

# How to use our online DSE checklist



## Step 1

**Purchase licenses from our online shop.** You'll receive your license keys immediately and in an email confirmation shortly after your purchase.



## Step 2

**Distribute the licenses** to your employees. We find that snappy email subject lines like "free biscuits" seem to get people really engaged. **Enter the license key to start your assessment.**



## Step 3

**The employee fills out the step by step checklist.**

Alternatively the person responsible for DSE in your company may choose to fill it out with the individual



## Step 4

**Once completed, a PDF of the results will be created** and sent to the email address specified at the beginning of the assessment.