

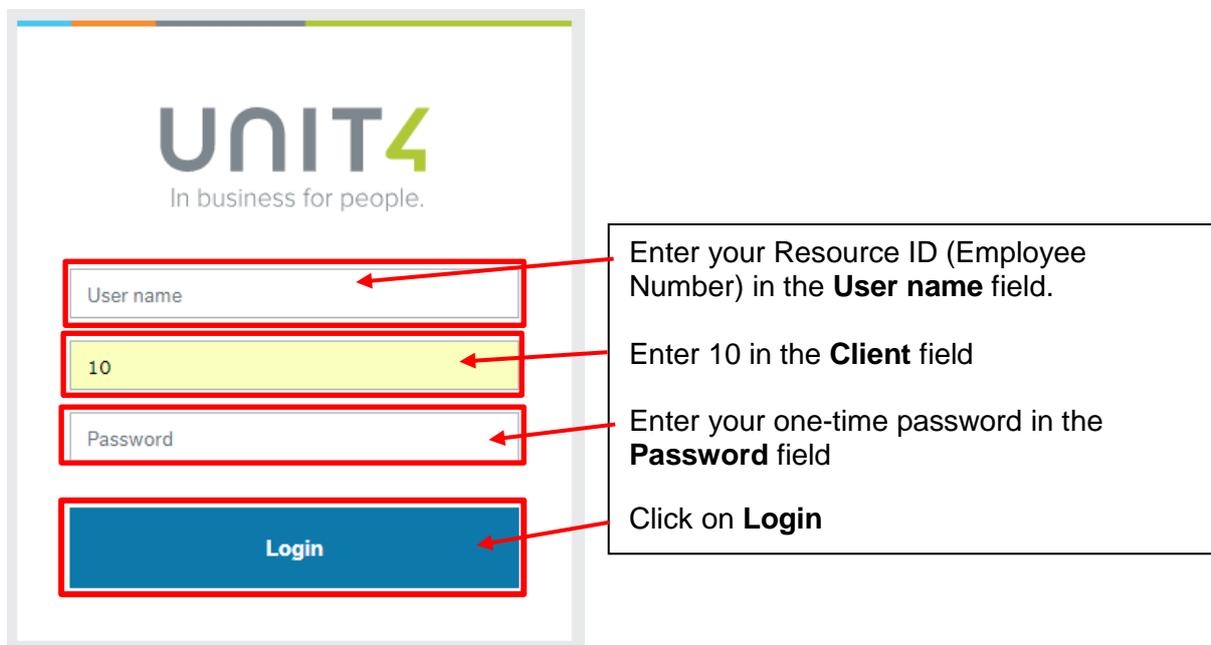
## Logging In & Out of Business World Web Quick Card

This guidance will allow you to log in and log out of Business World, refresh the screens and Clear the Cache. Just follow these simple instructions:

### How to Log Into Business World

To ensure you can access **Business World on the Web**, you will receive 2 letters.

- Letter 1 will contain your **Resource ID** (Employee Number). You will use this number as your **User name** in Business World.
- Letter 2 will contain a **temporary password** for you to use when you log in for the first time.



The image shows a screenshot of the UNIT4 login page. The page features the UNIT4 logo at the top, followed by the tagline "In business for people." Below the logo are four input fields and a button, each highlighted with a red border and a red arrow pointing to it. The fields are labeled "User name", "Client", and "Password". The "Client" field contains the number "10". The "Login" button is a blue rectangle with the word "Login" in white text. To the right of the screenshot is a text box with four lines of instructions, each with a red arrow pointing to the corresponding field or button on the screenshot.

Enter your Resource ID (Employee Number) in the **User name** field.

Enter 10 in the **Client** field

Enter your one-time password in the **Password** field

Click on **Login**

## Logging In & Out of Business World Web Quick Card

UNIT4  
In business for people.

⚠ Your password has expired. Please change password.

Old password

New password

Verify new password

Change password

The system will prompt you to choose a new password. For data protection reasons, do not note this down and choose a memorable password.

Enter your one-time password in the **Old password field**

Enter a password of your choosing in the **New password field**  
(Your password must contain a minimum of 1 uppercase letters, 1 lowercase letters and 1 number)

Re-enter your new password in the **Verify new password field**

Click on **Change password**

UNIT4  
In business for people.

i Password changed

User name

Client

Password

Login

You will receive a message confirming your password has been changed

Enter your Resource ID (Employee Number) in the **User name field**.

Enter 10 in the **Client field**

Enter your new password in the Password field

Click on **Login**

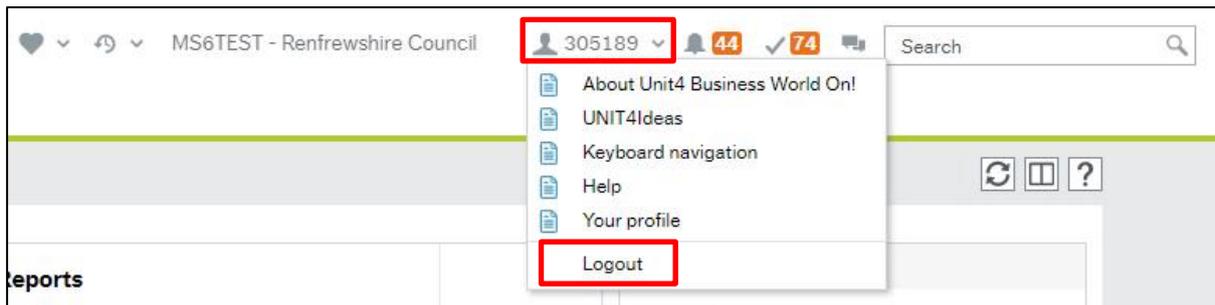
You are now ready to use **Business World**.

Please see the various **Business World Quick Cards** for further information on how to use this system.

## Logging In & Out of Business World Web Quick Card

### How to Log Out of Business World

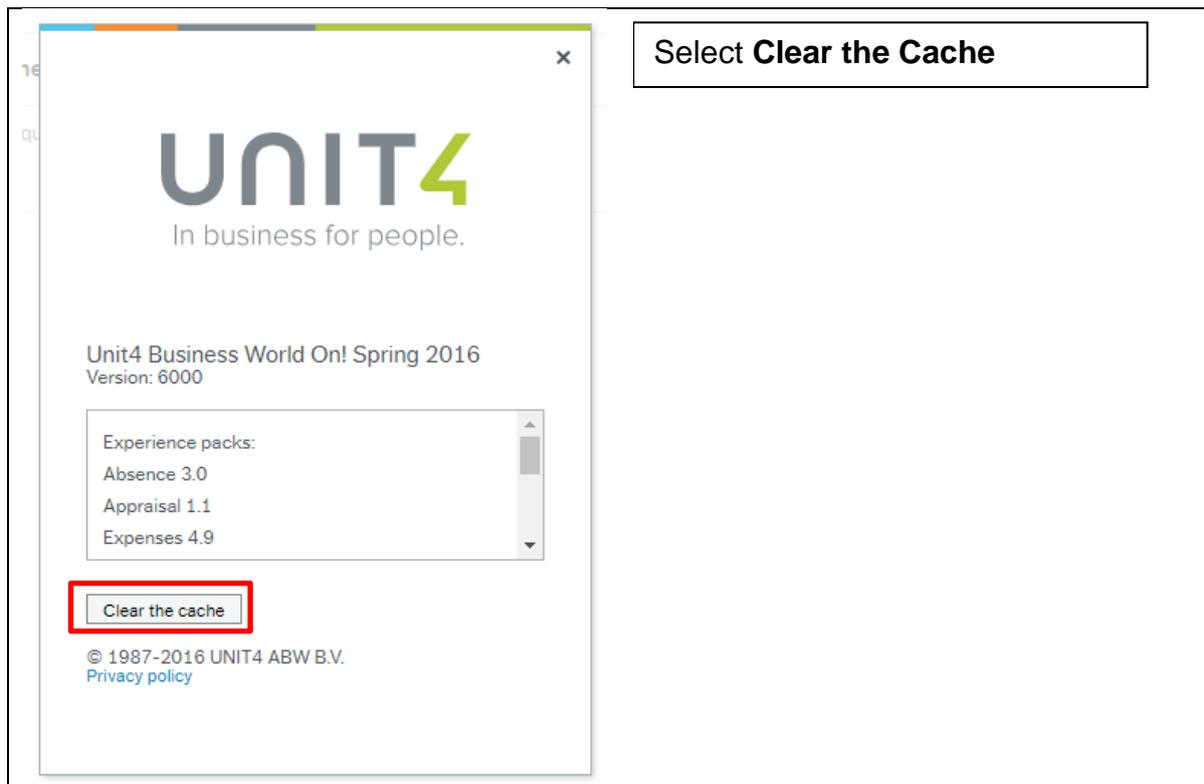
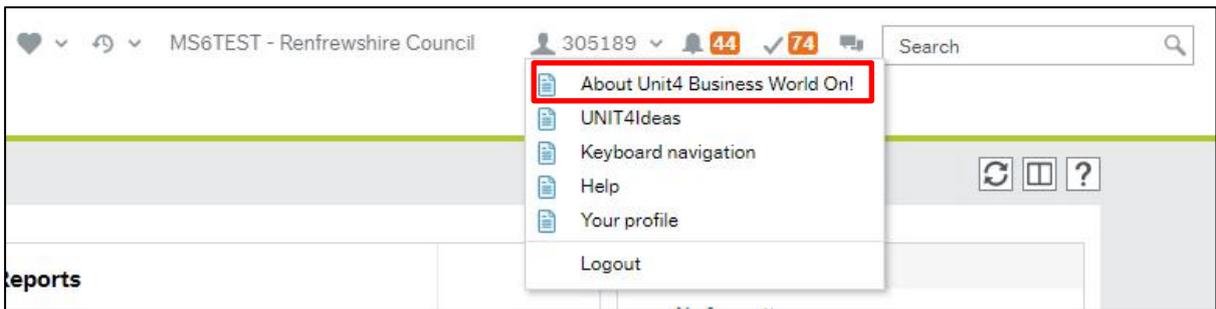
Click on your **Resource ID** (Employee number) located near the top right-hand side of your screen, then select the **Logout** option from the picklist that appears. You have now logged out of Business World.



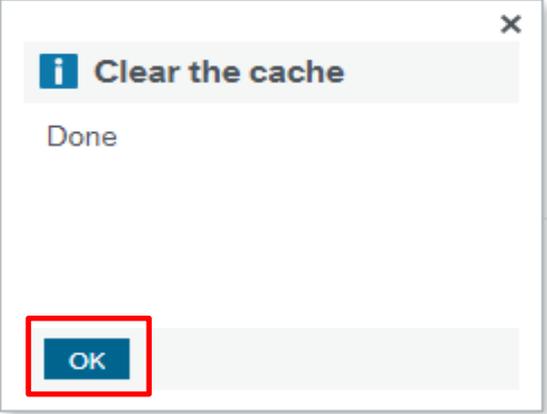
## Logging In & Out of Business World Web Quick Card

### Clearing the Cache & Refreshing Your Screens

**Clearing the Cache & selecting the refresh button** is how you can reset stored settings in Business World and insure you have access to any updates in the system. Click on your Resource ID (Employee Number) at the top of your screen and follow the steps highlighted below.

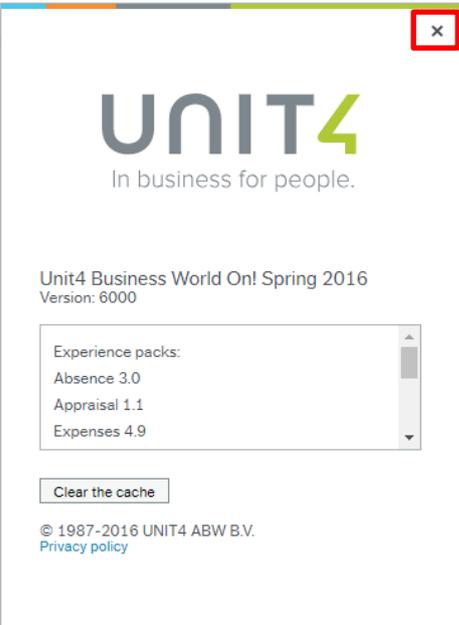


## Logging In & Out of Business World Web Quick Card



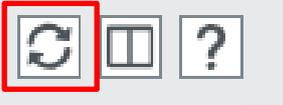
A dialog box titled "Clear the cache" with a close button (X) in the top right corner. The text "Done" is displayed below the title. At the bottom left, the "OK" button is highlighted with a red square.

Select **OK**



A pop-up box for Unit4 Business World On! Spring 2016. The box contains the Unit4 logo, the tagline "In business for people.", the version information "Unit4 Business World On! Spring 2016 Version: 6000", a list of experience packs (Absence 3.0, Appraisal 1.1, Expenses 4.9), a "Clear the cache" button, and copyright information "© 1987-2016 UNIT4 ABW B.V. Privacy policy". A red square highlights the close button (X) in the top right corner.

Click on the **X** to close the pop-up box.



A toolbar containing three icons: a refresh button (circular arrow), a window icon, and a help icon (question mark). The refresh button is highlighted with a red square.

Click on the **Refresh button** near the top-right of your screen

You have now updated and refreshed your Business World settings.