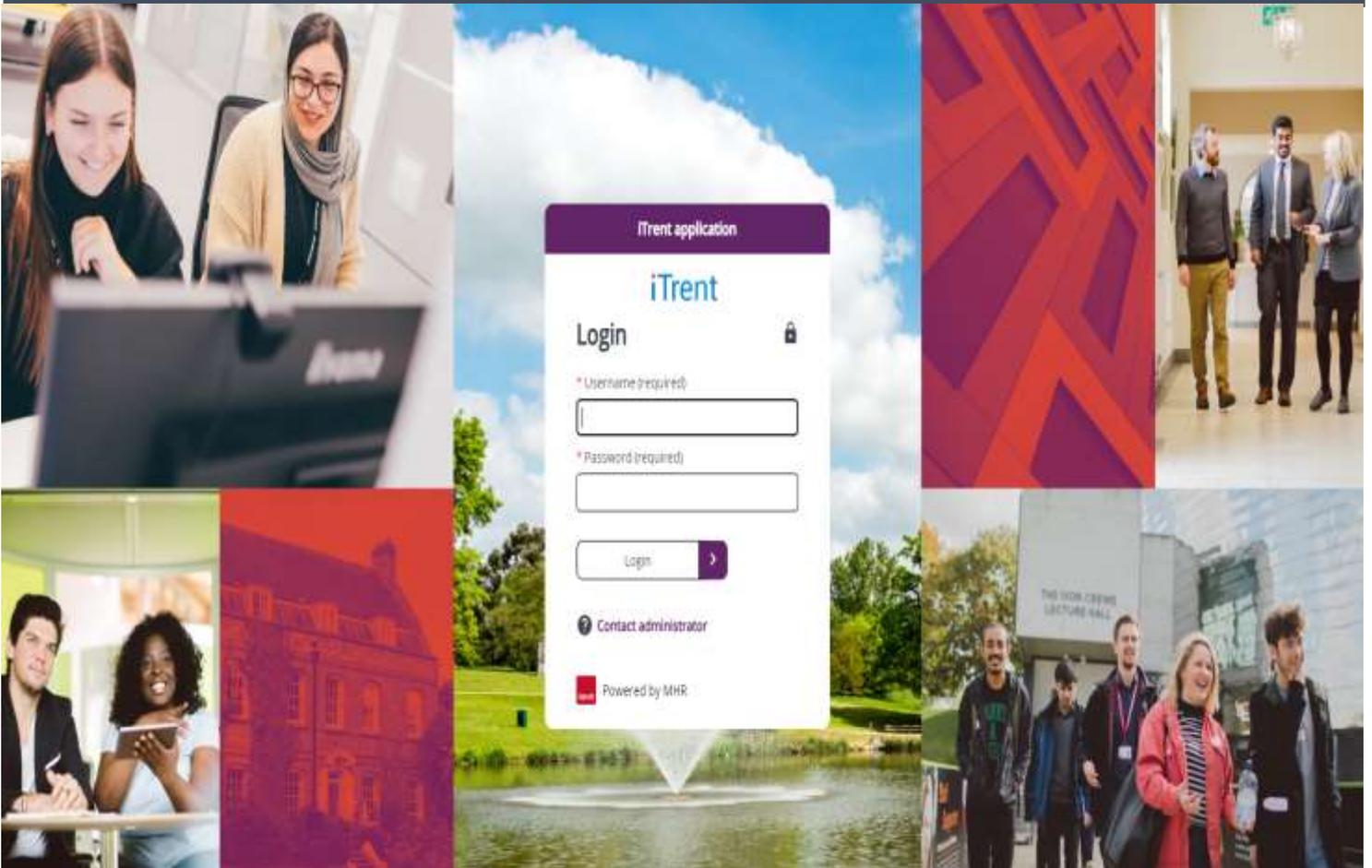




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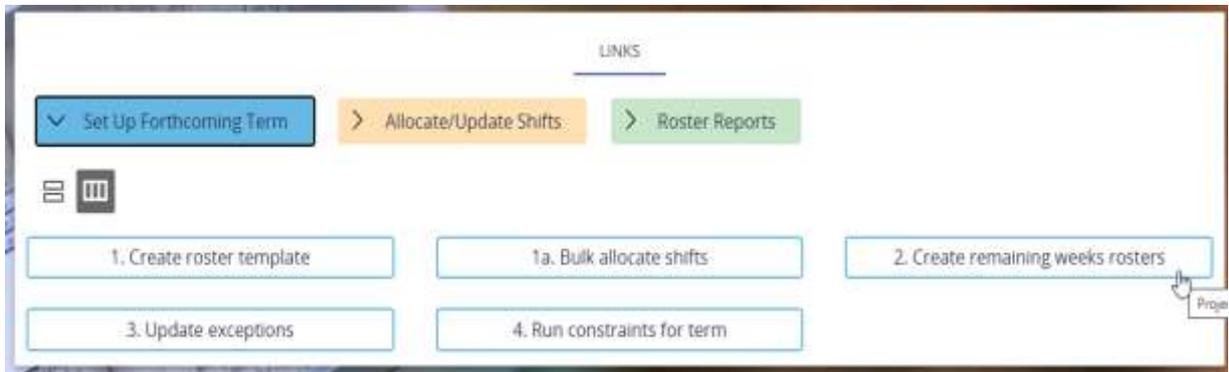
Essex Hours

Quick guide:
Creating remaining weeks rosters – for
Academic Departments



Quick Guide: Create remaining weeks rosters

1. Log in to your 'Essex Hours Administrator' role in iTrent and select 'work scheduling ALs/FTT'
2. Click link '2. Create remaining weeks rosters' under the 'Set Up Forthcoming Term' folder.



3. If prompted, search for your project name on the left hand panel, if you don't know the name press the enter key on your keyboard and then 'ok' to the pop up 'are you sure you want to search for everything?'

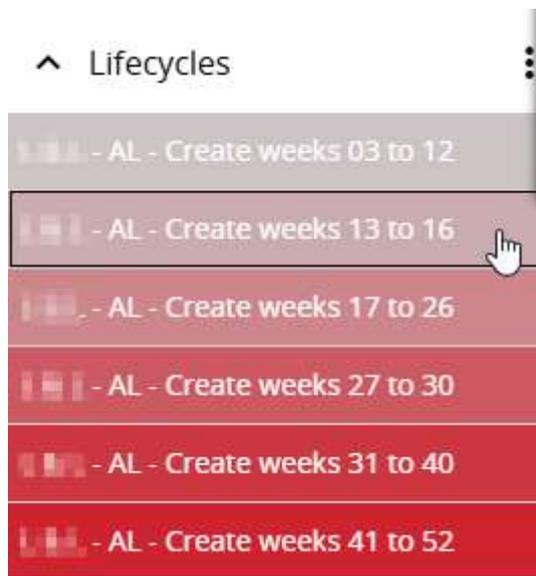
^ Organisation

University of Essex ORG

^ Projects

Search

4. Choose the lifecycle that you wish to run, they will be named with the week numbers which they will create. For example if you want to create weeks 13-16 then choose the lifecycle named 'create weeks 13 to 16' from the left hand panel



5. Click on the run button (please only click this **once**) this will create the requested weeks on your roster and the process will notify you when it has finished by displaying the last run date and time

