Agresso Web
Unit 4 Business World

Substitutes for incoming invoice approvals
Agresso Web Unit 4 Business World – Substitutes for Incoming Invoice approvals

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Agresso Unit 4 Business World – Agresso Web

AgressoWeb url is:  https://yimsagr.york.ac.uk/businessworld

Login Screen
Agresso uses Single Sign-On, Login with your University IT User Name and Password :-

![Login Screen](image)

Domain defaults to ITSYORK, except for Health Sciences staff who use their own Domain HSCI. If you forget your IT password, please visit the York Identity Manager at My IT Account online to manage your password and follow the instructions to reset it yourself, or use the IT Services Helpdesk.

Once logged-in, each user will see menu items appropriate for their Agresso role(s).

Screen Navigation

On successful login, Agresso Web shows the Unit 4Menu screen, as shown below. Within the menu item Your employment select Your substitutes from the Options list:-

![Menu Screen](image)
Set a Substitute

Within Your substitutes screen complete the relevant info:-

- Set Absence status
- Set Absence date from
- Set Absence date to
- Set Element type to Incoming Invoices
- Select Substitute from list
- Click Save

Agresso Web confirms changes are saved

Nb. If there are no substitutes listed, email finance-systems@york.ac.uk to request a name and userid to be added as your substitute in workflow for Incoming invoice approvals.

Nb. Substitutes must already have an Agresso account.

To Log-out of AgressoWeb

Click Logout to leave the AgressoWeb session