Unit 4 Business World On!

Actifadu dirprwy

(Defnyddwyr y We)





- 1. Mewngofnodwch i Unit 4 Business World On! fel arfer.
- 2. Dewiswch 'Activate your substitutes'.

C S Market Market Strate Strat	の ▼ C U Menu - Unit4 Business Wor ×		☆ ☆ 🕸
File Edit View Favorites Tools Help			
UNIT4 Business World On!	🆤 🗸 🧐 🗸 Carmarthenshire County Coun	✓ <u>↓</u> fjmp615 < ↓	9
-			
_ =			
			2 □ ?
Menu			
Your employment		Favourites (?)	
Your employment * Activate your substitutes		No favourites	
Procurement			
Curtamore and aslas			
Customers and sales			
Common			
Common			
Reports			
		Descriptions of	
		Recently used	
		Requisitions - standard	
		Workflow enquiry - Requisitions	3
		Own requisitions	
		Goods receipt	
		Suppliers	
🚱 🝳 🔕 🖪 🛂 🖳		🤤 🚺 🔤 🔀 Y 😳 📴 🔯 🏣 (>)) 10:13 29/01/2018

3. Defnyddiwch y gwymplen o dan 'Absence status' a dewiswch 'I am currently out of the office'.

	p				
JNIT4 Business World On	!	🖤 🗸 🤣 🗸 Carmarthenshire	County Coun 👻 👤 fjmp615 🗸 🌲 🗸	8 Search (Alt+q)	
III oo tahuu aa tahuu					
E CC Activate your substitute					_
				[
Activate your substitutes					
-					
Substitute date range					
WF user					
JMP615					
Joanne Phillips 01267 224897 (JMP015)					
Absence status*					
I am currently in the office		· /			
I am currently out of the office					
Substitutes					
Show only valid substitutes	Element type	Substitute	Malid from	Valid until	
Type	Electronic diplo	000501010	Tang Hom	Former error	
Type General		Michelle Gutteridge 01267 224108	20/10/2014		
General General		Michelle Gutteridge 01267 224108	20/10/2014 02/08/2017		
Caneral General General		Michelle Gutteridge 01267 224108	20/10/2014 02/08/2017 02/08/2017		
General General General Add Delete		Michelle Gutteridge 01267 224108	20/10/2014 02/08/2017 02/08/2017		
Ceneral General General Add Delete		Michelle Gutteridge 01267 224108	20/10/2014 02/08/2017 02/08/2017		
Ceneral Ceneral Ceneral Add Delete		Michelle Guttenidge 01267 224108	20/10/2014 02/08/2017 02/08/2017		
Ceneral General General Add Delete		Michelle Guttendge 01267 224108	20/10/2014 02/08/2017 02/08/2017		
Ceneral General General Add Delete		Michelle Gutteridge 01267 224108	20/10/2014 02/08/2017 02/08/2017		
General General General Add Delete		Michelle Gutteridge 01267 224108	20/10/2014 02/08/2017 02/08/2017		
Type General General General General Add Delete		Michelle Gutteridge 01267 224108	20/10/2014 02/08/2017 02/08/2017		
Trop General General General General Delete		Michelle Gutteridge 01267 224108	20/10/2014 02/08/2017 02/08/2017		
Type General General General Add Leiete		Michelle Gutteridge 01267 224108	20/10/2014 02/08/2017 02/08/2017		
General General Add Delete		Michelle Gutteridge 01267 224108	20/10/2014 02/08/2017 02/08/2017		
Type General General Add Delete		Michelle Gutteridge 01267 224108	20/10/2014 02/08/2017 02/08/2017		
General General General General Add Delete		Michelle Gutteridge 01267 224108	20/10/2014 02/08/2017 02/08/2017		
Trop General General General General General		Michelle Gutteridge 01267 224108	20/10/2014 02/08/2017 02/08/2017		

 Cliciwch ar y calendr o dan 'Absence date from' a dewiswch ddiwrnod cyntaf eich absenoldeb, ac wedyn cliciwch ar y calendr o dan 'Absence date to' a dewiswch ddiwrnod olaf eich absenoldeb. Os byddai'n well gennych gallwch fewnbynnu'r dyddiadau eich hun.

CC Activate your substitutes Image: Control of the set of t	C & Cardena e your substitutes x Activate your substitutes Substitute date range Viver Marcon Religio 1287 224897 (MPR15) Activate Relief Out of the office I an ouvership out of the office I an ouvership out of the office I a so you f y f e s s 1 a s s h f e f 2 so you be memeritype Activate Substitute Substi	IT4 Business World On!		♥ × -9 ×	Carmarthenshire County Cou	n 👻 🧘 fjmp615 🗸 🌲	✓ 8 Search (Alt+q)	
	Activate your substitutes Substitute date range Winder Minopolis Jacons Halling 1287 224897 (MPR15) Accessed tatle to Accessed tatle tatle	CC Activate your substitutes	×					
	Activate your substitutes Substitutes Substitutes Substitutes Substitutes Substitutes Substitutes Substitute S							
Absence date to Violation 1 2 3 4 6 7 2 3 4 6 7 2010	Activate your substitutes							ШС
Substitute date range MF user_ MMP015_0 issuerse Multip 10_00000000000000000000000000000000000	Substitute date range Wireir MPDIS Assence State or 2242497 (UM915) Assence State or 1000 Assence State or 100	ctivate your substitutes						
Substitute task range Mr0515 Mr0515 Status amountary out of the office immune range I 1 2 3 3 15 2 3 2 3 3 15 2 3 3 15 2 3 3 15 4 10 1 2 3 15 3 15 3 15 3 15 3 15 3 15 3 15 3 15 3 15 3 15 3 15 3 15 3 15 3 15 3 15 3 15 3 15 3 16	Jumme Hange WT same (MPC15) Jumme Hange 11207 224807 (MPR15)) Advence data for America data for I answery at 1 2 3 4 4 5 6 [7] 1 3 3 4 4 5 6 [7] 2 6 6 10 11 12 13 14 1 5 14 9.7 16 6 [7] 2 6 6 10 11 12 13 14 2 6 6 10 11 12 13 14 2 6 6 10 11 12 13 14 2 6 6 30 0 11 22 34 25 20 21 Element type Substitute Valid from Valid until 02/06/2017 2 6 6 30 0 3 0 11 22 13 14 Element type Michaele Guttendge 01267 224108 20/10/2014 4 12 22 3 24 25 28 27 26 6 30 0 32 Michaele Guttendge 01267 224108 20/206/2017 Add Delete 02/06/2017 02/06/2017	Cubatituta data sanaa						
Wilder Substitute Wilder Substitute Valid from	Windset Subset	Substitute date range						
MR055 bance Shile 12 224397 (MP0 18) tance methy cut of the diffeo tan two transmits tan two transmits tan two transmits tan two transmits tan tan transmits tan tan transmits tan	Imposite	WF user						
server Range 1287 22487 (MPR.18) Hannoured State 1287 22487 (MPR.18) Hannoured State Itom	James Region 21 257 224 247 (UR1915) American Statism	JMP615						
Amenor Attance tame careful of the office term careful of term careful of the office term careful of the office	Alterna states	Joanne Philips 01207 224897 (JMP015)						
Absence data two Absence data two Absence data two • Insurery I I 2 014 I	Absence date to Absence date to Image: Second date to Absence date to Image: Second date to Absence date to Image: Second date to Second date to Image: Second date to Valid from Valid outsit Image: Second date to Substitute Valid from Valid outsit Image: Second date to Substitute Valid from Valid outsit Image: Second date to Substitute Valid from Valid outsit Image: Second date to Substitute Valid from Valid outsit Image: Second date to Substitute Valid from Valid outsit Image: Second date to Substitute Valid from Valid outsit Image: Second date to Substitute Valid from Valid outsit Image: Second date to Second date to Second date to Second date to Image: Second date to Second date to Second date to Second date to<	Absence status*						
N T W T F S S Image: Second Seco	Implication of the line Implication Implication Implication I 2018 Implication Implication Implication Implication I 2 3 4 5 5 6 72 Implication Implication Implication Implication 1 5 16 4 7 18 19 0 20 1 Implication Implication Implication Implication Implication 2 2 33 24 25 25 22 1 Implication Implication Implication Implication Implication 4 22 23 24 25 26 27 26 Implication Implication Implication Implication Implication 4 22 23 24 25 26 27 26 Implication	Absence date from	Absence data to					
Image: second	I January I 1 3018 - 1 N Y Y Y Y Y 1 N Y Y Y Y Y Y 1 N Y Y Y Y Y Y 1 S 1 S <td>Ausence date nom</td> <td>Ausence date to</td> <td></td> <td></td> <td></td> <td></td> <td></td>	Ausence date nom	Ausence date to					
I VI VII VIII VIIII VIIIII VIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	I 2016 I II T. W. T F S. S. 1 1. 7 S. S. 2 8 - 9. 011. 12. 13. 14. 4 22. 23. 24. 25. 26. 27. 20 Michelle Guttenidge 01267 224108 20/10/2014 4 22. 23. 24. 25. 26. 27. 20 Cancel 02/06/2017	◀ January ▶						
M T Y T S S 1 2 3 6 7	M T W T F S. 1 1 2 6 6 7 2 6 10 11 12 13 15 <	4 2018						
1 1 2 3 4 6 7 2 9 10 12 13 14 3 15 16 10 10 10 4 22 23 24 28 27 20 5 28 30 13 02/06/2017 02/06/2017 Cancel Add Delite	1 1 2 3 4 5 6 0 101 11 2 13 14 3 15 15 17 18 19 20 21 4 22 33 4 5 8 2 70 4 22 33 4 5 8 270 Cancel Cancel Cance	MTWTFSS						
2 8 9 10 11 12 13 14 Valid from Valid until 5 15 16 7 13 16 30 21 Element type Substitute Valid from Valid until 4 22 23 24 25 26 27 28 Michelle Gutteridge 01267 224108 20/10/2014 5 20 30 31 02/06/2017 Cancel Add Delete	2 8 9 10 11 12 13 14 Tele Valid until Valid until 1 16	1 1 2 3 4 5 6 7						
4 22 23 24 26 26 27 28 Michelle Gutteridge 01267 224108 20/10/2014 5 28 30 31 02/06/2017 Concol 02/06/2017 4dd Delete	4 22 23 24 25 25 Michelle Guttendge 01267 224108 20/10/2014 6 20 20 02/06/2017 02/06/2017 Cancel Öblere	2 8 9 10 11 12 13 14	Element type	Subst	itute	Valid from	Valid until	
6 22 30 31 02/08/2017 Canol 02/08/2017 Add Delete	Image: Solution of Cancel 02/08/2017 Cancel 02/08/2017 dd Delete	4 22 23 24 25 26 27 28		Michelle Gutteridge 01267 22410	18	20/10/2014		
Cancel 02/08/2017 Add Delete	Cancel 02/06/2017 Add Deite	5 29 30 31				02/08/2017		
Add Delete	Add Delete	Cancel				02/08/2017		
		Add Delete						
Ve Clear Export		Ciear Export						

5. Ticiwch y blwch i ddewis yr unigolyn/unigolion yr ydych yn ei enwebu/eu henwebu, ac wedyn cliciwch ar 'Save'.

Image: Antiversity of the state o					0 4						
Circle Cardonic Root Circle Attraction	Edit View Envertee Table Usin	ed/Derault.aspx			<u>ن</u> + ر	Activate your substitutes	×				w
III 4 Business World On! C Activate your substitutes × C Activate your substitute your substitutes × C Activate	Edit view Pavorites Tools Help	P									
C Ativate your substitutes Substitute data range Winter	IT4 Business World On				• · • •	Carmarthenshire County Cou	in v 👤	fjmp615 🗸 🏨	√8	Search (Alt+q)	
Activate your substitutes Substitute Substit	CC Activate your substitute	s ×									
Activate your substitutes		_									
Activate your substitutes Substitute date range Winder Americal James Phillips 01207 224097 (MPR18)0 Assence date fre 31/01/2018 Substitutes Substitutes Type Element type Substitutes Ocneral 02/06/2017 Ocneral 02/06/2017 Ocneral 02/06/2017											
Substitute date range Impediation James Philipe 01207 224807 (MPR15) Assence date from Assence date from 3/10/12018 Substitutes Impediation Substitutes Impediation Machine date from Assence date from Os/02/2018	Activate your substitutes										
Wiser	Substitute date range										
Wire Arean Down Philips 01207 224807 (MP015) Assence status* Lin currently out of the office Disconce date from 31/01/018 Status Disconce date from 31/01/018 Status Status Disconce date from Status Status <td>Substitute date range</td> <td></td>	Substitute date range										
Impending Beence status* Immenny out of the office 3/10/1/2018 Obsence date from Obsence date from </td <td>WF user</td> <td></td>	WF user										
Amene Status Amene currently out of the office Amene currently out of the office Amene catalate tem Situations Substitutes Substi	JMP615										
Alsence status* In currenty ou for effice Absence date to Brown out yuld substitutes Store only vuld substitutes Type Dement type Substitute Valid from Valid until Of General Goneral Goneral Goneral Correct Carrent C	Joanne Phillips 01267 224897 (JMP615)										
In currently out of the office Absence date from By/Out/2018 Substitutes Substitutes Type Element type Substitute Operation Op/On/2017 Ade Delete Substitute Delete Delete Encott	Absence status*										
Absence date from OS/02/2018	I am currently out of the office				-						
31/01/2018 05/02/2018 Substitute Type Element type Substitute Your only valid substitutes Yo	Absence date from		Absence date to								
Substitutes Type Element type Substitute Valid from Valid until Sore only valid substitutes General General O2/08/2017 Ad Delete Clear Export	31/01/2018	前	05/02/2018		前						
Substitutes Type Element type Substitute Valid from Valid until Concreal Concreat											
General Michelie Gutteridge 01267 224108 20/10/2014 Ocheral 02/08/2017 General 02/08/2017	Туре	Elemer	it type		Subs	titute	V	alid from		Valid until	
General 02/08/2017 General 02/08/2017 Add Delete	General General			Michelle Gutteridoe	01267 2241	08	20/10/2014	1			
General 02/08/2017 Ad Delete	General			-			02/08/2017	7			
Add Delete	General						02/08/2017	7			
Save Clear Export	Add Delete										
Save Clear Export											
Save Clear Export											
Save Clear Export											
Save Clear Export											
Save Clear Export											
Save Clear Export											
Save Clear Export											
Save Clear Export											
Save Clear Export											
Save Clear Export											
Save Clear Export											
Save Clear Export											
	Save Clear Export										
											. 10:

6. Ar ôl i chi gadw hyn, dylech gael neges sy'n dweud 'Successfully saved'.



7. Bydd y system yn newid yn ôl yn awtomatig ar ôl i chi ddychwelyd.