WELCOME TO THE

DEE SET | GROUP

NEW STARTER SYSTEM INFORMATION PACK

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Getting Started

Enrolling

Getting you enrolled on AD Self Service is the first step to getting you on our systems.

Like anything online, we need to take care that you're set up securely... so that means we'll first agree on some security questions with you and then create your password.

Because you don't have a password yet, we'll use a temporary one, to begin with.

Step 1

Please follow this link for AD Self Service Portal

https://password-portal.deeset.group:9251/authorization.do

QUICK TIPS If you ever forget your password you can also reset it using this link – make sure to save it! 😊

Step 2

Enter your username and then your temporary password which will be sent to you via email and select **Login:**

DEE SET
COMPLETE RETAIL SOLUTIONS
TECHNOLOGY & CHANGE

🔑 Password Reset

🔒 Account Unlock

⌨ Change Password

Login

< Back   Login   Login

Enter User Name for Login
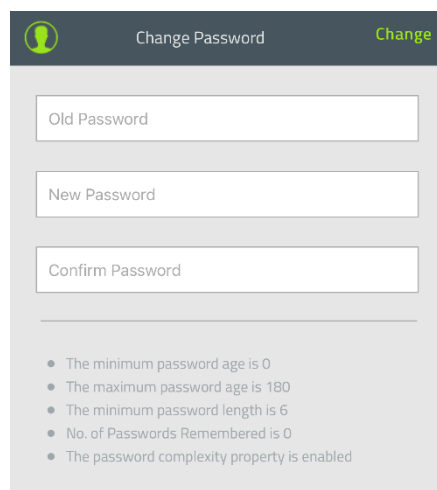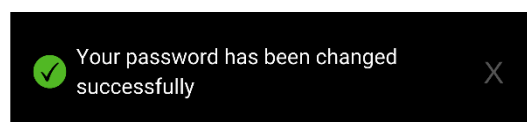
Username

Password

DEESET.LTD

Step 3

You now need to choose your password.

On the next screen, you will be asked to reset your password.

You will need to enter your current password (the temporary one), then enter a new password in the final two boxes. This needs to be 8 characters and includes a capital, a special character (@, #, £, etc), and a number. Make sure it's something memorable ☺

When complete, select **Change**. Wait a few moments and when completed, you will see a success message at the top, select OK.
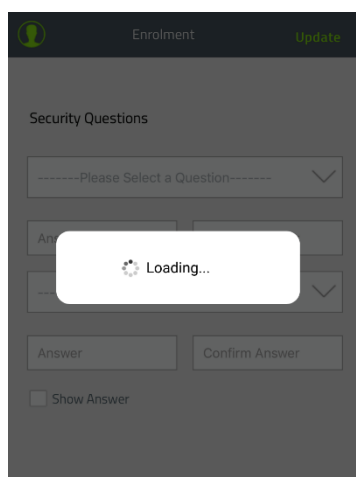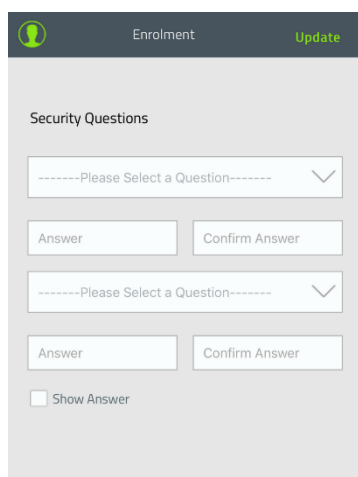
Change Password   Change

Old Password

New Password

Confirm Password

- The minimum password age is 0
- The maximum password age is 180
- The minimum password length is 6
- No. of Passwords Remembered is 0
- The password complexity property is enabled

✓ Your password has been changed successfully   X

Step 4

On the enrolment screen, select two questions and enter the answers for each. Your answers need to be at least 5 characters and are case and space sensitive.

When completed, select **Enrol**

After selecting **Enrol**, it will take a short while to complete the enrolment, please stay on this page and do not close it.

When the process completes, you will see a success message.

Enrolment   Update

Security Questions

-------Please Select a Question-------

Answer   Confirm Answer

-------Please Select a Question-------

Answer   Confirm Answer

☐ Show Answer

Enrolment   Update

Security Questions

-------Please Select a Question-------

An   ⟳ Loading...

Answer   Confirm Answer

☐ Show Answer

✓

Step 5

Congratulations!

You have successfully enrolled and reset your password.

From here you can now use this password (along with your @deeset.ltd username or @deeset.co.uk if you have been given an email account), to access the company system.

QUICK TIPS

Remember: If you ever forget your password or get locked out, you can use this link to reset your password / unlock your account.

https://password-portal.deeset.group:9251/authorization.do

Systems Map

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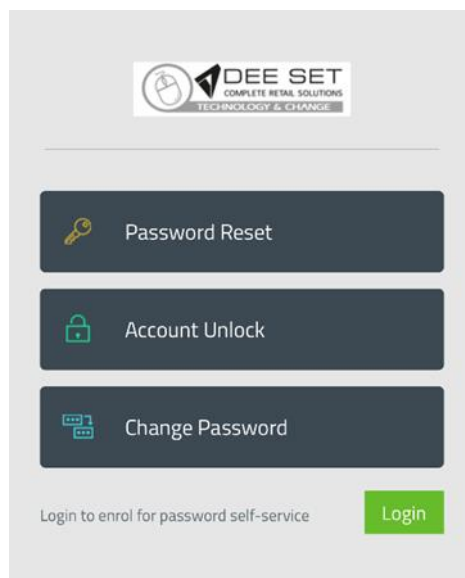
Here's a **quick guide** to help you know **what system does what** here at Dee Set...

◀ Job Hub

Job Hub is the system you use to accept and complete jobs. You can view jobs allocated to you, as well as accept job offers based on your preferences.

◀ MOA

Mobile Ordering App is used for creating and sending stock orders to stores you work in. Allows you to work offline, be flexible and create multiple orders at one time.

◁ Blink

Blink is our business communication tool which allows you to work closely and communicate with your colleagues in your area. Once you have access to Blink, you will be able to access all of the below systems from the Blink Hub.

THRIVE

Thrive is our learning and training platform. Supporting you with all your training and development needs. You can gain Powerful skills on Thrive to maximise the amount of jobs offered to you.

👥 iTrent

iTrent is our HR system where you can view all your pay documents, book holidays, log absences, review and complete probation reviews as well as look at your pension information.

❙° Rydoo

Rydoo is our expenses app that allows you to submit receipts from your tablet or phone to claim money back for mileage and travel costs.

✉ **If you are experiencing any difficulty accessing any of the systems.**

Please email servicedesk@deeset.co.uk

Getting The Apps You Need

DEE SET | GROUP

Are you an Android or iPhone User?

Android Users

Download all the apps directly from the Google Play Store!

Google Play

Blink. Blink - The Frontline App
Blink - Love Work • Communication

DS Job Hub
Dee Set Logistics Ltd • Business
↓ 500+

DS Mobile Ordering
Dee Set Logistics Ltd • Business
↓ 100+

> Briefs are in pdf format, and you should be able to view them with apps already installed on your device.
>
> If you cannot open them, please install a pdf viewer app like Adobe Acrobat Reader.

iPhone Users

The below links will take you directly to the Apple App Store where you can download and install the apps

DS Job Hub
Dee Set Logistics Ltd • Business
↓ 500+

Job Hub - https://apps.apple.com/us/app/ds-job-hub/id1605809074

DS Mobile Ordering
Dee Set Logistics Ltd • Business
↓ 100+

Mobile Ordering App - https://apps.apple.com/app/ds-mobile-ordering/id6451113207

Blink. Blink - The Frontline App
Blink - Love Work • Communication

Blink - https://apps.apple.com/us/app/blink-the-frontline-app/id1046583493

Login Help

Blink.

Blink [Blink.]

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[Blink.] blink

Getting Started Guide

Welcome to Blink! Great news, staying up to date with company news and accessing key information just got easier than ever. Set up your account and join the conversation.

STEP 1: On your phone
Download the app on your iPhone or Android smartphone.

Search for: **Blink - The Frontline App**

Google Play   App Store

STEP 1: Laptop or Computer
Use Blink online or download our desktop app.

Download the desktop app from:

www.joinblink.com/download

or use the app online at app.joinblink.com

Step 2

On the first screen, select

'I already have an account'

(**Please make sure you're selecting this and not 'Join my Colleagues'**).

Step 3

Next, select **'Use email address'**

When it asks for the email address connected to your Blink account, enter your **personal email address** e.g joe.bloggs@gmail.com

or if you have given a Dee Set email account e.g *firstname.surname@deeset.co.uk* or *firstname.surname@tactical-solutions.co.uk*

Step 4

For the Microsoft sign in use your account ending .ltd - *firstname.surname@deeset.ltd*

or you have given a Dee Set email account use this e.g *firstname.surname@deeset.co.uk*

For the password, enter: *Your Main password – This is the one you created in enrolment.*

Once you are into Blink, you can then also access all the systems that will be relevant to your journey with Dee Set, such as **"iTrent"** and **"Thrive"**

Job Hub & MOA

Step 1

Click on **Job hub** or **MOA** app on your phone then, Accept T&Cs, then **Login**
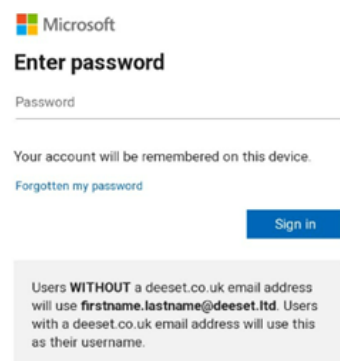

Step 2

Then enter your .ltd Microsoft account (unless you have a Dee set email address e.g. *firstname.lastname@deeset.co.uk*)

Step 3
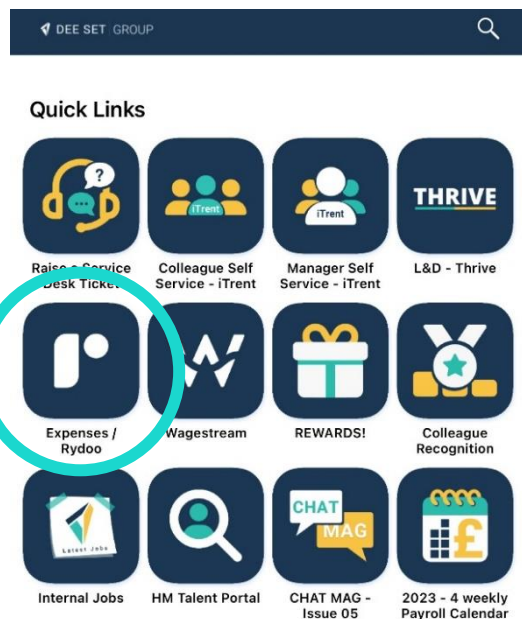
Followed by your password

Rydoo

Rydoo is our expenses app that allows you to submit receipts from your tablet or phone to claim money back for mileage and travel costs.
Please do not try to log in or use Rydoo until your start date

Step 1

Click on the **Rydoo** link via the **Blink Hub**

Step 2

Please use your **personal** email address (**Unless you have a Dee Set email account** e.g. Joe.Bloggs@deeset.co.uk or Joe.Bloggs@tactical-solutions.co.uk)

Step 3

Use your **deeset.ltd account and password** to log on
Joe.Bloggs@deeset.ltd

Unless you have a **deeset email account** e.g.
Joe.Bloggs@deeset.co.uk

(If you have any issues accessing, please email
servicedesk@deeset.co.uk)

Head Office, The Distribution Centre, Victoria Road, Staffordshire, ST4 2HX

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