This IT guide contains both a quick guide and an extended IT guide to AU's SDD concept in AUHRA for employees attending SDD dialogues.
QUICK GUIDE FOR SDD

This part contains a quick guide to AU's SDD concept in AUHRA for employees attending SDD dialogues.

Log on to AUHRA

1. Log on to AUHRA with your user name and password
2. Remember that you can select language at the bottom of the page
3. If you have forgotten your user name or password, click 'Forgotten/expired user name or password? – Click here'.

Preparation for SDD

1. You will be notified by email that you can log on to AUHRA and prepare for the SDD dialogue
2. Log on to AUHRA with your user name and password
3. Select SDD employee and then SDD process (if you only have access to SDD in AUHRA, you will be taken to the SDD Process screen automatically)
4. Click the dialogue guide icon to open the dialogue guide which you need to use to prepare for the meeting. The dialogue guide is for your own purposes and can only be seen by you.
5. You can complete the form, save it and print it out to take with you to the meeting

Holding the SDD dialogue

1. The meeting is held
2. As a result of the development dialogue, as an employee you are responsible for completing the agreement form according to what you have both agreed. The agreement form can also be completed by you both as a way of rounding off the dialogue, if there is time.

Completing the agreement form

1. Log on to AUHRA
2. Click the agreement form icon
3. Complete the form
4. Click the Send to manager button
5. If you wish, you can include a comment in the comments field for your manager.

Approval of the agreement form

1. You will be notified by email as soon as your manager has either approved the agreement form or sent it back to you for correction
2. Log on to AUHRA to make corrections
3. Open the agreement form, make your corrections and resubmit the form to your manager
4. The approval process is only finished once you have been notified by email that the agreement form has been approved

SDD archive

1. Log on to AUHRA
2. Select SDD employee and then SDD archive
3. This shows your completed SDD processes with your manager
4. You can see the approved agreement form and your dialogue guide for each completed dialogue
EXTENDED IT GUIDE FOR SDD

This part looks at the individual steps in the SDD process in more detail.

SDD process in general
The SDD process in AUHRA comprises five steps:

1. Invitation incl. dialogue guide and agreement form
2a. Preparation via dialogue guide
2b. Preparation via dialogue guide
3. The holding of SDD
4. Fill in and send agreement form
5. Approve/comment agreement form

AUHRA login and start-up image
Start AUHRA via the following link: http://auhra.au.dk

Login

Log on to AUHRA with the user name and password which you have been sent.

Tips:
A. Select language – Danish or English
B. Log on with the user name and password which you have been sent
C. If you have forgotten your user name or password, click the link ‘Forgotten/expired user name or password? - Click here’, and follow the instructions. You will then automatically be sent a new user name/password.
Start page

Note: If you have several areas of responsibility in AUHRA, the AUHRA start page will open when you log on (see screen shot below). However, if you only have access to the SDD process in AUHRA, the screen for the SDD process will open directly when you log on (see next section about the SDD process).

In Main menu, select SDD employee

Tips:

A. Main menu: Shows which functions you have access to in AUHRA, e.g. SDD employee

B. Messages: The list shows the messages you receive in the course of the SDD process. You will receive the same messages as emails.

C. Documents: There are a number of documents here which you can access. In the ‘SDD documents’ folder, you will find relevant documents for use during the SDD process. These can also be found at www.au.dk/en/sdd.

D. In the blue bar, you have the following options:
   - Favourites: This is where you can define links to specific functions in AUHRA or to relevant websites.
   - Preferences: Here you can specify various preferences, e.g. change your password or change language.
   - Log off: This is where you log off AUHRA
SDD process

Preparation for SDD

Click the **yellow pencil** in the **Dialogue guide** column.

**Tips:**

A. The top part of the page displays six columns:
   - **Manager:** Shows the name of the person who has invited you for an SDD dialogue.
   - **Status:** There are two different status indications, which show who is responsible for the next action according to the agreement form:
     - SDD forms with the employee
     - SDD forms with the manager
   - **Planned SDD dialogue date:** Shows the date which was stated in the invitation. However, if the date has subsequently been changed, the new date is not shown; you will also receive an invitation via the email and calendar system stating the new time and place for the dialogue.
   - **Agreement form:** When the pencil is yellow, you have access to the form. If it is grey, you have sent the form to your manager for approval.
   - **Dialogue guide:** The dialogue guide is yours, and you are the only person who is able to view it and write in it.
   - **Attachments:** It is possible to attach documents, files or add small notes.

B. The blue bar has the following options:
   - **Navigator:** From here, you can navigate to other functions in AUHRA, if you have access to more.
   - **Favourites**
   - **Home:** This will take you back to the start page.
   - **Preferences**
   - **Log off**
Preparation for SDD - dialogue guide

Click **Dialogue guide** to access your dialogue guide.

For preparation purposes, it is possible to write in the individual text entry fields. The dialogue guide can be saved, and it is possible to print it out for using during the actual meeting. The dialogue guide is yours and can only be seen by you.

---

**Holding SDD with your manager**

Once you have had an SDD dialogue with your manager, it is your responsibility as the employee to log on to AUHRA and complete the agreement form on the basis of what you have agreed together with your manager. Once you have completed the agreement form, you must send it to your manager for approval via AUHRA. Your manager will be notified by email that an agreement form is ready for approval in AUHRA.
Click the yellow pencil in the Agreement form column.

Complete the agreement form (A), if necessary write comments in the comments field (B-C), and click ‘Send to manager’ (D).

Tips:
In the agreement form, you have the following options:

A. Complete the agreement form
   a. Main themes of the dialogue
   b. The individual agreements
   c. The associated activities
   d. Who is responsible for the agreement?
   e. When do the individual agreements need to be followed up on?
B. View the history of the comments which have been made in connection with the approval of the agreement form

C. You can write comments to your manager here. They can be seen by your manager.

D. You can click the following:
   a. Print-friendly version
   b. Save
   c. Back to overview
   d. Send to manager. When you send the form to your manager, your manager can log on to AUHRA to approve the form or to send it back to you if any corrections need to be made.

Once the manager has approved the agreement form, the SDD process is concluded, and you will receive an email to this effect. The agreement form and dialogue guide will then be transferred to SDD archive.

SDD archive

At the bottom of the screen it is possible to see a list of all previously held SDD processes.

The previously approved agreement forms and dialogue guides can be opened and printed, but it is not possible to write in them.