

Unit4 Access

Onsite

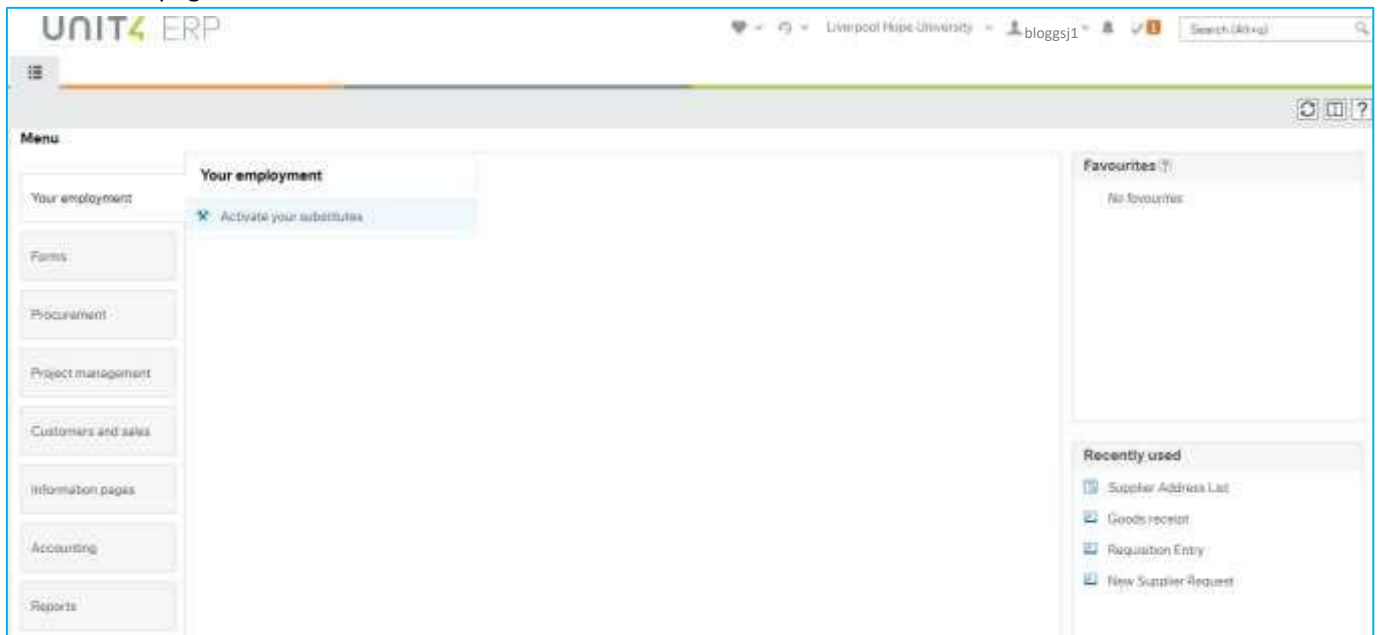
- The following link will take you to the correct page
 - [Unit4 Web Access](#). Log in using your **network username and password**
 - If prompted, **client code = LH** (browser dependent)
- To create a **Desktop Shortcut** or **Browser Bookmark** see instructions on page 3 & 4.

Offsite

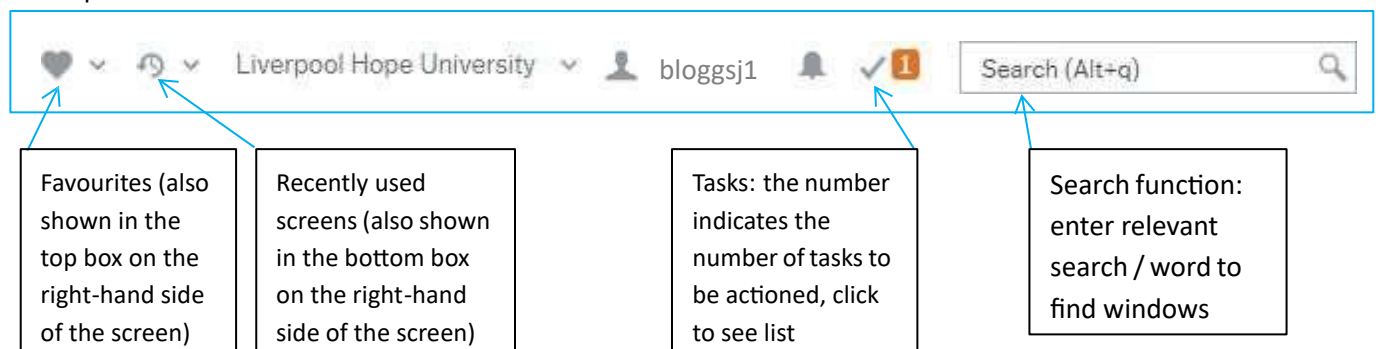
- **Remote Access** is required to use Unit4 offsite
 - *This is an IT service so any issues or queries should be referred to ITSHELP*

Using Unit4

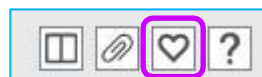
Your start page will look similar to this:



Top bar icons:



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) or Jamie Maguire (3833) 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 two main sections: "Substitute date range" and "Substitutes".

Substitute date range section:

- WF user: KD (Karen Dalby (KD))
- Absence status: A dropdown menu currently showing "I am currently in the office". An annotation points to this dropdown with the text: "Change the Absence status to 'I am currently out of the office'".
- Absence date from: [Empty text box]
- Absence date to: [Empty text box]. An annotation points to this field with the text: "Enter the dates of absence".

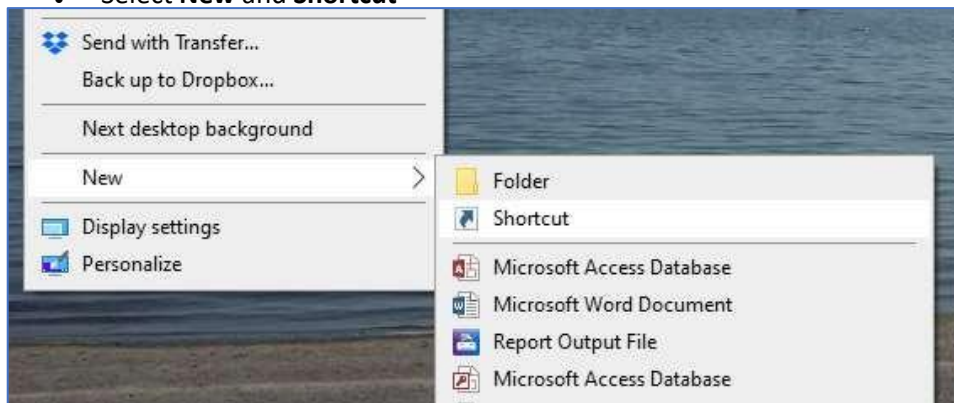
Substitutes section:

- A checkbox labeled "Show only valid substitutes" is present.
- A table lists available substitutes. The first entry is "Fred Smith" with a "Valid from" date of "10/11/2019". An annotation points to the "Fred Smith" name with the text: "Tick one or more substitutes on the list".
- Annotations also point to the "Valid from" and "Valid until" columns with the text: "Dates substitutes are available from and to".
- Buttons "Add" and "Delete" are located below the table.

Footer: Buttons for "Save", "Clear", and "Export".

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:**'
https://ubw.unit4cloud.com/uk_lhu_prod_web/
- Select **Next**

Create Shortcut

What item would you like to create a shortcut for?

This wizard helps you to create shortcuts to local or network programs, files, folders, computers, or Internet addresses.

Type the location of the item:

Click Next to continue.

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

Type a name for this shortcut:

Click Finish to create the shortcut.



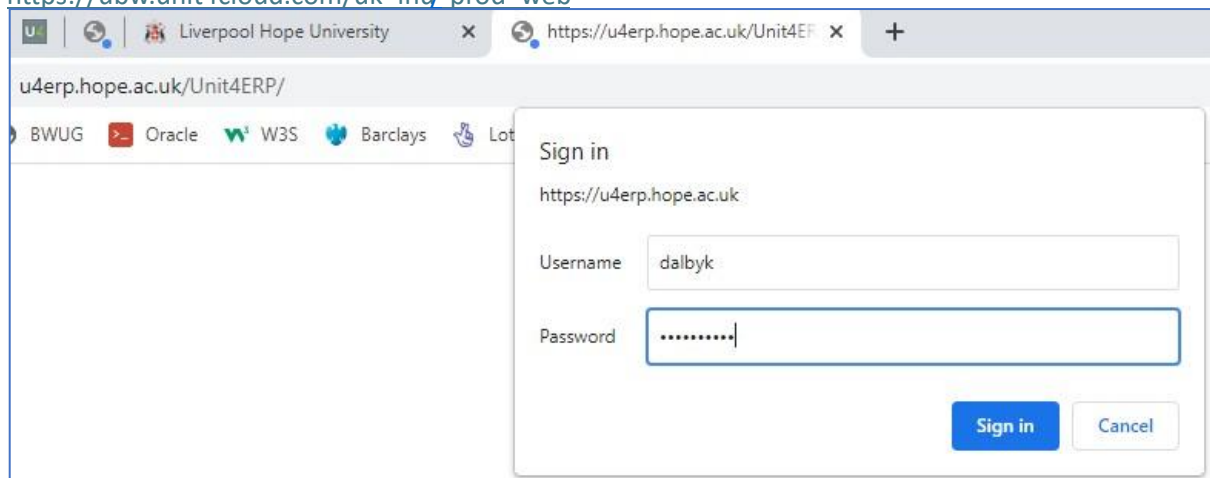
The icon will appear on the desktop but may look different depending on the default browser

- Select **Finish**

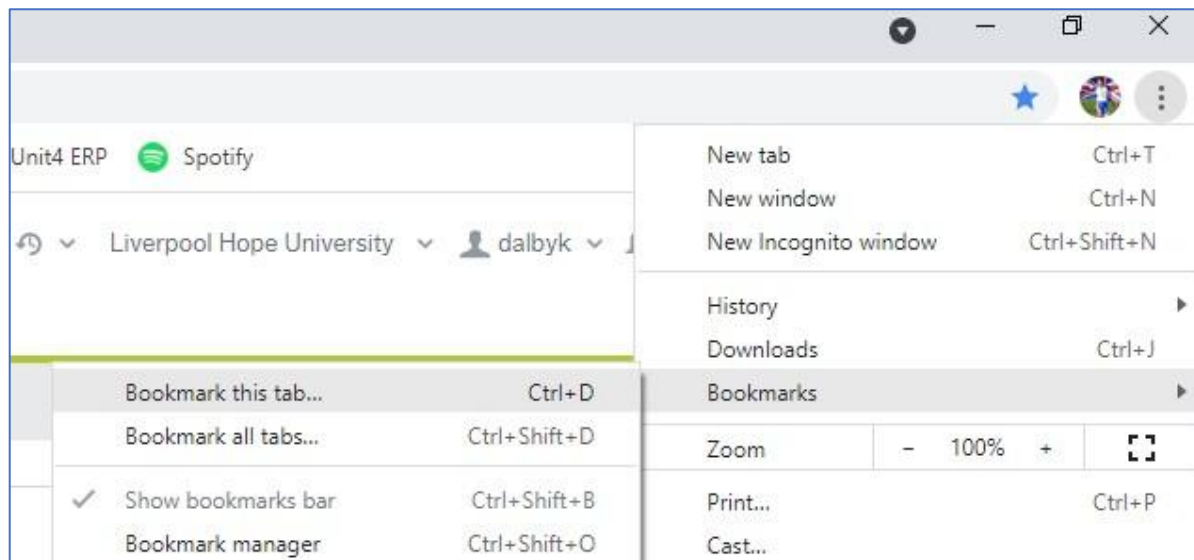
Create a Bookmark for Unit4 Web.

Enter the link into the browser and sign in

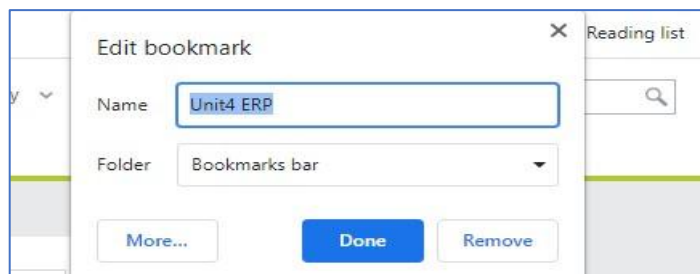
https://ubw.unit4cloud.com/uk_lhy_prod_web



- 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**

