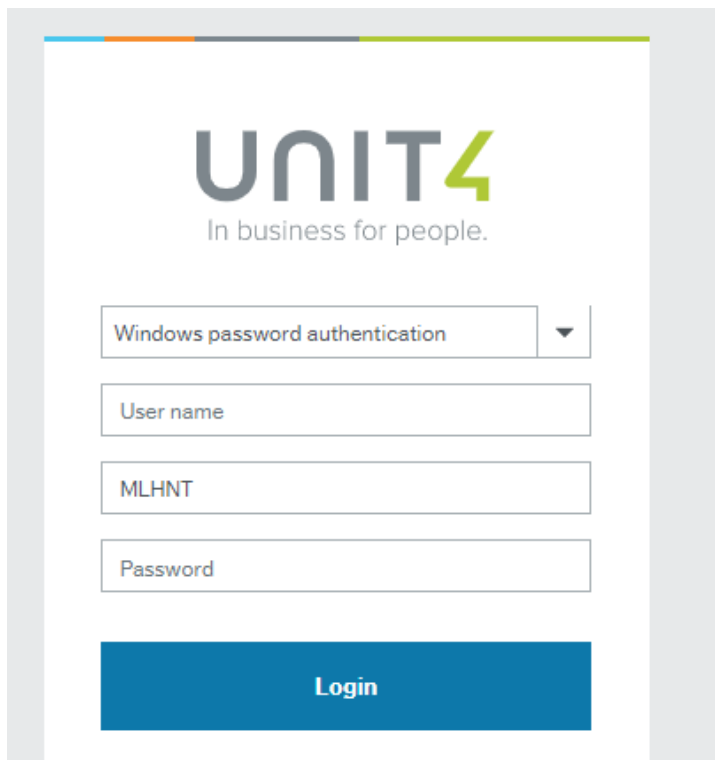
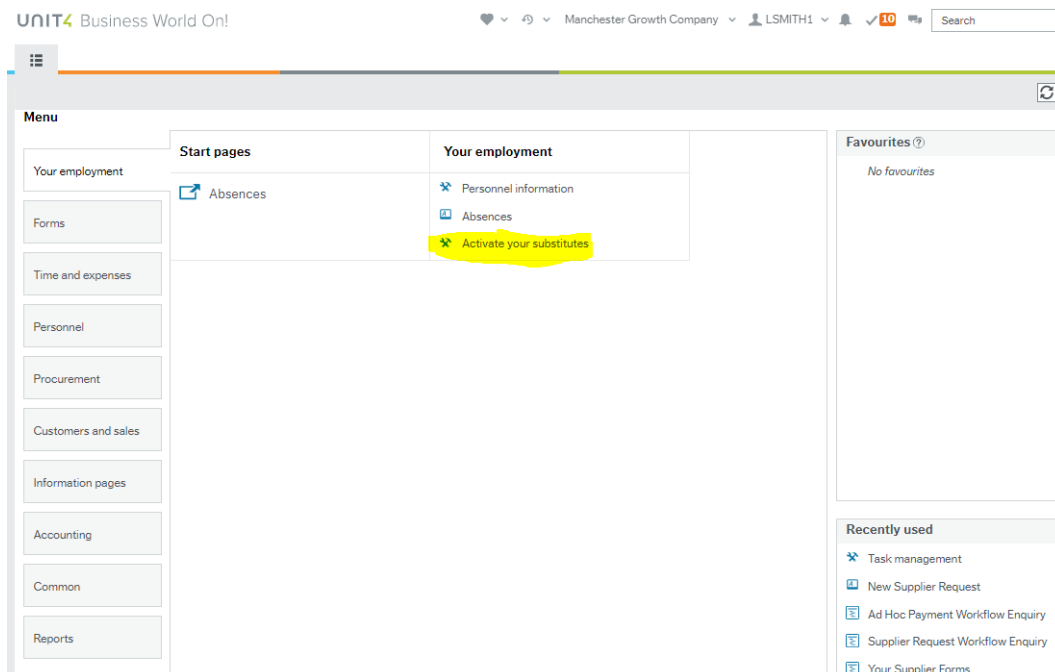


Navigate to Unit4 Web and entre your login details



The image shows the Unit4 login page. At the top, the Unit4 logo is displayed with the tagline "In business for people." Below the logo, there is a dropdown menu currently set to "Windows password authentication". Underneath this are four input fields: "User name", "MLHNT", and "Password". At the bottom of the form is a large blue button labeled "Login".

On the landing page under **Your employment** select **Activate your substitutes**



The image shows the Unit4 Business World On! landing page. The top navigation bar includes the Unit4 logo, the text "Business World On!", and user information: "Manchester Growth Company", "LSMITH1", and a search bar. A menu is open on the left side, showing a list of categories: "Your employment", "Forms", "Time and expenses", "Personnel", "Procurement", "Customers and sales", "Information pages", "Accounting", "Common", and "Reports". The "Your employment" category is selected, and a sub-menu is displayed with the following items: "Absences", "Personnel information", "Absences", and "Activate your substitutes". The "Activate your substitutes" item is highlighted with a yellow background. On the right side of the page, there is a "Favourites" section with the text "No favourites" and a "Recently used" section with a list of items: "Task management", "New Supplier Request", "Ad Hoc Payment Workflow Enquiry", "Supplier Request Workflow Enquiry", and "Your Supplier Forms".

Using the drop down under **Absence status** select the appropriate status and then update the **Absence date from** and the **Absence date to** with the appropriate dates for your absence.

Activate your substitutes

Substitute date range

WF user
LSMITH1
Lindsay Smith

Absence status*
I am currently out of the office

Absence date from 22/11/2021 **Absence date to** 26/11/2021

Navigate to the **Substitutes** section.

Substitutes

Show only valid substitutes

<input type="checkbox"/>	Type	Element type	Substitute	Valid from	Valid until
<input type="checkbox"/>	General		Sally Little	18/01/2021	28/02/2021
<input type="checkbox"/>	+ General		*		

Add **Delete**

Select **Add** then select **General**, and tab to the **Substitute** column and type in the substitutes name (hint press a space bar to see who this is).

Add the dates you will be out of the office in the **valid from** and **valid until** Section.

Once updated select **Save**.

Save Clear Export