How to use the open solution in EASY

Via the open solution in EASY, all employees in a company can report accidents at work.

When a report has been created via the open solution, it must subsequently be completed and sent in by a user with a NemID employee signature and the rights to use EASY.

The open solution is a way for employees to *fill out* a report without sending it, and it provides a flexible setup for the company's reporting procedure.

How the open solution works

The company's EASY administrator sends a link for the registration of accidents.

The link is associated with the civil registration number, so all accidents are registered on a production unit number belonging to the company, so they end up in the right place. The EASY administrator should at this time create at least one email address that will receive a notification when a report has been filled out in the open solution.

An employee uses the link and creates a report

When an employee has filled out a report in the open solution, a notification is sent to the employee or employees who have NemID employee signatures (Notifications can be sent to up to three employees). These employees can then complete the report - or delete it, if it is not relevant, in EASY.

The employee who filled out the report in the open solution cannot subsequently view or change a report.

Only a few pieces of information are mandatory in the open solution

It is mandatory to enter the following information via the open solution:

- Civil registration number
- The production unit number at the workplace
- The expected period of absence
- The date the accident happened and
- A description of how the accident occurred

The employee *can* fill out practically all the information needed in the report.

The NemID user must complete the report before it can be finished.

An employee who fills out a report via the open solution does not have access to company-specific information such as lists and insurance policies. That information must always be entered by the NemID user who also decides whether the accident should be reported to the insurance company according to the Danish Workers' Compensation Act (Arbejdsskadesikringsloven). The NemID user can save the report as a draft if something needs to be clarified before sending.

In the open solution, the employee must enter his/her name and contact details when they fill out the report so that the NemID user can get in touch with the employee if there are any questions.

Each individual company decides how they administer and use the open solution in EASY.

A company must always have at least one user who can administer and send in reports in EASY for the entire company. Larger companies may, for example, have:

- A single user with a NemID employee signature and many users filling out reports via the open solution (EASY administrator)
- Multiple users with NemID employee signatures, for example, with access to different production units or only a few or no employees who use the open solution

See examples below.

The EASY user with a NemID employee signature may have access to the entire company or to one or more production unit numbers. The NemID user has access to all reports - including incoming reports from the open solution - that are made on the production units that the person in question has access to.

What you must do as an EASY administrator

1. Send the link to (all) the employees who need to be able to fill out reports for the company
2. Create at least one notification email address for a NemID user who will be notified when a report is filled out in the open solution
3. Instruct the employees about how to report accidents at work, including the rules and company guidelines concerning, for example, what the report must contain and who needs to be notified when a report has been filled out.
4. Notify the company's other NemID users that they need to stay up to date on any potential reports from the open solution

Please note:

The open solution is accessed via a link - without a username and password. In principle, this means that *anyone* can create a report in the open solution. This also applies to people not associated with the company.

Reports from the open solution always must be completed and sent by an employee with a NemID employee signature (EASY administrator). A report can therefore *not* be reported on the company's behalf without an employee with a NemID employee signature being involved.

Private individuals and other organisations can, however, report accidents at work where the company is listed as the employer - but this is on their own behalf and is not registered as reported by the employer. These reports - from third parties - are included in the authorities' work.

Examples of how to organise the reporting process

Figure 1: A central reporter with a NemID employee signature
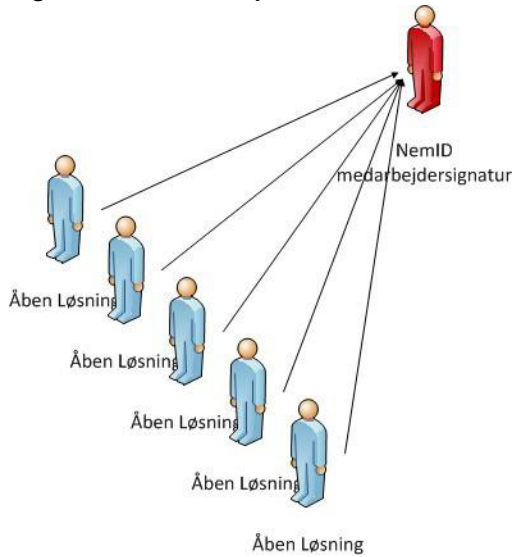

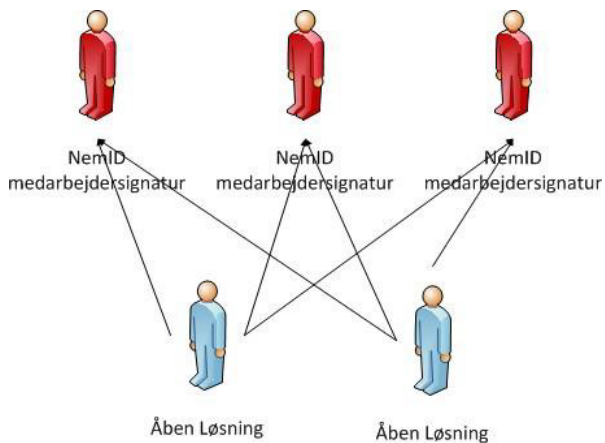**Figure 2: Multiple reporters with NemID employee signatures and multiple reporters in the open solution**

Figure 3: All reporters have NemID employee signatures

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