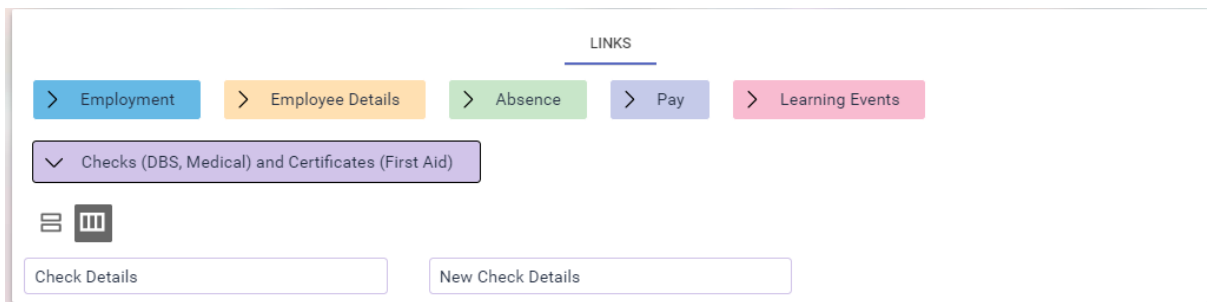


## How to enter Covid Vaccines in iTrent

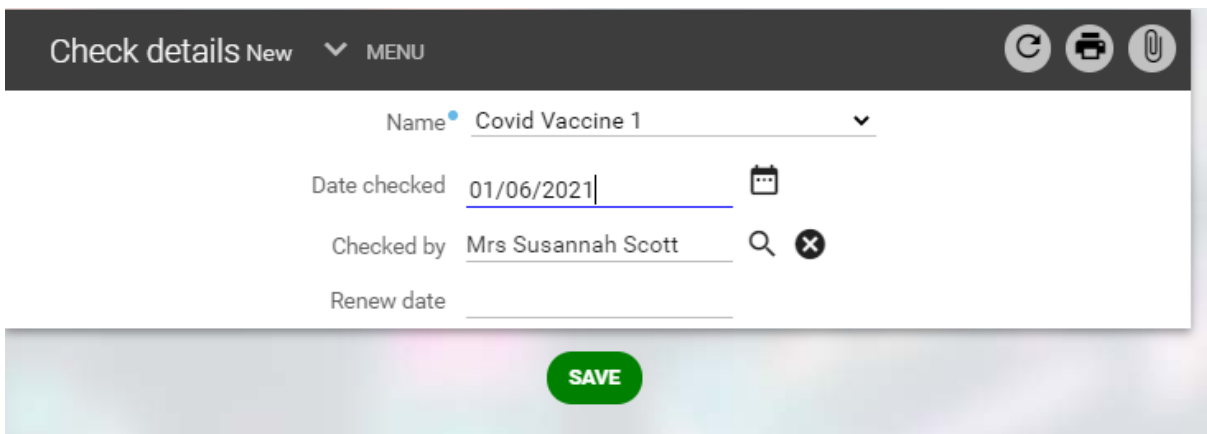
You are required to enter both vaccine dates in iTrent for those employees that require the vaccine.

- 1) Select the employee, Select Checks



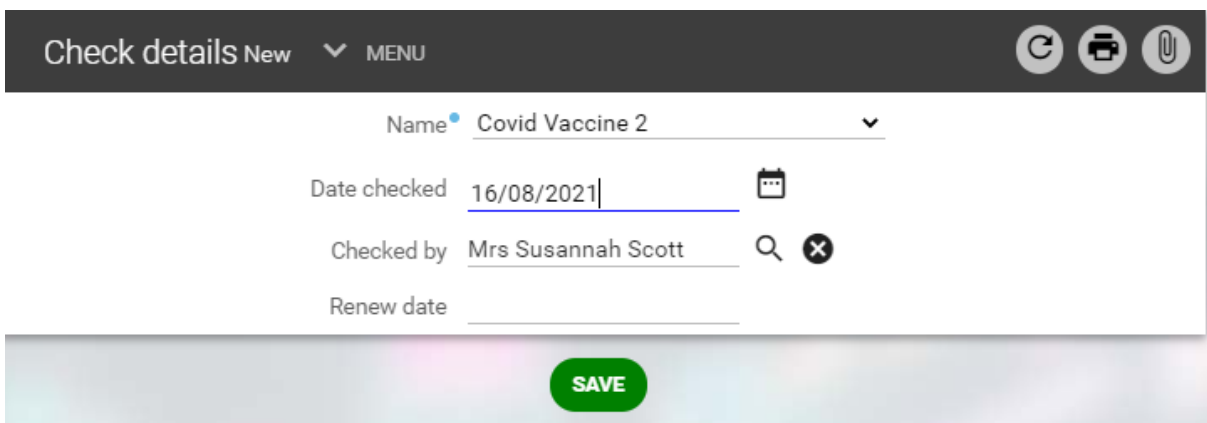
The screenshot shows the iTrent navigation menu. At the top, there is a 'LINKS' section with buttons for 'Employment', 'Employee Details', 'Absence', 'Pay', and 'Learning Events'. Below this is a dropdown menu for 'Checks (DBS, Medical) and Certificates (First Aid)'. Underneath, there are two buttons: 'Check Details' and 'New Check Details'.

- 2) Select New Check Details. Use the drop down list to select Covid Vaccine 1. Enter the date of the vaccine and who checked the vaccine date. The Renew date will autofill for 1 years' time once you save the record.



The screenshot shows the 'Check details New' form. The 'Name' dropdown is set to 'Covid Vaccine 1'. The 'Date checked' field contains '01/06/2021'. The 'Checked by' field contains 'Mrs Susannah Scott'. The 'Renew date' field is empty. A green 'SAVE' button is visible at the bottom.

- 3) Enter the same for the second dose:



The screenshot shows the 'Check details New' form. The 'Name' dropdown is set to 'Covid Vaccine 2'. The 'Date checked' field contains '16/08/2021'. The 'Checked by' field contains 'Mrs Susannah Scott'. The 'Renew date' field is empty. A green 'SAVE' button is visible at the bottom.