Infor Lawson Ming.le V10

Overview Application Guide

City of High Point
High Point, NC

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Printed in the United States of America

Infor Lawson Ming.le V10 Application Overview

Description:

This guide provides a basic overview of the Infor Lawson Ming.le V10 application using Infor Lawson Ming.le. Emphasis is on the new functionality in Infor Lawson Ming.le V10.

Objectives:

Learn how to access Infor Lawson V10
Know how to navigate in the system
Understand the differences from the current system
Understand the terminology
Learn how to access and use forms
Understand how to access and run reports

Topics:

Logging in and out of Lawson
Understanding the Infor Lawson V10 layout
Navigating in the Infor Lawson V10 application
Understanding how to access and use the forms
Learn how to access and run reports
Getting Help and Support

Prerequisites:

None

Level: Introduction

Duration: One Hour

Learning Outcomes

Upon review of this guide, you should be able to:

Log in and out of Infor Lawson V10
Understand the Infor Lawson V10 layout
Navigate in the Infor Lawson V10 application
Understand how to access and use the forms
Know how to access and run reports
Know how to get help and support

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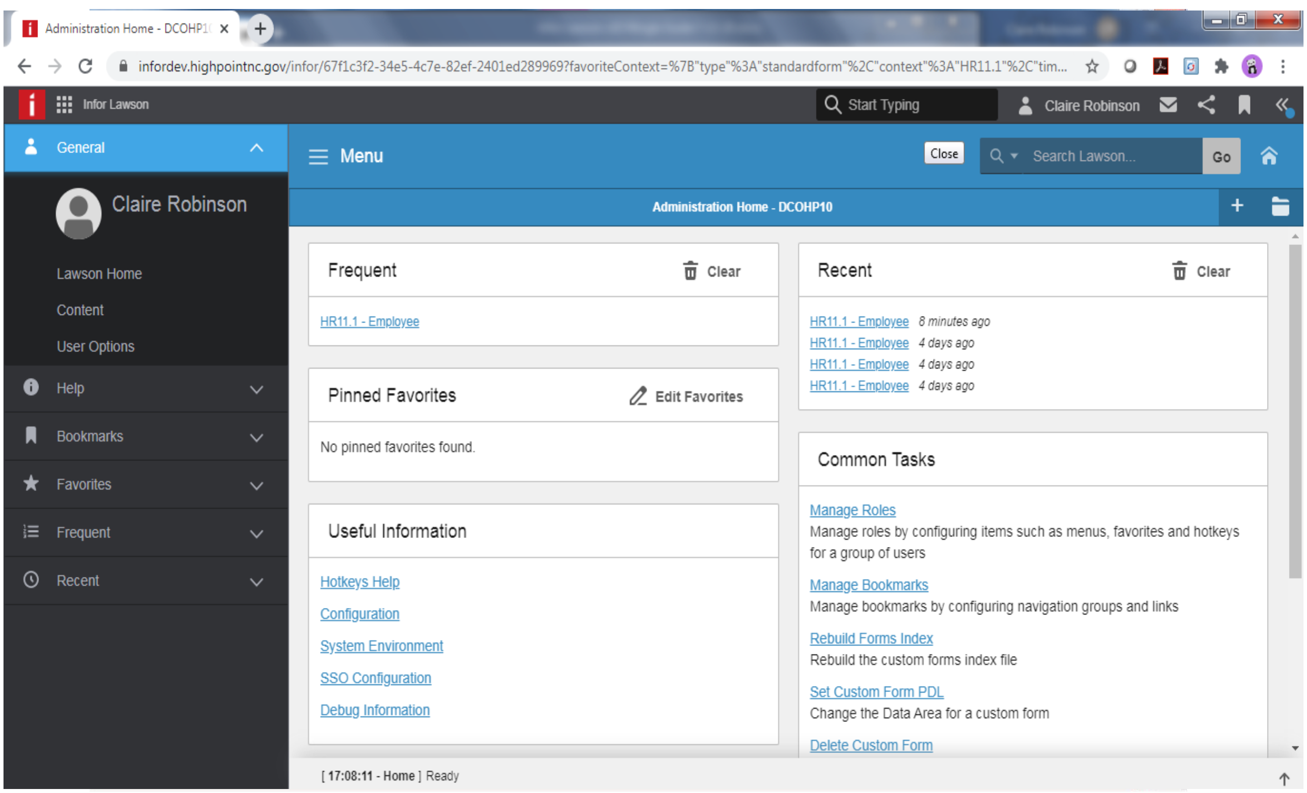
Infor Lawson Ming.le V10 Overview

The City of High Point is in the process of upgrading the current Lawson security ADFS and also transitioning from a Unix/Oracle environment to Windows Server/SQL.

The functions in Lawson for the financial, human resource and payroll system and the other modules are the same but the appearance of the system has been enhanced using Infor Lawson Ming.le as the user interface to navigate through the Infor Lawson forms and functions.

Infor is the company that previously purchased Lawson and Lawson is the financial, payroll and human resource software used at the City.



Infor Lawson Ming.le V10 also contains some enhanced features such as list view, menu navigation, tab groups and pages.

The purpose of this guide is to provide an overview of the navigation and basic functions to use the forms, reports and features of Lawson Ming.le.

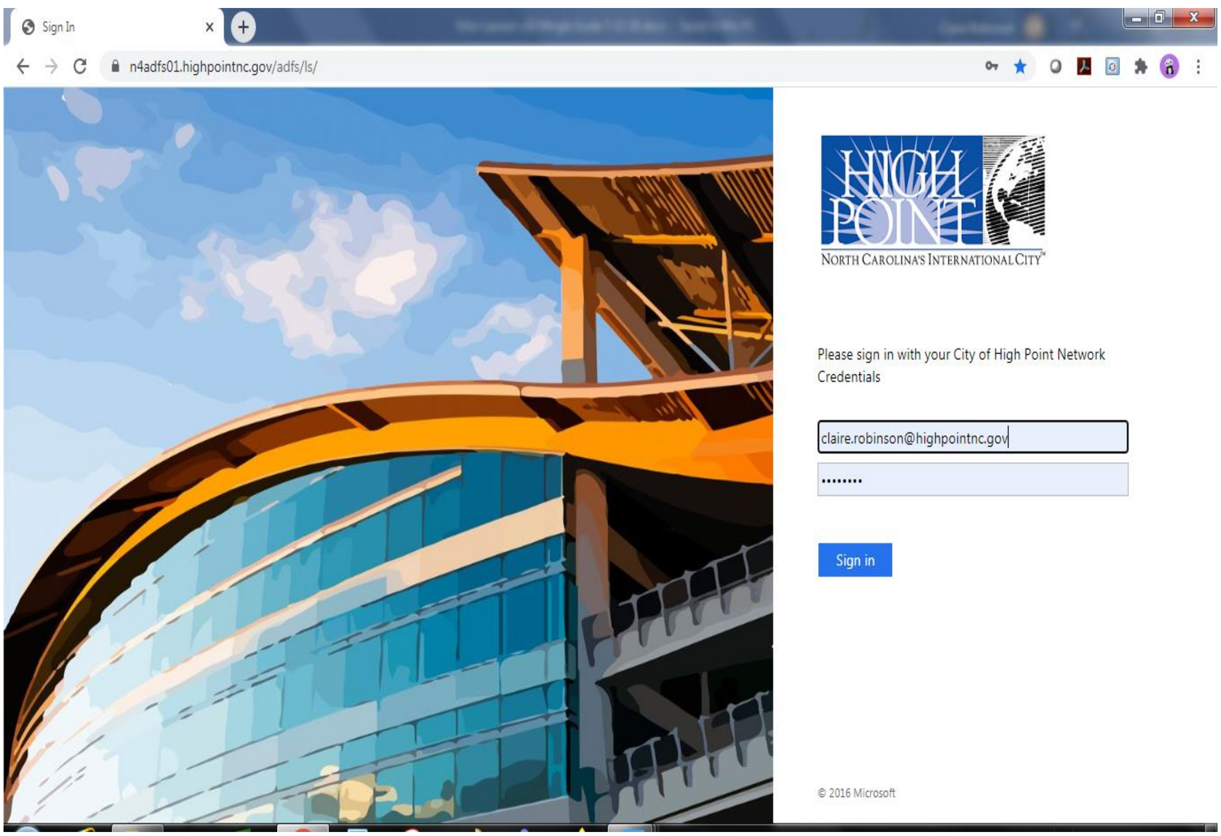
How To Access Infor Lawson Ming.le

For training and testing purposes, access the Infor Lawson Development environment that will also default to the DCOHP product line. Use the link below:

https://infordev.highpointnc.gov/infor

Note: Use Chrome instead of Internet Explorer (IE) for best performance using the system.

The following login screen will appear for you to login to the system.



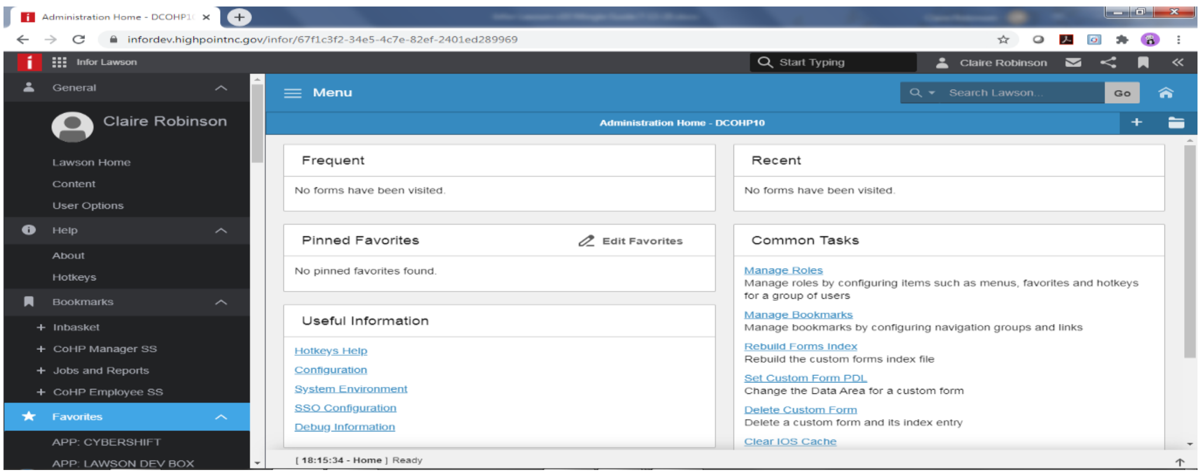
1. Enter your City **email address** (for training purposes) or your **username**.
2. Enter your **password**.
3. Click the **Sign in** button.

Screen Features

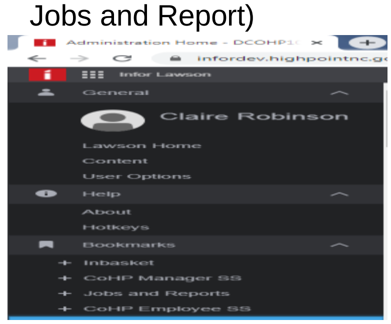
Lawson Home Page

Once you login you will arrive at the Home page for Lawson as shown below. Your screen will not contain items and functions based on your level of security.

The message “Loading” may display as you move from and to certain screens.



<table>
<tr>
<td>Infor Logo</td>
<td>The i is the logo for Infor.

</td>
</tr>
<tr>
<td>Navigation Menu</td>
<td>Collapse items under each item in the navigation menu on the left. You can access:
General Items (Content, User Options)
Help (About –Lawson version, Hotkeys)
Bookmarks (that include ESS, MSS Inbasket, Jobs and Report)

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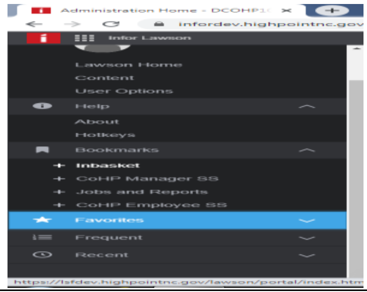
<table>
<tr>
<td>Navigation Menu</td>
<td>

Favorites (which is where the shortcuts you create are listed)
Frequent items you access
Recent Items you access



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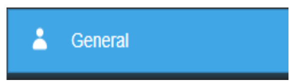
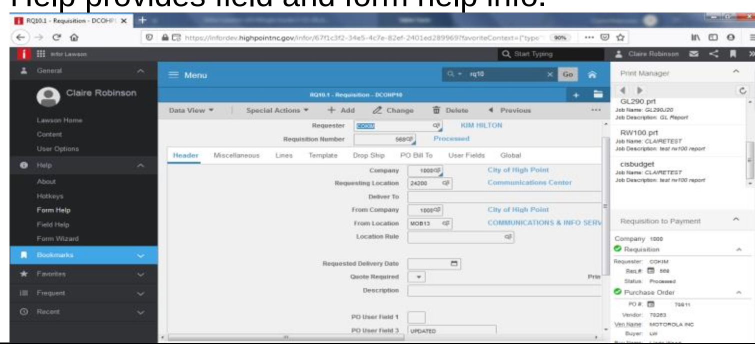
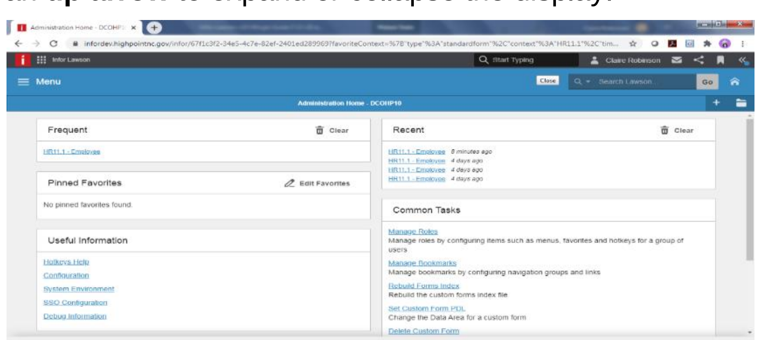
</tr>
<tr>
<td>General</td>
<td>Provides access to the Lawson Home page, Content and User Options


</td>
</tr>
<tr>
<td>Help</td>
<td>Help provides field and form help info.

</td>
</tr>
<tr>
<td>Scroll, Menu, Status Bar</td>
<td>Scroll bar – use to scroll up and down the menu list.

Menu – click the icon in front of the word Menu to collapse the navigation menu and click the icon again to redisplay the navigation menu on the left.

Status Bar – the status bar displays at the bottom with an up arrow to expand or collapse the display.

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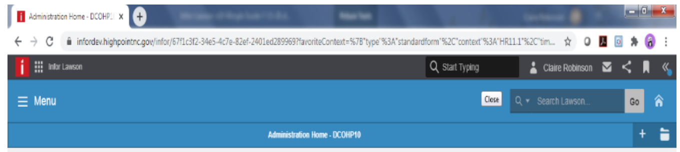
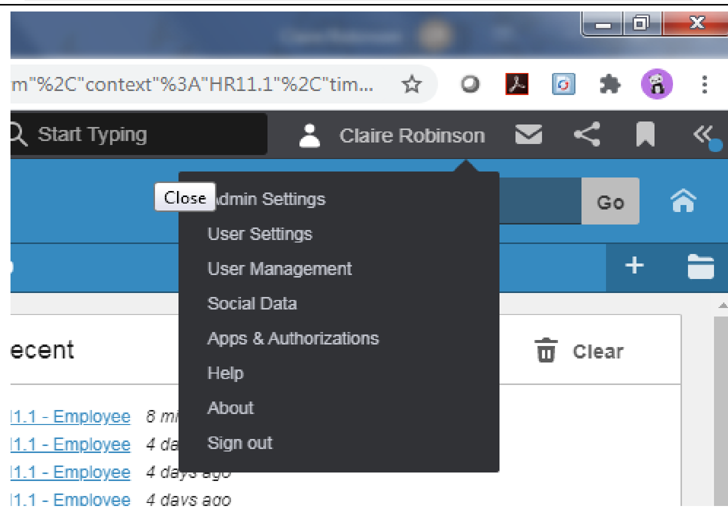
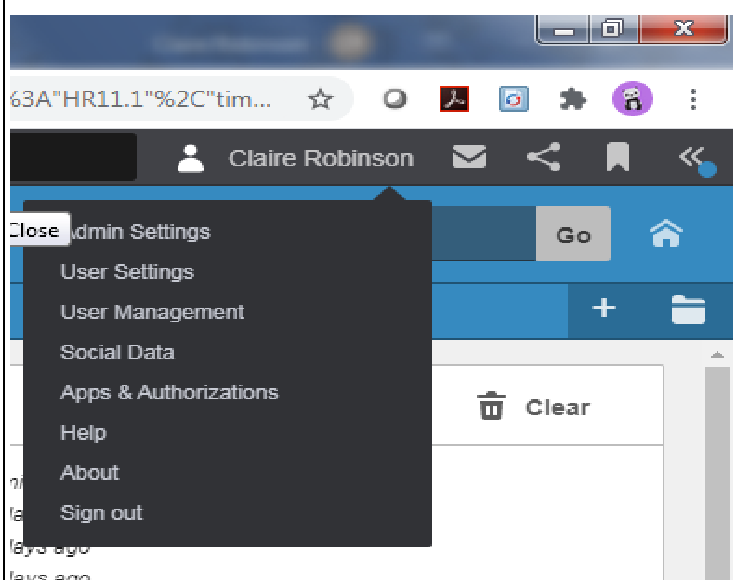
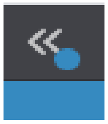
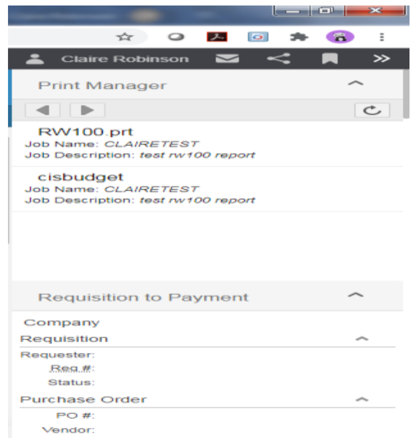
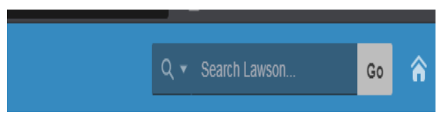
Start Typing	Click in the **Start Typing** box, type what you are searching for and click the **magnifier** to start a search. Click the word exit to exit search and return to the home screen. 
Sign out – click your name to sign out. **Inbox –for notification not active.** **Share –the share icon– not active.** **Bookmark**	
Tabs and Tab Groups 	Use the "**+**" to add a tab (window) Use the **folder** to add the tabs to a group 

<table>
<tr>
<td>Context Applications
</td>
<td>Click to expand/collapse to access conceptual apps:
Print Manager
Requisition to Payment

</td>
</tr>
<tr>
<td>Search Lawson</td>
<td>Use the search button to access Lawson forms. For example, this is where you would type GL90 or RW100 and click the magnifier icon or press GO.

</td>
</tr>
<tr>
<td>Lawson Home</td>
<td>Use to access the home page at any time.
</td>
</tr>
</table>

Key Features in Infor Lawson

What are the some enhanced features or functions in Infor Lawson Ming.le screens?

The major core functionality within Lawson has not changed. However, some of the enhanced features that have been added for ease of use and navigation are listed below.

Function	**Infor Lawson Ming.le**
Screen Layout	The Ming.le interface includes toolbars, links, icons, and contextual applications to access functions, features and forms in the application using a navigation menu and icons. Ability to change the color of your screen using Themes.
Contextual Applications	These are icons used for quick and easy access to specific functions in the application. Some contextual applications include the Print Manager, Shortcuts, Req to Pay. *You will need to add these icons to your screen if you want to use them.*
Tabs and Tab Groups	Tabs to create separate windows for viewing multiple screens and tab groups to save the views.
List View	List view mode to view data in a table format. You can double-click an item in the list or click the arrow in the Select column to select a record and Inquire on it within a form.
Frequent and Recent	Quick access to frequent and recent forms viewed or used.
Social Features	Features to share that may/may not be activated.
Expand and Collapse Buttons	Ability to expand and collapse menu list and items in the Navigation menu.
Inbasket	The Inbasket is accessible using the Navigation Menu. The Inbasket displays in a separate window with actions, tasks and related functions. Use My Work to access and approve or deny requisitions and personnel actions.

Changing the Product Line

The product line contains the programs and data that you will use in the Lawson system. The system will default to **DCOHP10** in the Development environment which is the product line you will use for testing the system.

We have three product lines in Development for user/functional testing:

DCOHP10 - for all testing initially – system is defaulted to this product line

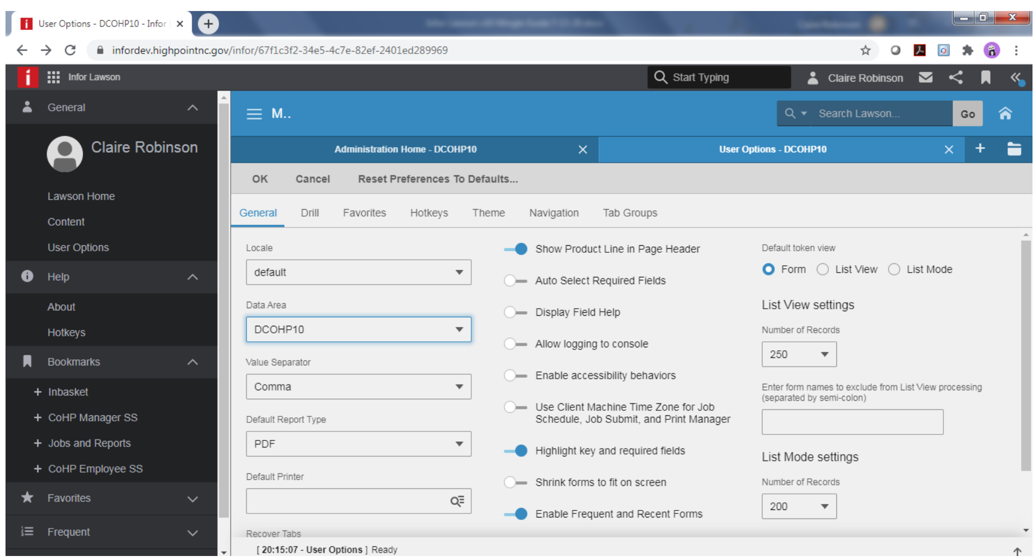
FITEST10 – Finance testing only later

HRTEST10 – for HR testing only later

To select/change the product line:

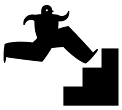
1. Click on **User Options**.

2. Click on **DCOHP10** in the list for the Data Area for example and select the product line then click on **OK.**



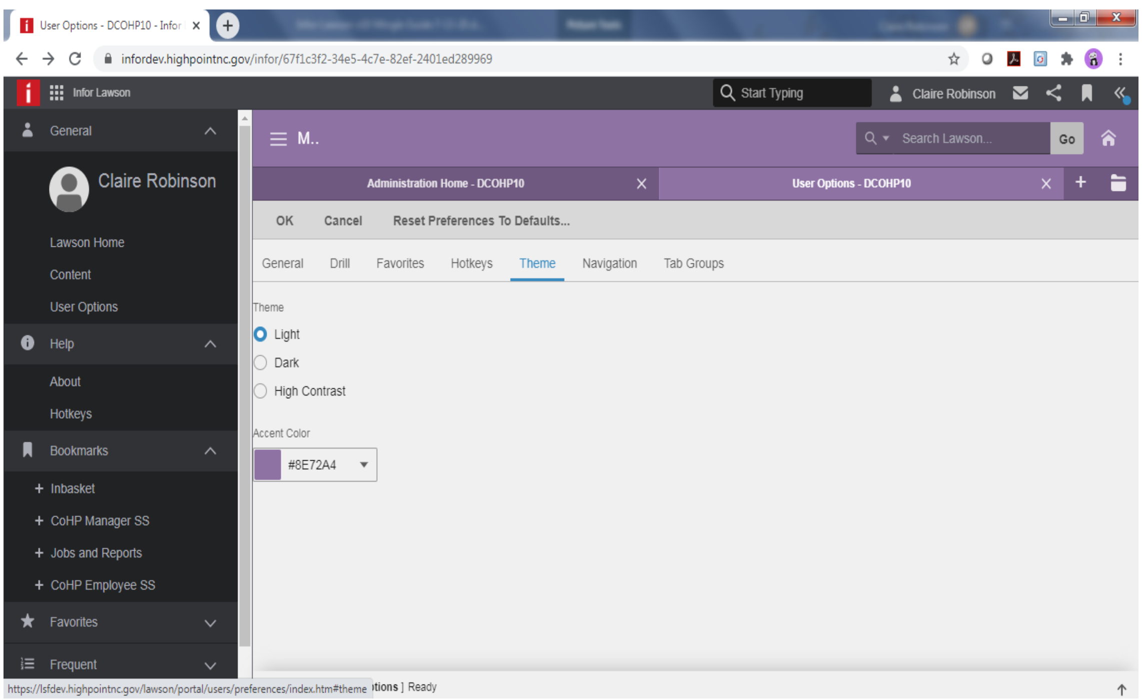
***Note**: You can also change the settings for the **Drill**, **Favorites** (shortcuts) and **Hotkeys** (keyboard shortcuts) using within the User Options Window.*

Changing the Preferences



Your preferences will default. However, you change certain settings for how you will use the system as indicated below:

1. Click on **User Options**.
2. Click **Theme** to change the color of your screen.
3. Click **Light, Dark or Contrast**.
4. Click the **Accent Color** box for the color and click the color to choose it. Click Ok.
5. You can also **Cancel** or **Reset Preferences to the Defaults**.



Financial Structure

General Ledger - The financial structure in Lawson consists of a chart of accounts, funds, departments and divisions, accounting units and account line items. This data is accessed using forms and reports in Lawson's financial modules.

Projects and Activities - If your department has responsibility for grants, then you will also use the activities module (AC) in Lawson to access financial data for grants. This data includes activity groups, activities and account categories.

Accounting Unit - The financial structure levels are the fund, department and division – each number is three digits. The accounting unit is a combination of the fund and division numbers (6 digits). For example for IT Services Admin, the accounting unit is 101241. You will use your accounting unit for transactions in Lawson i.e. Requisitions, POs, budget info, budget reports, etc.

Company – We have one company in Lawson and the company number in Lawson is 1000.

Fiscal Year - The fiscal year runs from July 1 to June 30 and covers 12 periods (i.e. 12 months).

Period	Month
1	July
2	August
3	September
4	October
5	November
6	December
7	January
8	February
9	March
10	April
11	May
12	June

Account **Numbers – Account numbers are 6 digits and represent the line item a**ccounts for revenue or expenses.

Revenue Account numbers begin with a "4" and are six digits.

Expense Account numbers begin with a "5" and are six digits.

Activities include an activity number and account category.

Financial Modules

The Lawson Software uses a code naming format (the form ID) for the various financial and human resource applications and forms, which is the first two characters of the form name.

Use the application code in the search box to access the application. You can also use the **application code** followed by the form number to access a specific form within the application i.e. “gl10”

Use **mn for main menu** as a part of the name to access the main menu for the application i.e. **glmn** *(“gl” for general ledger and “mn” for main menu to access the main menu for the general ledger module).*

Use **fl for flowchart** as a part of the name to access the flowchart screen for the application i.e. **glfl** *(“gl” for general ledger and “fl” for flowchart to access the flowchart for the general ledger module).* The following table lists many of the standard application codes.

Code Name	Application
AC	Project and Activity Accounting
AP	Accounts Payable
BN	Benefits
GL	General Ledger
HR	Human Resources
IC	Inventory Control
LP	Absence Management
MA	Invoice Matching
PR	Payroll
RQ	Requisitions
AR	Accounts Receivable
PO	Purchasing

The type of process for the form is represented by the form number. If you are unsure of a form name, the range of numbers can assist you in determining which form you need to use. The following table lists the standard form ranges.

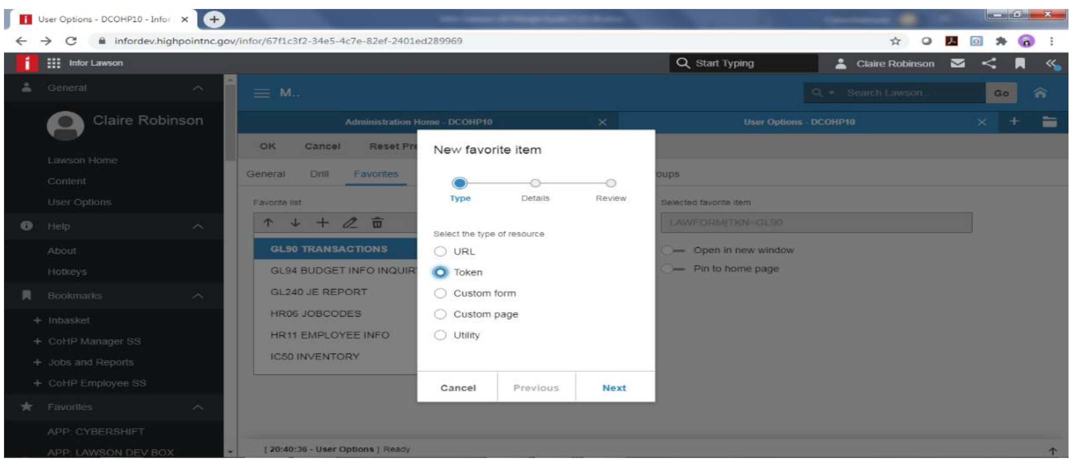
Form Number Range	Description
01-99	Form numbers used for system setup, online inquiry and processing.
100-199	Form numbers used for batch jobs that typically update system information and usually generate a report.
200-299	Form numbers used for regularly run reporting jobs. These jobs only generate reports with existing data versus jobs that update system data.
300-399	Form numbers used for special database and system administration functions. Only IT personnel should have access to these forms.

Creating Shortcuts (Favorites)

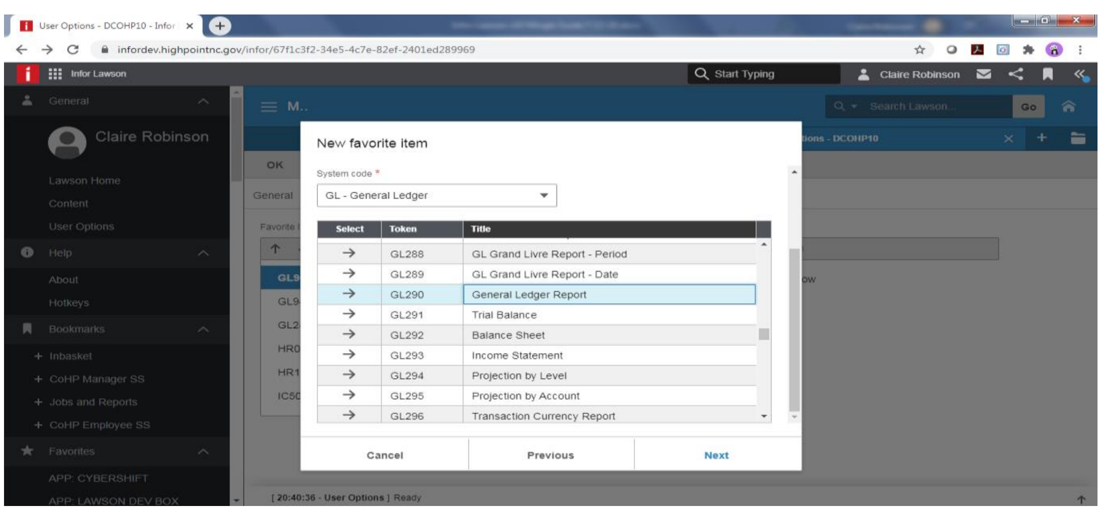
You can create and modify shortcuts that you use to access forms, links and sites.

To add a shortcut to access a form that you may use often:

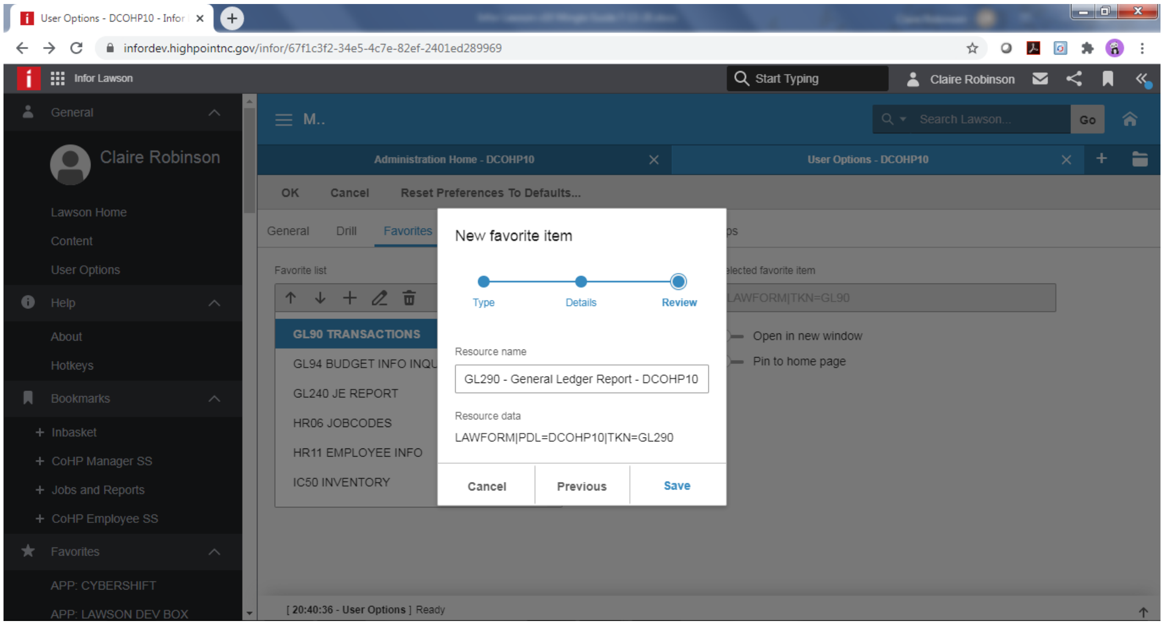
1. Click on **User Options**.
2. Click on **Favorites**.
3. Click on the "+" icon for **New**.
4. Click the circle for "**Token**" and click **Next**.



5. The product line will default to **DCOHP10**. Choose **General Ledger** for example from the list and scroll to select **GL290** and click **Next**.



6. The following screen will display. Click on **Save**.



The shortcut will display in your list of **Favorites**.

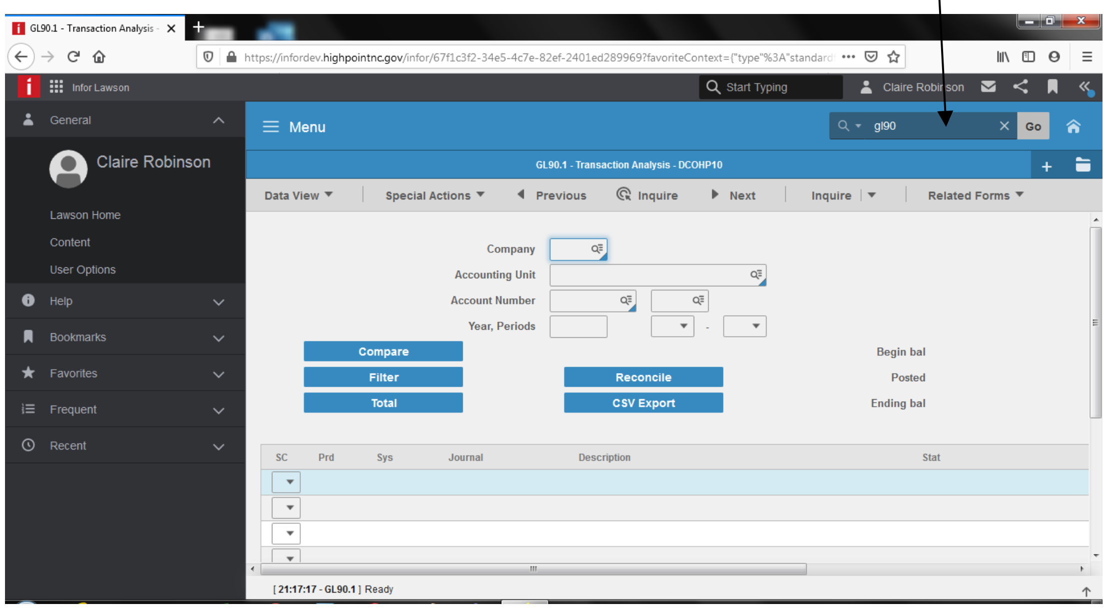
Note: *You can move favorite items up or down in the Favorites list by clicking on the name of the item in the list and clicking on the Up or Down button. You can also rename and delete favorite items.*

Accessing and Using A Lawson Form

You can access Lawson forms by typing the name of the form in the search box, using a shortcut to the form if you created a favorite for it, accessing the form from a related forms list or accessing the form using the Lawson dashboard if the form is included as a link on the dashboard.

To access the GL90 form as an example:

1. Type **GL90** in the search box and press **Enter or click the magnifier icon or the Go button** that displays after the search box.



2. Complete the form as follows or enter data of your choice:

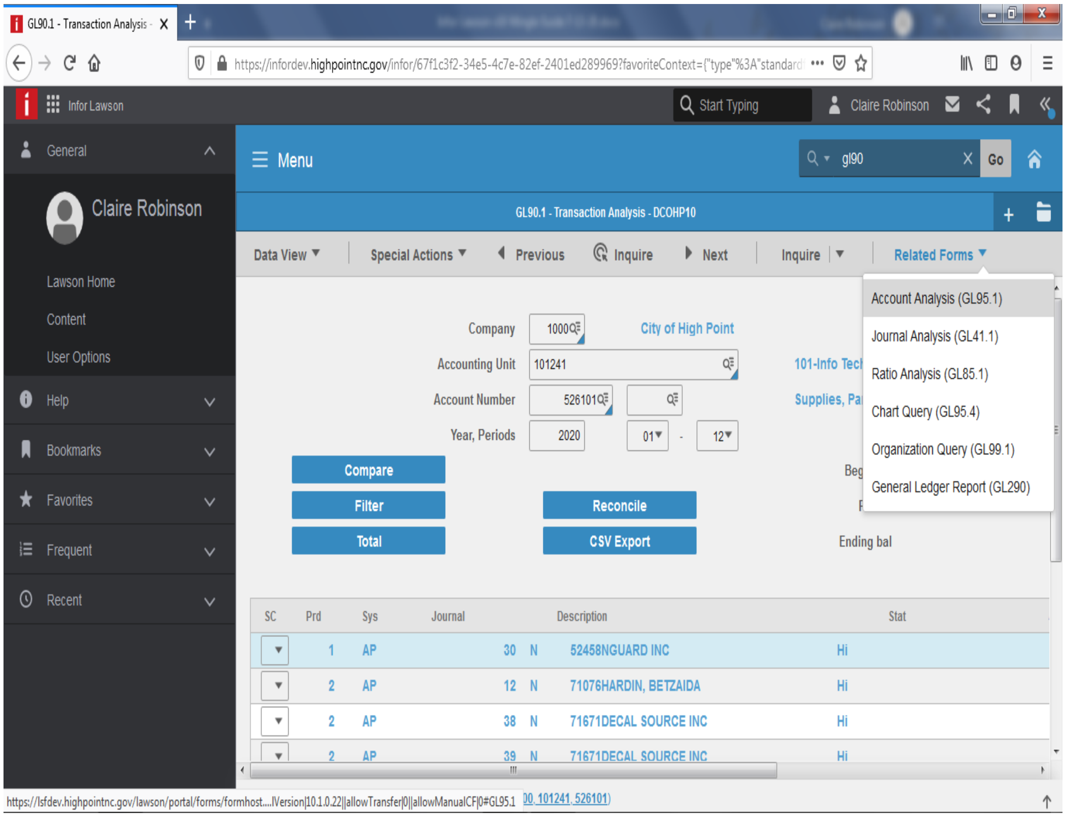
3. **Company**: type 1000. The company is always 1000 and we only have one company for the financial system.

4. **Accounting unit**: type 101241 or your accounting unit.

5. **Account number**: type the line item you want to see transactions for, as an example 526101 for supplies. *In this example we will use **526101** for Supplies, Parts and Tools*.

6. **Year**: The year will default to the current year. *To view detail from previous years, you can enter the year. For example, to view data for 2019, type **2019** for the previous year and for the **periods** enter or select **01** and for the ending period select **12.***

7. Click on the **Inquire** button to populate the form with the data.



8. **Related Forms** – you can click the **Related Forms** link to access other forms that relate to this one, such as GL290 to run a report on the transactions.

9. **Action buttons** – your use of the buttons, links and forms is related to your level of security access in the system.

10. **Data View –** you can click the Data View to switch to the List View and click it again and choose Stop List Mode to switch back to a Form View.

11. **Special Actions** – you can click the link to see the special action for the form.

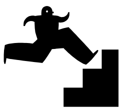
12. **Status Bar** – results of any actions display on the status bar which also displays the time including the seconds and the form name. As you perform functions, the status bar will display the results and any error messages.

13. Also, you can click **the up arrow at the bottom right of the screen for the status** bar to expand or collapse the view of the status bar and to view the messages the system will log as you complete functions on a form.

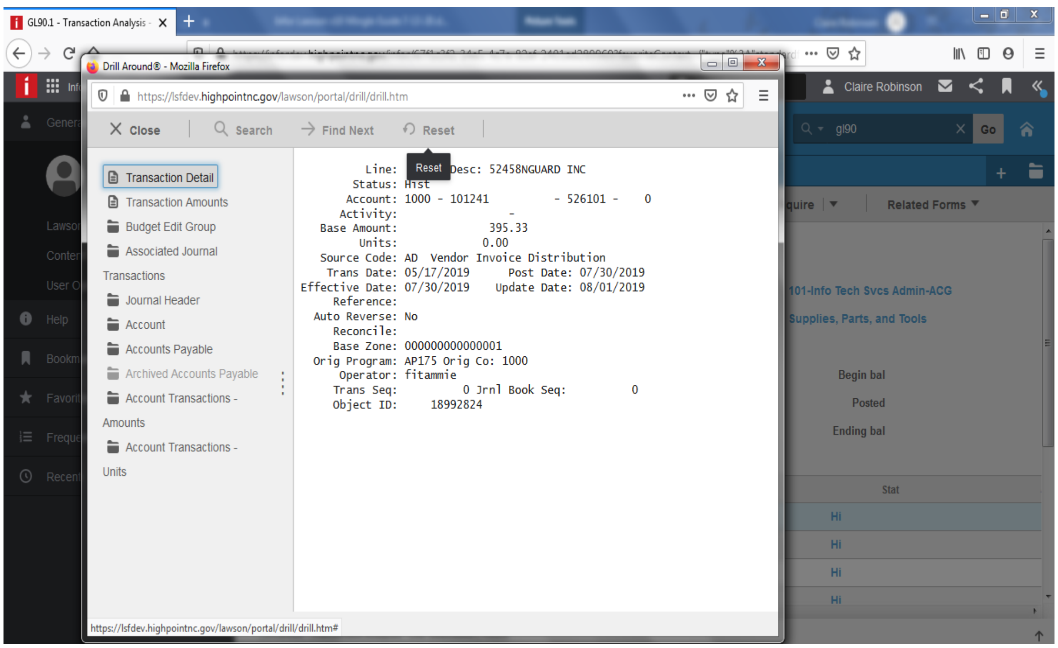
Using the Drill Around On A Lawson Form

You can use the drill around function on a Lawson form to access more detail on transactions or data.

While you are viewing the transactions on the GL90 form:



1. **Right click** on the Select Box (SC) at the beginning of a transaction line and then click on **Drill Around**. The drill around screen will appear.
2. Click on the **arrow** in front of the line you want to drill on and the drill around screen will display as shown in the example below.

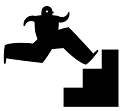


3. Click on **the folder for Accounts Payable**, then on the folder for 52458, click on the **folder** for Invocie Transaction, click on the **folder** for 52458, click on **Invoice Detail** to view the details.
4. The payment number is the check number. If there was a PO for this transaction, you would see the PO number.
5. Click on the **X** to close the drill around screen.

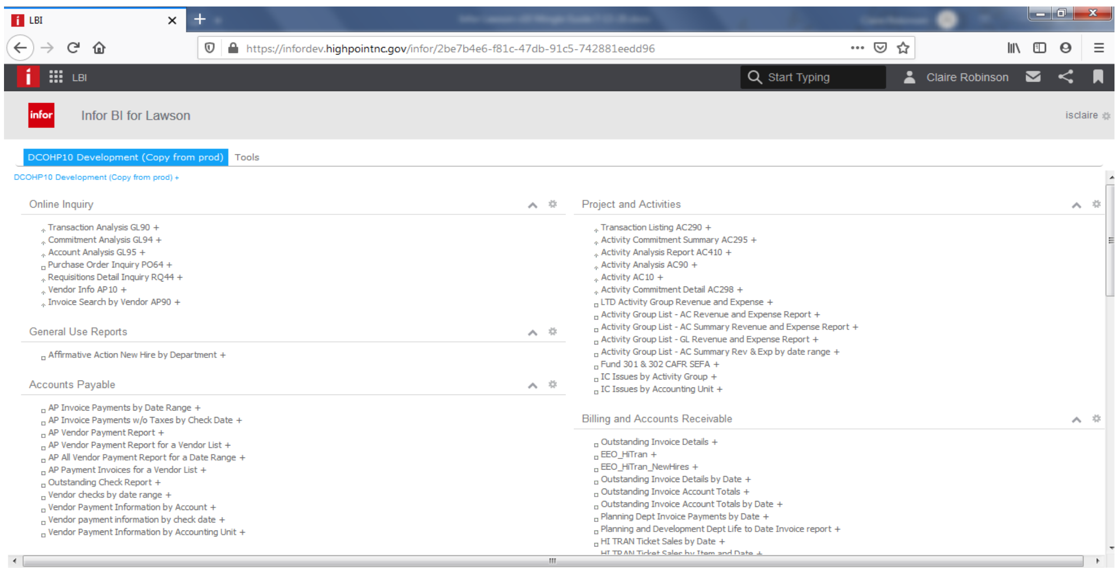
Accessing the Lawson Dashboard

The Lawson Dashboard also contains shortcut to forms, links and functions. The use of these links are restricted based on your level of security in the application.

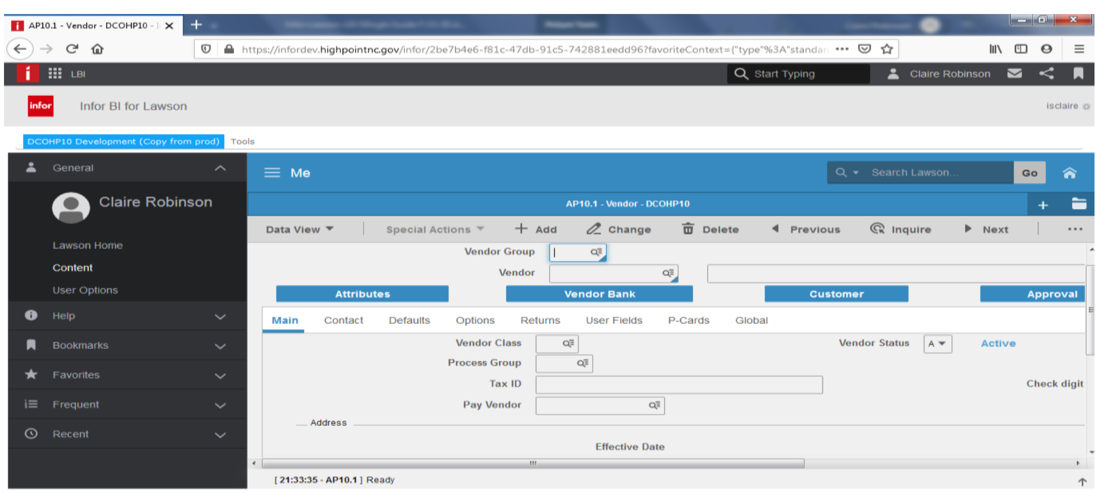
To access the dashboard:



1. Click on **App Menu icon** on the Home Page and the dashboard will display as shown below.



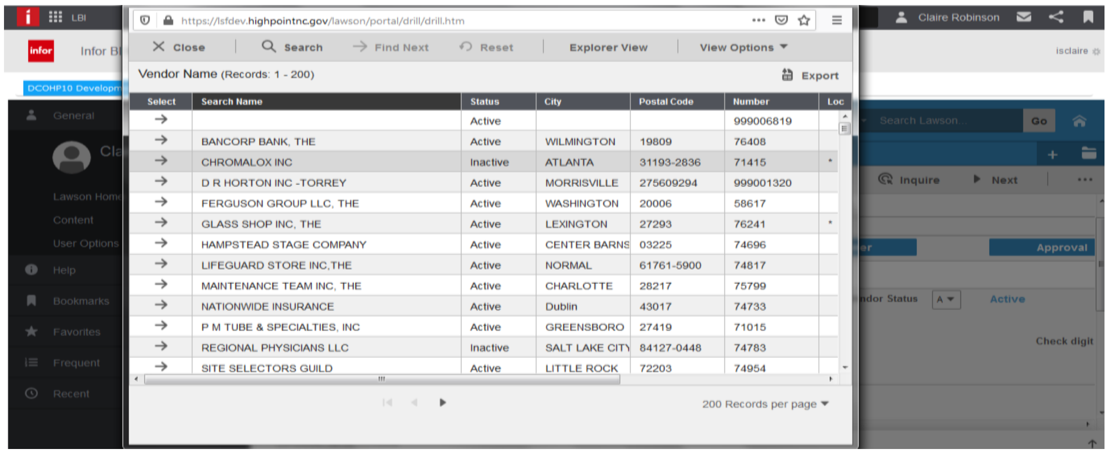
2. Click on **AP10** for an example to access the form or a link of your choice and the form will display.



3. For the vendor group, click the button and **double-click on CHP** or type CHP in the text box.

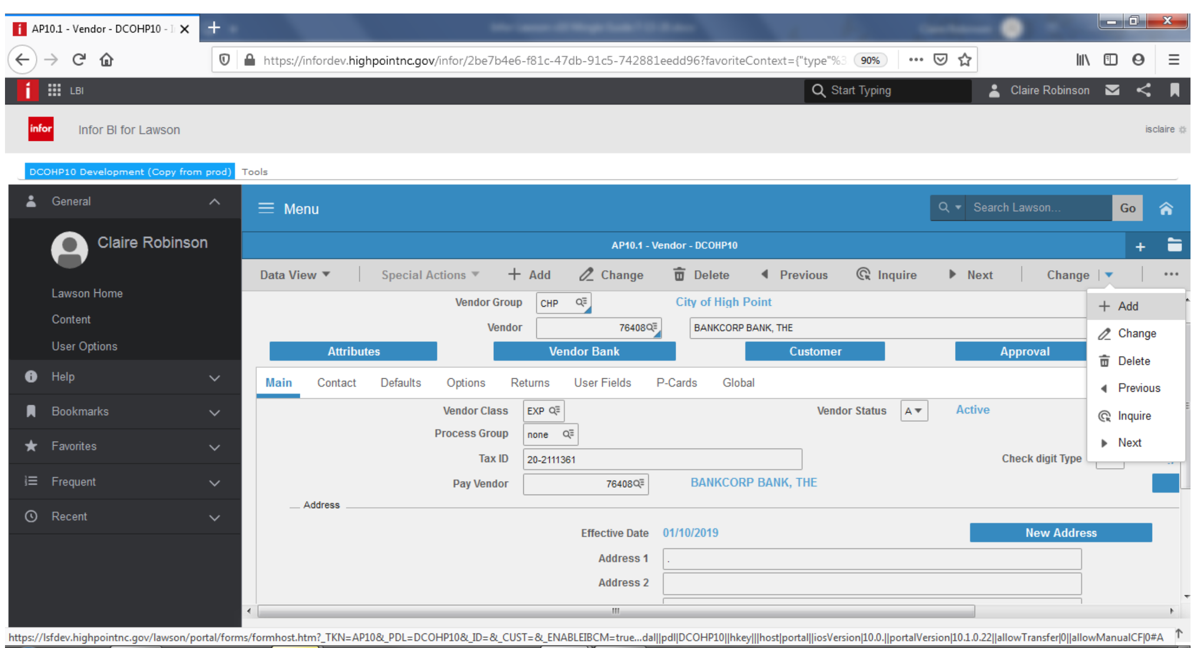
4. To select the vendor from the list view, type in the vendor number if known or click the **button after the vendor field** to access the vendor list as shown below.

5. **Click the arrow** to select the vendor or click the search button to search for the vendor.

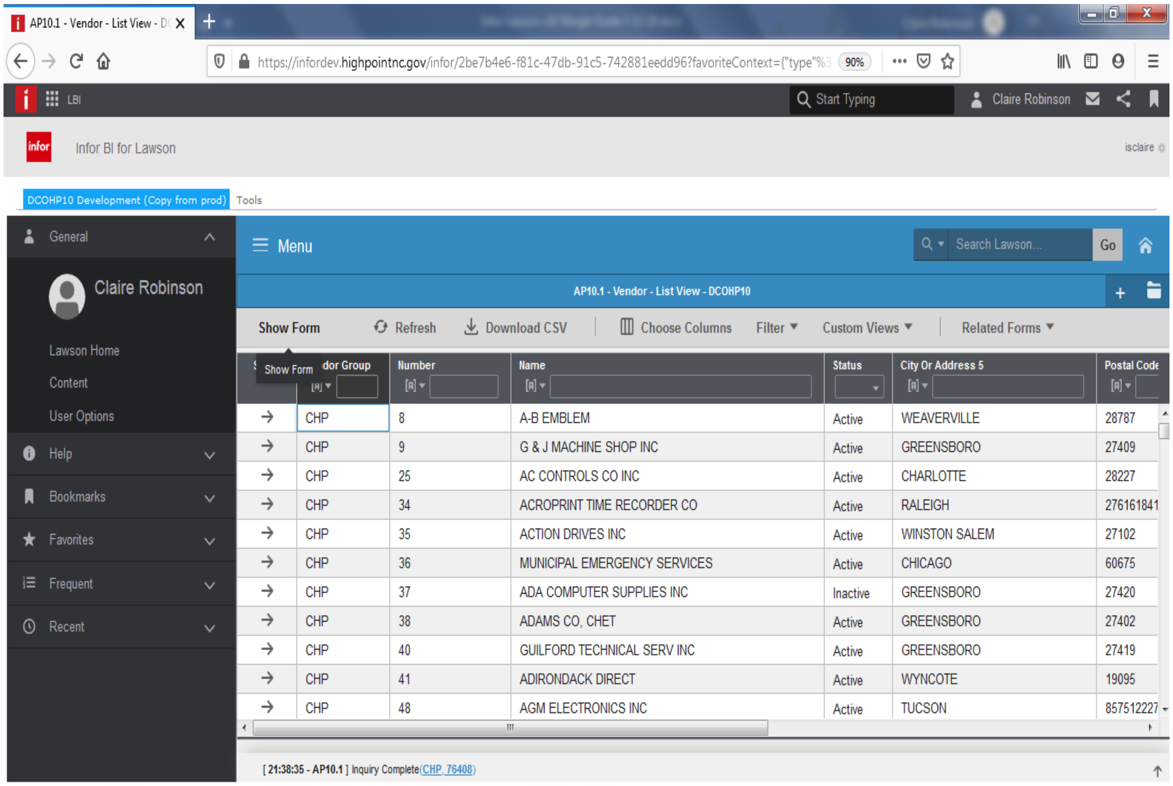


6. Click on **Inquire** to view information on the vendor. You can click on the buttons or tabs to view further details on the vendor.

7. To change the **action** button on the form click the **…. Icon** and choose the action from the list and it will display on the screen as shown below.



8. Click **Data View** and select **List View** to view the vendor list as a table. Click the **arrow** to select the vendor and access the vendor info on the form.



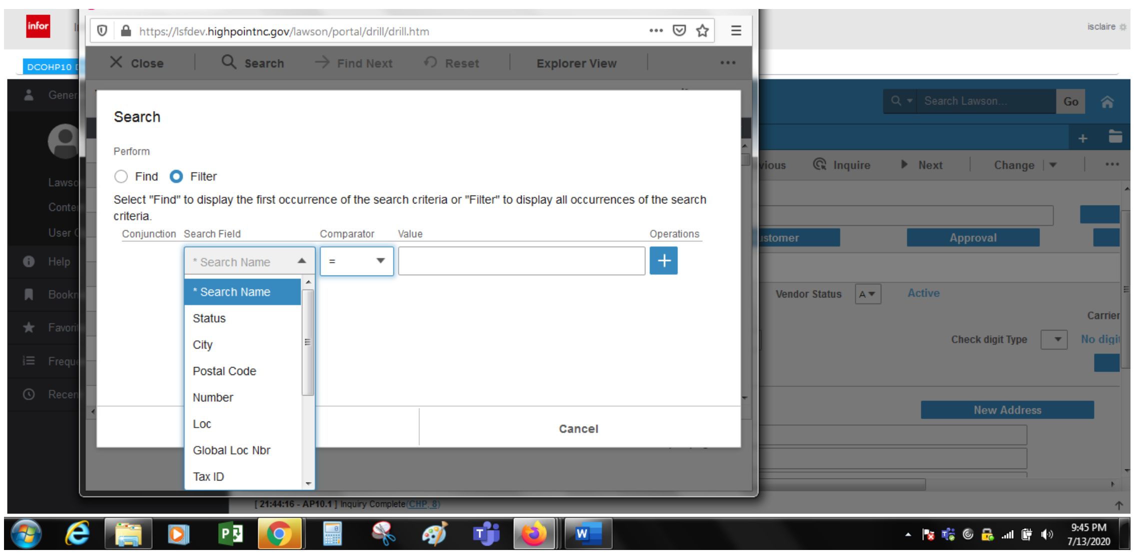
Using the Search and Wildcard Characters

The search function allows you to find and filter within a list for records that you want to select.

To perform a search:

1. While on the AP10 form for example, to use the search function for the vendor, click on the **button** after the vendor field and the vendor list will display.

2. Click on the **search** to search for a vendor. You can type part of the vendor name and use an asterisk i.e. “*” at the beginning and end of the name as wildcard characters to perform the search for example ***rpi*.** Any vendor record with the characters you enter will display in the list. Click on **Filter to view the results**.



3. Click on **Reset** if you decided you want to return to the full list of vendors instead of using this filtered list.

4. Otherwise, **click on the vendor** that you want to select.

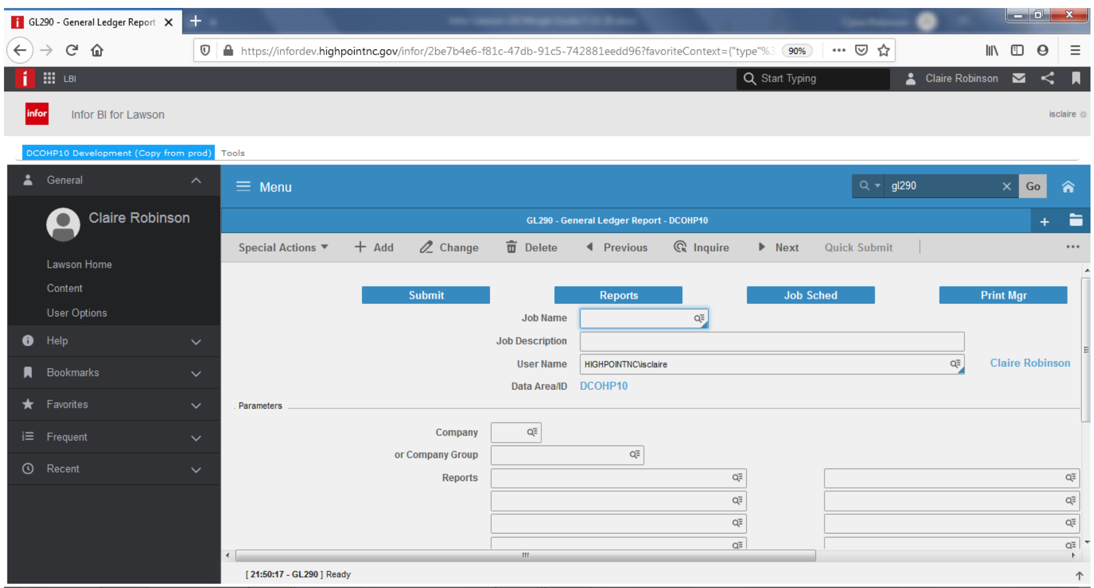
5. The vendor info will display in the form.

Creating and Running a Report

You can create, access, modify and run reports using the report forms in Infor Lawson. In the example below, you can run a GL290 General Ledger transaction report that provides details on actual transactions that have posted to line items for GL accounts.

To create a GL290 transaction report and enter the parameters for the report:

1. You can type **GL290** in the search box or use the dashboard and access GL290 from there or a favorite if you have created one.



2. **Job name**: Type a job name for the report i.e. **GL29J20**. Do not use spaces in the name.

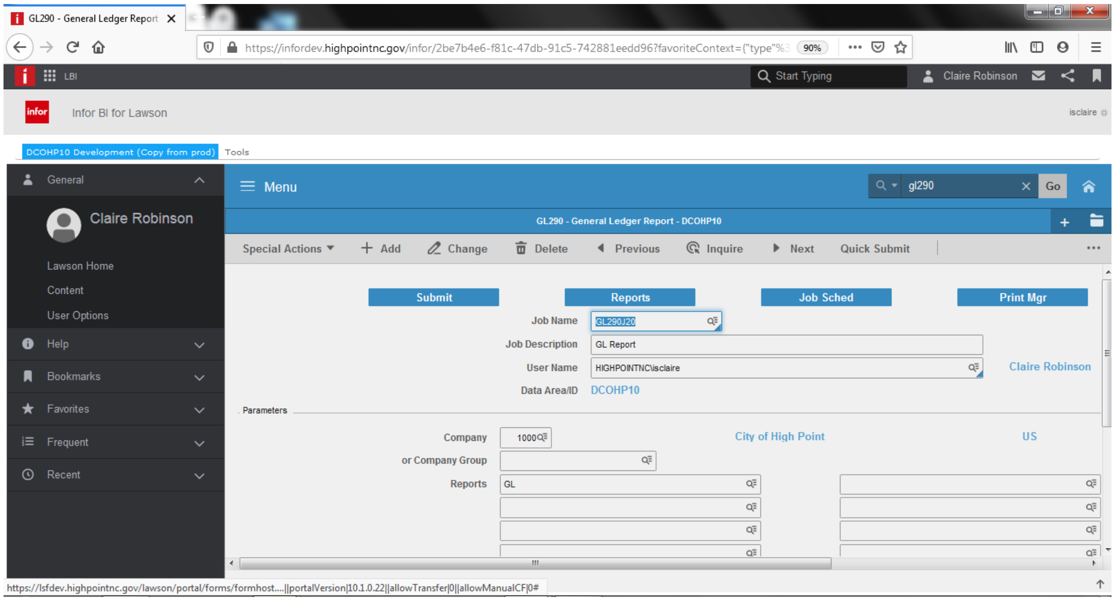
3. **Job Description:** Type a descriptive title for the report, i.e. **GL290 Transactions Report.**

4. **Company:** type **1000.**

5. **Reports:** Type **GL** for the name of the predefined report.

6. **Year Code:** Select Current for the current year or **Last** or Next or enter the Year, type 2020 for an example.

7. **Periods:** type **01** in the first box and **12** the second box. Remember that periods represent the month based on the City's fiscal year. So period 1 would be July.



8. **Accounting Unit**: type the accounting unit for your department. For the example, we will use **101241**.

9. **Account**: type the account you want to run the report for, i.e. the line item or range of line items. For the example, type **526101** in the first box and **526101** in the second.

10. Click on the **Add** button to create the report for the first time. If the report existed and you were making a change, you would click on Change.

11. Once you click on Add, on the status bar at the bottom of your screen it will say job added.

12. To run the report, click on **Quick Submit**.

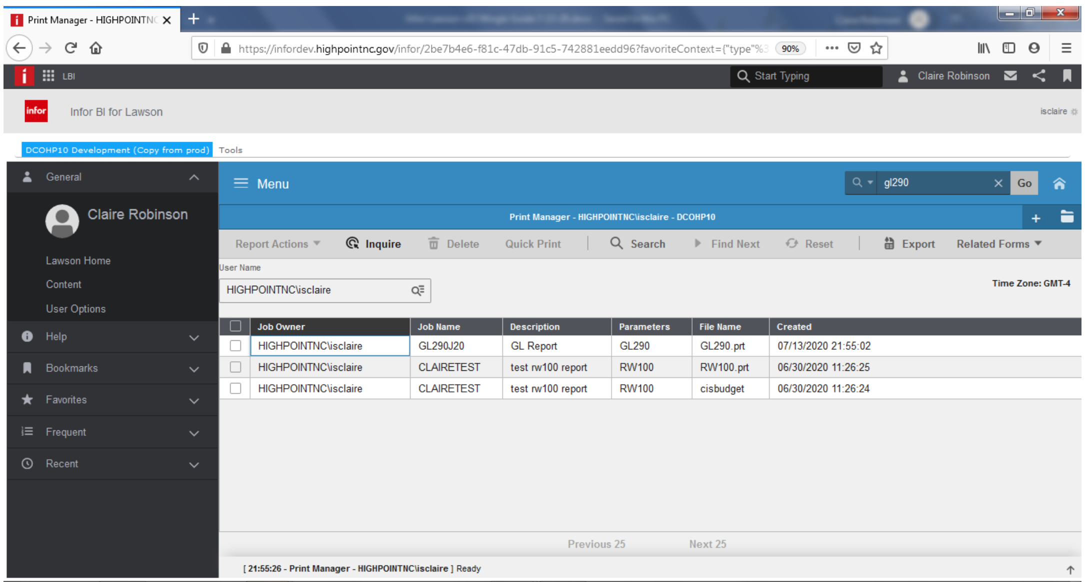
Viewing and Printing a Report

You can view and print reports once you have submitted the report.

To print the report:

1. Click on the **Print Manager** button while in the GL290 form.

2. Click in the **checkbox** to select the report and click on **QuickPrint** to print the report.

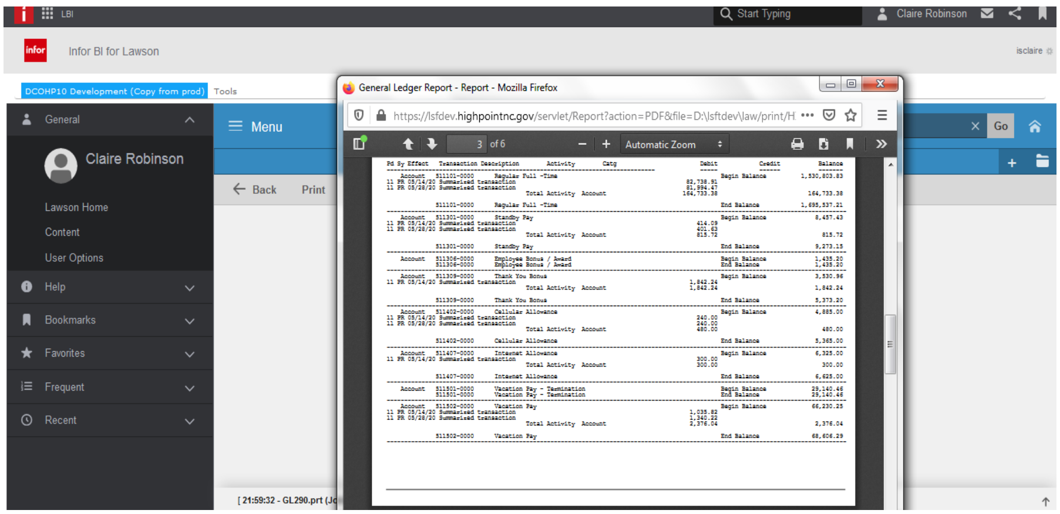


***Note**: Once configured you can use the **Print manager context app** to also access and print reports.*

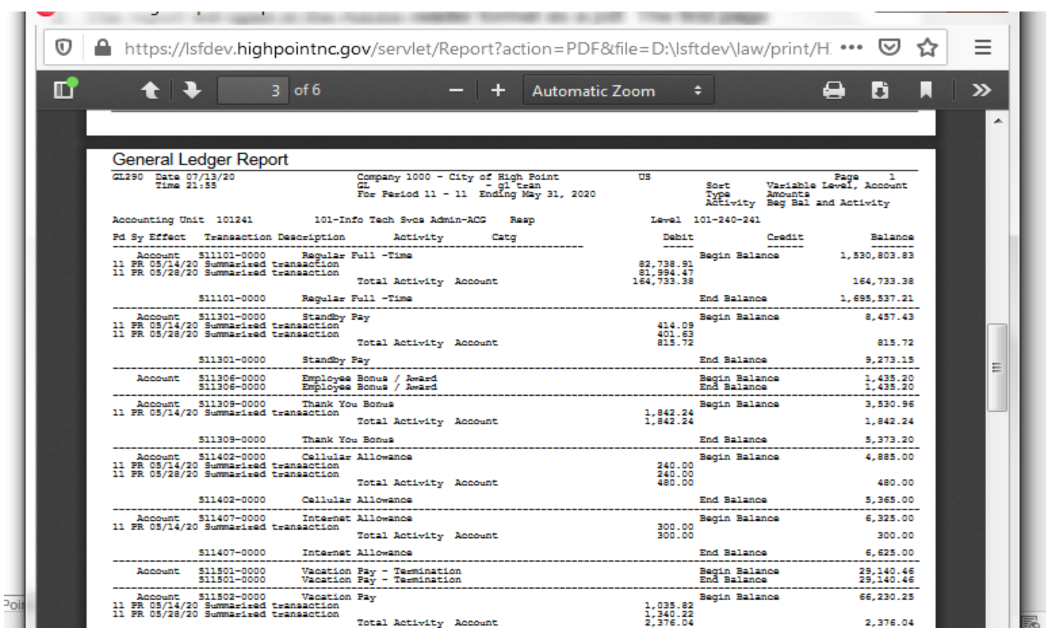
*Once configured, you can also use **Report Actions** to distribute the report to users or groups.*

To view the report before printing it:

1. From the Print Manager screen, **double-click on the name of the report** in the list to open it. *(To quickly print the report, click in the checkbox to select it and then click on Quick Print).*



2. The report will open in the Adobe reader format as a pdf. The first page displays the parameters you entered and the remaining pages display the data.



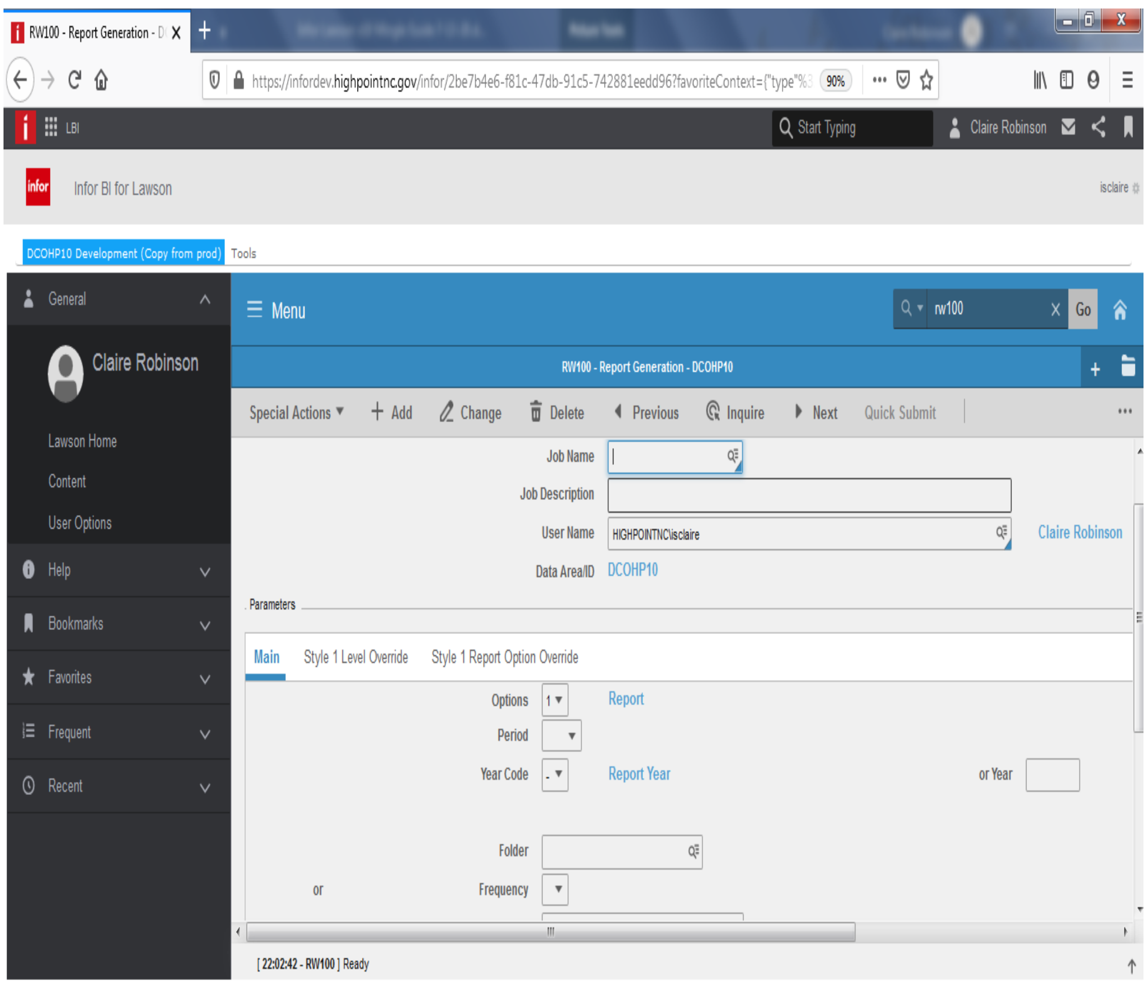
Creating and Running a Budget Report

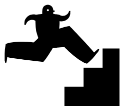
To view budget information that includes the budgeted amount, actuals, etc., you will run a RW100 report which summaries the budget information at the GL level.

If the budget is for a project or activity, you will run a AC295 report for the budget and AC290 to view the detail (actuals that have posted to accounts).

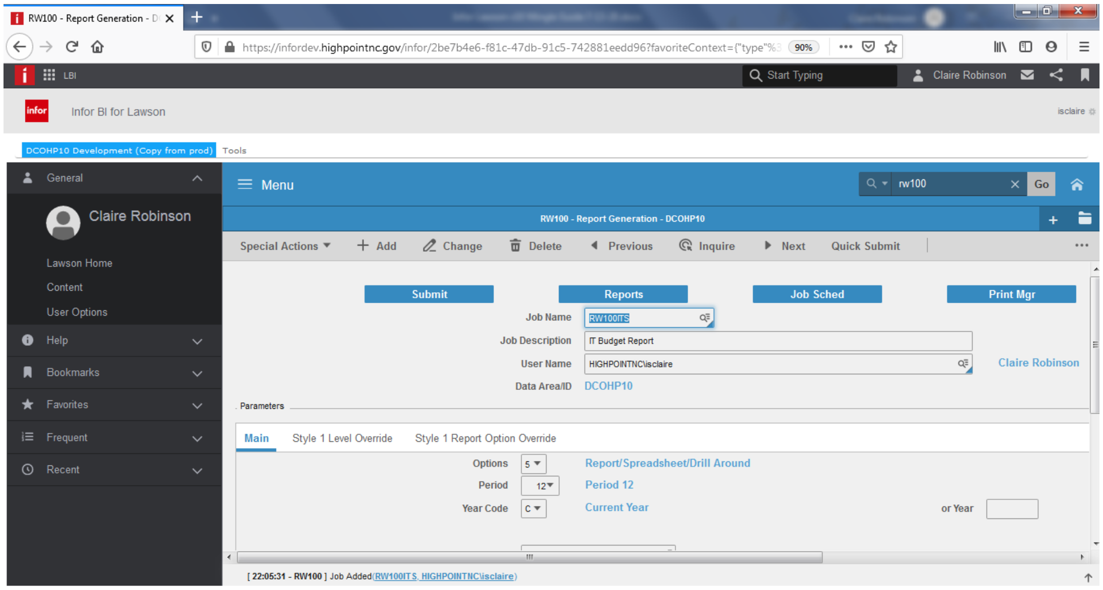
To create a RW100 budget report, ad enter the parameters for the report:

1. Type **RW100** in the search box and press Enter or click the magnifier icon to access RW100. The RW100 form will display as shown below.





2. **Enter the parameters for the budget report:**



3. **Jobname**: Type a jobname for the report i.e. **RW100ITS**. Do not use spaces in the name.

4. **Job Description:** Type a descriptive title for the report, i.e. **IT Budget Report.**

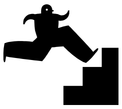
5. **Options:** select **5 for Reports/Spreadsheet/Drill Around.**

6. **Periods:** select **the period or you can also choose 12**. Remember that periods represent the month based on the City's fiscal year. So period 1 would be July.

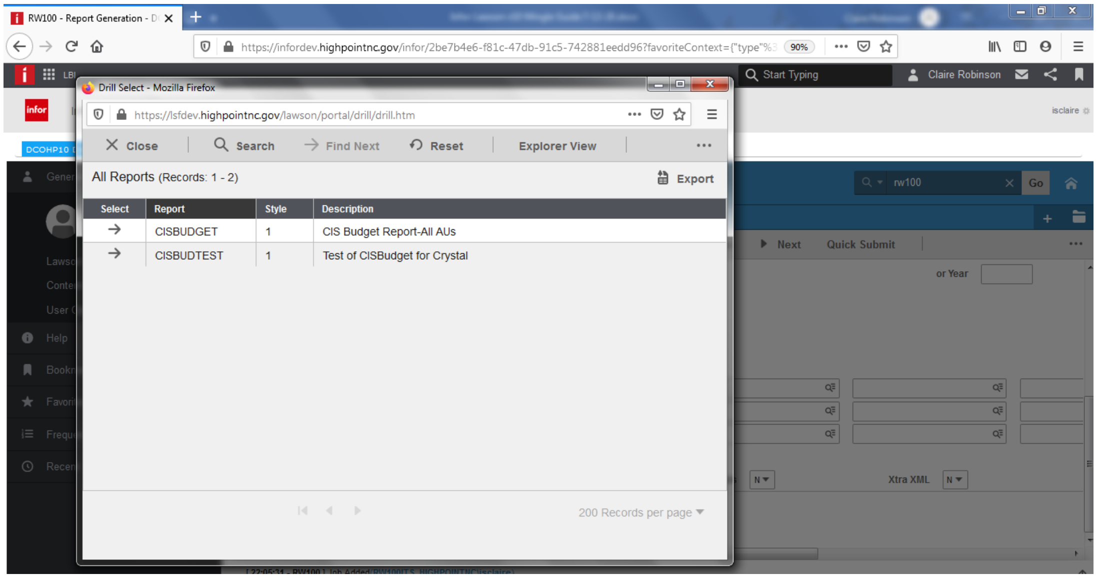
7. **Year Code:** Select **Current** for the current year or **Last** or Next or enter the Year, type 2020 for an example.

8. **Reports:** *Search for department's budget report or type the name i.e. CISBUDGET.*

9. Click **Filter** and look for the report for your department.

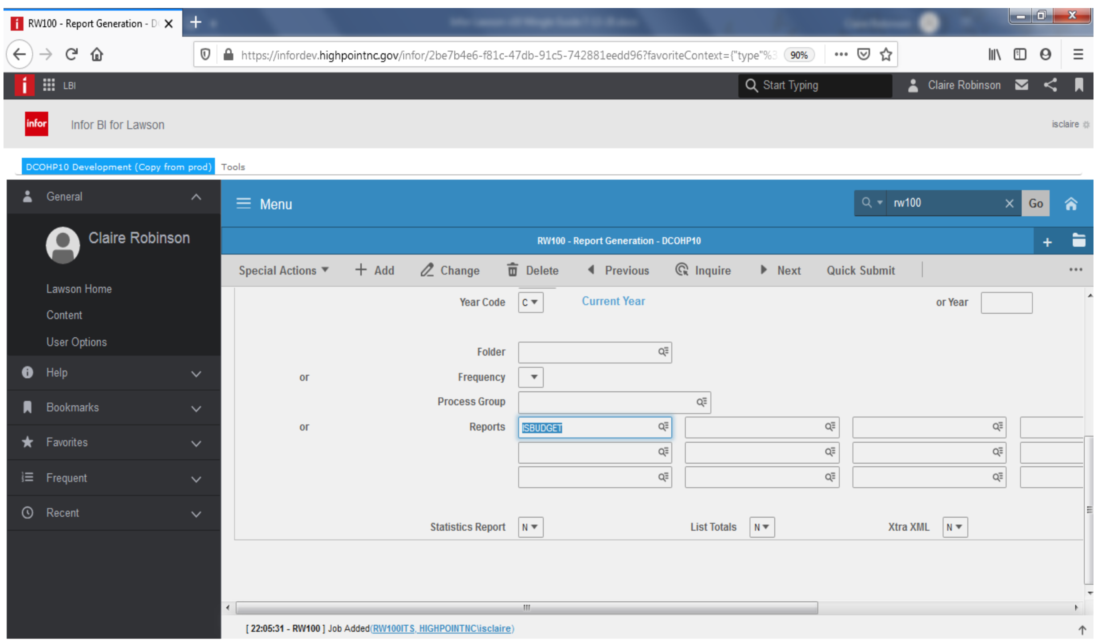


10. Click on the name of the budget report to select it.



11. Click on the **Add** button to create the report for the first time. *If the report existed and you were making a change, you would click on Change.*

12. Once you click on Add, on the status bar at the bottom of your screen it will say **job added**.

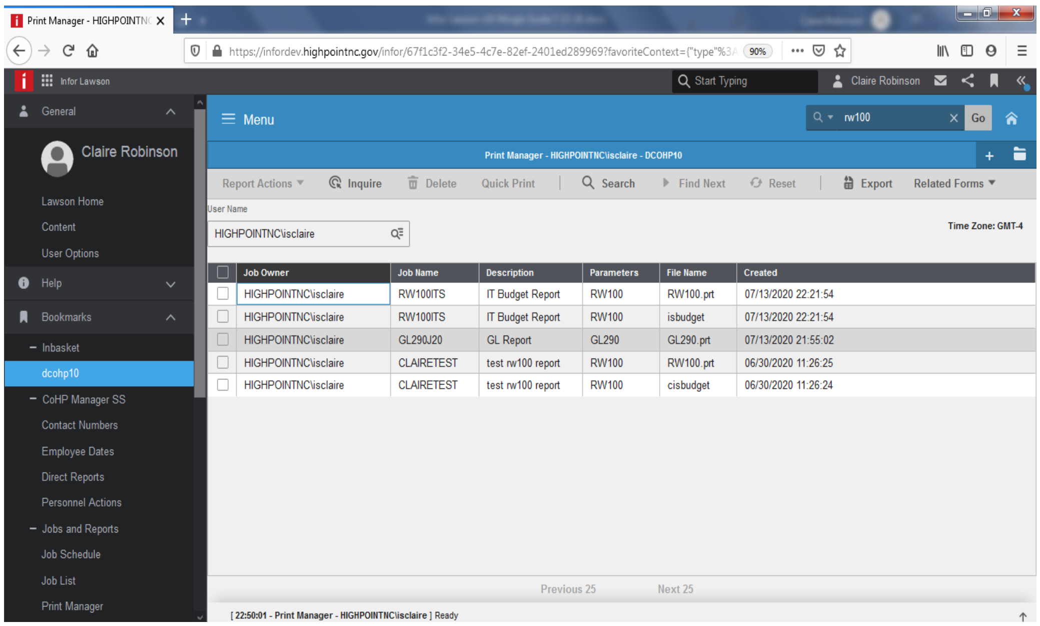


13. To run the report, click on **Quick Submit** and at the bottom of your screen on the status bar, the message will say *Processing* and when finished, it will say **Job has been submitted**.

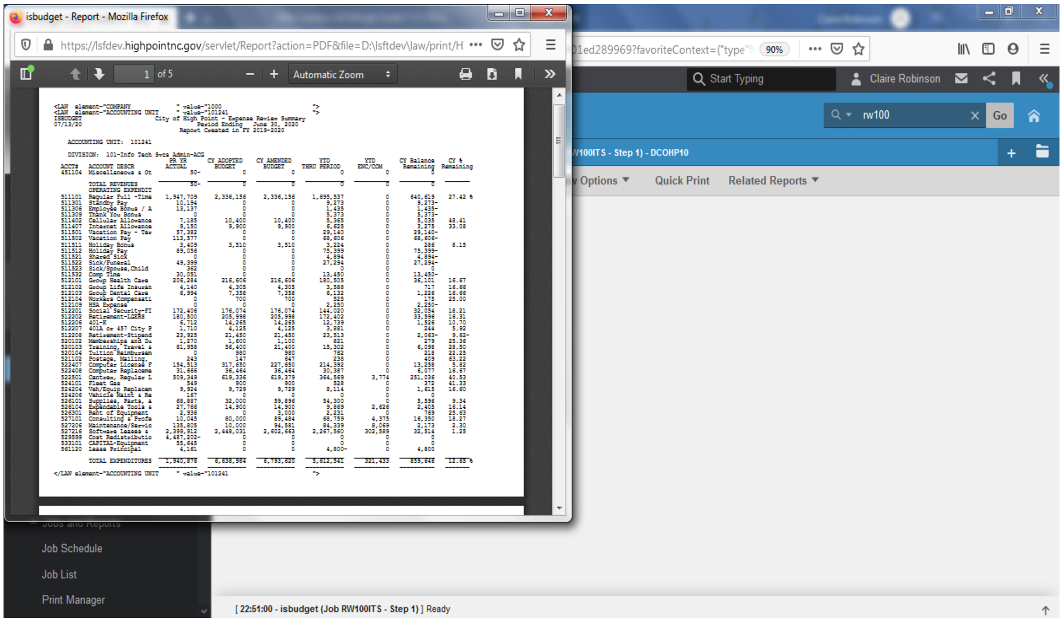
To print the report:

14. Click on the **Print Manager** button while in the RW100 form.

15. Click to select the report and click on **QuickPrint** to print the report. To view the report before printing, double-click on the budget report.



16. Choose **View Options** and select **PDF Landscape**.


isbudget - Report - Mozilla Firefox
https://lsfdev.highpointnc.gov/servlet/Report?action=PDF&file=D:\lsftdev\law/print/H
1 of 5
Automatic Zoom
Start Typing
Claire Robinson
rw100
Go
Options
Quick Print
Related Reports
Job Schedule
Job List
Print Manager
[22:51:00 - isbudget (Job RW100ITS - Step 1)] Ready

Common Lawson Inquiry Forms and Reports

Below is the list of some of the standard forms and reports used most often in Lawson and their description.

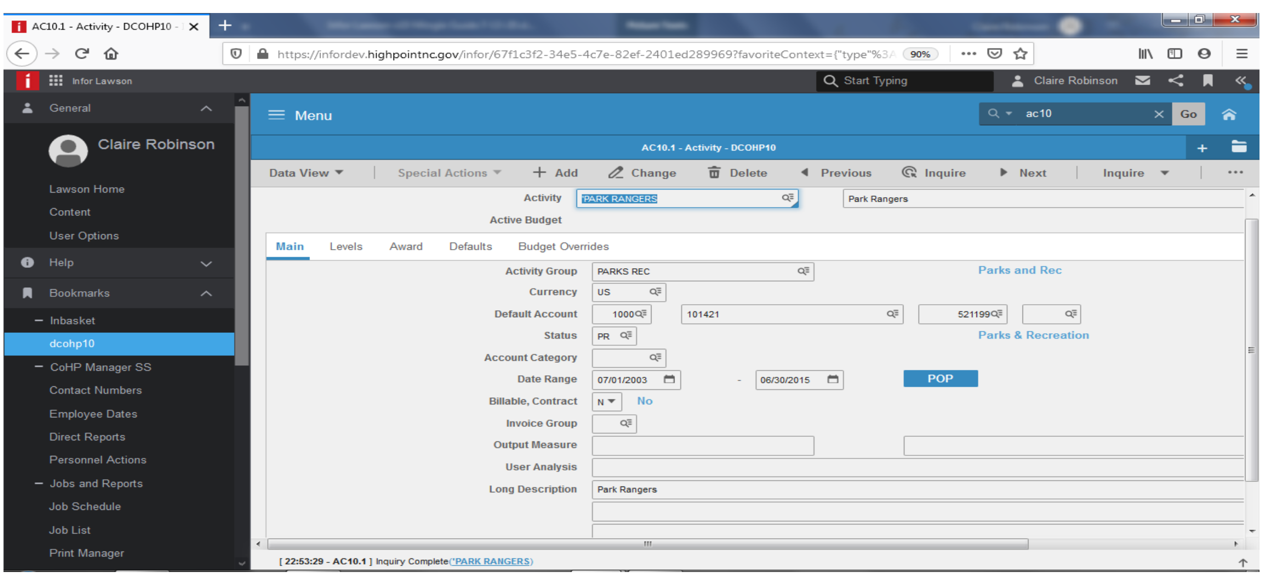
AP, RQ and PO Forms			
Online Inquiry	**Name**	**Drill Around**	**Description**
HR11	Employee	Yes	Use to view employee info (restricted based on security)
AP92	Vendor Invoices	Yes	Use to view invoices paid for a vendor.
AP10	Vendor	Yes	Use to view vendor information.
AP90	Invoice Search By Vendor	Yes	Displays invoice payments to vendors.
RQ10	Requisitions	Yes	Use to enter or view requisitions.
RQ44	Requisition Inquiry	Yes	Displays info on requisitions.
PO64	PO Line Item History	Yes	Displays PO line info including status, transactions and revisions.
General Ledger – Budget Inquiry and Reports			
GL90	Transaction Analysis	Yes	Use to view transactions for accounts, view transaction amounts and detail.
GL94	Commitment Analysis	Yes	Displays budget information – budget, actual, encumbrances, commitments, remaining budget.
GL95	Account Analysis	Yes	Displays actual to budget and percent by period and by year to date. Can also view current and last year amounts and actual to budget amounts and totals.
GL298	GL Commitment Analysis Report	Yes	Displays Budget information – Actuals, Encumbrances, Commitments, Remaining Budget. Can run by levels for fund, department and divisions.
GL290	GL Report	Yes	Displays detail transactions for line item accounts.
RW100	Budget Reports	Yes	Displays Budget information – Actuals, Encumbrances, Commitments, Remaining Budget and includes line item descriptions. Can run by levels for fund, department and divisions. .

Projects and Activity – Budget Inquiry and Reports

The Project and Activity Accounting application provides project accounting and activity-based financial information. Specific departments that handle grant funds and those with projects use Activities to track their project activity budgets and project expense and revenue information in Lawson. Activities consist of an activity group, an activity number, and activity category.Below is a list of some of the standard project and activity forms used in Lawson and their description.

Online Inquiry	Name	Drill Around	Description
AC10	Activity	Yes	Displays activity data including the default accounts, date range, levels, description and status.
AC90	Activity Analysis	Yes	Use to view activity data by the actual, commitment, budget and by account category and periods.
AC95	Account Category Analysis	Yes	Use to view activity data by activity and account category.
AC290	Transaction Listing	Yes	Displays a list of transactions posted on Project and Activity Accounting by activity group, activity, or account category and includes the transaction description.
AC295	Activity Commitment Summary	Yes	Displays project and activity budget information – budget, actual commitments, remaining budget.

Sample AC10 Activity Form

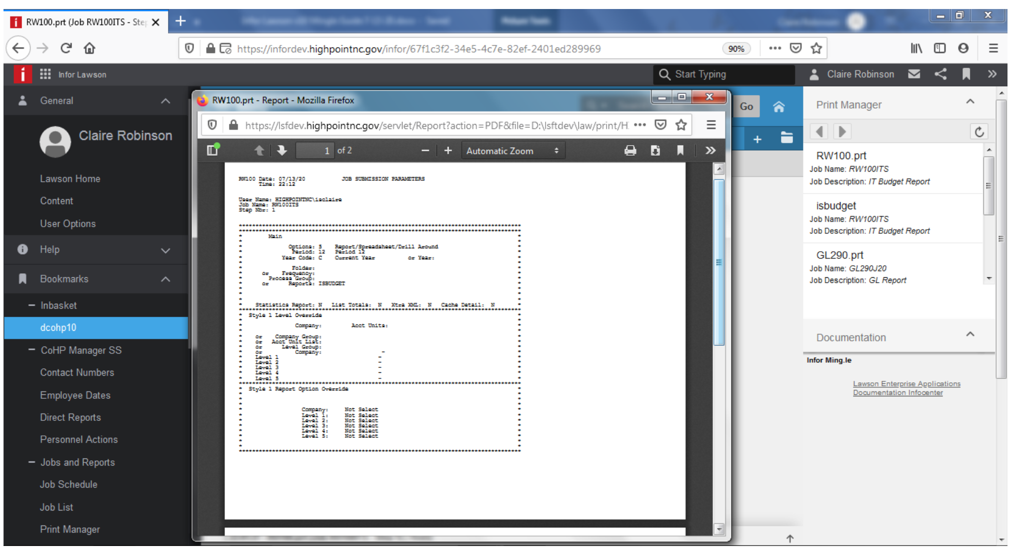


Contextual Applications

Lawson contains a feature called context applications that you can use in the system similar to shortcuts. The print manager contextual function and requisition to payment will default when you click the >> icon. *Before any items displays, you have to have run a report for the it to display in the print manager contextual app and for the requisition to display info, you will need to have run RQ 10.*

Using the Print Manager Context Application:

1. Click on the **>>** on the right side of the screen for the print manager. *Note you can also access the print manager by using Bookmarks, choose Jobs and Reports and select Print manager or you can access the print manager from a job form in Lawson once you have submitted the job.*



2. You can **double click** on a report in the print manager list to **reopen it in a pdf** format.

3. **To close** the print manager context app, click on the **>>** to collapse the context section in the upper right section of the screen.

Using the Requisition to Payment Context Application:

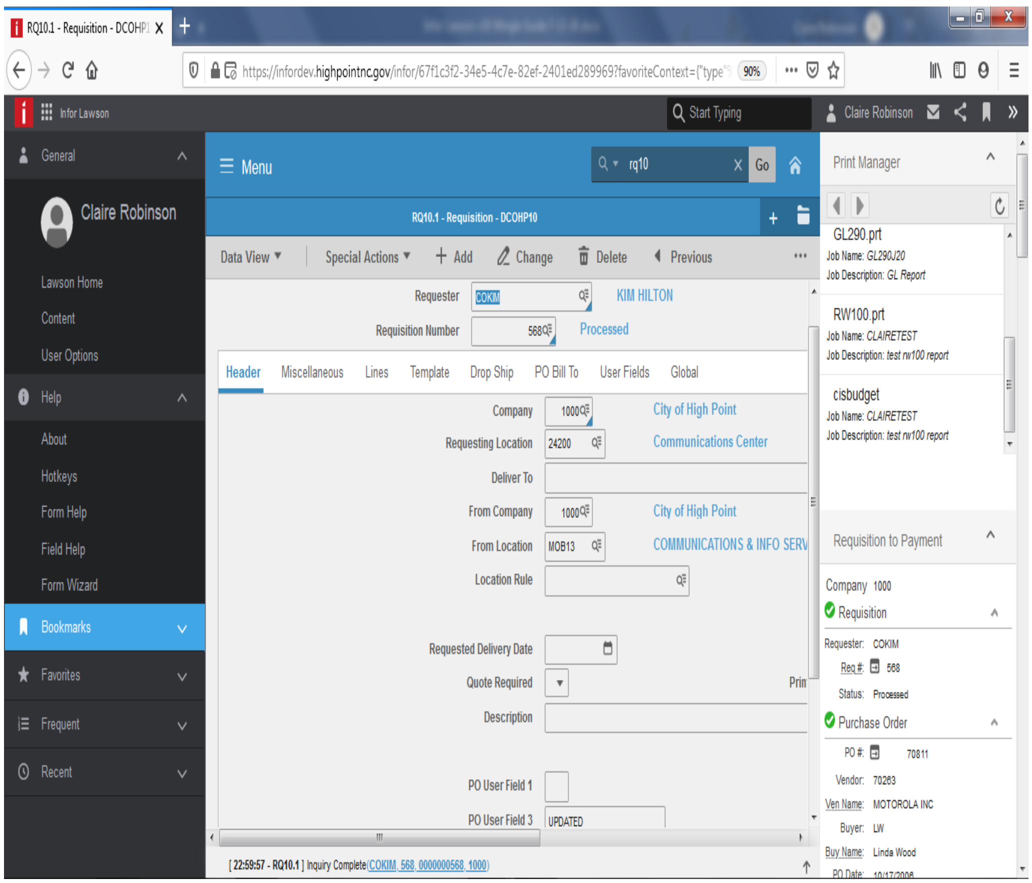
The Requisition to Payment Context Application allows you to view information quickly for a requisition, purchase order, invoice, receiving and payment from certain requisition, PO and invoice screens in Lawson V10. Security is also built in so if you are unable to view certain data it will be based on your level of security.

1. Click on the **>>** on the right side of the screen for the requisition to payment context application to open the function.

2. **Access and inquire on a Lawson requsition form for example, RQ10** as shown in the screenshot below. Type **RQ10 in the Lawson search box** and press **Enter** to access RQ10.

3. In all caps, **enter the requester** for your department (**cokim** for example) and the **requisition number** you want to view (**568**) click on **Inquire**

4. After the form populates, click on **Inquire** again and **the req to payment section** will populate as shown in the example below.



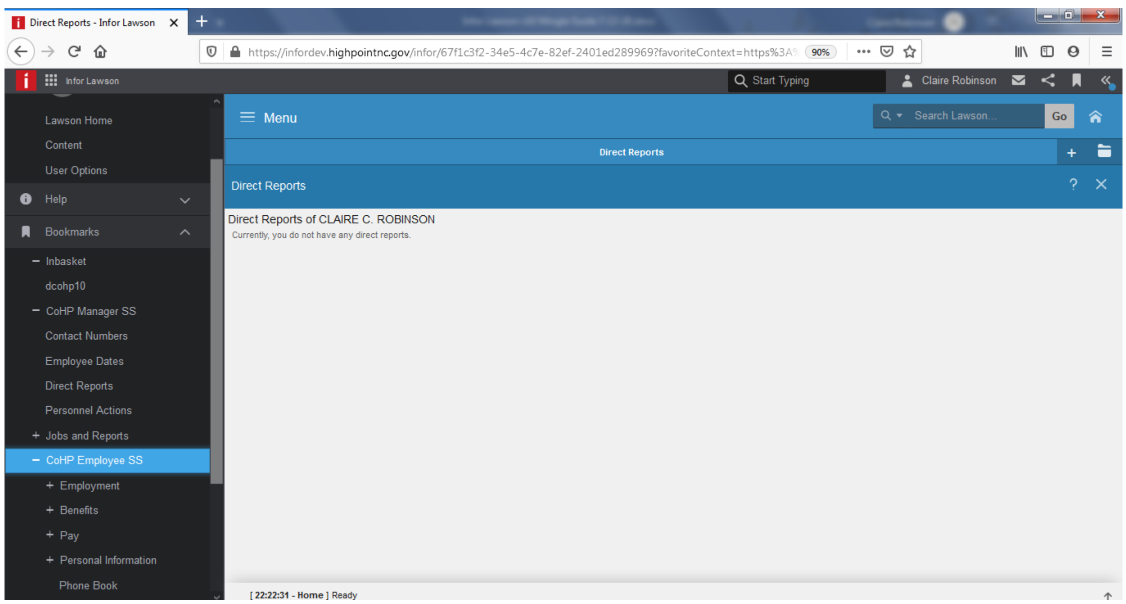
5. Click the **>>** to close the Requisition to Payment when finished.

Accessing ESS or MSS

You can access the Employee Self Service (ESS) or Manager Self Service (MSS) links from the Bookmarks link.

To access ESS functions:

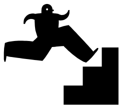
1. Click on **Bookmarks** and then select **COHP Employee SS**.
2. Click on the **ESS function** you want to use.



To access MSS functions:

1. Click on **Bookmarks** and then select **COHP Manager SS**.
2. Click on the **MSS function** you want to use for **Employee dates** or **Direct Reports**.
3. With **Direct Reports**, you will see the photos and links to access data for employees who report to you and also their direct reports.

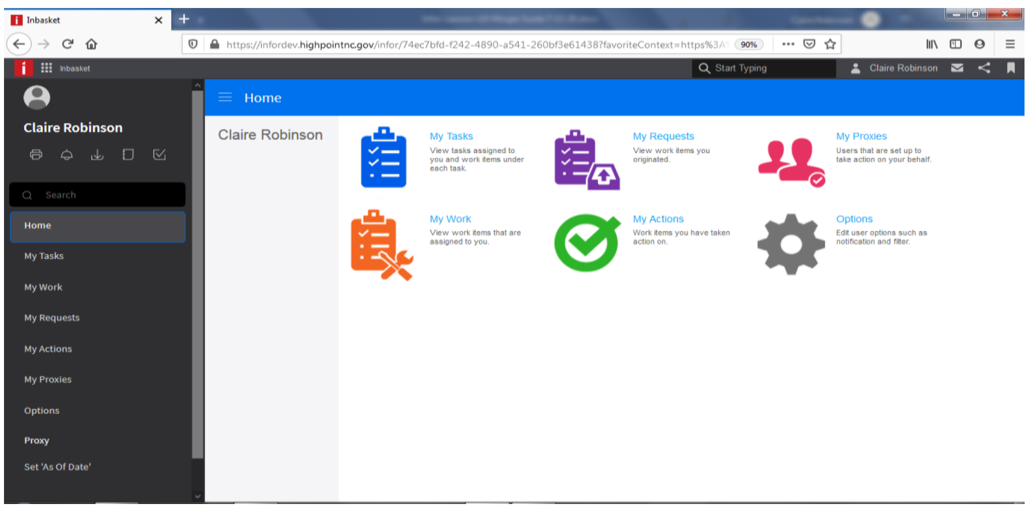
Accessing and Using the InBasket



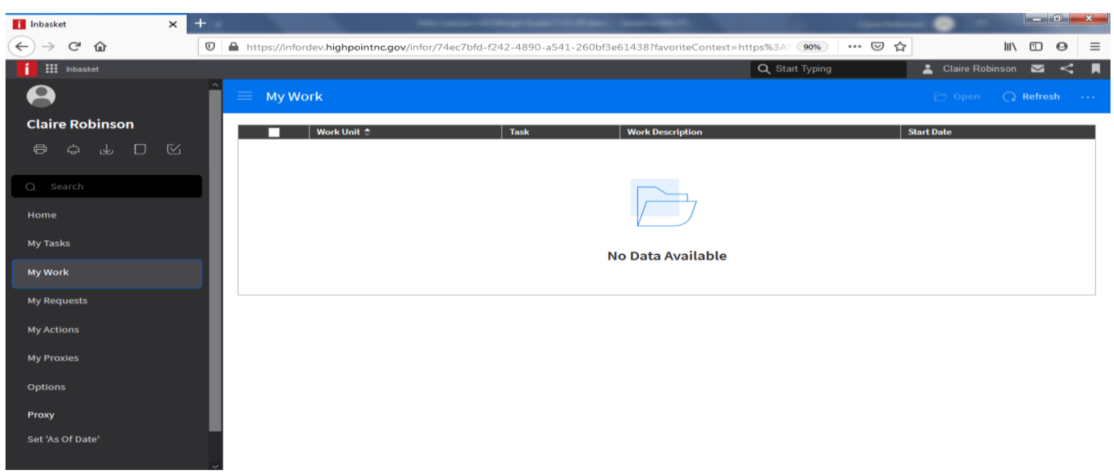
You can access the InBasket to view and approve requisitions and personnel actions. You will receive an email notification similar to the example below for a requisition or action that is in your Inbasket awaiting approval.

To access the Inbasket:

1. Click on **Inbasket in the Navigation Menu or from the Menu apps.**
2. **Click Home.**

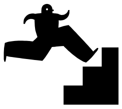


3. Click on **My Work** to access items in your inbasket to approve requisitions or personnel actions.



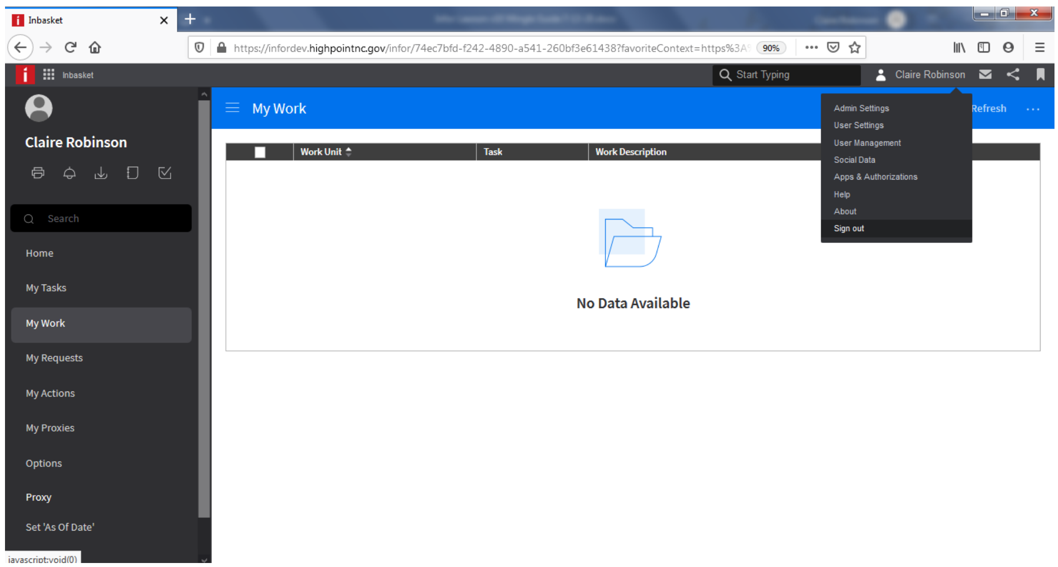
Note: For testing, more details to follow as we complete the process flows and configuration of this function.

Logging Out



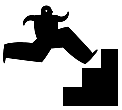
When you finish using Infor Lawson, be sure to log out of the system and close any Lawson windows.

1. **Click on your user name in the upper right corner of the screen.**
2. **Click on Sign Out** to exit the system.



3. **Click the X** to close the window for the browser.

Getting Help and Support



If you experience an issue using the system, email a screenshot and description of the issue to the following Lawson team members:

Marija Dosan – marija.dosan@highpointnc.gov

Whitney Ina – whitney.ina@highpointnc.gov