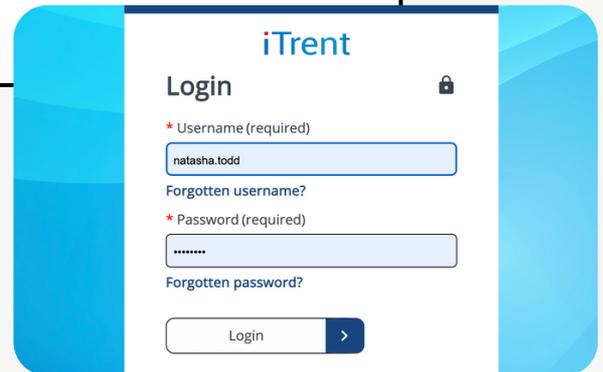


ITRENT USER GUIDE

LOGGING IN

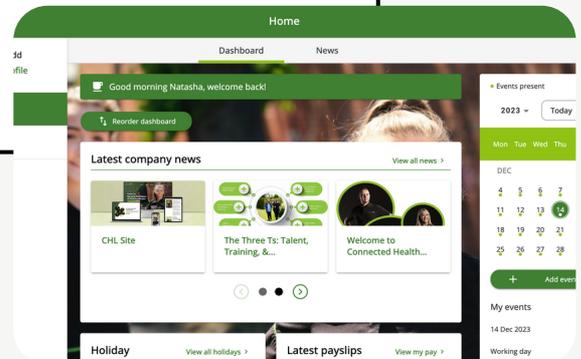
Log into the platform using your unique username and password.



The screenshot shows the iTrent login interface. At the top, it says 'iTrent' and 'Login'. There are two input fields: one for 'Username (required)' with the text 'natasha.todd' and a link for 'Forgotten username?'; and another for 'Password (required)' with masked characters and a link for 'Forgotten password?'. A 'Login' button is at the bottom right.

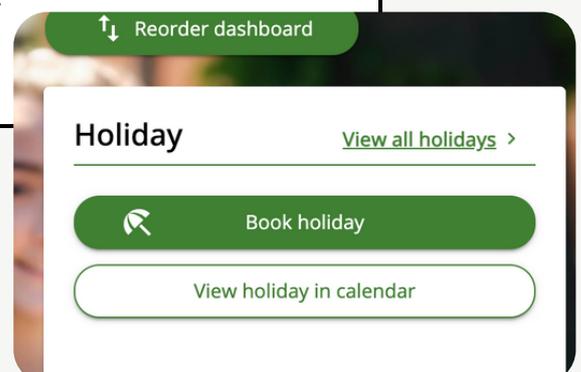
HOME PAGE

The home page allows you to view latest company news including newsletter, company benefits and announcements. **(Newsletter will ONLY be available on iTrent)**



HOLIDAYS

Going forward you will only be able to book holidays from iTrent. You will be notified by email once your holiday has been approved or rejected.



HOLIDAY DETAILS

Select the holiday period i.e. half day, full day which will enable you to select the dates you require. **Notes are not required.**

Holiday details

* Absence type (required)
Personal holiday

* Holiday period (required)
Please choose

Notes

* Absence type (required)
Personal holiday

* Holiday period (required)
More than one day

* Start date (dd/mm/yyyy) (required)
12/01/2024

* Full or part day (required)
Full day

* End date (dd/mm/yyyy) (required)
19/01/2024

HOLIDAYS LIST

You can view all holidays which have been authorised or awaiting authorisation by clicking 'View Holidays'.

My time

Type: All Status: Not refused

Start date (dd/mm/yyyy): 04/01/2024 End date (dd/mm/yyyy): 04/01/2025

Search

Start date	End Date	Duration	Type	Position	Status	Attachments
20 May 2024	20 May 2024	7.5	Personal holiday	Senior HR Analyst	Awaiting authorisation	
18 Mar 2024	22 Mar 2024	37.5	Personal holiday	Senior HR Analyst	Authorised	
28 Feb 2024	28 Feb 2024	7.5	Personal holiday	Senior HR Analyst	Authorised	
15 Jan 2024	22 Jan 2024	45	Personal holiday	Senior HR Analyst	Authorised	

PERSONAL DETAILS

You will be able to update your personal details including; name, address, phone number and email address as an when you need to amend. **NOK & Bank Details need to be reviewed.**

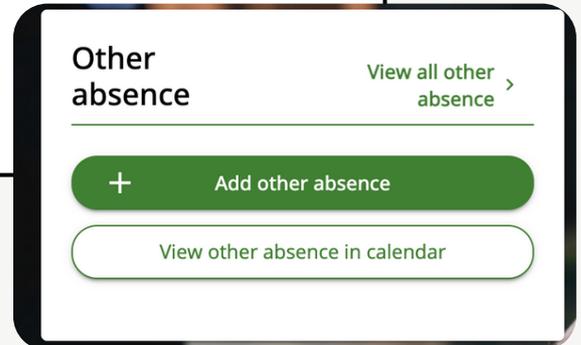
Personal

My personal details [Edit](#)

 Name: Natasha Todd
Known as: Natasha

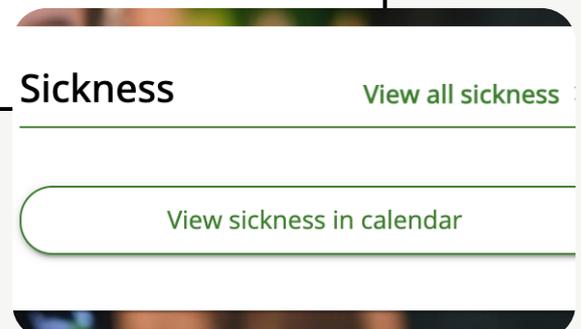
OTHER ABSENCE

If you require an absence e.g. Hospital appointment, Antenatal appointment select 'Add other absence' to input the details. **Notes are not required.**



SICKNESS

You will be able to view your sicknesses in the calendar.



PAYSLIPS

Coming soon. You can still view your payslip via Sage as normal.