

Overview

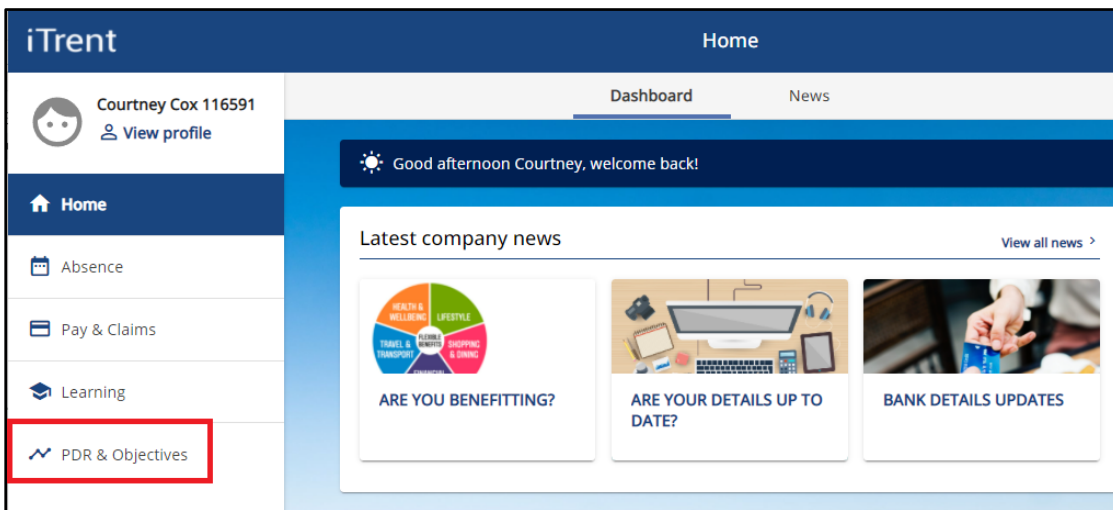
- You can update progress against individual objectives at any time.
- You can create multiple progress records for an individual objective.
- You can edit progress records at any time.
- Your manager can view, create and update your progress records, via People Manager.

This guide covers the following actions.

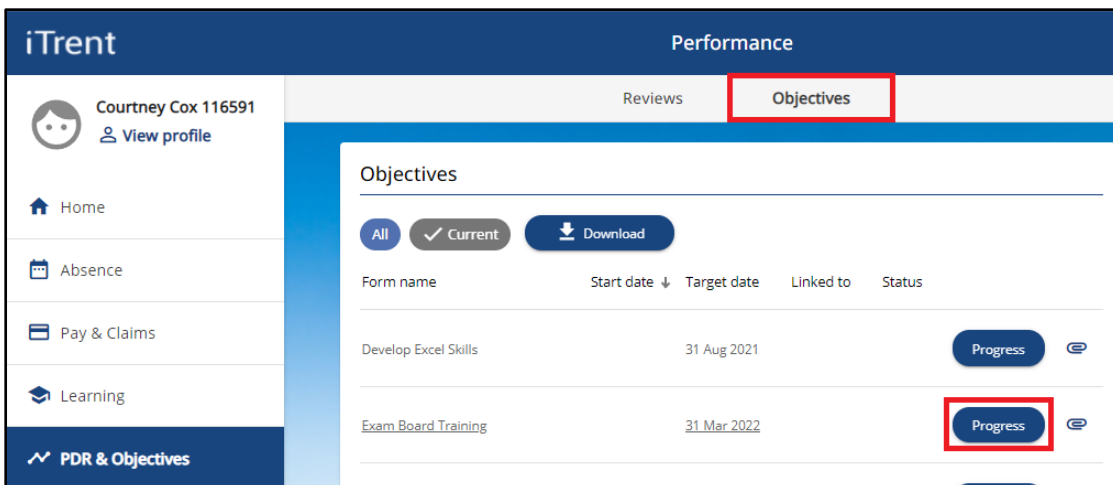
- Creating new progress records.
- Editing existing progress records.
- Deleting progress records.

CREATE PROGRESS RECORD

- Login to Employee Self-Service and click on the PDR & Objectives menu option, as below.



- Click on the Objectives menu option, as below.
- Any objectives which are in progress, that you have already added, will be displayed.
- Click on the Progress button for the relevant objective to add a new progress record.



- After clicking on the Progress button, a new Objective Progress window opens, as below.
- Click on the Add Objective Progress Details button.

< Back to Objectives

---

Objective progress details

Objective progress list

Current

Date	Status	Percentage complete	Created by	Authorisation status	Details
------	--------	---------------------	------------	----------------------	---------

Add objective progress details

- Date > add a relevant date which could be “today” or in the past.
- Status > select cancelled, completed, deferred or in progress.
- Comments > to record brief details of the progress that has been made.
- Click the Save button to save your changes.

< Back to Objectives

---

Objective progress details

Back to objective progress

Objective progress details: New

Objective title  
Exam Board Training

Date (required)  
01/11/2021

Status  
In progress

Comments  
All exam board training courses are fully-booked. I am on the waiting list if any spaces become available or when a new course is scheduled.

Save

- The saved record will display as below.

[← Back to Objectives](#)

Objective progress details

i Changes have been saved.

**Objective progress list**

Current

Date	Status	Percentage complete	Created by	Authorisation status	Details
01/11/2021	In progress		Courtney Cox 116591	Authorised	▶

**EDIT PROGRESS RECORD**

- To edit an existing progress record, click on the Progress button for the relevant objective, as below.
- This will open the Object Progress Details window.

iTrent Performance

Reviews **Objectives**

Courtney Cox 116591  
View profile

Home  
Absence  
Pay & Claims  
Learning  
PDR & Objectives

**Objectives**

All **Current** Download

Form name	Start date ↓	Target date	Linked to	Status
Develop Excel Skills		31 Aug 2021		Progress
Exam Board Training		31 Mar 2022		Progress

- Click on the Select Details icon, shown in red below, to open and edit the existing progress record.
- Click the Save button to save your changes.

[← Back to Objectives](#)

Objective progress details

**Objective progress list**

Current

Date	Status	Percentage complete	Created by	Authorisation status	Details
01/11/2021	In progress		Courtney Cox 116591	Authorised	<span style="border: 2px solid red; padding: 2px;">▶</span>

[< Back to Objectives](#)

### Objective progress details

[Back to objective progress](#)

**Objective progress details:** 01/11/2021

Objective title  
Exam Board Training

Date  
01/11/2021

Status  
In progress

Comments

All exam board training courses were fully-booked. I was on the waiting list if any spaces became available or when a new course was scheduled. A space became available on the 12/01/22 course and I am now booked to attend.

[Save](#)
[Delete](#)

- To add a second or further progress record, click on the Progress button for the relevant objective, as below.
- This will open the Object Progress Details window.

iTrent Performance

Courtney Cox 116591 [View profile](#)

Reviews **Objectives**

#### Objectives

All **Current** Download

Form name	Start date ↓	Target date	Linked to	Status
Develop Excel Skills		31 Aug 2021		Progress
Exam Board Training		31 Mar 2022		Progress

- Click on the Add Objective Progress Details button to add another progress record.

[< Back to Objectives](#)

### Objective progress details



Changes have been saved.

#### Objective progress list

Current

Date	Status	Percentage complete	Created by	Authorisation status	Details
01/11/2021	In progress		Courtney Cox 116591	Authorised	▶

Add objective progress details

- Date > add a relevant date which could be “today” or in the past.
- Status > select cancelled, completed, deferred or in progress.
- Comments > to record brief details of the progress that has been made.
- Click the Save button to save your changes.

[< Back to Objectives](#)

### Objective progress details

Back to objective progress

#### Objective progress details: New

Objective title  
Exam Board Training

Date (required)

13/01/2022



Status

Completed

Comments

Attended exam board training on 12/01/22.

Save

- The saved record will display as below.

[< Back to Objectives](#)

Objective progress details

i Changes have been saved.

**Objective progress list**

Current
 ▼

Date	Status	Percentage complete	Created by	Authorisation status	Details
13/01/2022	Completed		Courtney Cox 116591	Authorised	▶
01/11/2021	In progress		Courtney Cox 116591	Authorised	▶

**DELETE PROGRESS RECORD**

- To delete a progress record, click on the Progress button for the relevant objective, as below.
- This will open the Object Progress Details window.

iTrent Performance

Courtney Cox 116591 [View profile](#)

Reviews **Objectives**

Objectives

All  Current [Download](#)

Form name	Start date ↓	Target date	Linked to	Status
Develop Excel Skills		31 Aug 2021		Progress <a href="#">⌵</a>
Exam Board Training		31 Mar 2022		Progress <a href="#">⌵</a>

- Click on the Select Details icon, shown in red below, to open and delete the existing progress record.

[< Back to Objectives](#)

Objective progress details

**Objective progress list**

Current
 ▼

Date	Status	Percentage complete	Created by	Authorisation status	Details
01/11/2021	In progress		Courtney Cox 116591	Authorised	<span style="border: 2px solid red; padding: 2px;">▶</span>

- Click the Delete button to delete the progress record, as below
- Click OK to confirm deletion of the progress record or Cancel to cancel the deletion, as below.

[< Back to Objectives](#)

---

### Objective progress details

[Back to objective progress](#)

**Objective progress details:** 01/11/2021

Objective title  
Exam Board Training

Date  
01/11/2021

Status  
In progress

Comments  
All exam board training courses were fully-booked. I was on the waiting list if any spaces became available or when a new course was scheduled. A space became available on the 12/01/22 course and I am now booked to attend.

[Save](#) [Delete](#)

hrss10-dev.leedsbeckett.ac.uk says

The details will be deleted. Continue?

[OK](#) [Cancel](#)