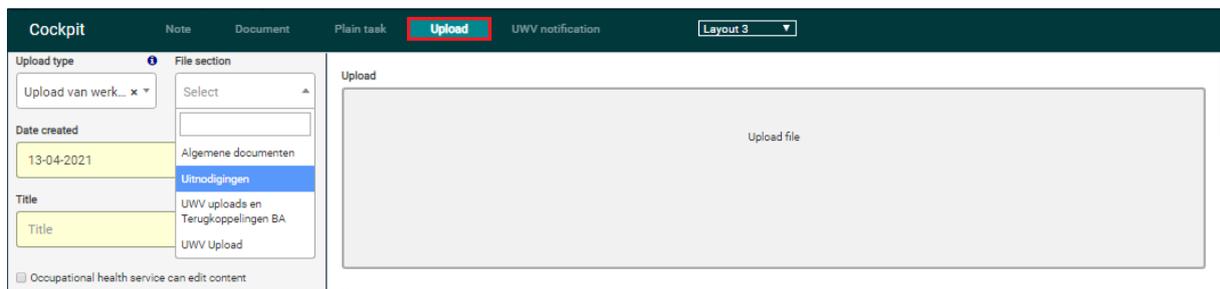
3.6 ADDING NOTES BY USING THE FILE TAB

Clicking on the brown file folder 'files'  will take you to the 'file' tab. To add a note, click on the plus icon. The same input screen from chapter 4.6 will appear.

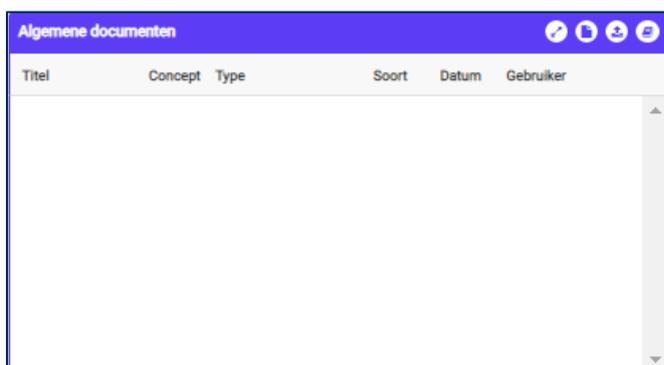


3.7 UPLOADING A DOCUMENT

To upload a document, open the cockpit or click on the plus icon  of the desired document. The cockpit will open.



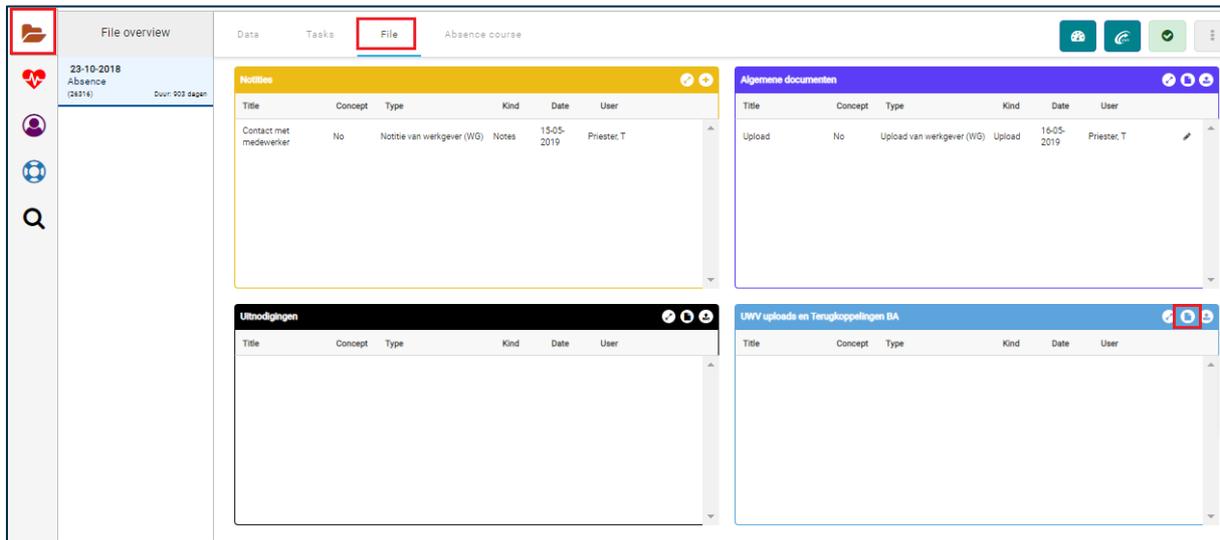
The upload type is set to General (WG+WN). WG stands for employer and WN for employee. Under file format, indicate the type of document you want to upload. Once you have set all yellow mandatory fields, click 'click here to add a file'. Select the desired document(s) and click on open. You will now see your selected document(s). Next you click on 'save and close'. Your document(s) will be displayed under general documents.





3.8 UWV REPORTS

If your employee has been on sick leave for an extended period of time, you will need to create a UWV document. In the employee file, click on the 'file' tab. You can create a UWV document from the cockpit or under 'UWV uploads and Feedback BA'.



From the Cockpit, click on UWV notification. In the following screen you can select, for example, 'Plan of Action'. The UWV form opens and you can enter all the data. After entering the fields, click on 'Save and generate'..

You will see the UWV document listed under 'UWV Uploads and Feedback BA'. You can also create a UWV document from here. To do so, click on the 'create document' icon.

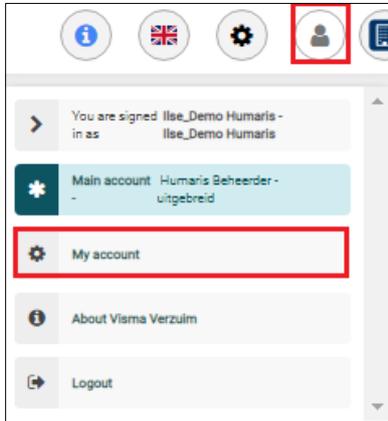


4. SETTING UP ABSENCE ASSISTANT

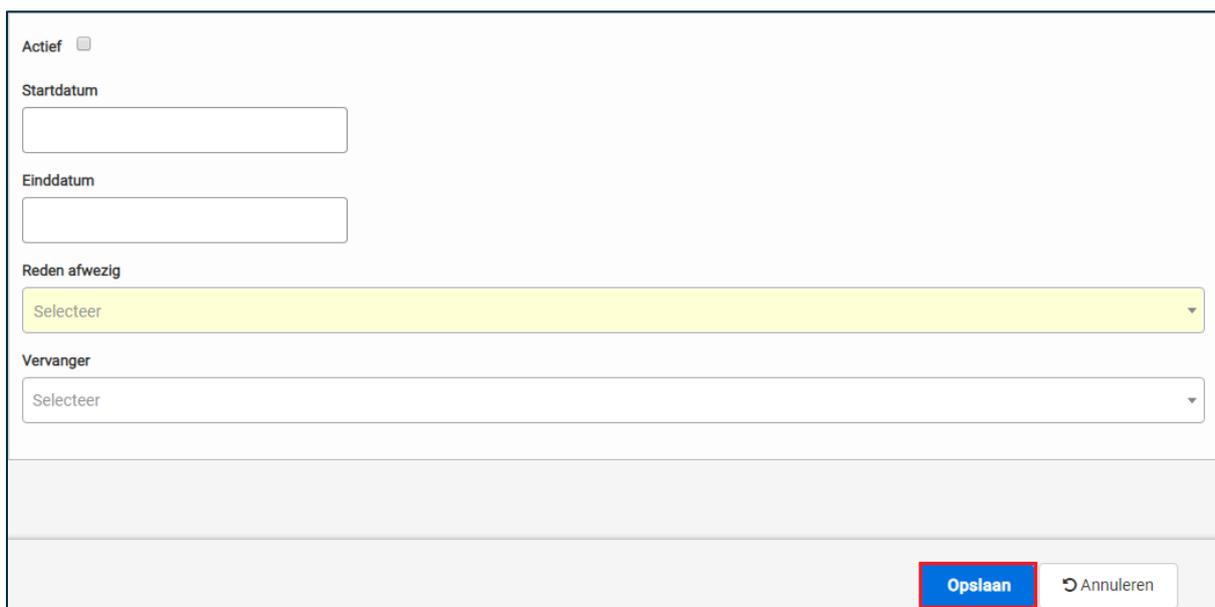
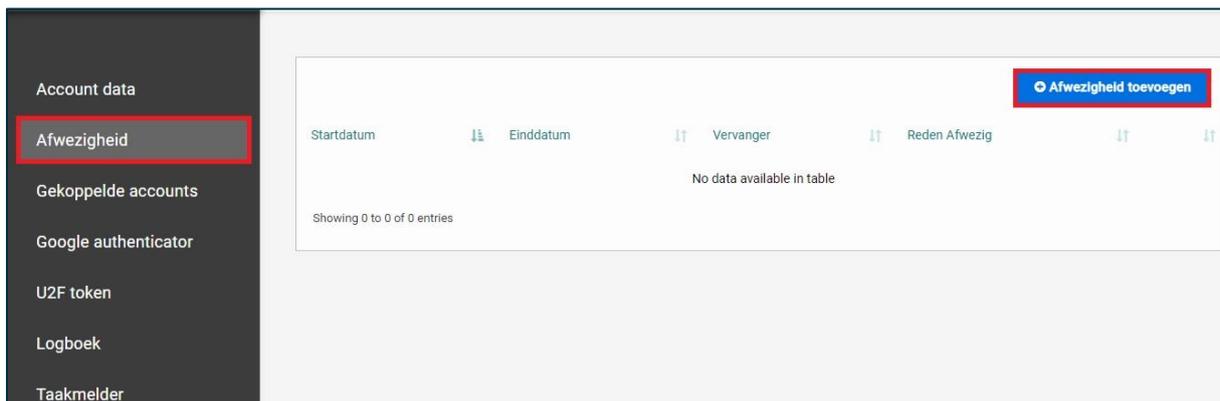
If you are absent for a period of time, it is necessary to provide a replacement. In this way your regular tasks will be taken care of. For this you can set up your absence assistant.



In the upper right corner, click on the employee button. A drop down menu appears. You click on "My account."



You will end up on the screen below. On the left side, click on the 'Afwezigheid' button. Then click on the blue button 'Afwezigheid toevoegen'.





In this screen you will enter the period of your absence, the reason for your absence and who will be replacing you during this period. By clicking on 'select' under Substitute, you will be presented with all available users that you can choose.

Important: You will only be presented with users who have the same user role as you. For example; if you are an executive, only executives will be displayed.

Once you have set up your absence assistant, click on 'Opslaan'. You will now see your assistant on the screen. If you wish to change your assistant, click on the pencil icon. If you want to delete it, click on the trash can and the absence assistant will be deleted.

Startdatum	Einddatum	Vervanger	Reden afwezig
02-12-2020	30-12-2020	Test	Vakantie

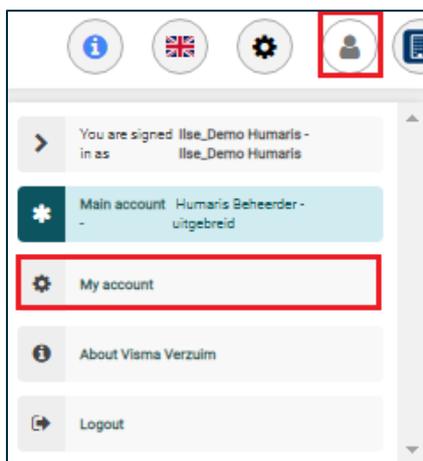
1 tot 1 van 1 resultaten

Afwezigheid toevoegen

5. LINKING USER ACCOUNT

If your position has two separate accounts, it is efficient to link your additional account to your main account. For example; you are an HR employee of two separate companies. For this you log in once on paraDIGMA-Online and via the button 'my account' you can navigate to your other company.

At the top right you click on the employee button. A drop down menu appears. Click on 'My account'.



You will arrive at the screen below. Here you choose 'Gekoppelde accounts'.



Account gegevens
Afwezigheid
Gekoppelde accounts
Google authenticator
U2F token
Logboek
Taakmelder

Initialen: I.
Roepnaam:
Tussenvoegsel: Tussenvoegsel
Achternaam: Test
Geslacht: Vrouw
Functie: Functie
Rol: Planner
Naamgebruik: Selecteer
Tussenvoegsel partner: Tussenvoegsel partner
Achternaam partner: Achternaam partner
 Kleurenblind
Handtekening (email):

You click the button **➔ Gekoppelde account toevoegen** to add your second account. In this screen, enter the details of your second account.

dotweb Cloud
Gekoppelde account toevoegen Mijn account

Om een account te kunnen koppelen dient u de inloggegevens van dit account in te vullen.

Gebruikersnaam: Test
Wachtwoord: *****
Omgevingsnaam: Bedrijf 2

Opslaan

In the top field, enter your username. You can find this in the welcome email. In the second field, enter your desired password. In the third field, the environment name, enter the name you want to see under the 'my account' button. Then click on 'Opslaan'.

If you click the employee button again, you will see your second account. If you click on this account, you will navigate to your second company.

6. THE REPORTS PORTAL

The absence registration and communication system is composed of several portals. The employer and reporting portal has been made available to you. This manual tells you how to navigate to the reporting portal and how to generate reports and convert them to another file.



6.1 NAVIGATING TO THE REPORTS PORTAL

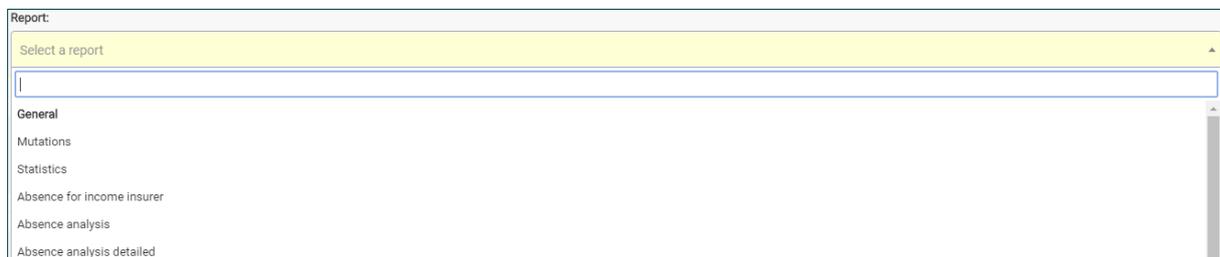
Once you are logged in, you will see an overview of portals. By clicking on the tile reporting portal will open the portal.

If you are working in the employer portal and want to navigate to the reporting portal, you can navigate to the reporting portal via the portal button in the top right corner.



6.2 REPORT SELECTION

In the reporting portal you have the possibility to run different reports. To do this, click on 'select a report' to choose from the different reports.

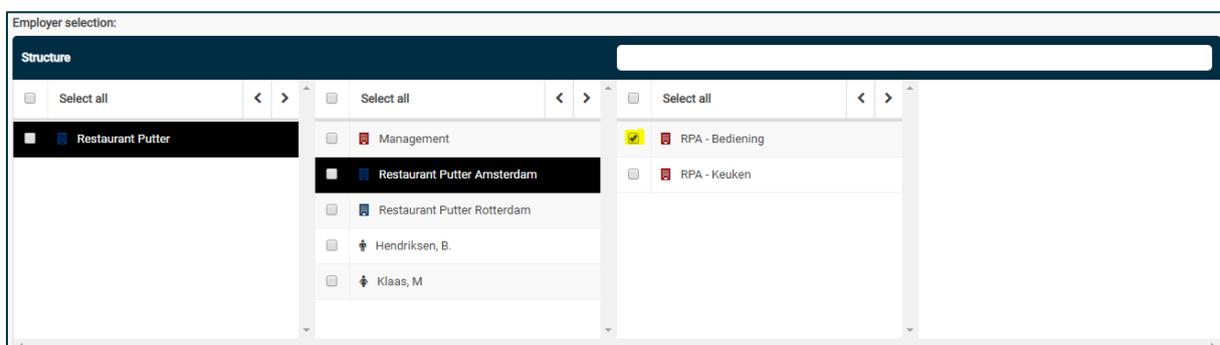


At start and end date, enter the period for which you want to receive a report. You will only receive absence data for the selected period.

Important: you will also receive reports about employees who are absent for a part of the selected period.

6.3 EMPLOYER SELECTION

Under employer selection you will see your company and its departments. It is important to know whether you want to run a report on the whole of your company or on some business units. If you want to run a report on some business units, then look up the desired business unit and only check the box for the relevant department(s).



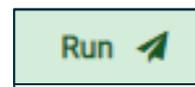
In the image above, only a report about the department 'ministry' is printed out. In some reports it is also possible to select on employee.



6.4 FILTERS

Under employer selection you have the option to set filters. You can set a filter per report. The filter options differ per report.

Once you've filled everything in press the 'Run' button

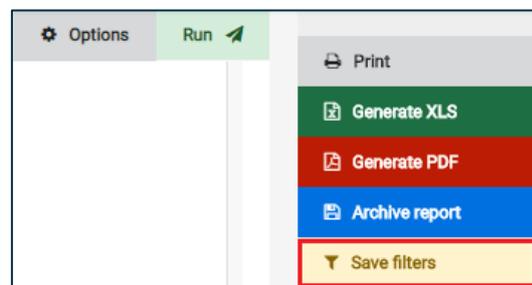


6.5 SAVE FILTERS

If you regularly run the same report you can save the filters you use for this report.

Once you have run the report, click on the 'Options' button and then 'Save Filters'.

After you click on 'Save Filters', the window below will appear:





In the input field 'Filter Title' enter a title of your choice and then click 'Save'. You will see your saved filter under 'Options'.

If you want to print out a report again, click on the filter you have set and all you have to do is adjust the selection period.

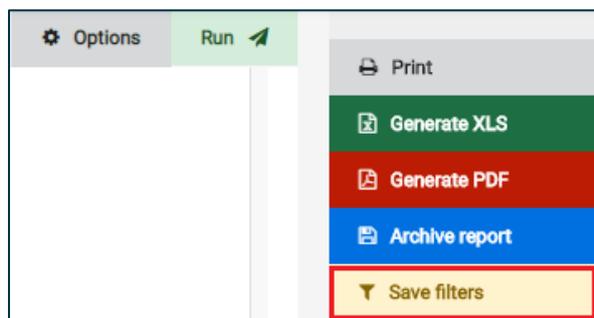
6.6 STATISTICS REPORT

By running a statistics report, you will see the formula that was used to create the calculation. To view the formula, place the cursor of your mouse over the absence percentage.

General data	
15,64 % Absence percentage	
	ABSENCE PERCENTAGE
	Periode van 01-05-2021 tot 01-06-2021 op basis van kalenderdagen
	Berekening: (120,59 verzuimdagen / 771,13 beschikbare dagen) * 100
Verzuimverdeling	

6.7 PRINTING – FILING

Once the report is generated, clicking on the 'Options' button allows you to convert the report to XLS or PDF file or have it printed.



It is also possible to archive the report. You can find the report under 'Archived Reports'.



7. QUESTIONS? IN NEED OF MORE INFORMATION?

Do you have any questions after reading this manual? Then please feel free to contact servicedesk@dearbodienst.nl Our staff will be happy to help you