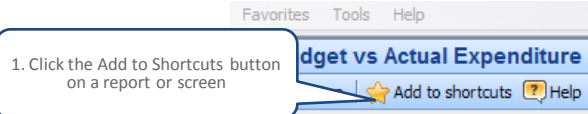


ADDING SHORTCUTS

On any report, and many of the screens, you can add a shortcut to your Homepage. This will allow you to get to commonly used reports with one click straight from the Home page.



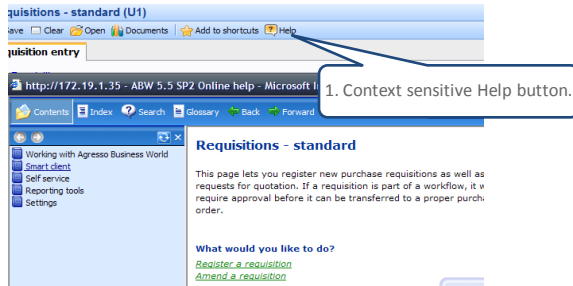
★ My shortcuts

- ★ Sub Account Relations Enquiry Remove
- ★ WEB: RESEARCH Budget vs Actual Expenditure
- ★ WEB: RESEARCH Expenditure Details
- ★ WEB: RESEARCH Non Budget Balance Table Remove
- ★ Web: SUBACC MASTER FILE LIST Remove

2. The shortcuts appear on your Home page

ONLINE HELP

The system comes with two Help buttons one coloured Green opens the Agresso general online Help, and the other coloured yellow appears at the top of each screen. This button brings you context sensitive Help., for example if you click it on the Requisitions screen, it will open Help relating to Requisitions.



If you click on the Reports tab, and open General Reports, you will see a folder containing useful Agresso Help links, including a link to the University online HelpDesk.

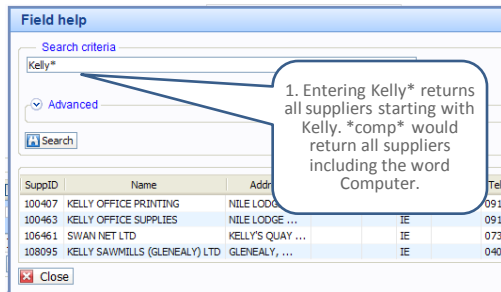
In addition the Agresso 5.5 quick guides are available online:
<http://www.nuigalway.ie/mis/agr55home.html>

USING SEARCH

Anywhere you see a blue box to the right of a field, you may click it to open a search window.



In the window that opens you are able to search for items using wildcard searches, or select multiple values from lists.



Similar to Windows explorer, to select multiple values, you hold down the CTRL key while clicking on each, or to select a range you hold the SHIFT key and click the first and last item.

FINANCIAL POLICY INFORMATION

Further information on University Financial policy and processes can be found at the following web sites:

Financial Accounting

http://www.nuigalway.ie/financial_accounting/

Management Accounting

http://www.nuigalway.ie/management_accounting/

Research Accounting

http://www.nuigalway.ie/research_accounting/



Agresso 5.5

Quick Guide Introduction & Navigation



National University of Ireland, Galway
 Ollscoil na hÉireann, Gaillimh

Introduction & Navigation

Now available off campus from any internet connected computer

LOGGING IN

The Agresso 5.5 web client, is also referred to as Agresso Self Service. You access the system using your internet browser. To login to the system you should access the link provided on the NUIG Online Service Staff page, which is located at:

http://www.nuigalway.ie/online_services/online_services_staff.php

This will open a webpage with the login screen below:



Enter your Agresso username, for Client enter U1, and enter your Agresso password. The password is case sensitive.

WHAT BROWSER CAN I USE?

Any web browser supporting HTML 4.0, which is compliant with standards given from w3c.org. These include IE 6.0, 7.0, Safari, Firefox and Opera. Agresso does recommend Internet Explorer for the best user experience.

IS IT SECURE?

Each page you view is encrypted before being transmitted over the internet. Encryption makes it very difficult for unauthorised people to view information travelling between computers. It is therefore very unlikely that anyone can read the pages as they travel across the network.

The encryption is High-grade Encryption (RC4 128 bit). This is similar to the type of encryption schemes used by banks and retailers for online credit card transactions.

1. This button will return you to the Home screen

2. This will open a searchable online Help system.

3. You can add shortcuts here to your most commonly used reports or screens

4. This list of tabs controls the primary navigation, when a tab is clicked the detail for that tab appears in the upper pane, where secondary navigation is controlled.

5. The number of tabs available to you, will depend on your role and access level.

6. You can click here to Log Off, or to Refresh your system if you lose connectivity

7. Should you prefer more working room in the right hand pane, clicking these arrows will hide the menu section.

My tasks

Expand all Collapse all Home Help

Workflow tasks Alerts

Update task list Show options

Welcome to AGRESSO Business World.

In need of more detailed information? Read more about a specific process or screen [here](#).

If you would like to set a personal start page, please follow [this link](#).

My shortcuts

- Sub Account Relations Enquiry Remove
- WEB: RESEARCH Budget vs Actual Expenditure Remove
- WEB: RESEARCH Expenditure Details Remove
- WEB: RESEARCH Non Budget Balance Table Remove
- Web: SUBACC MASTER FILE LIST Remove

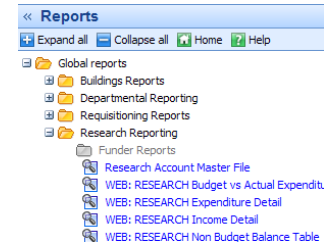
SCREEN LAYOUT

Most screens in the application follow a similar structure. The right hand pane of the screen is where most of the detail is viewed or entered.

The left hand pane is split into top and bottom sections. The bottom section has a series of tabs. The amount of tabs you see will depend on your role and access level.



When you click on a Tab, Reports for example – the top left pane then displays the detailed options available within the Reports area.



Clicking on one of these detail links will then either open the screen in the right hand main pane, or will open in a new window, which you can close at any time to return to the main screen.

NEED MORE ASSISTANCE?

Check out the online Agresso 5.5 resources which are available at www.nuigalway.ie/mis/agr55home.html You can also contact the MIS HelpDesk at x2116, and online at <https://helpdesk.nuigalway.ie>

