Using U4ERP Web

Your start page will look similar to this:

The top bar has icons for:

| 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 |
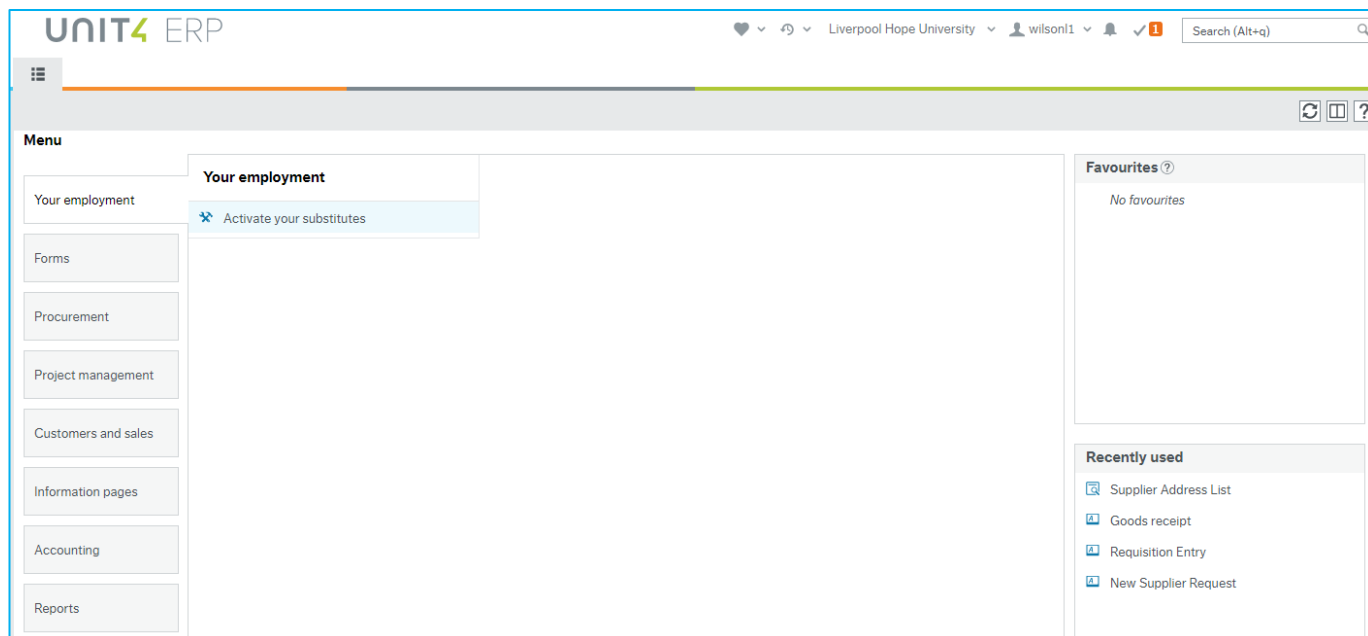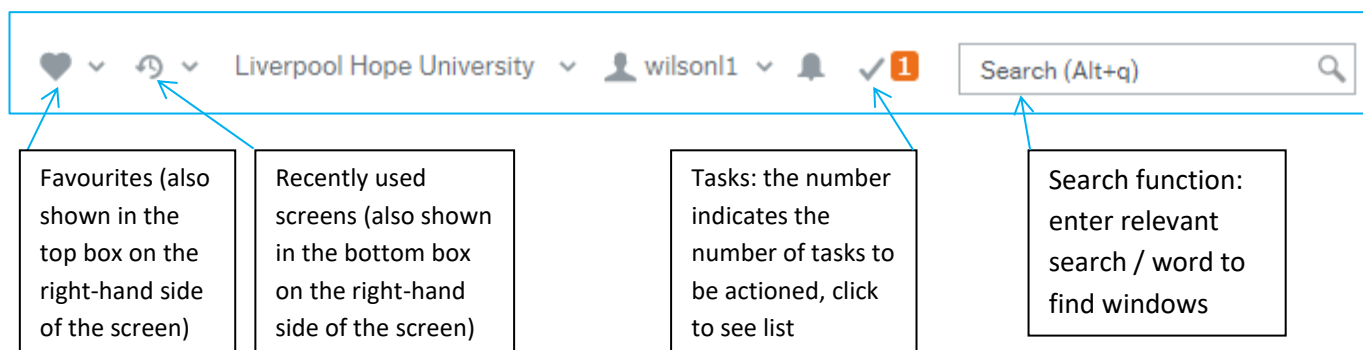
Items can be added to Favourites by clicking on *Add to Favourites* in the top right corner of any screen.
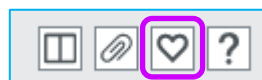
Activate Your Substitutes

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.