

Unit 4

Business World On!

Creating shortcuts
(Web users)

Users access Unit 4 Business World On! in two different ways: web and back office. Both versions use the same database therefore contain the same data.

This guide is for web users that use Internet Explorer to gain access. For those that regularly use the system, creating shortcuts to the login screen is very effective for ease of access and to prevent entering the web address every time.

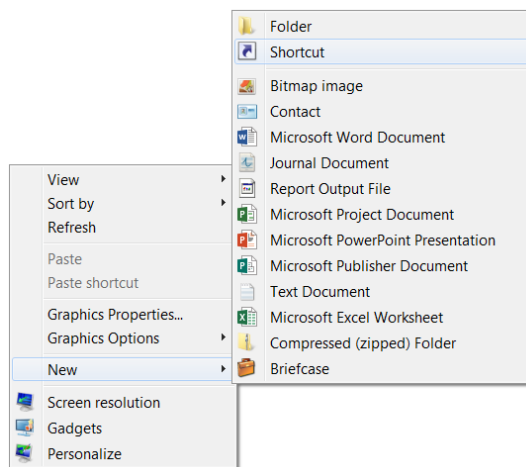
The following methods are covered in this document;

Saving a shortcut to your desktop _____	2
Add to Internet Explorer favourites _____	4

Saving a shortcut to your desktop

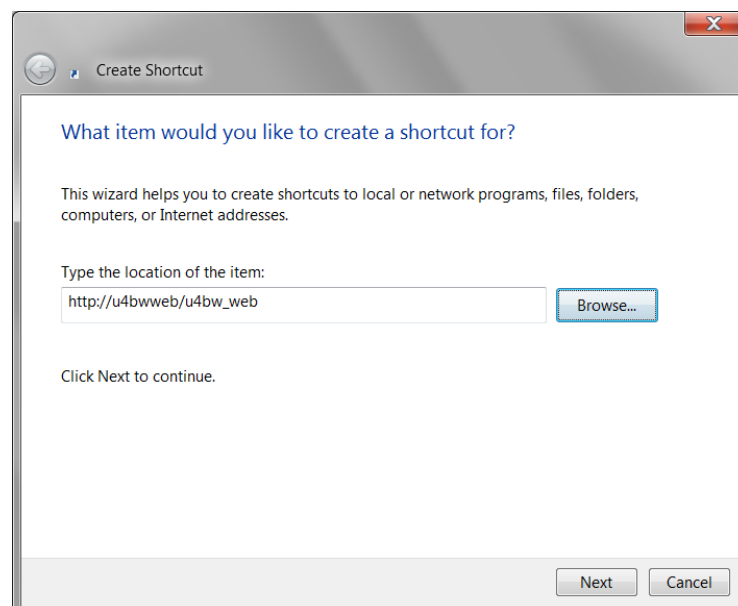
This option will save an icon to your desktop and when selected, it will open up a new Internet Explorer page.

1. Right click on an empty space on your desktop.
2. Hover the mouse over the *New* option and the second menu will become visible. Select *Shortcut* from the list.



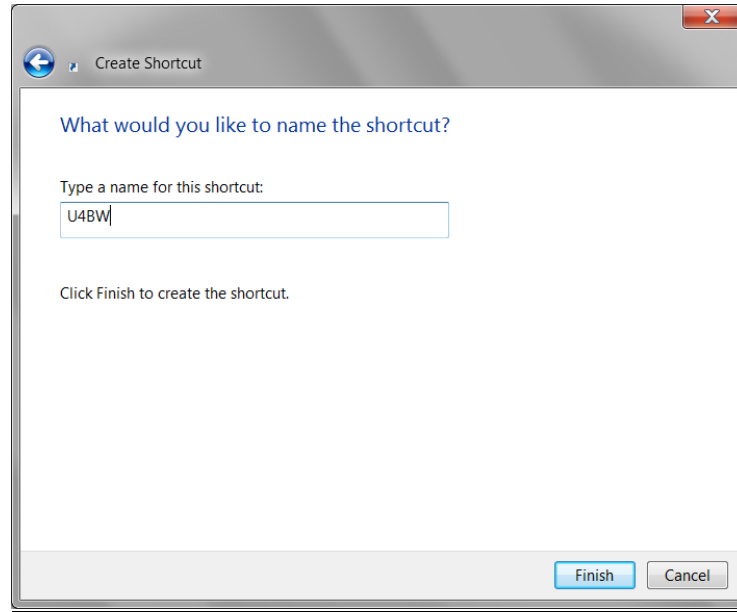
3. The following screen will appear.

Enter the web address in the box and select the *Next* button.



Creating shortcuts

4. Enter the name you would like to appear with your icon on the desktop. Select *Finish*.



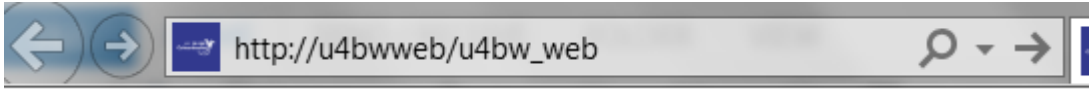
5. The shortcut will now appear on your desktop.

By double-clicking on the icon, a new Internet Explorer page will open at the Unit 4 Business World On! login page.

Add to Internet Explorer favorites

This option will create a shortcut within Internet Explorer.

1. Open Internet Explorer and enter the address in the address bar as follows;

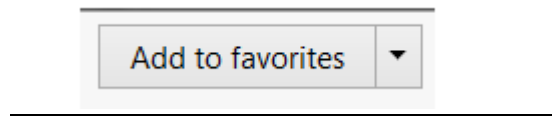


Select the arrow button or press Enter.

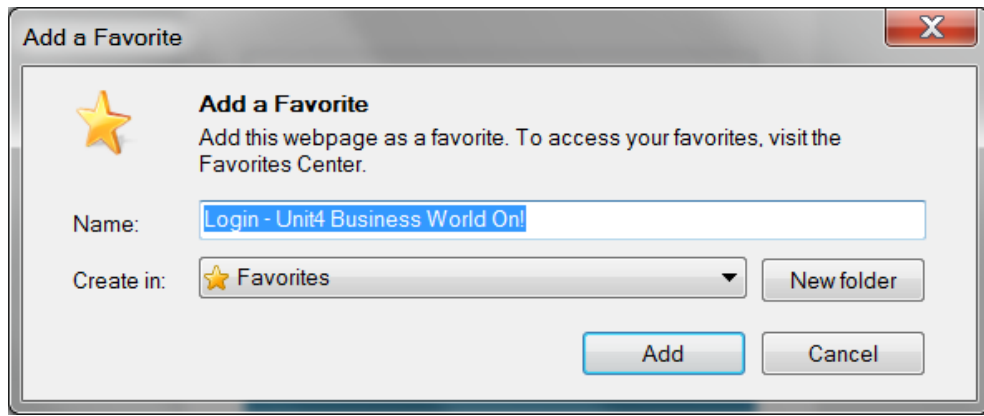
2. Select the star button on the right hand side of your screen.



3. A new menu will open on the right of the screen. Select the *Add to favorites* button



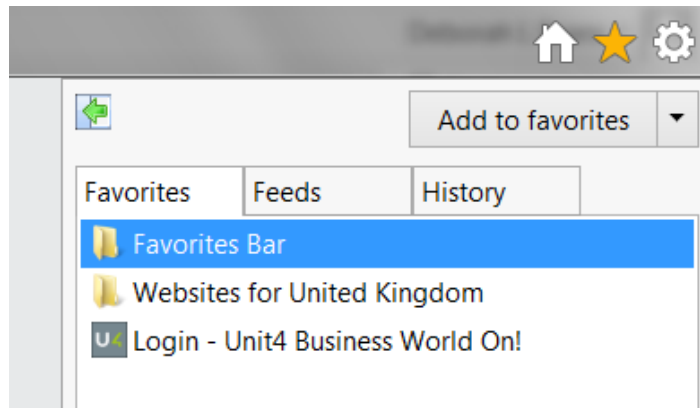
4. The following screen will appear;



You can change the favorite name if you wish. Select the *Add* button.

Creating shortcuts

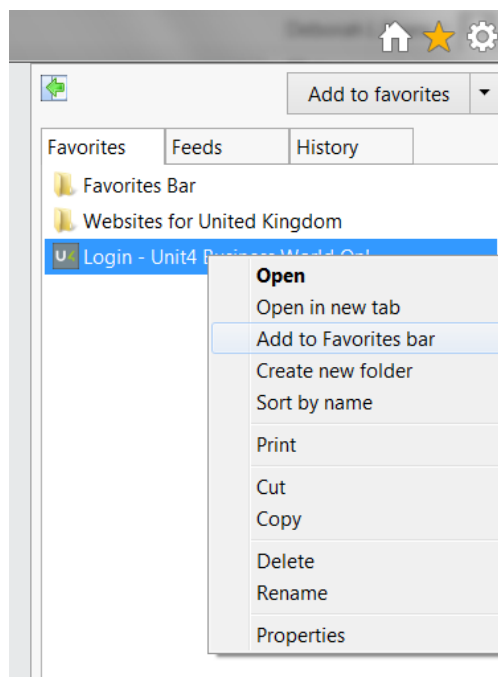
5. The item will now appear in the favorites section when the favorites button has been selected.



If you would like to make the favourite permanently visible each time you open Internet Explorer, you can add a button to your favorites bar by following these steps.

6. From the favorites menu, right click on the item you would like to add to the favorites bar.

Select *Add to Favorites bar* from the list



Creating shortcuts

7. The shortcut will now appear as a button below the address bar in Internet Explorer, and when selected, will take you to the Unit 4 Business World On! login page.

