

2 Navigation

♠ Organisation : Pensioners

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

Organisation : Pensioners

Organisation : Pensioners People

Organisation : Pensioners People : ABBOTT, C

Organisation : Pensioners People : ABBOTT, C Personal details

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 : Pensioners People : Abbott, Alexandra Personal details

The items shown on the navigation trail in black and bold are the navigation items that you have selected (Organisation, People, Personal details). The items in blue show the current selection within the navigation item (Pensioners, ABBOTT, Alexandra). 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:

Organisation : Pensioners People : Abbott, Alexandra									
⊙ Search ○ Smart g	roups		Advanced						
abbott Surname 💌 🔍 Results 10 People									
Select all	Select all Save this group								
Name	Unit	Job title	Sex	Date of birth	Social security no.	Per			
🔒 Abbott, Alexandra	P-Pensioners	WOOLEY, J.	Female	19/02/1938	ZRTY875748B	X94			
🙎 Abbott, Kate	P-Pensioners	SQUIRES, M. J.	Female	02/06/1935	ZLEQ319964E	X95			
abbott, Louise 📃 😣	P-Pensioners	JENKINS, D. M.	Female	25/05/1922	LWMT677215T	X22			
abbott, Michelle 🛛	P-Pensioners	DYE, J.	Female	25/04/1943	ZABM858466R	X12			
🧕 鬼 Abbott, Nathalie	P-Pensioners	JONES, T. Z.	Female	22/04/1945	WMXC618848X	X25			
abbott, Pauline 🤶	P-Pensioners	PETTIT, M. P.	Female	09/11/1930	LRJN348983U	X81			
🧕 🙎 Abbott, Philis	P-Pensioners	GRAY, A.	Female	03/07/1936	ZMCC158123Y	X55			

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 pensioner's name, ABBOTT, Alexandra, 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 ABBOTT, Kate the next person in the list and view his/her details.

Organisation : F	ensioners P	eople	: Abbott, Alexandra 🧹
⊙ Search ○ Smart	groups	**********	Abbott, Alexandra
abbot			Abbott, Kate Abbott, Louise
Select all	Sa	ve this ç	Abbott, Michelle
Name 🔻	Unit		Abbott, Nathalie
🚊 Abbott, Alexandra	P-Pensioners	WOOLE	Abbott, Pauline Abbott, Philis
🤶 Abbott, Kate	P-Pensioners	SQUIRE	Abbott, Samantha

If you right click on any of the black and bold items in the navigation trail for example, **Personal Details**, 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.

CHRIS – Introduction Guide (Pension Team)



⊙ Search ○ Smart	groups				🖅 Key date details
abbot Select all	Sa	Res ve this group	ults 10 P	еор	 Probationary periods HESA Personal details Passports
Name 🔻	Unit	Job title	Sex	Da	Checks
🤶 Abbott, Alexandra	P-Pensioners	WOOLEY, J.	Female	19,	UDF Categories (People)
🤶 Abbott, Kate	P-Pensioners	SQUIRES, M. J.	Female	02,	Social security
🧕 Abbott, Louise	P-Pensioners	JENKINS, D. M.	Female	25,	🖅 Personal details 🔵 Next of kin
🤶 Abbott, Michelle	P-Pensioners	DYE, J.	Female	25,	Vext of kin
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If you click on Next of Kin for example, Trent will then display the Next of Kin folder enabling you to view