

2 Navigation



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



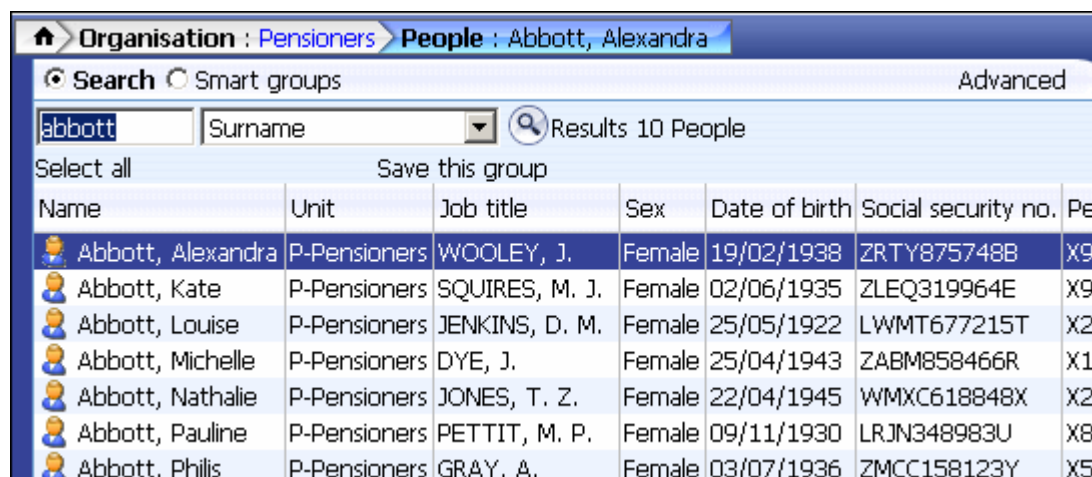
This trail shows the way in which information has been grouped and allows you to move between these groupings.

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

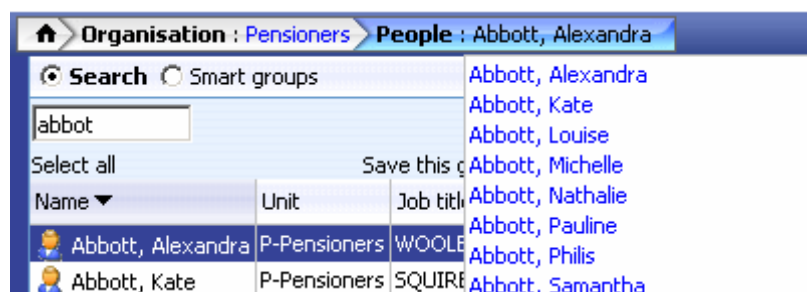
2.1 Navigation Trail



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:



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.



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.

Organisation : Pensioners > People : Abbott, Alexandra > Personal details

Search Smart groups Results 10 People

Select all Save this group

Name	Unit	Job title	Sex	Da
Abbott, Alexandra	P-Pensioners	WOOLEY, J.	Female	19,
Abbott, Kate	P-Pensioners	SQUIRES, M. J.	Female	02,
Abbott, Louise	P-Pensioners	JENKINS, D. M.	Female	25,
Abbott, Michelle	P-Pensioners	DYE, J.	Female	25,

- Key date details
- Probationary periods
- HESA Personal details
- Passports
- Checks
- UDF Categories (People)
- Social security
- Personal details
 - Next of kin

If you click on Next of Kin for example, Trent will then display the Next of Kin folder enabling you to view