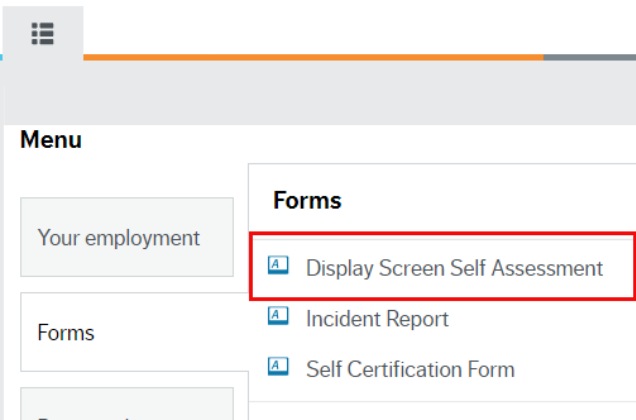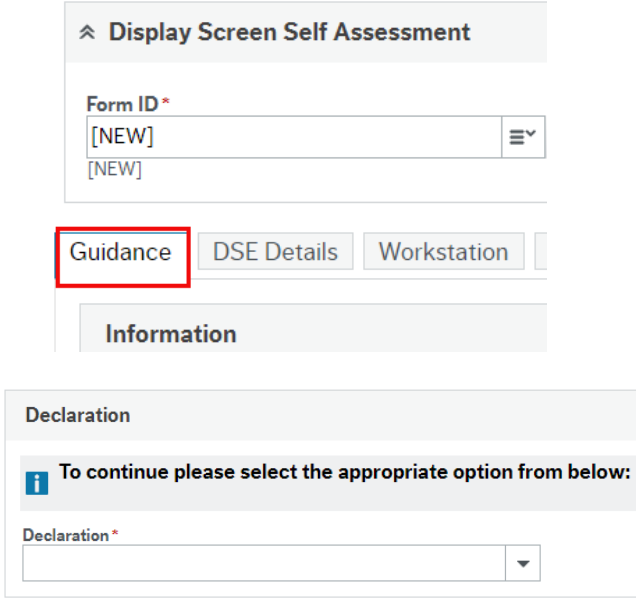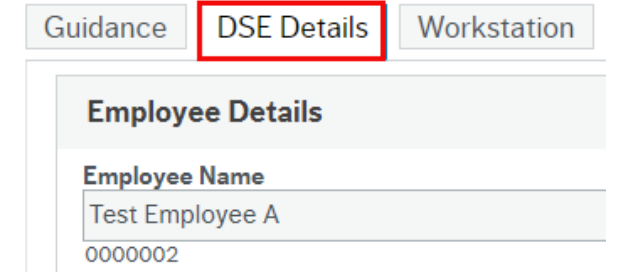# How to complete a Display Screen Equipment (DSE) self-assessment form

This guidance will allow an employee to complete a DSE Self-Assessment and the line manager to record any actions required as a result of the self-assessment.

NOTE: You should have completed the DSE Awareness Training Course in iLearn prior to completing your self-assessment form in Business World.
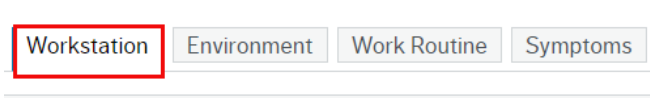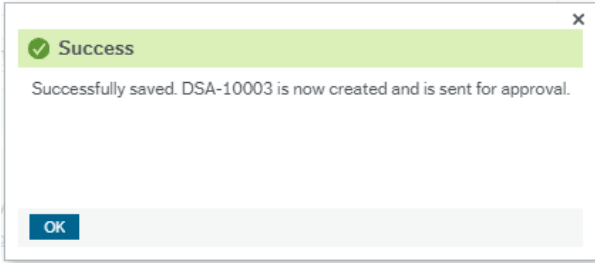
Completing a Display Screen Equipment (DSE) self-assessment form

1		Click on **Forms**, then **Display Screen Self-Assessment**. This will open a new form for you to complete. **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.
2		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. **NOTE:** if you have not completed the iLearn course first you cannot complete and submit the form.
3		Now click on the **DSE Details Tab**. The **Employee Details Section** will pre-populate with your details and your managers details.

How to complete a Display Screen Equipment (DSE) self-assessment form

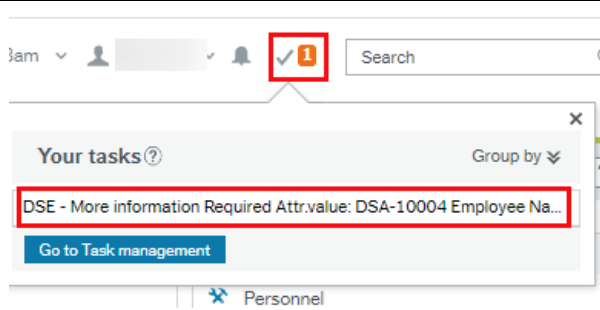|		
4	**Assessment Details** Date of DSE Assessment * Reason for Assessment * Average time of DSE use * Workstation Location * Work Base * ICT Device Asset Number Further Details	Scroll down to the **Assessment Details Section** and complete fields as follows: **Date of DSE Assessment:** Date you are 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".
5	**User Details** Do you spend a similar amount of time on DSE each day? Have you had an eye test since starting DSE work in this organisation? Do you find the workstation comfortable? Comments N/A NA No NO Yes YES	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. Repeat the process until you have completed all questions. Now scroll back up to the top of the form.

How to complete a Display Screen Equipment (DSE) self-assessment form

6	Workstation | Environment | Work Routine | Symptoms	Click on the **Workstation Tab**. Answer all questions and add any comments as appropriate. Repeat this process for **Environment, Work Routine and Symptoms** Tabs**.**
7	✓ Success Successfully saved. DSA-10003 is now created and is sent for approval. OK	When you have answered all questions, click on **Submit Form**. Ensure you receive a **Success Message.** 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. If no action is required, your form will be saved by your manager. If action is required, 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.

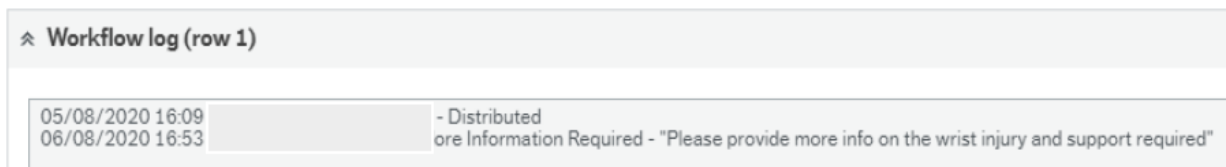# How to complete a Display Screen Equipment (DSE) self-assessment form

Form Returned: Employee to Provide Further Information

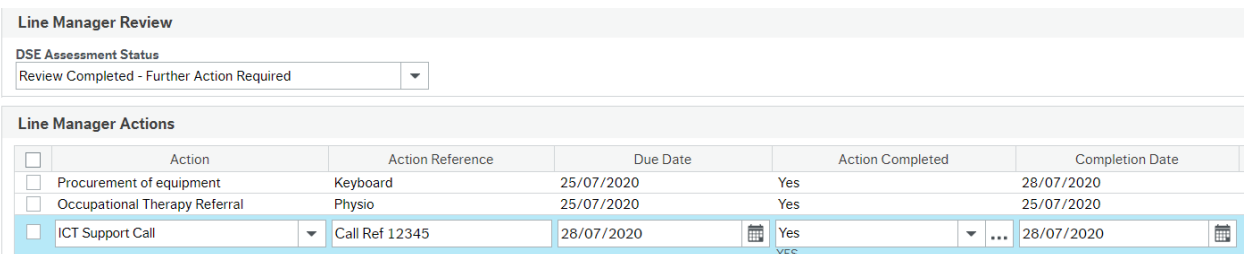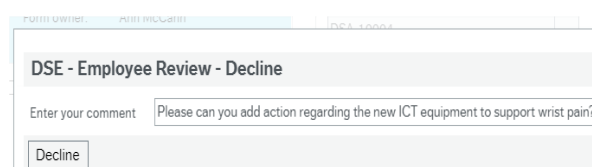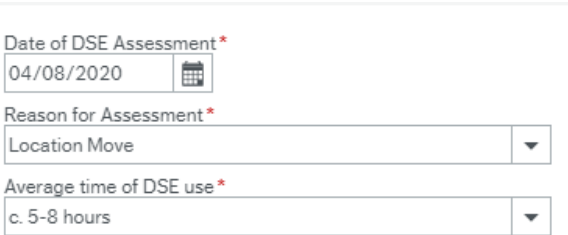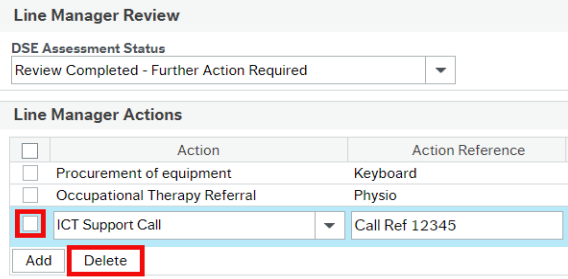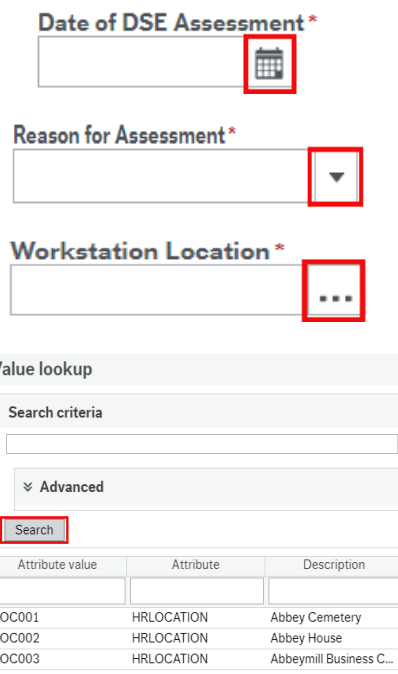|		
1		Your **manager may return your form** to you for further information. If this happens, you will receive an email and will also see this as a task in Business World. Click on the **orange task box**, then click on your DSE Form.
2		You will be able to see what your manager's comments or instructions 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.	
4		(1) **If you agree with the actions detailed by your manager and happy that they have been completed**, 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. |

How to complete a Display Screen Equipment (DSE) self-assessment form

Completing an ERP Business World form: Hints & Tips

1		**Navigating through the form:** 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.
2		**Mandatory fields:** 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.
3		**Deleting fields:** 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.
4		**Date Fields** – Either type 0 then press your tab key for today's date **or** click on the calendar icon the date DDMMYY format. **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. **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 order the list (A to Z). Once you find relevant selection, just click on it and it will take you back to the form and populate the field. <u>If the field does not have these options, it means it is a free text field & you can just type your answer directly into the field.</u>