Agresso
Unit 4 Business World
Users’ Screen Options
Agresso Business World Desktop (formerly known as Smart Client or Back Office)

The Agresso Desktop working environment is fully user configurable allowing you to:

- Set the general appearance of ABW by choosing the theme and the menu style
- Set which panes appear, for example Tools, Task list, Ordered reports
- Resize menus and panes as required by dragging the menu or pane border
- Move and dock menus and panes within the ABW working environment
- Agresso can remember all settings when you close

On first log-in we recommend Users Maximise the Agresso window then organise their Agresso workspace using the following File Options:-

- Agresso screen windows can be Normal or Maximised
- We recommend using the Office theme and Module-based Menu style
- For Show tool menu items and Show link items, choose Local toolbar

Incoming Invoice and Purchase Order Approvers should keep the Task list pane & Show desktop alerts switched on.

Select a colour to highlight active and approval fields

From the File Menu choose Options… then, tick the Show Task List Pane & Show desktop alert also, select Local toolbar from the Show tool menu items and Show link items from the dropdown lists.

Also useful, tick Field highlight and click on the dots … to open the colour palette, choose a bright colour to highlight the active and approval fields on relevant screens.

Nb. Incoming Invoice approvers and Purchase Order requisitioners and approvers should keep the Task list pane & Show desktop alerts switched on.

Tip! To minimise scrolling to view the entire screen you can maximise the workspace area by reducing the Links and Tools menus by clicking the chevrons to hide them until required.
**Screen Resolution**

If you still need to see more work on your screen check your Display settings via Start | change Display settings, e.g. in the Settings menu on a 19” screen:-

![Screenshot of Windows settings menu showing display settings and recommended resolutions]

Adjust the number of pixels displayed

The recommended display resolution on a 19inch screen is 1280 by 1024 pixels.  
The recommended display resolution on a 22inch screen is 1920 x 1080 pixels.

Display screens should be set within 10° angle to the user and at a distance of at least 50cm; the top of the screen should be at user’s eye-level when typing. For most users the viewing range will be from 35cm to 60cm with a maximum of 70cm.  
If using two or more screens: centre your primary monitor straight in front of you. Secondary monitor(s) should be placed to either side and at an angle.  
Ensure there is no glare, flicker or reflections on your screen(s).

**Other adjustments to check**

**Brightness control**
**Contrast control**
**Screen height**

If the setting above shows text too small to read at the optimum working position, you may need to set your screen to a lower resolution, e.g. 1024 x 768 pixels. However, the disadvantage being that you then need to scroll to view all the information.