Introduction
Business World is Birkbeck’s system for managing HR, finance, research grants and payroll. It is an intuitive web-based system that can be accessed through any browser.

Login
1. Login to my Birkbeck for staff.
2. Select Business World from the menu on the left.
3. Click the Logon to Business World button.
4. Enter your normal Birkbeck username and password. Your username can be either:
   - CSACADEMICUsername
   - Birkbeck email address (someone@bbk.ac.uk)
5. Click Sign in

Login
1. Enter your organizational account
   - User name
   - Password
2. Click Sign in

Logout
Click your username in the application toolbar then click Logout.

Navigation
Where present use the breadcrumb trail to return to the previous screen, or the Menu button to return to the home page.

Do NOT use the browser Back or Refresh buttons. They are not part of Business World’s navigation and you will lose your session and any unsaved work.

Menu Bar
Allows you to attach documents, mark favourite windows and access online help. Options are context sensitive.

Favourites
To mark a window as a favourite, click the Favourite button in the Activity Bar. Favourites are useful for windows you access infrequently, or enquiry screens which can be awkward to find.

Favourite windows are indicated by a blue icon.

A blue Documents icon indicates there are documents attached to the record.

Search box
Allows you to search for a particular window/screen.

Searching values in a field
There are three ways to search values in a field:

1. Simple enquiry (type ahead)
   Place the cursor in the lookup field and start typing the term you are looking for. As you type, the system searches the values in the field and displays them in a drop down. Click to select.
2. Browse list of values
Place the cursor in the lookup field and press `spacebar`. All the values in the field are displayed. Click to select.

3. Search or browse a list of values using the “value lookup” window.
If there are too many values to display in the drop-down, click **More** to open the value lookup table to narrow the search.

For a broad search, enter your term in the **Search criteria** box then click **Search**.

Alternatively just click **Search** to retrieve and browse all values.

Use the boxes in the column headers to filter the results.

**Resource/Person**: BW terms used for an employee.

**Position**: the BW term for a job. Positions are linked to Resources/Persons.

**Role**: job-dependent and used in the system to control the data and menus an employee sees.

**Account code**: identifies the type of income or expenditure. Equivalent to the legacy ‘analysis’ code.

**SubProject**: identifies the budget to which income or expenditure is charged. Equivalent to the legacy ‘cost centre’ and ‘activity’ code.

**Glossary**

**Where to go for help**
If you need help please submit an ASK query to Business World on My Birkbeck for Staff.

Quick guides, videos and other support resources are available on the Business World website [http://www.bbk.ac.uk/businessworld/]