

2 Navigation

Organisation: University of Cambridge Organisation explorer			
	•	Organisation: University of Cambridge	Organisation explorer

The navigation trail shows you where you are in the iTrent Navigation. Each new level creates a new entry in this list.

n Organisation:	University of Cambridge		
n Organisation:	University of Cambridge	People	
n Organisation:	University of Cambridge	People: Brown, Amber	
n Organisation:	University of Cambridge	People: Brown, Amber	Addresses: Home

This trail shows the way in which information has been grouped and allows you to move between these groupings.

Each entry is also a link, which enables fast access back up the hierarchy.



2.1 Navigation Trail

Organisation: University of Cambridge	People: Brown, Amber	Addresses: Home
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The items shown on the navigation trail in black and bold are the navigation items that you have selected (Organisation, People, Addresses). The items in blue show the current selection within the navigation item (University of Cambridge, Brown, Amber). You can click on any of the items shown in the list to revert back to that point and then to select another action or object as necessary. You can also use the left and right arrow keys on your keyboard to locate an item in the navigation trail. The selected item will appear with a blue background. If you click on **People** (or any of the items in bold black) on the navigation bar, the display will revert back to your original selection or search results (the items to the right of People will be removed) and you can then select another employee and an action to perform against the employee:

오 Search 🌑 Smart gr	Advanced 🚔 🦻					
department of ti Organisation unit 💽 🔜 Results 100 People						
Select all	Save this group	_				
Name	Unit	Job title 🔶				
👌 Abbott, Pauline	Department of Training	Cleaner				
🔒 Alexander, Leonard	Department of Training	Senior Research Associate				
着 Andrews, Jeremy	Department of Training	Marie Curie Researcher				
🔒 Boyer, Bruce	Department of Training	Snr Chief Mechanical W/sh				
👌 Brown, Amber	Department of Training	Junior Secretarial Assistan				
👌 Brown, Donald	Department of Training	Research Associate 📃 👻				
•						

Alternatively you can right click, on any of the blue items in the list. This will show you the list of the current selection made within the navigation item. For example if you right click on the employee name, Andrews, Jeremy, you will be shown a list of all the other people from your initial search. You can then select another employee from the list and continue processing. In this example you could click on Brown, Amber, the next person in the list and input her address details.

n Organisation:	University of Cambridge	People:	🖣 Andrews, Jeremy 🕨 📄
Search Smart gr	ouos	Advanced	New search for People 🔍
department of ti		esults 100 People	Abbott, Pauline Alexander, Leonard
Select all	Save this group		Andrews, Jeremy Boyer, Bruce
Name	Unit		Brown, Amber



You can also use the navigation trail to scroll up or down a list of items in the search results. You can move sequentially through the list by clicking the left or right arrow to display the details for the next or previous item.

 Organisation: Search Smart g 	University of Cambridge		Alexander, Leonard 🕨 🚽
Surname	Resul 100 Peopl Save this group		
Name	Unit Department of Training		Bookmarks Links
Alexander, Leonard	Department of Training	and a	Out of office (0)

If you right click on any of the black and bold items in the navigation trail for example, **Addresses**, you will see a list of other functions you could perform against the selected employee. The actual functions available to you are determined by your user profile.

🔒 🔒 Organis	ation: Universit	ty of Cambridge	People: Bro	own, Amber	Addresses: Home
و 🖨 ک					Personal information Addresses
Address type	Address	Mailing address	Start date	End date	Emergency contacts
🧇 Home	The Limes Whittlesford CB10 5GL	Yes	01/09/2007		Probationary periods Residency permits Visas
					 Work permits Address history Key date details Personal details
					🔁 Profile
					🔚 Employment
Expand/Collapse folders					🔁 Absence
					🔄 🔄 User defined forms
🔄 Addresses 🔄 Process chaining					Process chaining
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If you click on Emergency contacts for example, iTrent will then display the Emergency contacts folder enabling you to view existing details.