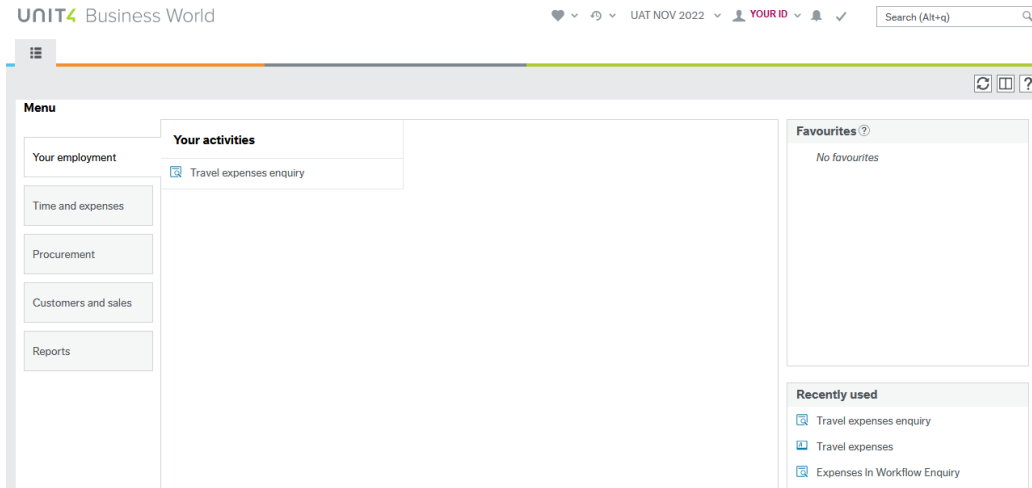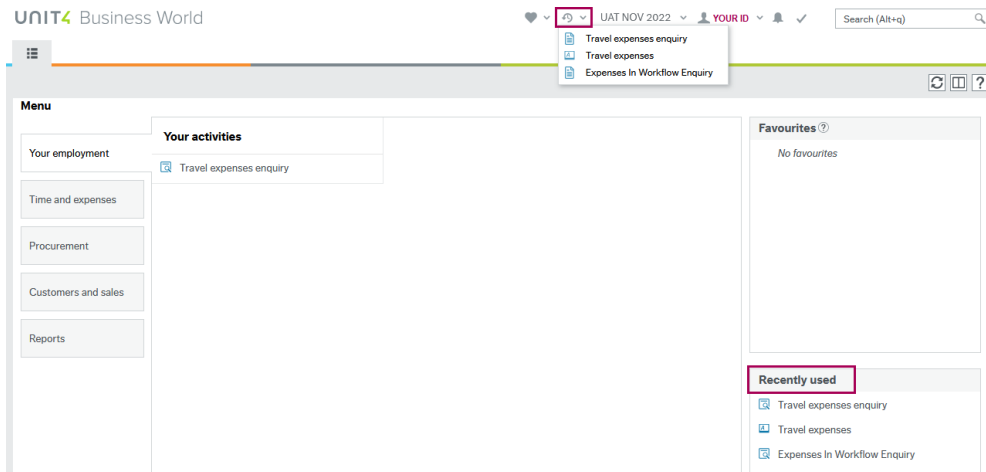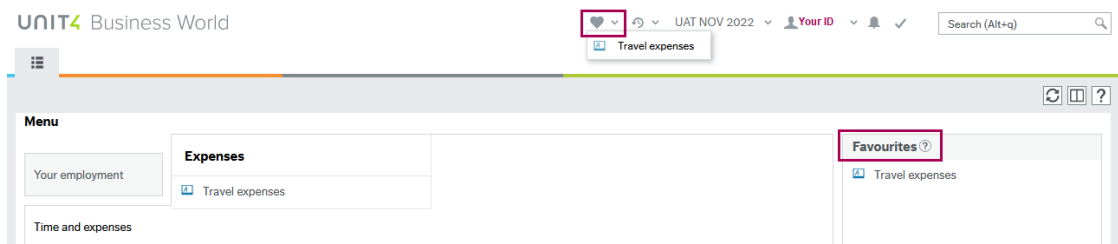Once logged in, you will be redirected to your home menu screen. Content may differ depending on your access permissions:

On the homepage, you can find a list of Recently Used items on the bottom right, and under the clock icon at the top of the page:


Favourites can be found on the right panel, and under the heart icon at the top of the page:

Menu Navigation

The main menu tab will show on the homepage and cannot be closed.

By clicking on one of the "top-level" menu items, the subsections will appear in the main content section. In the example below, the top-level "Time and expenses" menu is selected, and you can see items grouped into "Travel expenses" sections:
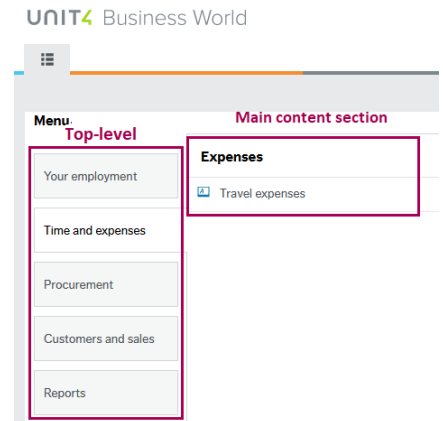
The icon to the left of a menu item will indicate the "Activity type" of the screen
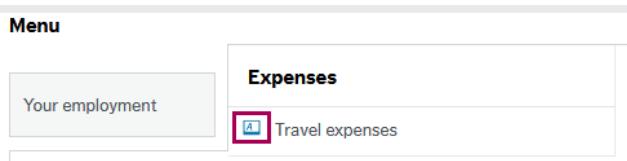
There are multiple activity types such as data entry and view only enquiry activities. The table below lists the various types of activities and their associated icons:

| Icon	Activity type
	Start page
	Maintenance. Allows existing records to be viewed, edited and deleted at both header and detail level.
	Enquiry/maintenance. Allows mainly enquiry on existing records and also editing of detail level data.
	Master page. Allows new records to be entered, for example resources, projects etc.
	Enquiry. Opens a user-defined enquiry window allowing read-only data to be retrieved.
	Opens a chart or gauge showing a visual presentation of enquiry data.
	Opens a standard enquiry window allowing data to be viewed as read-only with no editing options.
	Standard reports.

The double up/down arrow icon shows that the item can be expanded/collapsed to show/hide subitems:
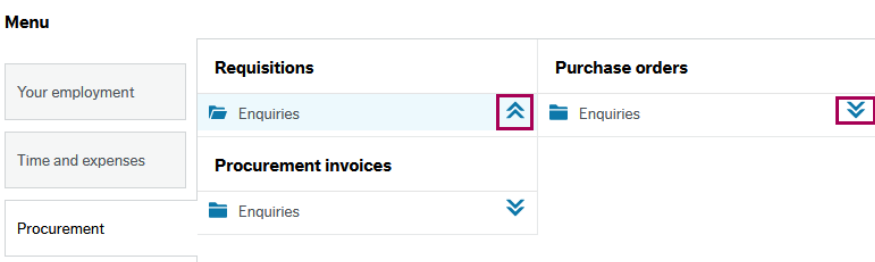
Tabs

Users can view multiple screens at the same time, each in its own tab:
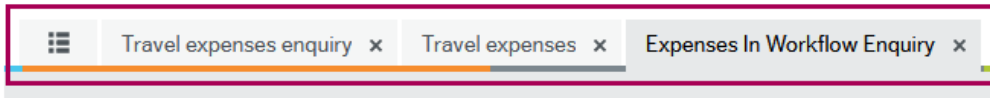
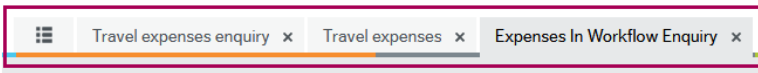

Each tab will also have its own set of icons:

Split View

The icon that looks like an open book is the "Split View" icon. This will split the screen into 2 sections, left and right:
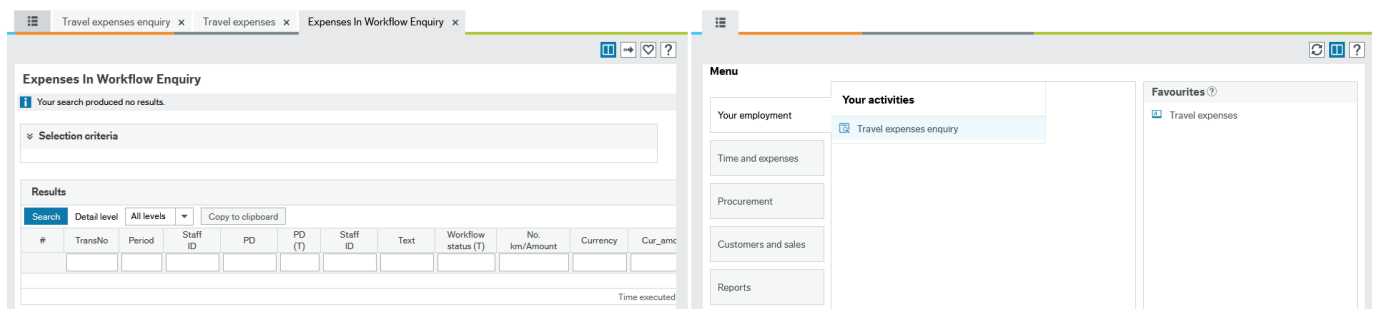

In the example below, the user has 3 tabs open: Travel expenses enquiry, Travel expenses and Expenses in Workflow Enquiry – Open:
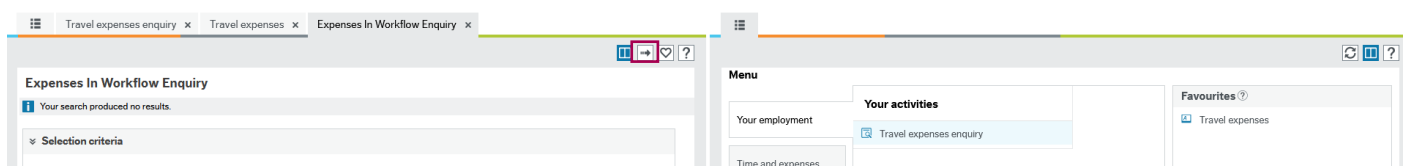

By clicking "Split View" while on the "Expenses in Workflow Enquiry" tab, the 2 tabs to the right of it will be split to the right side of the screen:

Note that the menu tab is available on both sides.

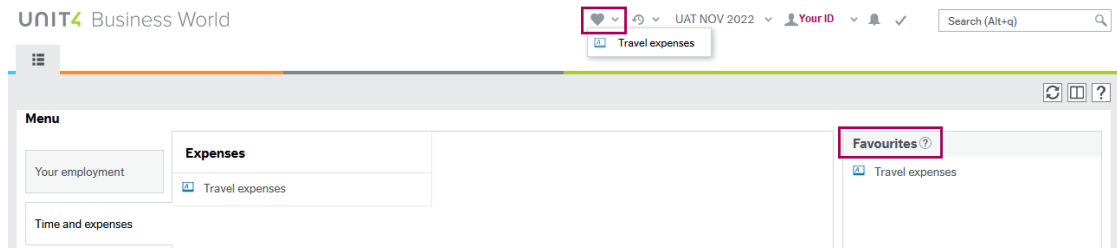Use the right arrow icons to move tabs from one side of the split view to the other:

To exit this view, simply click on the "Split View" icon again from any tab:

Mark As Favourites

The heart-shaped icon is the "Mark as Favourite" icon. When you are on a tab, click the heart to add the tab to your Favourites list:

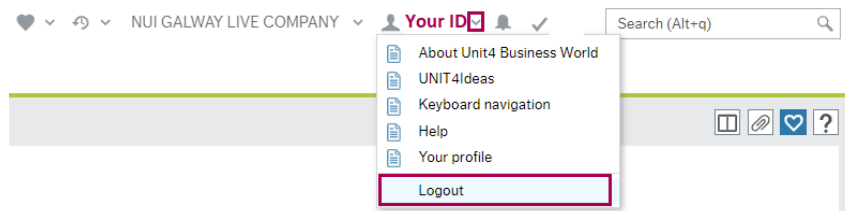See section **Home Screen** for more information on Favourites.

Help

The question mark icon is the "Help" icon:

Clicking on this icon should open the corresponding help document for the screen.

Logging Out

When you are done using Unit4 Web, for security purposes, ensure you log out of the system.

1. Click the down arrow next to your username and click "Logout":

2. A Confirmation message will appear