1). *Pan fydd gweithiwr yn cofnodi Manylion Cymwysterau neu Fanylion Aelodaeth yn 'iTrent Self Service', byddwch chi fel rheolwr yn cael hysbysiad ar ffurf* e-bost ac o fewn 'iTrent People Manage' i Awdurdodi (neu beidio Awdurdodi) y manylion sydd wedi cael eu cofnodi.

New Qualification added - Authorisation Step
Trent&PeopleManager to: Andrew P Moreland 25/0
Sent by: Andrew P Moreland

99999 Mr Joe Bloggs has just entered in a new Qualification via Self Service.

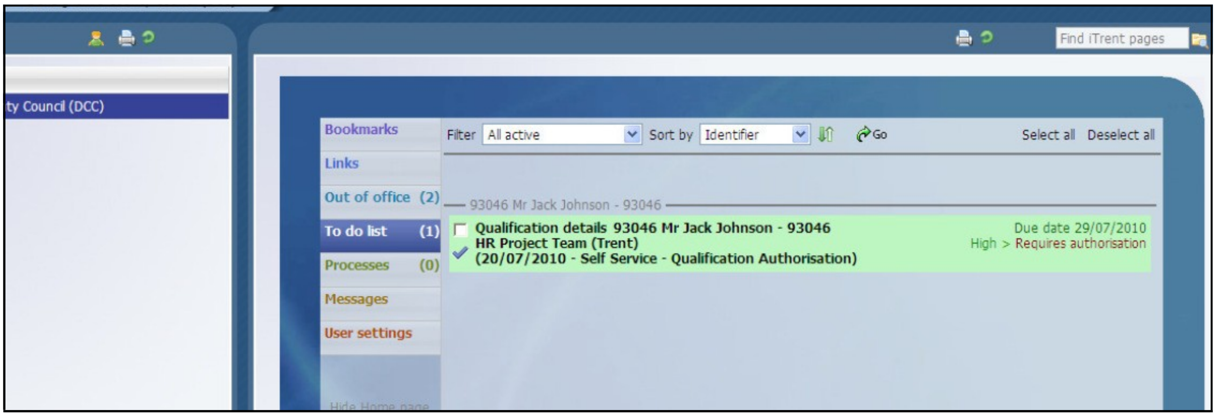
Please Authorise this qualification within iTrent People Manager. You must have seen proof of the qualification that has been entered before authorising within People Manager.

To Authorise the qualification:
Log into People Manager
On your homepage (the screen on the right-hand side) you have a To To List, select this option.
The To Do List will show the qualification that needs to be authorised in the system.
If you click on the qualification details it will open up a new tab that will show you the information the employee has entered, this will en
you to check the information against the certification the employee should have shown you.
To authorise the qualification, navigate back to the homepage by clicking on the house icon on the details page, make sure the qualification
you have just viewed has a tick in the tick box, this will then show you an ACTION button at the top of the list of details.
Once you click the ACTION button it will ask you to Authorise or Not Authorise the qualification. Select the correct option.

If the qualification is not authorised the employee will be notified.

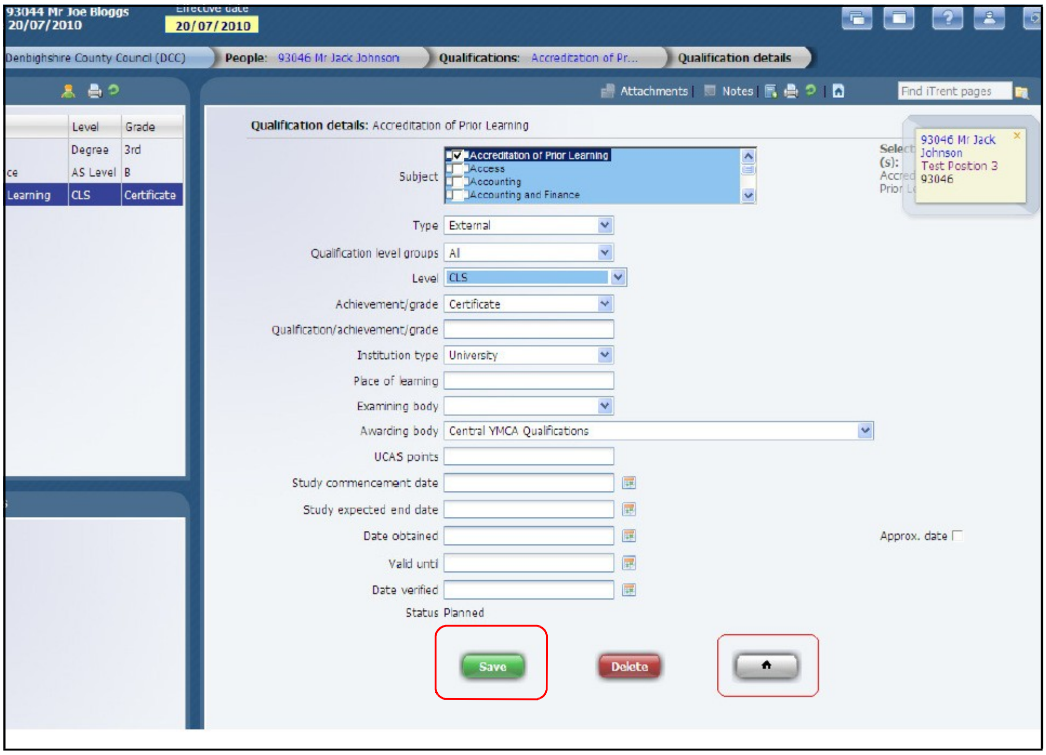
Ar ôl derbyn hwn byddwch angen gofyn i'ch aelod o staff am brawf o'u cymhwyster/aelodaeth.

2). *Unwaith y byddwch wedi/heb dderbyn prawf gan eich aelod o staff, mewngofnodwch i 'People Manager'. Bydd eich tudalen gartref yn agor ar yr ochr dde. Byddwch angen clicio ar y tab* To Do List *(fel y dangosir isod) -*

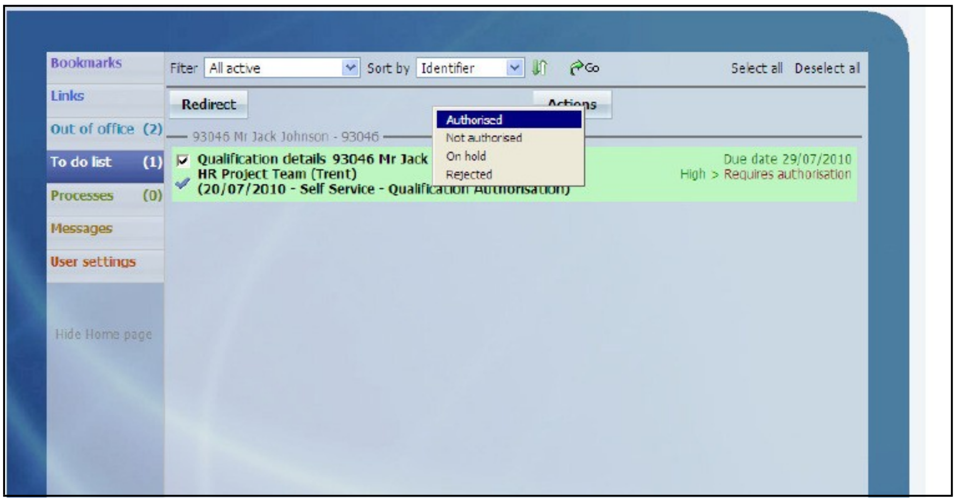


I weld y manylion cymhwyster/aelodaeth, cliciwch ar y dasg ar eich rhestr o bethau i'w gwneud – bydd hwn yn agor manylion y cerbyd preifat a gofnodwyd gan eich aelod o staff. RYDYCH ANGEN GWNEUD HYN I GWBLHAU'R BROSES.

3). Bydd hyn yn agor y dudalen uchod. Os ydych yn hapus gyda'r manylion, cliciwch ar Save. Unwaith y byddwch wedi cael eich hysbysu bod y cofnod wedi'i arbed cliciwch aryr eicon home i ddychwelyd i'r To Do List.



4). Unwaith y byddwch wedi dychwelyd i'r dudalen gartref, bydd eich rhestr o bethau i'w gwneud yn agor ar ochr dde'r dudalen (fel y dangosir isod) -

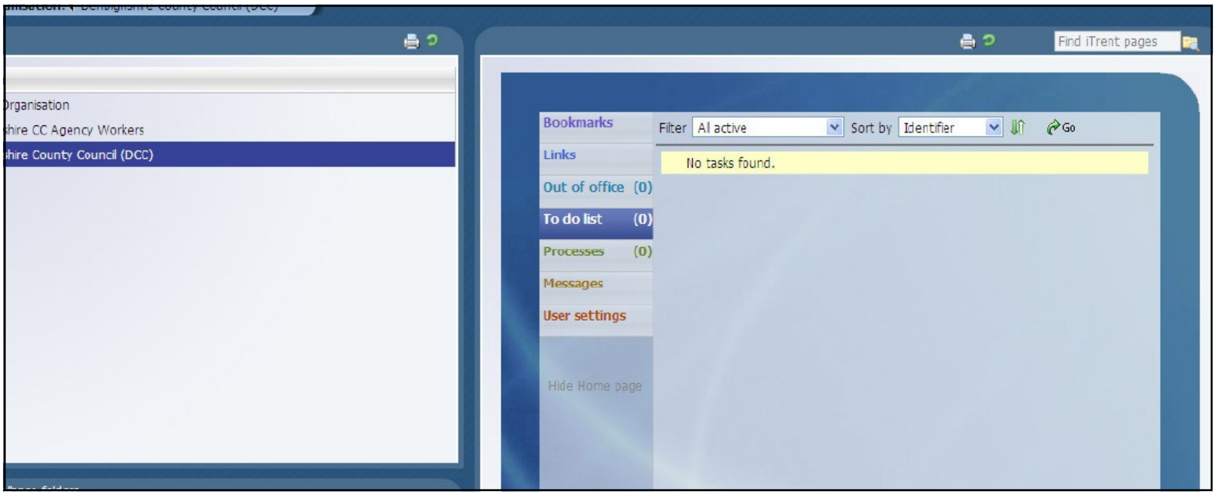


Yma, os byddwch yn rhoi ✓yn y blwch (fel y dangosir uchod), ac yn clicio ar y botwm Actions, mae hyn yn rhoi'r dewis i authorised neu not authorised

* Dewiswch yr opsiwn perthnasol.

* Mae'r opsiwn y byddwch yn ei ddewis yn dibynnu ar y prawf yswiriant a ddangosir i chi gan eich staff.

5). *Os ydych wedi awdurdodi'r cofnod, bydd hyn yn ymddangos o’r To Do List fel y dangosir uchod.*



Mae hyn yn cwblhau’r broses.