

PersoExpenses

Handleiding

Juli 2022





Zich aanmelden en algemene informatie

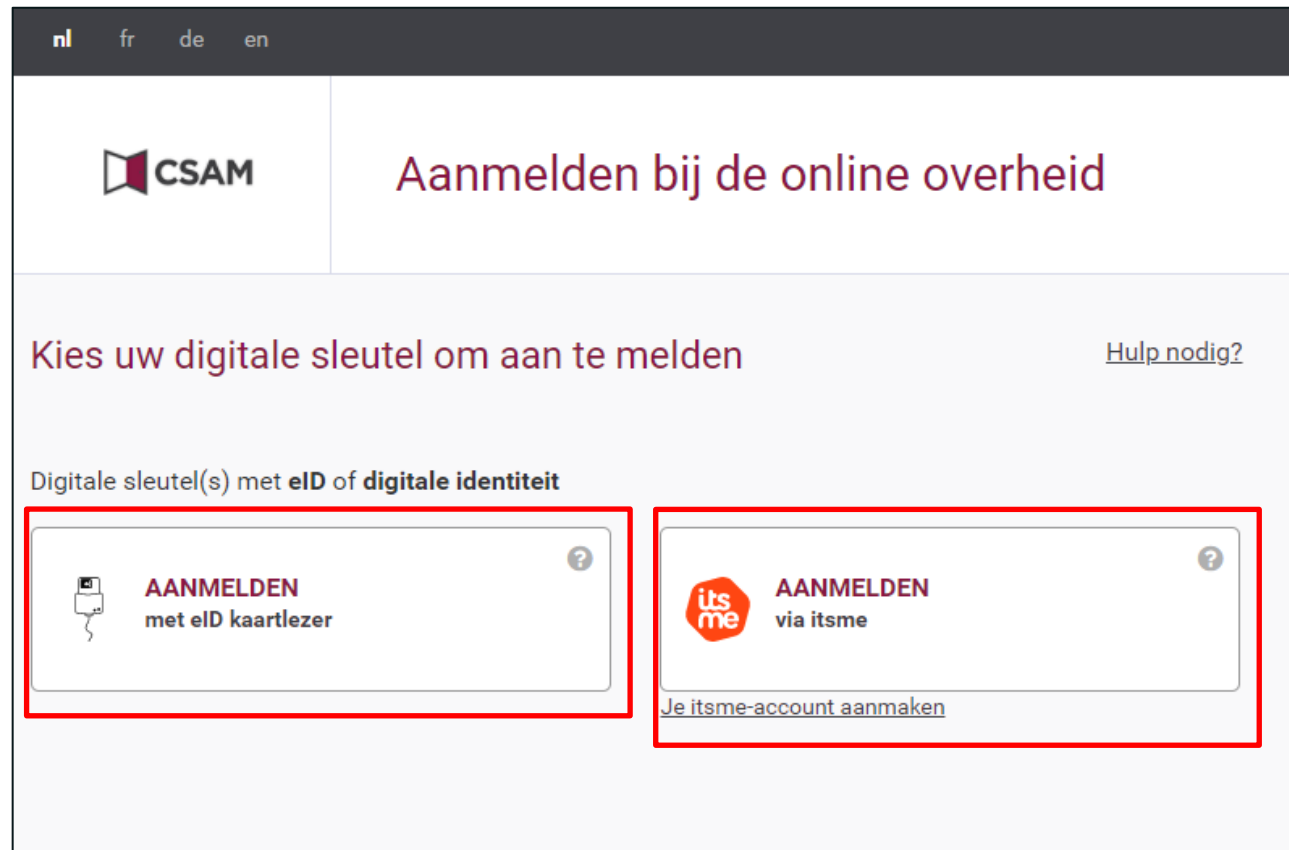
Link

- Via SAGO

The screenshot shows the SAGO HR portal interface. At the top, there is a header with the logos for PERSOPOINT, BO, and SAGO, along with a 'Back office' link. Below the header is a search bar with the placeholder text 'Waarmee kunnen we u helpen?'. The main content area features two prominent buttons: 'Ga naar de HR Catalogus' (highlighted with a red box) and 'Mijn cases'. Below these buttons is a section titled 'Populaire items' containing four cards: 'Communicatie naar de gebruiker', 'Vermindering van werkregime', 'Functiegegevens', and 'Wedde'. To the right of the 'Populaire items' section is a 'Communicatie' section with a message about tickets and a 'Mijn recente HR cases' section listing several cases with their IDs and statuses. At the bottom of the page, there is a footer with links for 'SCOPE / ESS', 'Fedweb', 'Website PersoPoint', and 'MyMinfin'.

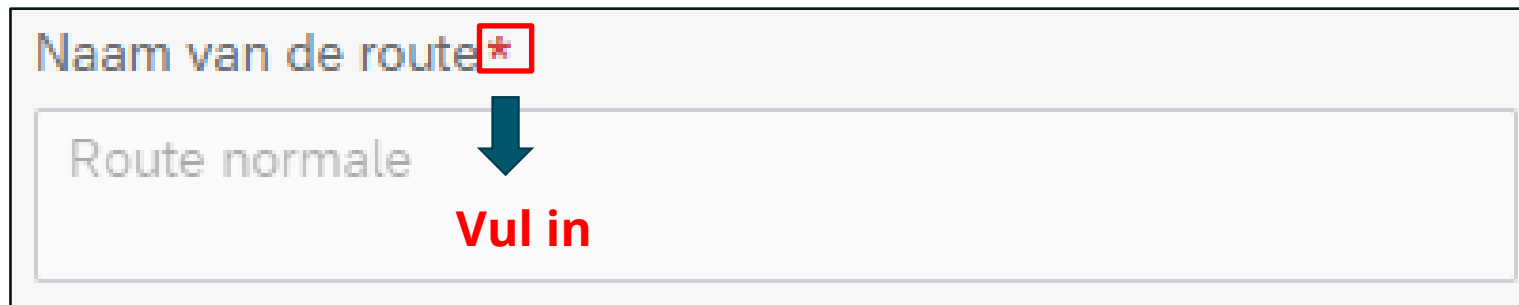
Zich aanmelden

- Via eID of Itsme



Velden met een asterisk

- In het algemeen moeten velden met een **asterisk** worden ingevuld



Naam van de route *

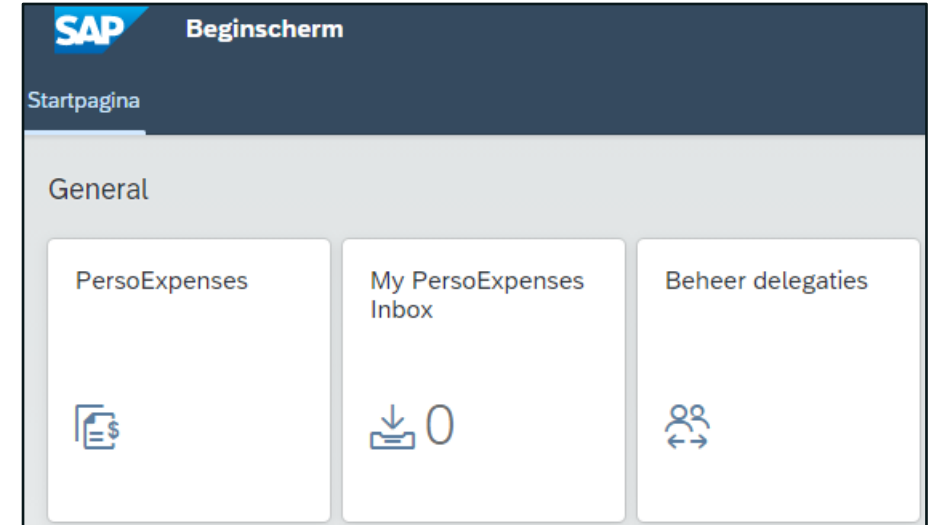
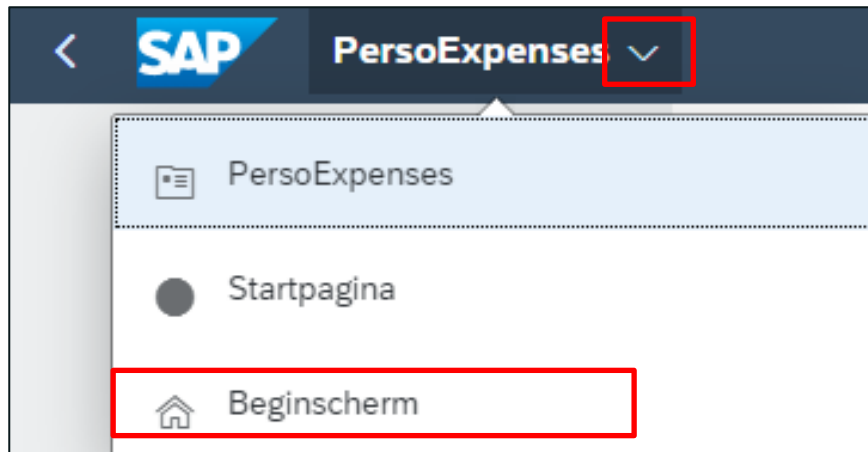
Route normale

Vul in

The image shows a screenshot of a form. At the top, the text 'Naam van de route' is followed by an asterisk '*' which is enclosed in a red square box. Below this, there is a large, empty text input field. Inside this field, the text 'Route normale' is visible. A blue arrow points downwards from the asterisk to the text 'Route normale'. Below the arrow, the text 'Vul in' is written in red, indicating that this field is required.

Onderweg

- Keer op elk moment terug naar het beginscherm:



Beginscherm

SAP Beginscherm

Zoeken in: Apps

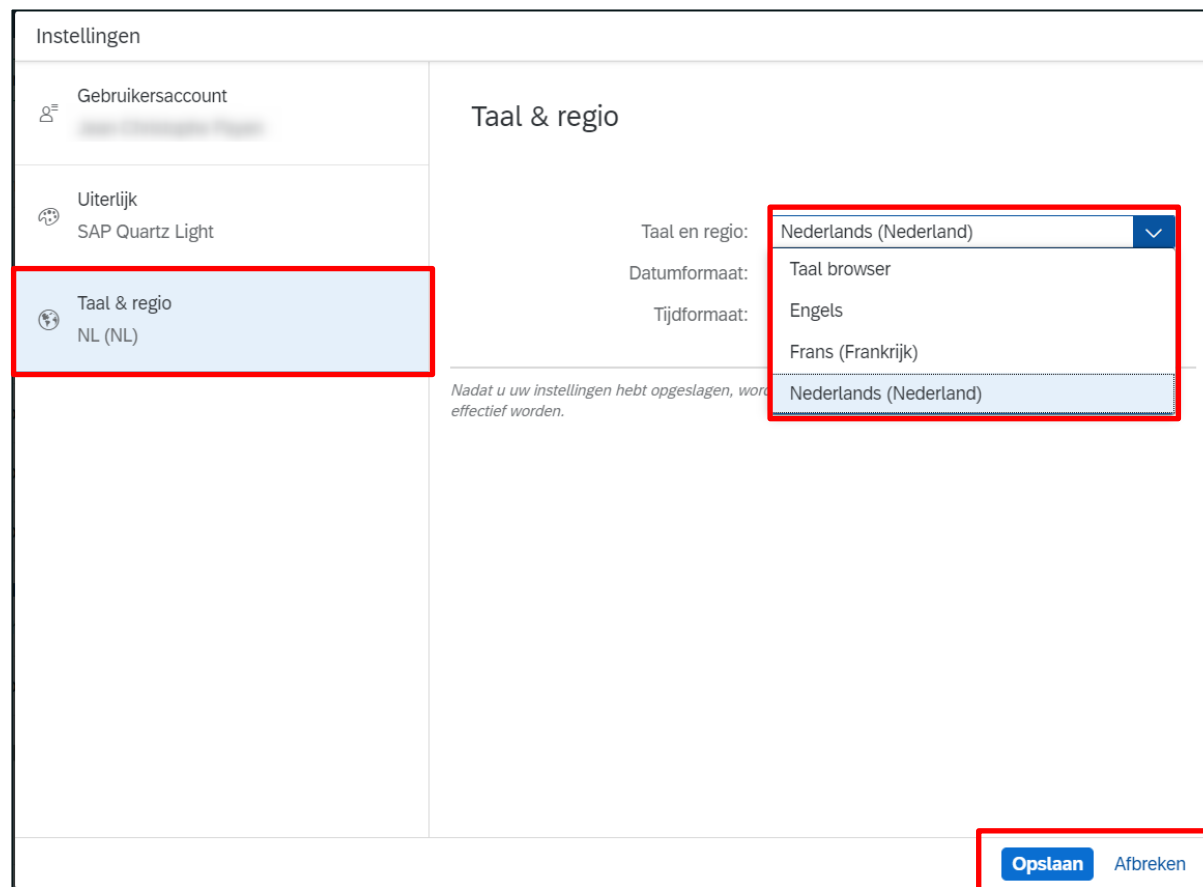
Startpagina

General

PersoExpenses	Beheer delegaties	My PersoExpenses Inbox
Nieuwe aanvraag	Delegaties beheren	Mijn berichten

Settings : taal

- Kies de taal van de toepassing via de instellingen rechtsboven



The screenshot displays the 'Instellingen' (Settings) page for SAP Quartz Light. The left sidebar contains several settings categories: 'Gebruikersaccount', 'Uiterlijk' (with 'SAP Quartz Light' selected), and 'Taal & regio' (with 'NL (NL)' selected). The main content area is titled 'Taal & regio' and includes three dropdown menus: 'Taal en regio' (set to 'Nederlands (Nederland)'), 'Datumformaat' (set to 'Taal browser'), and 'Tijdformaat' (set to 'Engels'). A red box highlights the 'Taal & regio' menu item in the sidebar and the 'Taal en regio' dropdown menu in the main area. At the bottom right, there are two buttons: 'Opstaan' and 'Afbreken', both highlighted with a red box. A note at the bottom of the settings area reads: 'Nadat u uw instellingen hebt opgeslagen, worden uw instellingen effectief worden.'

