# ERP Business World – Navigation, Hints & Tips

This user guide will provide hints and tips on navigating the Business World system. We would recommend all new users familiarise themselves with this guidance before using the system.

All users are reminded that Google Chrome is the recommended browser for using the ERP Business World system.

Hints & Tips: How to check your browser zoom setting
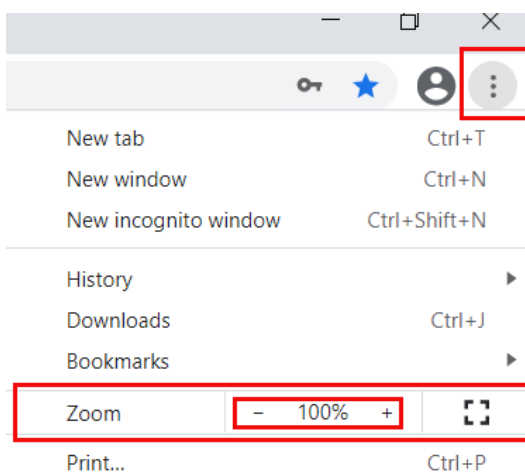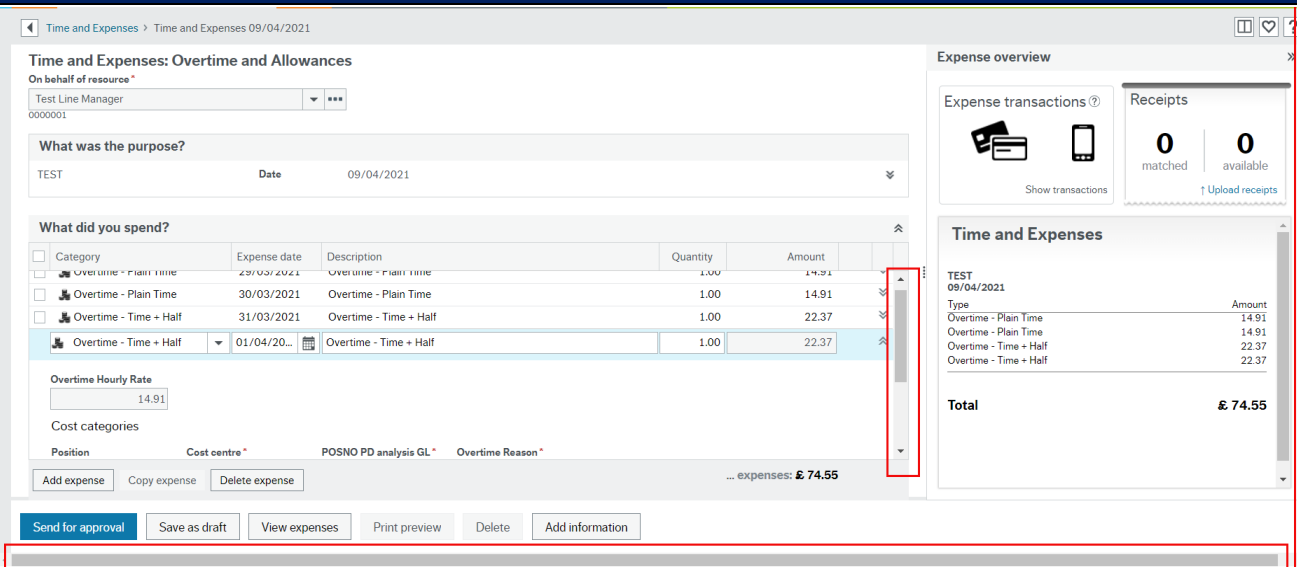
1		If you are unable to view buttons on the screen as expected please check the zoom settings on your browser. ERP Business World will display best if the browser zoom is set to 100%. This is particularly relevant if you are connecting your device to a second screen.

Hints & Tips: Scrollbars

Within ERP Business World some screens have multiple scrollbars within the one screen. This is to enable the user to scroll up and down on specific sections of information. If you cannot see buttons or information you were expecting to see you can use these scrollbars to move around the screen to view buttons & further information.
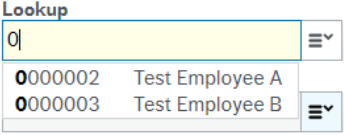
Please note that screens may also render differently based on the size of screen of the device you are using to access the system. This may result in more or less scrollbars being available to navigate the system.
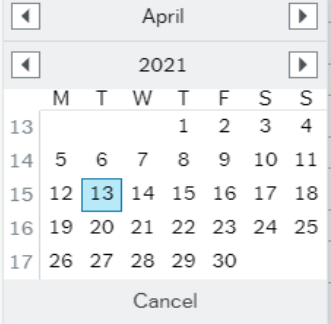
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Hints & Tips: General navigation

1		**Favourites:** Favourites can be used to give you easier & quicker access to the screen you will use on a regular basis. To favourite a screen click on the heart icon at the top right of screens. This will save the screen to the favourites section of the homepage so the screen.
		Documents: The paperclip icon can be used to view & add documents. If the paperclip icon is blue, then there are already documents available to view.
		Split Screen: This icon is found at the top right of the screen and can be used to split the view so the user can see 2 Business World pages side by side. To go back to a single page view, click on the button again.
	Search (Alt+q)	**Search:** You can use the search bar to find a specific screen.

Hints & Tips: Drop down lists & pick lists

1	Lookup 0 0000002 Test Employee A 0000003 Test Employee B ▼ ...	Many fields in business world are pick lists which let you choose the required information from a list. There are 3 ways to use pick lists: **Type Ahead:** You can type ahead if you know what information you are looking for (e.g. searching for a resource name) **Drop Down Lists:** Drop down lists will have the triangle symbol. Click on the triangle to choose the required information from a list. **3 Dots:** If the field has the 3 dots icon then you can use your space bar to bring up a list & select the required information.

Hints & Tips: Date fields

1	April 2021 calendar	In date fields you can either: **Type Ahead:** You can type the date directly into the date field in DD/MM/YYYY format. **Calendar Icon:** You can also use the calendar icon to select the required date.

Further guidance can be found on the ERP Business World section of the Renfrewshire Council website: ERP Business World