HOME SCREEN \rightarrow EXPENSES AGRESSO WEB



Once logged in, you will be redirected to your home menu screen. Content may differ depending on your access permissions:

lenu		Favourites ⑦
Your employment	Your activities	No favourites
rour employment	Travel expenses enquiry	No lavourites
Time and expenses		
Procurement		
Customers and sales		
Reports		
Roporto		
перена		Recently used

On the homepage, you can find a list of Recently Used items on the bottom right, and under the clock icon at the top of the page:

UNIT4 Business	s World	\$ ~	UAT NOV 2022 V VOU Travel expenses enquiry Travel expenses	R ID V 🌲 🗸 Search (Alt+q) 🔍
			Expenses In Workflow Enquiry	
Menu				
	Your activities			Favourites ?
Your employment	Travel expenses enquiry			No favourites
Time and expenses				
Procurement				
Customers and sales				
Reports				
				Recently used
				R Travel expenses enquiry
				Travel expenses
				Expenses In Workflow Enquiry

Favourites can be found on the right panel, and under the heart icon at the top of the page:

UNIT4 Busines	s World	♥ ∨ ④ ∨ UAT NOV 2022 ∨ L Your ID ∨ L Search (Alt+q) ① Travel expenses	Q,
			?
Menu			
Your employment	Expenses	Favourites ⑦	
rour employment	Travel expenses	Travel expenses	
Time and expenses			

HOME SCREEN \rightarrow EXPENSES AGRESSO WEB



UNIT4 Business World

The main menu tab will show on the homepage and cannot be closed.

By clicking on one of the "top-level" menu items, the subsections will appear in the main content section. In the example below, the top-level "Time and expenses" menu is selected, and you can see items grouped into "Travel expenses" sections:

1enu Top-level	Main content section
Your employment	Expenses
rour employment	Travel expenses
Time and expenses	
Procurement	
Customers and sales	
Reports	

The icon to the left of a menu item will indicate the "Activity type" of the screen

Menu	
Vaus and an and	Expenses
Your employment	Travel expenses

Menu Navigation

There are multiple activity types such as data entry and view only enquiry activities. The table below lists the various types of activities and their associated icons:

Icon	Activity type
	Start page
*	Maintenance. Allows existing records to be viewed, edited and deleted at both header and detail level.
%	Enquiry/maintenance. Allows mainly enquiry on existing records and also editing of detail level data.
A	Master page. Allows new records to be entered, for example resources, projects etc.
٩	Enquiry. Opens a user-defined enquiry window allowing read-only data to be retrieved.
œ	Opens a chart or gauge showing a visual presentation of enquiry data.
٩	Opens a standard enquiry window allowing data to be viewed as read-only with no editing options.
	Standard reports.

The double up/down arrow icon shows that the item can be expanded/collapsed to show/hide subitems:

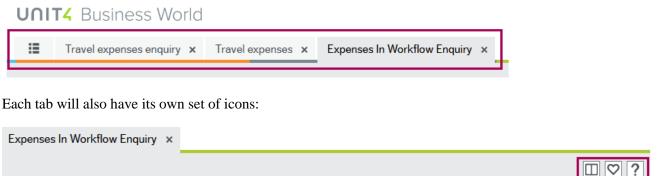
Menu				
	Requisitions		Purchase orders	
Your employment	The Enquiries	*	Enquiries	≷
Time and expenses	Procurement invoices			
Procurement	Enquiries	≽		

HOME SCREEN \rightarrow EXPENSES AGRESSO WEB



Tabs

Users can view multiple screens at the same time, each in its own tab:



Split View

The icon that looks like an open book is the "Split View" icon. This will split the screen into 2 sections, left and right:



In the example below, the user has 3 tabs open: Travel expenses enquiry, Travel expenses and Expenses in Workflow Enquiry – Open:

UUI.	T4 Business World			
:=	Travel expenses enquiry 🗙	Travel expenses x	Expenses In Workflow Enquiry	×

By clicking "Split View" while on the "Expenses in Workflow Enquiry" tab, the 2 tabs to the right of it will be split to the right side of the screen:

	Travel expen	ses enquir	ry 🗙 Tra	vel expenses	× Exp	oenses In W	orkflow Enqui	ry ×				:=			
											∗♡?				S 🔲 ?
Expens	ses In Wor	kflow E	nquiry									Menu		Favourites ⑦	
Your se	sarch produce	I no results										Your employment	Your activities	Travel expenses	
× Selec	tion criteria											rour employment	Travel expenses enquiry	Traver expenses	
												Time and expenses			
Results	3											Procurement			
Search	Detail level	All levels	• • Co	py to clipboard											
#	TransNo	Period	Staff ID	PD	PD (T)	Staff ID	Text	Workflow status (T)	No. km/Amount	Currency	Cur_amc	Customers and sales			
										Ti	me executed	Reports			

Note that the menu tab is available on both sides.

Use the right arrow icons to move tabs from one side of the split view to the other:

Travel expenses enquiry x Travel expenses x Expenses In Workflow Enquiry x	:=			
				€ 🔲 ?
Expenses In Workflow Enquiry	Menu			
		Your activities	Favourites ?	
Your search produced no results.	Your employment	Tour activities	Travel expenses	
	rour employment	Travel expenses enquiry	- Hurer expenses	
	Time and expenses			

To exit this view, simply click on the "Split View" icon again from any tab:

HOME SCREEN → **EXPENSES AGRESSO WEB**



Mark As Favourites

The heart-shaped icon is the "Mark as Favourite" icon. When you are on a tab, click the heart to add the tab to your Favourites list:

See section Home Screen for more information on Favourites.

UNIT4 Busines	s World	Image: Provide the system Image: Providet the system Image: Providet the system <t< th=""><th>Q</th></t<>	Q
		C	□?
Menu	Expenses	Favourites ⑦	
Your employment	Travel expenses	I Travel expenses	
Time and expenses			

Help

The question mark icon is the "Help" icon:	?	'	
--	---	---	--

Clicking on this icon should open the corresponding help document for the screen.

Logging Out

When you are done using Unit4 Web, for security purposes, ensure you log out of the system.

1. Click the down arrow next to your username and click "Logout":

🆤 👻 🦘 👻 NUI GALWAY LIVE COMPANY 🗸	L Your ID ↓ ✓ Search (Alt+q)	Q,
	About Unit4 Business World	
	UNIT4Ideas	_
	Keyboard navigation	2
		-
	Your profile	
	Logout	

2. A Confirmation message will appear

