1 Introduction

The University of Cambridge has identified the need to replace its software systems in its Human Resources (SECQUS) and Payroll functions. The project to bring about this change is called **C**ambridge **H**uman **R**esources **I**nformation **S**ystem (CHRIS) and the new software system that will be introduced as a replacement is called Trent.

This guide provides information to help you learn about navigating your way through the Trent Human Resources Management and Payroll system.

1.1 The Login screen

Locate the Trent icon on your desktop. When you click on the shortcut, the Raven Login screen will be displayed, as shown below. Enter your user name and password (this is case sensitive) and press Enter or click on the 'Submit' button.

A progress message will be displayed as your data is retrieved:

1.2 Trent Today

When you first logon to Trent or if you click the

Home icon, the Trent Today page will be displayed.
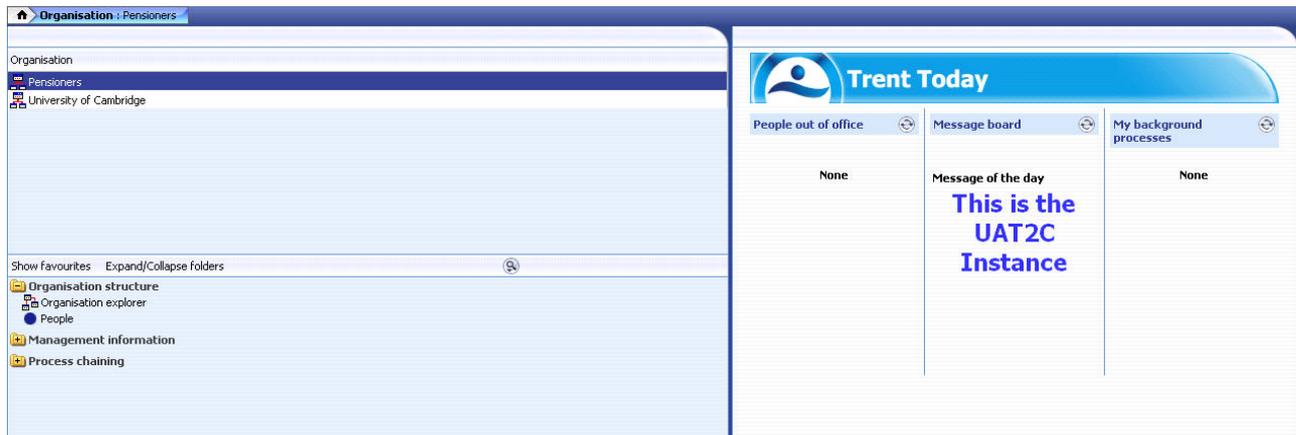
The Trent Today page will display the following information:

People out of office

This column will list all of the people who report to you who have been identified to Trent as being out of office.

People are identified as being out of office by having an Absence recorded in Trent or by being scheduled on a Training event.

Message board

This column will display any System Alert or Message of the day that is current

My background processes

This column will display any background processes that have been completed in the last 24 hours.

Background processes are run for Reports, Payroll calculations etc.

Each column has a refresh icon which when clicked will attempt to refresh the column with any new information that may be available.

1.3 The Trent Screen

The Trent screen is divided into several different areas. These are described in detail in the following pages.

CHRIS – Introduction Guide (Pension Team)
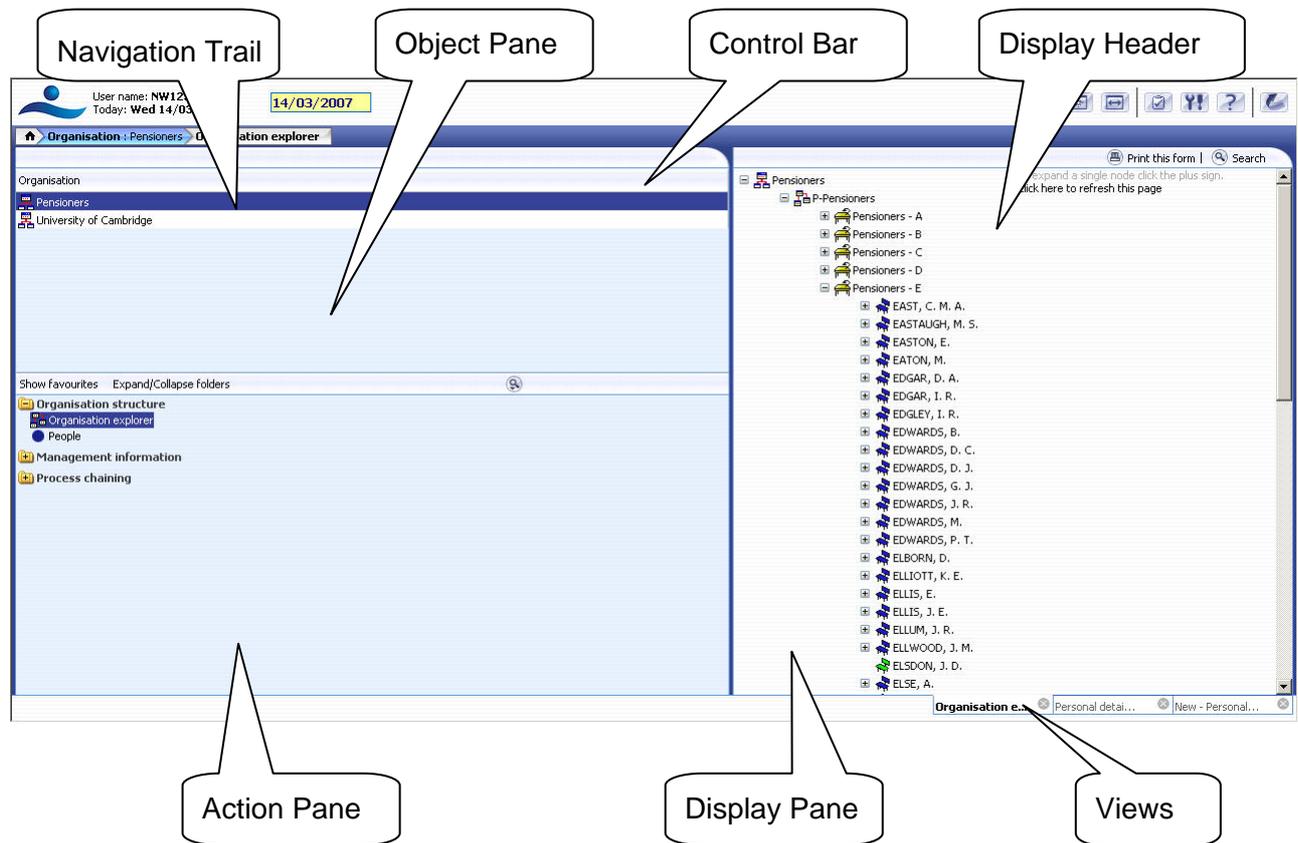
1.3.1 The Control Bar

Item	Action	Keyboard Shortcut	Information
User Name			The username you have logged on with
Today			Today's Date
01/08/2006	Effective Date	Alt + E	Many of the processing tasks within Trent require an effective date to be logged. This field allows the user to set the required date before adding or changing a record. In addition it will allow the user to view details 'as at' the date set in the field.
	New View	Alt +N + Enter	When this is clicked a new view is created. The tabs to access the views are displayed at the bottom right of the screen.
	Full View		When this is clicked the Navigation Pane is toggled between being removed or displayed and the Display Pane is expanded to the full screen.
	To do list	Alt + T + Enter	When this is clicked you can see any workflow tasks that have been sent to you to carry out. A new panel opens up to the left of the navigation area.
	My settings	Alt + M + Enter	When this is clicked you can personalise some of the display formats including the font size that Trent is using.
	Help	Alt + H (Enter)	When this is clicked you will be presented with the online help.
	Log Off		When this is clicked you will log off from Trent. (Note this icon does not appear for users accessing Trent via Firefox. Firefox users will need to logout by closing the browser window / tab, not by clicking the icon.)

1.3.2 Navigation Trail

This bar shows how you navigated to the current location. Each new level creates a new entry in this list. As you make selections in the various panes, the navigation trail will update to indicate the selections you have made. The trail is made up of individual items, each item is split into a header (**bold text**) and contents (normal text).

1.3.3 Object Pane

This area displays the objects upon which your actions will be performed. It is also used to hold search results. The actual content of the object pane will depend on previous selections you have made.

You can sort the displayed information of any table by clicking on the required heading.

1.3.4 Action Pane

This area shows you the navigation options that are available to you. These will vary depending upon the current object that is selected and the configuration of your user profile.

Show favourites   Expand/Collapse folders

- **Personal information**
  - Addresses
  - Social security
  - Emergency contacts
  - Next of kin
  - Previous employments
  - Remuneration
  - Employment history
  - Personal details
  - Key date details
  - Address history
  - Position salary change history
  - New - Personal details
- **Employment**
- **Payroll**
- **UK legislation**
- **User defined forms**
- **Process chaining**

Items that have a blue globe icon next to them indicate that you will be given further navigation options relating to this level when you click the item.

Items that have a page icon next to them indicate that you will go straight to the relevant page when you click the item.

Items that have a page with a yellow diamond icon next to them indicate that you will go to the relevant page and be able to enter new information when you click the item.

Items that have a folder next to them indicate that a group of items and or pages have been grouped together into a folder. The folder is opened when you click on the item, additional items are then displayed.

1.3.5 Display Pane

Address details: Professor Alexandra L Abbott	Name: Professor Alexandra L Abbott **Job title**: WOOLEY, J.
	Social security number: ZRTY875748B **Pay ref**: X9428809
	Pers ref: X9428809

Address type Home/ Personal

Mailing address ☑

House Name 329, Chesterton Road

Number/Street

Local Area

POSTTOWN

COUNTRY Frinton

POSTCODE FR4 3IS 🔍

Country United Kingdom

Start date 06/02/1998

End date

Save   Delete

This area shows you the details for the selected task. This area will usually display a page where you can display amend or delete data.

1.3.6 Display Header

The contents of the display header will vary depending on the current contents of the display pane. The possible buttons are:

🖨 Print this form   Sends the page from the display pane to the selected printer.

ⓘ Form history   Displays the form history details page.

🖇 Attachments   Lists details of any attachments to the page selected in the display pane.

🗋 Notes   Displays the contents of the notes page associated with the display page.

ⓐⓑ UDFs   Displays user defined fields associated with the display page.

These buttons appear coloured where information has been entered

1.3.7 Views

If you click the New View ic   Trent will create a view for the task you have performed. A view is made up of the navigation trail, object pane and display pane as they were at the time you clicked the new view icon in the control pane.

The tabs to access the views are shown at the bottom right of the Display Pane.You can create up to 6 views.

This feature will help you perform repetitive tasks that use several action pages or to hold parallel information that you may need to refer to.

Click ⊗ to the right of the tab to close the view.

1.4 Screen Time out

If there is a period of 20 minutes inactivity whilst using Trent then when you next attempt to access data the following message will be displayed.

Please note that any unsaved data will be lost.

1.5 Resizing Areas

You can resize the areas of Trent by moving the cursor to a dividing edge and letting the cursor change into a double arrow. Hold the cursor down and adjust accordingly.
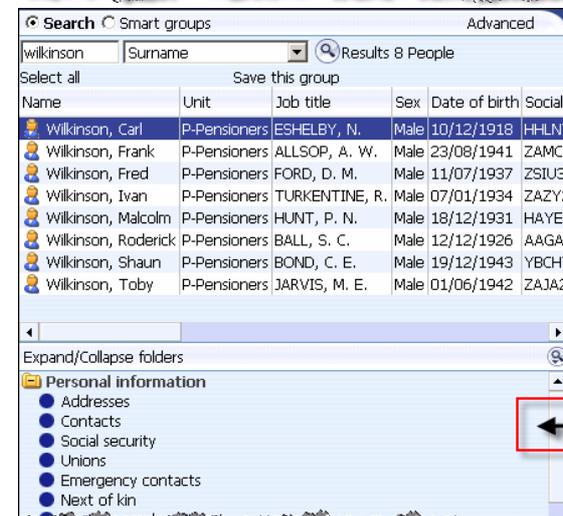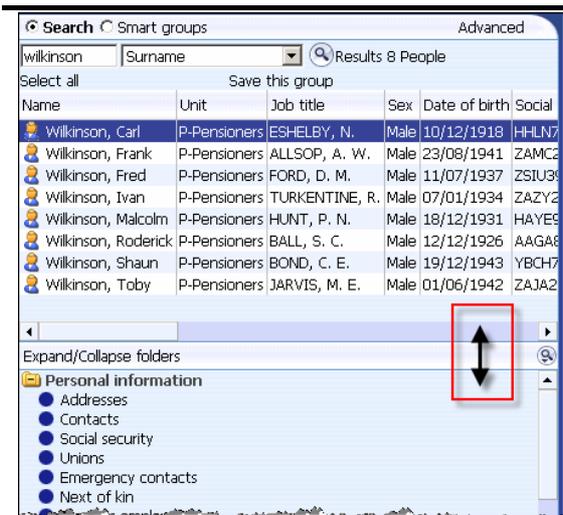
Vertical adjustments will show this cursor:

Horizontal adjustments will show this cursor:

1.6   To do List

The To do List is displayed when you click on the [icon] icon or press Alt + T followed by enter.
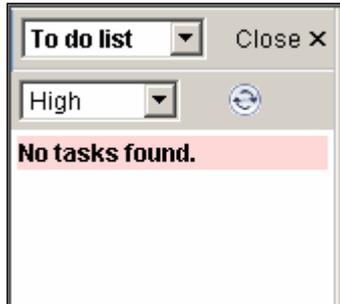
Currently you will be informed that no tasks are found.

We will be making greater use of this function later in the project.

1.7   My Settings

You may set some of the Trent defaults that you prefer to use by selecting this button

 or pressing Alt + M followed by Enter.

Defaults

Date effective field prompt	☑
Person search field	Surname ▾
People identity tags	☑
Photo in identity tags	☑
Use favourites	☑
Number of favourites to display	10
No. of levels for out of office	1
Automatically select default action	☐
Font Family:	Tahoma ▾

Font size: (Drag slider)

The quick brown fox jumps over the lazy dog.

Mandatory field colour

Workflow

Search for new tasks every (seconds)	60
Notify of new tasks at logon	☑
Notify as new tasks arrive	☑
Number of days showing completed tasks	2
People manager reporting levels	999

Save

My Settings – Date effective Field prompt	If you tick this box then every time an effective date is required, Trent will prompt you for one. If this box is not checked then you can enter a date in the Effective Date field at the top of the screen which will be used until you change it. **It is strongly advised that you tick this box.**

My Settings – Person search field	This field provides the default search option field. It is still possible to search by criteria other than the default by clicking the drop down arrow.
My Settings – People Identity Tags	If you tick this box when detail records are displayed they will also include a 'tag' of information that identifies the employee. This may include: Name, Personal reference, N.I. number, job title etc. For example:
My Settings – Use Favourites	Enables favourite pages to be displayed. This will show the most recently used navigation items rather than the complete list. The number of items shown will depend on the next option – number of favourites to display. Click on the double arrows ❯❯ underneath the list of favourites to show the complete list
My Settings – Number of favourites to display	Sets the maximum number of your favourite Trent pages to display
My Settings – Number of levels for out of office	Sets the number of levels of People out of office that will be displayed on the initial Trent Today page. A setting of 1 will display just those who report directly to you. A setting of 2 will display those who report to you and those that report to them and so on. We are not initially making use of this feature.
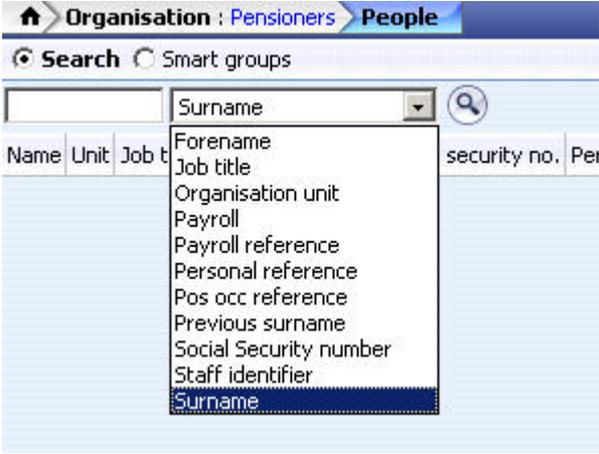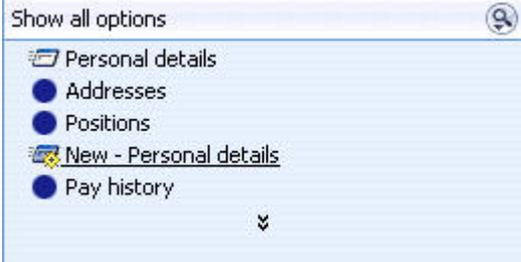
My Settings – Automatically select default action	If you tick this box when you navigate to a page that will display in the Object pane a list of details, for example Address details, NI details, if there are no details to be displayed it will automatically open the New Page to allow you to create a new item. If the Object pane does have items in the list it will by default open the top item in the list. If this option is not ticked then Trent will behave unchanged.
My settings – Font Family	Sets the font to be used by Trent; choose from Tahoma, Verdana, Arial, Times or Comic Sans MS.
My Settings – Font Size	Adjusts the size of the font that Trent will use. Click the pointer and whilst holding the mouse key down, move the pointer left or right. The selected font size is displayed in the box below the pointer.
My Settings – Mandatory field colour	Allows you to change the colour of all mandatory fields. Click on the circle colour icon.
My Settings – Workflow Search for new tasks every (seconds)	These features will be made use of later in the project implementation: If you set this value then at the specified interval Trent will check to see if you have any new workflow tasks.
Notify of New Tasks at logon	If you tick this box any new workflow tasks will be presented to you each time that you logon to Trent.
Notify as new tasks arrive	If you tick this box any new workflow tasks will be presented to you during your current session of Trent.
Number of days showing completed tasks	You can set the number of days that any completed tasks should remain in the display before they are removed.

1.8   Help and Documentation

1.8.1 Activating Help

On-line help is provided within Trent. To access help click the help button on the Trent control bar. Trent Help cannot be accessed by pressing the F1 key as this will initiate the on-line help for the Internet Explorer Browser.

When you click the Help button the width of the Trent screen will be reduced from the right and the Trent on-line help will be started in a separate window next to the Trent application. If required you can resize or reposition either the Trent screen or the Help screen as required. When you close the on-line help, the Trent screen will resize itself back to its original settings.

1.8.2 Controlling Help

The following buttons are available on the help toolbar.

Button	Action
	Displays the Trent Help contents navigation tree in the navigation pane.
	Displays the Trent Help Index and search input field in the navigation pane.
	Opens the Trent Help search keyword input field in the navigation pane.
	Opens the Trent Help glossary topic list in a new external window.