Finance Department

- (01970) 628430
- abwstaff@aber.ac.uk

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## AGRESSO BASICS – CONTENTS

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# 1. AGRESSO HOME PAGE

Once signed in you should see a screen similar to below known as the Home Page

					D	V 9 Y Prifysgol Aberystwyth University	99999 - i - Search
Menu	Your employment	Options					Favourites 1
Your employment	* Your personnel information	Rersonal alert setup					No favourites
Personnel	Absences	* Your substitutes					
Procurement	Travel expenses enquiry	<ul> <li>Set Agresso Web start page</li> <li>Change password</li> </ul>					
Trocurement							
Information pages							
Common							
				В			Racently used
		·					
i≣ Menu	A	A. T g V (I	he <b>menu p</b> ranted acc Vhen an op 3) will displ ption.	p <b>ane</b> contains the ess to. Nation has been s lay the differen	ne areas selected t items a	of Agresso that you in the menu pane t available to you with	u have been the main scree hin that menu
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B. The **main screen** displays all the options available to you from the the option you have selected from the menu pane (A).

<b>Favourites</b> ⑦	<ul> <li>C. The widget pane displays the items you have selected to add to your favourites and the items you have most recently used.</li> <li>The widget pane will only appear on the Home Page.</li> </ul>
	♥ ✓     Ŷ ✓     Prifysgol Aberystwyth University     ▲ 99999 ✓     i     ✓     Search     Q
	<ul> <li>D. The main area at the top of the Agresso page is the shortcut pane, this area contains:</li> <li>Favourites</li> </ul>
Recently used	
<ul> <li>Set Agresso Web start page</li> <li>Requisitions - standard</li> <li>My Employee(s)</li> <li>Change password</li> </ul>	Search Search
	The entire above are available in the shortcut pane, the pane is available within all Agresso screens and will display a drop down menu of all the items once clicked.

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Another area at the top of Agresso is the **tab** section; once an item has been opened it will be displayed along the tab area next to the menu

Task management ×
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Each new item opened with be displayed under a new tab, to close a tab you will need to click the *x* within the tab, if there is unsaved data within that tab you are closing a popup will appear asking if you wish to continue without saving

×
Close Requisitions - standard
Do you want to close this activity without saving your changes?
Yes No

By clicking 🔲 in the tabs will return you back to the Home Page and keep you all your active tabs open.

# 2. FAVOURITES

As you work through Agresso you will notice on each page. By clicking on this icon you will add the default layout of the page you are on to your favourites list which can be accessed on the favourites widget on the home page or by the shortcut pane at the top of Agresso.

One you have added a page to you favourites the icon will then appear like 💌 to indicate that the page is already a favourite.

To remove an item from your favourites return to that page you wish to remove and click the icon so it appears as.

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### 3. <u>RECENTLY USED</u>

Once you close a page you are using on Agresso the page will be added to your recently used items for ease of access

- Left hand image from the shortcut pane.
- Right hand image from the widget pane.

