2015

City of Greensboro

GREENSBORO

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

[MING.LE/LAWSON USER GUIDE]

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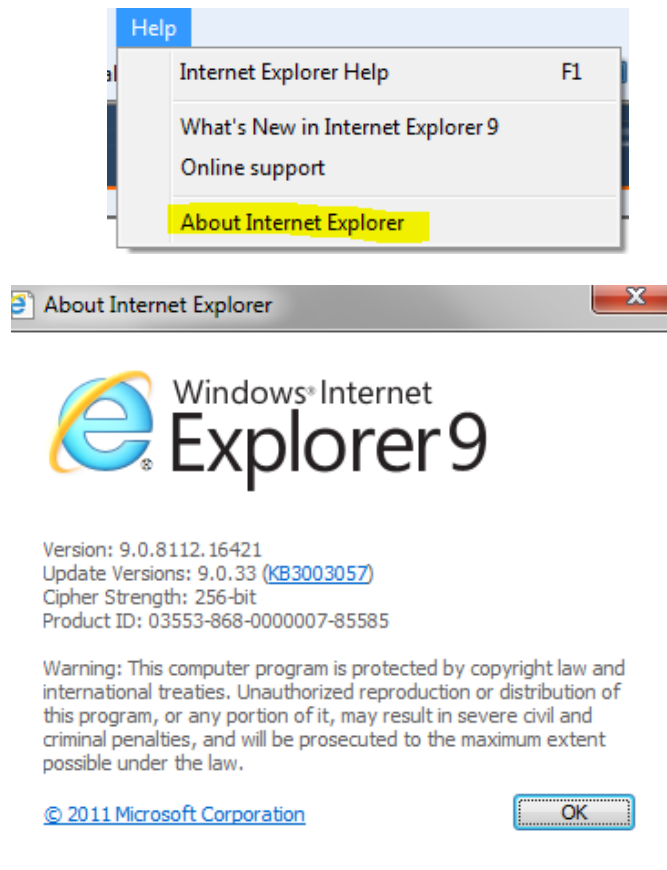# Review Computer Settings

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

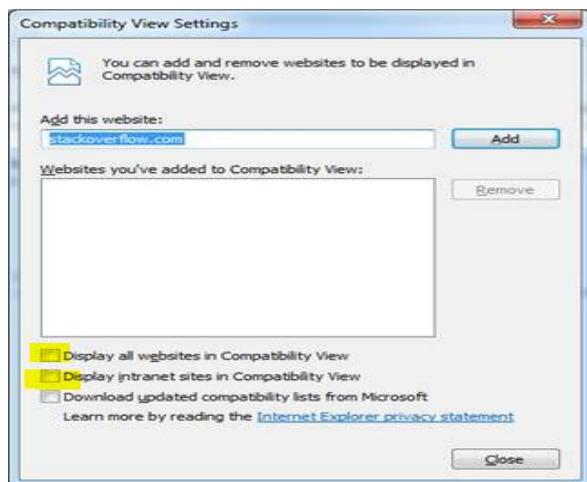Go to Internet Explorer click on **Tools** and click on:

- Internet Options
- Security tab
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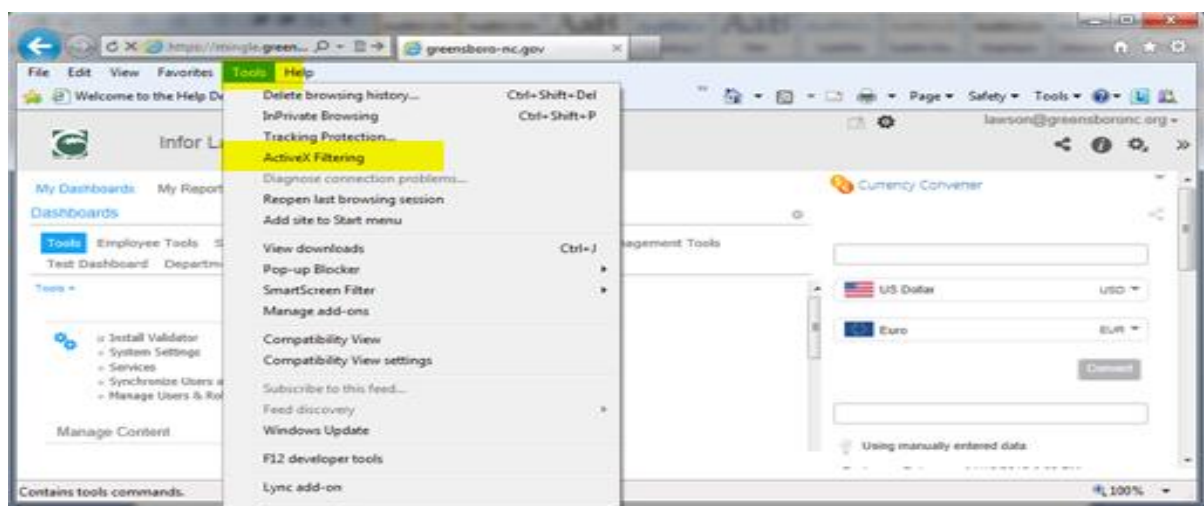
Click OK

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:

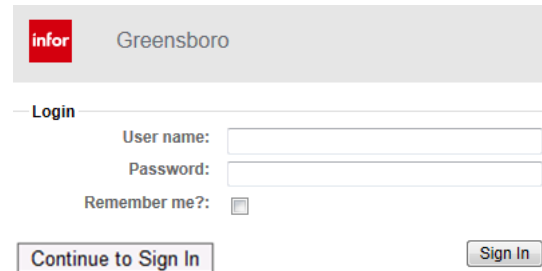Go to Internet Explorer click on **Tools** and make sure the ActiveX Filtering is turned off
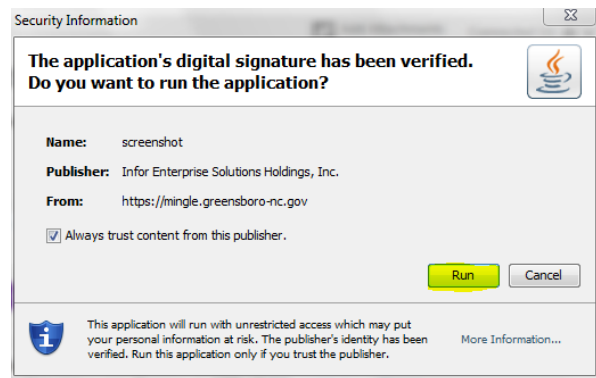
Login to Ming.le

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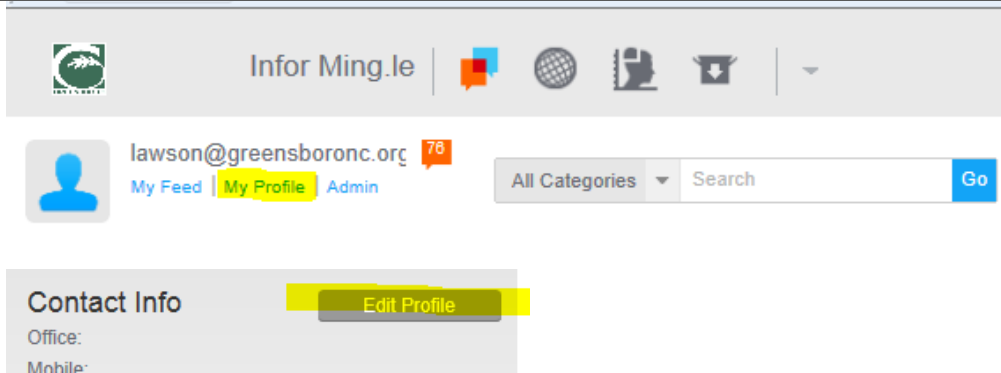
Homepage for Ming.le
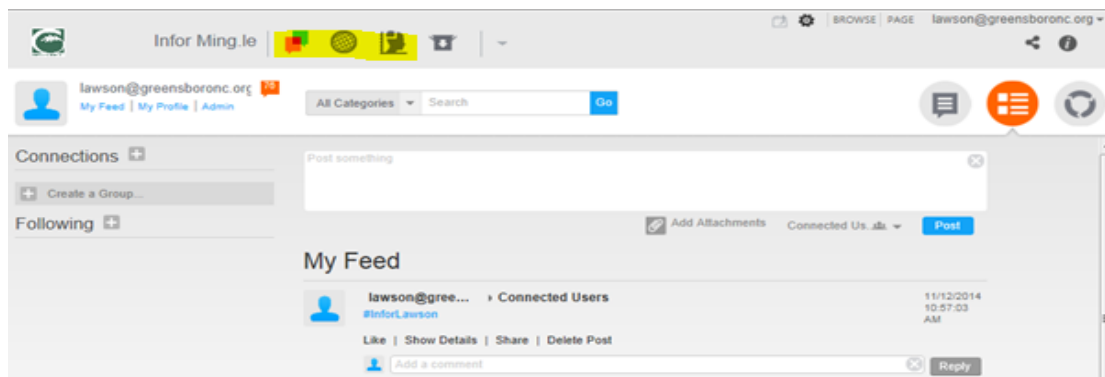
The highlighted section is where you will be able to toggle between the various Plug-ins.

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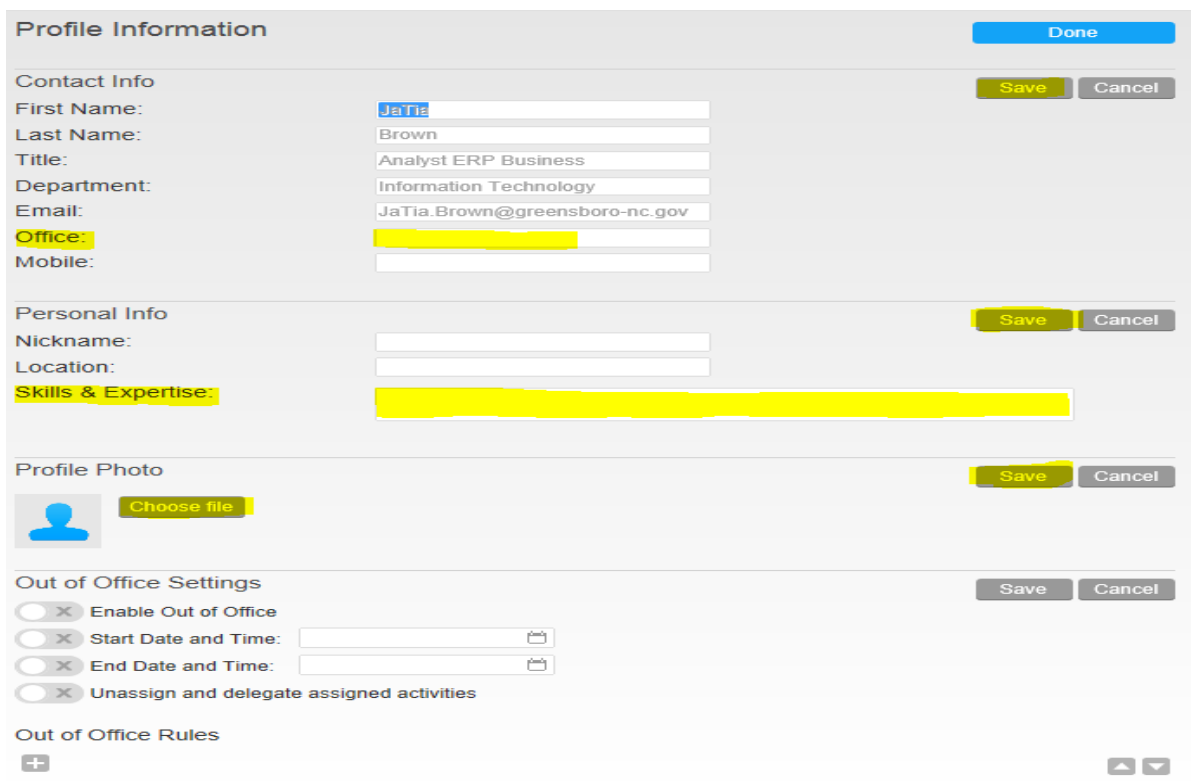- Infor Lawson BI (dashboards).

Go to My Profile

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

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:

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

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
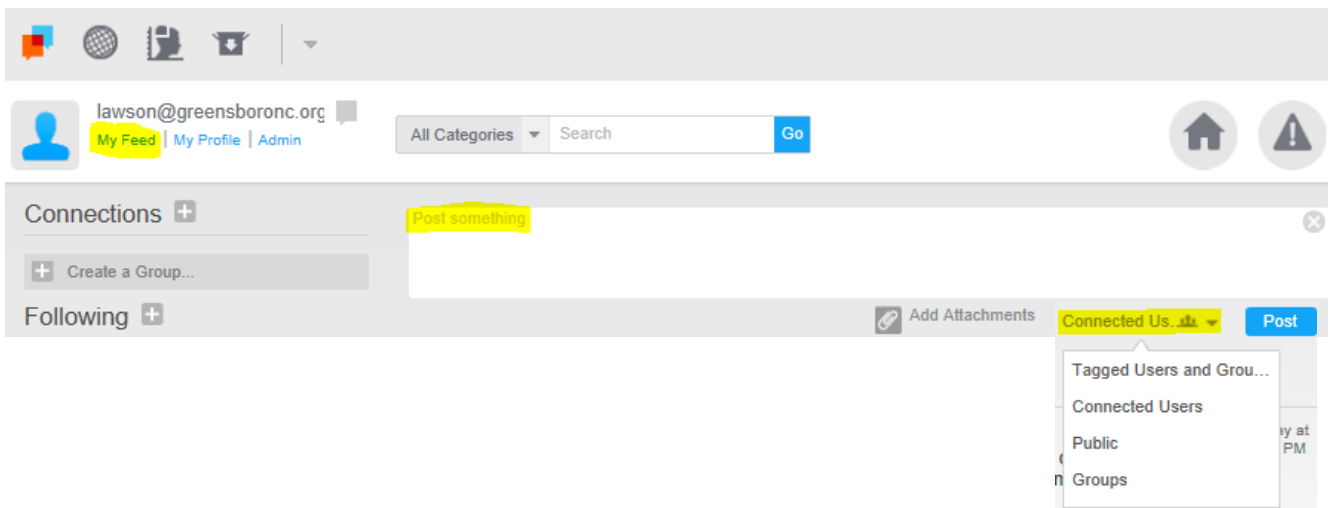- Streams

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.

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

Click on Invite Members

In the "To" section, type in each user's first name and click Send

Deactivating Groups

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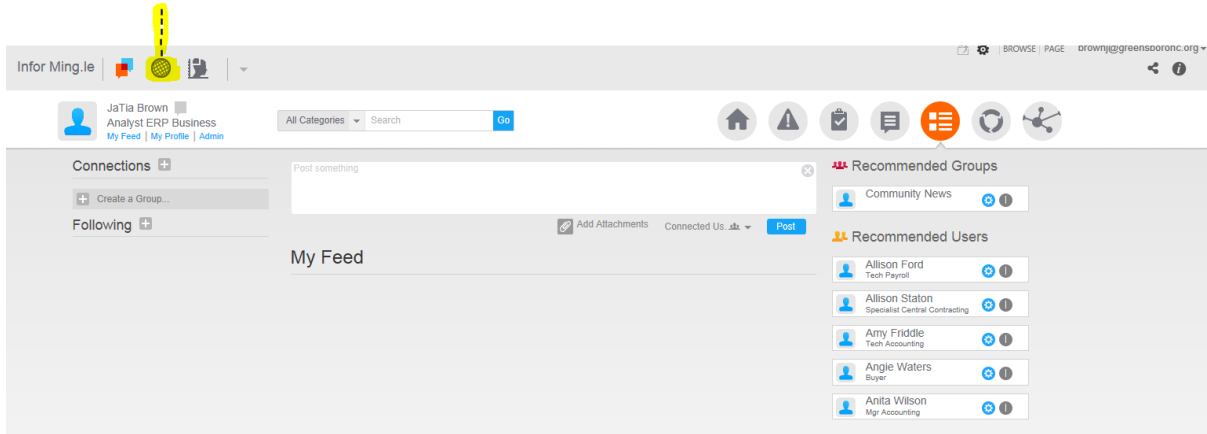
Steps to deactivate a group:

- 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

Accessing Infor Lawson

Click on the Globe [globe icon] in the Infor Ming.le header

Homepage for Infor Lawson (below)
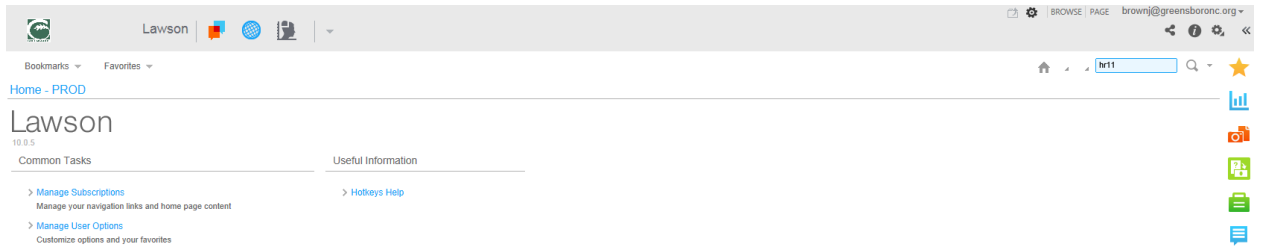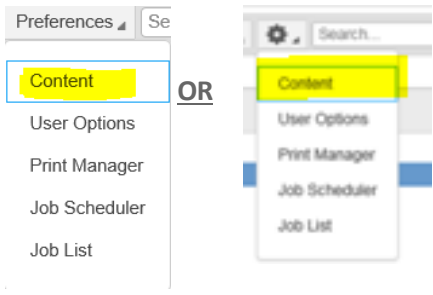
Customizing your Homepage

Click on Preferences or the Cogwheel icon
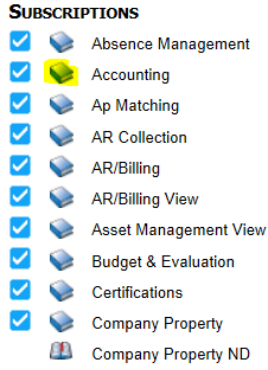
Click on Content
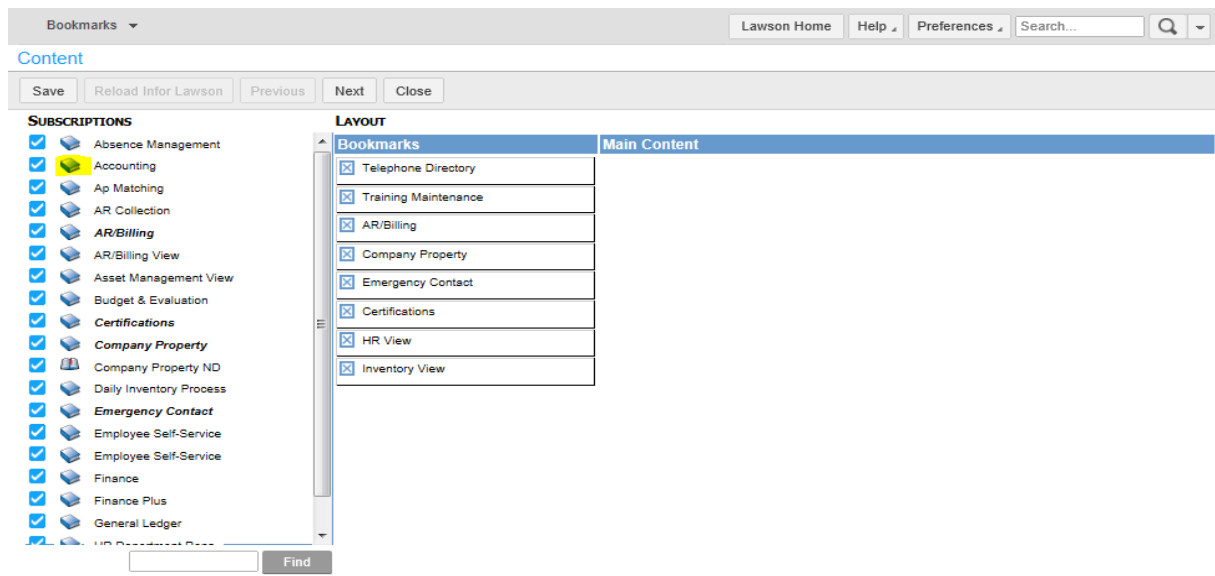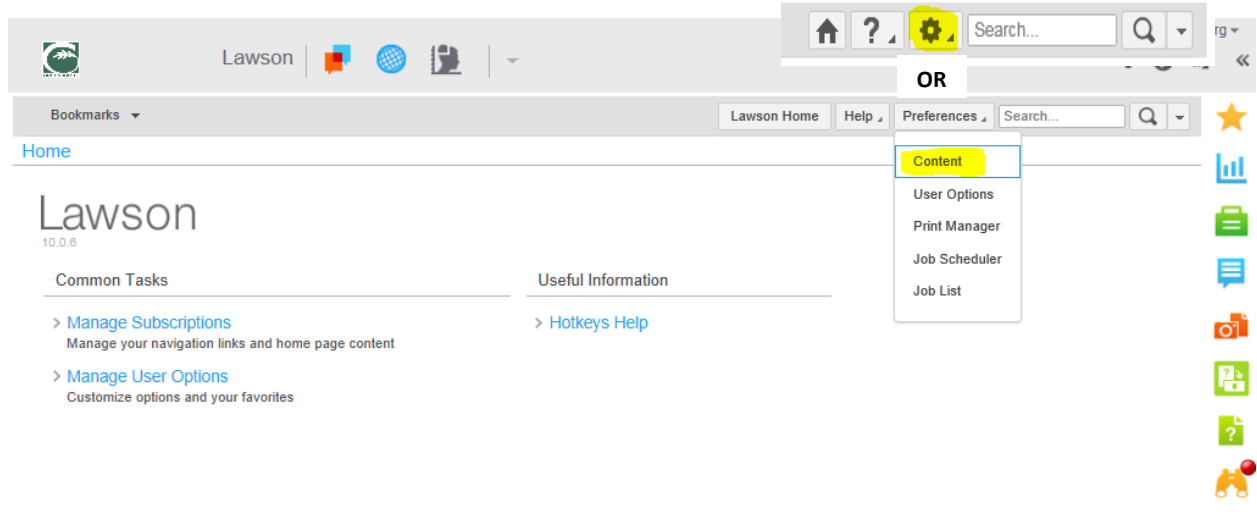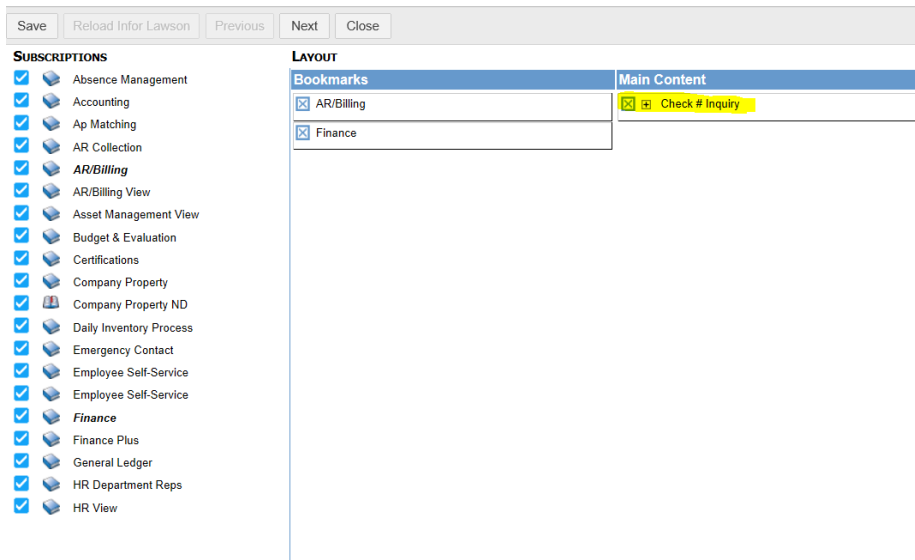
Customizing your Homepage (optional)

Click on Content

OR

Click on the Subscription book to expand the Subscription

Double-click on the Subscription book

The form moves under the Main Content section

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

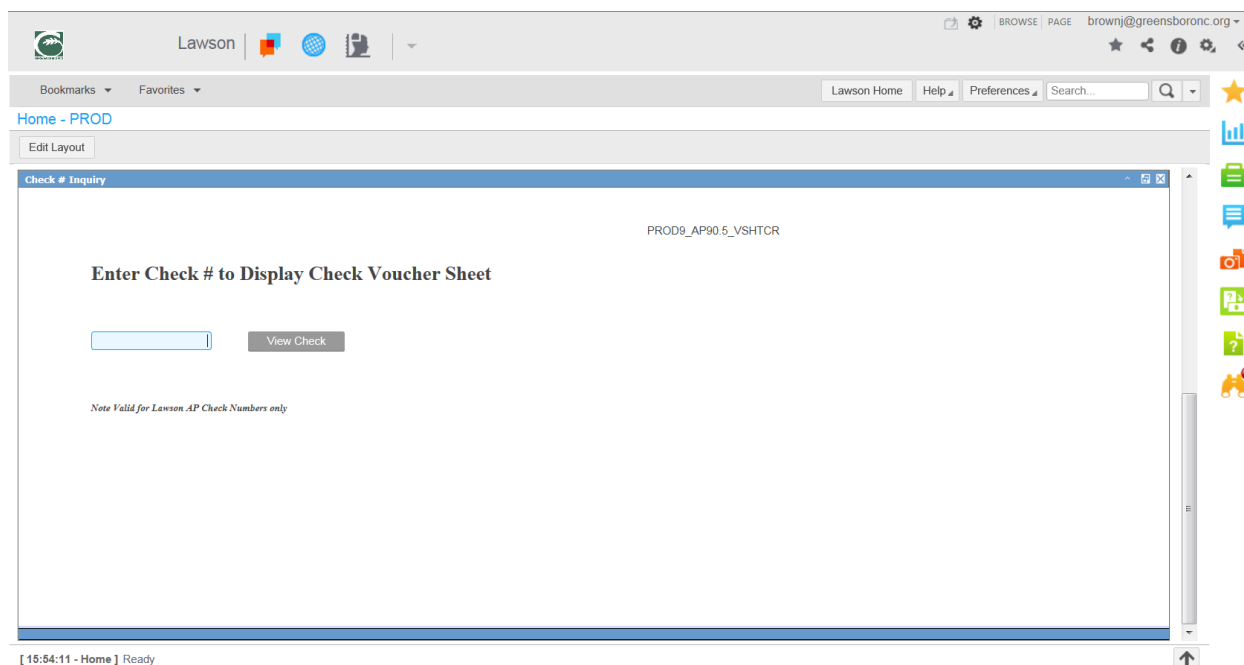# Customizing your Homepage (optional)
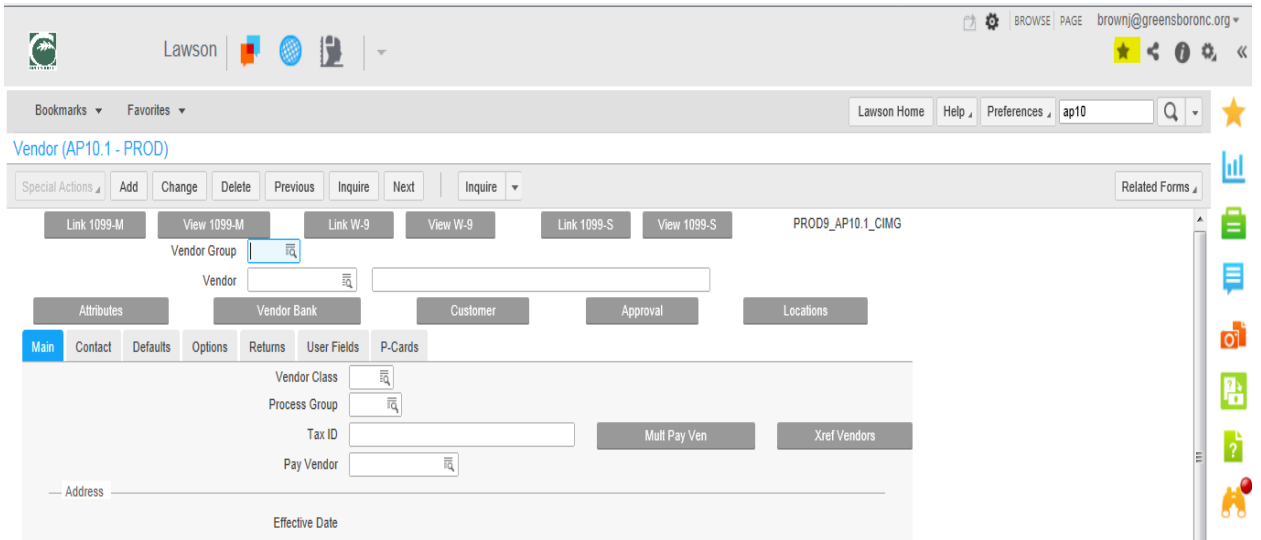
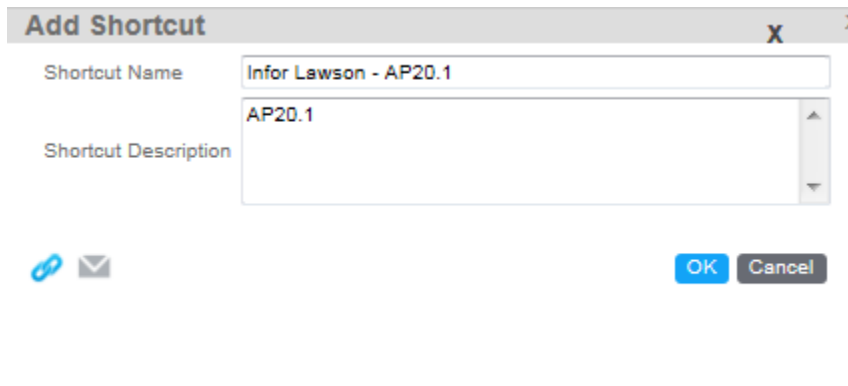Click Save <u>or</u> the disc icon
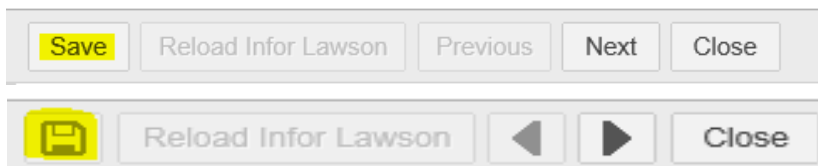
Click Close

Homepage

Adding Shortcuts

Add Shortcut – Click on the star to create a shortcut
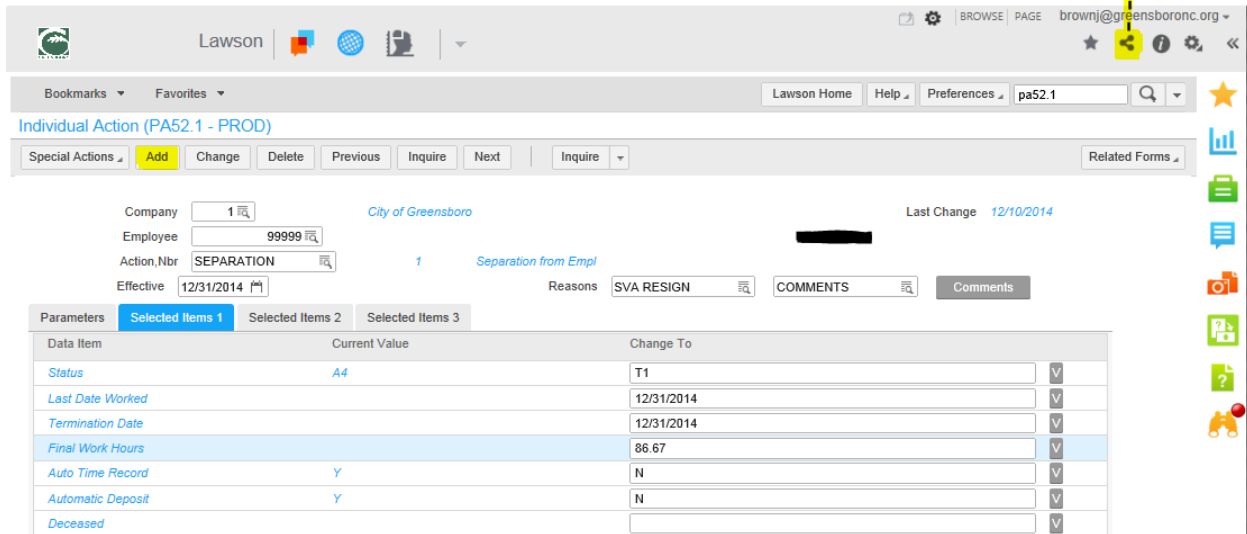
Name the shortcut and add a description (optional) and click OK

Share a Lawson Transaction

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

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**
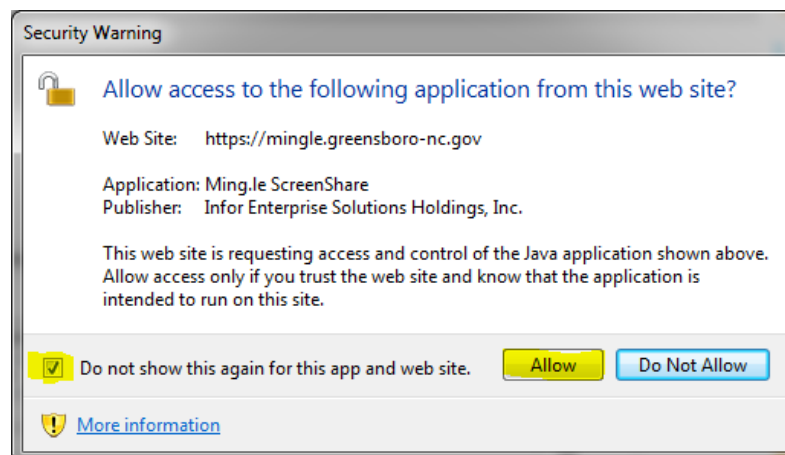
Share a Lawson Transaction

By default, your transaction is listed with a standard hash tag (#) based on the location of your Lawson screen.
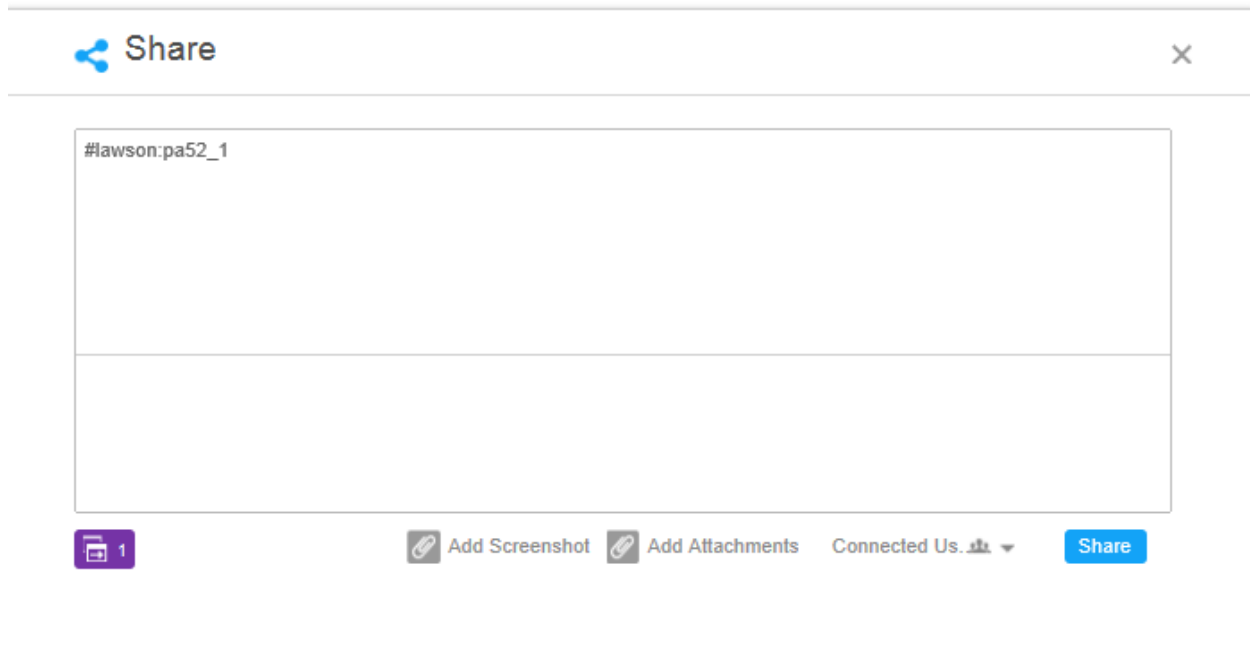
> **For example:** *If you're on Lawson screen PA52.1, the default hash tag will be*
> *#lawson:pa52_1*

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)
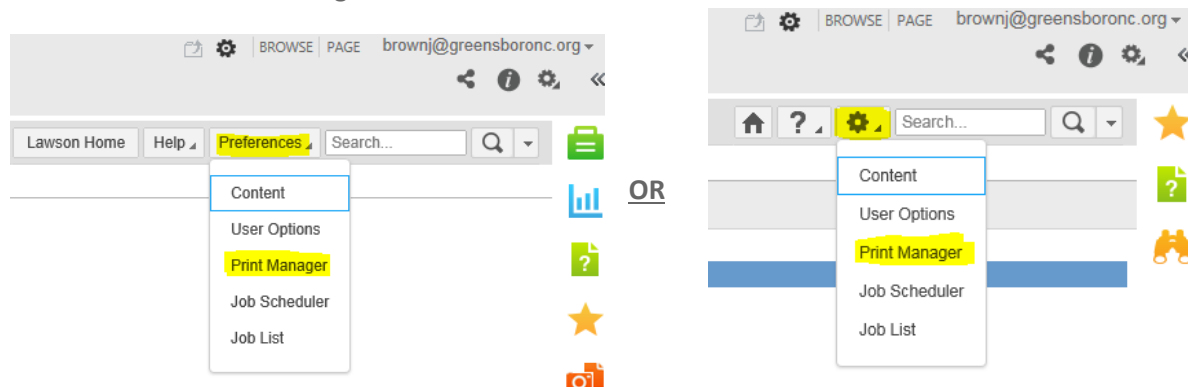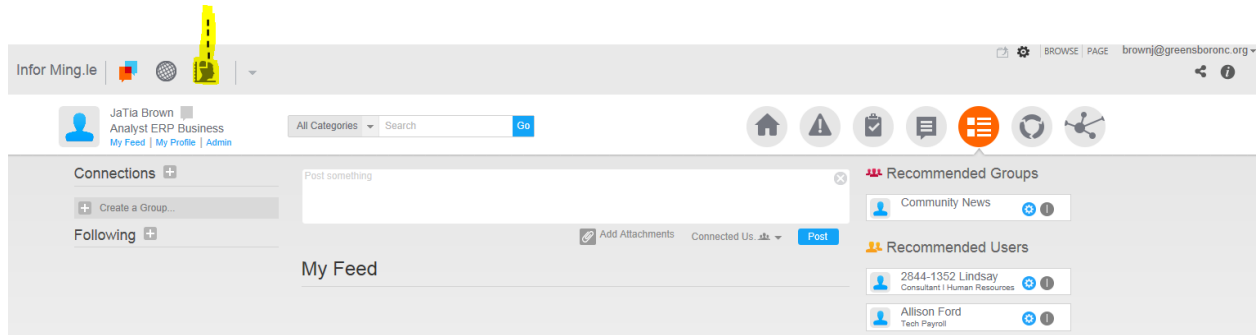
Accessing Print Manager

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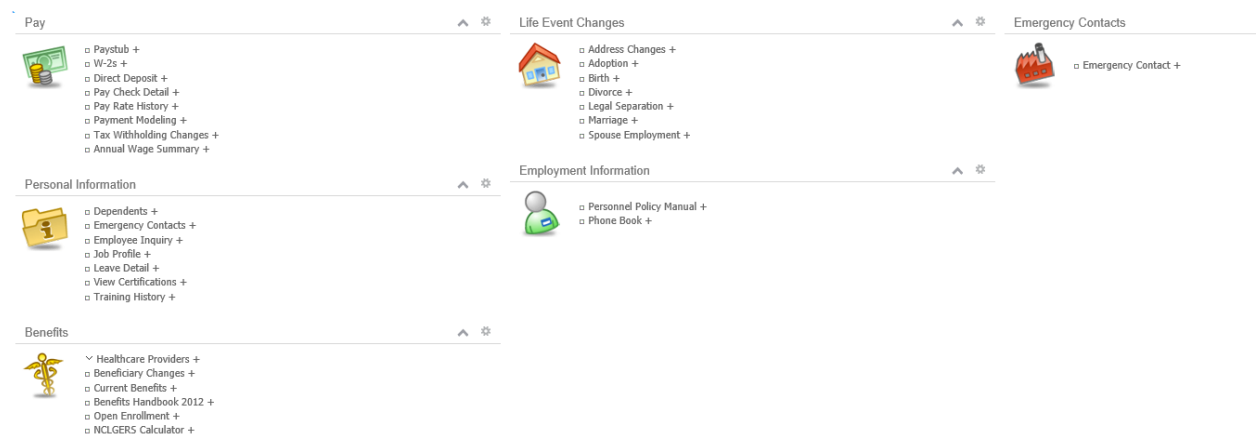- Click on Print Manager

OR

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