

iTrent-Task List Redirections User Guide

Updated 28/10/2022







iTrent can be accessed via the NCG intranet _ 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.

iTrent application			
iTrent			
Login	Ê		
Please logon using either			
Single Sign-on account	>		
Or			
A different account	>		
MHR Powered by MHR			

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:

🖵 Good morning Test, welcom	e back! You last logged in 1 minute	ago	Q Find ∏rent pages	↑ ↓
			People	>
POLICIES			Workflow	>
NCG Policies	Payroll and Cut-off Dates	People Systems User	Management information	>
		Suides	ដ្ Organisation chart	>

Please click the workflow link as shown above.

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





and

LINKS



My task redirections					
My task redirection details New	✓ MEN	NN G 🖴			
Start date *					
End date					
Process type	~				
Redirect to *	Q				
	Save				

Please complete the following fields as shown below:

<u>Field</u>	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 <u>NCGRP.HRMIS@ncgrp.co.uk</u>



