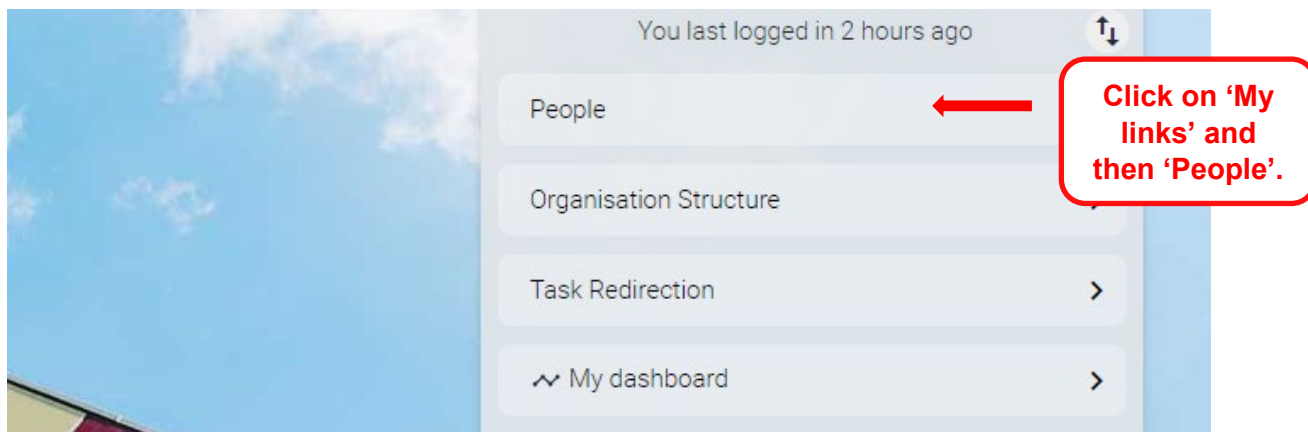


# iTrent – Recording PDRs Guide

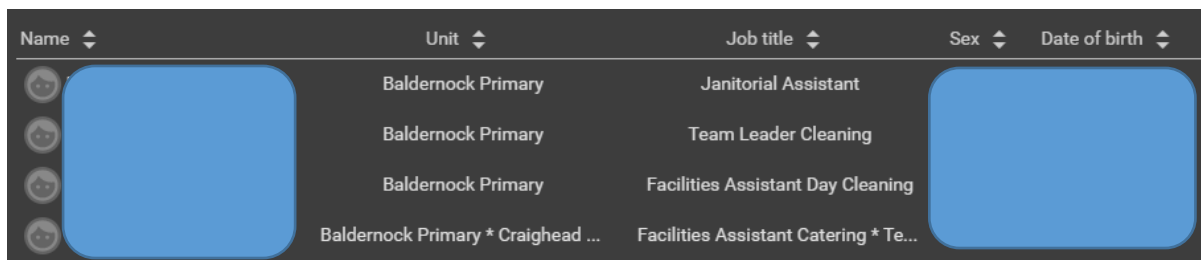
## 1. Finding your way about/Navigation

### Searching for an employee

To search for an employee on iTrent Electric click on My Links and select People

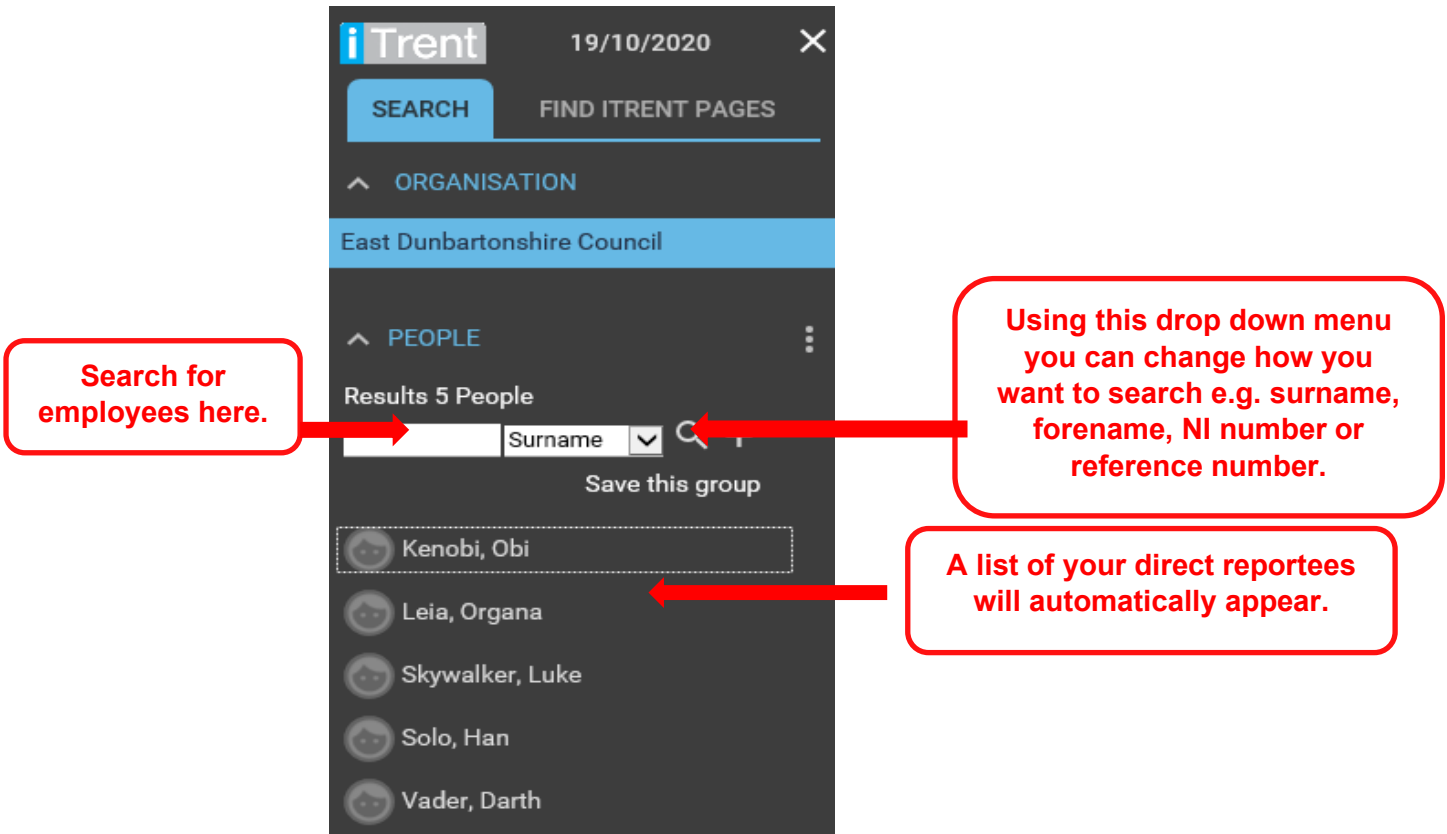


A list of your direct reportees will appear on the left, these can be filtered by Unit etc by clicking on the up/down symbols.

A screenshot of a table displaying a list of employees. The table has columns for Name, Unit, Job title, Sex, and Date of birth. The first column (Name) contains four placeholder icons. The second column (Unit) lists "Baldernock Primary" for the first three rows and "Baldernock Primary \* Craighead ..." for the fourth. The third column (Job title) lists "Janitorial Assistant", "Team Leader Cleaning", "Facilities Assistant Day Cleaning", and "Facilities Assistant Catering \* Te...". The fourth and fifth columns (Sex and Date of birth) contain placeholder icons. Each column header has a small up/down arrow icon next to it.

Name	Unit	Job title	Sex	Date of birth
[Placeholder]	Baldernock Primary	Janitorial Assistant	[Placeholder]	[Placeholder]
[Placeholder]	Baldernock Primary	Team Leader Cleaning	[Placeholder]	[Placeholder]
[Placeholder]	Baldernock Primary	Facilities Assistant Day Cleaning	[Placeholder]	[Placeholder]
[Placeholder]	Baldernock Primary * Craighead ...	Facilities Assistant Catering * Te...	[Placeholder]	[Placeholder]

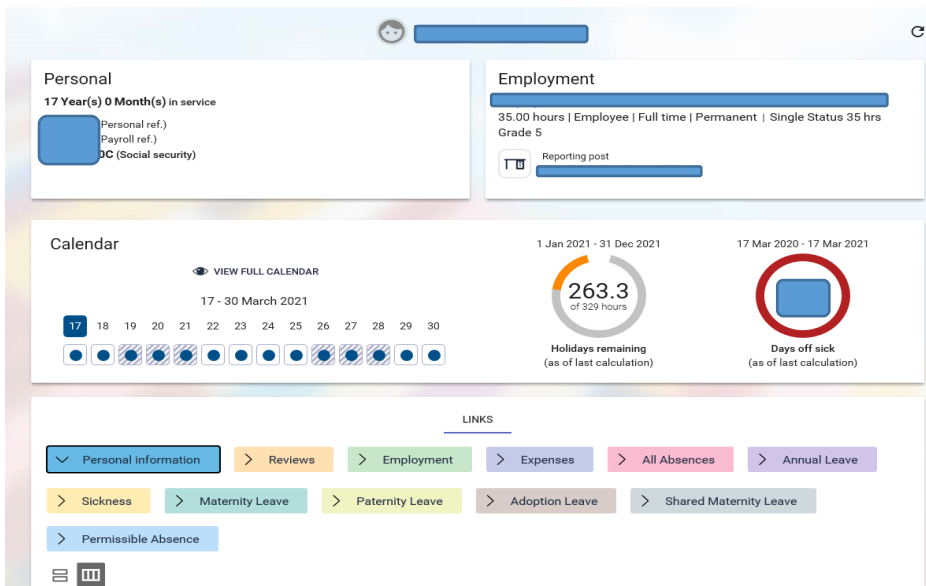
You can also search for other employees in your Team who are not direct reportees using the name search.



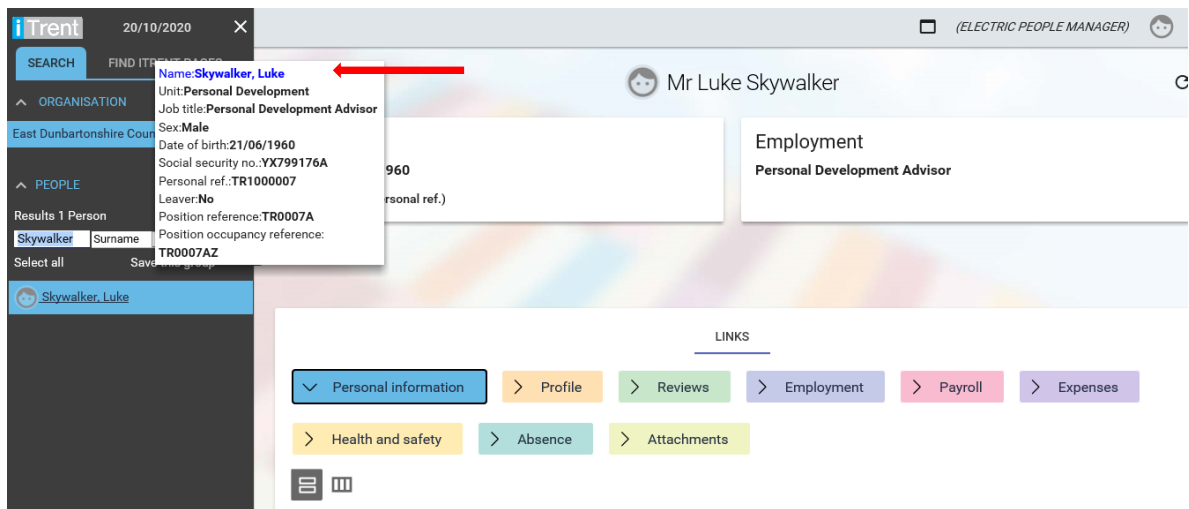
## 2. Viewing Employee Related Data

Once you have searched for the employee you are looking for in iTrent, click on their name from the panel on the left hand side. You will then be brought to the **summary page**.

From this page you can view information relating to that employee; dashboard, address, position details, absence details etc.

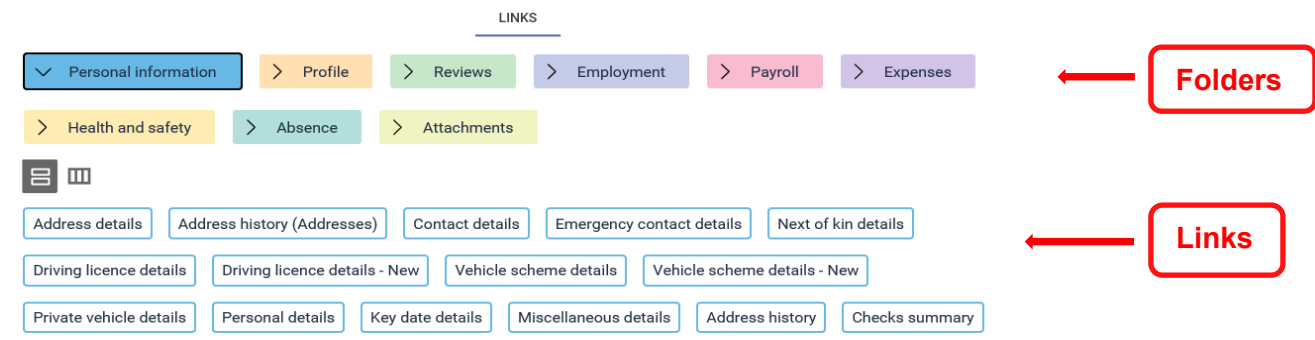


If there is more than one employee with same surname in your team, then more than one name will appear on the panel. To check you are clicking on the right employee you can alter the search to reference number **or** hover over the name and it will give you information on that employee.

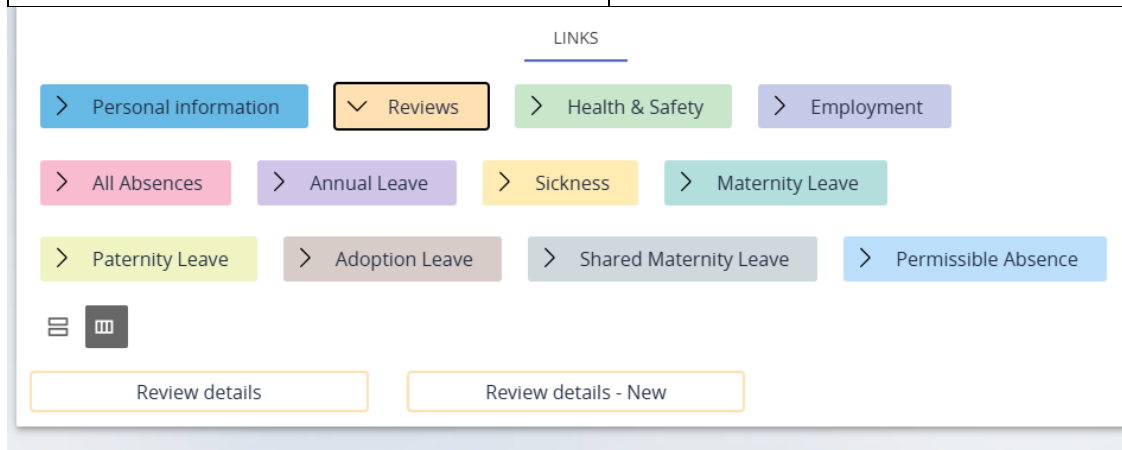


## Folders and Links

iTrent Electric is driven through folders and links meaning when you click on one of the folders it will display links that are related to that folder.



Folder	Links
Reviews	<ul style="list-style-type: none"> <li>PDR information</li> </ul>



### 3. Recording PDRS

To view any review related information click on the link **review** and click on **review details** or **review details - new**.

To input new PDR information click on the link **review details new**. This screen will allow you to enter details relating to the employees PDR – **Please ensure you select the correct year and type under “Review type”**:

If an employee has more than one role make sure you select which role this review is for.

Review details New ▼ MENU 🔄 🖨️ 📎

Job title • Training Advisor ▼

Review type • 2020/21 End of Year PDR ▼

Date occurred 19/10/2020 📅

Overall rating Final - Objectives met ▼

Next review date 01/02/2021 📅

**SAVE**

Click save once you have completed.