Unit 4
The Basics
BUSINESS SYSTEMS TEAM

In business for people.

Contact us:
bsthelp@essex.ac.uk
https://sp.essex.ac.uk/sections/finance/BST/SitePages/Home.aspx

Click HERE to request access
Contents

Logging in to Unit4 ............................................................................................................................................. 3
Language Settings ................................................................................................................................................ 4
Screen Tour ......................................................................................................................................................... 5
Menu ................................................................................................................................................................. 6
Setting Favourites ............................................................................................................................................. 7
Logging Out ....................................................................................................................................................... 7
Logging in to Unit4

Once you have completed your new user form and been given access to Unit 4. You can open Unit4 using this link: [https://agrlive.essex.ac.uk/businessworld](https://agrlive.essex.ac.uk/businessworld)

Log in using your usual Essex credentials, with the domain name CAMPUS.

If you are having trouble logging in check the dropdown menu is set to ‘Windows Password Authentication’.
Language Settings

If you are using Chrome or Firefox you may need to change your language settings so that dates show in UK format.

In **Chrome** navigate to **Settings** -> **Show advanced settings** -> **Language and Input Settings** -> Add ‘English (United Kingdom).

You will then need to drag this to the top your available languages list.

In **Firefox** navigate to **Tools** -> **Options** -> **Content** -> **Languages** -> **Choose** -> **Add English [en]** is missing and move to the top of the list.
**Menu Bar.** – Scroll down for more options, including the reports menu.

**Task List**

**Recently Used and Favourites** - can be used to make navigation quicker.

This central area will display the reports and enquiries as they are run.
Menu

The Menu is used to access reports and carry out tasks. Unit 4 will only display items relevant to you and based on your security level and so every menu may look slightly different.

Click on each area within the menu to see what options are available.
This will open the options in the central screen. Click on the name to open it.

### Setting Favourites
To add a screen to your Favourites first open up the screen from the main menu. Then click on the symbol in the top right of the screen.

To remove from your favourites click on this again.

### Logging Out
Log out of Unit4 by clicking on the arrow next to your username and then logout.