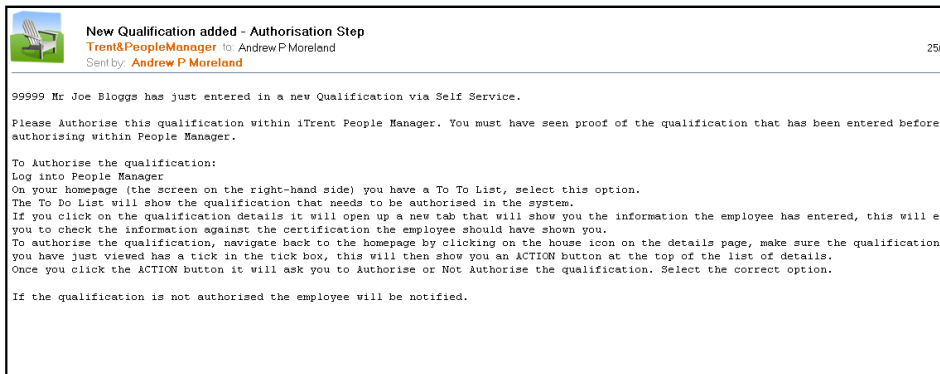


Authorisation Process

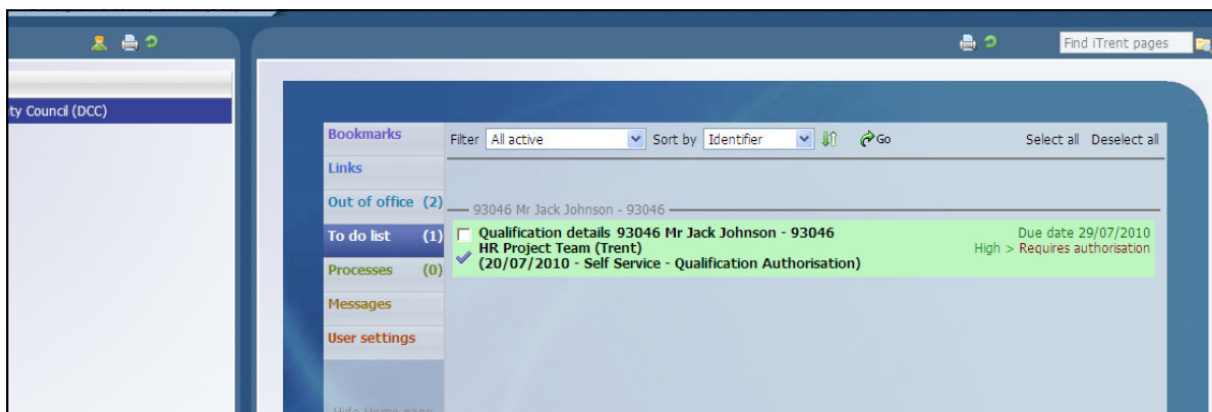


- 1). When an employee enters Qualification Details or Membership Details in iTrent Self Service you as the manager will received a notification via email and within iTrent People Manager to Authorise (or Not Authorise) those details that have been submitted.



Upon receiving this you will need to ask your member of staff for proof of their qualification / membership.

- 2). Once you have / have not received proof from your staff member, log in to People Manager. Your homepage will open up on your right hand side. You need to click onto the **To Do List** tab (as shown below) -



To view the qualification / membership details, click on the task on your to do list - this will open up details of the private vehicle details which your member of staff has entered. **YOU NEED TO DO THIS TO COMPLETE THE PROCESS.**

Authorisation Process



- 3). This will open the page above. If you are happy with the details, click **Save**. Once you have been notified that the record has saved, click on the **home** icon to be taken back to the **To Do List**.

- 4). Once you are taken back home, your to do list will open on the right hand side of the page (as shown below) -

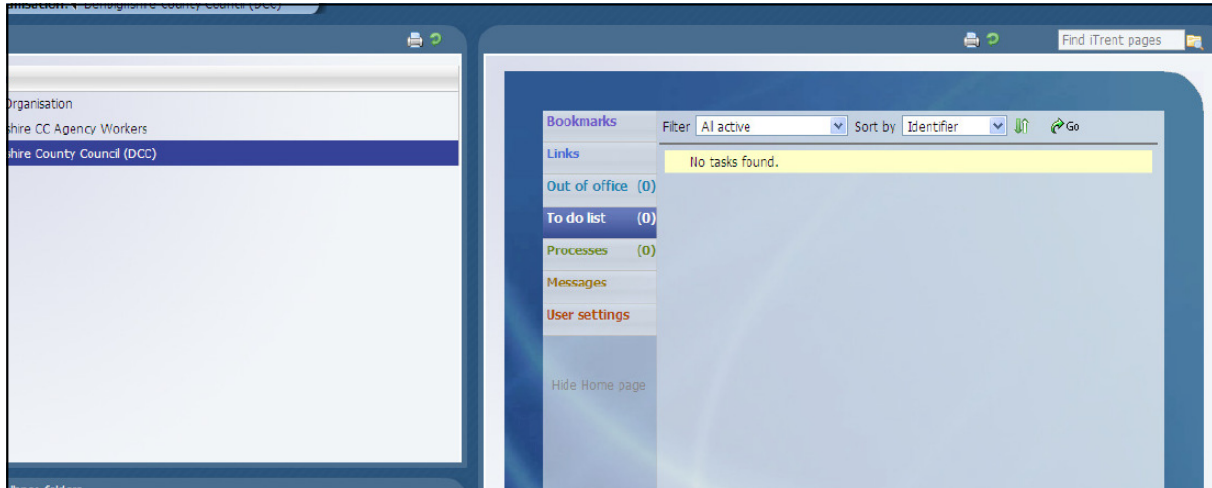
Here, if you tick the box (as shown above), and click on the **Actions** button, this gives you the option to **authorised** or **not authorised** *. Select the relevant option.

* Which option you choose is dependant on the proof of insurance your staff provide you with.

Authorisation Process



- 5). If you have authorised the entry, this will disappear from your **To Do List**, as shown above.



This completes the process.