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## 1. Acceptable Browsers

Preferred Browsers: **Internet Explorer (IE)** (without compatibility settings) and **Firefox**.

## 2. Internet Explorer Pop-up and Compatibility Settings

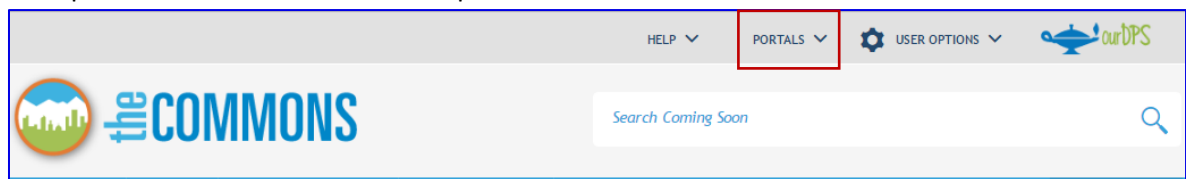
IE should be set to allow pop-ups and compatibility setting should be turned off. Please respond YES if asked to allow pop-ups when logging in for the first time. Should a blank screen appear when logging in through IE, please review this link for [Infor Lawson V10 IE Settings](#).

## 3. Portals to Infor Lawson

Access to Infor Lawson is available through portals and links on the following sites:

- The Commons
- Principal Portal
- Secretary Portal
- Teacher Portal

Example for The Commons – Click drop-down arrow under “Portals”



## 4. New Launch Page

There is a single launch page with separate links to GHR Talent Management, Professional Learning Space and Infor Lawson. Please notice that **Time and Attendance** as well as access to **Payroll and Benefit** information are all included in the **Infor Lawson** link along with **Finance**.

Welcome to GHR Talent Management, Infor Lawson and Professional Learning Space

- [Access GHR Talent Management](#)  
(Employee space, Manager space and Internal job board)
  - [Reference Guide for Teachers, Guest Teachers, and Temporary Employees](#)
  - [Reference Guide for All Other Employees](#)
- [Access Professional Learning Space \(PLS\)](#)  
(Training and Learning Management)
  - [Reference Guide for Professional Learning Space](#)
- [Access Infor Lawson](#)  
(Finance, Time and Attendance, Pay, Benefits, Leave Balances, W2s, 1095-Cs and Training)
  - [Financial Services Resource Center Libraries \(FAQs, Forms, Guidelines, Job Aids, Training\)](#)

ATTENTION: GHR Talent Management (Employee/Manager space and Internal Job Board) use the latest version of JAVA.  
Please install Java first from <http://www.java.com>  
If you are accessing this page from a public terminal, such as a library, then the Java version on the computer must be Java 7  
If you have already installed Java and are experiencing issues please check this link for enabling Java in the web browser - [How do I enable Java in my web browser?](#)

Links to reference guides for each module are provided.

Click the **Access Infor Lawson** link to access the login for both Financial and Employee Self-Service (ESS) applications using normal employee DPS credentials for entry.

[Access Infor Lawson](#)  
(Finance, Time and Attendance, Pay, Benefits, Leave Balances, W2s, 1095-Cs and Training)  
• [Financial Services Resource Center Libraries \(FAQs, Forms, Guidelines, Job Aids, Training\)](#)

## 5. Navigation - Infor Lawson Home Page

Infor Lawson V10 is integrated within the Infor Ming.le platform which provides process improvements through collaborative, shortcut and contextual application tools.

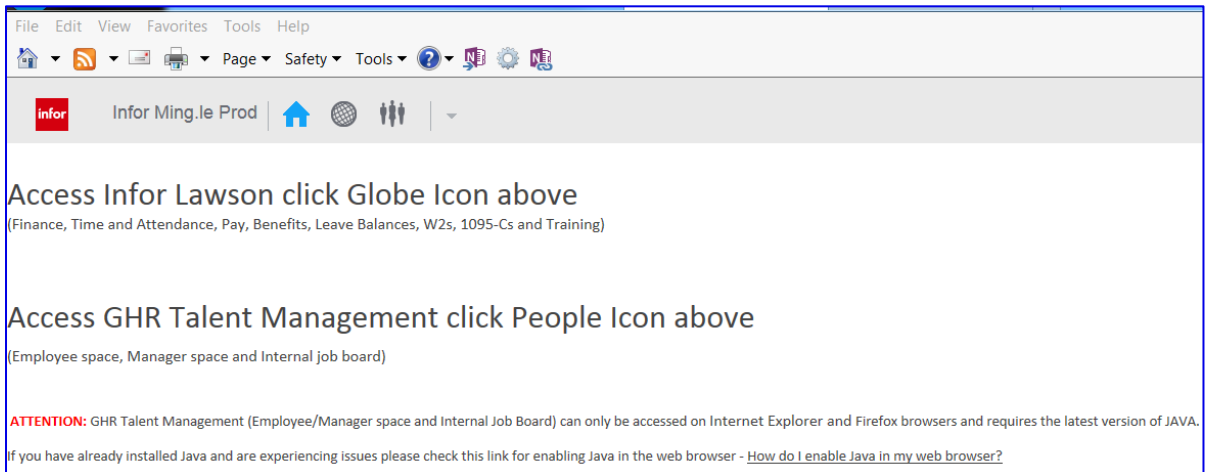


Three Icons are displayed in the main menu and represent the following:

- ✓ House – Home Page
- ✓ Globe – Infor Lawson S3 (Finance, Time & Attendance, ESS, Training)
- ✓ People – GHR Talent Management

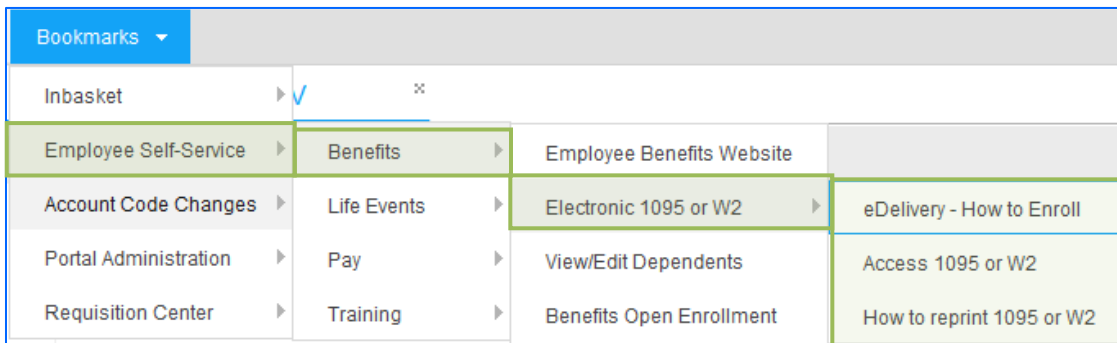
When the house is blue, the user is on the home page and has not yet selected a module.

Click either the globe or people icon to access the desired module.



## 6. Bookmarks

Bookmarks in V10 are displayed in a waterfall effect. Anywhere a right arrow is displayed, additional options are available.



## 7. Job Aids and Training Updates

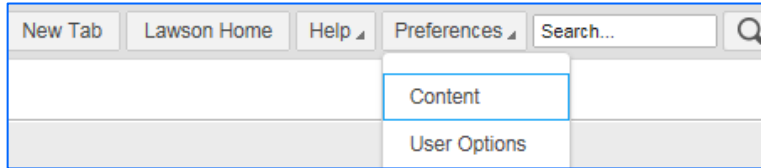
All Finance related FAQs, Job Aids, Guidelines and Training can be found in the [Financial Services Resource Center](#) on The Commons. Links to updated documents related to the procurement module follow:

- ✓ [Purchasing Guidelines and Job Aids](#) – QRGs for Requisitions as well as Requisition Approval and Invoice Approval Processes have been updated.
- ✓ [Requisition/Invoice Approval](#) – 15 minute E-Learning Course Update

## 8. Toolbar

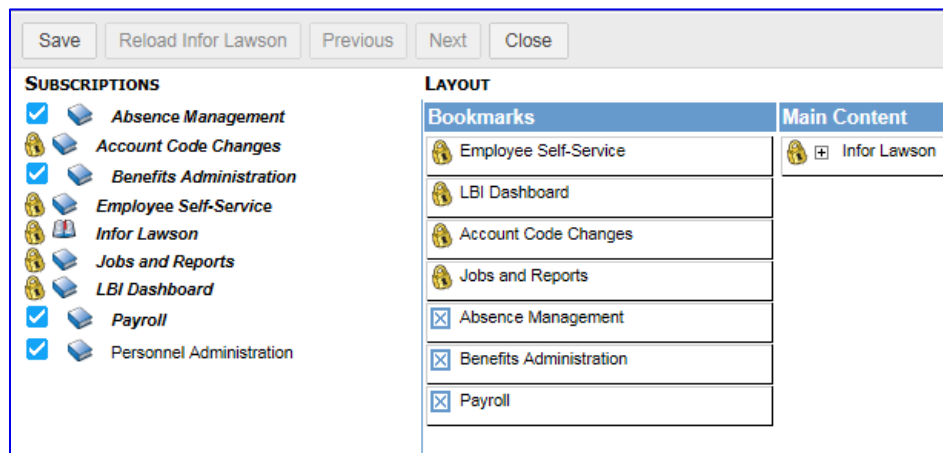
### a. Preferences

Preference provides **Content** and **User Options** settings.



#### ○ Set Bookmarks

Set bookmarks by clicking the **Content** option under **Preferences**



- ✓ Available content is listed under Subscriptions
  - ✓ Click content not yet showing in Bookmarks and drag to the Layout section under Bookmarks
  - ✓ Click the **Save** Button, then the **Close** button.
- User Options
- Set specific user preferences by clicking the **User Options** under **Preferences**.

**User Options - LAWPROD**

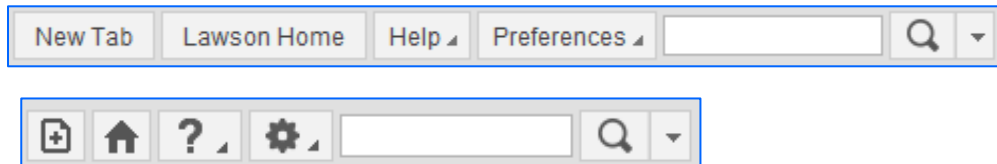
OK Apply Cancel

General Drill Favorites Hotkeys

Locale default  
 Data Area LAWPROD  
 Value Separator Comma  
 Toolbar Button Display Text  
 Default Report Type Text  
 Default Printer

Show Product Line in Page Header  
 Auto Select Required Fields  
 Display Field Help  
 Allow logging to console  
 Use Data Entry Field Advance  
 Advance on 6-digit date entry  
 Use List View Presentation  
 Number of Records 250  
 Enter form names to exclude from List View processing (separated by semi-colon)  
 Use List Style Presentation  
 Enable accessibility behaviors

- *Toolbar Button Display*  
 The Toolbar Button Display is defaulted to text. This can be changed to an Icon display if desired. Following are examples of the Toolbar display as text or icon.



- *List View vs Form View*  
 V10 provides the option for the user to select a list view presentation.

If **List View** was entered in **User Option** General Preferences, the display for the form may be as a list. To change to Form view, click the **Show Form** button.

Accounting Units - Accounts - Lis...

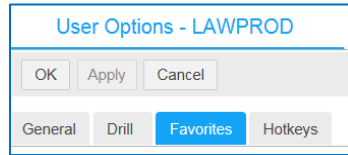
Show Form Filter Refresh Choose Columns Related Forms

Select	* Co	* Accounting Unit	Gl-description	Type	Status
	(=)	(#)	(#)	=	=
	1	10	DEFAULT PAYROLL	Summary	Active
	1	100800	District Wide Organization	Summary	Active
	1	1008008000	Revenue Balance Sheet	Posting	Active
	1	20	DEPARTMENT GL ONLY	Summary	Active
	1	200800	District Wide Organization	Summary	Active
	1	2008008000	Revenue Balance Sheet	Posting	Active
	10	10	School GL Only	Summary	Active
	10	100104	1330 Fox Street	Summary	Active

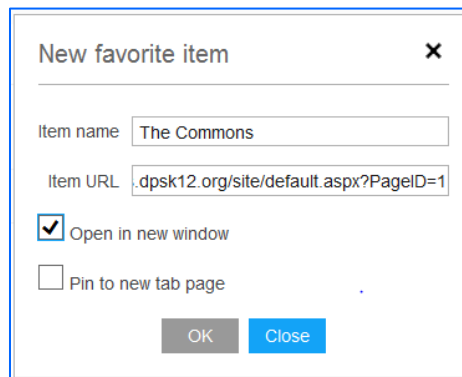
- *Set Up a Favorite Item*

From the **User Options**, Select the **Favorites** tab.

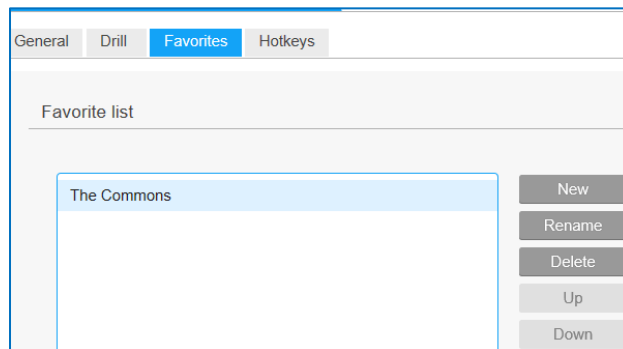
Click **New**.



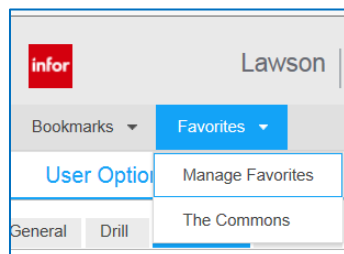
- ✓ Type a name for the favorite and then type the location or URL of the file that the favorite should access.
- ✓ Select Open in a New Window.
- ✓ Select OK



Select Apply and Ok. The name of the new favorite should be displayed in the Favorite List.



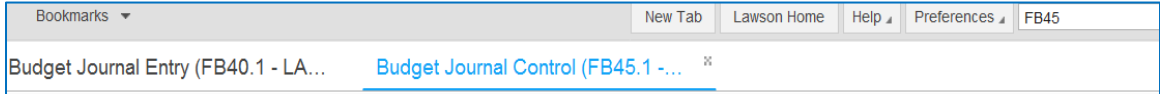
It should also be available through the dropdown list of Favorites in the menu.



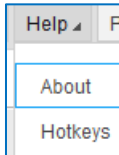
b. New Tab

The New Tab option allows the user to set up multiple tabs to forms (for example) within the same login session.

While in a form or application within a session, click the **New Tab** option or icon. This will set the current form or application up as a tab. You can enter another form or go to a different application and the prior form or application visited will be noted within the menu bar as a separate tab.

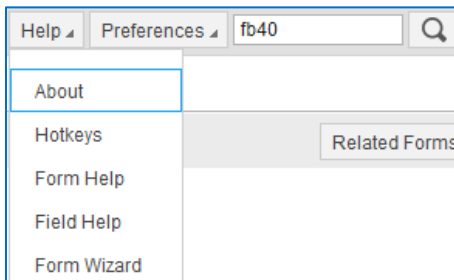


c. Help



The help tab or icon provides access to the About page and the Hotkeys page.

When the user is in Form view, access to Form Help, Field Help and Form Wizard are available.



d. Search Field

A search box is available in V10 as it was in V9. A description can be entered to search on a topic.



A form number can also be entered for quick access to the desired screen or form.

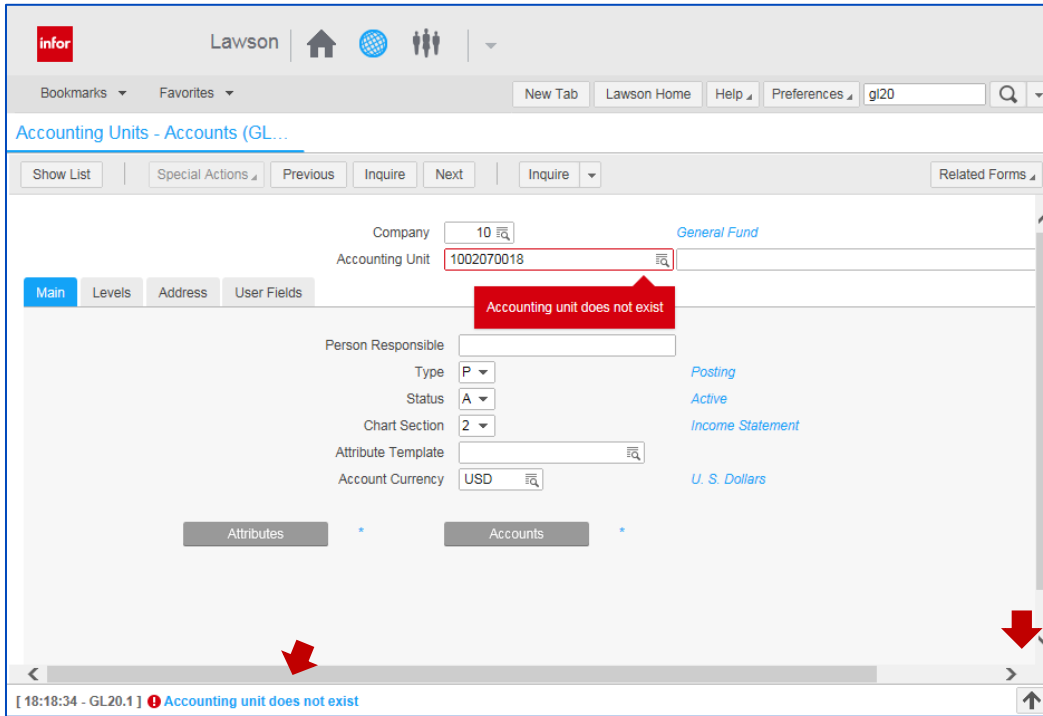




## 9. Forms

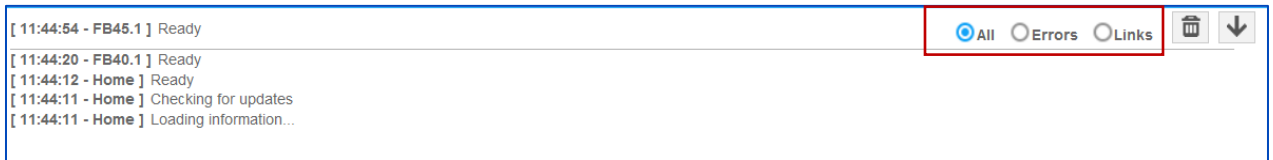
### a. Status Bar

Status bar will be displayed in the bottom of the form. Click the arrow to the right of the message to expand the status bar and display additional information. Fields with noted errors will be highlighted.



### b. Expanded Status Bar

Click the up arrow to the far right in the status bar to expand the view. All activity within the current Infor Lawson session will be displayed. Filter options are also available to narrow display of activity.

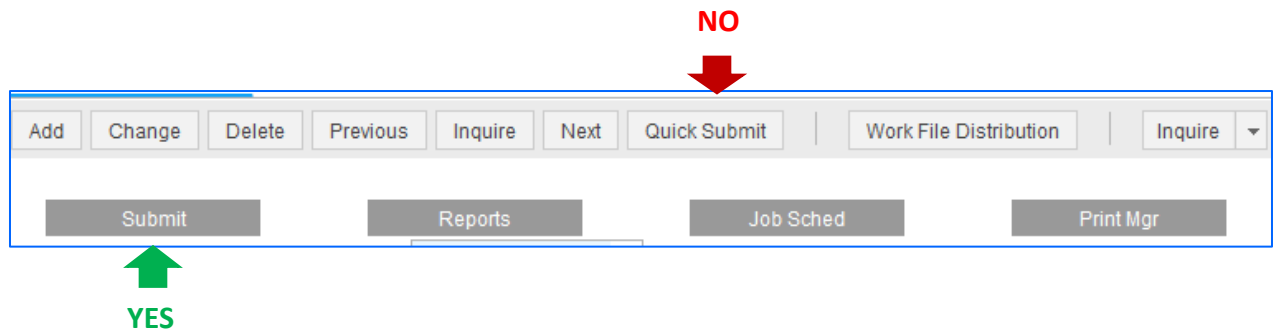


## 10. Infor Lawson Report and Job Forms

### a. Quick Submit

Please continue to click the **Submit** button and second submit verification.

Quick submit is a shortcut allowing bypass of the second submittal verification dialog box. It is highly recommended that this button is not depressed as the user can easily inadvertently submit a job multiple times resulting in extended processing time to generate the requested report or job.




### b. Report and Job Parameters

Parameters were not copied from V9 to V10. Users will need to reset parameters for jobs and reports when running them for the first time in V10.

## 11. Contextual Applications

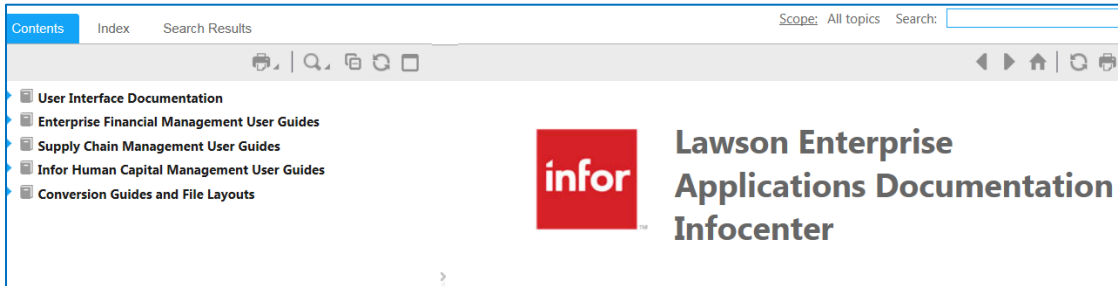
### a. Print Manager

The Print Manager case icon  simply allows the Lawson user a shortcut to view the print manager from report form currently on display. It will only display the status of print jobs for the current form and not any prior reports.

b. Documentation



Click the page icon to access the Applications Documentation Infocenter and links to detailed user guides.



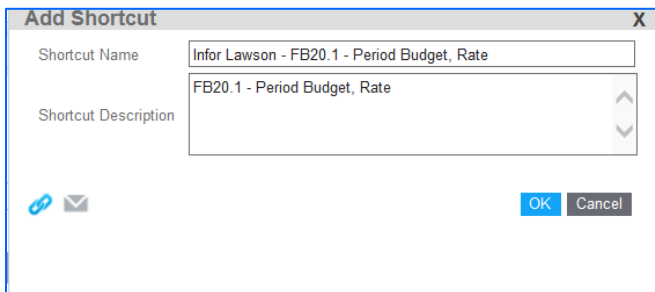
c. Shortcuts

Use the star icon in the Ming.le toolbar to set up a shortcut to a form, page or report application that is used regularly.

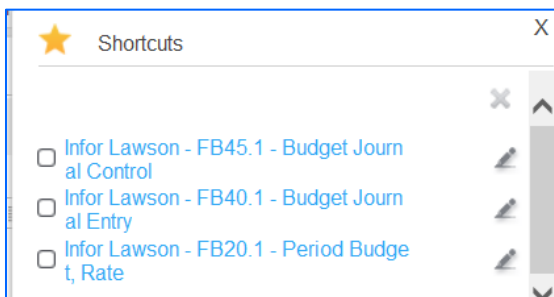
While in the Lawson form or report page, click the star icon.



A prepopulated dialogue box will appear. You can change the Shortcut Name at this time. Click the OK button.



All shortcuts created in this manner will be displayed for selection by clicking the yellow star in the contextual applications toolbar.



d. Contextual Applications for (AP, PO and HR only)

Specific contextual applications will be loaded for power users with a role requiring transactional analysis in the following areas:



Employee Information

This contextual application allows the Lawson Workspace user to view significant information related to the employee's Personnel History, ACH Distributions, Payroll YTD Totals, Benefits and Absence Plan.



Requisition To Payment

This contextual application allows the Lawson Workspace user to view significant information related to their procurement process, specifically Requisition, Purchase Order, Receiving and Delivery, Invoice and Payment.



Invoice Payment Details

This contextual application allows the Lawson Workspace user to view the significant information related to their Invoice, Payment and corresponding Bank transaction details.

Users with access to these applications must first have a related form displayed in order to open the application and corresponding information through the following steps.

- ✓ Open the Infor Lawson Form related to the transaction being viewed.
- ✓ Enter or select the specific transaction (i.e., requisition number, invoice number, employee id).
- ✓ Click Inquire
- ✓ Click application icon
- ✓ If supplemental information is not displayed, click inquire.

Following is an example of significant information displayed in the Requisition to Payment application for a purchase order.

The screenshot displays the Infor Lawson 'Requisition to Payment' application. The main window shows a 'Purchase Order Entry (PO20.1 - L...)' with the following details:

- Company: 10
- Buyer: BUY
- PO Date: 07/26/2016
- PO Total: Released, not issued
- PO: 487485
- Vendor: 3161 JOHN DEERE COMPANY
- Purchase From: 0001 GOVERNMENTAL & NATIONAL SLAES
- Ship To: 0897 1860 Lincoln Admin Building

The table below shows the line items:

FC	Line	Item Detail	Quantity	UOM	Unit Cost	Dvr
	1	RIDING LAWN MOWER	1.000	EA	1.000	07/29/20

The right sidebar provides a summary of the transaction:

- Requisition:** Requester: kmurphy, Req #: 98861, Status: Processed
- Purchase Order:** PO #: 487485, Vendor: 3161, Ven Name: JOHN DEERE COMPANY, PO Date: 07/26/2016
- Receiving and Delivery:** Receiver: 53026, Status: Archived / Closed
- Invoice:** Invoice #: 487485, Date: 07/26/2016, Amount: 1.00 USD, Approver: NT000006e0
- Payment:** (Status: Pending)

## 12. Logout

Select Drop-down arrow next to employee id to sign out.

The screenshot shows a user interface element with a 'BROWSE PAGE' button and a dropdown menu containing the employee ID '100024671'. A red box highlights the 'Sign Out' option within the dropdown menu.

Follow prompt to complete sign-out.

The screenshot shows an 'Infor Ming.le Sign out' dialog box with the following text:

**Infor Ming.le Sign out**

Sign Out: Close Browser To Complete Sign Out  
 You must close your browser to complete the sign out process.