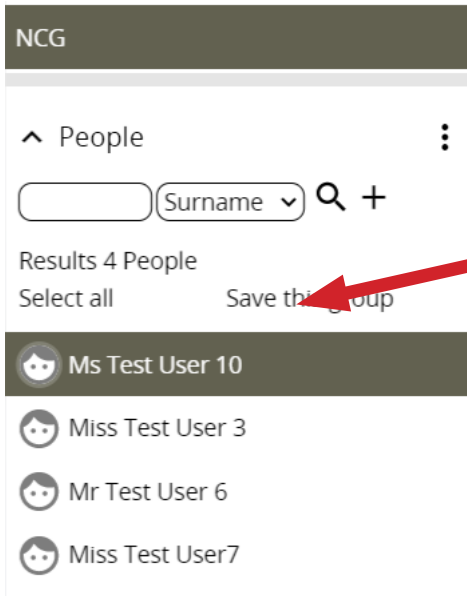
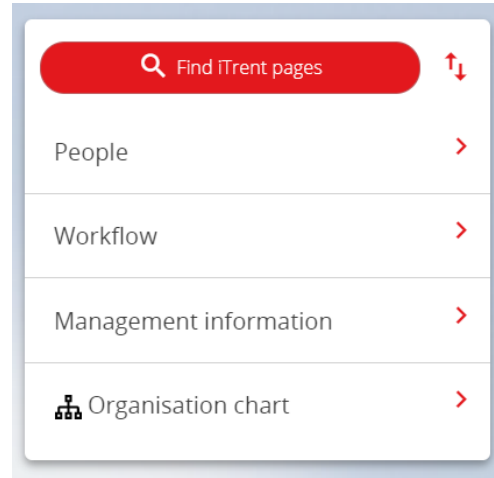


How do I...

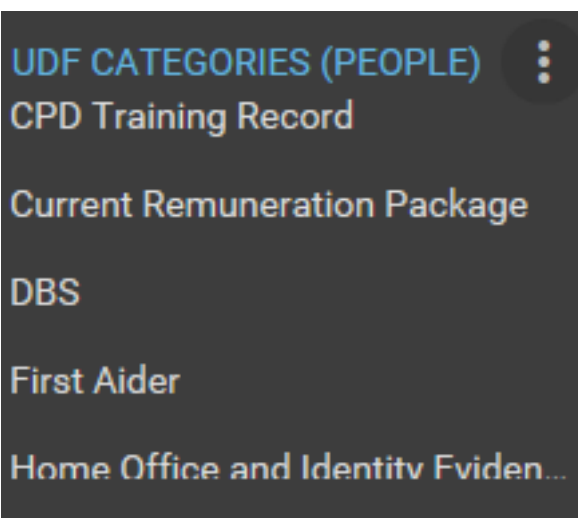
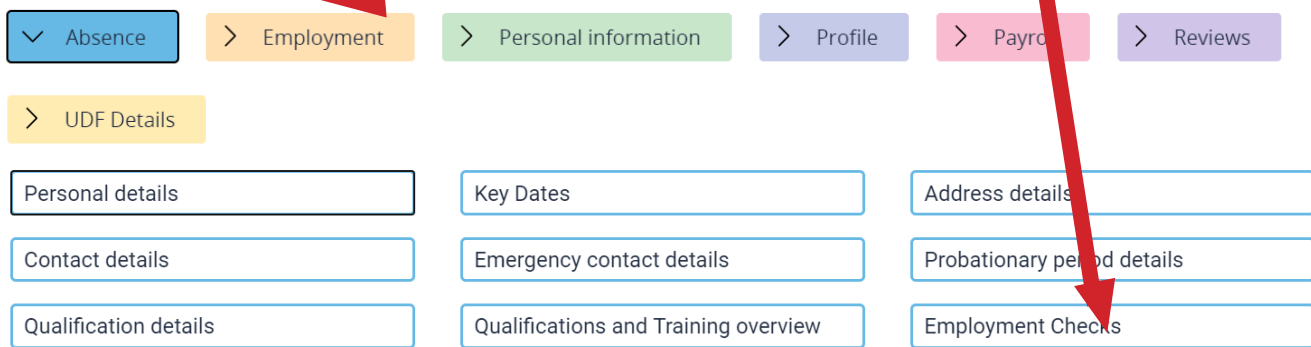
Find out when DBS, References and Medical clearance were received?

When completing the Probation outcome form you will need to complete the sections showing when DBS, references and medical clearance were received. You can find this information in iTrent People Manager by clicking on People from the main screen:



Select the colleague from the left hand menu

From the Links menu, click on colleague information, then click on Employment that appears below.



At the bottom of the Left hand menu, the UDF categories will appear. You can scroll through this list to find the DBS information, References, and Medical Questionnaire.

If you click on each of these, the data will be brought forward to view in the main screen.