Appendix2: Introduction to Agresso Web

The purpose of this section is to introduce the user to the format of the Agresso Web. This section will also cover the navigation, its structure, the various system modules, and menus.

Appendix2.1: Agresso Web Login and Passwords

1. **Signing on to Agresso**

   (i) **Double-click** on the Agresso Web icon on your desktop. Agresso will start up and the following webpage will appear:
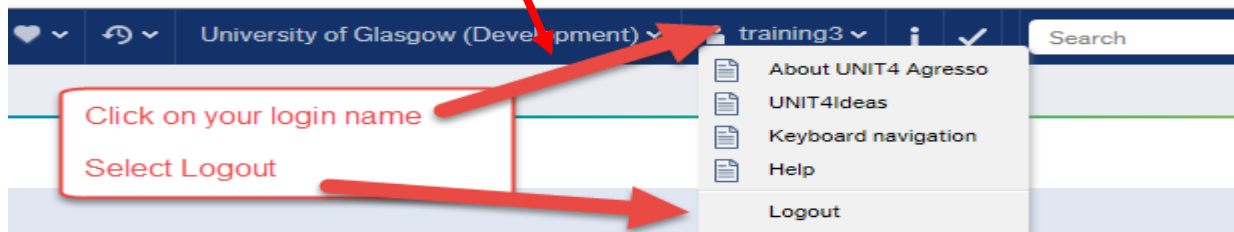
   (ii) **Tabbing** between fields, type:

   - Your GUID
   - The Client (this will always be P1)
   - Your Password

   (iii) **Click** on the Login button.

2. **Signing off from Agresso**

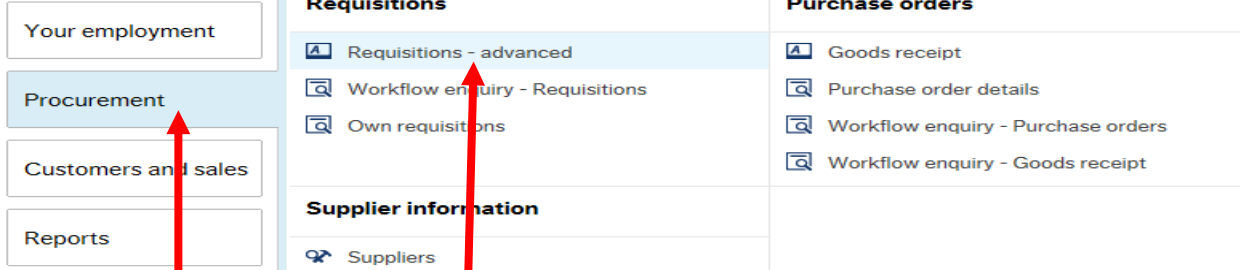To log off from Agresso, **click** on the button that appears in the user menu.

Appendix2.2: Agresso Web Menu

Depending on each users access they will be have access to different Modules within Agresso Web. The Modules within Agresso Web will determine which processes each user can perform. Each Module may be set up differently per user determined on their role within the University of Glasgow.
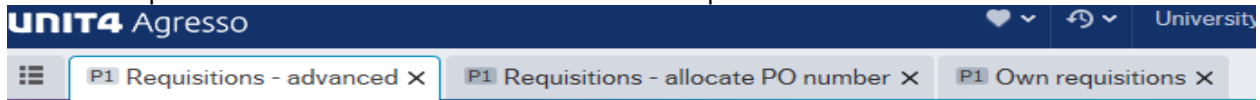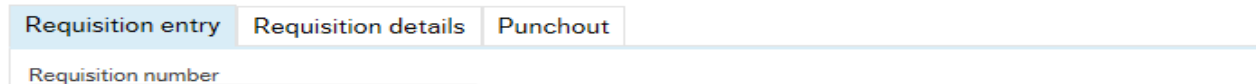
Select menu

Select Module   When selecting a module this will show the user the different processes the user has access to.

Menu Item   To select a menu item, move the cursor to the relevant line using either the mouse or the arrow keys, and **click** on the required choice.
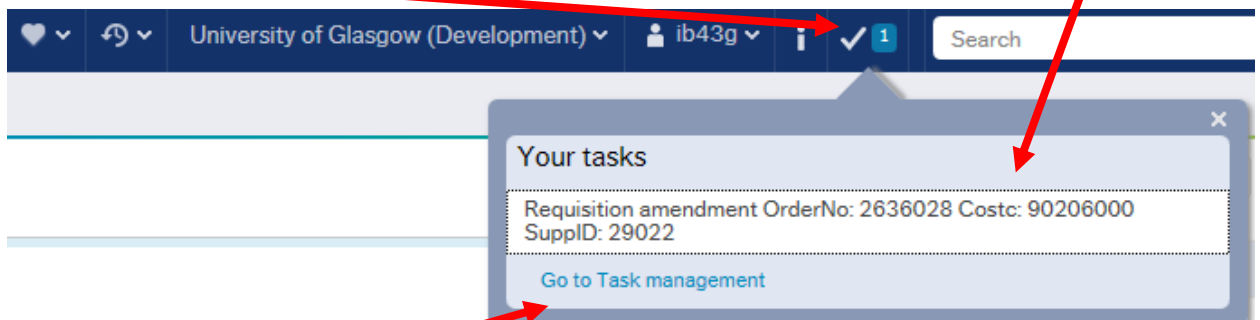
The menu options allow for more than one selection to be opened at the same time:
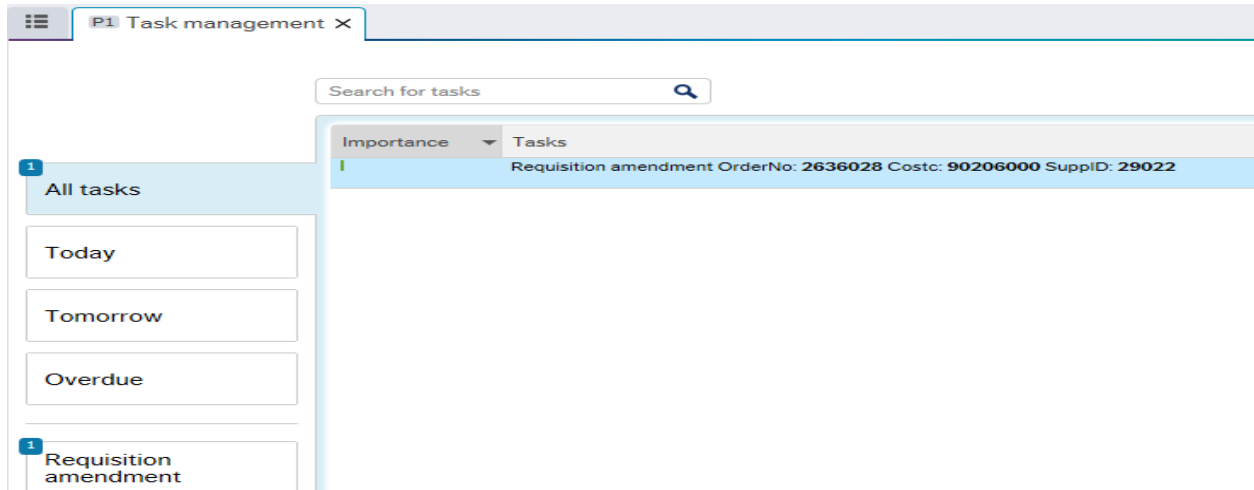

Appendix2.3: Task Access

Depending on each users access they will be have access to different Tasks to perform depending on the Requisition Workflow or Invoice Authorisation workflow.

Clicking on the task icon opens the task list preview where you can directly select a task.

Or choose to go to **Go to Task management** where all your tasks are available, sorted according to importance, due date etc.

Appendix2.4: Reports

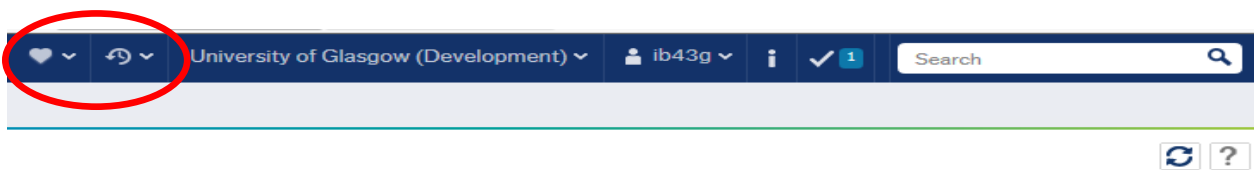Each user will have various reports that they will have access to depending on their level of access.

When selecting [Reports] this will show the user the different Reports which are available to the user

1. Click on the required option to select a menu item.

Appendix2.5: Icon Options

There are various icon options on how to amend the Main Menu within Agresso Web.

Favourites - A favourites panel and the favourites ♥⌄ menu in the toolbar shows you the activities you have marked as favourites.

To add and remove an activity task from the Favourites list

In the open activity simply click on the ♡ icon on the activity toolbar and the activity is added to your list of favourites in the Favourites menu. The Favourites icon now turns red ❤ on the activity tab to show that the open activity is now a favourite and is listed in the Favourites panel. To remove the activity from the Favourites list, simply open the activity and click the ❤ icon to change it to ♡ .

Recently User - A Recently used [icon] panel shows you the activities you have recently used in the order they were used.

Reload - You can reload the menu by clicking the [icon] icon in the top right corner of the activity window.