DSE Assessment Tool User Guide

A comprehensive guide for THSP's Display Screen Equipment (DSE) Tool

THSP

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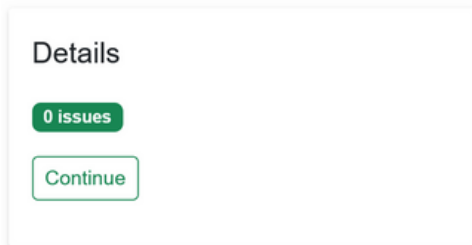
#1 To start an assessment, click "Start Assessment" from the navigation menu.

Back | Search.. | Start Assessment

#2 The assessment has 9 sections to complete. To start a section, click the continue button.

Details

0 issues

Continue

#3 Once a section is complete, to edit your responses, click edit.

Details

0 issues

Edit

#4 To answer a question, click yes, no or n/a. If the question has a negative response, enter text into the text area that appears. Click continue to save your responses.

QUICK TIPS
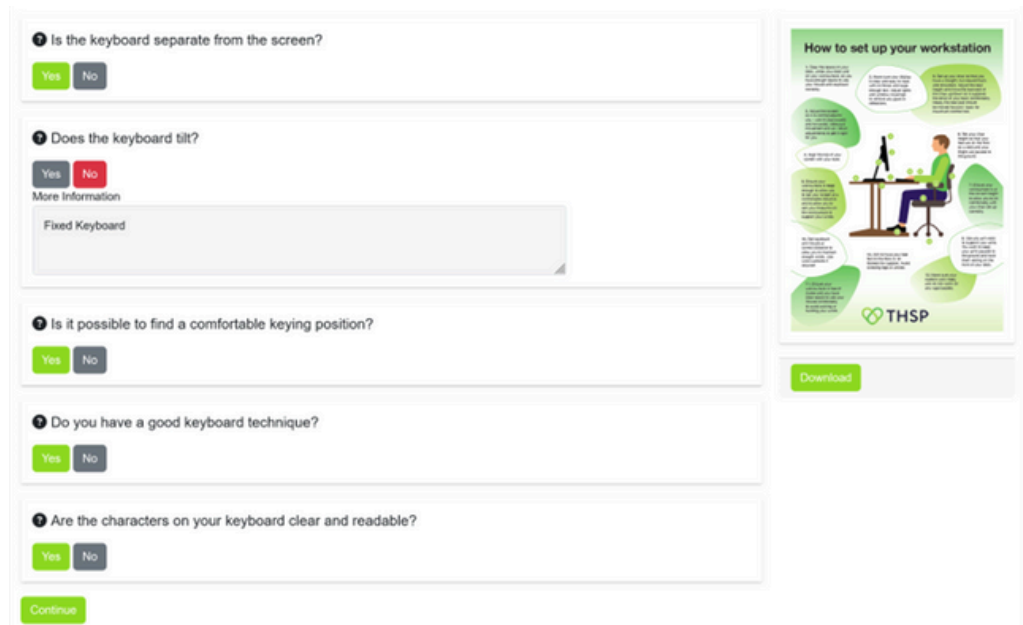
Click on the black circle question mark for hints and tips.

Is the keyboard separate from the screen?

Yes | No

Does the keyboard tilt?

Yes | No

More Information

Fixed Keyboard

Is it possible to find a comfortable keying position?

Yes | No

Do you have a good keyboard technique?

Yes | No

Are the characters on your keyboard clear and readable?

Yes | No

Continue

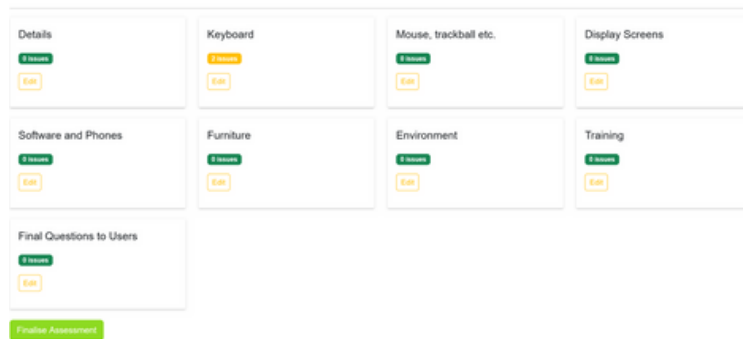How to set up your workstation

Download

#5 If you have identified any issues with your workstation, this will be visible per section on the dashboard.
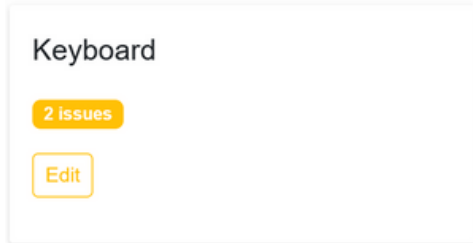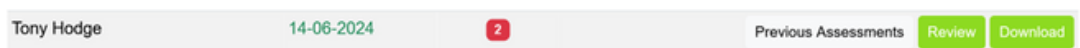

#6 Once all sections are complete, select "Finalise Assessment" from the dashboard.
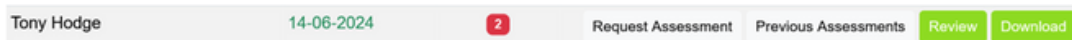

#7 You can now download the completed assessment by clicking download from the DSE software homepage. You can also see an online version by clicking review.

Administrator Tasks

#1 To request that a user completes an assessment, click Request Assessment on the DSE homepage.

An email will be sent to the user to start an assessment.

Outstanding actions from user assessments appear on the top right of the DSE homepage.

Click View all to view the actions.

Outstanding Actions

13

View all

#2 To resolve actions, click resolve.

Action:	**Assessee:** David Lear CMIOSH
I do not have a head set	**Date of Assessment:** 19/02/2024
Category: Software and Phones	Resolve

#3 Type in the resolution notes and click resolve to close the action.

Action:
Both ears are ripped and the right ear has foam falling out.
Category: Software and Phones
Resolution Notes:
New headphones ordered.

Resolve

#4 To search for a user on the DSE homepage, click on the search type and type the user's name.

Back | hodge | Start Assessment

Name	Last Assessment	Open Actions				
Tony Hodge	14-06-2024	2	Request Assessment	Previous Assessments	Review	Download

#5 If a user does not appear in the list, ensure that they are registered on the system by clicking the man icon on the top blue bar then Manage Users.

To add a user, click Add User from the left-hand navigation.

Add User

Enter the user's details then select Add User at the bottom of the form.

#6 On the licences page, ensure MyTHSP User and DSE User licences are checked.

MyTHSP User	
DSE User	

The user will now be able to create an assessment.

To add a new administrator, ensure the DSE Administrator licence is checked.

DSE Administrator	

Get in touch with the THSP team for more information.