



University of Essex

Unit 4

The Basics

BUSINESS SYSTEMS TEAM

Unit 4

In business for people.

Click [HERE](#) to request access

Contact us:

bsthelp@essex.ac.uk

<https://sp.essex.ac.uk/sections/finance/BST/SitePages/Home.aspx>

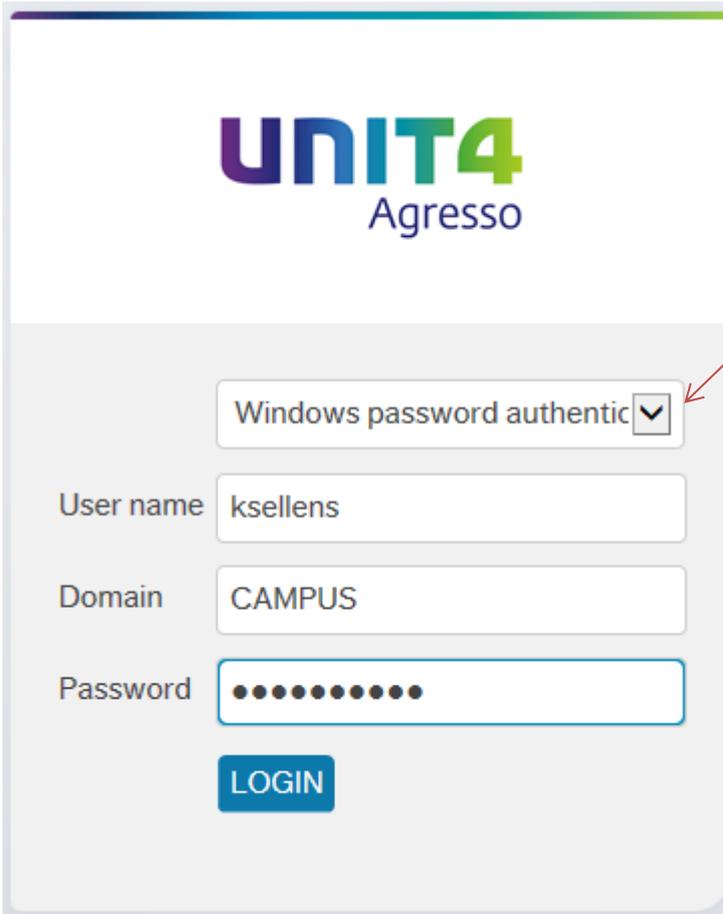
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Logging in to Unit4

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>

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



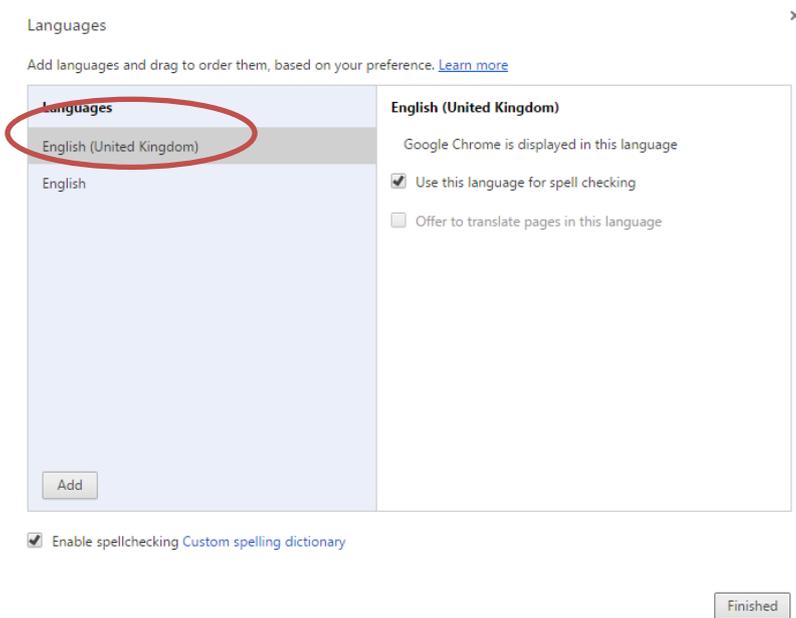
If you are having trouble logging in check the dropdown menu is set to 'Windows Password Authentication'.

Language Settings

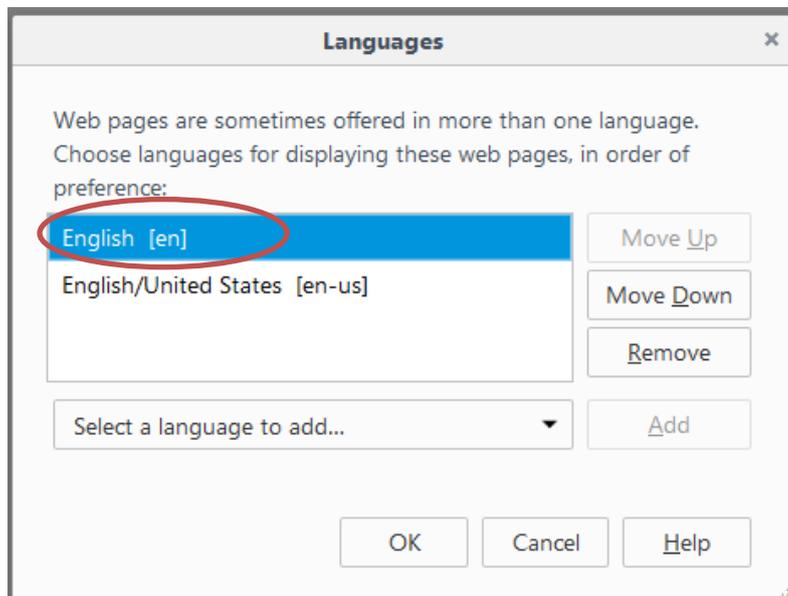
If you are using Chrome or Firefox you may need to change your language settings so that dates show in UK format.

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.



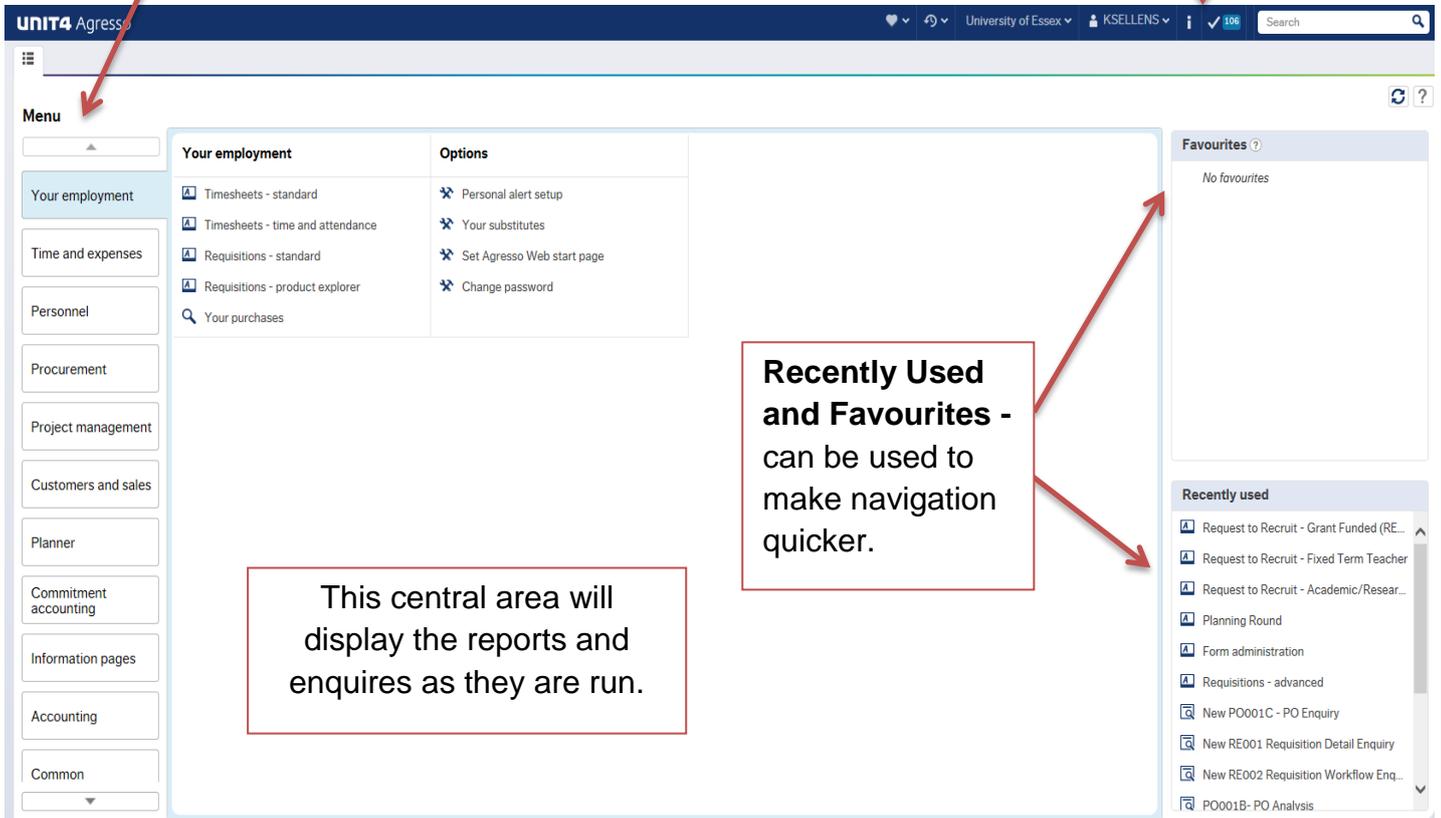
In **Firefox** navigate to Tools -> Options -> Content -> Languages -> Choose -> Add English [en] is missing and move to the top of the list.



Screen Tour

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 enquires as they are run.

Your employment	Options
<ul style="list-style-type: none"> Timesheets - standard Timesheets - time and attendance Requisitions - standard Requisitions - product explorer Your purchases 	<ul style="list-style-type: none"> Personal alert setup Your substitutes Set Agresso Web start page Change password

Favourites ?
No favourites

Recently used

- Request to Recruit - Grant Funded (RE...
- Request to Recruit - Fixed Term Teacher
- Request to Recruit - Academic/Resear...
- Planning Round
- Form administration
- Requisitions - advanced
- New PO001C - PO Enquiry
- New RE001 Requisition Detail Enquiry
- New RE002 Requisition Workflow Enq...
- PO001B- PO Analysis

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.



Menu

- Procurement
- Project management
- Customers and sales
- Planner
- Commitment accounting
- Information pages
- Accounting
- Common
- Education and research
- System administration
- Income Manager

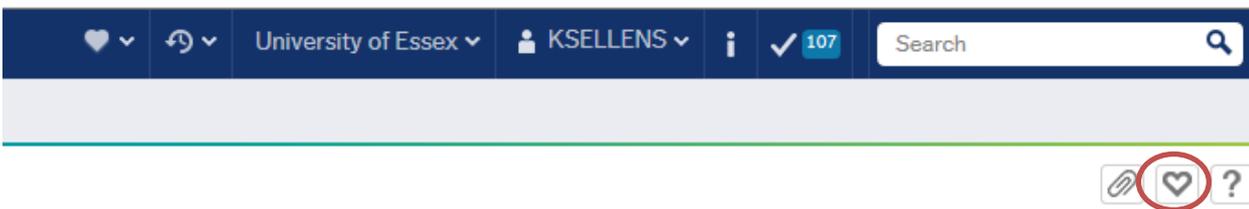
This will open the options in the central screen. Click on the name to open it.

Procurement	Requisitions	Internal orders
<ul style="list-style-type: none"> Invoice accounting templates Accounting template enquiry Invoice control maintenance 	<ul style="list-style-type: none"> Requisitions - advanced Requisitions - standard Requisitions - allocate PO number Subsidy Requisitions - product explorer Workflow enquiry - Requisitions Workflow user log - Requisitions Own requisitions All requisitions Your purchases 	<ul style="list-style-type: none"> Internal orders Workflow enquiry - Internal orders Workflow user log - Internal orders
Purchase orders	Procurement invoices	Supplier information

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.

