AGRESSO BASICS – CONTENTS
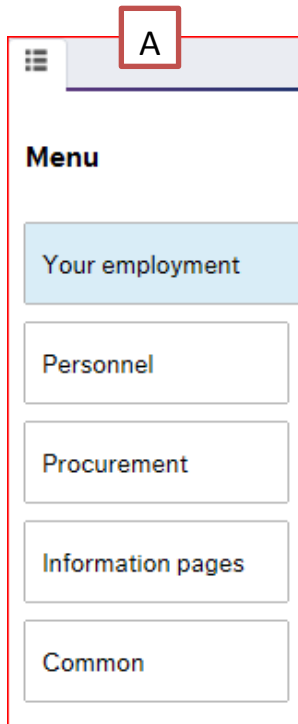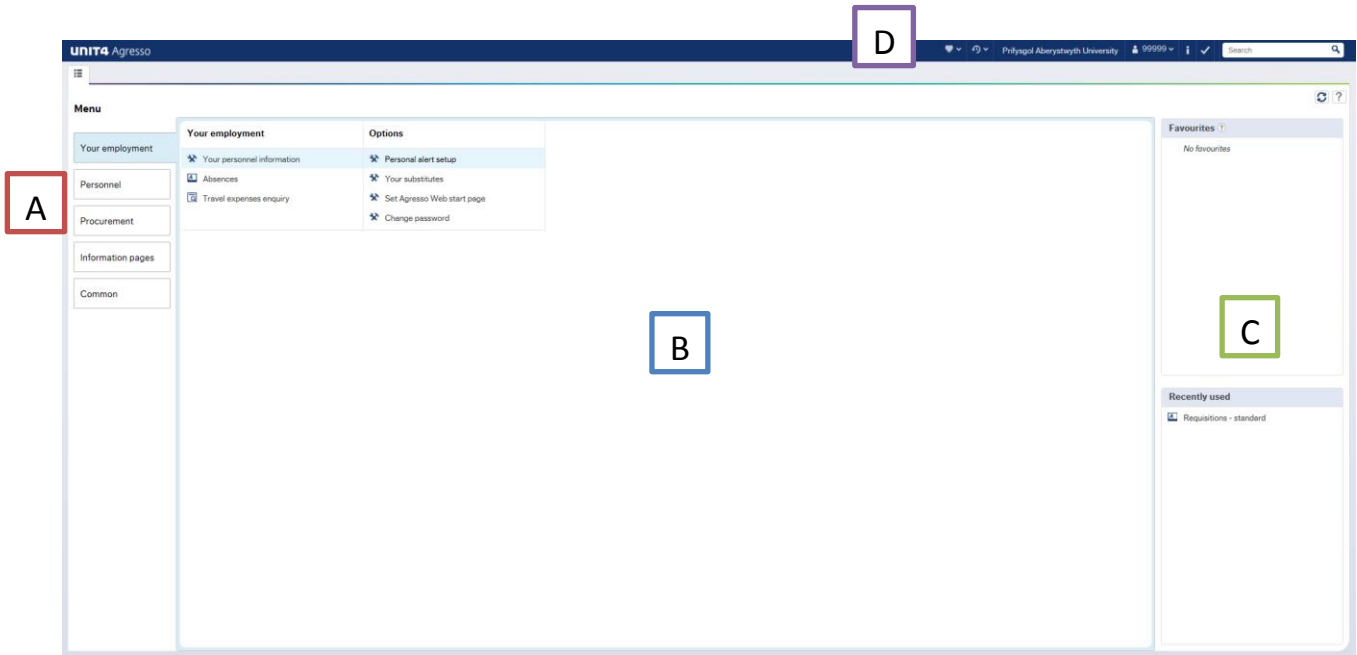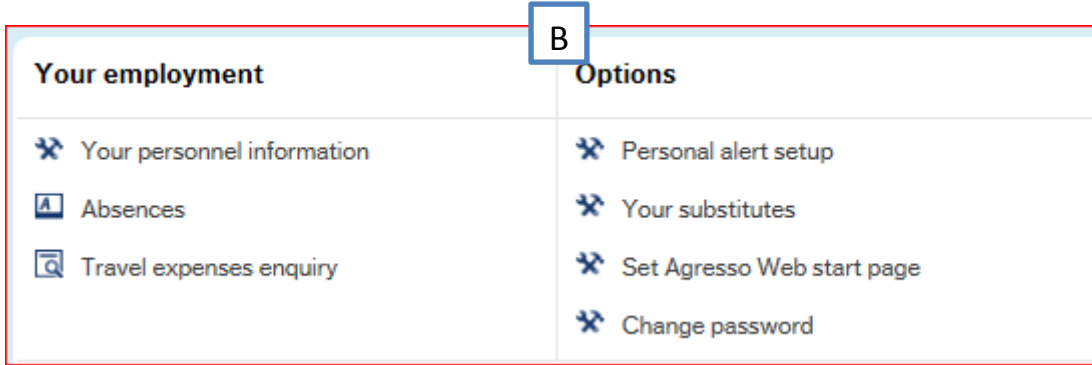
1. AGRESSO HOME PAGE

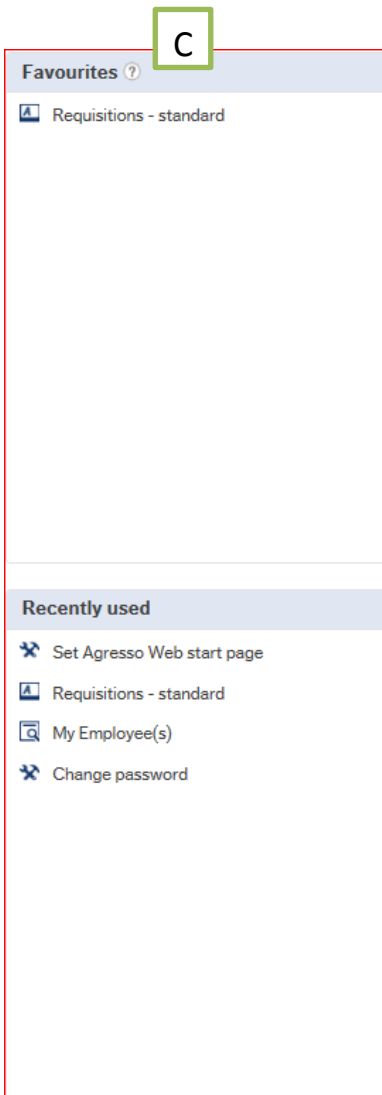Once signed in you should see a screen similar to below known as the Home Page

A. The **menu pane** contains the areas of Agresso that you have been granted access to.

When an option has been selected in the menu pane the main screen (B) will display the different items available to you within that menu option.

If you believe you do not have the necessary access please contact the ISS by email on servicedesk@nuigalway.ie or by telephone ext 5777

B. The **main screen** displays all the options available to you from the the option you have selected from the menu pane (A).
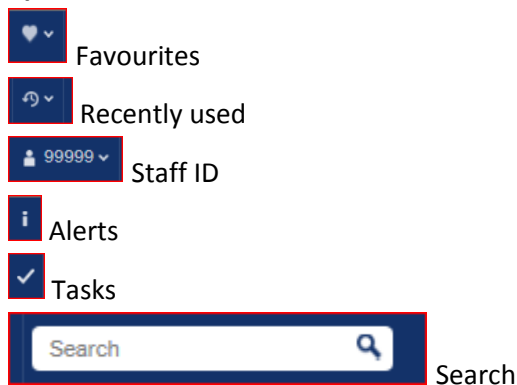

C. The **widget pane** displays the items you have selected to add to your favourites and the items you have most recently used.

The widget pane will only appear on the Home Page.

D. The main area at the top of the Agresso page is the **shortcut pane**, this area contains:

Favourites

Recently used

Staff ID

Alerts

Tasks

Search

All of the above are available in the shortcut pane, the pane is available within all Agresso screens and will display a drop down menu of all the items once clicked.
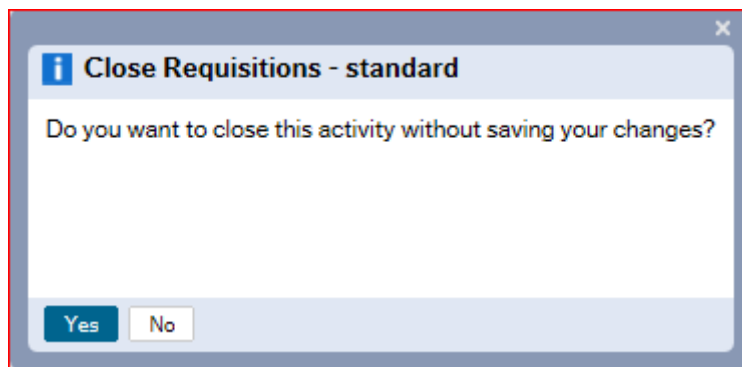
Another area at the top of Agresso is the **tab** section; once an item has been opened it will be displayed along the tab area next to the menu

Each new item opened with be displayed under a new tab, to close a tab you will need to click the ☒ within the tab, if there is unsaved data within that tab you are closing a popup will appear asking if you wish to continue without saving

By clicking ☰ in the tabs will return you back to the Home Page and keep you all your active tabs open.

2. FAVOURITES

As you work through Agresso you will notice 🤍 on each page. By clicking on this icon you will add the default layout of the page you are on to your favourites list which can be accessed on the favourites widget on the home page or by the shortcut pane at the top of Agresso.

One you have added a page to you favourites the icon will then appear like ❤️ to indicate that the page is already a favourite.

To remove an item from your favourites return to that page you wish to remove and click the icon ❤️ so it appears as 🤍.

3. RECENTLY USED

Once you close a page you are using on Agresso the page will be added to your recently used items for ease of access

- Right hand image from the widget pane.