

## Manual DSPE

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### General

In the renewed DSPE there are several tabs each containing a number of tiles. These tiles all represent different tasks. The DSPE opens on the Self-service tab, where you (as an employee) can arrange all kinds of personnel matters. You can drag and drop the tiles in any order you prefer by first selecting them with your mouse.

Amsterdam University of Applied Sciences		Home						
Self service		My Information	Work List	Personnel	Finance	Applications		
Updated version available for DSPE app testers DSPE news 77 days ago		Personal details Edit	Leave Request	Parental leave Request	Pregnancy and maternity leave Request	Delivery date Report	Illness and recovery Report	Travel-to-work expenses... Request or modify
Commuter statement for the... Request	Employer's statement Request	Work schedule Change	Employment End	Degree certificates and qualifications Register	Start date employment... Change	Ancillary activities Report	Union contributions tax benefit Request	Expense claim Submit
Advance payment Request	Advance payment Settle	Advance year-end or holiday... Request						

The tiles you see in the DSPE depend on your job profile. A supervisor or HR adviser will see more options than another employee. Some tiles display a number, indicating the number of pending tasks, such as an open notification of illness (it will remain open until you submit a notification of recovery) or expense claims that you saved earlier but haven't submitted yet. The tiles can be found on the following tabs:

- **Self-service**  
Here you can find tiles that you can use to submit personal requests, such as leave requests, expense claims or illness notifications.
- **My information**  
The tiles on this tab allow you to change personal details such as your bank account number or personnel file. Your salary statement are also available via this tab.
- **Work list**  
Here you can find tiles that will start a workflow, for example for personnel tasks and approving invoices, leave requests or expense claims. The Invoices – approve or decline tile is available for every employee, since a budget holder may need additional information from you for an invoice.

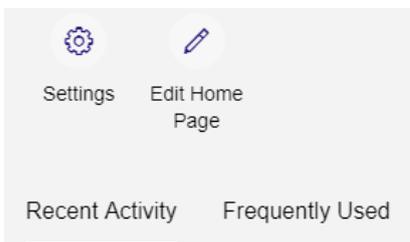
- **Personnel**  
You can use the tiles here to arrange personnel matters for other employees. This tab is only available for staff members such as supervisors, operational managers, assistants and HR advisers.
- **Finance**  
This tab includes tiles for budget holders and project portfolio management (PPM)
- **Applications**  
Here you can find tiles to log into other applications and systems like HvA Data or Identity Management, where you can change your AUAS ID password for example.

Use the  icon on the upper left of your screen to change your DSPE settings.

### Create your own homepage

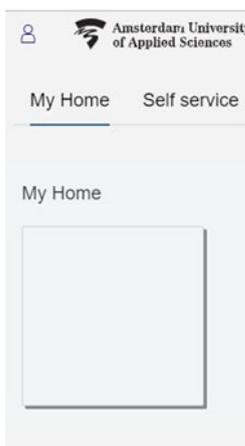


In the DSPE you can arrange all kinds of matters. By creating your own homepage (My home) you can easily access your most frequently used tiles.

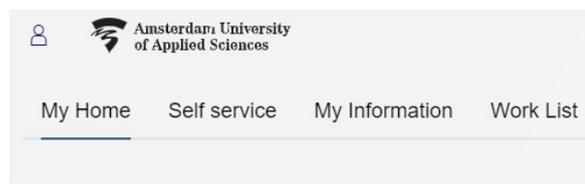


Click on the  icon.

Select Edit Home Page



A new screen will open, showing My home, and an empty tile. You can now use your mouse to drag and drop tiles here. The tab My home will be added automatically. If you use the mobile app, the changes will apply there provided that the task is available for the mobile app.

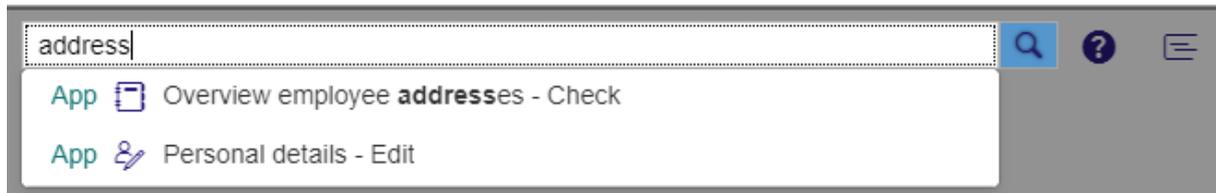


The tiles will disappear from the group from which you removed them. You can use Reset (available per group) to restore the default group settings.

You can remove tiles from your Home by dragging them to another group and using Reset.

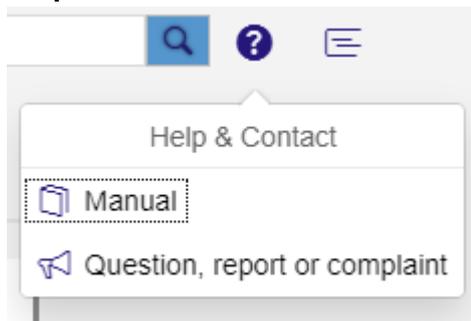
### Search

Use the search  icon to find tiles in any group. If you click on a search result, the underlying task will start immediately. The search is not limited to the names of tiles, you will also get results for tasks or requests that you can submit under a tile.



Searching for 'address' will also show the Personal details – edit tile, as this is where you can change your address.

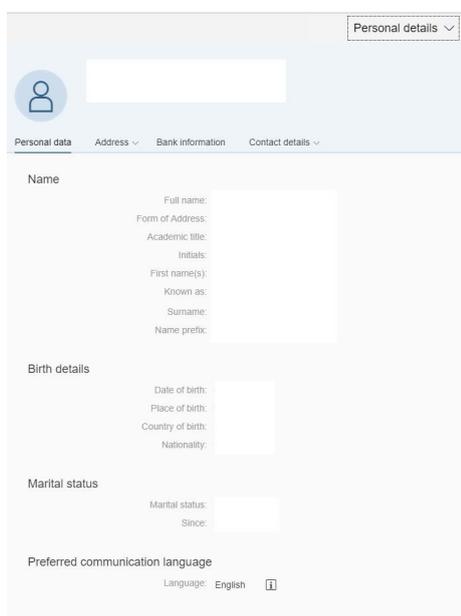
### Help & contact



Under the question mark you will find two options:

- Manual: this leads to the AUAS website, entry DSPE, where you can find more information and manuals.
- Question, report or complaint: your question, report or complaint about the DSPE will be processed by the Service Desk AC.

### Dutch

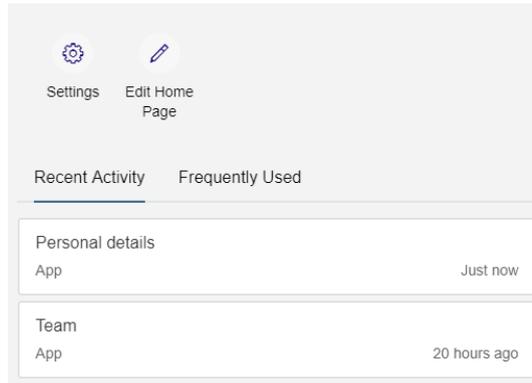


The DSPE is bilingual (English/Dutch). The language displayed in the tool depends on the correspondence language that is registered for you in the personnel administration (SAP). You can change the language using the Personal details – change tile.

Use Edit (upper right) to switch from English to Dutch and vice versa. Please note: if you change your communication language this means that all AUAS correspondence shall be in your preferred language.

## Personal settings

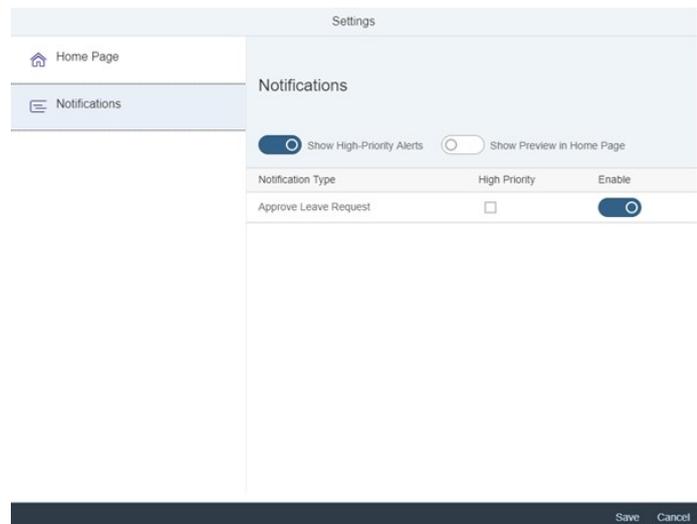
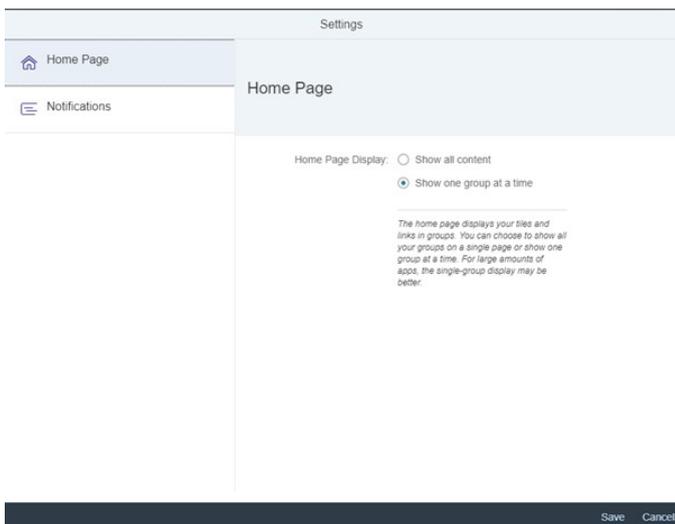
You enter the screen using the  icon (upper left). A new screen pops up, showing your recently used items. Clicking one of them will open the task.



## Settings

Here you can choose whether you want to see the tiles per tab (default setting) or all the tiles on one page, and whether you want to see alerts on your homepage .

If you've received an email notification about a pending task, the alert will show in the upper right-hand corner.



## Alerts and notifications

You access your notification page using the  button (in the upper right-hand corner).

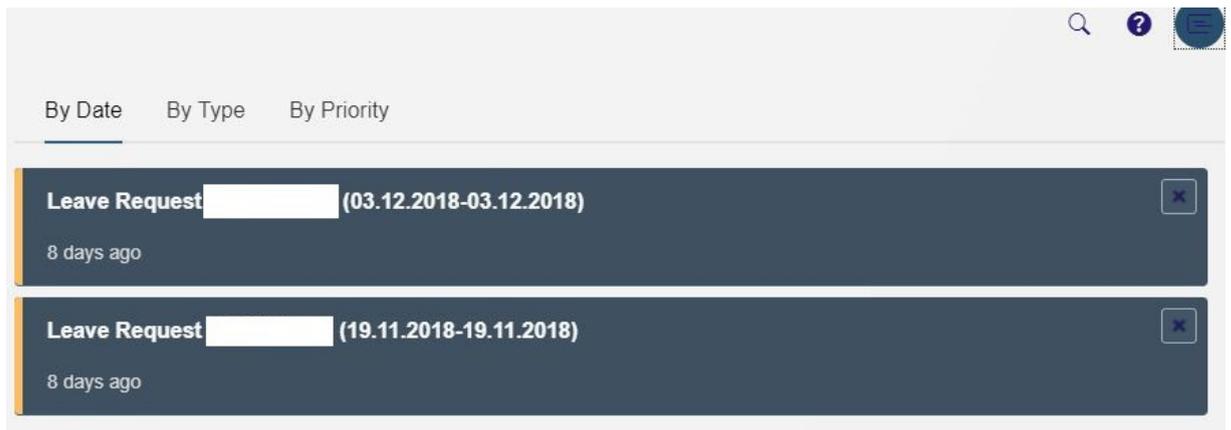
You will be alerted here whenever you receive an email notification.



Regular employees will only receive notifications about leave requests or expense claims.

Employees who have approval rights will receive notifications about leave requests, expense claims and invoices.

Other pending personnel tasks are not shown in this menu. You can organise your notifications in three ways:



By date: shows all notifications ordered by date.

By type: shows all notifications ordered by type: expense claims, invoice or leave requests.

If you click Expand group you will see all notifications in that category.

By priority: shows notifications according to priority, i.e. high or low.