

2015

City of Greensboro



infor ming.le 

GREENSBORO USER GUIDE TO NAVIGATING LAWSON THROUGH THE MING.LE INTERFACE

[MING.LE/LAWSON USER GUIDE]

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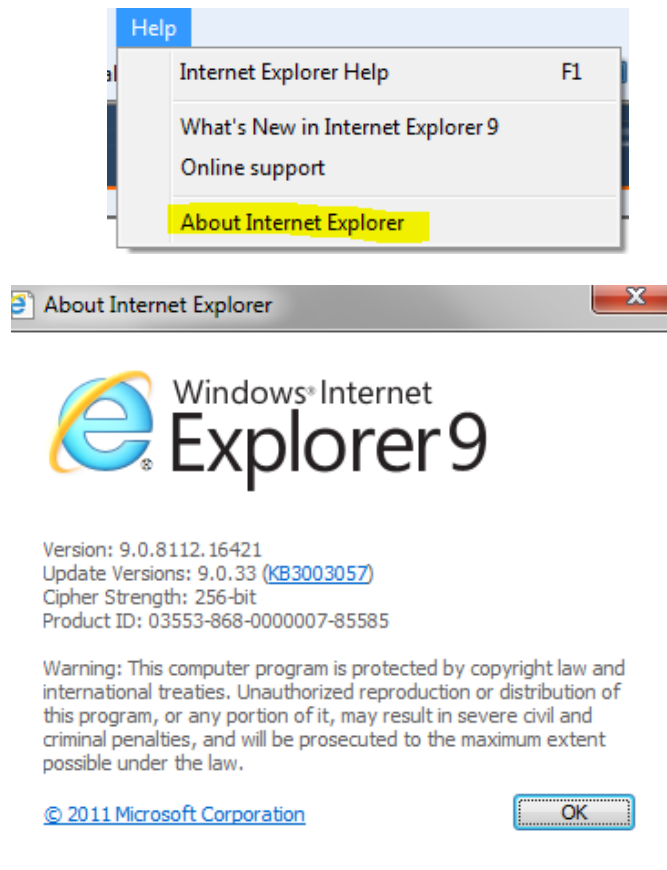
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Review Computer Settings

Go to Internet Explorer and check your version.

From the Menu bar click Help and then About Internet Explorer.

The browser should **at least be version 9 or above**. Version ten (10) is recommended, but check compatibility with other applications you use. If you have a browser version less than Internet Explorer 9, contact the Helpdesk for an upgrade.



Internet Explorer is the preferred and Supported Browser. Chrome may also work; however, our service desk does not support issues relating to Lawson compatibility in other browsers.

Review Computer Settings

Go to Internet Explorer click on **Tools** and click on:

- Internet Options
- Security tab
- Internet
- Custom Level
- Under the Miscellaneous section, look for **Display mixed content** and select Enable

Click OK

Go to Internet Explorer click on **Tools** and click on:

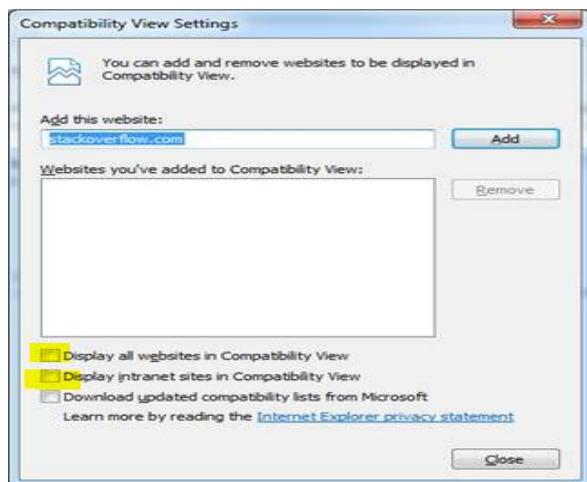
- Internet Options
- Security tab
- Trusted Sites
- Custom Level
- Under the Miscellaneous section, look for **Display mixed content** and select Enable

Click OK

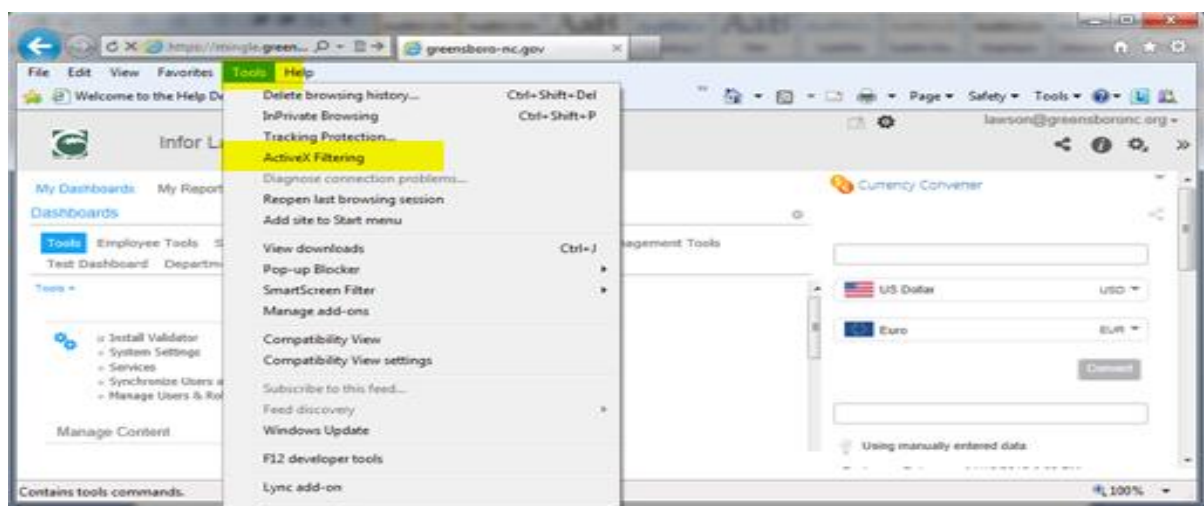
Review Computer Settings

IE Default Compatibility Setting

Go to Internet Explorer click on **Tools** and click on Compatibility View Settings. Make sure the following options are unchecked:



Go to Internet Explorer click on **Tools** and make sure the ActiveX Filtering is turned off

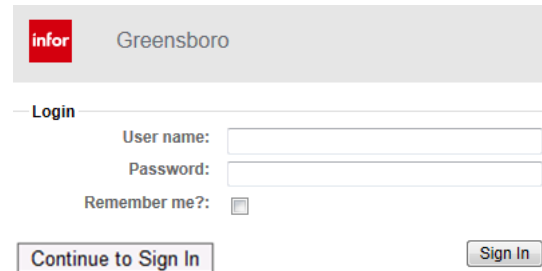


Login to Ming.le

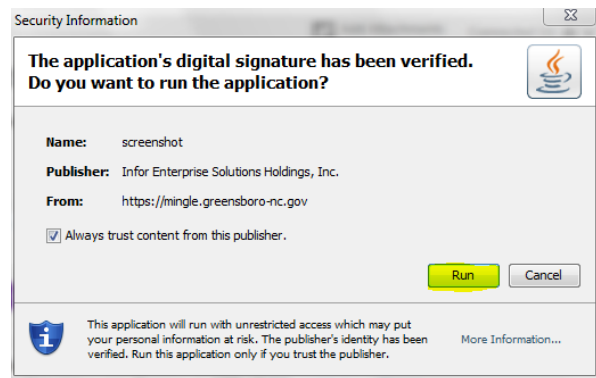
<https://mingle.greensboro-nc.gov/sitepages/inforsuite.aspx>

(copy and paste this url – do not go in via hyper-link, it will produced a cached version which will error)

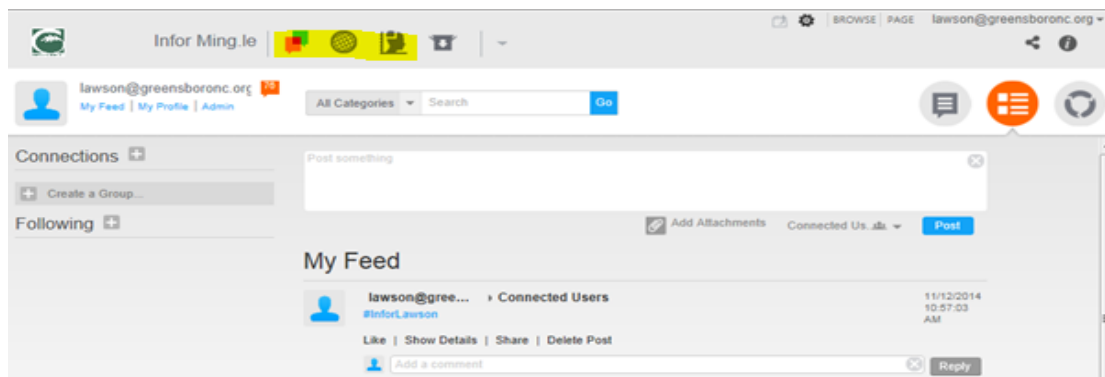
You will be prompted to enter your network User ID and Password.






When logged in you may be prompted to RUN the screenshot application.



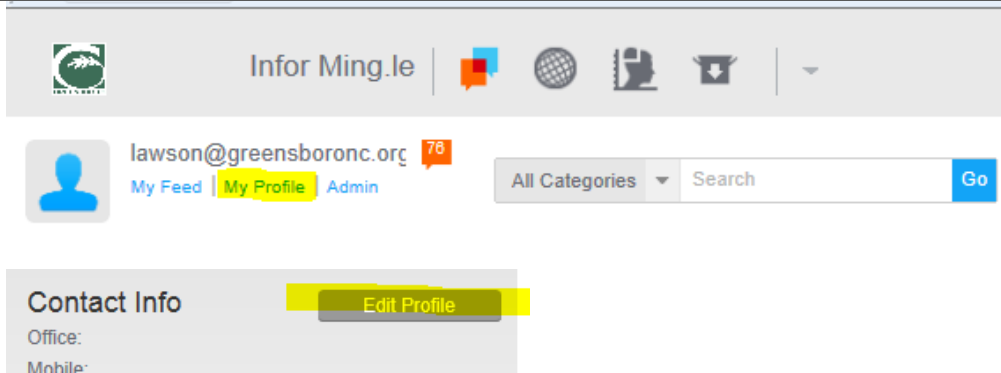
Homepage for Ming.le



The highlighted section is where you will be able to toggle between the various Plug-ins.

-  Ming.le home page
-  Lawson, and
-  Infor Lawson BI (dashboards).

Go to My Profile



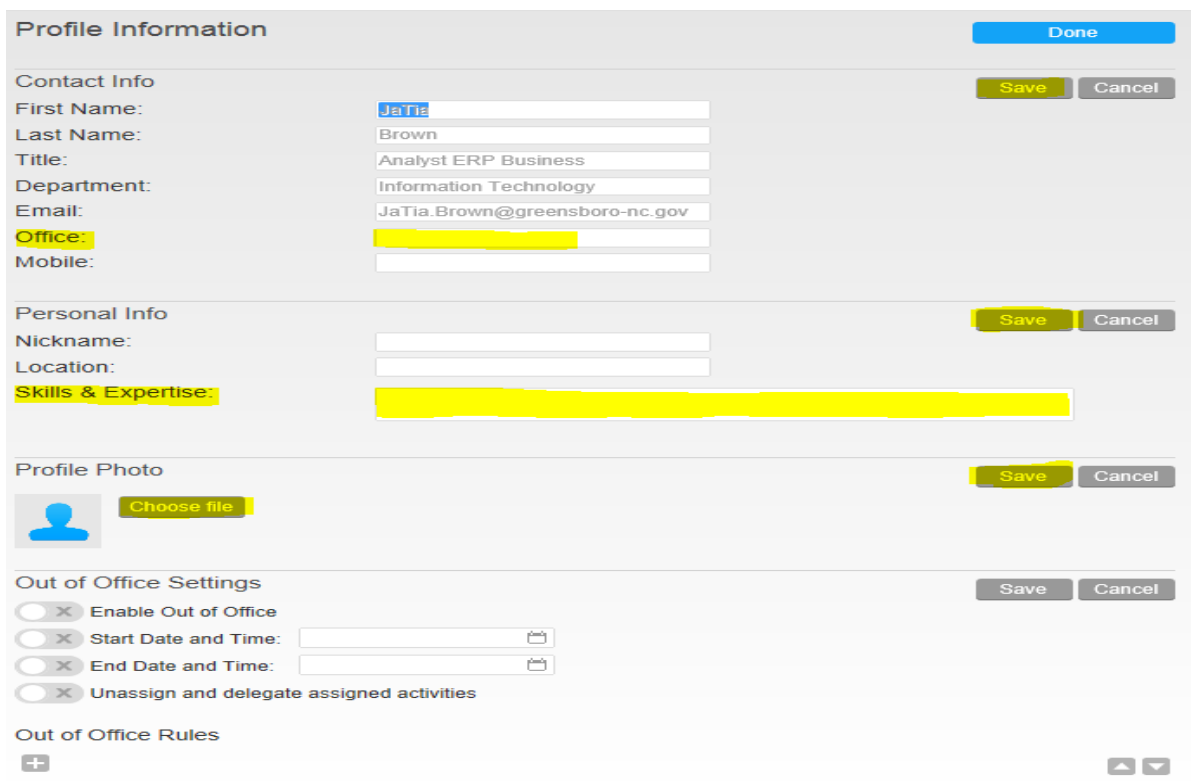
The screenshot shows the top navigation bar with the 'Infor Ming.le' logo and several icons. Below the navigation bar, the user's profile information is displayed, including the email address 'lawson@greensboronc.org' and a notification badge with the number '78'. There are three tabs: 'My Feed', 'My Profile' (which is highlighted in yellow), and 'Admin'. To the right, there is a search bar with a dropdown menu set to 'All Categories' and a 'Go' button.

Contact Info Edit Profile

Office:
Mobile:

After clicking Edit Profile, it is recommended to add the following:

- Office Number and click Save
- Skills & Expertise as it relates to Lawson use and click Save
- Photo and click Save



The screenshot shows the 'Profile Information' form with several sections. The 'Contact Info' section includes fields for First Name (JaTia), Last Name (Brown), Title (Analyst ERP Business), Department (Information Technology), Email (JaTia.Brown@greensboro-nc.gov), Office (highlighted in yellow), and Mobile. The 'Personal Info' section includes fields for Nickname and Location, and a 'Skills & Expertise' field (highlighted in yellow). The 'Profile Photo' section has a 'Choose file' button (highlighted in yellow). The 'Out of Office Settings' section includes checkboxes for 'Enable Out of Office', 'Start Date and Time', 'End Date and Time', and 'Unassign and delegate assigned activities'. The 'Out of Office Rules' section has a plus sign button. There are 'Save' and 'Cancel' buttons for each section, and a 'Done' button at the top right.

Profile Information Done

Contact Info Save Cancel

First Name:

Last Name:

Title:

Department:

Email:

Office:

Mobile:

Personal Info Save Cancel

Nickname:

Location:

Skills & Expertise:

Profile Photo Save Cancel

Out of Office Settings Save Cancel

Enable Out of Office

Start Date and Time:

End Date and Time:

Unassign and delegate assigned activities

Out of Office Rules

Profile Settings

To ensure that proper notifications are received, it is recommended that you change your settings to mirror the following screen print and click Save:

Settings

Landing Page: Activity Feed Page Save Cancel Recommended Groups

Notifications

Mingle Email

Connection requests sent to me

Requests to Join a Group Sent to me

Post to group the user belongs to

Comments on my posts

Other user comments to a post I commented on

A user has accepted my connection request

My request to join a group has been accepted

Someone has tagged me in a post

Someone has liked my post

Someone has started following me

New stream instance initiated

Step assigned to participant

Step almost due

Step past due

Step completed

Changes to the stream

Stream completed

Stream canceled

Comment added to step

Activity Feed shared to stream

Email Language: Default

Email Time Zone: Default

Email Locale: Default

Activity Summary Email

I would like a summary email: Daily

Including:

Alerts

Tasks

Posts

Notifications

Prompts

Accept or deny request

Delete post

Colleague Connection Action

Group Connection Action

Object Connection Action

Start Stream

Complete Stream

Delete Stream

Cancel Stream

Complete Step

Start Step

Resume Step

Delete Stream Step

Recommended Groups

Community News

Purchasing
Financial & Administrative S...

Centralized Contrac...
Financial and Administrative...

HR Reps

Benefits Assistants

Recommended Users

Aimee Walker
Mgr Sys & Apps Dev

Andrea Turner
Specialist Budget Database

Barry Parsons
Mgr Water Supply

Bernadette White
Coord Programs

Betty Walker
Call Center Representative II

After all changes are saved, scroll to the top of the page and click the **Done** button to exit out of Edit Profile section.

Infor Ming.le | Home Alert

lawson@greensboronc.org
My Feed | My Profile | Admin

All Categories Search Go

Connections +

Create a Group...

Following +

Profile Information Done

Contact Info

First Name: lawson@greensboronc.org Save Cancel

Last Name:

NOTE: In accordance with NC G.S. 132, this is required for the capturing of public records.

Ming.le Headers

Use the Infor Ming.le header for quick access to the most commonly used Infor Ming.le features. The Infor Ming.le header always displays your profile picture, your name and title, a link to your feed page, your profile, your notifications, the Search box and icons for:

- Posts
- Activity Feed
- Streams



Using the Posts page

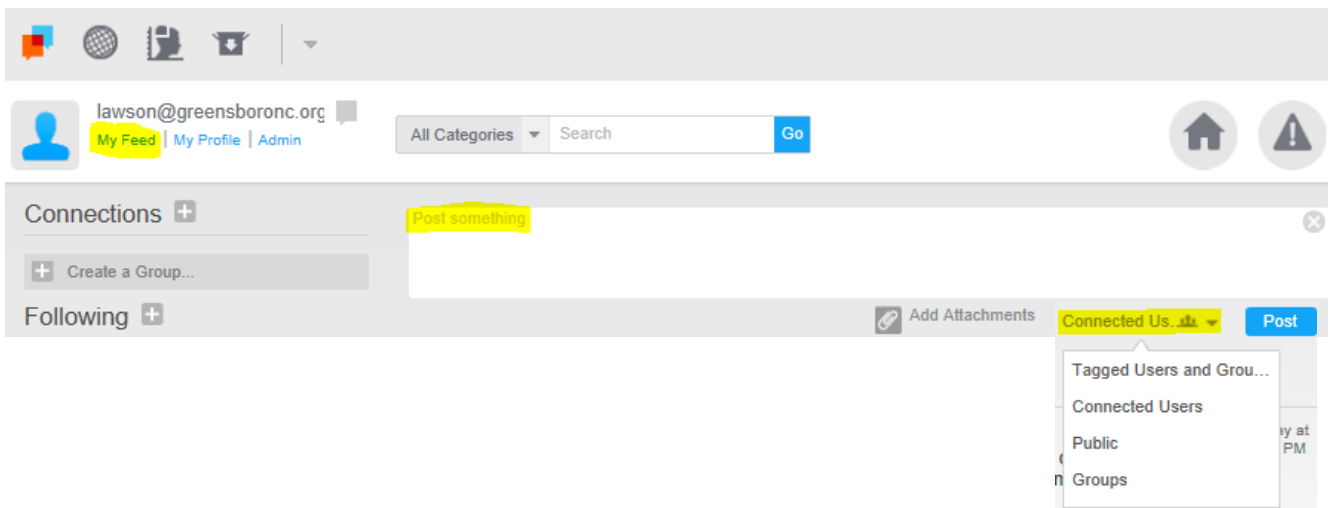
The Posts page displays the most recent posts in the middle pane. Each post has multiple options that are displayed when you hover on the post. Icons are available to add a comment or to share the post. There is an icon to view the details of the post in a post overlay panel.

Click the **Posts** icon to navigate to the Posts page.



To post a comment or an attachment, you need to be in the My Feed section. Post something and/or add an attachment, then select the group that you want to view your post.

- **Tagged Users and Groups:** Posts are viewable to individuals that you have tagged in your posts or individuals that you have added to a group that you administer.
- **Connected Users:** Posts are viewable to individuals that you are connected to only.
- **Public:** Posts are viewable to those that are connected to you and those that are following you.
- **Groups:** Posts are viewable to groups that you administer.



The screenshot shows the user interface for posting a message. At the top, there is a navigation bar with icons for home, search, and notifications. Below this, the user's profile information is displayed, including the email address 'lawson@greensboronc.org' and links for 'My Feed', 'My Profile', and 'Admin'. A search bar is also present. The main content area features a 'Post something' text input field. To the left, there are sections for 'Connections' and 'Following'. At the bottom of the post form, there are buttons for 'Add Attachments', a visibility dropdown menu currently set to 'Connected Users', and a 'Post' button. The dropdown menu is open, showing options: 'Tagged Users and Groups', 'Connected Users', 'Public', and 'Groups'.

Using the Activity Feed page

The Infor Ming.le Activity Feed page is divided into these areas:

- Left Connections and Following panels
- Main My Ming.le Feed area
- Right Recommended Groups and Recommended Users panels

Additionally, Infor Ming.le uses these key concepts:

- Connected users
- Groups
- Notifications

Click the **Activity Feed** icon to navigate to the Activity Feed page to see all the activity from your posts, posts that you are tagged in, or from users that you are connected to and/or following.



Using the Streams icon

Streams captures conversations that relate to unstructured business processes as participants collaborate to complete activities, due on different dates and times, organizing documents by threading them around each activity. Use the Streams Activity page to view stream templates, streams, and workflows:

- Stream templates are structured and defined business topics that are used to create streams.
- Streams are organized and recurring conversations around a business topic.
- Workflows are patterns of business activity as defined in the Infor ION Desk.

Click the **Streams** icon to navigate to the Streams Activity page



Creating Groups

Groups allow you to communicate with other select Ming.le users. Any communication that occurs within in this group will only be seen by those that are active members of the group. A few points to take into consideration when setting up groups:

It is recommended that you create a private group versus a public group.

- Only business related activity should appear in group conversations.
 - You must save the group prior to inviting users to join your group.
 - You can only invite Ming.le users to join a group.
 - A notification is sent to any user that invited to join a group.
 - The user receives a notification to approve or decline joining the group.
 - If the user approves joining the group, the group administrator will receive a notification. If the user has declined joining the group, there will not be any notification.
 - It is recommended that you have more than one group administrator.
 - Maintenance is required on a group. If a user terminates, changes departments, or changes positions, one of the group administrators will need to remove the user. You must also remember to add new users.
-

Creating Groups

Steps to create a group:

Click on “Create a Group” located in the left pane.



Name the group, enter your department, select privacy level (Private), and briefly describe purpose of group.

Click Save

 A screenshot of a 'Group Information' form. It includes fields for Name (filled with 'Financial and Budget Inquiry'), Department (filled with '(Enter Department Name)'), Related Skills (empty), Privacy Level (set to 'Private'), and Description (filled with 'To discuss financial and budget information for the (Enter Department Name)'). There are 'Save' and 'Cancel' buttons at the top right. Below the form are sections for 'Profile Picture' (with a 'Choose File' button), 'Administrators', and 'Members'.

Click on Invite Members

 A screenshot of a dialog box titled 'Members (1)' with an 'Invite Members' button. It contains a section for 'Post something to Financial and Budget Inquiry's page' with a text input field and a 'Post' button. Below this is a section for 'Financial and Budget Inquiry's Posts'.

In the “To” section, type in each user’s first name and click Send

 A screenshot of the 'To' section of the invite dialog. It shows a 'To' label next to an empty text input field. Below it is a 'Message' label next to a text input field containing the message: 'You have been invited to join the "Financial and Budget Inquiry" Group'. There are 'Send' and 'Cancel' buttons at the bottom right.

Deactivating Groups

If there is no longer a business need for a group. The group administrator(s) have the capability to deactivate the group.

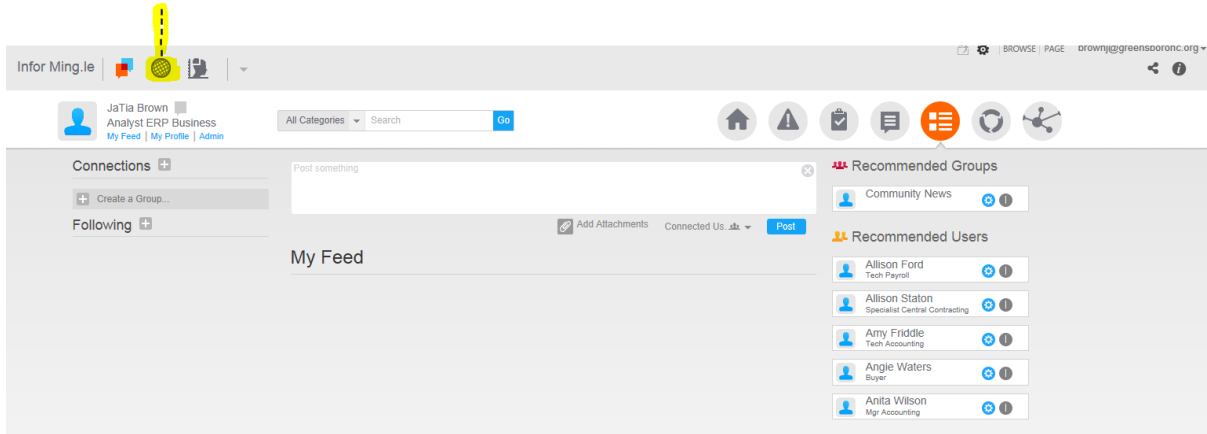
Steps to deactivate a group:

- Find your group name under the “Connections” area
- Click on the Create a Group link, located in the left pane.
- Click on Edit Profile
- Click on Deactivate
- Click Yes when asked are you sure you want to perform this action

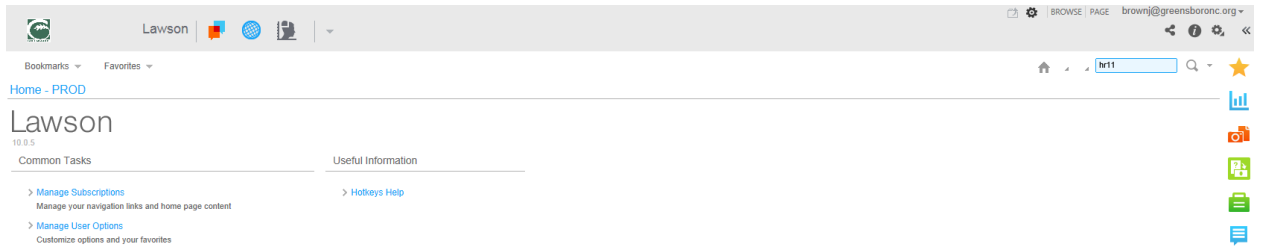
The screenshot displays the 'Group Information' form in the Ming.le/Lawson system. At the top, there is a search bar with 'All Categories' and a 'Go' button. The form includes fields for Name (HRIS Support), Department, Related Skills, Privacy Level (set to Private), and Description (To handle HRIS issues for our department). A 'Deactivate' button is visible in the top right corner of the form. Below the form is a 'Profile Picture' section with a 'Choose File' button. The 'Administrators' section lists JaTia Brown, and the 'Members' section lists Terri Goddard and Wendy. A 'Deactivate Group' dialog box is open, asking 'Are you sure you want to perform this action?' with 'Yes' and 'No' buttons.

Accessing Infor Lawson

Click on the Globe  in the Infor Ming.le header



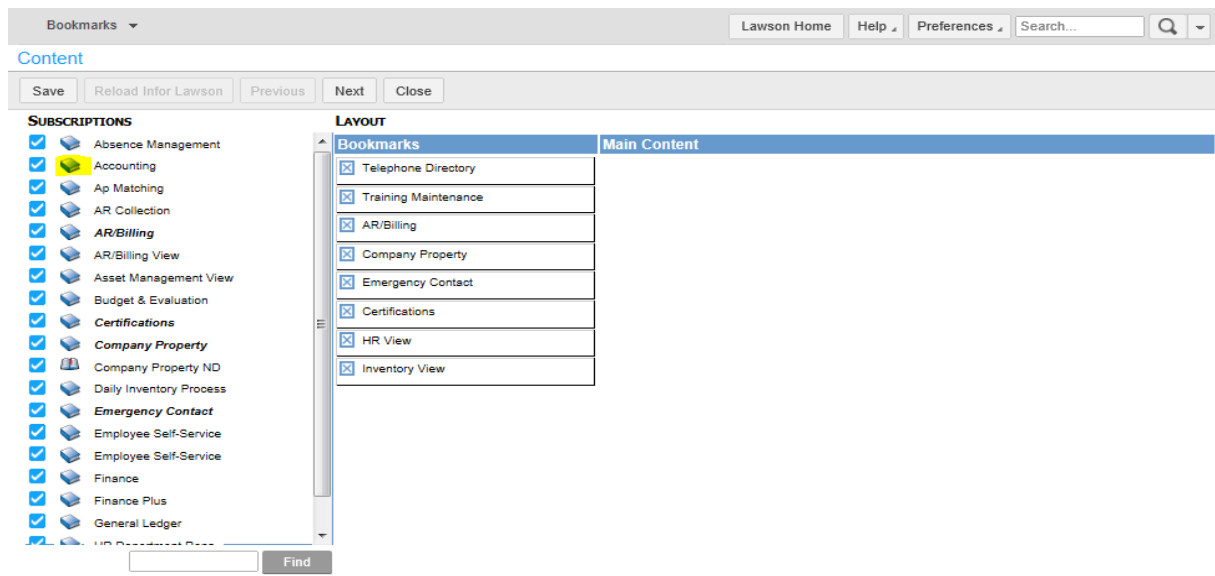
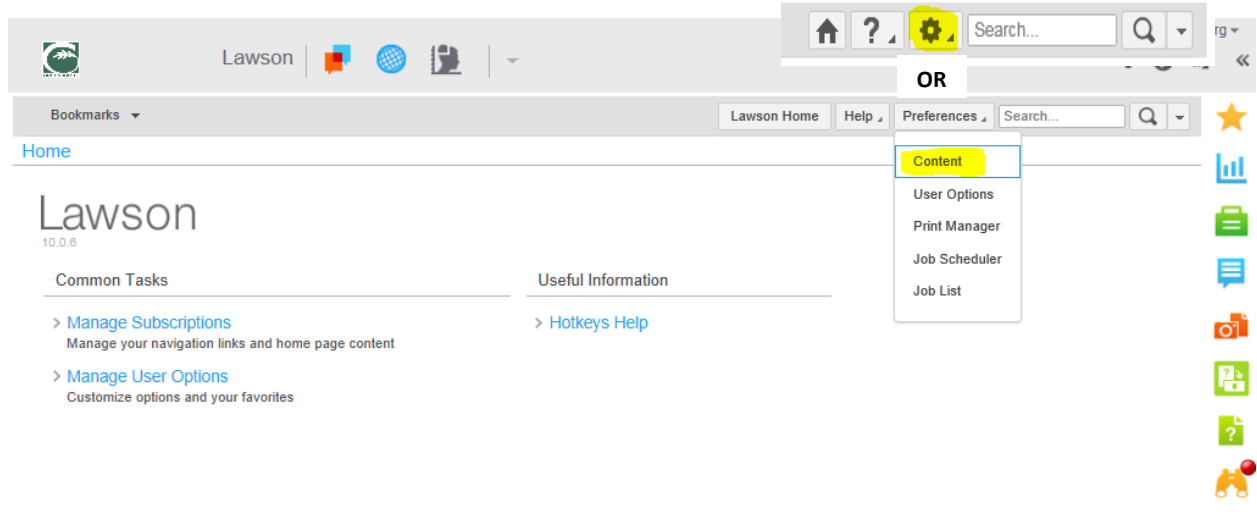
Homepage for Infor Lawson (below)



Customizing your Homepage

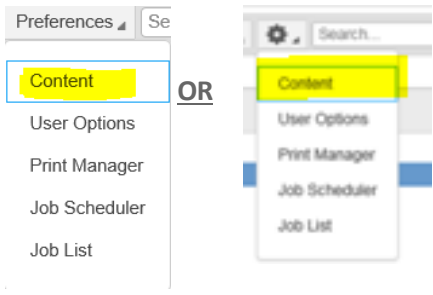
Click on Preferences or the Cogwheel icon

Click on Content

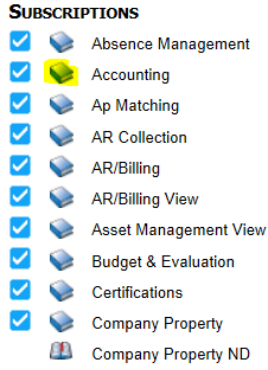


Customizing your Homepage (optional)

Click on Content



OR

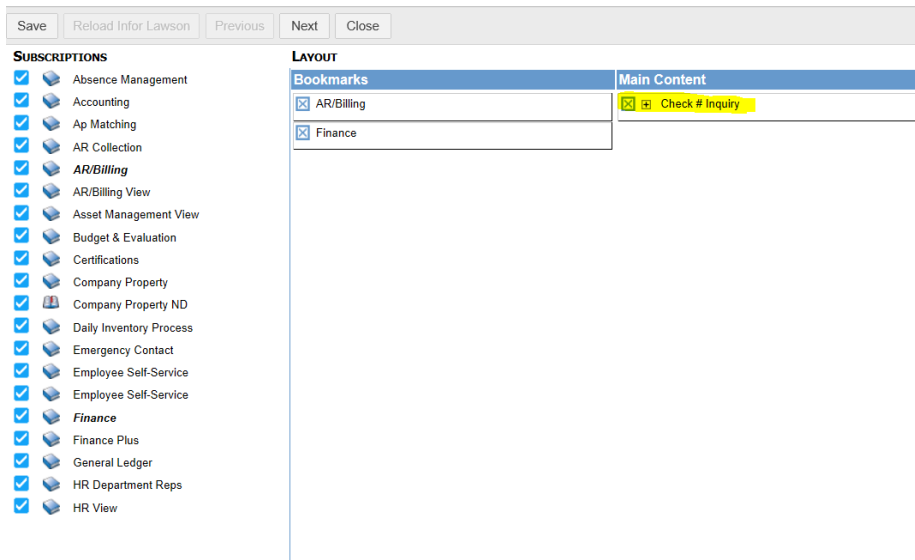


Click on the Subscription book to expand the Subscription

Double-click on the Subscription book

- Accounting
- AR Customer
- Check Order Entry
- Contract Ck Order Entry
- PO Invoice Entry
- PO-Contract Status
- Check # Inquiry**
- Ck Search by PO-Contract
- Vendor Activity
- Accounting Requisition

The form moves under the Main Content section



Save Reload Infor Lawson Previous Next Close

SUBSCRIPTIONS

- Absence Management
- Accounting
- Ap Matching
- AR Collection
- AR/Billing**
- AR/Billing View
- Asset Management View
- Budget & Evaluation
- Certifications
- Company Property
- Company Property ND
- Daily Inventory Process
- Emergency Contact
- Employee Self-Service
- Employee Self-Service
- Finance**
- Finance Plus
- General Ledger
- HR Department Reps
- HR View

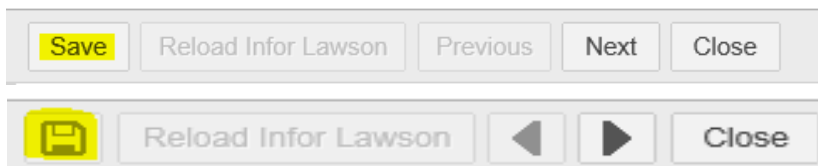
LAYOUT

Bookmarks	Main Content
<input checked="" type="checkbox"/> AR/Billing	<input checked="" type="checkbox"/> Check # Inquiry
<input checked="" type="checkbox"/> Finance	

Please note: Click the Next button or the right arrow icon to go to the next set of bookmarks until you locate the bookmark(s) of your choice

Customizing your Homepage (optional)

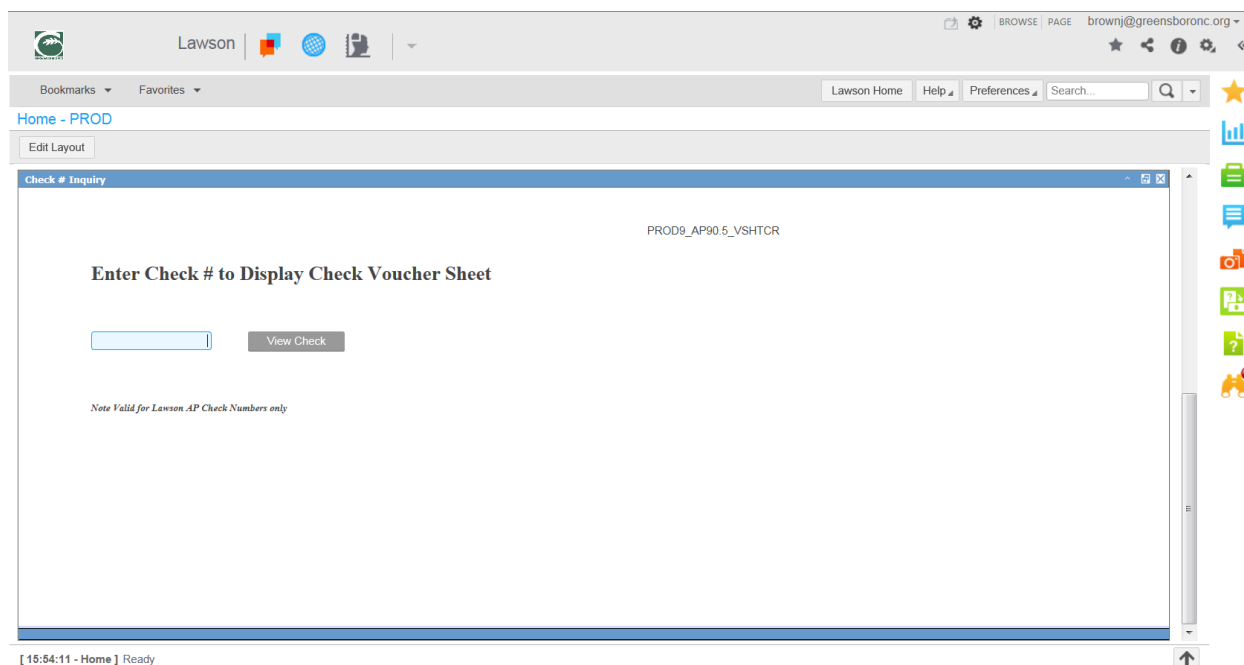
Click Save or the disc icon



Click Close

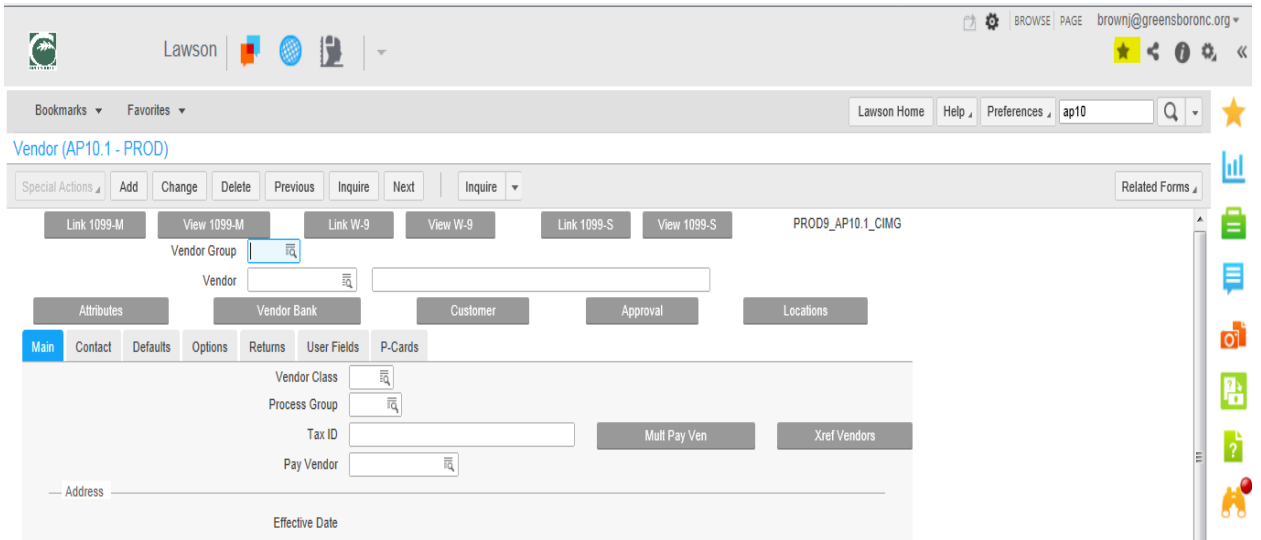


Homepage



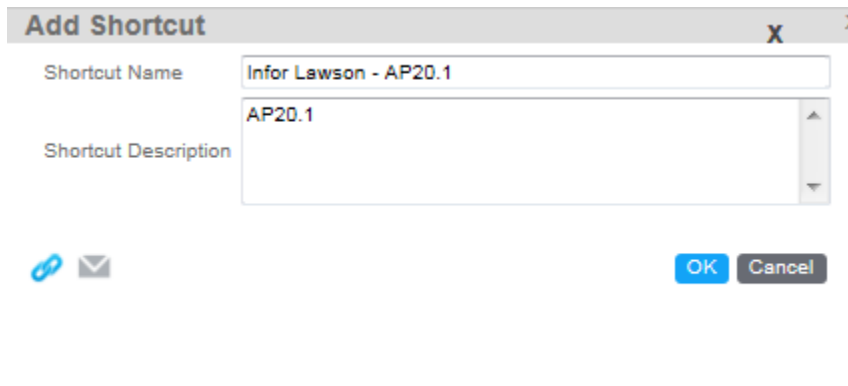
Adding Shortcuts

Add Shortcut – Click on the star to create a shortcut



The screenshot shows the Lawson AP10.1 - PROD interface. The top navigation bar includes the Lawson logo, user information (brownj@greensboronc.org), and a star icon. The main content area displays the Vendor form with various tabs and fields. The star icon is located in the top right corner of the interface, indicating where to click to create a shortcut.

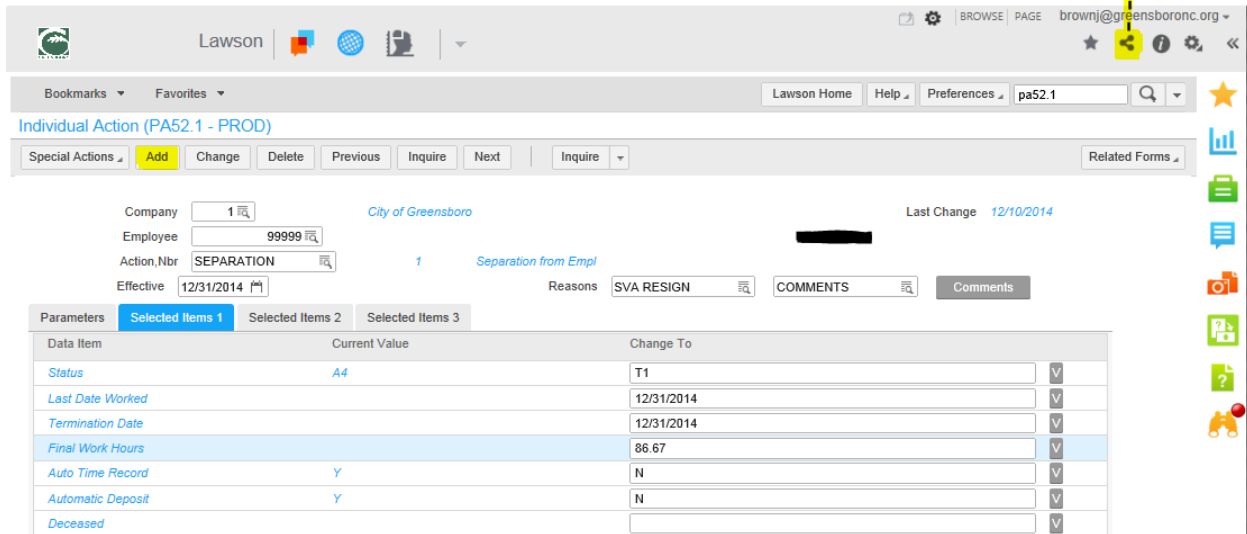
Name the shortcut and add a description (optional) and click OK



The screenshot shows the 'Add Shortcut' dialog box. It has a title bar with 'Add Shortcut' and a close button (X). The dialog contains two text input fields: 'Shortcut Name' with the value 'Infor Lawson - AP20.1' and 'Shortcut Description' with the value 'AP20.1'. At the bottom right, there are 'OK' and 'Cancel' buttons. There are also icons for a link and an envelope at the bottom left.

Share a Lawson Transaction

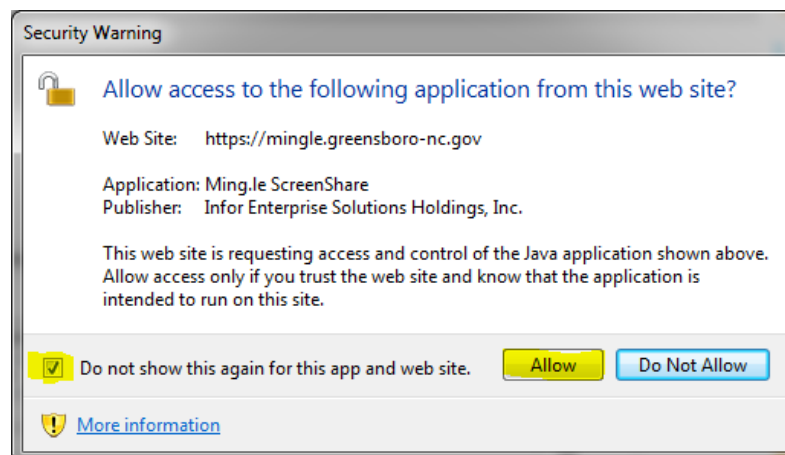
After you add a Lawson Transaction, click the Share  icon located under your username



The screenshot shows the Lawson web application interface. At the top, there is a navigation bar with 'Lawson Home', 'Help', 'Preferences', and a search box containing 'pa52.1'. Below this is a toolbar with 'Special Actions', 'Add', 'Change', 'Delete', 'Previous', 'Inquire', 'Next', and 'Inquire'. The main content area displays transaction details for 'City of Greensboro', including fields for Company (1), Employee (99999), Action Nbr (SEPARATION), and Effective Date (12/31/2014). A table below shows parameters and selected items:

Data Item	Current Value	Change To
Status	A4	T1
Last Date Worked		12/31/2014
Termination Date		12/31/2014
Final Work Hours		86.67
Auto Time Record	Y	N
Automatic Deposit	Y	N
Deceased		

If you receive the following prompt, check the “Do not show this again for this app and website” and click “Allow” ****if you do not receive the prompt, proceed to the next step****



Share a Lawson Transaction

By default, your transaction is listed with a standard hash tag (#) based on the location of your Lawson screen.

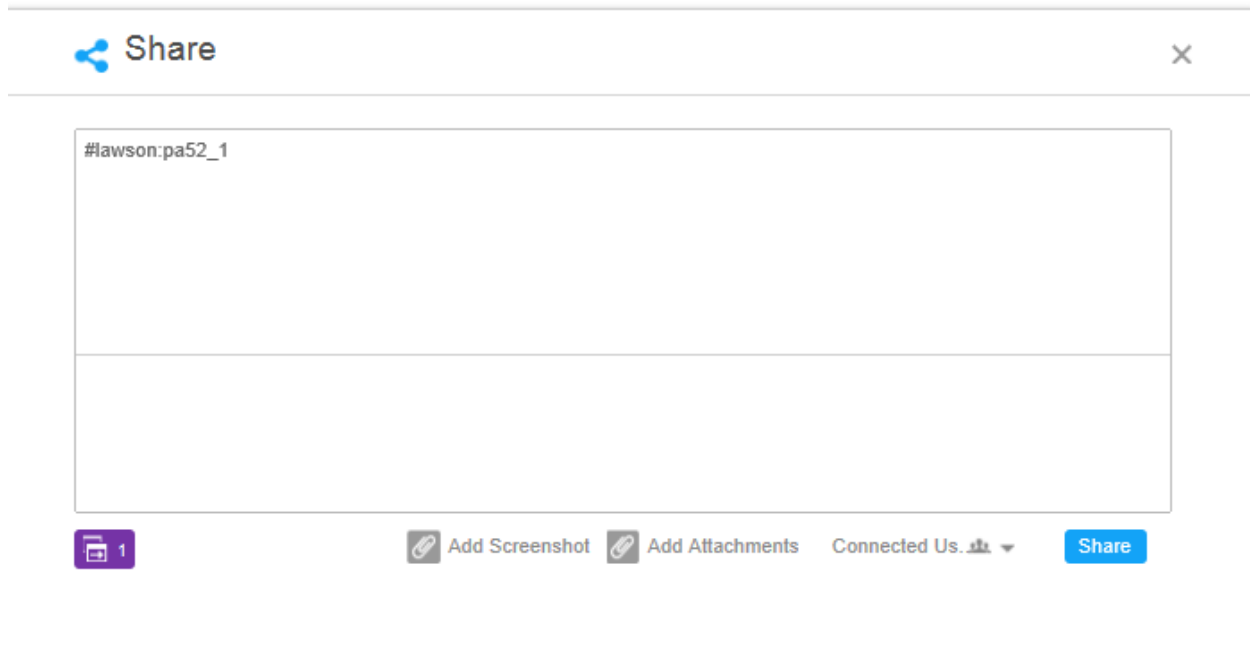
For example: *If you're on Lawson screen PA52.1, the default hash tag will be #lawson:pa52_1*

You can change the hash tag if you don't like the defaulted one, or add a description to the transaction. Before you click Share, you also have the option to:

Add Screenshot – so the screenshot appears within the post instead of an attachment that you must click to open

Add Attachments – optional if you want to add additional attachments such as supporting documentation

Select the group that you want to view the post (refer to page 10 for a definition of the different groups that you can share your post with)



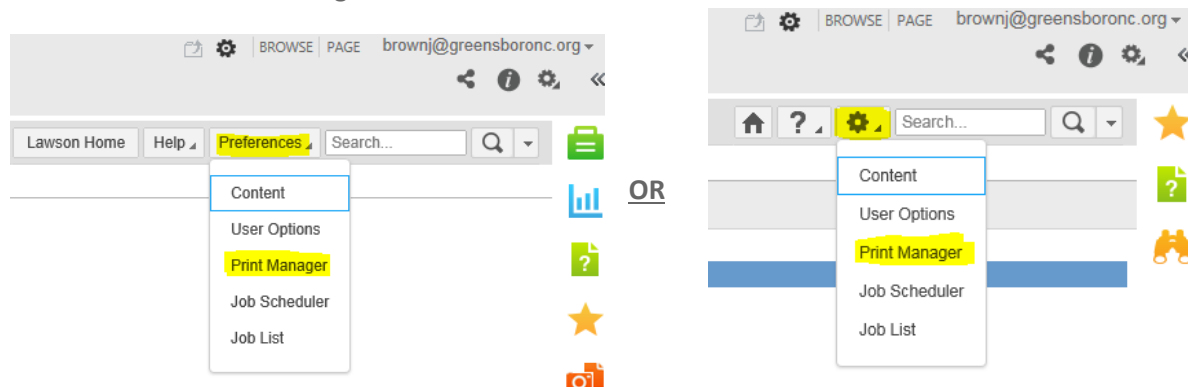
Share

#lawson:pa52_1

1 Add Screenshot Add Attachments Connected Us. Share

Accessing Print Manager

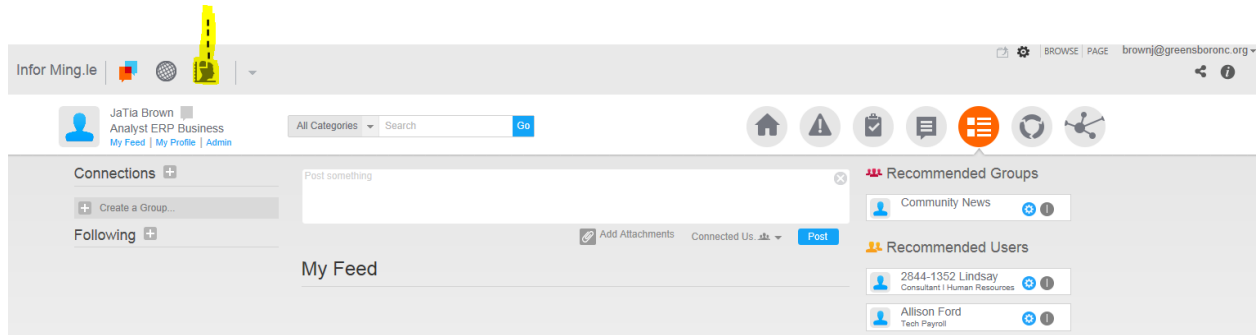
- Click on Preferences or the Cogwheel icon
- Click on Print Manager



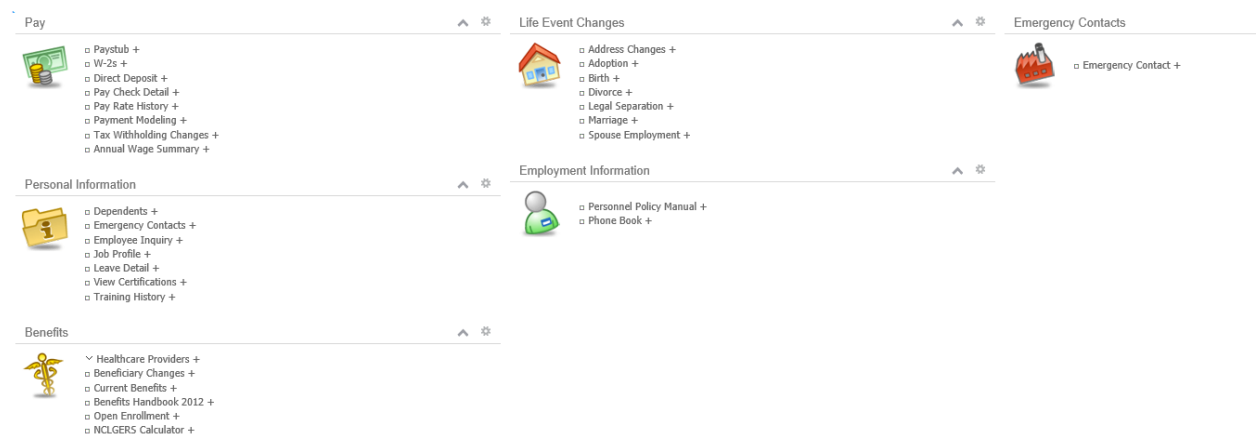
Please note: The first time you access Print Manager, you will see your previous job names (if you had any) and not your print files.

Accessing Infor Lawson Business Intelligence

Click on the Chart Icon  in the Infor Ming.le header



Employee Self Service Dashboard



Signing Off

Sign Out – click on your email address displayed in upper right and select Sign Out

