

Line Manager guide:

How to get a PDF document of your team member's current objectives



MyContribution

MyReview MyDevelopment MyCareer

- Open 'HR connect People Manager'
- Select 'Reports'

Hello Nadine

You last logged in 1 minute ago

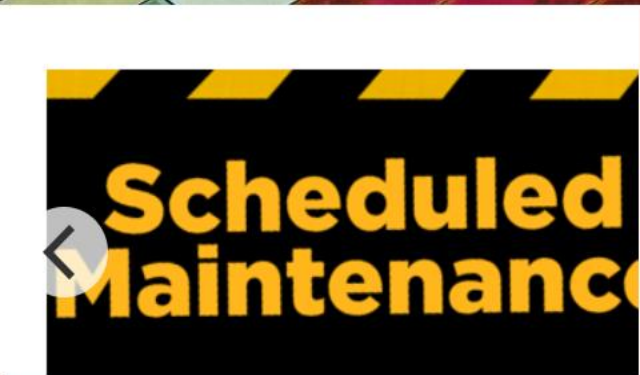
My links

My Team

Reports

Task Redirection

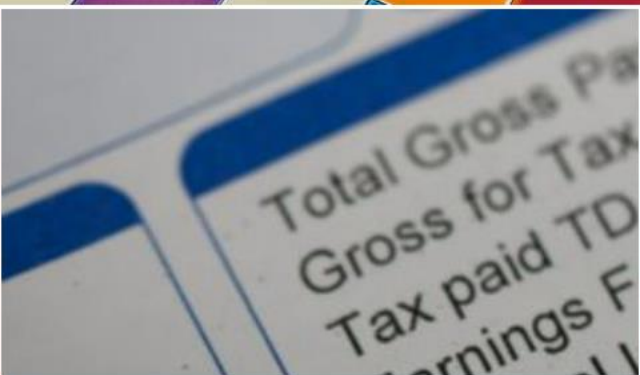
Peer Group Management



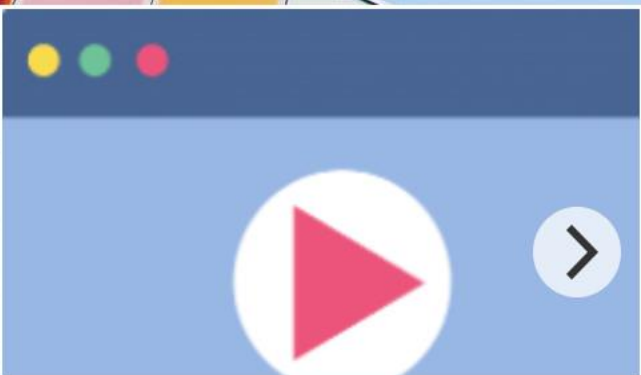
HR Connect unavailable Friday 5th August 2022



Covid19 Sickness Absence Update



Health and Social Care Levy



People Manager Video & PDF Guides

LINKS

Reports

Run absence reports Run people reports Run structure reports **Run development reports** Download report

• Click on 'Run development reports'

SEARCH FIND ITRENT PAGES

ORGANISATION

Edinburgh Napier University

DEVELOPMENT REPORTS

Current Objectives

Employee Objectives

Memberships by employee

- Select 'current objectives'

Report name: **Current Objectives**
Status: **Complete**
Last run date: **28/07/2022**
Last run time: **14:48**

iTrent 29/07/2022

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ORGANISATION

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DEVELOPMENT REPORTS

Current Objectives

Employee Objectives

Memberships by employee

Current Objectives

Current Objectives (as of 29/07/2022) MENU

Filter type Employee

Employee name

Include progress

Include actions

Include completed objectives

Include cover pages

Output type PDF File

Report run comments

• *Select 'search'*

RUN

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Current Objectives

Employee Objectives

Memberships by employee

Current Objectives

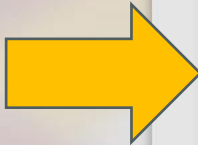
Current Objectives (as of 29/07/2022) MENU

Person search

Results 1 Person

Heatlie Surname

Name	Unit	Job title
Jenna Heatlie	Learning & Development	Learning and Development Assista



- Type the surname of the team member
- Select the team member

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Current Objectives (as of 29/07/2022) MENU

Filter type Employee

Employee name Jenna Heatlie

Include progress

Include actions

Include completed objectives

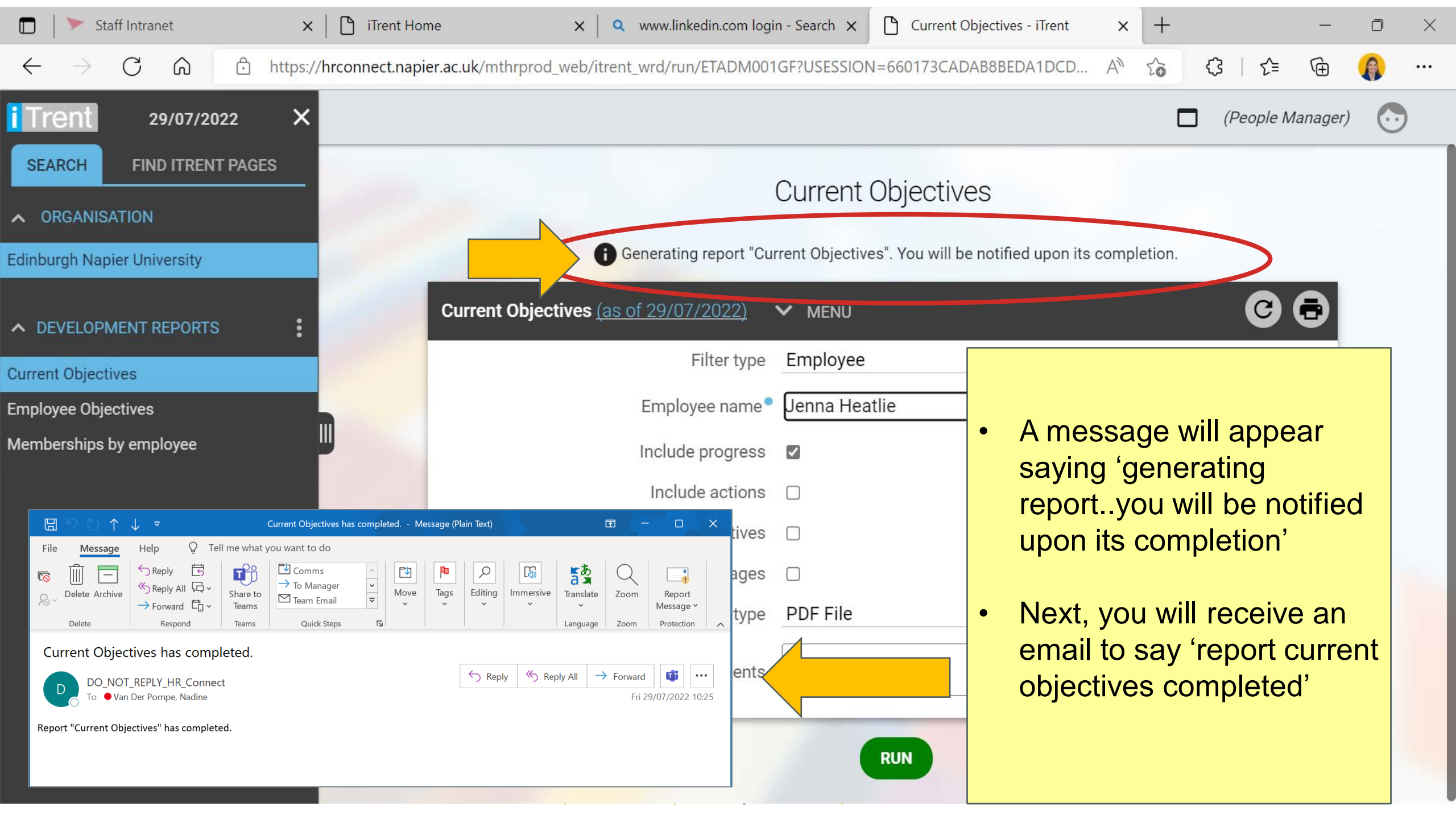
Include cover pages

Output type PDF File

Report run comments

- Tick if you want progress updates or actions included
- Select 'run'





Current Objectives

i Generating report "Current Objectives". You will be notified upon its completion.

Current Objectives (as of 29/07/2022) MENU

Filter type Employee

Employee name Jenna Heatlie

Include progress

Include actions

File type PDF File

RUN

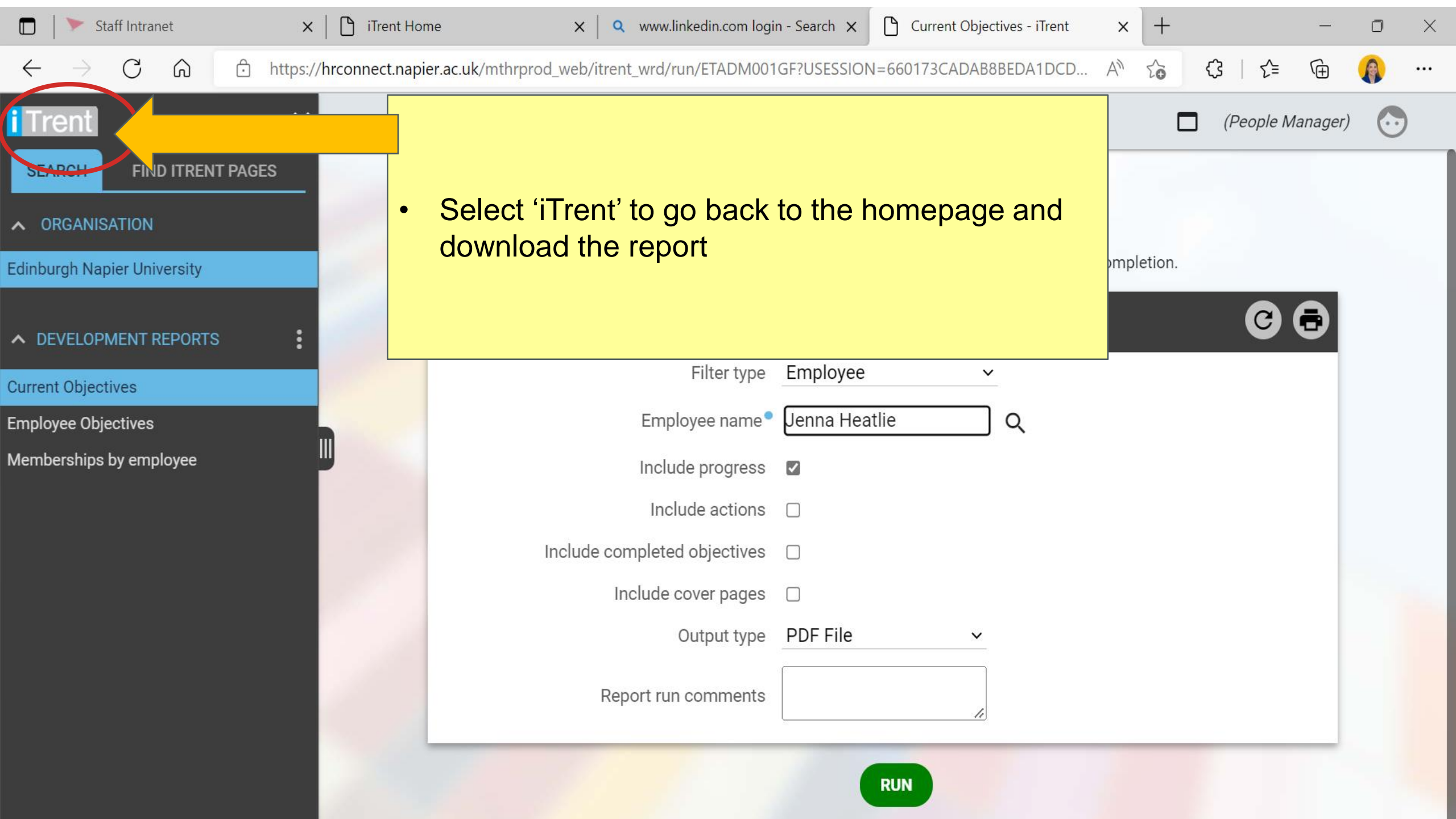
- A message will appear saying 'generating report..you will be notified upon its completion'
- Next, you will receive an email to say 'report current objectives completed'

Current Objectives has completed. - Message (Plain Text)

Current Objectives has completed.

DO_NOT_REPLY_HR_Connect
To Van Der Pompe, Nadine

Report "Current Objectives" has completed.



- Select 'iTrent' to go back to the homepage and download the report

Filter type Employee

Employee name Jenna Heatlie

Include progress

Include actions

Include completed objectives

Include cover pages

Output type PDF File

Report run comments

RUN

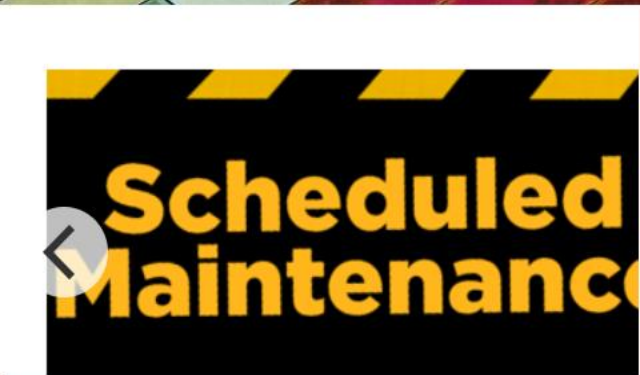
- Select 'reports'

Hello Nadine

You last logged in 22 minutes ago

My links

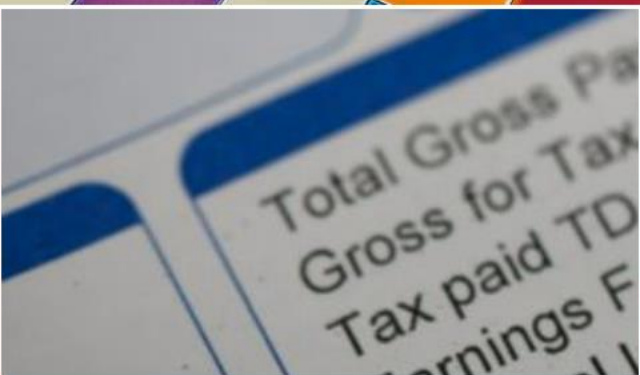
- My Team
- Reports**
- Task Redirection
- Peer Group Management



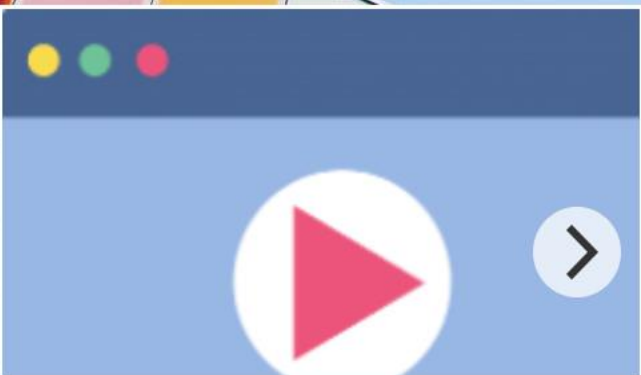
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Covid19 Sickness Absence Update



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PEOPLE MANAGER REPORTS

Holiday Entitlement Breakdown

Outstanding Holiday Entitlement

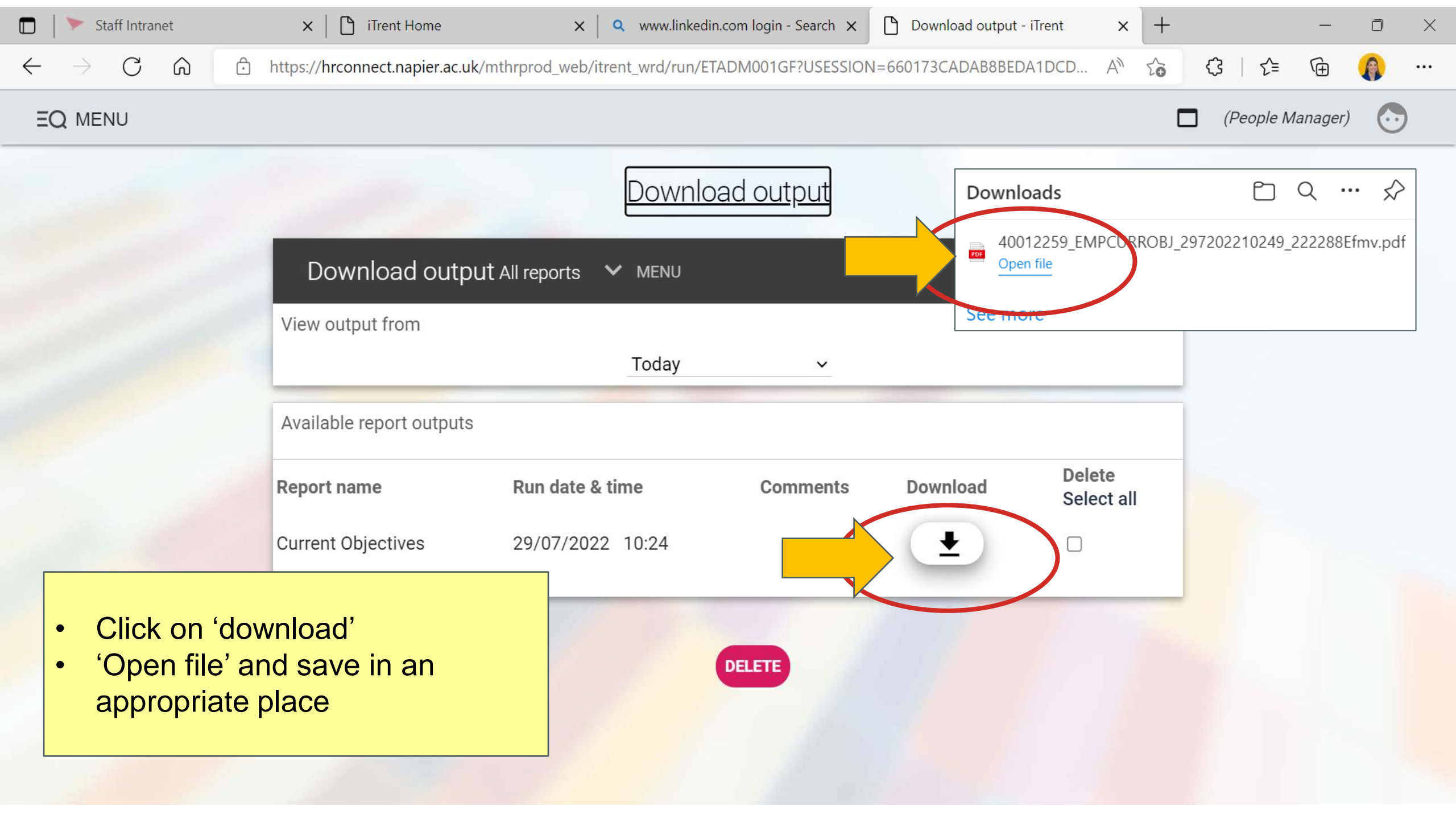
LINKS

Reports

Run absence reports Run people reports Run structure reports Run development Download report



- Select 'download report'




Download output

Download output All reports ▾ MENU


View output from

Today ▾

Available report outputs

Report name	Run date & time	Comments	Download	Delete Select all
Current Objectives	29/07/2022 10:24			<input type="checkbox"/>

Downloads

 40012259_EMPCURROBJ_297202210249_222288Efmv.pdf
[Open file](#)

[See more](#)

- Click on 'download'
- 'Open file' and save in an appropriate place

DELETE

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