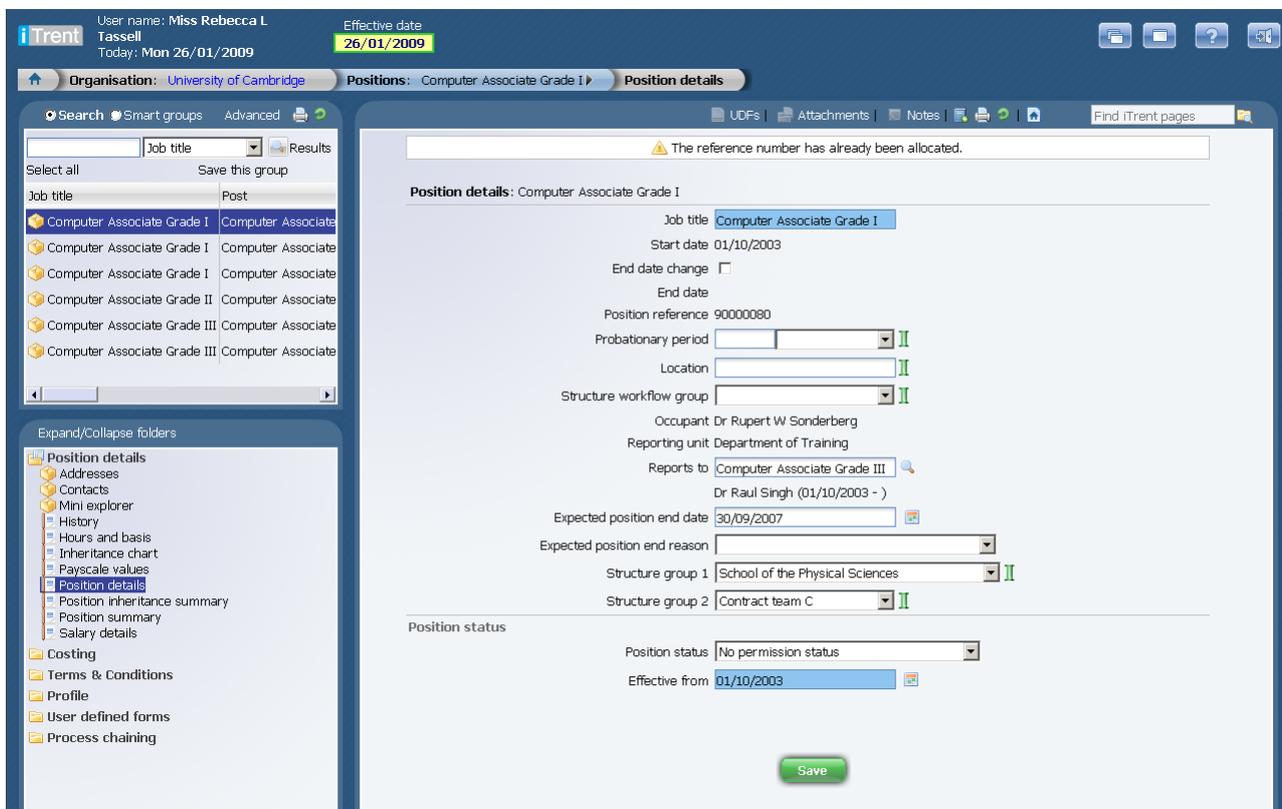


4 Display Pane

The Display pane is where you will see most of the displayed results and depending on your user profile can perform changes to the data.

4.1 Basic Page details

The position details page shown below shows some of the features available.



The screenshot shows the 'Position details' page in the iTrent system. At the top, the user is identified as Miss Rebecca L. Tassell, and the effective date is 26/01/2009. The page is for the University of Cambridge, specifically for the 'Computer Associate Grade I' position. A warning message states: 'The reference number has already been allocated.'

The main form contains the following fields and values:

- Job title: Computer Associate Grade I
- Start date: 01/10/2003
- End date change:
- End date: (empty)
- Position reference: 90000080
- Probationary period: (dropdown menu)
- Location: (dropdown menu)
- Structure workflow group: (dropdown menu)
- Occupant: Dr Rupert W Sonderberg
- Reporting unit: Department of Training
- Reports to: Computer Associate Grade III (with a search icon)
- Dr Raul Singh (01/10/2003 -)
- Expected position end date: 30/09/2007
- Expected position end reason: (dropdown menu)
- Structure group 1: School of the Physical Sciences
- Structure group 2: Contract team C

Below the main form, the 'Position status' section shows:

- Position status: No permission status
- Effective from: 01/10/2003

A green 'Save' button is located at the bottom of the form. On the left side, there is a navigation pane with a search bar and a list of folders including 'Position details', 'Addresses', 'Contacts', 'Mini explorer', 'History', 'Hours and basis', 'Inheritance chart', 'Payscale values', 'Position inheritance summary', 'Position summary', 'Salary details', 'Costing', 'Terms & Conditions', 'Profile', 'User defined forms', and 'Process chaining'.

The display pane is used to display the results of your selections. Depending on your selections and your security profile you may also be able to update the displayed information.

4.1.1 Standard Field Types

There are a number of different types of field used to display data throughout iTrent:

Display Method	Usage
<input checked="" type="checkbox"/> check box (checked) <input type="checkbox"/> check box (not checked)	<p>A check box is used to denote a condition which can only be true or false. When the box is checked the condition is true.</p> <p>When the box is not checked the condition is false</p>
<input type="text"/> Text box (non mandatory) <input style="background-color: #ADD8E6;" type="text"/> Text box (mandatory)	<p>A text box is used to display alphanumerical information. If the information is editable you may overtype any existing text to make changes.</p> <p>A mandatory text box is used to display alphabetical information which must be entered before a record can be saved. These are identified by a blue background.</p>
<input type="text"/> Drop down list <input style="background-color: #ADD8E6;" type="text"/> Drop down list (mandatory)	<p>A drop down list allows you to select from a predefined list of options. To view the available options click . Drop down lists are used to allow you to select the most appropriate entry from a predefined list of acceptable values.</p> <p>A mandatory drop down list allows you to select from a predefined list of options, and one option must be selected before the record can be saved. To view the options click .</p>
 Search	<p>Initiates a search, used to select the data for the field to the left of the icon.</p>
<div style="background-color: #f0f0f0; padding: 5px;"> Age (years) 61 Age (months) 2 Date 08/07/2012 </div> <p>Display only fields</p>	<p>The data contained in these fields are edited elsewhere in iTrent, or are generated for you using other data. For example these dates for expected retirement are calculated based on the employees date of birth and cannot be directly edited.</p>

Display Method	Usage
<p>Expiry date <input data-bbox="288 450 647 495" type="text"/></p> <p>Date Field</p>	<p>Date fields accept a number of formats.</p> <p>21st August 2006 could be entered as 210806 or 21082006, 21/08/06 or 21/08/2006. The result when saved will be displayed 21/08/2006</p> <p>Entering the day and month only defaults to the current year. Entering the current day only defaults to the current month and year. Entering a two-figure year will default to the current century, therefore any year before the year 2000 must be typed in full.</p> <p>Entering t and pressing the tab key will enter today's date.</p> <p>An alternative method of entering a date is to use the calendar option, which can be found at the end of every date field.</p>
<p> Calendar</p>	<p>Opens a calendar from which the required date can be selected. Used to select a date for the field to the left of the icon.</p>

