

Unit4 Access

Onsite

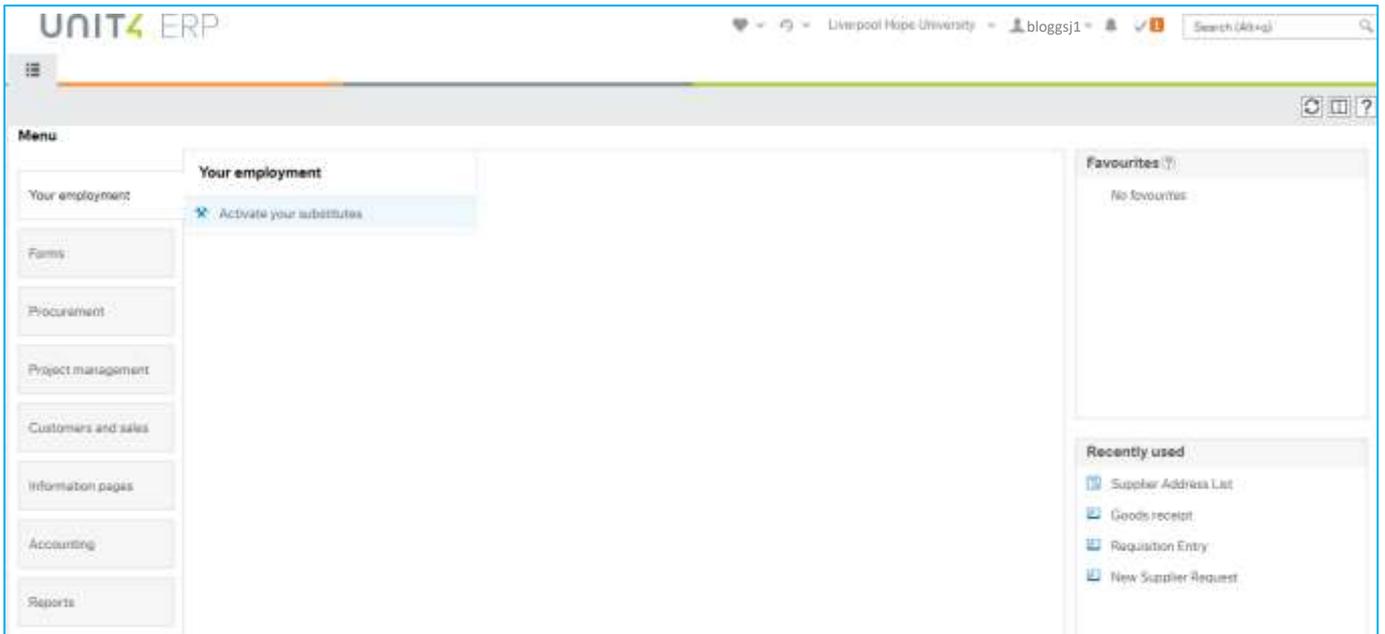
- The following link will take you to the correct page
 - [Unit4 Web Access](#). Log in using your **network username and password**
 - If prompted, **client code = LH** (browser dependent)
- To create a **Desktop Shortcut** or **Browser Bookmark** see instructions on page 3 and 4.

Offsite

- **Remote Access** is required to use Unit4 offsite
 - *This is an IT service so any issues or queries should be referred to ITSHELP*

Using Unit4

Your start page will look similar to this:



Top bar icons:



Favourites (also shown in the top box on the right-hand side of the screen)

Recently used screens (also shown in the bottom box on the right-hand side of the screen)

Tasks: the number indicates the number of tasks to be actioned, click to see list

Search function: enter relevant search / word to find windows

Items can be added to Favourites by clicking on *Add to Favourites*



in the top right corner of any screen.

Activate Substitutes

NOTE: This facility can only be used once a user has been assigned a substitute, or substitutes to select from. Please contact Karen Dalby (3867) to set this up.

Assigned substitutes will be shown in a list, along with available dates (often just a start date with no end date). A user can then select and activate one or more substitutes to receive their tasks for the period specified. The tasks continue to go to the original user also.

To assign a substitute

- Change the *Absence status* to 'I am currently out of the office'
- Enter the dates of absence.
- Tick one or more of the available substitutes

All tasks sent to you will also go to the selected substitutes during the absence period.

The screenshot shows a web interface titled "Activate your substitutes". It contains several sections:

- Substitute date range:** Includes a "WF user" field with "KD" and "Karen Dalby (KD)" below it. An "Absence status" dropdown menu is set to "I am currently in the office". Below this are "Absence date from" and "Absence date to" input fields.
- Substitutes:** A table with columns for "Substitute", "Valid from", and "Valid until". A checkbox "Show only valid substitutes" is present. One row is visible with "Fred Smith" as the substitute and "10/11/2019" as the valid from date. "Add" and "Delete" buttons are at the bottom left of the table.

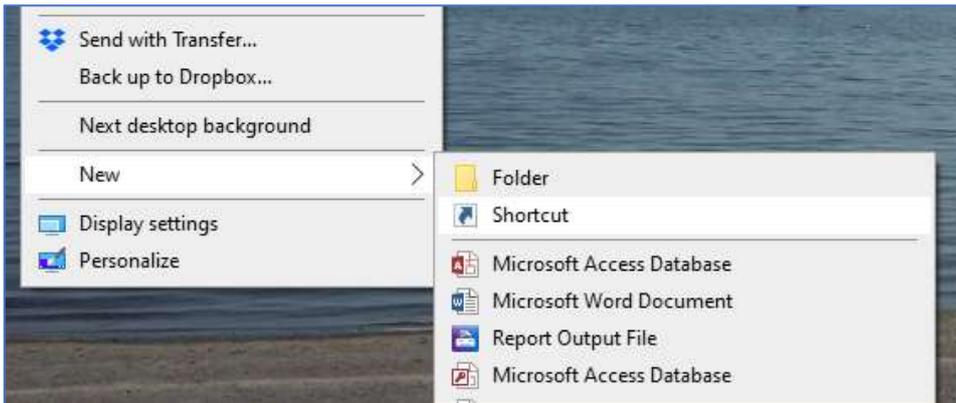
Callout boxes with arrows point to the following elements:

- "Change the Absence status to 'I am currently out of the office'" points to the "Absence status" dropdown.
- "Enter the dates of absence" points to the "Absence date to" field.
- "Tick one or more substitutes on the list" points to the checkbox next to "Fred Smith".
- "Dates substitutes are available from and to" points to the "Valid from" and "Valid until" columns.

At the bottom of the interface are "Save", "Clear", and "Export" buttons.

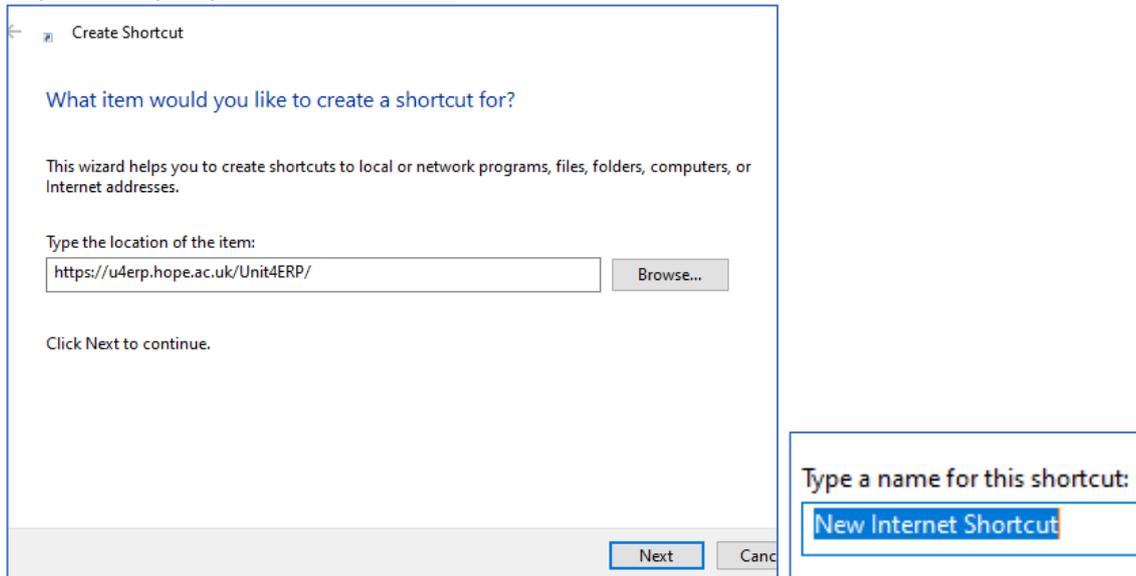
Create a Desktop Shortcut to Unit4 Web.

- Right click over the desktop screen
- Select **New** and **Shortcut**

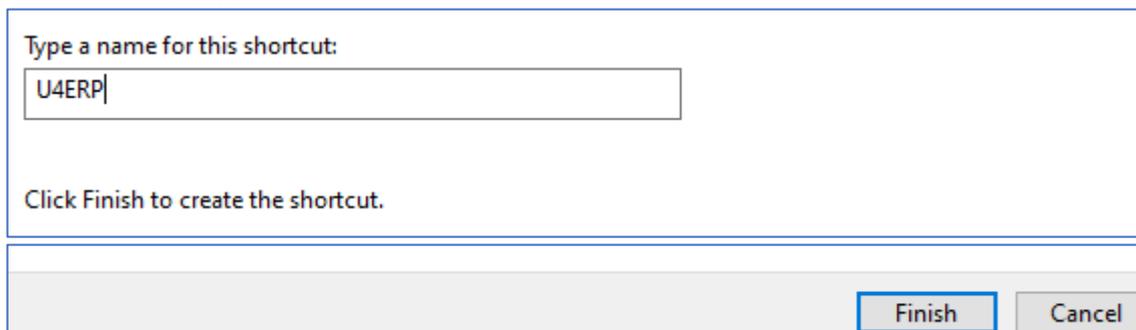


- Enter or paste the link into '**Type the location of the item:**'
- Select **Next**

<https://u4erp.hope.ac.uk/Unit4ERP/>



- Enter a name for the Icon into '**Type a name for this shortcut:**'
- Select **Finish**



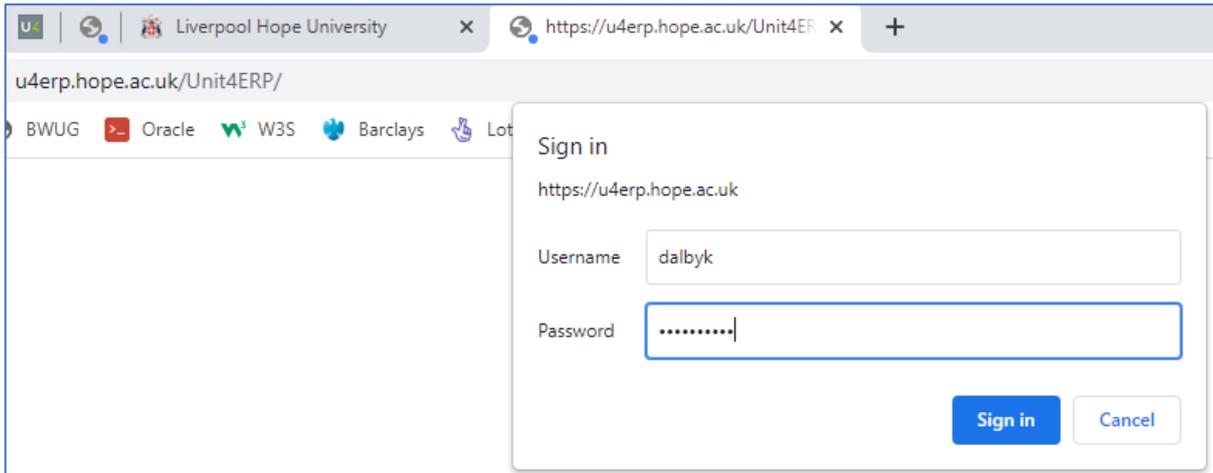
The icon will appear on the desktop but may look different depending on the default browser



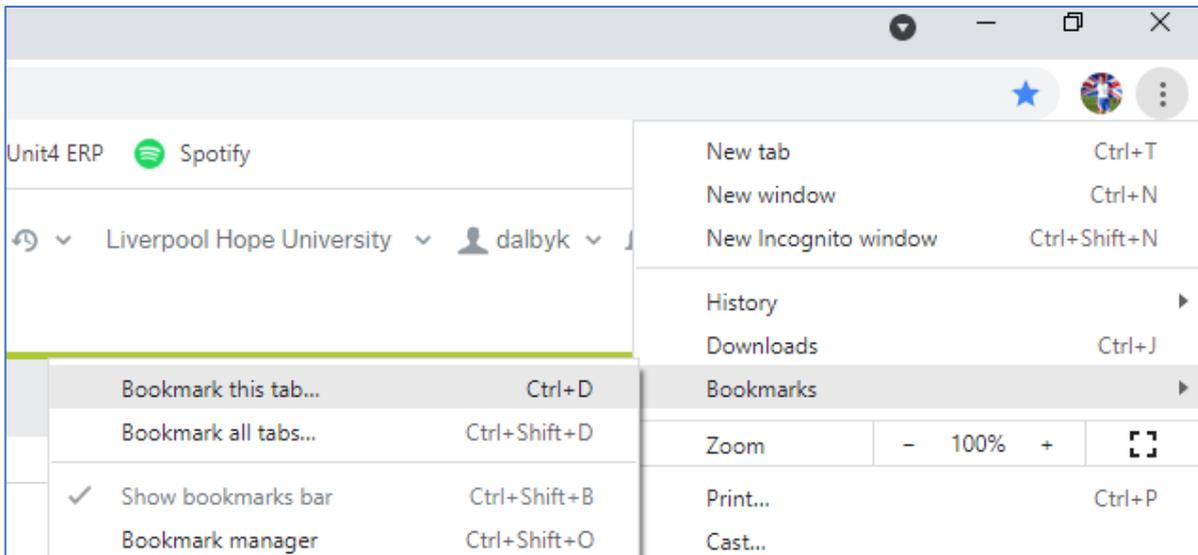
Create a Bookmark for Unit4 Web.

Enter the link into the browser and sign in

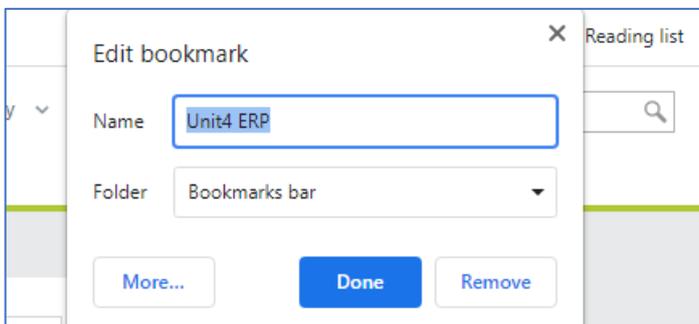
<https://u4erp.hope.ac.uk/Unit4ERP/>



- Click in the three dots in the top right corner of the screen
- Select **Bookmarks** and **Bookmark this tab...**



Enter a name for the bookmark and select the **Folder 'Bookmarks bar'**



The bookmark will appear on the **Bookmarks bar**

