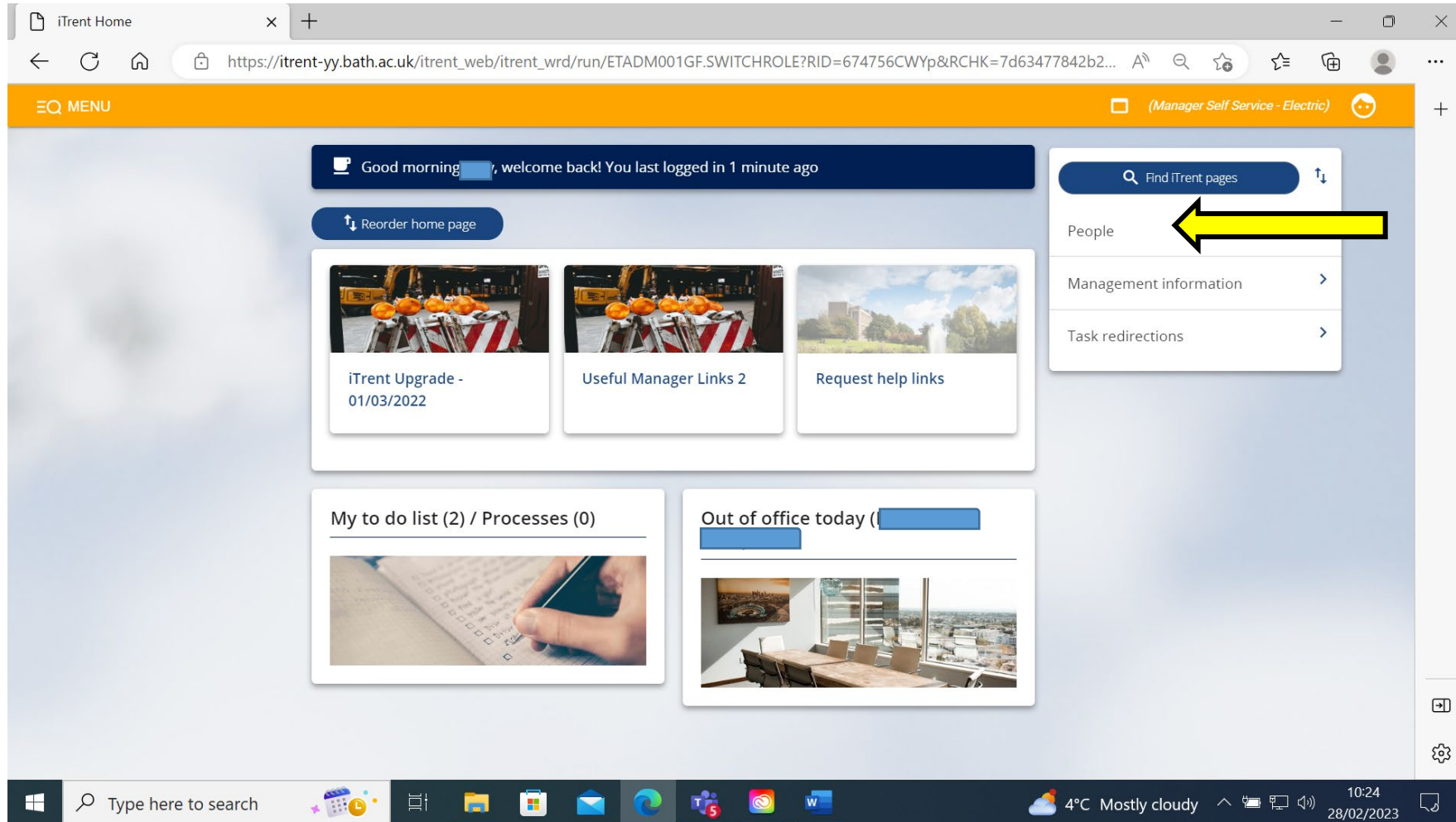


Line Manager Guidance to viewing SDPR Forms in Manager Self Service (MSS)

- Log in to MSS - this will take you directly to the MSS Homepage. Click on the 'People' button on the menu on the right-hand side.



- Your list of direct reports will appear on the left-hand side of the screen. Select the person you wish to view information on.

The screenshot displays the iTrent web application interface. The browser address bar shows the URL: https://itrent-yy.bath.ac.uk/itrent_web/itrent_wrd/run/ETADM001GF.SWITCHROLE?RID=674756CWYp&RCHK=7d63477842b2.... The page header includes the iTrent logo, the date 28/02/2023, and a user profile icon labeled "(Manager Self Service - Electric)".

The left-hand navigation pane shows the "People" section expanded, displaying a list of three direct reports. A yellow arrow points to this list. The main content area features a welcome message: "Good morning [redacted], welcome back! You last logged in 1 minute ago". Below this is a "Reorder home page" button and three tiles: "iTrent Upgrade - 01/03/2022", "Useful Manager Links 2", and "Request help links".

At the bottom of the main content area, there are two sections: "My to do list (2) / Processes (0)" and "Out of office today (1)". The Windows taskbar at the bottom shows the search bar, various application icons, and the system clock indicating 10:30 on 28/02/2023 with a weather forecast of 5°C Mostly cloudy.

- Click on the 'Development and adjustments' link. This will bring up a menu at the bottom of the page, click on 'Development & Performance Reviews'.

The screenshot displays the iTrent web application interface. On the left, a sidebar contains navigation links for 'Organisation' (University of Bath), 'People' (with a search bar and 'Results 3 People'), and 'Reviews' (with 'SDPR +' links). The main content area features a 'Calendar' section with a date range of '02 - 15 March 2023' and a 'LINKS' section. The 'LINKS' section includes buttons for 'Calendar', 'Holiday', 'New Sickness Details', 'View Sickness Details', 'Other absence', 'Development and adjustments', 'Probation', 'FTC Consultations', 'Timesheet claims', 'Personal information', 'Position information', and 'Pattern overrides'. A yellow arrow points to the 'Development and adjustments' button. Below the 'LINKS' section, a menu is open, showing options like 'Training record', 'Development and performance reviews', 'New Development & Performance Reviews', 'Reviews & Personal Circumstances files', and 'Training Documents'. Another yellow arrow points to the 'Development and performance reviews' option. The top of the page shows the user's name '(Manager Self Service - Electric)' and the date '02/03/2023'. The bottom of the page shows the Windows taskbar with the search bar, task icons, and system tray information including '6°C Cloudy' and '11:48 02/03/2023'.

- A list of reviews that have been completed will appear on the left-hand side of the screen. Click on the SDPR review you wish to view.

The screenshot displays the iTrent web application interface. The browser address bar shows the URL: https://itrent-yy.bath.ac.uk/itrent_web/itrent_wrd/run/ETNAV004GF.NEW_CORE?USESSION=FA33F6058BE67C741944447DFB.... The page header includes the iTrent logo, the date 02/03/2023, and a user profile icon labeled "(Manager Self Service - Electric)".

The left sidebar contains a navigation menu with the following sections:

- SEARCH (FIND ITRENT PAGES)
- Organisation
- University of Bath
- People (Results 3 People, Select all, Save this group)
- Reviews

The "Reviews" section is expanded, showing a list of reviews. The first review, labeled "SDPR +", is highlighted in blue. A yellow arrow points to this review.

The main content area displays the "Review details" form for the selected review. The form includes the following fields:

- Job title (text input)
- Review type* (dropdown menu, currently set to "SDPR +")
- Date occurred* (calendar icon, currently set to 19/10/2021)
- Overall rating* (dropdown menu, currently set to "SDPR/SDPR+ - conversation c")
- Next review date* (calendar icon, currently set to 19/10/2022)

At the bottom of the form are two buttons: "Save" (green) and "New" (blue).

The Windows taskbar at the bottom shows the system clock as 11:50 on 02/03/2023, and the weather as 6°C Cloudy.

- To view the SDPR document, click on the 'Development and adjustments' link. This will bring up a menu at the bottom of the page, click on 'Reviews and Personal Circumstances Files'.

The screenshot displays the iTrent web application interface. The browser address bar shows the URL: https://itrent-yy.bath.ac.uk/itrent_web/itrent_wrd/run/ETNAV004GF.NEW_CORE?USESSION=FA33F6058BE67C741944447DFB.... The page header includes the iTrent logo, the date 02/03/2023, and a user profile icon labeled '(Manager Self Service - Electric)'. The left sidebar contains navigation options: 'Organisation' (University of Bath), 'People' (with a search bar and 'Results 3 People'), and 'Document attachments' (with a list including 'SDPR Form 2021-22'). The main content area features a 'Calendar' section for the period 02 - 15 March 2023, showing a calendar grid and two circular progress indicators: '75.93 of 335.53 hours' for 'Holidays remaining' and '5 days' for 'Days off sick'. Below the calendar is a 'LINKS' section with various buttons: '> Calendar', '> Holiday', '> New Sickness Details', '> View Sickness Details', '> Other absence', '> Development and adjustments' (highlighted with a yellow arrow), '> Probation', '> FTC Consultations', '> Timesheet claims', '> Personal information', '> Position information', and '> Pattern overrides'. At the bottom of the page, there is a menu with options: 'Training record', 'Development and performance reviews', 'New Development & Performance Reviews', 'Reviews & Personal Circumstances files' (highlighted with a yellow arrow), and 'Training Document Attachments'. The Windows taskbar at the bottom shows the date 02/03/2023, time 12:05, and weather 6°C Cloudy.

- A list of the documents that are attached to MSS for the member of staff will appear on the left-hand side of the screen, click on the document you wish to view. The details of the document will appear on the screen, click on the 'Download' button to view.

The screenshot displays the iTrent web application interface. On the left, a sidebar shows the 'University of Bath' logo and a list of document attachments under the heading 'Document attachments'. The selected item is 'SDPR Form 2021-22'. The main content area shows the 'Document attachment details' for this document. The details include:

- Document: SDPR Form 2021-22
- Document type: SDPR+
- Link: (empty field)
- Visible in Self Service: ☒
- Last updated date: 22/11/2021
- Last updated time: 16:01
- Filename: SDPR 2021-22.pdf
- Replace by ...: Choose File (No file chosen)

At the bottom of the details panel, there are four buttons: 'Download' (grey), 'Save' (green), 'Delete' (red), and 'New' (blue). A large yellow arrow points to the 'Download' button. The top of the page shows the iTrent logo, the date '02/03/2023', and the user's role '(Manager Self Service - Electric)'. The bottom of the page shows a Windows taskbar with various icons and the system clock.