Instructions for Workzone

Before you start using Workzone, you must read these instructions carefully. Make sure that you have read and understood the security-related aspects of user behaviour in Workzone.

You are now registered as a user in Workzone. Tomorrow, you will be able to access the system.

For users of Window-computers

Workzone will automatically be installed on your computer. If this is not the case, please contact your local IT helpdesk. Find your local IT helpdesk here: https://medarbejdere.au.dk/administration/it/kontakt-it-support/

Use this link to open the Workzone web client: https://workzone.uni.au.dk/app/client/

Workzone may only be used on computers distributed by AU. On campus you can access Workzone through AU's network via cable or the wireless network Eduroam. If you wish to access Workzone through any other network you must be logged on to VPN.

Check that you have access by clicking this link to see this case: https://workzone.uni.au.dk/app/client/#/Files/1149388 The add-in programme Workzone for Office makes the start-up of Office products a bit slower.

For Mac users
Workzone365 will automatically be installed on your computer. Please note that not all functions are compatible with Mac's operating system, e.g. integration with the Office programs only works partly.

If you need to be able to use all functions from Office programmes, please request access to Workzone via a Horizon Client which gives you a remote desktop on a virtual Windows 10 computer. This access may *only* be used for record-keeping in Workzone from an AU computer.

You can install Horizon yourself. See this guide: https://medarbejdere.au.dk/fileadmin/www.medarbejdere.au.dk/hr/ESDH/VEJL_Horizon_Client_installationsguide_til_Mac.pdf

Secure use of Workzone
Workzone is AU's electronic case and document management system. As a Workzone user, you help to protect and keep the system's data secure.

- You are only allowed to access Workzone via IT equipment issued by AU. Therefore, you are **not** allowed to access Workzone from a private computer where you have installed VPN or Horizon.

- You may only search for and work with the personal data that is relevant for the work tasks you have been assigned. This also means that you are **not** permitted to access your own data.

- Data extracts from Workzone may only be shared with colleagues who are allowed access to the same system data as yourself. When you have extracted data from Workzone, it is **your responsibility** to ensure that the data is shared and stored securely, and that it is deleted as soon as it is no longer needed.

- Please note that your system activity is logged for security reasons.

As an Aarhus University employee, you must comply with AU's rules regarding information security which you can find here: www.au.dk/informationssikkerhed.

Read more about protection of personal data here: https://medarbejdere.au.dk/informationssikkerhed/databeskyttelse/

Using Power Automate (and other personal robots) on Workzone

If you use Power Automate on Workzone, you are responsible for the following:

- You are responsible for what the robot does in Workzone. You must continuously control that the robot performs the task as expected – including carrying out any troubleshoot and correcting mistakes.
- Please note that Workzone is available in relation to the SLA described here. Therefore, plan your robots work accordingly.
- Follow the guidelines for secure use of Workzone.

Read the detailed guidelines for using Power Automate on Workzone: https://medarbejdere.au.dk/administration/hr/hr-systemer/esdh/workzone-robotter

Before commissioning a new robot in Workzone, please fill out the questionnaire on our website.

System support

Please send any questions or information about errors to your local super user. You can find your local super user here: https://medarbejdere.au.dk/administration/hr/hr-systemer/esdh/esdh-program/find-din-superbruger/

If you need additional support, please see the website: https://medarbejdere.au.dk/administration/hr/hr-systemer/esdh/support/

On our website, you can find guides, instructions etc: https://medarbejdere.au.dk/administration/hr/hr-systemer/esdh/