



WELCOME TO THE  
 DEE SET | GROUP

NEW STARTER SYSTEM INFORMATION PACK



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# Getting Started

# Enrolling

Getting you enrolled on AD Self Service is the first step to getting you on our systems.

Like anything online, we need to take care that you're set up securely... so that means we'll first agree on some security questions with you and then create your password.

Because you don't have a password yet, we'll use a temporary one, to begin with.

## Step 1

Please follow this link for AD Self Service Portal

<https://password-portal.deeset.group:9251/authorization.do>



If you ever forget your password you can also reset it using this link – make sure to save it! ☺

## Step 2

Enter your username and then your temporary password which will be sent to you via email and select **Login**:

The image shows two screenshots of the AD Self Service Portal. The left screenshot displays the main menu with three options: 'Password Reset' (with a key icon), 'Account Unlock' (with a lock icon), and 'Change Password' (with a document icon). Below these is a green 'Login' button, which is pointed to by a red arrow. The right screenshot shows the login page with a dark header containing a '< Back' link, the text 'Login', and a red-bordered 'Login' button. The main content area has the heading 'Enter User Name for Login' and three input fields: 'Username', 'Password', and a dropdown menu currently showing 'DEESET.LTD' with a downward arrow.

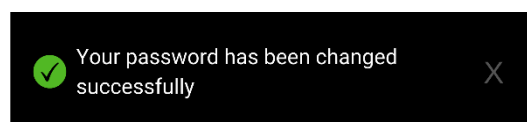
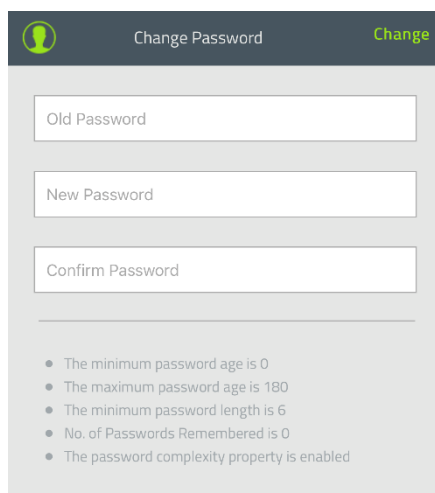
### Step 3

You now need to choose your password.

On the next screen, you will be asked to reset your password.

You will need to enter your current password (the temporary one), then enter a new password in the final two boxes. This needs to be 8 characters and includes a capital, a special character (@, #, £, etc), and a number. Make sure it's something memorable 😊

When complete, select **Change**. Wait a few moments and when completed, you will see a success message at the top, select OK.



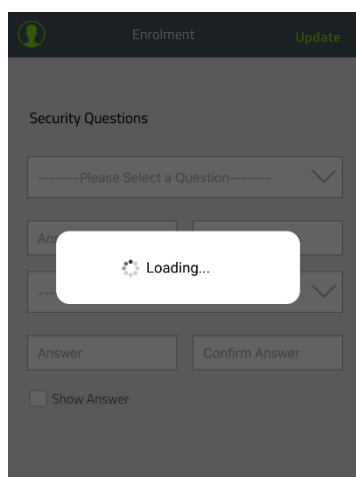
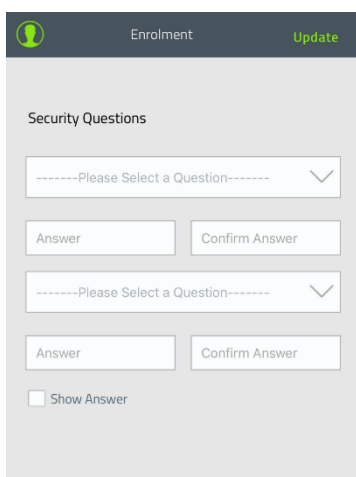
### Step 4

On the enrolment screen, select two questions and enter the answers for each. Your answers need to be at least 5 characters and are case and space sensitive.

When completed, select **Enrol**

After selecting **Enrol**, it will take a short while to complete the enrolment, please stay on this page and do not close it.

When the process completes, you will see a success message.



Step  
**5**

## Congratulations!

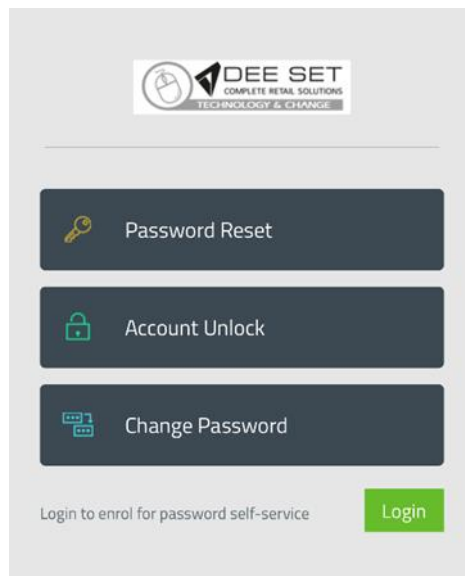
You have successfully enrolled and reset your Dee Set password.

From here you can now use this password along with your @deeset.ltd username to access the company system.



Remember: If you ever forget your password or get locked out, you can use this link to reset your password / unlock your account.

<https://password-portal.deeset.group:9251/authorization.do>





Please note - The Job Hub, MOA and Blink app are pre installed on your smartphone

Here's a **quick guide** to help you know **what system does what** here at Dee Set...



## Job Hub

**Job Hub** is the system you use to accept and complete jobs. You can view jobs allocated to you, as well as accept job offers based on your preferences.



## MOA

**Mobile Ordering App** is used for creating and sending stock orders to stores you work in. Allows you to work offline, be flexible and create multiple orders at one time.

**Blink.**

## Blink

**Blink** is our business communication tool which allows you to work closely and communicate with your colleagues in your area. Once you have access to Blink, you will be able to access all of the below systems from the Blink Hub.



## THRIVE

**Thrive** is our learning and training platform. Supporting you with all your training and development needs. You can gain Powerful skills on Thrive to maximise the amount of jobs offered to you.



## iTrent

**iTrent** is our HR system where you can view all your pay documents, book holidays, log absences, review and complete probation reviews as well as look at your pension information.

## Rydo

**Rydo** is our expenses app that allows you to submit receipts from your tablet or phone to claim money back for mileage and travel costs.



If you are experiencing any difficulty accessing any of the systems.

Please email [servicedesk@deeset.co.uk](mailto:servicedesk@deeset.co.uk)

The text "Login Help" is centered in a large, bold, dark blue font over a collage of grayscale images of diverse people.



Step **1**

Click on the **Blink** app on your phone then select, 'I already have an account'

(Please make sure you're selecting this and not 'Join my Colleagues').

Step **2**

Next, select 'Use email address'

When it asks for the email address connected to your Blink account, enter your **personal email address** e.g [joe.bloggs@gmail.com](mailto:joe.bloggs@gmail.com)

or if you have given a Dee Set email account e.g [firstname.surname@deeset.co.uk](mailto:firstname.surname@deeset.co.uk) or [firstname.surname@tactical-solutions.co.uk](mailto:firstname.surname@tactical-solutions.co.uk)

Step **3**

For the Microsoft sign in use your account ending .ltd - [firstname.surname@deeset.ltd](mailto:firstname.surname@deeset.ltd)

or you have given a Dee Set email account use this e.g [firstname.surname@deeset.co.uk](mailto:firstname.surname@deeset.co.uk)

For the password, enter: *Your Main password – This is the one you created in enrolment.*

Once you are into Blink, you can then also access all the systems that will be relevant to your journey with Dee Set, such as “iTrent” and “Thrive”



## Step 1

Click on the **Job hub** or **MOA** app on your phone then, click **Login**



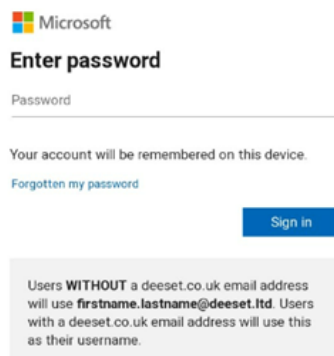
## Step 2

Then enter your .Ltd Microsoft account (unless you have a Dee set email address e.g. [firstname.lastname@deeset.co.uk](mailto:firstname.lastname@deeset.co.uk))



## Step 3

Followed by your password

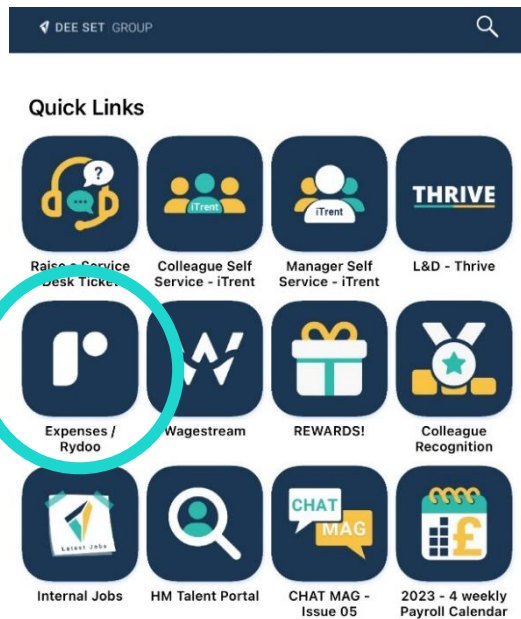


Rydo is our expenses app that allows you to submit receipts from your tablet or phone to claim money back for mileage and travel costs.

**Please do not try to log in Rydo before your start date.**

## Step 1

Click on the **Rydo** link via the **Blink Hub**



## Step 2

Please use your **personal** email address (**Unless you have a Dee Set email account** e.g. [Joe.Bloggs@deeset.co.uk](mailto:Joe.Bloggs@deeset.co.uk) or [Joe.Bloggs@tactical-solutions.co.uk](mailto:Joe.Bloggs@tactical-solutions.co.uk))

## Step 3

Use your **.ltd account and password** to log on [Joe.Bloggs@deeset.ltd](mailto:Joe.Bloggs@deeset.ltd)

Unless you have a **deeset email account** e.g. [Joe.Bloggs@deeset.co.uk](mailto:Joe.Bloggs@deeset.co.uk)

(If you have any issues accessing please email [servicedesk@deeset.co.uk](mailto:servicedesk@deeset.co.uk))



Use your single sign on account to log in

Sign In

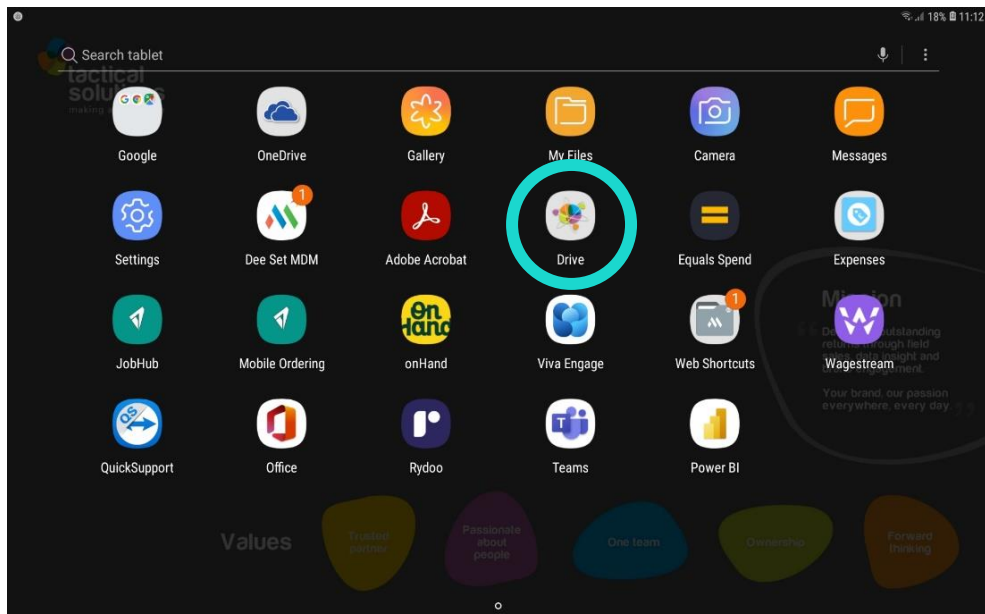
If you have issues logging in please contact IT Support on 01782 574159 or [help@deeset.co.uk](mailto:help@deeset.co.uk)

Drive is our bespoke app which most of your work will be completed through. The operations team build your surveys/calls and upload them to Drive before the Journey planning team strategically organise the order of your visits for the week in the most efficient and economical order.

Drive works partly off-line and requires “Sync” before completing calls and also after for the data to be uploaded.

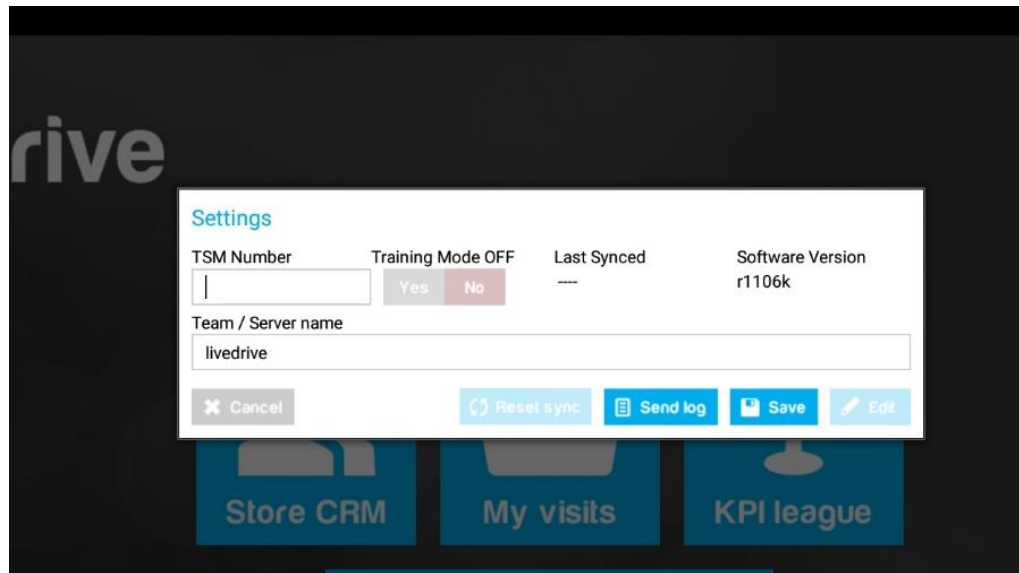
## Step 1

To find **Drive**, go to all apps on your tablet and locate the icon highlighted below.



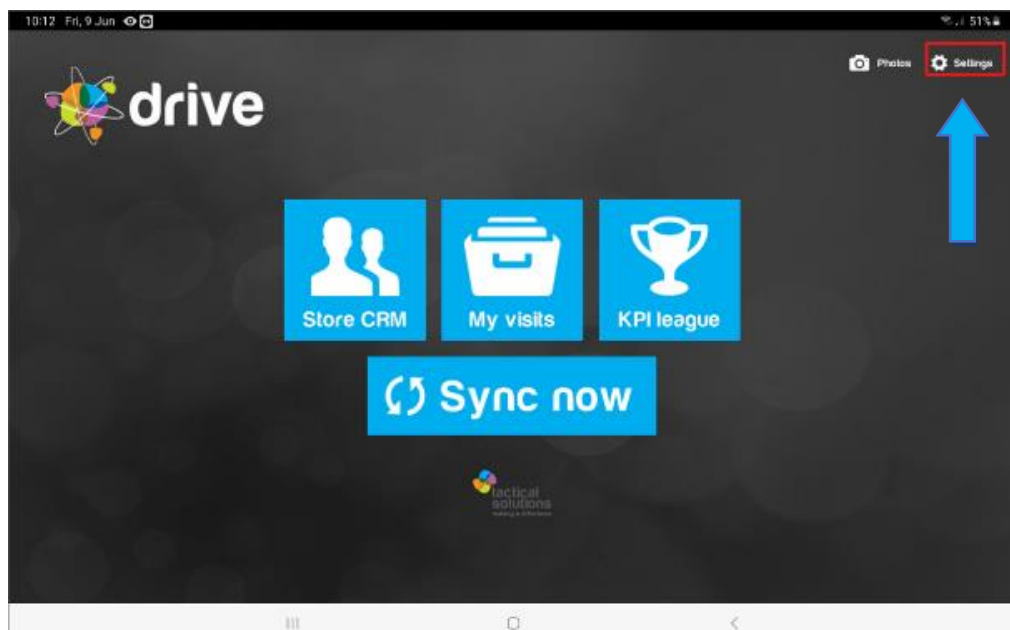
Step 2

Once opened, input your TSM number and server name. Server name is always **livedrive** - Tap save then confirm and Drive will start synchronising.



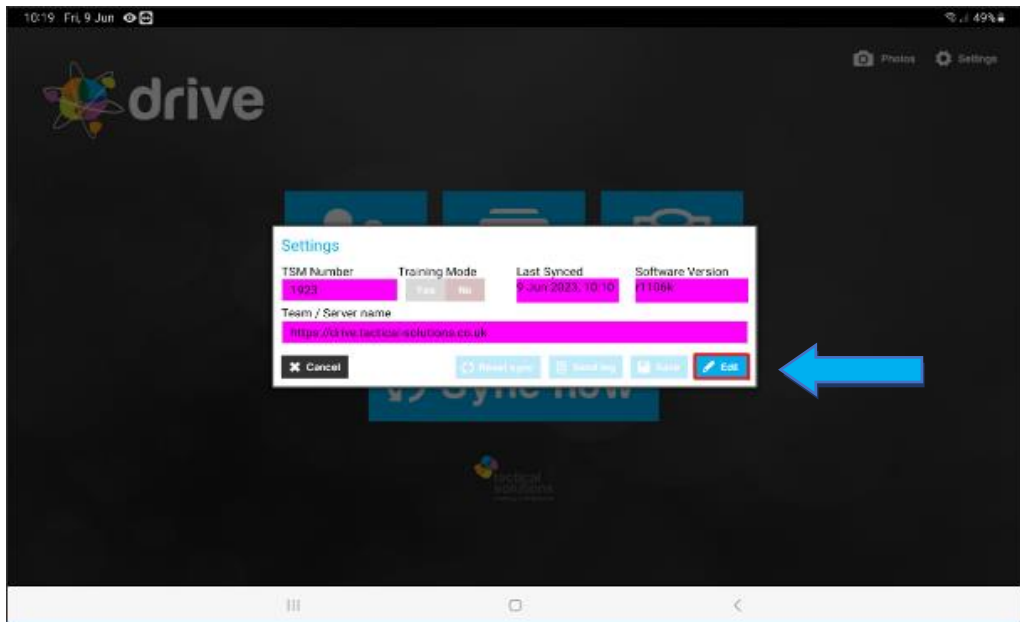
Step 3

Once synced we need to clear the database and sync again. To do so, we perform a process called **“reset sync”** Please follow the steps below.

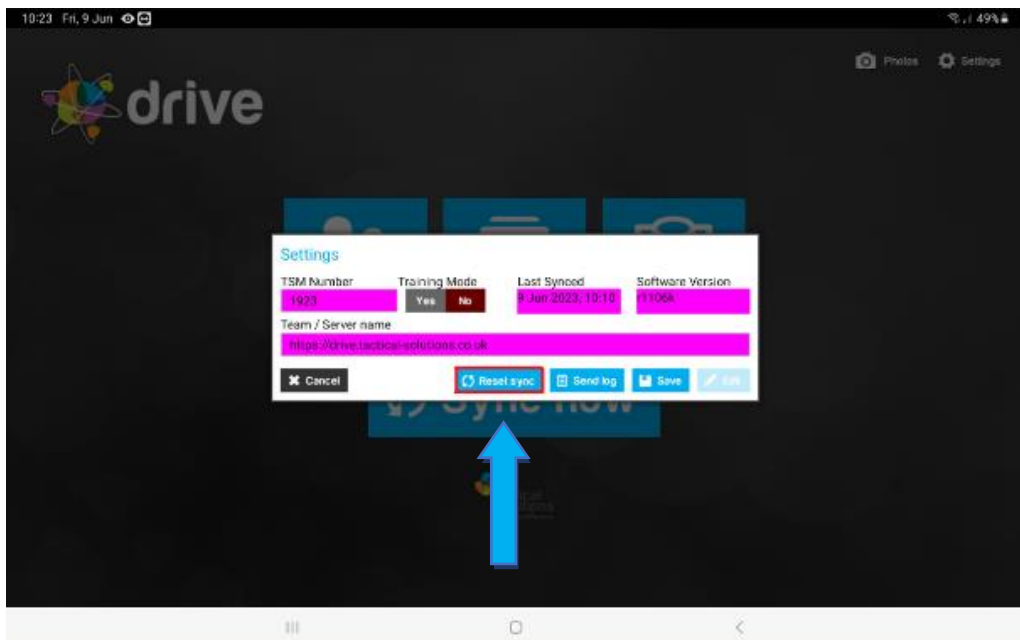




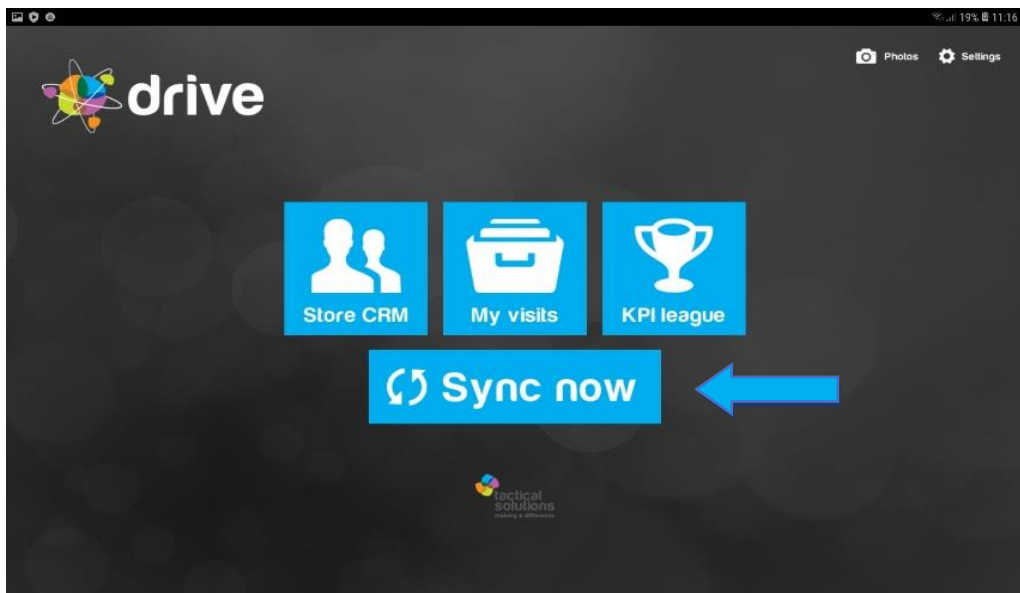
Step 4



Step 5



Step 6



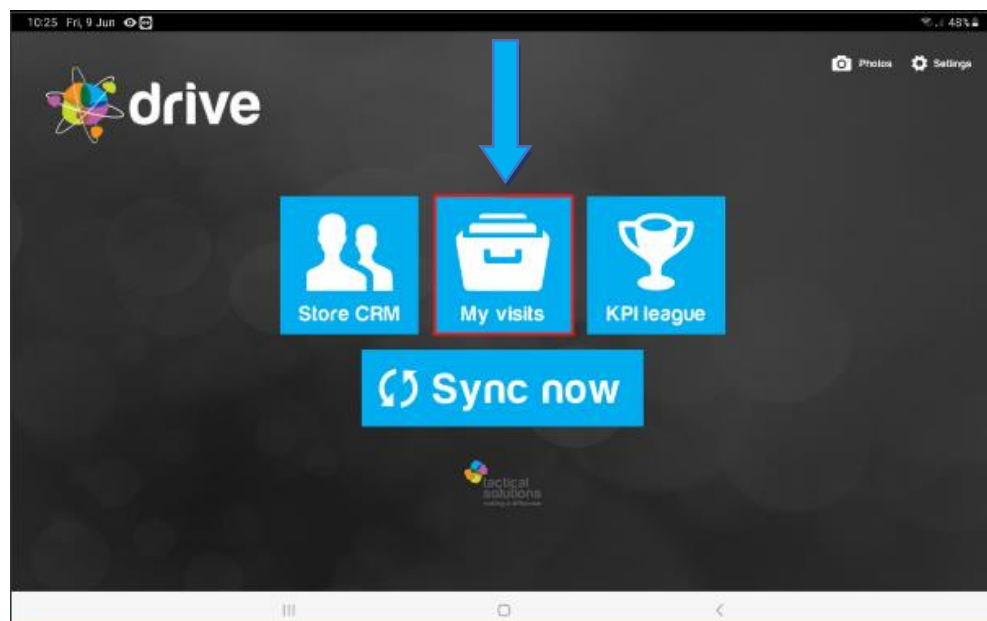
A Reset Sync is used to reset the database if there is an issue with Drive, it will also clear completed calls which are showing within “My visits”. It is recommended to do this every couple of weeks.

However, please always make sure you have pressed “Sync Now” before performing reset sync.

## STARTING A CALL



To Start a call firstly select my visits. You will then be able to see a list of all your planned calls (Middle picture). Then to start a specific call click on the small blue call details button on the right end of the call. Once on the call details page you will see the “Start Call” button near the top. Follow the steps below.



Step 2

10:30 Fri, 9 Jun 47%

drive Ethan Cowell - 09-06-2023 10:30 MAD Score: 0 ? Help

My visits Back

My Visits All visits All clients Reset

09/06/2023 Escorted 0

Sequence	Retailer	Store Format	Address	Postcode	TS Number	Escorted
1	Asda	Living	Chester Boughton Living	CH4 0DP	10029	09/06/2023

Step 3

10:32 Fri, 9 Jun 47%

drive Ethan Cowell - 09-06-2023 10:32 MAD Score: 0 ? Help

Store CRM Back Start call

Store MyVisits - Asda Living - CH4 ODP - Call Objectives

Clients Objectives

All Clients Kelloggs

PRIORITY 1 OBJECTIVES

Client	Bonus	Target	Intervention	Product Category	Product
Client					

PRIORITY 2 OBJECTIVES

Client	Bonus	Target	Intervention	Product Category	Product
Client					

PRIORITY 3 OBJECTIVES

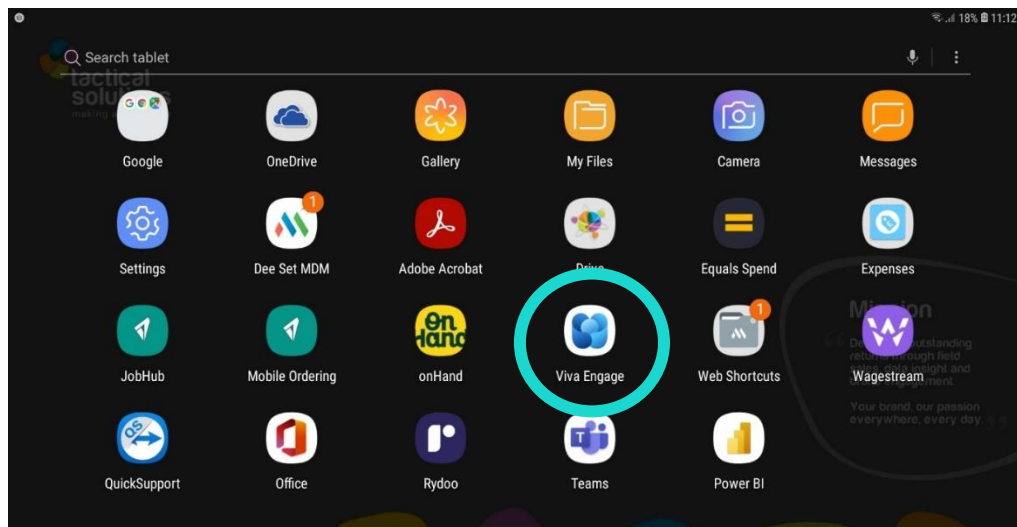
Client	Bonus	Target	Intervention	Product Category	Product
Client					

**Viva Engage (sometimes referred to as Yammer) is a new employee experience that connects people across the company—wherever and whenever they work—so that everyone is included and engaged in our community.**

It is like a Facebook for work, where you can share posts and interact on your colleagues' posts.

## Step 1

Viva Engage can be located on the Apps page of your tablet.



## Step 2

After clicking on Viva Engage and selecting Sign In, you will be greeted with the page below.

Here you can enter your Tactical email address and then press Next and enter your Tactical password.

← Sign In

---

WORK EMAIL

FirstnameLastname@tactical-solutions.co.uk

---

NEXT

**For further information please resort to Thrive where you can find additional training for Viva Engage.**

Expenses is our mileage tracker for company cars.

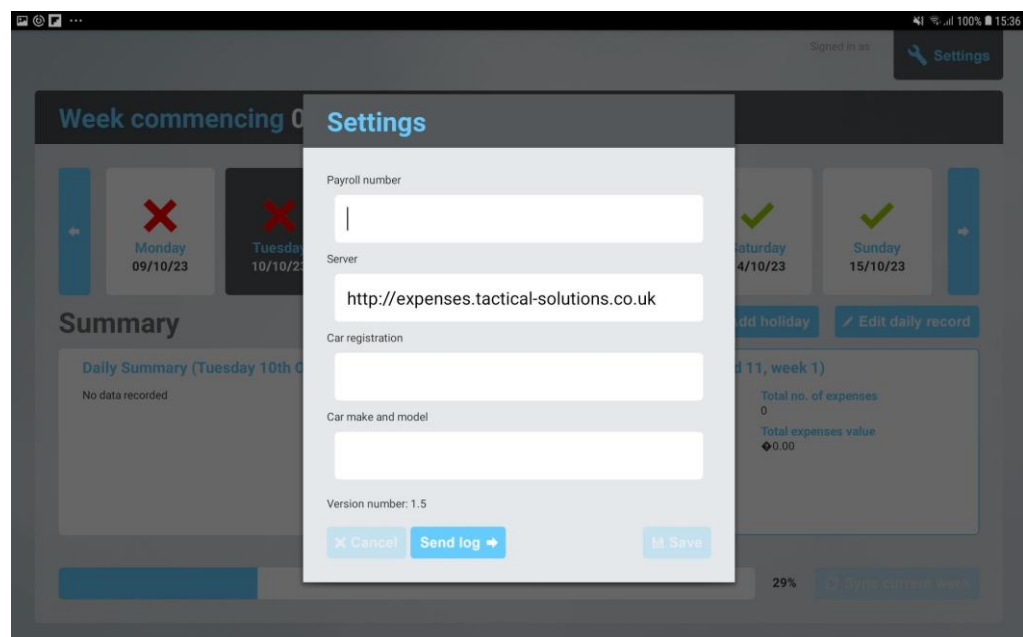
## Step 1

First, locate the Expenses app on your home screen or app library.



## Step 2

Once you've tapped the Expenses app, you'll see this screen and you'll need to contact the people team ([HR@deeset.co.uk](mailto:HR@deeset.co.uk)) for your payroll number in order to log in. Once you have entered your payroll number proceed to fill in the car reg number and make.

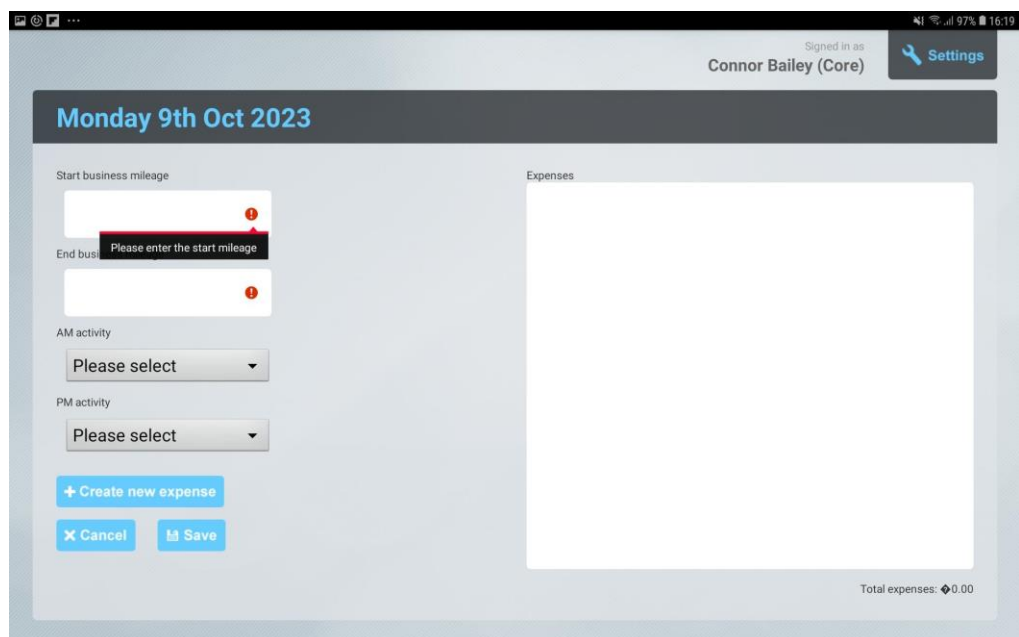
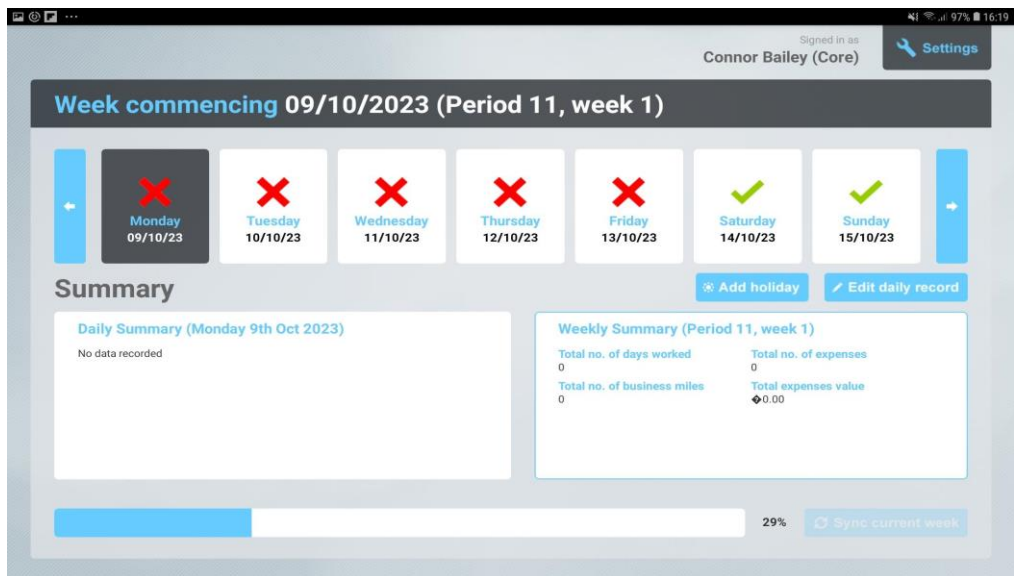




# Step 3

Once you have logged in select the correct day then press “edit daily record” and now you will see a new screen where you will need to enter your “start business mileage” and “end business mileage” and don’t forget to enter your “AM” AND “PM” activities that relate to why you completed your miles, for example “work”.

Then press save and ok to the “are you happy to continue” window. Follow the steps detailed in the images below.



Signed in as Connor Bailey (Core) Settings

### Monday 9th Oct 2023

Start business mileage: 100

End business mileage: 150

AM activity: Please select

PM activity: Please select

+ Create new expense

Cancel Save

Expenses

Total expenses: 0.00

Step 4

When here select the option that applies to the reason you completed the mileage you did.

Signed in as Connor Bailey (Core) Settings

### Monday 9th Oct 2023

Start business mileage: 100

End business mileage: 150

AM activity: Please select

PM activity: Please select

+ Create new expense

Cancel Save

Expenses

Total expenses: 0.00

- Work
- Bank holiday
- Unpaid leave
- Holiday
- Compassionate leave
- Paternity
- Maternity
- Parental leave
- Sickness
- Non working day
- Weekend
- Jury duty
- Unauthorised Absence
- Furlough

# Step 5

As you complete each day through the week the progress bar at the bottom will eventually complete and once you have completed each day you will see the X replaced with a green tick.

The screenshot shows a mobile application interface for tracking work progress. At the top, it indicates the user is signed in as Connor Bailey (Core) and provides a Settings link. The main heading is "Week commencing 09/10/2023 (Period 11, week 1)". Below this, a row of seven cards represents the days of the week: Monday (09/10/23) with a green tick, Tuesday (10/10/23) with a red X, Wednesday (11/10/23) with a red X, Thursday (12/10/23) with a red X, Friday (13/10/23) with a red X, Saturday (14/10/23) with a green tick, and Sunday (15/10/23) with a green tick. Below the days are buttons for "Add holiday" and "Edit daily record". The "Summary" section is divided into two panels: "Daily Summary (Monday 9th Oct 2023)" which shows "No data recorded", and "Weekly Summary (Period 11, week 1)" which shows: Total no. of days worked: 1, Total no. of expenses: 0, Total no. of business miles: 50, and Total expenses value: £0.00. At the bottom, a blue progress bar is partially filled, with "43%" and a "Sync current week" button.



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