

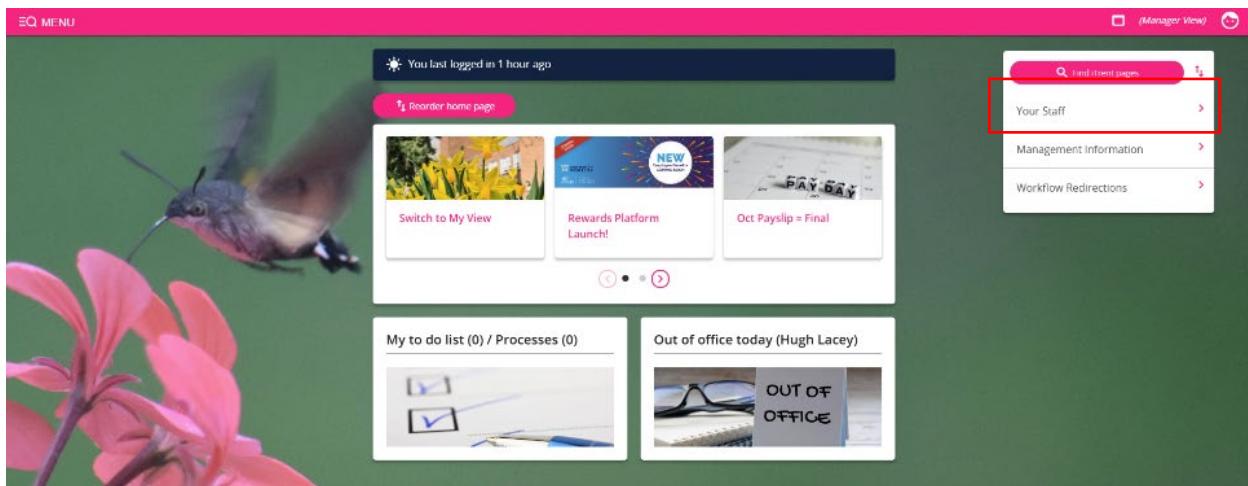
# Manager View

## Viewing learning records

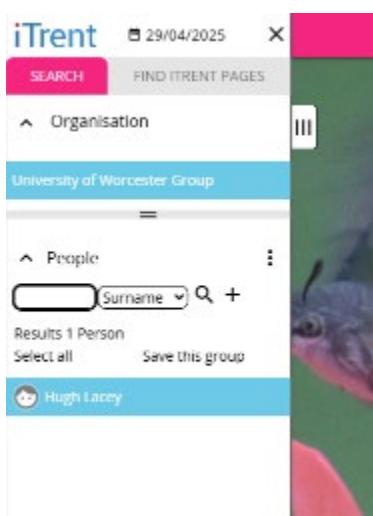
As a manager there may be times where you want to view your teams' learning records.

This can be done easily in *iTrent Manager View*.

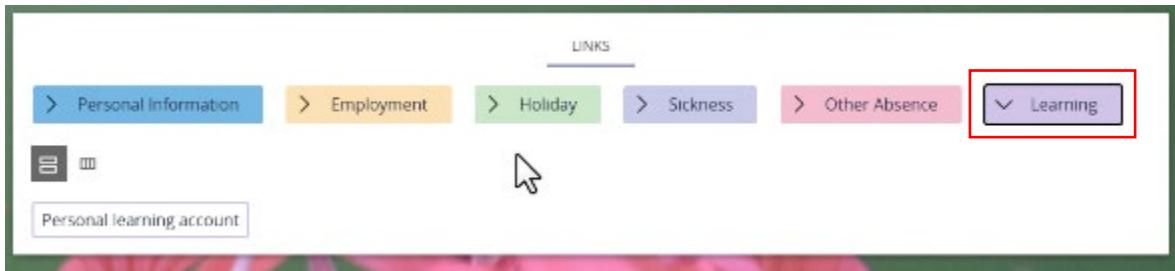
From the home screen select *Your Staff*.



Select the relevant member of staff.



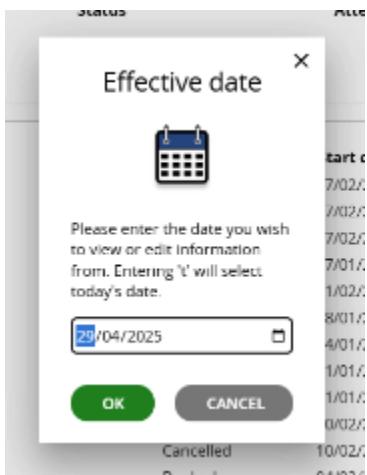
## Learning.



And **Personal learning account**.



You will be provided with the option to select the date you wish to view or edit information from.



Entering **t** will select today's date.

You will then be able to see all the selected employee's events.

Personal learning account (as of 28/04/2025)					
Participant waiting lists		Status	Attend by	Date requested	Reason
Learning activity					
Assessing practical skills	Awaiting authorisation		17/01/2025		Career planning
Staff Researcher Development Programme	Awaiting authorisation		30/01/2025		Career planning
Staff Researcher Development Programme	Awaiting authorisation		15/01/2025		Career planning
Participant events					
Learning activity	Status	Start date	End date	Failed/Reason	Renewal
Being a Mentor	Cancelled	17/02/2025	17/02/2025	No	
Being a Mentor	Booked	17/02/2025	17/02/2025	No	
Being a Mentor	Cancelled	17/02/2025	17/02/2025	No	
Being an Active Bystander	Completed	17/01/2025	17/01/2025	No	
CC GenAI How does it work?	Completed	11/02/2025	11/02/2025	No	
CC How to make cake	Cancelled	28/01/2025	28/01/2025	No	
CC How to make cake	Cancelled	14/01/2025	14/01/2025	No	
CO How to play the saxophone	Completed	01/01/2025	01/01/2025	No	
CO How to play the trombone	Completed	01/01/2025	01/01/2025	No	15.00
Getting started with SharePoint sites	Cancelled	10/02/2025	10/02/2025	No	
IT: IT Service Induction	Cancelled	10/02/2025	10/02/2025	No	
IT: How to make a cup of tea	Cancelled	04/02/2025	04/02/2025	No show	
IT: How to make a cup of tea	Cancelled	20/01/2025	20/01/2025	No	
NS testing 11	Cancelled	17/01/2025	17/01/2025	No	
Staff Researcher Development Programme	Cancelled	19/12/2024	19/12/2024	No	
Staff Researcher Development Programme	Cancelled	01/02/2025	01/02/2025	No	
Welcome from HR	Cancelled	01/02/2025	01/02/2025	No	
Welcome from IIR	Cancelled	17/02/2025	17/02/2025	No	
Personal learning events					
Learning activity	Status	Start date	End date	Failed/Reason	Renewal
Admin adding mindfulness	Completed	01/01/2025	17/01/2025	No	
Mindful breathing IIR	Completed	01/01/2025	17/01/2025	No	
Trying mindfulness IIR	Completed	01/01/2025	17/01/2025	No	

This is split into **Participant waiting lists**, **Participant events** and **Personal learning events**.

You can also select a specific event to get more details on the **Participant event details** page.

**Personal learning ...** **Hugh Lacey**

**Participant event details Hugh Lacey**

Learning event details

Event name*	Being a Mentor
Start date	17/02/2025
Start time	9:00:00
End date	17/02/2025
End time	16:30:00

Learning event request

Origin of request	
Date requested*	12/02/2025
Reason	
Requested by	Hugh Lacey
Authorisation	