

New Agresso Home Page – July 2016

The screenshot shows the UNIT4 Agresso home page. At the top is a dark blue header with the UNIT4 Agresso logo, a heart icon, a refresh icon, the user name 'MS5 Mary Immaculate College', a profile icon, a notification bell, a checkmark, and a search bar. Below the header is a light blue sidebar with a 'Menu' section containing 'Your employment', 'Time and expenses', 'Procurement', and 'Information pages'. The main content area is divided into several sections: 'Start pages' with 'Expenses', 'Your development', and 'Options'; 'Your employment' with 'Activate your substitutes'; 'Your activities' with 'Travel expenses', 'Travel expenses enquiry', 'Requisitions - standard', 'Requisitions - product explorer', and 'Your purchases'; 'Favourites' (currently empty); and 'Recently used' with a list of recent activities. Callouts point to various features: 'Menu options' points to the sidebar; 'Refresh Button' points to the refresh icon in the top bar; 'Task Bar' points to the checkmark icon in the top bar; 'Split Screen' points to the split screen icon in the top bar; 'Help Button' points to the help icon in the top bar; and a large callout at the bottom explains the multi-screen capability.

UNIT4 Agresso

MS5 Mary Immaculate College

Menu

- Your employment
- Time and expenses
- Procurement
- Information pages

Start pages

- Expenses

Your development

Options

- Personal alert setup
- Set Agresso Web start page
- Change password

Your employment

- Activate your substitutes

Your activities

- Travel expenses
- Travel expenses enquiry
- Requisitions - standard
- Requisitions - product explorer
- Your purchases

Favourites

No favourites

Recently used

- Travel expenses
- Requisitions - standard
- Active Expenses by User
- Workflow enquiry - Travel expenses
- Departmental Expenditure Reports
- Expenses
- Expenses Claims - Paid
- Expense Claim Details
- Project Expenditure Report

Refresh Button
Updates task list

Task Bar – If you have any tasks there will be a number next to the ✓ symbol

Split Screen
Allows you see 2 screens at once

Help Button
– provides detail about the screen you are in.

This version of Agresso allows you to have numerous screens open at the same time. Eg a Report screen & a Requisition screen. Different tabs will open across the top bar which you can move between easily. You can also choose to split the screen to have both visible at once