

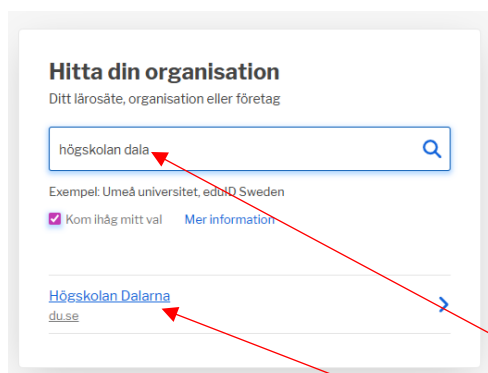
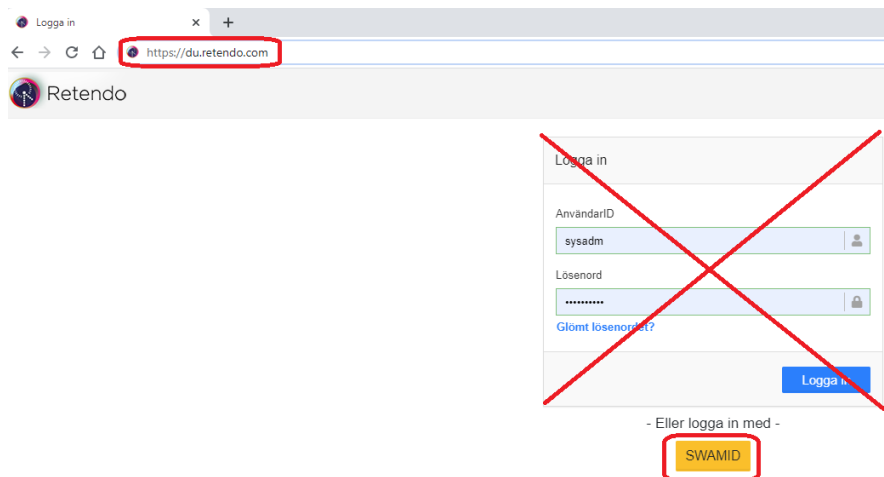
Retendo – Manual for employees

| | |
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Signing in

To log in, go to this internet address: du.retendo.com

Do not enter any login codes, just click on the yellow button SWAMID.

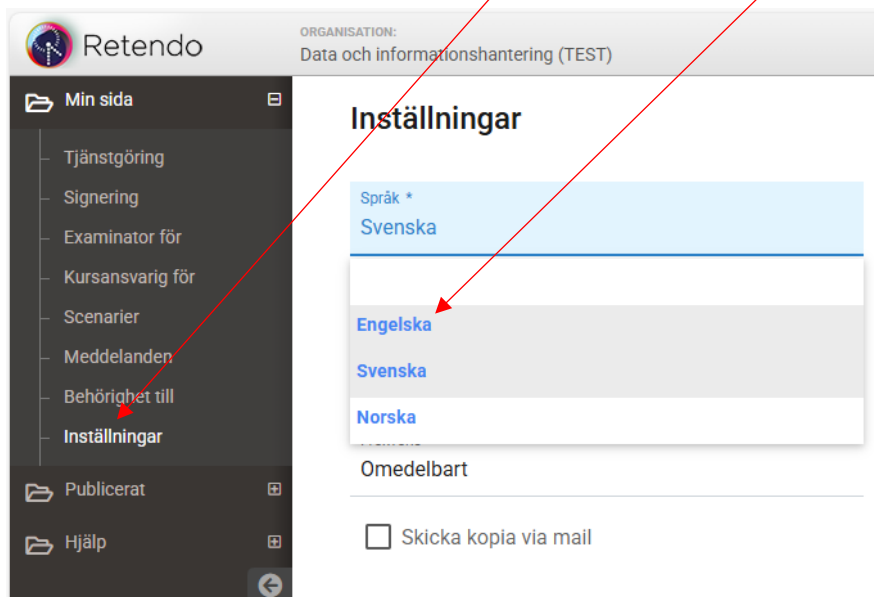


The first time you log in, you need to seek out **Högskolan Dalarna** and in the field and when Högskolan Dalarna appears, click on the blue link.

The next time you log in you just need to click on the yellow button SWAMID.

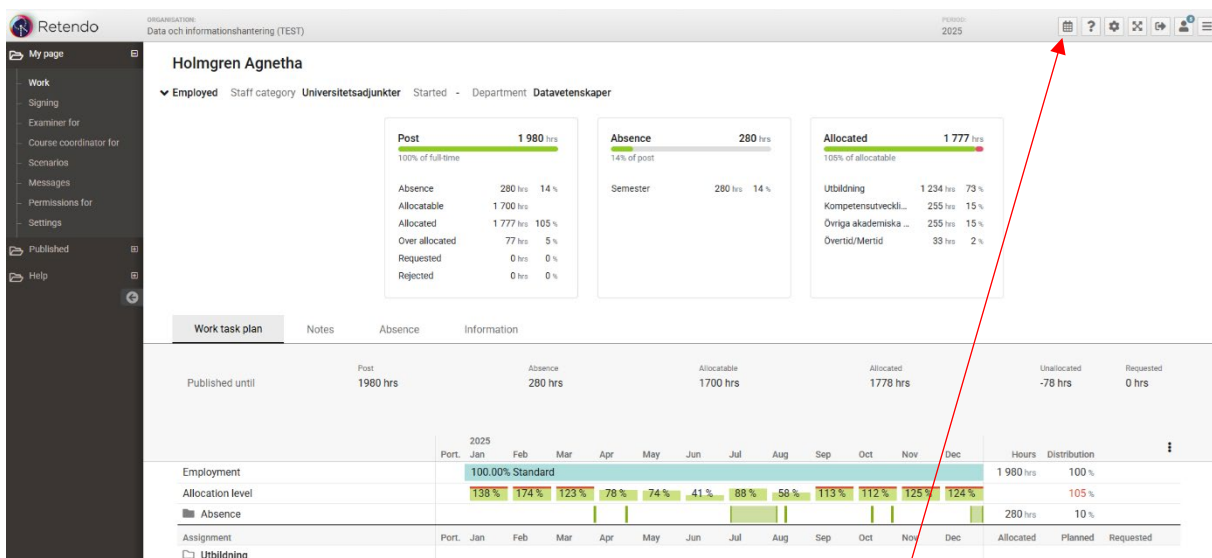
Choose language

In order to get an english version go to Inställningar and choose Engelska, and “Spara”.



My page

When you are logged in to Retendo you will arrive at “My page” where you can see your employment, planned absence and allocated assignments.



Start by choosing which period you want to view via the symbol for calendar.

To see if you are over allocated or not always choose a full year.

If you are going to look at courses, choose the *Vårperiod YY* or *Höstperiod YY*.

The example view below shows a full year.

The figure consists of three separate progress bars, each representing a different category of time allocation. Each bar has a green segment indicating the current status and a red segment indicating the remaining or allocated portion. Below each bar is a table of detailed data.

| Category | Current Status | Remaining / Allocated | Percentage |
|----------------|----------------|-----------------------|-------------------|
| Post | 1 980 hrs | 0 hrs | 100% of full time |
| Absence | 280 hrs | 14% | |
| Allocatable | 1 700 hrs | | |
| Allocated | 1 777 hrs | 105% | |
| Over allocated | 77 hrs | 5% | |
| Requested | 0 hrs | 0% | |
| Rejected | 0 hrs | 0% | |

Further down the page you see your courses and assignments etc. You can click on the blue links of courses and then you can see who else works in the course, when and how much.

| | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Hours | Distribution | |
|-----------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|------------------------|-----------|--------------|---------|
| Schedule | <div><div></div><div>100.00% Standard</div></div> | | | | | | | | | | | | 1 980 hrs | 100 % | |
| <div><div></div>Absence</div> | <div><div></div></div> | | | | | | | | | | | | 280 hrs | 57 % | |
| Allocation level | <div><div></div><div>53 %</div><div>25 %</div><div>30 %</div><div>82 %</div><div>82 %</div><div>64 %</div><div>100 %</div><div>43 %</div><div>32 %</div><div>32 %</div><div>66 %</div><div>77 %</div></div> | | | | | | | | | | | | | 50 % | |
| Assignments | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Booked | Planned | |
| <div><div></div>Utbildning</div> | | | | | | | | | | | | | | | |
| <div><div><div></div>Grundutbildning</div></div> | | | | | | | | | | | | | | | |
| <div><div><div><div></div>Systemvetenskapliga programmet</div></div></div> | | | | | | | | | | | | | | | |
| <div><div><div><div><div></div>Systemvetenskap Åk 2</div></div></div></div> | | | | | | | | | | | | | | | |
| <div><div><div><div><div><div></div>GIK2KM</div></div></div></div></div> | | | | | | | | | | | | | | | |
| <div><div><div><div><div><div><div></div>GIK2KM0000 - Kurs: Data Scienc ***</div></div></div></div></div></div> | <div><div></div></div> | | | | | | | | | | | <div><div></div></div> | 120 hrs | | |
| <div><div><div><div></div>Magister BI/Master Data Science</div></div></div> | | | | | | | | | | | | | | | |
| <div><div><div><div><div></div>MI4002</div></div></div></div> | | | | | | | | | | | | | | | |
| <div><div><div><div><div><div></div>MI40020000 - Kurs: Examensarbet ***</div></div></div></div></div> | <div><div></div><div>75.0</div></div> | | | | | | | | | | | <div><div></div></div> | 9 hrs | | |
| <div><div><div><div><div><div></div>MI40020000 - Kurs: Examensarbet ***</div></div></div></div></div> | <div><div></div></div> | | | | | | | | | | | <div><div></div></div> | 45 hrs | | |
| <div><div><div><div></div>Samläsningskurser</div></div></div> | | | | | | | | | | | | | | | |
| <div><div><div><div><div></div>GIK28T</div></div></div></div> | | | | | | | | | | | | | | | |
| <div><div><div><div><div><div></div>GIK28T0000 - Kurs: Examensarbet ***</div></div></div></div></div> | <div><div></div></div> | | | | | | | | | | | <div><div></div></div> | 90.0 tim | | 90 hrs |
| <div><div><div><div><div></div>GIK2FB</div></div></div></div> | | | | | | | | | | | | | | | |
| <div><div><div><div><div><div></div>GIK2FB0000 - Kurs: Artificiell Intell ***</div></div></div></div></div> | <div><div></div><div>150.0</div></div> | | | | | | | | | | | <div><div></div></div> | 35 hrs | | |
| <div><div><div><div><div><div></div>GIK2FB0000 - Kurs: Artificiell Intell ***</div></div></div></div></div> | <div><div></div></div> | | | | | | | | | | | <div><div></div></div> | 150.0 tim | | 117 hrs |
| <div><div><div><div></div>Forskning, kompetensutveckling, samverkan & ...</div></div></div> | | | | | | | | | | | | | | | |
| <div><div><div><div><div></div>Universitetslektorer enligt avtal</div></div></div></div> | | | | | | | | | | | | | | | |
| <div><div><div><div><div><div></div>Forskning, kompetensutveckling, samve ***</div></div></div></div></div> | <div><div></div></div> | <div><div></div><div>20.0 % av bemanningsbart</div></div> | | | | | | | | | | <div><div></div></div> | 340 hrs | | |


To get an overview of the entire department's published plan, click on Published and then Assignment in the menu on the left of the page.

Projects

Alla Time plan Matrix

| Name | Start | End |
|----------------------------------------|------------|------------|
| Grundutbildning | | |
| Systemvetenskapliga programmet | | |
| Systemvetenskap Åk 1 | | |
| GDT2JM | | |
| GDT2JM0000 - Kurs: Datakommunikation 1 | 2022-01-17 | 2022-03-27 |
| GIK2BD | | |
| GIK2BD0000 - Kurs: IT-projekthantering | 2022-01-17 | 2022-03-27 |

A page is now displayed that contains all the entire department's courses for the period you have chosen to view. If you click on a course, you can see who will work in that course, and how many hours they will work.


Retendo

ORGANISATION:

Littvet, svas, sven (TEST)

Published

Assignment

Staff

Scenario

Published to

Projects

Alla

Tidplan

Matris

| | Holmgren Agnetha | Hultin Eva | Jakobson Liivi | Johansen Madelene |
|------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|------------|----------------|-------------------|
| ↓ Name | | | | |
| <div> <div>Grundutbildning</div> <div>Svenska</div> <div>ASV25A</div> <div>ASV259</div> <div>GSV2D3</div> <div>GSV2DF</div> <div>GSV22L</div> </div> | 200 hrs | | | |
| | | 100 hrs | | |
| | 120 hrs | | | 75 hrs |

If you go to Assignments and then Matris tab, you can see all assignments and people in your department for the selected time period.

You need to make a setting on both of these pages to get the structure clearer. To do this, click on the three dots on the far right of the page and then select Edit View. Then select Portfolios in the Group by field.

Retendo

ORGANISATION KORT

ÖMVRÅDNAD (TEST)

Published

Assignment

Staff

Scenario

Published to

Hösterperiod 21

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➡️

Projects

AllaTime planMatris

Group by

Portföljer

Selected columns

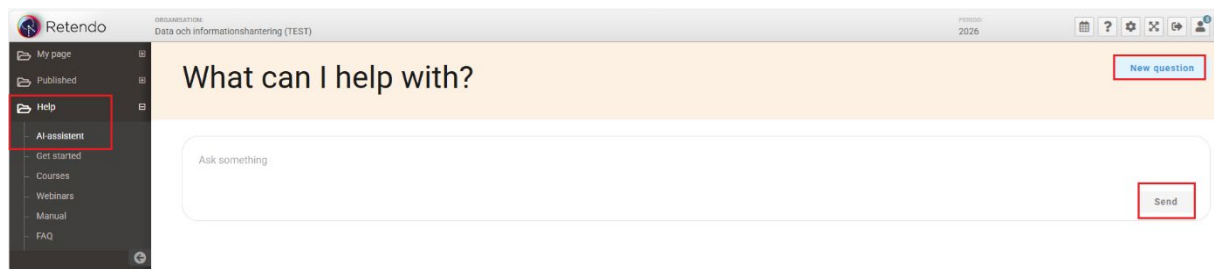
Booked, Budget, Course code, End, Period, Person

Filter in

| Name | Course cod | Start | End | Person res | Period | Rate | Budget | Booked |
|---------------------------------------------------------|------------|------------|------------|------------|--------|------|--------|--------|
| Grundutbildning | | | | | | | | |
| Fristående kurser | | | | | | | | |
| Ömvrådnd | | | | | | | | |
| AVÅ24U Telefonrådgivning inom hälso- och sjukvård | | | | | | | | |
| VÅ3130 | | | | | | | | |
| AVÅ24U0000 - Telefonrådgivning inom hälso- och sjukvård | AVÅ24U | 2021-08-30 | 2022-01-16 | Spant... | DAG | 50 % | 480 | |

Help in Retendo

There is both an AI assistant and a manual in Retendo under Help in the menu to the left.



Under manual you will find more information about different functions in the system.

An FAQ with frequently asked questions about the system is under construction.