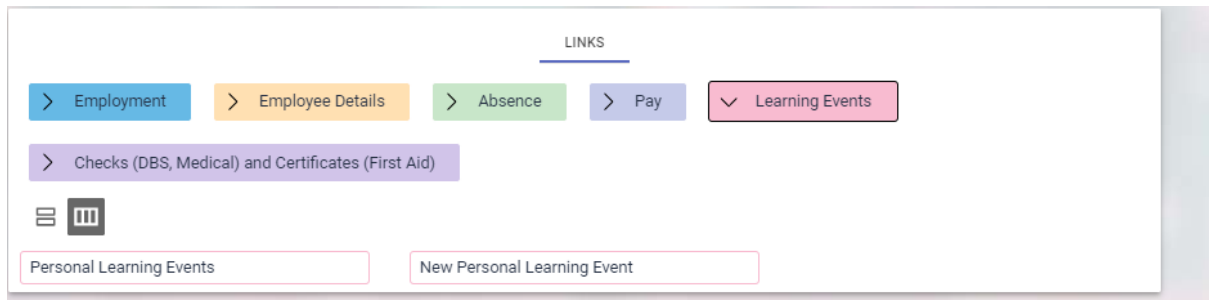


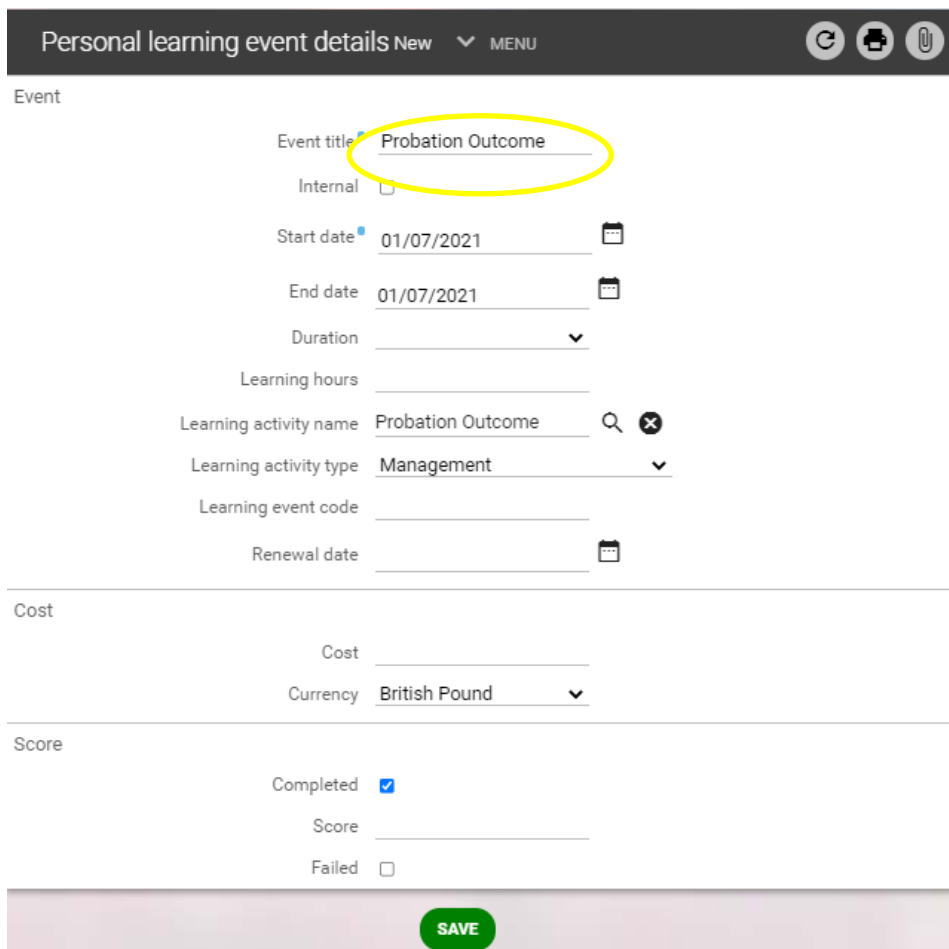
How to enter Probation Outcome/Probation Extension + attach letter in iTrent

Go to the person's record/select Learning Events/New Personal Learning Event






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

Enter the details as below either (for successful completion of Probation):



The screenshot shows the 'Personal learning event details' form. The form is divided into several sections: 'Event', 'Cost', and 'Score'. The 'Event' section contains the following fields: 'Event title' (circled in yellow, containing 'Probation Outcome'), 'Internal' (checkbox), 'Start date' (01/07/2021), 'End date' (01/07/2021), 'Duration' (dropdown), 'Learning hours', 'Learning activity name' (Probation Outcome), 'Learning activity type' (Management), 'Learning event code', and 'Renewal date'. The 'Cost' section contains 'Cost' and 'Currency' (British Pound). The 'Score' section contains 'Completed' (checked), 'Score', and 'Failed' (checkbox). A green 'SAVE' button is located at the bottom of the form.


OR if Probation has been extended:


Personal learning event details Probation Outcome ▼ MENU   

Event

Event title



Internal

Start date 

End date 


Duration ▼

Learning hours

Learning activity name  

Learning activity type ▼

Learning event code

Renewal date 

Cost

Cost

Currency ▼

Score

Completed

Score

Failed

SAVE

To attach a document (Probation Outcome Letter or Probation Extension Letter):

Personal learning event details Probation Outcome ^ LESS

Personal Learning Events **New Personal Learning Event** Document attachments
Notes

Event

Event title **Probation Outcome**

Internal

Start date **01/07/2021**

End date **01/07/2021**

Duration _____

Learning hours _____

Learning activity name **Probation Outcome**

Learning activity type **Management**

Learning event code _____

Renewal date _____

Cost

Cost _____

Currency **British Pound**

Score

Completed

Score _____

Failed

SAVE **DELETE** **NEW**

Download the letter file:

Document attachment details New

Document **Probation Outcome Lette**

Document type _____

Link

Visible in Self Service

Last updated date _____

Last updated time _____

Filename _____

Select a file ... **Choose file** No file chosen

SAVE

OR:

Document attachment details New



Document ■ Probation Extension Lett

Document type _____ ▾

Link

Visible in Self Service

Last updated date _____

Last updated time _____

Filename

Select a file ... No file chosen

SAVE