3 Action Pane

The action pane is used to select an action to be carried out on an object previously selected in the object pane. The available navigation items will vary, dependent on your previous selections.

If you have enabled Favourites (selected in User Settings) then the top items in the list will also reflect your previous choices. Previously selected items will appear at the top of the list. To access items which you have not recently used you may have to click ⟱ at the bottom of the list to reveal all of the available items.

The type of action is illustrated by the icon to the left of the item label as shown below.

Button	Action
📁	The Folder icon indicates that additional actions can be displayed when you click the folder. These will be similar actions grouped together under a single folder.

🔶	The Sub Folder icon indicates that there are further items of detail required before a page can be displayed.
	
	For example, if you click on the People Sub Folder:
	
	🖥 Organisation structure
	  🔶 People
	  🔶 Positions
	  🔶 Posts
	  🔶 Units
	📁 My area
	📁 Process chaining
	
	Then iTrent will display the Search page in the Object pane enabling you to select an existing person or use the New – Personal Details page to enter new details.

📄	The Page icon indicates that the item is a page that is available to you which will be displayed in the display pane.

3.1 Searching the navigation items

To help you locate the required menu option or form within the Action Pane there is a 'Find iTrent Pages' search facility which is found at the top right of the Display Pane. This is enabled by entering a page name or part of the name in the text area, and pressing Enter.
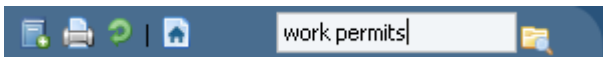
Enter the action you require (in this example work permits) and click the search icon or press enter

Click on the navigation route you wish to follow
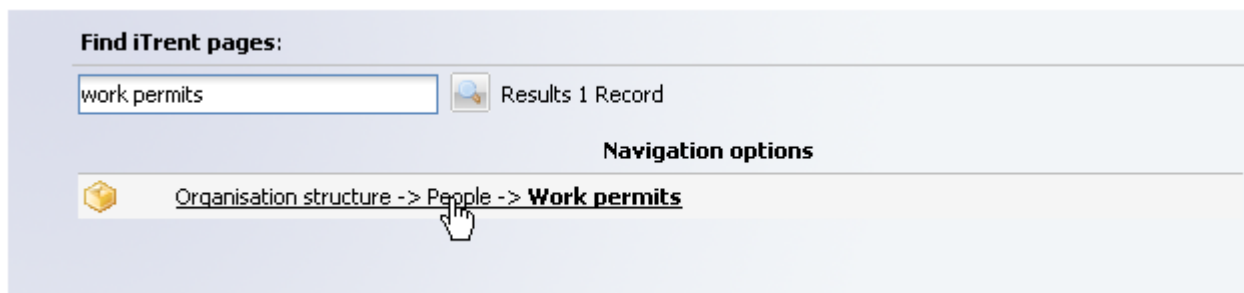
iTrent will then automatically lead you through the steps to locate this item by highlighting each selection you need to make with a red rectangle.

Complete the next step (in this example entering a surname). Enter text or click on the highlighted item and iTrent will guide you to the next step.

iTrent will navigate to the relevant folder (in this example Work Permits) and display details where applicable.

Navigating through the menus can also be made a simplified process by making use of 'Screen Chaining'. This is a process that allows a user to progress through a pre-defined sequence of menus and pages to input data – for example personal details, address details, and social security details for a new starter. Process chaining is a facility which makes use of workflow functionality which can be utilised to inform other CHRIS users that a certain task has taken place.