

Lawson Dashboards

The simple way to get information in Lawson

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Table of Contents

General Information	. 3
Employee Self Service	. 4
Manager Self Service	. 5
Employee Tools	. 6
Finance	. 7
Departmental Reporting	. 8
Finance Inquiry	. 9
HR Management Tools	10

The Greensboro Information Technology Department is migrating Lawson from on-site servers to the Amazon Cloud. During the process of this conversion we have taken the opportunity to change the way you will access Lawson. When we complete the migration and bring the system up on Monday, February 16, there will be 2 user access points into the Lawson Applications.

"Infor Lawson Ming.le" is the user interface that will be used by Department Heads and all power users who have responsibility for entering personnel, procurement, and financial transactions, running Lawson reports, and doing more complex queries and uploads to the Lawson database. All users of this interface have been indentified and offered Ming.le training. People who are Ming.le users can also access the Lawson dashboards through this interface.

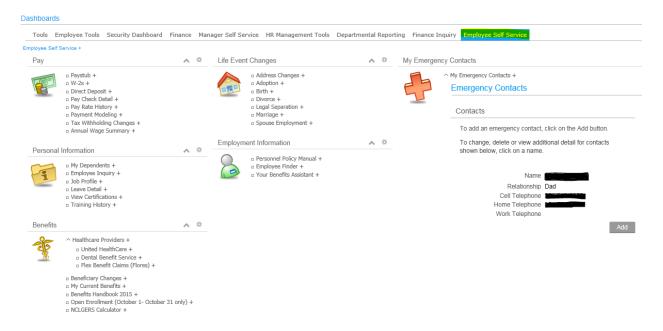
"Infor Lawson Dashboards" allow employees that primarily login to Lawson for purposes of viewing Employee Self Service, Manager Self Service, or select financial reports to be able to view information in a very streamlined and simple fashion. Dashboards offer quick access to information relating to employee pay and benefits, personnel and financials, and custom reporting needs. A few things to note about dashboards:

- From CityNet, go to My Roles>Employees>My Apps, click the link "Infor Lawson Dashboards"
 to access the Lawson Dashboards.
- All full-time and part-time benefit-eligible employees will access Employee Self Service via a Dashboard. This does NOT include retiree hire backs or hourly employees.
- Managers will now be able to access Manager Self Service via a Lawson Dashboard.
- Lawson Dashboards are simple as 1-2-3.
 - Step 1: Login to Lawson Dashboards using your network user ID and password.
 - Step 2: Click on the dashboard tab you want to access
 - Step 3: Click on the link to get your information.
- There will be no formal training offered to Dashboard users prior to go-live, other than a simple tutorial link that can be found on CityNet. Click **Help>Infor Lawson & Ming.le**
- Lawson Dashboard security is granted at the dashboard level, module level, and link level. Therefore, your view will be dependent on the access granted to you based on your business role in the organization.

<u>Please note</u>: Lawson Dashboard development will occur on a routine basis to support user business requirements. Please contact your ERP Business Analyst if you have any reporting suggestions. A screen print of the various Lawson dashboards will appear next.

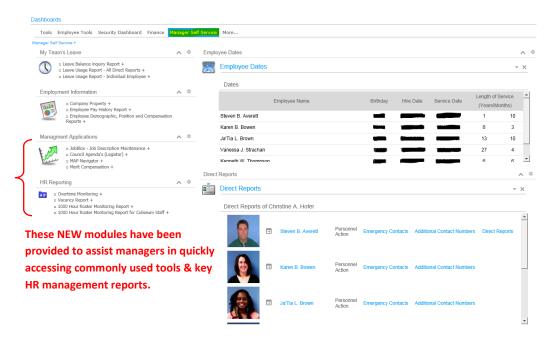
Employee Self Service Dashboard

The ESS dashboard is specifically designated for all benefit-eligible full-time and part-time employees to view pay, benefits, and personal information.



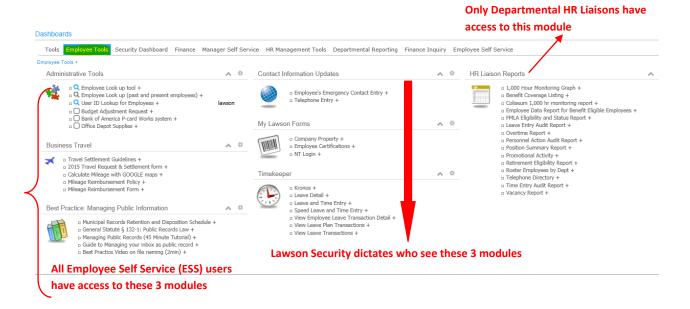
Manager Self Service Dashboard

The MSS Dashboard is primarily for management to view information on their direct reports. If a manager or supervisor does not see their Manager Self Service dashboard, it generally indicates that they do not have the manager self service role tied to their Lawson security. If a manager/supervisor would like to request the Manager Self Service role, direct them to their Departmental Lawson Account Approver to submit a Lawson Security Request form to the Enterprise Solutions division.



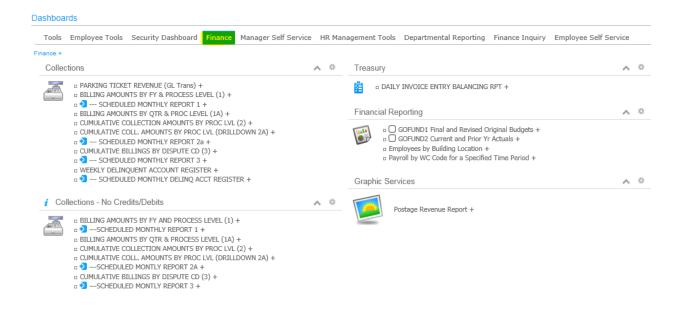
Employee Tools Dashboard

All Employee Self Service (ESS) users have access to this Lawson Dashboard. At minimum they should see the Administrative Tools, Business Travel, and Best Practice....modules.



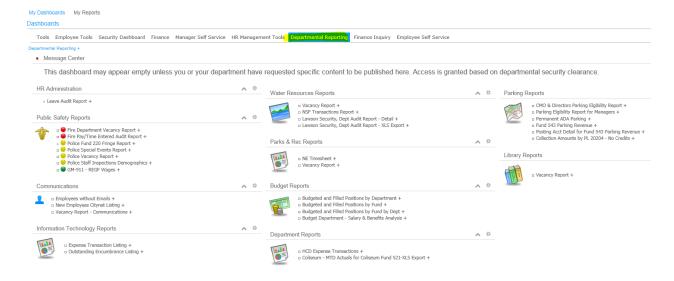
Finance Dashboard

The Finance Dashboard is designated for employees in the Finance Department to access their custom reports.



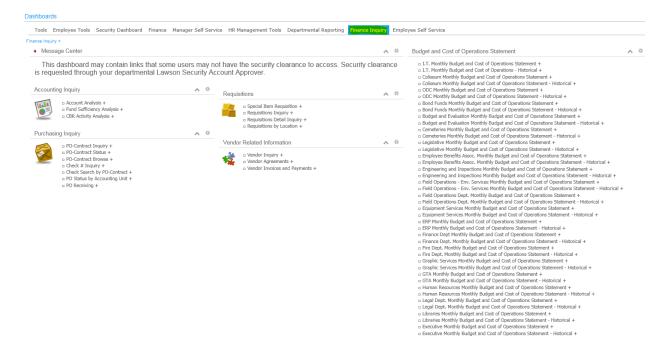
Departmental Reporting Dashboard

All Employee Self Service (ESS) users have access to this Lawson Dashboard; however, most users will only see a message that reads, "This dashboard may appear empty unless you or your department has requested specific content to be published here..." If a user needs access to this dashboard, direct them to their Departmental Lawson Account Approver to submit a Lawson Security Request form to the Enterprise Solutions division.



Finance Inquiry Dashboard:

This a new Lawson Dashboard created specifically for non-power users who previously accessed the Finance bookmark through the Lawson portal. Users with security access to this dashboard will be able to inquire on accounting, purchasing, requisitions, or vendor-related information. All users who are designated to receive the Monthly Budget & Cost of Operations (RW100) report will now have the ability to access both current and historical versions of these reports on the Finance Inquiry dashboard.



HR Management Tools Dashboard

The HR Management Tools Dashboard is for employees in the Human Resources department to access their customized reports.

