



DEE SET | GROUP

Helping Retailers & Brands Sell More

New Starter System & Information Pack

Welcome to the Team!

We're so delighted to have you onboard with us. This pack has been designed to help ensure you are all set up for your first day with us.



01782 266 667



servicedesk@deeset.co.uk



www.deeset.co.uk

Your Guide

Welcome to the Dee Set Group!

At Dee Set, we believe that our people are at the heart of everything we do, and we are committed to providing you with the tools, support, and knowledge you need to thrive in your new role. This welcome pack has been designed to help you settle in quickly by providing essential information and getting enrolled on our key systems.

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1

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.

1

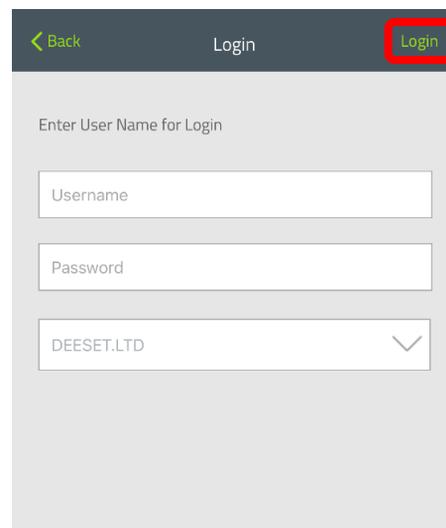
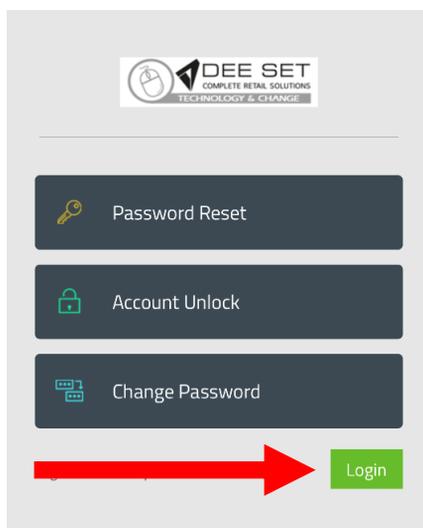
Please follow this link for AD Self Service Portal
<https://password-portal.deeset.group:9251/authorization.do>



If you ever forget your password you can also reset it using this link, make sure to save it!

2

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



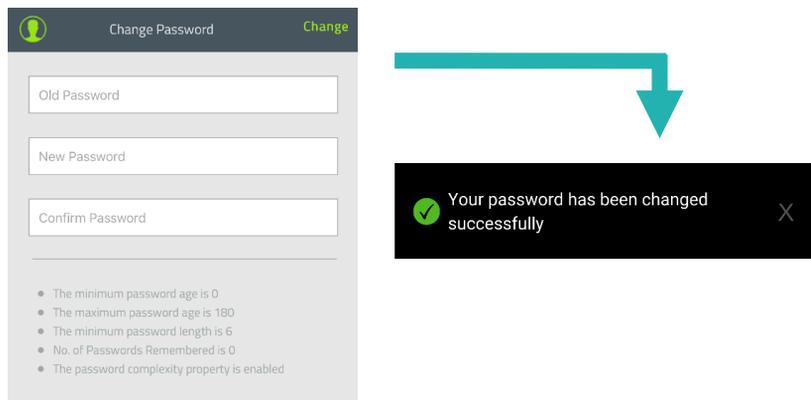
3

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 14 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.



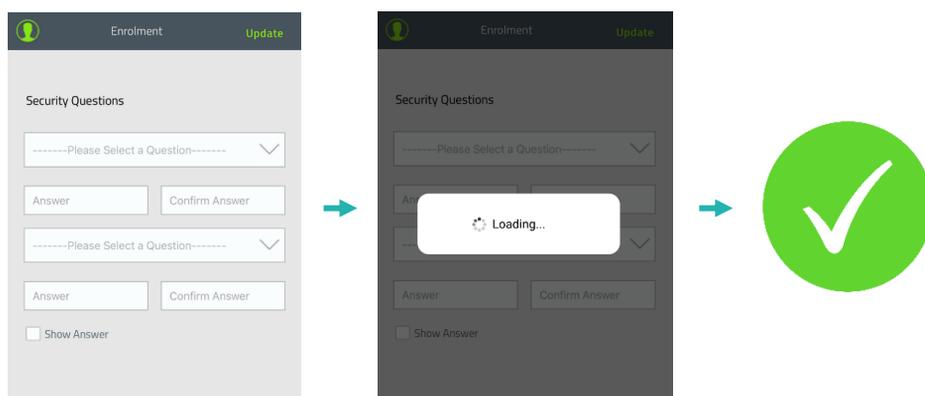
4

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.





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.

Please wait 30 minutes before accessing Dee Set systems after resetting your password.



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

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



REappPerform

Perform 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.



REappReplen

Replen 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 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

Rydo is our expenses app that allows you to submit receipts from your tablet or mobile 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

App Installation

Are you an Android or iPhone user?

1

Android

Download all the apps directly from the Google Play Store!
Please click on each of the apps below to direct you to each application within the Play Store.



Blink - The Frontline App
Blink - Love Work



Reapp Perform
Dee Set Logistics Limited



Reapp Replen
Dee Set Logistics Limited

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Adobe Acrobat Reader: Edit PDF
Adobe

2

Apple iPhone

Download all the apps on the App Store!
Please click on each of the apps below to download each application.



Blink - The Frontline App
No.1 App for Frontline Workers
[Super Smashing Ltd](#)



Reapp Perform
[Dee Set Logistics Ltd](#)



Reapp Replen
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Adobe Acrobat Reader: Edit PDF
Adobe

2

Login Guidance

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

2

On the first screen, select **'Get Started'**

3

Next, select **Email**

Please 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

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"**.

Perform & Replen

Please do not try to access the apps before your start date.

1

Click on the **Perform** or **Replen** app on your phone then,

Please click **Accept T&Cs**
Then click **Sign in**



2

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



3

Followed by your password



Rydo

Rydo 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 speak to your line manager to ensure you have access before attempting to login

1

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

Quick Links



2

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

3

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

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

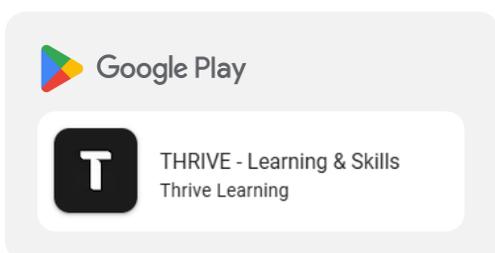
(If you have any issues accessing, please email servicedesk@deeset.co.uk)

Thrive

Download the Thrive app here:

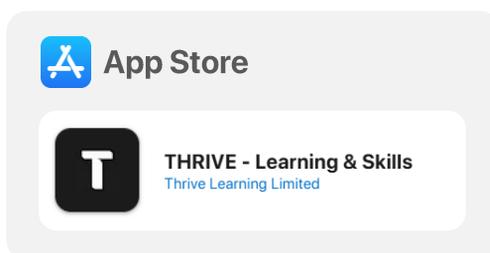
Android

Click on the app below to download Thrive from the Google Play Store!



Apple iPhone

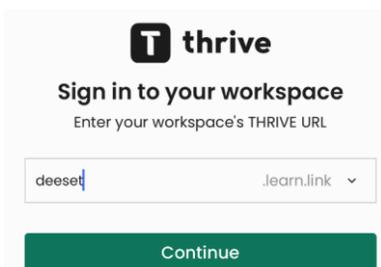
Click on the app below to download Thrive from the App Store!



After downloading the app you'll need to run through a few steps before logging in:

1

You'll be asked to input a URL into the white box, please input "deeset", you'll be able to tap continue if successful



2

On the following screen please tap the "Sign In To Dee Set" button

3

From here you'll need to sign in using your Dee Set account and password on the Microsoft login page e.g. firstname.lastname@deeset.ltd or firstname.lastname@deeset.co.uk



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Any Questions?



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