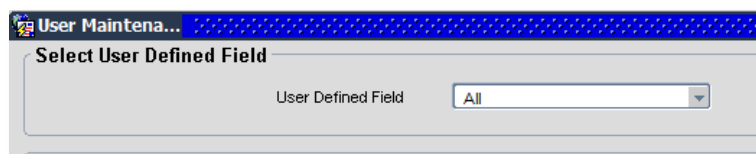


IP1 – Recording induction

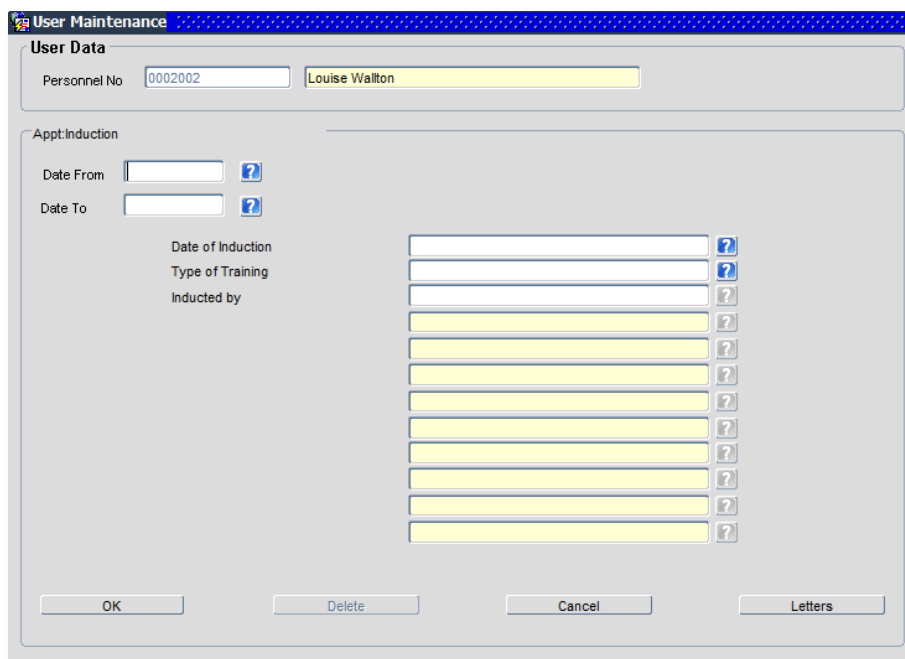
Details of a new starter's induction should be recorded against their appointment.

Navigate to: Personnel > Maintenance > Personal Profile

1. Search for the employee record and go to **Select Detail > Appointment Details**. The *Appointment Details* window opens.
2. Click the **Appointment Details** button. The *Post Appointment Maintenance* window opens.
3. Go to **Selection** box > **User Data**. The *User Maintenance* window opens.



4. Click to display **User Defined Field** List of Values.
5. Select **Appt: Induction**.
6. Click **New**.



IP1 – Recording induction

7. Enter induction details as appropriate:

Field Name (*mandatory)	Description
Date From*	Enter the start date of the appointment.
Date To	Leave blank
Date of Induction *	Date induction completed.
Type of Training *	Select appropriate training e.g. OLI induction.
Inducted by*	Enter name of individual who carried out the induction.

8. When relevant details have been recorded click . A 'transaction complete' message will appear. Click .



Note: Multiple induction entries can be created to record the details of different training events.

9. Click  and then exit back to the Personnel main screen.