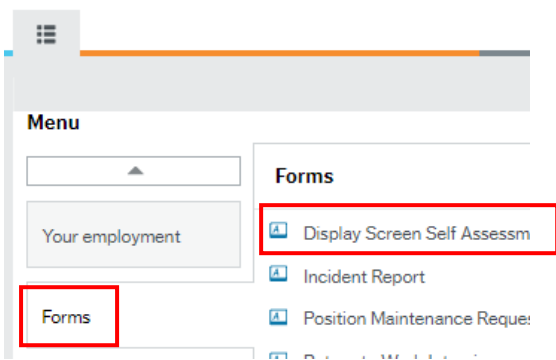
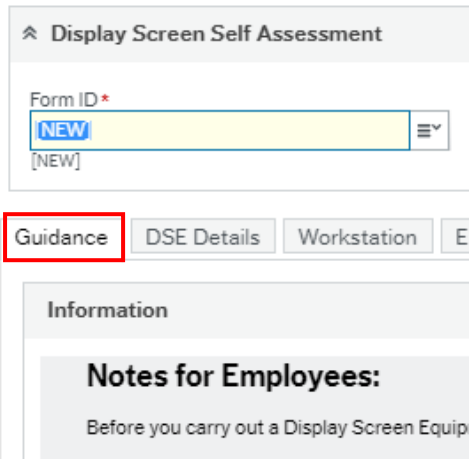
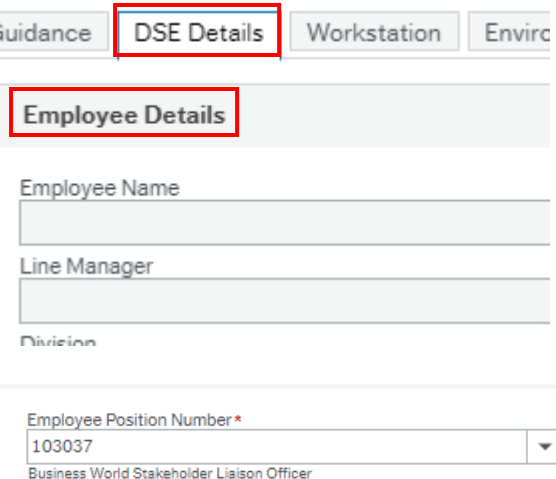


Completing a Display Screen Equipment (DSE) Self-Assessment Form – Employee Quick Card

This guidance will allow an employee to complete a DSE Self-Assessment. There is a hints and tips section on pages 6 to 7 of this document, that will aid you in navigating through the form.


You should have completed the DSE Awareness Training Course in iLearn prior to completing your self-assessment form in Business World.

Employee - Completing and Submitting a Form

<p>1</p>		<p>Click on Forms, then Display Screen Self-Assessment. This will open a brand-new form for you to complete.</p>
<p>2</p>		<p>Please read the Notes for Employees on the Guidance Tab and answer the question at the bottom of this tab before you start completing the form.</p> <p>Note – <u>if you have not completed the iLearn course first you cannot complete and submit the form.</u></p>
<p>3</p>		<p>Now click on the DSE Details Tab. The Employee Details Section will pre-populate with your details and your managers details.</p> <p>'Position' will also auto-populate with your main position. If you have more than one position use the black triangle to select the position you will be claiming against.</p>

4

Assessment Details

Date of DSE Assessment* 

Reason for Assessment* ▼

Average time of DSE use* ▼

Workstation Location* ...

Work Base* ▼ ...

ICT Device Asset Number*

Further Details

Scroll down to the **Assessment Details Section** and complete fields as follows:

Date of DSE Assessment – Date you are completing the form

Reason for Assessment –

Location Move; new work location, for example working from home or new office/desk.

12 Month Review; it has been 12 months since your last DSE.

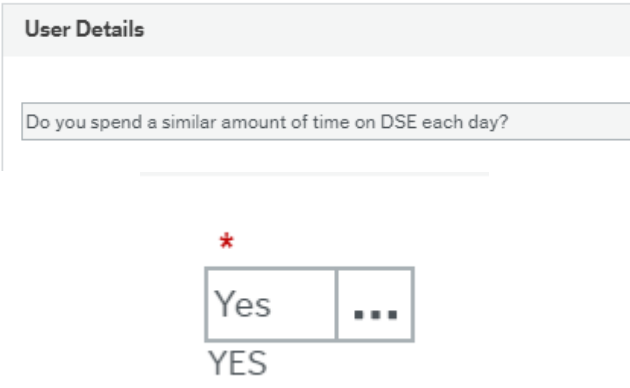
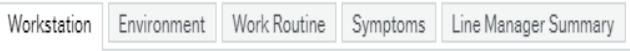
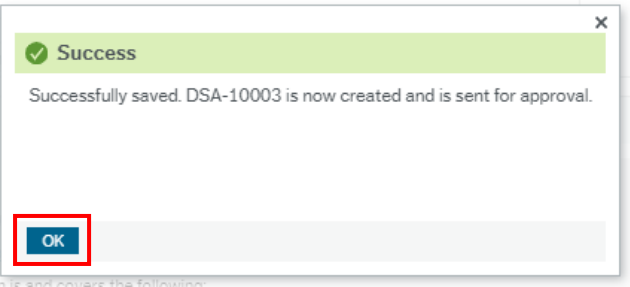
Occupational Health Request; you have been asked to complete a new DSE by Occupational Health.

Average Time of DSE Use – how long, on average, are you using the equipment.

Workstation Location – Type your work location, for example, Abbey House (note for Renfrewshire House it's the name of your service). If you are working from home, you should use the option "Employees Home Address".

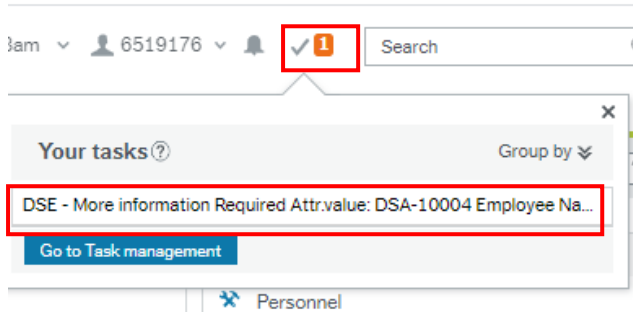
Work Base – detail if you are working in an office or at home on a temporary or permanent basis. There is also an option if you are doing a combination of both.

ICT Device Asset Number – if you do not know your asset badge number, please enter "unknown".

<p>5</p>		<p>Scroll down to the User Details Section and complete the remaining questions by selecting Yes, No or N/A. Please use the comments section to add further details to assist your line manager in their review of the form.</p> <p>Repeat the process until you have completed all questions. Now scroll back up to the top of the form.</p>
<p>6</p>		<p>Click on the Workstation Tab. Answer all questions and add any comments as appropriate. Repeat this process for Environment, Work Routine and Symptoms Tabs.</p> <p>Your Line Manager will complete the Line Manager Summary.</p>
<p>7</p>		<p>When you have answered all questions, click on Submit Form. Ensure you receive a Success Message.</p> <p>When you do receive the success message, click on OK to close the pop-up. Your form will workflow to your line manager to read and decide what actions are required, if any.</p> <p><u>If no action is required</u>, your form will be saved by your manager.</p> <p><u>If action is required</u>, your manager will list what is required, e.g. ordering a new keyboard, and when the action is complete the form will workflow back to you to agree and you should follow the next steps.</p>

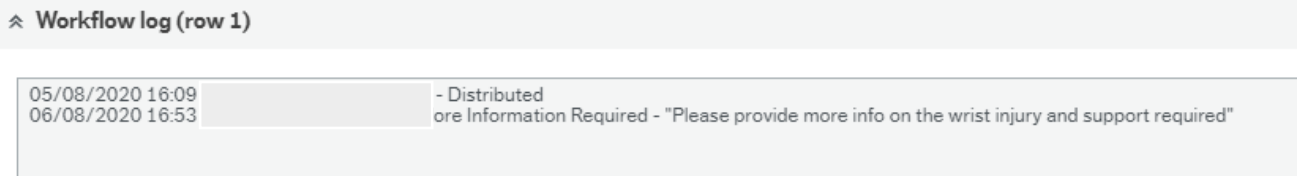
Employee to Provide Further Information

1



Your **manager** may return your form to you for further information. If this happens, you will receive an email and will also see this as a task in Business World. Click on the **orange task box**, then click on your DSE Form.

2

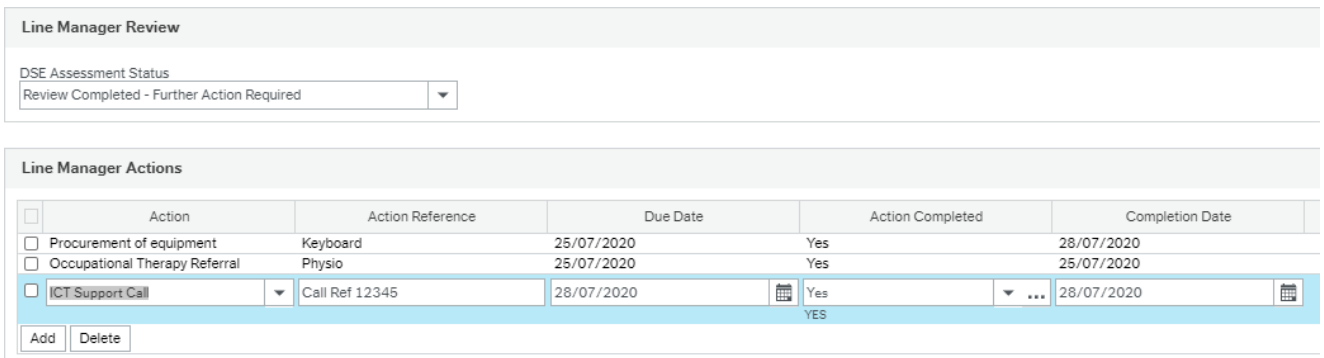


You will be able to see what your manager's comments or instructions in the **workflow log** – see example above. **Amend your form** as requested then click on the **Resubmit** button at the bottom-left of your screen. The form will go back to your line manager to review again.



3

If your manager reviews the form and decides to take any action, they will record this on the Line Manager Summary tab and the form will come back to you to agree these actions. Open the form and go the **Line Manager's Summary Tab** to view the actions. See an example below.



4

The screenshot shows a software interface. At the top, there is a blue button labeled "Accept". Below it, there is a form titled "DSE - Employee Review - Decline". The form has a header "DSE - Employee Review - Decline" and a sub-header "Enter your comment". There is a text input field containing the text "Please can you add action regarding the r". Below the input field, there is a button labeled "Decline". A red arrow points from the "Accept" button to the "Decline" button.

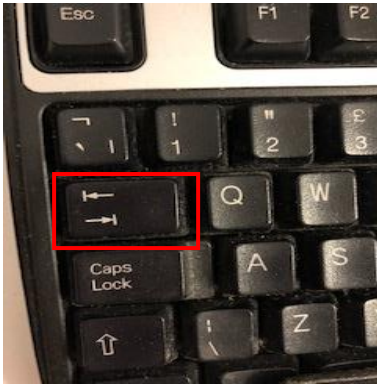
You now have 2 options –

- (1) **If you agree with the actions detailed by your manager and happy that they have been completed**, just click on the **Accept button**. You will receive a success message.
- (2) **If you do not agree with the actions**, you should discuss directly with your line manager and then request changes by the clicking on the Decline button. A pop-up screen will appear for you to make comments/request changes. Now click on the Decline button again and the form will go back to your manager to consider your request and make changes if appropriate. When updated by your manager, you will get the form back to review again.

Completing a Business World Form – Hints & Tips

Navigating through the form

1



When navigating through the form and between fields, always use the **tab key** on your keyboard.

This prevent fields from being missed and will pre-populate information on your behalf.

Mandatory Fields

2

Date of DSE Assessment*
 04/08/2020

Reason for Assessment*
 Location Move

Average time of DSE use*
 c. 5-8 hours

Please note – **mandatory questions** are marked with a **red asterisk *** - if you do not answer these questions you will be unable to submit your form at the end.

Deleting Information

3

Line Manager Review

DSE Assessment Status
 Review Completed - Further Action Required

Line Manager Actions

<input type="checkbox"/>	Action	Action Reference	Due Date
<input type="checkbox"/>	Procurement of equipment	Keyboard	25/07/2020
<input type="checkbox"/>	Occupational Therapy Referral	Physio	25/07/2020
<input type="checkbox"/>	ICT Support/Call	Call Ref 12345	28/07/2020

Add Delete

To delete any lines within a table, click on the small box at the left-hand side of the row you want to delete then click the 'delete' button.

Using Date Fields & Picklists

4

Date of DSE Assessment*



Reason for Assessment*

- 12 Month Review
- Location Move
- Occupational Health Request

Workstation Location*

...

Work Base*

▼ ...

ICT Device Asset Number*

Further Details

▾ Advanced

Attribute value	Attribute	Description
LOC001	HRLOCATION	Abbey Cemetery
LOC002	HRLOCATION	Abbey House

Date Fields – Either type 0 (zero) then press your tab key for today's date **or** click on the calendar icon and select today's date **or** type the date in this format DDMMYY.

Pick Lists

- **Type ahead** – start typing what you want to put in the field, and it will appear if it is an option. Select from the list and then tab. This works best when you know what options you have.
- **Review List** – hit your spacebar or the black arrow to the side of the field and scroll through the list to select the relevant option. This works best if you are unsure what the list contains. If the list is long, then you will need to use the larger view via the three dots.
- **Three dots for larger list** - Click on the **3 dots**. Then click on **Search** to see a full list. Click on the word 'description' to put list into alphabetical order (A to Z). Click the word description again if you want to see the list in reverse order (Z to A). Once you find relevant selection, just click on it and it will take you back to the form and the field will now be populated. If the field does not have these options, it means it is a free text field and you can just type your answer directly into the field.

