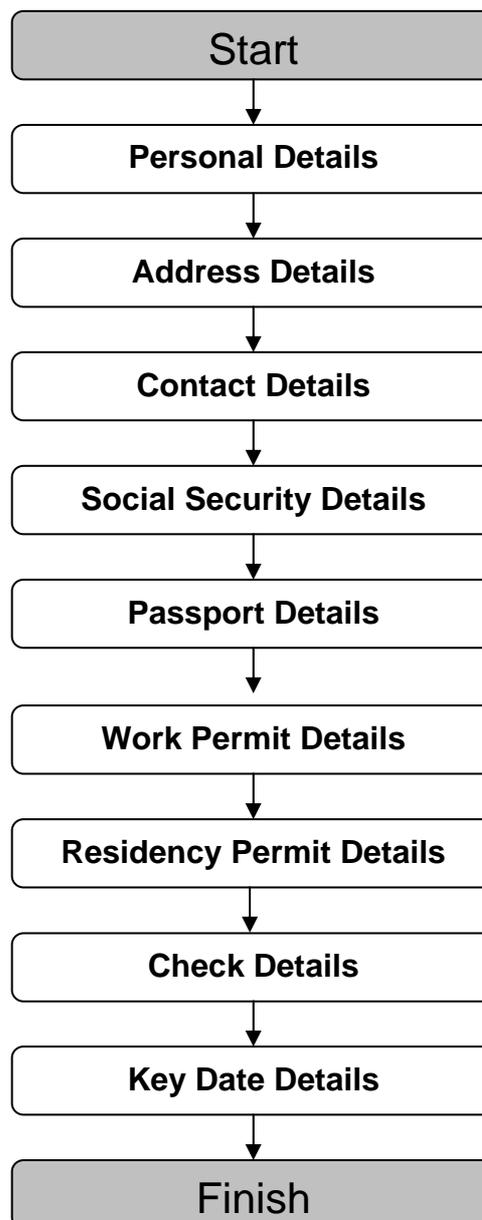


## 5 New Starter Process

### 5.1 Process Overview

The new starter process chain encompasses many of the Trent forms that allow you to add key data in to the database. The following diagram shows the forms encountered in the chain.



## 5.2 Starting the New Person Chain

**Navigate: Organisation > People > Process Chaining > Process Chaining**

1. Select the University of Cambridge organisation
2. Select the People menu item from the Action Pane
3. Check whether the person already exists

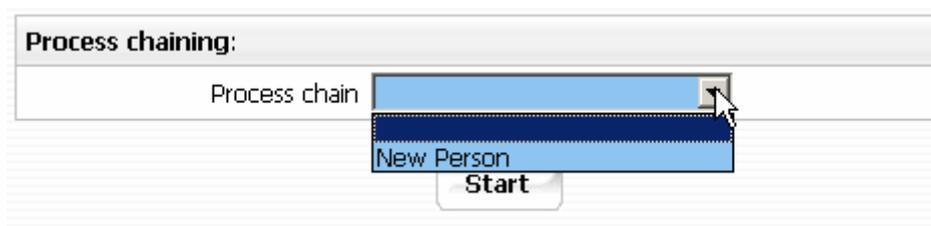
Enter the surname of the new person to be created and click on . If there are already people on Trent with this surname they will be listed by Unit and Job title. Identify using initials, date of birth, NI number, and if they exist abort adding and check the details provided agree with the details already recorded.

If the person is not found by surname, perform another search by NI number to establish they are not already added.

4. If the person does not already exist on the system, continue to step 4.
4. Select the Process Chaining menu from the Action pane



5. Select the Process Chaining option and type in the required date in the effective date field.
6. The resulting form will allow you to select the required Process Chain.



7. Select the New person chain and click on the Start button to commence the process.

**Process chaining:**

Process chain

- The first step will then be presented (Personal Details).

Step 1 of 9 Chain: New Person 

**Personal details: New**

Surname	<input type="text" value="Smith"/>
Forename	<input type="text" value="Jenny"/>
Forename 2	<input type="text"/>
Forename 3	<input type="text"/>
Title	<input type="text" value="Miss"/>
Preferred name	<input type="text"/>
Sex	<input type="text" value="Female"/>
Previous surname	<input type="text"/>
Honours	<input type="text"/>
Personal ref.	<input type="text"/>
Start date	<input type="text" value="01/05/2007"/> 
Workflow group	<input type="text" value="DEFAULT"/>

- Key in the surname, first name, first name 2, first name 3 if applicable.
- Click the drop down list arrow and select a title
- Enter preferred name if applicable, sex, previous name, honours and organisation start date. Leave workflow group set to Default
- Click the  button.  
A banner confirming the save will appear at the top of the screen

Changes have been saved.

Step 1 of 10 Chain: New Person 

The record will be saved and the new person's details will be displayed in the object pane.

### 5.2.1 Personal Reference Numbers

A personal reference number is automatically generated by Trent when a new person record is created. To enable you to easily identify this person to input person related information it is advised that you make a note of the personal reference number once you have added them.

The last section of the New Appointment Request Form CHRIS/10 provides a 'Personnel use only' place to record this.

Changes have been saved.

Step 1 of 9 Chain: New Person 

<b>Personal details:</b> Miss Jenny Smith		Name: Miss Jenny Smith
		<b>Pers ref:</b> 30000008
Surname	<input type="text" value="Smith"/>	
Forename	<input type="text" value="Jenny"/>	
Forename 2	<input type="text"/>	
Forename 3	<input type="text"/>	
Title	<input type="text" value="Miss"/>	
Preferred name	<input type="text"/>	
Sex	<input type="text" value="Female"/>	
Previous surname	<input type="text"/>	
Honours	<input type="text"/>	
Personal ref.	<input type="text" value="30000008"/>	
Start date	<input type="text" value="01/05/2007"/>	
Workflow group	<input type="text" value="DEFAULT"/>	