



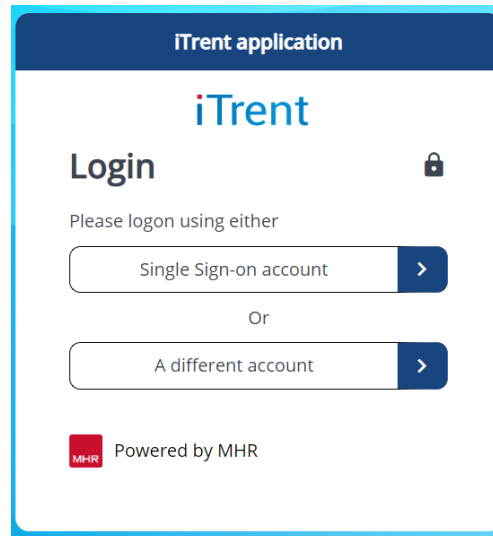
iTrent-Task List Redirections User Guide

Updated 28/10/2022



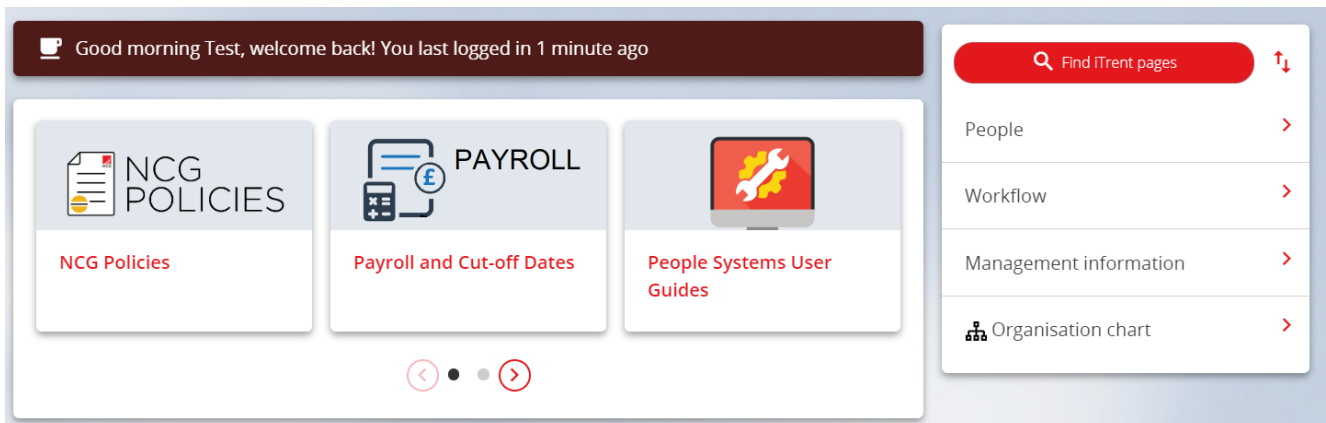
iTrent can be accessed via the NCG intranet _____ and clicking the iTrent people manager icon.

If you are accessing iTrent when on campus or connected to the VPN, you will now be automatically logged in via single sign on.



If you are due to be away from work for a period of time then you can redirect any tasks to another manager so they can authorise any requests that would be requested in your absence.

Once you have logged into Itrent People Manager you will then be greeted by the following page below:



Please click the workflow link as shown above.

The following page should then appear. Select 'My task redirection details'

LINKS

My task redirections



My task redirection details

The following page should then appear.

Please complete the following fields as shown below:

Field	Description
Start Date	The Start Date you would like the redirection to start.
End Date (Optional)	The End Date of the redirection.
Process Type	You can pick from the following options: Redirect All, Requisitions or Learning Events.
Redirect to	Search for the member of staff you would like to redirect all requests through to.
Password (Optional)	You can choose to add a password for extra security.

Once you have entered all of the information please click save then your redirection should now be in place.



If you have any queries please contact the HRMIS team on NCGRP.HRMIS@ncgrp.co.uk