



WTB Group Ltd
Information Technology Department

Unison Online – Customer View

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Unison Online Customer Information

In brief Unison Online is a Web based system where Customer's can view their account details with Burdens via the Internet. For example once you have accessed the system you can view / print / email statements, invoices, credits etc. Monies paid to the account can also be viewed in order to see all the transactions that the payments have been allocated against.

Burdens will allocate the customer a User ID and Password to access Unison Online, along with a URL link to the Internet.


1. To access Unison Online, click the **'Internet Explorer'** icon  situated on the desktop, in the address bar type in the following URL link exactly as shown here <http://81.144.232.6/cgi-bin/wspd.cgi.sh/WService=unison91/w-wgo.html> then press the **'Enter'** key.

Figure 1



2. The URL link will automatically take you to the Unison Online screen. Once this screen is displayed, I suggest that you add this page to your **'Favorites.'**


To do this, click the **'Favorites'** button  on the menu bar, scroll down and select **'Add to Favorites...'** (As per Figure 2) The **'Add Favorite'** dialog box is displayed as shown by Figure 3; click the **'OK'** button to add this link to your favorites.

Figure 2

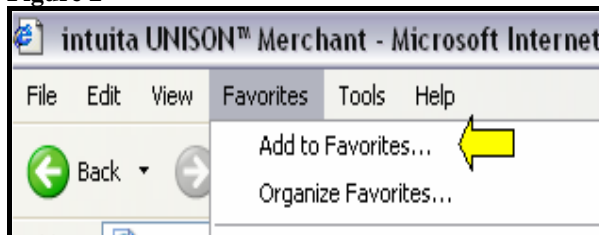
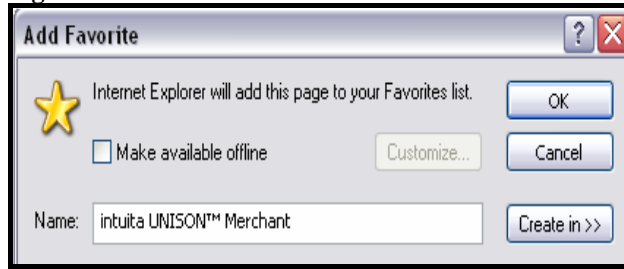


Figure 3




3. Enter your User ID and password and click the **‘Logon’** button 

Figure 4 – Login Screen



4. Click on the **‘Customer Enquiry’** link from the **‘Main Menu’** screen, to enter into the customer account details and Figure 5 will be displayed.

Figure 5 – Main Menu Screen



Customer Link

The 'Customer' screen will display the Customer's invoice address, telephone and fax number, credit limit, current balance, overdue monies, unallocated etc. Specific information can be found by clicking on (or 'drill down') the figures / text that are highlighted green. This will 'drill down' to further in-depth information such as 'Last Cash Value' of which you will be able to see what transactions exactly makes up the cash value. ('Last Cash Value' figure is the last payment made to Burdens by the Customer.)

Figure 6 – Customer Link Screen

Host: Unity DB: Unison User: eye Locn: hob Burdens
 UNISON™ Online 28/04/2006 GMT: 13:46:15
 UNISON on it/ite solud

Customer Sales Ledger Transactions Sales Document Search Mail Address Statements Customer Remittance Return To Menu Return To Log

Account Number: 005608
 Ord OK: Yes Map
 Name: TESTING CO. LTD Balance: 19178.93
 Address: THE NEW YELLOW SUMMER HOUSE Orders: 83063.67
 SUMMER HOUSE INDUSTRIAL ESTATE Current Period: 8352.04
 SOMMERSON Mar: 5725.15
 ENGLAND Feb: 4014.86
 Post Code: NN01 4FR Jan: 576.98
 Fax: 01234 345 678 Dec+: 2799.63
 Telephone: 01234 987 6 5 4 Unallocated: 2289.73
 Contact: Overdue: 4825.09
 Sales Rep: Default Rep Directs Order Bal: 4607.13
 Credit Limit: 176250 E-mail:
 Credit Available: 74007.40 Mobile:
 Settlement Terms: 30 days Nett VAT: Standard
 Lead Depot: 15 Plymouth
 Currency: Sterling Acc's Manager:

	Order	Invoice	Cash	Last Cash Ref	Last Cash Value	Last Cash Narrative
Last Date	28/04/06	26/04/06	11/04/06		6,004.10	

- 1. Displays the Customers' head office telephone number.
- 2. Displays the Customers' monthly terms, with the credit limit immediately above it.
- 3. If there are old invoices shown, then clicking on the relevant green field will display them for you.
- 4. This shows the depot that normally deals with the customer.
- 5. 'Last Cash Value' shows the last figure that was paid to Burdens, you can click on this figure and then click on the green 'Yes' by the, 'Allocation' field **Allocation: Yes** and this will display all the transactions that have been allocated against that amount. (See Figure 7)

NOTE – any figure / text that are displayed in **GREEN** you can click on to view further information. To go back to previous screens click on the '**Back**' button or '**Return to Enquiry.**'

Customer Link – Figures Explanations

BALANCE

Balance figure is made up of all monies owing from Dec+ to 'Current Period' minus the 'Unallocated' figure.

ORDERS

This figure is made up of orders waiting invoicing, orders on the system waiting to be either called off or delivered and orders that have been invoiced.

CURRENT PERIOD

This figure is monies owing in the current period.

MAR / FEB / JAN / DEC+

These figures are monies owing for these periods where Dec+ displays old outstanding invoices.

UNALLOCATED

This figure is where a credit or credits have been allocated to the account, but may not have an invoice(s) to be allocated against. This figure may have only just been posted to the system and not yet allocated to an invoice(s). Also, this unallocated figure may contain credit notes / receipts / payments or query items.

OVERDUE

This figure is referenced to the Customer's terms (30 day account) and the Overdue figure is approximately Dec+ / Jan / Feb.

DIRECTS ORDER BAL

This figure is all the call-off's that are on the system waiting to be called off for delivery. This figure does not hold against the customer credit limit.

NOTE – The '**Unallocated**' and '**Overdue**' figures are currently being looked in to by Burdens for the 'drill down' link to made possible,, in order to be able to view what transactions make up these figures.

Figure 7 – Last Cash Value Screen

Customer: 001234 Name: TESTING CO. LTD
 Document Type: Receipt Search
 Document Prefix: hob6
 Document No: 570308 GO Back To Enquiry

Transaction Type: Receipt
 Transaction Date: 11/04/06 Post Date: 11/04/06 Due Date: 11/04/06
 Net Value: 6004.10- Vat Value: 0.00 Gross val: 6004.10- Outstanding: 0.00 Exchange Rate: 1.00000

Settlement: ? 0.00% ? 0.00%

VAT Analysis
 Vat Code Net Value Vat Value

Narrative:
 Cust Ref:
 Allocation: Yes ← Click "Yes" by the 'Allocation' field and this will display all the transactions that have been allocated to the 'Last Cash Value' figure.
 Disputed: no

Figure 8 – Allocated Transaction Screen against the Last Cash Value

Tran Type: 6 Receipt Voucher No: hob6 / 570308 Gross Value: -6,004.10 Outstanding Value: 0.00

Trn	Alloc Vouch	Narrative	Pref	Batch	Alloc Date	Posted	Alloc Value
Invoice 11 / 143719	OR11/139689AXS	hob	126115	12/04/06	12/04/06	- 208.46	
Invoice 15 / 90195	OR15/27887ADS	hob	126115	12/04/06	12/04/06	- 76.19	
Invoice 15 / 90311	OR15/28451ACS	hob	126115	12/04/06	12/04/06	- 28.20	
Invoice 15 / 90384	OR15/27887ADS	hob	126115	12/04/06	12/04/06	- 634.50	
Invoice 15 / 90459	OR15/28421ADS	hob	126115	12/04/06	12/04/06	- 63.45	
Invoice 15 / 90460	OR15/28668ACS	hob	126115	12/04/06	12/04/06	- 157.22	
Invoice 15 / 90528	OR15/27887ADS	hob	126115	12/04/06	12/04/06	- 528.75	
Invoice 15 / 90529	OR15/28540ADS	hob	126115	12/04/06	12/04/06	- 100.42	
Invoice 15 / 90530	OR15/28233AXS	hob	126115	12/04/06	12/04/06	- 1,948.88	
Invoice 15 / 90609	OR15/28234ADS	hob	126115	12/04/06	12/04/06	- 626.28	
Invoice 15 / 90610	OR15/28235ADS	hob	126115	12/04/06	12/04/06	- 110.45	
Invoice 15 / 90685	OR15/28940ACS	hob	126115	12/04/06	12/04/06	- 98.70	

Options: First Next Last Return To Enquiry

5. Click on the 'First / Next / Last' buttons at the bottom of the screen to view all the transactions.

Sales Ledger Transactions Link

From this link you are able to view all transactions that are allocated to the customer. You can break it down further so that it will show either 'Outstanding or Cleared' either by month, all and even by individual transactions i.e. Invoice, Credit Notes, Debit Notes, Payments, Receipts or All.


This screen view will even display transactions that are in dispute.

6. Click on the '**Sales Ledger Transactions**' link and the following screen will be displayed (see Figure 9.)

Figure 9 – Sales Ledger Transactions Screen

The screenshot shows the UNISON Online interface. At the top, there is a green header with the 'wtb Group' logo on the left, 'UNISON™ Online' in the center, and the date '28/04/2006 GMT: 14:21:41' and 'UNISO' logo on the right. Below the header is a navigation menu with buttons for 'Customer', 'Sales Ledger Transactions' (highlighted in yellow), 'Sales', 'Document Search', 'Mail', 'Address', 'Statements', 'Customer Remittance', 'Return To Menu', and 'Return To L...'. The main content area is yellow and displays the customer name '001234 TESTING CO. LTD'. Below this, there are several filters: 'Transactions' set to 'Outstanding', 'View' set to 'ALL', 'From Date' set to '01/01/06' with a calendar icon, 'Transaction Type' set to 'ALL', 'Dispute' set to 'ALL', and 'To Date' set to '28/04/06' with a calendar icon and a 'Go' button. At the bottom of the main area, there is a 'Return To Enquiry' link.

7. Using the '**Drop Down Arrows**' click on these to decide what information you want to be displayed i.e. '**Transactions**' – select '**Outstanding**' for '**Transaction Type**' – select '**Invoices**' dated from 01/01/06 to 31/03/06.

Note – you can either type the date directly into the '**From & To Dates**' or you can click on the calendar  this will enlarge where you can select the dates from there.


8. Once all options have been decided upon click the '**Go**' button  and Unison Online will display all outstanding invoices from the required dates, as per Figure 10 below.

Figure 10

Host: trinity DB: Unison User: rye Loc: n/hob Burdens
UNISON™ Online 28/04/2006 GMT: 14:24:56

Customer Sales Ledger Transactions Sales Document Search Mail Address Statements Customer Remittance Return To Menu Return To

001234 TESTING CO. LTD

Transactions Outstanding View ALL From Date 01/01/06
 Transaction Type ALL Dispute ALL To Date 31/03/06 Go

All Invoice CR Note Journal Payment Receipt Outstanding All Cleared



Trans Date	Trans Type	Voucher No.	Cust Ref	Disputed	Narrative	Outstanding	Gross Value
05/01/06	Invoice	15/88842	CJ252/4430	no	OR15/26656ACS	93.20	93.20 Mail
09/01/06	Invoice	15/88935	CJ252/4548	no	OR15/26807ACS	14.63	14.63 Mail
13/01/06	Invoice	15/89188	CJ224/4602	no	OR15/27107ACS	3.58	3.58 Mail
19/01/06	Invoice	15/89471	cj218/4640	no	OR15/27384ACS	4.18	4.18 Mail
20/01/06	Invoice	15/89562	SJ554/4441	no	OR15/26550ADS	188.32	188.32 Mail
25/01/06	Invoice	15/89775	cj050/4691	no	OR15/27757ACS	273.07	273.07 Mail
01/02/06	Invoice	15/90121	cj211/4860	no	OR15/28204ACS	274.46	274.46 Mail
03/02/06	Invoice	15/90196	cj050/4861	no	OR15/28291ACS	136.54	136.54 Mail
06/02/06	Invoice	15/90312	CJ255/3836	no	OR15/28242AXS	3147.45	3147.45 Mail

Note - Figure 10 is missing a piece of information at the very bottom of the screen 'Options: First - Next - Last - Return To Enquiry' as shown here, use these to scroll for further information.



- Again where there is anything showing **GREEN** you can click on it to view 'drill down' to view in-depth information regarding that invoice. By clicking on the 'Voucher No.' you will be able to see exactly what is on the invoice. (The 'Voucher No.' shown in Figure 10 is the invoice number.)

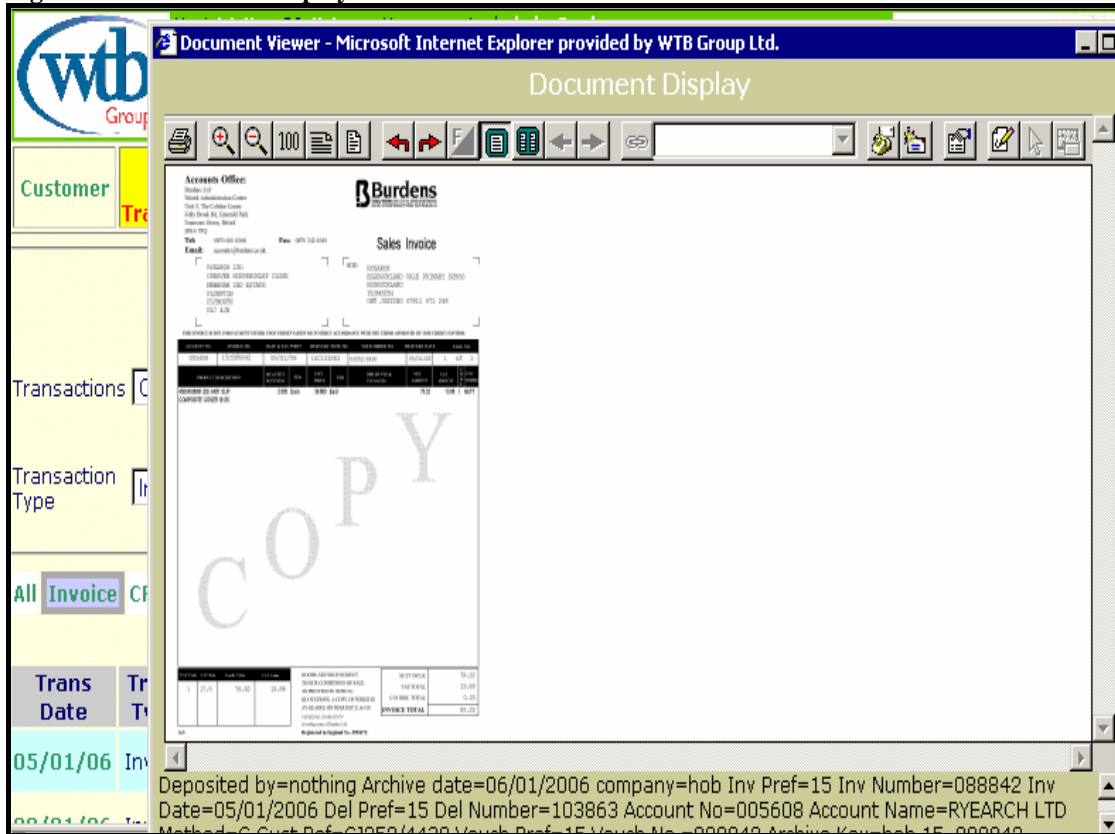
Figure 11 – Voucher No. Screen

10. Use the **'Back'** button  to take you back to a previous screen. Where you can see the icon with the magnifier  you can click on this icon to view the actual document. (If the document does not appear, refer to the end of this document to see how to resolve this error.)

Use the icons in the Document Viewer to enlarge, print or even email directly to the person requiring a copy of the document by clicking on the **'Mail'** icon

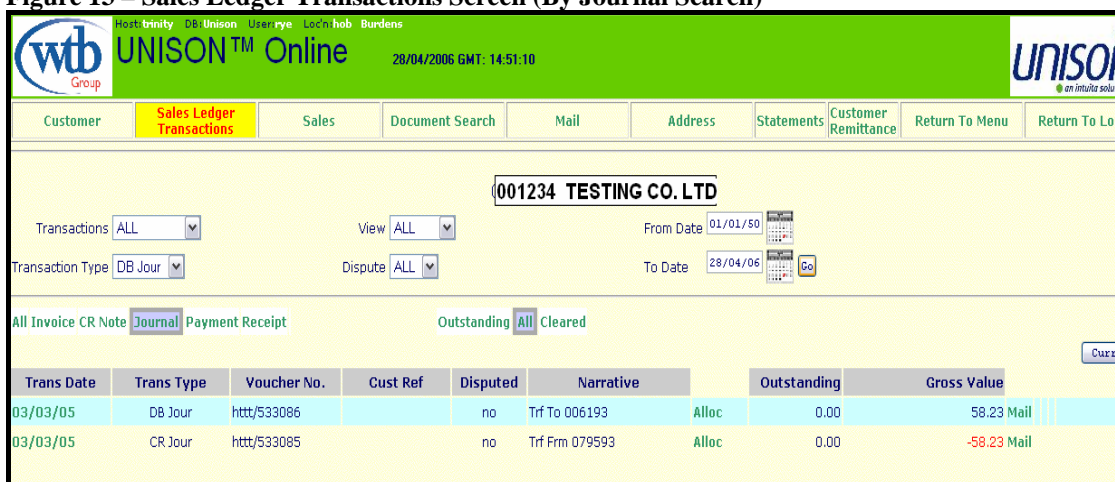


Figure 12 – Document Display Screen




11. Another search in ‘Sales Ledger Transactions’ is where you can search for ‘Journal’ information enter the search criteria as shown by Figure 12 below.

Figure 13 – Sales Ledger Transactions Screen (By Journal Search)



12. Some fields within the **‘Sales Ledger Transaction’** screen require an explanation as to what they actually mean.

- **All**
‘All’ search will display all transactions i.e. invoices, credits etc.
- **Invoice**
Selecting the **‘Invoice’** search criteria will literally display just invoices within the dates entered.
- **CR Note**
As with **‘Invoice’** above selecting **‘CR Note’** will display just credit notes.
- **Journal**
These are manual postings via Burdens i.e. Transfer one posting from one account to another.
- **Payment**
The **‘Payment’** search criterion is where Burdens have paid the Customer (negative receipt) i.e. The Customer may have overpaid Burdens and require their money back, rather than leave it unallocated, with a view to allocating it against a later invoice.
- **Receipt**
The **‘Receipt’** search criteria will list all the payments made from the Customer to Burdens within the entered **‘From & To’** dates. Once in this screen, you can see the amount of the payment made to Burdens shown by the figure in red under the **‘Grosse Value’** column on the right hand side of the screen. Click on the green **‘Alloc’** link  to view all the transactions the payment was allocated against.
- **Trans Type field in Journal search (Fig. 12)**
Describes what type of journal a particular document is i.e. DB Jour = Debit Journal and CR Jour = Credit Journal.
- **Voucher No. field in Journal search (Fig 12)**
In the Journal view the **‘Voucher No.’** here relates to a purely Burdens internal sequential number in a series. i.e. http/533086.
- **Narrative field in Journal search (Fig. 12)**
This states which account it has come from or is going to.

Sales Link

This is as the title states; this will show a sales table for the customer, displaying a break down of the sales figures from month to month and current year against the previous. Just by clicking on the **'Previous'** link, Unison Online will take you back further in years to view the sales figures.

The table will also show the percentage difference against the value difference between the two years. As per Figure 14 shown below.

Figure 14 – Sales Screen

		2006			2005			Variance	
Company	Per	Yard	Direct	Total	Yard	Direct	Total	Value	Perc
Company	01	150	0	2050	2275	125	2400	350-	14.59
Exeter	02	4236	4515	8751	1328	726	2054	6697	325.97
Plymouth	03	4332	224	4556	7565	20325	27889	23333-	83.66
Redruth	04	4441	1251	5692	5015	14770	19785	14093-	71.23
	05	0	0	0	7788	58408	66196	66196-	100.00
	06	0	0	0	4837	13206-	8370-	8370	100.00
	07	0	0	0	4117	6588	10705	10705-	100.00
	08	0	0	0	2125	8296	10421	10421-	100.00
	09	0	0	0	3222	5543	8765	8765-	100.00
	10	0	0	0	7523	15854	23377	23377-	100.00
	11	0	0	0	7432	6880	14312	14312-	100.00
	12	0	0	0	1131	0	1131	1131-	100.00
	13	0	0	0	0	0	0	0	0.00
		15060	5990	21049	54358	124307	178665	157616-	88.21


- 1. The default is to show sales across the whole of Burden **'Company'** shown by the number No. 1 arrow. If you wish to see sales against one particular branch, then click on one of the names marked in green.
- 2. The screen with the **'Magnifier'**  displayed can be utilised to view the breakdown of sales figures by product grouping. These show information of sales against the branch to the left, not to the month to the right. Click on one of the magnifiers to view the details as per example below. (Figure 15)
- 3. The information is held against months. 01 is January, 02 is February etc. The system shows 13 months because our own in-house system can work against 13 times 4 weekly periods.

Figure 15 – Sales Figures by Products Screen

COMPANY													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Total
	2006			2005			Variance						
	YARD	DIRECT	TOTAL	YARD	DIRECT	TOTAL	VALUE	PERC					
Total	14,906	5,945	20,852	54,358	124,307	178,665	157,813-	88.32-					
CLAY DRAINAGE	1,816	3,885	5,702	5,815	174-	5,642	60	1.06					
CONCRETE DRAINAGE	0	0	0	754	0	754	754-	100.00-					
INSPECTION CHAMBER	419	0	419	4,888	3,575	8,463	8,044-	95.05-					
ACCESS COVER	2,565	0	2,565	6,455	2,369	8,824	6,259-	70.93-					
EN1401/BS4660	806	0	806	5,407	0	5,407	4,601-	85.10-					
TWINWALL DRAIN	354	0	354	1,271	0	1,271	917-	72.16-					
DUCT	285	0	285	2,318	0	2,318	2,033-	87.69-					
SURFACE DRAIN	1,429	0	1,429	3,213	0	3,213	1,784-	55.52-					
LAND DRAIN	64	0	64	128	0	128	64-	50.28-					
FLEXIBLE COUPLER	311	0	311	1,242	0	1,242	931-	74.94-					
BUILDING BLOCK	0	224	224	114	0	114	110	96.73					
BRICK	1,482	0	1,482	1,735	0	1,735	254-	14.61-					
AGGREGATE	508	0	508	5,024	0	5,024	4,516-	89.88-					
CHEMICALS & DAMP	1,789	0	1,789	6,579	60	6,639	4,850-	73.05-					


13. The information shown above can be broken down further by clicking on the yellow folder  on the left to view what products actually make up that group, highlighted by the blue lines.

Figure 16

AREA: Plymouth													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Total
	2006			2005			Variance						
	YARD	DIRECT	TOTAL	YARD	DIRECT	TOTAL	VALUE	PERC					
Total	14,710	5,768	20,478	49,652	123,572	173,225	152,747-	88.17-					
CLAY DRAINAGE	1,816	3,885	5,702	5,815	174-	5,642	60	1.06					
CONCRETE DRAINAGE	0	0	0	754	0	754	754-	100.00-					
INSPECTION CHAMBER	419	0	419	4,792	3,575	8,367	7,948-	94.99-					
ACCESS COVER	2,565	0	2,565	6,383	2,369	8,752	6,187-	70.69-					
EN1401/BS4660	806	0	806	5,310	0	5,310	4,505-	84.83-					
PIPE	201	0	201	1,566	0	1,566	1,365-	87.18-					
FITTING	600	0	600	3,733	0	3,733	3,133-	83.93-					
ACCESSORY	5	0	5	12	0	12	7-	55.55-					
TWINWALL DRAIN	287	0	287	1,079	0	1,079	792-	73.39-					
DUCT	285	0	285	1,186	0	1,186	901-	75.96-					
SURFACE DRAIN	1,323	0	1,323	2,413	0	2,413	1,090-	45.16-					
LAND DRAIN	64	0	64	128	0	128	64-	50.28-					
FLEXIBLE COUPLER	311	0	311	1,237	0	1,237	926-	74.84-					
BUILDING BLOCK	0	224	224	114	0	114	110	96.73					

9. Click on the yellow folder again if you wish to close it.

10. To print the information, move the cursor to the centre of the screen (it does not have to be exact) and then right click. Select **'Print'** from the fly-out menu that appears. This print function will print all the details displayed on the screen to paper.

Figure 17 – Print Information Screen

AREA: Plymouth

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Total	Value	Per%	
Total										14,710	5,768	20,478	
CLAY DRAINAGE										1,816	3,885	5,702	
CONCRETE DRAINAGE										0	0	0	
INSPECTION CHAMBER										419	0	419	
ACCESS COVER										2,565	0	2,565	
EN1401/BS4660										806	0	806	
PIPE										201	0	201	
FITTING										600	0	600	
ACCESSORY										5	0	5	
TWINWALL DRAIN										287	0	287	
DUCT										285	0	285	
SURFACE DRAIN										1,323	0	1,323	
LAND DRAIN										64	0	64	
FLEXIBLE COUPLER										311	0	311	
BUILDING BLOCK										0	224	224	
										114	0	114	110

11. The default figures displayed are the accumulative figures, to view individual monthly product group sales click on the month required at the top of the screen.



Document Search Link

Document Search is where you can search individual document types such as Invoices, Credit Notes, Debit Notes, Payments, Receipts or All Documents. If the document type and number you are looking for is known this can be entered in individually by entering the **'Document Prefix'** and the **'Document No.'** then clicking the **'Go'** button to narrow down the search.

12. If documentation numbers are not known use the **'Drop Down Arrows'** and select the type of document i.e. **'CR Note'** then click the **'Search'** button.

Figure 18 – Document Search Screen (By Credit Note Option)

Customer: Name:

Document Type: **Select the 'Document Type' and click the 'Search' button.**

Document Prefix:

Document No: [Back To Enquiry](#)

Search By: Type Status From Date To Date Start Value End Value

Document	Narrative	Gross Value	Outstanding Value	Tran Date	Tran Type
151/902192	15AX902192	145.07-	0.00	21/10/99	CR Note
152/968332	15AC968332	31.50-	0.00	22/10/99	CR Note
153/968342	15AD968342	29.73-	0.00	25/10/99	CR Note
151/968352	15AX968352	18.79-	0.00	26/10/99	CR Note
151/968353	15AX968353	4.69-	0.00	26/10/99	CR Note
151/968354	15AX968354	4.69-	0.00	26/10/99	CR Note
152/968359	15AC968359	19.35-	0.00	27/10/99	CR Note
153/968402	15AD968402	0.01-	0.00	01/11/99	CR Note
112/973632	11AC973632	8.35-	0.00	02/11/99	CR Note
112/973633	11AC973633	950.81-	0.00	02/11/99	CR Note
152/968686	15AC968686	83.72-	0.00	01/12/99	CR Note
153/968724	15AD968724	304.03-	0.00	07/12/99	CR Note

[Back](#) [Return to Menu](#)

If you know dates when the documents were raised enter them into the 'From & To Date' fields to narrow down the search criteria.

Also, if you know the approximate values of the document you are searching for, then enter them in the 'Start & End Value' fields and click the 'Start' button.

13. If you don't know the exact date for a document(s) you are searching, approximate dates can be entered in the **'From & To Date'** fields, enter the appropriate dates and click the **'Start'** button , likewise with the **'Start & End Value'** fields if you don't know the exact values of the documents you are searching for, you can enter approximate values in these two fields to narrow down the search criteria and then click the **'Start'** button.

14. Use the **'Next & Last'** buttons at the bottom of the screen to scroll for further information.

Mail Link

By clicking on the Mail link, you have the facility to e-mail direct (subject to your email system.) The subject box will automatically contain your customer account number.

Address Link

This link will display all the delivery addresses that have been set to the customer. You have the facility to 'drill down' on the 'Address Code' number that shows **green** on the screen. This will give you the full delivery address details and the 'Status' field will state whether the site address is still open or closed. (As per Figure 20)

NOTE – The 'Address' screen will display the oldest site delivery addresses first starting at 0001. Utilise the 'First & Last' buttons to search through the addresses – Clicking 'Last' will display the most recent site addresses.

Figure 19 – Address Screen

Host: Grinity DD: Unison User: rye Loc: hob Burdens 28/04/2006 GMT: 16:37:34

UNISON™ Online

Customer Sales Ledger Transactions Sales Document Search Mail **Address** Statements Customer Remittance Return To Menu Return To Log

Account Number: 001234 TESTING CO. LTD

Address Code	Address Name
0142	
0143	
0144	
0145	
0146	
0147	
0148	
0149	
0150	
0151	
0152	
9000	

This view normally displays site addresses.
For privacy reasons these addresses have been removed.

First Prev Back

Figure 20 – Detailed Address Screen

Host: trinity DB: Unison User: rye Loc: n/hob Burdens

wb Group UNISON™ Online 28/04/2006 GMT: 16:29:12 UNISON an intelsat 600

Customer Sales Ledger Transactions Sales Document Search Mail Address Statements Customer Remittance Return To Menu Return To L

Account Number: 001234 TESTING CO. LTD

Account Number: 001234 Address Code: 0152 Status: Open ← 'Status' shows whether the site is open or closed.

Name: TESTING CO. LTD

Address: GRANGE PARK THE AVENUE SOMMERSON ENGLAND

Sales Area: 00

Sales Rep: 1

Back Orders: yes

On/By: By

Post Code:

Telephone:

Fax:

Telex:

Company E-mail:

Mobile:

Contact Job Title E-mail Address Mobile Phone No

Back

Statements Link


With the Statements option, you will be able to view the original statements by clicking on the 'View' button  and being able to print a copy statement if required. However, please bear in mind with more recent statements they may not be on the system due to not having been scanned yet by Burdens internal staff. Keep checking the system for update of the statement required.

Figure 21 – Statement Screen

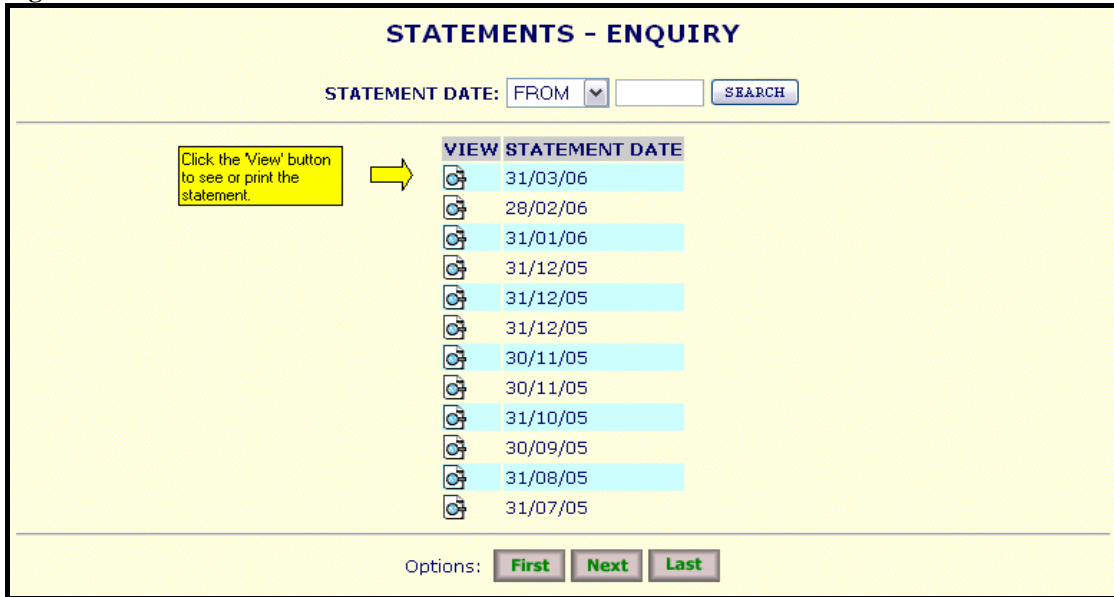
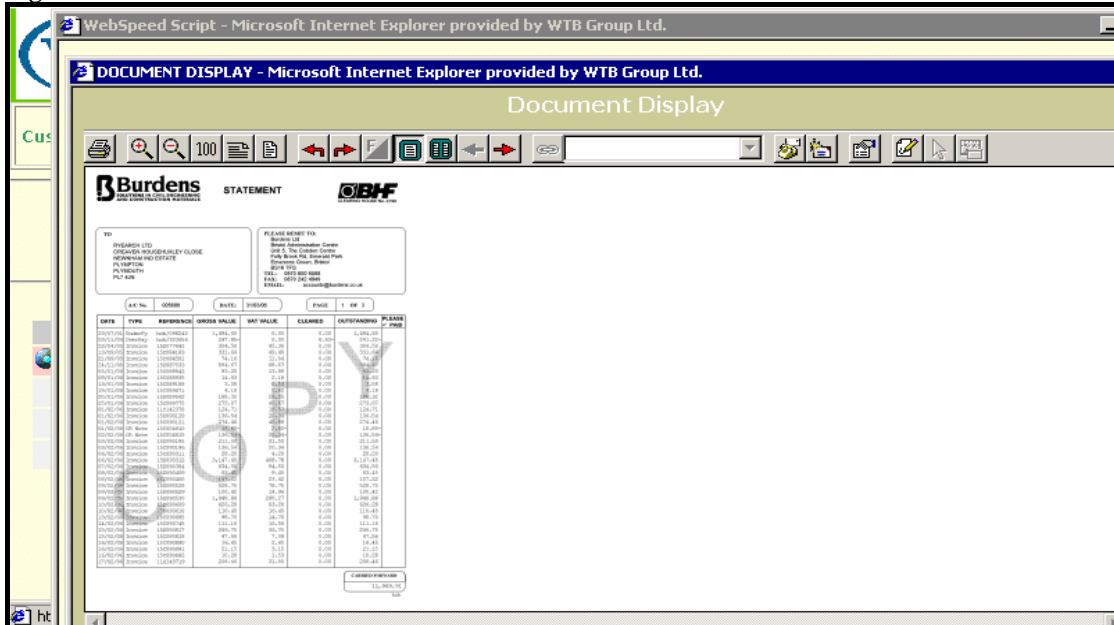


Figure 22



- As previously mentioned with viewing documents use the icons within the 'Document Display' to enlarge, print, email etc. (Full icon description shown on page 21.)

Icon Descriptions in 'Document Display'



= Print Document



= Zoom In



= Actual Size



= Fit Width



= Rotate Left



= Rotate Right



= Zoom Out



= Toggles between
Back and Front Page



= Fit Page



= Fax Document



= Shows just on side of the page



= Mail Document



= Shows both sides of the page



= DbWebQ Options



= Goes to the previous page



= Display Annotations



= Goes to the next page



= Toggle Annotation
Selection



= Document Links



= Insert Note
Annotation

Return to Menu Link

Clicking on **'Return to Menu'** at any time while accessing Unison Online will take you back to the **'Main Menu'** screen.

Figure 25 – Return to Menu Screen




Return to Login Link

Clicking this link will take you back to where you have to enter your **'User ID & Password.'**

Figure 26 – Return to Login Screen



If Documents cannot be viewed via the Magnifier

If for some reason when you click on the ‘**Magnifier**’  and the document does not display and you find yourself with a similar view to that of Figure 27 shown below stating ‘**The page cannot be found.**’ You may need to download the ‘**Tif viewer software**’ for whichever operating system you are using.

For example if your operating system is Windows 98 go onto the Internet using a search engine (Google) to search for ‘**Tif Viewer Software Windows 98**’ after selecting the correct link, download the appropriate software to be able to view the documents.

If you still have problems viewing documents then please contact Gary Hitchens at Burdens Head Office, on telephone number 08706 006068.

Figure 27

