

Infor Lawson Education



Education

Master Infor products. Maximize your potential.

Only by understanding the wide-ranging potential of your Infor solution can you tap into its full value for your business. Better training leads to a higher return on your technology investment. Infor Education gets you there with targeted training solutions.

Training is structured into role-based paths, across three tiers.

Please note: an icon in front of each course in the list denotes that course's corresponding tier.



Fundamental Classes

These provide a product overview including the purpose, benefits and business value of the system.



Use Classes

These equip students with the skills and knowledge necessary to effectively use the system.



Implementation Classes

These accelerate the implementation of Infor software, from installing and configuring the product to integrating it with other systems.

Training Type	Training Content	Customer User	System Admin	Pre Sales Consultant	Business Consultant	Technical Consultant	Support
Fundamental	Overview	●	●	●	●	●	●
Use	Core Functionality	●	●	●	●	●	●
	Advanced Functionality	●	●	●	●	●	●
Implementation	Administration		●			●	●
	Installation				●	●	●
	Configuration					●	●
	Integration						●

Learn on your terms, on your time.

Users can learn wherever, whenever, through our flexible training options.



Instructor-led Classes

These provide in-depth training in your office or at an Infor education site.



Instructor-led Virtual Classes

These offer the possibility to take both private and public classes from your own desk with the support of an instructor.



Self-paced eLearning

This option allows each user to learn on his or her own schedule

In the catalog the courses are structured into different sections for instructor-led versus self-paced eLearning. All instructor-led courses can be held face-to-face, and in most cases can also be run as a virtual class. We know that budgets and timelines can present obstacles to taking traditional classroom training. That is why we offer high-quality virtual classes, eliminating the need for you to spend part of your training budget on airfare or hotel. Infor's self-paced eLearning courses also supplement the classroom experience. We provide online courses you can access from your desktop anytime, anywhere, further reducing your cost of travel.

Any course can be run as a private class to your employees, but many are also included in our public training schedule. Public classes are scheduled to be delivered either face-to-face or virtually. Each class has a limited number of seats. Prices are set per person, per day. The courses are led by certified instructors, featuring instructionally sound course material and training environments suited to hands-on exercises. For more details please look at the latest schedule on www.infor.com/education.

You can retrieve additional information about each course and register for training by using the hyperlink on each course name. Please note, you must be a Campus customer to use this service.






Infor Lawson Course Catalog

TABLE OF CONTENTS

4	Lawson Foundation
5	Lawson Enterprise Financial Management
9	Lawson Supply Chain Management
11	Lawson Business Process Management
12	Lawson Enterprise Performance Management
13	Lawson System Foundation
16	Lawson Human Resource Management
20	Lawson Talent Management
22	Lawson Technology













Lawson Foundation

Course Name	Description	Hours
Instructor-led		
 Lawson: Getting Started with Portal	Learn how to use the Lawson Portal interface to access Lawson applications.	0.25
 Lawson: Introduction to Smart Office	This course introduces the purpose, benefits, and functionality of Smart Office for Lawson. The course covers navigation and personalization of the Smart Office interface, as well as its use as a tool for increasing efficiency in querying. This training is for version(s): 10.1.1 and all previous versions. Previous course name/code: Lawson S3 Smart Office Introduction.	1
 Infor: Accessing the Rich Client Features	Introduces and demonstrates how to use the Rich client user interface to access Landmark and Talent Management application forms, perform actions on the forms, and tailor the user experience.	1.5










Lawson Enterprise Financial Management

Course Name	Description	Hours
 Lawson: Using Accounts Payable	Using Accounts Payable is a course about Accounts Payable setup, vendor group definition, vendor entry and maintenance, invoice processing, payment processing, various reporting, and on-line data access.	32
 Lawson: Using Invoice Matching	Using Invoice Matching is a course about how to set up the Invoice Matching application to meet company and vendor needs.	24
 Lawson: Using Accounts Receivable	Using Accounts Receivable is a course for Credit Manager and Cash Application Supervisors. Attendees will learn about cash entry and application, electronic funds transfer, deduction reporting, tax processing, cashbook, currency exchange, and credit management.	24
 Lawson: Using Billing	Using Billing is a course about the invoice life cycle beginning with invoice inception (entry or interface) and ending with the transfer of the invoice to the Accounts Receivable system for payment.	8
 Lawson: Using General Ledger	Using General Ledger is a course about the setup, processing, maintenance, and accessing information within the General Ledger.	32
 Lawson: Report Writer for General Ledger	Report Writer for General Ledger is a course about how to access, analyze, and distribute information from the General Ledger with the Lawson Report Writer application.	16
 Lawson: Using General Ledger Allocations	Using General Ledger Allocations is course covering how to create and manage allocations to multiple locations, account numbers, defining allocation spread codes, compute statements, percentage calculations, and periodic processing.	8
 Lawson: Using Asset Management	Using Asset Management is a course for Asset Management End Users. Attendees will learn system setup, asset additions, adjustments, transfers, disposals, depreciation, as well as additional Asset Management features.	24
 Lawson: Using Project Accounting	This course provides the information and practice needed to perform Project Accounting functions.	40
 Lawson: Managing Billing and Revenue	Managing Billing and Revenue is a course about the invoice life cycle, beginning with invoice inception (entry or interface) and ending with the transfer of the invoice to the Accounts Receivable system for payment.	40
 Lawson: Maintaining the Match Process	Maintaining the Match Process is a 3-hour course for Consultants (Application, Support), Project Leads, and System Administrators. Attendees will learn about reports, inquiries, and archival processes that help with monitoring and maintaining match processes.	3
 Lawson: Using Match and Reconcile - Detail	Using Match and Reconcile - Detail is a 4-hour course for Application Consultants, Support Consultants, Project Leads, and Implementation Managers. Attendees will learn the advanced features of Invoice Matching used in the matching and reconciliation processes.	4
 Lawson: Using Match and Reconcile - Invoice	Using Match and Reconcile - Invoice is a 3-hour course for Consultants (Application, Support), Managers (Implementation, Project), and System Administrators. Attendees will learn advanced features of Invoice Matching.	3
 Lawson: Implementing Grant Management	Implementing Grant Management is a course about how to build and process grant data and reinforce the key implementation considerations using hands-on exercises.	40













Course Name	Description	Hours
Enterprise Financial Management: Self-paced eLearning		
 Lawson: Accounts Payable Tax Introduction	Tax Overview for Accounts Payable is a 1-hour course for Consultants (Application, Business, Support), Business Analysts, and Accounts Payable End Users. Attendees will learn tax terminology, the setup of the tax application, and how to process taxable invoices for both matching and expense invoices.	1
 Lawson: AP Invoice Automation Highlights	Learn how Infor Lawson AP Invoice Automation benefits organizations by helping to simplify invoice review and approval and reduce processing costs while providing faster access to more complete information about invoices and their dispensation.	0.25
 Lawson: Cash Ledger - Basics	Explore the Cash Ledger functionality to process cash ledger cycle.	0.5
 Lawson: Financial Report Writer - Introduction	This course explains major concepts in setting up and using the financial report writer to generate financial and managerial reports.	0.5
 Lawson: General Ledger Allocations Introduction	This course explains how to create allocations and automatically dispense posted balances between accounts in the General Ledger and Budgeting applications.	0.5
 Lawson: General Ledger Budgeting Introduction	General Ledger Budgeting Overview is a 45-minute course that introduces the creation, reporting, and maintenance of a General Ledger budget.	0.75
 Lawson: General Ledger Rebuilds Introduction	General Ledger Rebuilds is a half-hour course for Consultants (Application, Support, Technical). Attendees will learn to recognize when the rebuilds are necessary and how to effectively use the rebuild programs.	0.5
 Lawson: Balancing Month End	Attendees will learn the month end procedures for Accounts Payable, Asset Management, Accounts Receivable, Project and Activity Accounting, and General Ledger.	0.5
 Lawson: Behind the Scenes of General Ledger	This course explains what take place during the General Ledger transaction processing cycle, from entry and interface to posting and period close.	0.75
 Lawson: Capitalizing Assets Using Project and Activity Accounting	Capitalizing Assets Using Project and Activity Accounting is a 75-minute course for Accounting Managers, Accountants, Senior Accountants Asset Accounts, Project Managers, and System Analysts. Attendees will learn how to capitalize a project or a piece of equipment using the Project Accounting module.	1.25
 Lawson: Closing Lawson Sub-systems and the General Ledger	Closing Lawson Sub-systems and the General Ledger is a 60-minute course for Controllers, Accounting Managers, Accountants, Senior Accountants, and System Analysts. Attendees will learn how to process the closing of a general ledger and sub-system period close.	1
 Lawson: Comparing Project & Activity Accounting to General Ledger	This course explains the similarities and differences between Project Accounting and the General Ledger.	0.5
 Lawson: Configuring Infor Lawson Mobile Applications	The purpose of this course is to demonstrate how Infor Lawson Mobile Assets helps organizations quickly look up assets, perform inventory, and update asset information through mobile devices. This mobile application provides mapping of locations and barcode scanning for easier inventory and higher accuracy	0.25
 Lawson: Entering Accounts Payable Expense Invoices	Entering Accounts Payable Expense Invoices presents the key components required for basic Accounts Payable (AP) expense invoice processing.	0.5



Course Name	Description	Hours
 Lawson: Enterprise Financial Management Differences 9.0 - 9.0.1	This course presents and explains the new key features in the 9.0.1 release of Enterprise Finance Management.	1
 Lawson: Financials Simulations for Healthcare Organizations	The Enterprise Financial Management Simulations for Healthcare Organizations is a 12-hour course for End Users, Power Users, and Support Staff of Lawson Enterprise Financial Management applications. Attendees will learn best practices for Healthcare Organizations using Lawson business processes.	12
 Lawson: Financials Simulations for Public Sector Organizations	Enterprise Financial Management Simulations for Public Sector Organizations is a 7-hour course for End Users, Power Users and Support Staff of Lawson Enterprise Financial Management applications. Attendees will learn best practices for Public Sector Organizations using Lawson business processes.	7
 Lawson: Infor Lawson Mobile Financials at Your Fingertips	Infor Lawson Mobile Financials helps finance and accounting staff quickly research and get status on account balances, invoices, and payments through their mobile devices. Designed specifically to work with Infor Lawson Financials, the mobile application allow users to review and approve invoices in accounts payable, review open customer invoices and related payments, and also lookup and review customer details and history. Mobile Financials allows users on-demand access to financial information at a mobile convenience.	0.25
 Lawson: Making AP Payments with an Electronic File or ACH Tape	AP Payments Made with an Electronic File or ACH Tape is a 90-minute course for Lawson customers and Partners who work with Lawson Accounts Payable Applications. Attendees will learn how to set up and run payment cycles in order to create these Electronic Files or ACH Tapes.	1.5
 Lawson: Posting Summary and Detail Journal Entries	Lawson: Posting Summary and Detail Journal Entries is a 33-minute course for Consultants, Managers, and Project Leads. Attendees will learn what needs to take place for a transaction to be summarized.	0.5
 Lawson: Processing Accounts Payable Invoices	This course demonstrates how to optimize Accounts Payable setup and streamline day-to-day processing.	0.5
 Lawson: Processing Accounts Payable Payments	This course explains how to use Accounts Payable to generate payment and complete each phase of Cash Payment Cycle.	0.5
 Lawson: Processing Accounts Receivable	Processing Accounts Receivable is a 15-minute course that illustrates the cash entry process and applications on the AR30 screens.	0.25
 Lawson: Processing Currency with General Ledger	Processing Currency with General Ledger explores currency setup and processing within General Ledger.	1.25
 Lawson: Processing General Ledger Year-end Procedures	General Ledger Year-end Procedures is a 45-minute course that explores year-end closing considerations in General Ledger.	0.75
 Lawson: Setting Up and Processing Billing	Setting Up and Processing Billing is a 1-hour course that describes the process of setting up billing parameters as well as going through processing method for your project.	1
 Lawson: Stale Dating and Escheatment of an Accounts Payable Check	Stale Dating and Escheatment of an Accounts Payable Check is a 15-minute course for Accounting Managers, Accounts Payable Supervisor, and Accounts Payable Specialists. Attendees will learn how to process accounts payable checks for stale dating and escheatment.	0.25
 Lawson: Using Asset Templates and Combine Codes	Asset Templates and Combine Codes is a 1-hour course for Customers and Partners who work with Lawson Financial Applications. Attendees will learn how to add assets within the Asset Management application.	1
 Lawson: Using Attribute Matrix with General Ledger	This course explains how Attribute Matrix is used with accounts, accounting units, and transactions to increase reporting and inquiry capabilities in the system.	0.5



Course Name	Description	Hours
 Lawson: Using Attributes in Accounts Receivable	Using Attributes in Accounts Receivable is a 1-hour course that explores the use of attributes (from the Attribute Matrix, MX, application) within the Accounts Receivable application.	1
 Lawson: Using Encumbrances	This course explains the use of commitments, encumbrance accounting, and budget editing within the Lawson General Ledger and General Ledger Budgeting applications.	0.5
 Lawson: Using Flip Allocations in General Ledger	Flip Allocations in General Ledger is a 12-minute course for Consultants (Application, Business, Support), Project Leads, Business Analysts, QA Analysts, and Programmers. Attendees will learn how to create and use "flip" allocations in General Ledger.	0.25
 Lawson: Using Infor Lawson Mobile Requisitions	The purpose of this course is to demonstrate how to create requisitions, view their status, and receive shipments through an interface to Lawson Procurement applications on mobile devices.	0.25
 Lawson: Using Smart Notification for Invoice Matching	Using Smart Notification for Invoice Matching is a 20-minute course for Consultants (Application, Business, Support). Attendees will receive a high level overview of the notifications available in the Payables Solution Pack.	0.25
 Lawson: Using the Upload Wizard for General Ledger	Using the Upload Wizard for General Ledger is a 50-minute course. Attendees will learn the steps required to take information from an Excel spreadsheet and, using the Upload Wizard, bring the data into the Lawson system.	0.75
 Lawson: Creating Custom Transaction Reports in General Ledger	This course explains the reporting tools that you can use to create customized General Ledger transaction reports.	0.5
 Lawson: Setting Up Project and Activity Accounting	Setting Up Project and Activity Accounting is a 2-hour course for Customers and Partners who work with the Lawson Project and Activity Accounting application. Attendees will learn how to process the year end close within the Payroll application.	2
 Lawson: Setting Up the Security Environment for Financial Users	Setting Up the Security Environment for Financial Users covers the basics of defining environment security parameters for Lawson users.	1
 Lawson: Using a Report Writer Report as a Crystal Data Source	This course demonstrates how to use a General Ledger Report Writer report as a data source for a Crystal report.	1



Lawson Supply Chain Management













Course Name	Description	Hours
Supply Chain Management: Instructor-led		
 Lawson: Using Purchase Orders	Using Purchase Orders is a course for Consultants (Application, Support), Business Analysts, Programmers. Attendees will learn how to set up the Purchase Order application to meet company needs.	24
 Lawson: Using Inventory Control	Using Inventory control is a course for Inventory Control Team Members and Managers (Implementation, Inventory, Materials, Warehouse). Attendees will learn the key setup components and processing functionality of the Inventory Control application.	16
 Lawson: Using Requisitions	Using Requisitions is a course for Purchasing Managers, Buyers, and IS. Attendees will learn all phases of the Requisitions system, including requisition creation, approval, processing, and management.	8
 Lawson: Using Strategic Sourcing	Using Strategic Sourcing is a course for Account Executives, Consultants (Application, Business, Support), Managers (Implementation, Project), Project Leads, and Business Analysts. Attendees will learn the basics of each module within the application, as well as integration considerations and their effects on the procurement process.	24
 Lawson: Using Contract Management	Using Contract Management is a course for users of Contract Management. Attendees will learn about the core functionality of the Contract Management application, including integration considerations and procurement process practices.	40
 Lawson: Using Requisition Center	Using Requisition Center is a course for Consultants (Application, IS, Support), Implementation Managers, Project Leads, and System Administrators. Attendees will learn about the major features and setup options of Requisition Center, plus gain hands-on shopping experience through course exercises.	4
Supply Chain Management: Self-paced eLearning		
 Lawson SCM: Introducing the Supply Chain Management Suite	This course is a two-hour OnDemand course for supply chain and procurement professionals and managers. Attendees will learn about the applications included in the Infor Lawson Supply Chain Management Suite and their capabilities.	2
 Lawson: Invoice Matching Introduction	This course explains a high level overview of concepts related to the Lawson Invoice Matching application.	0.25
 Lawson: Mobile Par and Cycle Count - Introduction	Mobile Par and Cycle Count - Introduction is a 1-hour course that explains setup and processing using the feature of Par Counting, Cycle Counting, and Pick for Par.	1
 Lawson: Vendor Agreement Introduction	Vendor Agreement Introduction covers different types of vendor agreements, their purpose, and the functionality available for managing them.	0.75
 Lawson: Item Attributes Introduction	Item Attributes covers the value of attributes, defining attributes, and how to use attributes in the Lawson Procurement Application.	1
 Lawson SCM: Replenishing Inventory	This is a two-hour OnDemand course for supply chain and procurement professionals and managers. Attendees will learn about the applications included in the Infor Lawson Supply Chain Management Suite and their capabilities, the Inventory Replenishment business process, and how the SCM applications facilitate this process.	2
 Lawson SCM: Requesting an Inventory Item	With Infor Lawson Supply Chain Management you can effectively and efficiently manage your procurement processes. This two-hour OnDemand course provides an overview of the Supply Chain Management suite of applications and their capabilities, and an exploration of the Request an Inventory Item business process. The course also provides opportunities to try simulations of procedures used in the Request an Inventory Item process.	2



Course Name	Description	Hours
 Lawson SCM: Requesting an Order Using Order Entry	Requesting an Order Using Order Entry is a two-hour OnDemand course for supply chain and procurement professionals and managers. Attendees will learn about the applications included in the Infor Lawson Supply Chain Management Suite and their capabilities, the Order Request using Order Entry business process, and how the SCM applications facilitate this process.	2
 Lawson SCM: Using Requisition to Check	This is a two-hour OnDemand course for supply chain and procurement professionals and managers. Attendees will learn about the applications included in the Infor Lawson Supply Chain Management Suite and their capabilities, the Requisition to Check business process, and how the SCM applications facilitate this process.	2
 Lawson: Balancing Inventory Control to the General Ledger	This course covers the reports and online programs that balance month end amounts posted from Inventory Control to the General Ledger.	1
 Lawson: Creating a Blanket Agreement	Create a Blanket Agreement is a 12-minute course for Consultants (Application, Support). Attendees will learn basics of defining a basic blanket vendor price agreement.	0.25
 Lawson: Creating Purchase Orders	This course explains how to create and manage purchase orders.	0.5
 Lawson: Entering and Matching Invoices	This course explains concepts and procedures related to entering and matching invoices to the Lawson Invoice Matching application.	0.5
 Lawson: Fast and Convenient with Infor Lawson Mobile Assets	Fast and Convenient with Infor Lawson Mobile Assets helps organizations quickly look up assets, perform inventory, and update asset information through mobile devices. This mobile application provides mapping of locations and barcode scanning for easier inventory and higher accuracy. With its enhanced user experience and centralized Lawson security, Mobile Assets makes accessing your asset information faster and easier.	0.25
 Lawson: Maintaining Mobile Supply Chain Management	Maintaining Mobile Supply Chain Management is a 45-minute course for Consultants (Application, Support, Technical), Implementation Managers, and System Administrators. Attendees will learn how to administer the Mobile Supply Chain Management (MSCM) System.	0.75
 Lawson: Processing Bids	Bid Processing is a 21-minute recorded presentation that outlines the process of bid processing.	0.5
 Lawson: Processing Par Cart	This course is about par replenishment processing. Attendees will learn how to create, process, and maintain cart, par locations.	0.5
 Lawson: Procurement Transactions Impact on General Ledger	Procurement Transactions Impact on General Ledger is a 15-minute, two-part presentation on Procurement Transaction impact on General Ledger.	0.25
 Lawson: Receiving and Delivery Introduction	Receiving and Delivery Introduction provides a half-hour overview of the Receiving and Delivery solution.	0.5
 Lawson: Using Fax Integrator	Using Fax Integrator is a 1-hour course for Consultants (Application, IS, Support) and System Administrators. Attendees will explore prerequisites, installation and setup of the Fax Integrator product.	1
 Lawson: Using Infor Lawson Mobile Inventory	Designed to work with the Inventory Control module within the Infor Lawson Supply Chain Management product suite, Infor Lawson Mobile Inventory is designed to look up and update inventory information through a mobile device. Key features include determining item availability, reviewing locations and seeing items with balance availability, reviewing and adjusting a replenishment worksheet, and reviewing and updating par levels for a location.	0.25
 Lawson: Using Units of Measure for Procurement	Using Units of Measure for Procurement is a 35-minute course presenting the various UOM options available and points out the restrictions and special situations encountered when using multiple units of measure.	0.5
 Lawson SCM: Implementing the Bidding Process	Implementing the Bidding Process is a two-hour OnDemand course for supply chain and procurement professionals and managers. Attendees will learn about the applications included in the Infor Lawson Supply Chain Management Suite and their capabilities, the Bidding business process, and how the SCM applications facilitate this process.	2






Lawson Business Process Management

Course Name	Description	Hours
Business Process Management: Instructor-led		
 Lawson: Using ProcessFlow Standard	Using ProcessFlow Standard explains how ProcessFlow fits within the Lawson System Foundation architecture and provides an overview of ProcessFlow servers and BPM application.	24
 Lawson: Using ProcessFlow Integrator	Using ProcessFlow Integrator provides the functionality for business process automation and integration. This course focuses on providing practical ProcessFlow building exercises using the ProcessFlow Designer.	16
 Lawson: Process Automation Differences	Process Automation Differences is a course for clients, partners, and employees who have previously taken the ProcessFlow Integrator and want to learn Process Automation. Attendees will learn the differences between the ProcessFlow Integrator and Process Automation Designers and Administration setup and maintenance.	16
 Lawson: Using Process Automation	Using Process Automation is a 5-day training course where attendees will learn about the components of Process Automation, such as the Process Designer and Process Server. This course provides practical, hands-on experience using the Process Designer and Process Server Administrator.	40
 Lawson: Using Design Studio & JavaScript	Using Design Studio & JavaScript is a course for customers, employees, and partners. Attendees will learn about the Design Studio tool, a browser-based drag-and-drop graphical development environment used to customize or enhance Infor applications.	24
 Lawson: Using Microsoft® Office Add-Ins	This course covers installing and using Infor Lawson Add-Ins for Microsoft® Office.	8
 Lawson: Using Spreadsheet Designer for Microsoft Excel	Using Spreadsheet Designer for Microsoft Excel is a course for clients, partners, and employees who work with Landmark-based applications. Attendees will learn to create queries from Landmark applications to Microsoft Excel and create uploads to Landmark applications using the spread sheet designer.	4
 Lawson: Accessing Lawson Data for Crystal Reports	Accessing Lawson Data for Crystal Reports is a course that teaches the attendee how to reference Lawson database files and field names during the report creation process while at the same time maintaining security.	16
 Lawson: Using Application Development Workbench/CASE for UNIX and NT	This is a five-day course for Program Developers. Attendees will learn to build custom tables to update the Lawson database and/or build a custom database with custom programs (reports and on-line screens) that read and update that database.	40
Business Process Management: Self-paced eLearning		
 Lawson: Design Studio - Basics	This course provides an overview of Design Studio and explains the three Design Studio design tools which are the UI Designer, Portal Page Designer, and Wizard Designer.	0.5
 Lawson: ProcessFlow - Basics	ProcessFlow Basics is a 1-hour course. Attendees will learn about the ProcessFlow product features, components, functionality, and benefits.	1
 Lawson: Publishing Back Office Reports	Publishing Back Office Reports is a 45-minute course for Consultants (Application, Business, IS, Support, Technical), Business Analysts, and System Administrators. Attendees will learn the basic concepts relating to publishing and bursting of back office reports in Reporting Services.	0.75
 Lawson: Using Microsoft Office Add-Ins	This course explores advanced tricks and tips of Lawson Add-ins for Microsoft Office.	0.25
 Lawson: Using Applied CASE and Design Studio	Using Applied CASE and Design Studio is a 20-minute course for Programmers, Developers and Consultants. Attendees will learn the Lawson CASE and Design Studio tools (along with Developer's Workbench tools and skills), and use them to develop a realistic but hypothetical example form that combines data originally shown on two separate Lawson standard forms.	0.25
















Lawson Enterprise Performance Management

Course Name	Description	Hours
 Lawson: Using Business Intelligence	Using Business Intelligence enables learners to develop solutions to operational business intelligence needs with the core, integrated products of Business Intelligence.	24
 Lawson: Using Crystal Reports	Using Crystal Reports is a course that teaches the fundamentals of report design along with intermediate techniques needed to develop more complex reports. In a highly hands-on environment, students will spend a portion of the course focusing on the Crystal Reports product. The remaining time is dedicated to accessing Lawson data using Crystal Reports and OLE DB object services	40
 Lawson: Administration for Business Intelligence	Administration for Business Intelligence is a course for technical consultants, partners, client LBI administrators, and client system administrators. Attendees will learn how to administer the Business Intelligence solution. Applicable only applicable to Lawson application customers. Note: Using Business Intelligence is a pre-requisite to the Administration for Business Intelligence class.	16










Lawson System Foundation

Course Name	Description	Hours
System Foundation: Instructor-led		
 Lawson: Introduction to Lawson Security - Basic	Introduction to Lawson Security - Basic is a fundamentals course for users who need an introduction to Lawson Security. Attendees will gain hands-on experience that is helpful when starting to work with Lawson's roles and rules-based security system.	8
 Lawson: Smart Notification Links - Advanced	Smart Notification Links - Advanced is a course that will teach attendees how to deliver supporting information for a Smart Notification solution by utilizing various types of links including Transaction links and Root Cause Analysis links.	8
 Lawson: System Foundation Differences 9.x - 10.x	This course explains the differences between versions 9.0.1 and 10 for Lawson System Foundation & Administration.	24
 Lawson: Introduction to Lawson Security - Intermediate	An Introduction to Lawson Security- Intermediate, attendees will receive the basic knowledge and hands-on experience needed to successfully work with the Lawson Security.	16
 Lawson: v10 Administering Security	This course covers how to set up security roles, classes, profiles, and rules; how to grant access to data sources, forms, and files; and how to secure printers, job queues, environment services, reports, users, and security.	32
 Lawson: v9 Administering Security	Administering Security is a course for Account Executives, Consultants (Application, Business, IS, Support, Technical), Managers (Client Account, Implementation, Project), Project Leads, Business Analysts, Programmers, and System Administrators. Attendees will learn about the role-based, rule-based object-oriented security system in Lawson Security.	32
 Lawson: Administering Landmark Foundation	Administering Landmark Foundation is an introductory course for system administrators to learn the Landmark environment and how to manage core components of a Landmark application.	40
 Lawson: Introduction to Smart Office	The Smart Office Introduction course explores how to use the main features and functionality of Smart Office. This course uses the Lawson application.	8
 Lawson: Administering Smart Office	This course provides the fundamentals needed for understanding Smart Office. It also provides Lawson administrators with knowledge about tasks associated with effective implementation and maintenance of Smart Office.	16
 Lawson: Administering System Foundation for System i	Administering System Foundations for System i is a course for Lawson Administrators working with Foundation and Administration of Lawson System Foundation components. Attendees will learn to effectively implement and maintain Lawson on System i.	40
 Lawson: v9 Administering System Foundation for UNIX	Administering System Foundations for UNIX is a course for Lawson Administrators working with Foundation and Administration of Lawson System Foundation components. Attendees will learn to effectively implement and maintain Lawson on a UNIX platform.	40
 Lawson: v10 Administering System Foundation for UNIX	This course provides the information to maintain and administer the Lawson System Foundation on a UNIX platform. This course is for Administrators new to Lawson System Foundation. For those moving to Lawson System Foundation v10 from a previous version, see the Lawson: System Foundation Differences 9.x – 10.x course.	40
 Lawson: v9 Administering System Foundation for Windows	Administering System Foundations for Windows is a course for Lawson Administrators working with Foundation and Administration of Lawson System Foundation components. Attendees will learn to effectively implement and maintain Lawson on a Windows platform.	40

Course Name	Description	Hours
 Lawson: v10 Administering System Foundation for Windows	This course provides the information to maintain and administer the Lawson System Foundation on a Windows platform. This course is for Administrators new to Lawson System Foundation as of v10. For those moving to Lawson System Foundation v10 from a previous version, see the Lawson: System Foundation Differences 9.x – 10.x course.	40
 Lawson: Implementing with SQL Server 2008 for DBAs	Lawson: Implementing with SQL Server 2008 for DBAs is a 2-day course for Data Managers. Attendees will learn the initial set-up, implementation, and on-going technical management of the Lawson product suites, and their connectivity to the Microsoft SQL Server 2008 Relational Database Management System.	16
 Lawson: Setting up Oracle UNIX & NT Environments	Lawson: Setting up Oracle UNIX & NT Environments is a three-day course for database managers. Attendees will learn the initial setup, implementation, and ongoing technical management of the Lawson Environment with the Oracle Relational Database Management System.	24
 Lawson: Using Configuration Console	This course will provide you with the information to create and modify security classes using the Configuration Console.	24
System Foundation: Self-paced eLearning		
 Lawson: Ontology - Introduction	This course explains the design and structure of data in applications developed with Landmark technology.	0.5
 Lawson: Configuration Console Overview	In this course, you will learn more about the Configuration Console, an application that allows you to customize certain elements of Infor Lawson and Infor Talent Management applications.	1
 Lawson: Resource Management Introduction	Resource Management Introduction is a 45-minute course. Attendees will learn about the main features of Resource Management: adding people, organization, or thing resources; setting up resource roles; and adding location maps and structure trees.	0.75
 Lawson: Security Introduction	This course provides an overview of the Lawson Security authorization engine, shows examples of creating rules, and demonstrates how to start preparing an organization to create rules-based security policies that can be implemented in Lawson Security architecture.	0.5
 Infor: Accessing Lawson Data	Explore tools available to reference database tables, field names, field description, system codes, and relationships.	0.5
 Infor: Implementing Employee Self-Service (ESS)	Implementing Employee Self Service is a 1-hour course for Lawson System Administrators, HRIS Administrators, and Lawson Security Administrators. Attendees will learn how to implement the Self Evident application, Employee Self Service on System Foundation Technology.	1
 Infor: Implementing Lawson Security	This course explains how to implement Lawson Security.	1
 Infor: Setting Up LAUA Users and Groups	Setting Up LAUA Users and Groups is a 45-minute course for Lawson System Administrators and Lawson Security Administrators. Attendees will learn the details on how to set up the user on Lawson Technology using LAUA.	0.75
 Infor: Using Data Structure for Programmers & Report/Query Specialists	This course provides the conceptual information needed to define an effective Lawson-style database and develop effective reports and queries against Lawson business data.	0.5
 Infor: Using Lawson Application 9.0.1 Data Promotion Programs	Lawson Application 9.0.1 Data Promotion Programs is a 20-minute course for Consultants (Application, Business, IS, Support, Technical), Managers (Client Account, Implementation, Project), Business Analysts, and Programmers. Attendees will learn how the Lawson Application data is promoted from release 9.0.0 to 9.0.1 during the installation process.	0.25
 Lawson: Configuring a Lawson/Oracle Interface	Configuring a Lawson/Oracle Interface is a 77-minute course for Consultants and System Administrators. Attendees will learn the steps needed to configure the Lawson Environment for storing data in an Oracle database.	1.25
 Lawson: Copying a Productline in System Foundation Technology	Copying a Productline in System Foundation Technology is a 30-minute course for Lawson System Administrators. Attendees will learn how to copy a productline.	0.5



Course Name	Description	Hours
 Lawson: Portal Administration - Advanced	Portal Administration – Advanced is a half-hour course that explores and demonstrates advanced features within Portal Administration.	0.5
 Lawson: Portal Administration Differences 3.x - 9.0	Lawson Portal Administration, 3.x to 9.0 Differences is a 1-hour course for Consultants, Programmers, and System Administrators. Attendees will learn the differences between the Lawson Portal, 9.0 and earlier Portal versions	0.5
 Lawson: Technology Differences 8.0.3 - 9.0	This is a course for Consultants, Project Managers, Project Leads, Business Analysts, Programmers, and System Administrators. Attendees will receive a broad, descriptive overview of the differences between the Lawson 8.0.3 and 9.0 Technology versions.	1
 Lawson: Upgrading LSF 9.0.0 to 9.0.1	Upgrading LSF 9.0.0 - 9.0.1 is a 20-minute course for Consultants (Business, IS, Support, Technical), Project Managers, and System Administrators. Attendees will receive a high-level overview of the 64-bit Binary Release for LSF 9.0.1.	0.25
 Lawson: Using the Data Dictionary	Using the Data Dictionary is a 41-minute course for Consultants and System Administrators. Attendees will learn how modifications made to the database schema are propagated to the Lawson data dictionary and resulting changes to data dictionary status.	0.75
 Lawson: Using the File Transfer Process	Using the File Transfer Process is an 18-minute course for Consultants and Business Analysts. Attendees will receive an overview of the file transfer process and a step-by-step guide to the options for performing these transfers.	0.25
 Lawson: Using the GEN Database	Using the GEN Database is a 1-hour course for Consultants, Programmers, Developers, Lawson Environment Administrators, and Database Administrators. Attendees will learn the various kinds of data stored in the Lawson GEN database repository and where it comes from.	1



Lawson Human Research Management







Course Name	Description	Hours
Human Resource Management: Instructor-led		
 Lawson: Setting Up the Human Resources Structure	Setting up the Human Resources Structure course is for HR Implementation Project Teams. Attendees will learn basic setup as well as structures for pay, deduction, garnishment, and various employee groups and structures.	32
 Lawson: Using Human Resources Functional Reporting	Using Human Resources Functional Reporting is a course for Lawson customers and partners. Attendees will learn about Human Resources data reporting options and how to create reports with the HR Writer tool.	16
 Lawson: Using Personnel Administration	Using Personnel Administration is a course for HR Implementation Project Teams and Personnel Administration End Users. Attendees will receive a complete introduction to Lawson's Personnel Administration application, beginning with the setup of the framework for competency and position management.	24
 Lawson: Implementing Employee & Manager Self-Service	Implementing Employee & Manager Self-Service is a course for HR end-users and implementation leaders. Attendees will learn the key concepts and procedures for successful implementation and maintenance of Employee and Manager Self-Service.	24
 Lawson: Processing Payroll	Processing Payroll is a course for Payroll Staff involved in implementation or ongoing processes. Attendees will learn to effectively process payroll cycles for employees working in U.S., including troubleshooting payroll cycle issues, entering manual adjustments and payments, balancing, and regulatory reporting.	32
 Lawson: Using Absence Management	Using Absence Management is a course for HR Implementation Project Teams and Absence Management End Users. Attendees will learn how to configure and manage time-off policies, such as vacation, illness, and FMLA.	32
 Lawson: Using Benefits Administration	Using Benefits Administration is a course for Lawson Benefits Administration Users (Including Flex and Non-Flex End Users). Attendees will learn the definition of flex and benefit plans, automation rules to improve processing efficiency, and employee enrollment and maintenance. They will also learn to process benefit records for retirees and U.S. COBRA participants.	24
Human Resource Management: Self-paced eLearning		
 Infor: Absence Management - Basics	Absence Management - Basic is a 1-hour course for Consultants (Application, Business, Support), Managers (Client Account, Implementation, Project), and Project Leads. Attendees will receive a high-level overview on how to set up a basic plan and follow the plan through the processing functionality.	1
 Infor: Absence Management - Advanced	Absence Management - Advanced is a 1-hour course for Consultants (Application, Business, Support), Project Leads, and Project Managers. Attendees will learn Leave of Absence tracking transfers and managing up-front allotments, as well as reports and purging functions.	1
 Infor: Automating Your Absence Management Processes	Automating Your Absence Management Processes is a 90-minute course for customers who work with Infor Human Resource Benefits and Payroll applications. Attendees will discover the best practices for processing changes and incorporating those into their weekly or semi-weekly updates.	1.5
 Infor: Balancing Unemployment and Payroll	Balancing Unemployment and Payroll is a 27-minute course for Consultants, Managers, System Administrators, Partners, and Clients. Attendees will learn about various unemployment reports, continuation forms, BSI set-up, and payroll balancing.	0.5
 Infor: HR Writer - Advanced	HR Writer - Advanced explores creating reports with the HR Writer tools and focuses on various features beyond creating just a simple report.	0.75
 Infor: Human Capital Management Simulations for Healthcare Organizations	Human Capital Management Simulations for Healthcare Organizations is a 7-hour course for End Users, Power Users, and Support Staff of Infor Human Capital Management applications. Attendees will learn best practices for Healthcare Organizations using Infor business processes.	7

Course Name	Description	Hours
 Infor: Human Resource Management Differences 9.0 - 9.0.1	Presents and explains the key features in the 9.0.1 release of Human Resource Management (HRM).	0.75
 Infor: Processing and Maintaining Flex Benefits	Processing and Maintaining Flex Benefits describes the processing considerations and maintenance involved when including a flex plan on your benefit plan setup.	0.5
 Infor: Processing Deductions	Processing Decuctions is a 6-minute course that introduces enhancements to one-time deductions and one-time deduction processing, including setup and processing options.	0.25
 Infor: Processing FLSA Overtime	Processing FLSA Overtime is a 55-minute course for Consultants and Business Analysts. Attendees will receive an overview of FLSA (Fair Labor Standards Act) requirements for overtime calculations to establish the context for the training, as well as key setup procedures and processing options.	1
 Infor: Purging HR Suite Data	Purging HR Suite Data is a half-hour course for Consultants. Attendees will learn about key purging programs delivered by Lawson.	0.5
 Infor: Tracking Applicants	Tracking Applicants is a 45-minute course for Consultants and Project Managers. Attendees will learn the functionality in the Personnel Administration application that enables recruiters to track applicants, openings, and hires.	0.75
 Infor: Tracking Competency	Tracking Competency is a 24-minute course for Consultants and Business Analysts. Attendees will learn how to track the skills, knowledge, and abilities (commonly referred to as KSA's) possessed by these individuals, as well as the qualifications for specific jobs or positions in the organization.	0.5
 Infor: Using Absence Management to Track Leave of Absence	Using Absence Management to Track Leave of Absence is a 90-minute course for customers who work with Lawson Human Resource Benefits and Payroll applications. Attendees will learn to accurately track key dates and events that occur during the leave process.	1.5
 Infor: Using Automated History Correction	Using Automated History Correction explores the ability to use personnel actions or manual-entry methods to correct errors in employee history.	0.5
 Infor: Using Benefits Automation Programs	Using Benefits Automation Programs is a 45-minute recorded presentation that focuses on the benefit update programs which result in updates to employee benefit enrollments and (when applicable) payroll deductions.	0.75
 Infor: Using Benefits Automation Rules	Using Benefits Automation Rules is a 14-minute course for Consultants and Business Analysts. Attendees will learn the setup of add, change, and termination rules which are used by the benefits application to automate the process of updating employee benefit enrollments.	0.25
 Infor: Using Benefits Enrollment Methods	Using Benefits Enrollment Methods is a 23-minute course for Consultants (Application, Business, Support) and Business Analysts. Attendees will learn to perform manual benefit entry, web benefit entry, and mass updates to employee benefit enrollments.	0.5
 Infor: Using Cost of Excess Life Insurance	Using Cost of Excess Life Insurance describes the necessary set-up in the BN application and the processing (BN150) to report excess life.	0.5
 Infor: Using Design Studio with HR	Using Design Studio with HR is a 15-minute course for Consultants and Business Analysts. Attendees will receive a high-level overview of Infor Design Studio with a focus on HR-related examples.	0.25
 Infor: Using Direct Deposit Tape (U.S.)	Using Direct Deposit Tape (U.S.) examines the tape file created by Payment Print (PR160) to clarify its content and layout.	0.25
 Infor: Using Domestic Partner Benefits	Using Domestic Partner Benefits is a 30-minute course for Consultants (Application, Business, Support) and Project Managers. Attendees will learn the proper way to handle DPB's and their set-up.	0.5
 Infor: Using Employee History	Employee History is a 30-minute course for Consultants (Application, Business, Support) and Project Managers. Attendees will learn the key forms and files for reviewing employee history.	0.5

















Course Name	Description	Hours
 Infor: Using HIPAA 820 and 834 Transactions Sets	Using HIPAA 820 and 834 Transactions Sets is a half-hour course for Consultants and Business Analysts. Attendees will review the functionality to accommodate HIPAA reporting requirements for the 820 and 834 transaction sets.	0.5
 Infor: Using HR Custom Calculations (User Exits)	Using HR Suite Custom Calculations (User Exits) is a 13-minute course for Consultants and Business Analysts. Attendees will learn about custom calculation (known previously as "user exits") formulas in the Payroll and Benefits Administration applications, and step-by-step processes for successfully implementing them.	0.25
 Infor: Using Human Resources Conversion Programs	Using Human Resources Conversion Programs is a 35-minute course for consultants and business analysts. Attendees will learn about processing and troubleshooting conversions in the Infor Human Resources suite.	0.5
 Infor: Using Step and Grade Schedules	This course explains the basics of defining step and grade schedules and the business scenarios in which they are typically used.	0.5
 Infor: Using the Payroll - Accounts Payable Interface	Using the Payroll-Accounts Payable Interface is a 27-minute course for Consultants and Business Analysts. Attendees will learn the key setup and processing steps to successfully utilize this interface.	0.5
 Lawson: BSI TaxFactory - Advanced	BSI TaxFactory - Advanced is a 1-hour course for Consultants (Application, Business, Support), Business Analysts, and Programmers. Attendees will explore the more advanced tools and features provided by this BSI product.	1
 Lawson: Budgeting Positions and Jobs	Budgeting Positions and Jobs is a 41-minute course for Consultants and Business Analysts. Attendees will learn about the functionality available in Personnel Administration to define and maintain budgets by job or position.	0.75
 Lawson: Getting Started with BSI Setup	Getting Started with BSI Setup is a 60-minute course for customers who work with Infor Human Resource and Payroll applications. Attendees will learn tax factory and the requirements needed to automate tax deduction assignment.	1
 Lawson: Optimizing Employee Groups	Optimizing Employee Groups is a half-hour course for Consultants and Project Managers. Attendees will learn setup and naming convention recommendations.	0.5
 Lawson: Processing Manual Payments	Processing Manual Payments in is a 40-minute course for Consultants and Business Analysts. Attendees will learn basic procedures for processing manual payments using the core Manual Payment (PR80.1) functionality.	0.75
 Lawson: Processing U.S. Garnishments	This course demonstrates the necessary set up needed to accurately process U.S. garnishments in Infor Human Resource and Payroll applications.	0.5
 Lawson: Processing Web Time Entry	Processing Web Time Entry is a 30-minute course for Consultants (Application, Business, Support) and Project Managers. Attendees will learn the step-by-step flow of web time records, from initial entry by employees in Employee Self Service through the final preparation of the records for a payroll cycle.	0.5
 Lawson: Training Administration Introduction	This course explains the setup of training options and curriculum, along with the key processing steps in the Training Administration application.	0.5
 Lawson: Using Position Rules	Using Position Rules is an 18-minute course for Consultants and Business Analysts. Attendees will learn about the application form used for defining position rules, the options for each form field, and the resulting impacts to the HR suite.	0.25
 Lawson: Using ProcessFlow and HR	This course provides an introduction and overview to the ProcessFlow product, which is a powerful and flexible tool for automating workflow processes, with focus on Human Resources related examples. This course includes information about the designer tool, which is the ProcessFlow Designer Built on Eclipse.	0.75
 Infor: Customizing Employee and Manager Self-Service	Customizing Employee and Manager Self-Service is a 1-hour course for Consultants and Business Analysts. Attendees will learn the primary options to customize the functionality and appearance of the product for end users to meet their unique business needs.	1













Course Name	Description	Hours
 Infor: Customizing Employee and Manager Self-Service	Customizing Employee and Manager Self-Service is a 1-hour course for Consultants and Business Analysts. Attendees will learn the primary options to customize the functionality and appearance of the product for end users to meet their unique business needs.	1
 Infor: HR Conversions - Advanced	Advanced HR Conversions is a 75-minute course for Consultants and Business Analysts. It provides detailed guidelines and tips for successfully processing the most common and/or challenging conversion programs.	0.75
 Infor: Setting Up Position Management in Personnel Administration	Setting up Position Management in Personnel Administration is a 90-minute course for customers who work with Infor Human Resource and Personnel applications. Attendees will learn how the position rules and budgets allow a wide range of flexible options.	1.5
 Infor: Troubleshooting Employee and Manager Self-Service	Troubleshooting Employee and Manager Self-Service is a 22-minute course for Consultants and Business Analysts. Attendees will learn the methodology and tools available for identifying and resolving errors encountered when implementing or using Employee and Manager Self-Service.	0.25
 Infor: Troubleshooting the Human Resources Suite	This course explains the methodology and tools available for identifying and resolving errors encountered when using the applications in the HR suite in a Unix/NT environment.	0.5
 Lawson: Uploading Personnel Actions	This course demonstrates the workaround steps to upload personnel actions using Lawson Add-ins for Microsoft Office.	0.5



Lawson Talent Management

Course Name	Description	Hours
Talent Management: Instructor-led		
 Lawson: Using Global Human Resources	Using Global Human Resources is a course for Human Resources Professionals and Human Resources Administrators. Attendees will learn how to set up organization and resource data.	24
 Lawson: Using Talent Acquisition	Using Talent Acquisition is a course for Recruiters, Recruiter Administrators, and Hiring Managers. Attendees will learn how to create Talent Acquisition setup data, create and complete job requisitions, and other tasks involved in the staffing and onboarding process.	16
 Lawson: Using Learning and Development	Using Learning and Development is a course for anyone who will be using, administering or implementing the tool. Attendees will learn what Learning and Development is, how to configure the system, and how to set up activities, standard costs, development plans, and sessions.	16
 Lawson: Using Succession Management	Using Succession Management is a course for implementation project teams and business and support consultants. Attendees will learn how to describe relevant business processes, perform key setup, and utilize the capabilities of Succession Management.	8
 Lawson: Using Performance Management	Using Performance Management is a course for HR Administrators, HR Managers, Performance Management professionals, and the Implementation project team. Attendees will learn how to successfully implement and use Lawson Performance Management to complete performance appraisals.	8
 Lawson: Using Goal Management	Using Goal Management is a course for individuals responsible for defining, managing and maintaining organizational goals. Attendees will learn how to use Infor Goal Management to define and cascade organizational goals.	8
 Lawson: Using Compensation Planning and Awarding	Using Compensation Planning and Awarding is a course for implementation project teams and business and support consultants. Attendees will learn how to define compensation planning and awarding within the Compensation Management application.	16
 Lawson: Using Incentive Compensation	Using Incentive Compensation is a course for the implementation project team and individuals responsible for setting up and maintaining their organizations incentive compensation program.	8
Talent Management: Self-paced eLearning		
 Infor: Compensation Management Introduction	This course presents an overview of the Compensation Management application of Infor Talent Management, to include its core capabilities and positioning as a solution in the marketplace.	0.5
 Infor: Goal Management Introduction	This course presents an overview of Goal Management	0.5
 Infor: Learning and Development Introduction	This course presents an overview of Learning and Development	0.5
 Infor: Performance Management Introduction	This course presents an overview of the Performance Management application of Infor Talent Management, including its core capabilities and positioning as a solution in the marketplace.	0.5
 Infor: Talent Acquisition Introduction	This course presents an overview of Infor Talent Acquisition.	0.5
 Infor: Talent Management Competency Management Introduction	This course introduces the key terms and concepts of Competency Management and demonstrates the core setup and functionality.	1
 Infor: Talent Management Introduction	This course presents an overview of Infor Talent Management.	1














Course Name	Description	Hours
 Infor: Adding and Maintaining Talent Management Users	This course introduces key user terminology and demonstrates the process to create a new user for Talent Management.	0.5
 Infor: Using Talent Management Actions	Learn about the different types of actions available to update employee data and the key setup and processing for each type.	1.25
 Infor: Using Talent Management Reporting	Learn about the primary reporting options for Talent Management data.	1
 Infor: Using the Talent Management to Human Resources Management Interface	This course describes the prerequisite setup and processing steps to interface data from Infor Talent Management to Infor Human Resources Management.	0.75
 Infor: Customizing Talent Management	This course describes the allowed customizations to Talent Management.	0,5
 Infor: Implementing Talent Management and Human Resource Management Together	This course presents an overview of key planning considerations when implementing Infor Talent Management and Infor Human Resource Management suites together.	0.5
 Infor: Synchronizing Talent Management and Default Rules	This course describes the ability to synchronize jobs, positions, and supervisors, and also the setup and impacts of job and position default rules.	0.5
 Infor: Talent Management Technical Introduction	This course presents an overview of key planning considerations when implementing Infor Talent Management and the Infor Human Resources Management suites together.	0.75
 Infor: Training the Talent Management Project Team	This course presents an overview of planning customer-facing training for LTM projects.	0.25
 Infor: Using Talent Management Conversion Programs	This course describes the Talent Management data conversion process, methods, and tools.	0.5



Lawson Technology

Course Name	Description	Hours
Technology: Self-paced eLearning		
 Lawson: Business Intelligence Introduction	Lawson Business Intelligence Overview is a 20-minute course for Consultants (Application, Business, Support, Technical), Managers (Client Account, Implementation, Project), Project Leads, Business Analysts, and Account Executives. Attendees will learn the components, purpose, and benefits of the Lawson Business Intelligence suite.	0.25
 Lawson: Design Studio - Basics	This course provides an overview of Design Studio and explains the three Design Studio design tools: UI Designer, Portal Page Designer, and Wizard Designer.	0.5
 Lawson: ProcessFlow - Basics	ProcessFlow Basics is a 1-hour course. Attendees will learn about the ProcessFlow product features, components, functionality, and benefits.	1
 Lawson: Publishing Back Office Reports	Publishing Back Office Reports is a 45-minute course for Consultants (Application, Business, IS, Support, Technical), Business Analysts, and System Administrators. Attendees will learn the basic concepts relating to publishing and bursting of back office reports in Reporting Services.	0.75
 Lawson: Resource Management Introduction	Resource Management Introduction is a 45-minute course. Attendees will learn about the main features of Resource Management: adding people, organization, or thing resources; setting up resource roles; and adding location maps and structure trees.	0.75
 Lawson: Scorecard Introduction	Scorecard Introduction is a 1-hour course for Consultants (Application, Business, Support), Project Leads, Project Managers, and Business Analysts. Attendees will learn the purpose and benefits of the Lawson Scorecard component of Lawson Business Intelligence.	1
 Lawson: Securing Data and Reports in Enterprise Reporting	Securing Data and Reports in Enterprise Reporting is a 50-minute course that describes the various ways in which data and reports are secured in Enterprise Reporting.	1
 Lawson: Security Introduction	This course provides an overview of the Lawson Security authorization engine, shows examples of creating rules, and demonstrates how to start preparing an organization to create rules-based security policies that can be implemented in Lawson Security architecture.	0.5
 Lawson: Using Microsoft Office Add-Ins	This course explores advanced tricks and tips of Lawson Add-ins for Microsoft Office.	0.25
 Infor: Accessing Lawson Data	Explore tools available to reference database tables, field names, field description, system codes, and relationships.	0.5
 Infor: Implementing Employee Self-Service (ESS)	Implementing Employee Self Service is a 1-hour course for Lawson System Administrators, HRIS Administrators, and Lawson Security Administrators. Attendees will learn how to implement the Self Evident application, Employee Self Service on System Foundation Technology.	1
 Infor: Implementing Lawson Security	This course explains how to implement Lawson Security.	1
 Infor: Implementing Talent Management and Human Resource Management Together	This course presents an overview of key planning considerations when implementing Infor Talent Management and Infor Human Resource Management suites together.	0.5
 Infor: Setting Up LAUA Users and Groups	Setting Up LAUA Users and Groups is a 45-minute course for Lawson System Administrators and Lawson Security Administrators. Attendees will learn the details on how to set up the user on Lawson Technology using LAUA.	0.75
 Infor: Using Data Structure for Programmers & Report/Query Specialists	This course provides the conceptual information needed to define an effective Lawson-style database and develop effective reports and queries against Lawson business data.	0.5
 Infor: Using Lawson Application 9.0.1 Data Promotion Programs	Lawson Application 9.0.1 Data Promotion Programs is a 20-minute course for Consultants (Application, Business, IS, Support, Technical), Managers (Client Account, Implementation, Project), Business Analysts, and Programmers. Attendees will learn how the Lawson Application data is promoted from release 9.0.0 to 9.0.1 during the installation process.	0.25



Course Name	Description	Hours
 Lawson: Building a Dashboard	How to Build a Dashboard is a 1-hour course for Account Executives, Consultants (Business, IS, Support, Technical), and Project Managers. Attendees will learn the basics of building a dashboard within Framework Services.	1
 Lawson: Configuring a Lawson/Oracle Interface	Configuring a Lawson/Oracle Interface is a 77-minute course for Consultants and System Administrators. Attendees will learn the steps needed to configure the Lawson Environment for storing data in an Oracle database.	1.25
 Lawson: Copying a Productline in System Foundation Technology	Copying a Productline in System Foundation Technology is a 30-minute course for Lawson System Administrators. Attendees will learn how to copy a productline.	0.5
 Lawson: Portal Administration - Advanced	Portal Administration – Advanced is a half-hour course that explores and demonstrates advanced features within Portal Administration.	0.5
 Lawson: Portal Administration Differences 3.x - 9.0	Lawson Portal Administration, 3.x to 9.0 Differences is a 1-hour course for Consultants, Programmers, and System Administrators. Attendees will learn the differences between the Lawson Portal, 9.0 and earlier Portal versions.	0.5
 Lawson: Technology Differences 8.0.3 - 9.0	This is a course for Consultants, Project Managers, Project Leads, Business Analysts, Programmers, and System Administrators. Attendees will receive a broad, descriptive overview of the differences between the Lawson 8.0.3 and 9.0 Technology versions.	1
 Lawson: Upgrading LSF 9.0.0 to 9.0.1	Upgrading LSF 9.0.0 - 9.0.1 is a 20-minute course for Consultants (Business, IS, Support, Technical), Project Managers, and System Administrators. Attendees will receive a high-level overview of the 64-bit Binary Release for LSF 9.0.1.	0.25
 Lawson: Using Applied CASE and Design Studio	Using Applied CASE and Design Studio is a 20-minute course for Programmers, Developers and Consultants. Attendees will learn the Lawson CASE and Design Studio tools (along with Developer's Workbench tools and skills), and use them to develop a realistic but hypothetical example form that combines data originally shown on two separate Lawson standard forms.	0.25
 Lawson: Using the Data Dictionary	Using the Data Dictionary is a 41-minute course for Consultants and System Administrators. Attendees will learn how modifications made to the database schema are propagated to the Lawson data dictionary and resulting changes to data dictionary status.	0.75
 Lawson: Using the File Transfer Process	Using the File Transfer Process is an 18-minute course for Consultants and Business Analysts. Attendees will receive an overview of the file transfer process and a step-by-step guide to the options for performing these transfers.	0.25
 Lawson: Using the GEN Database	Using the GEN Database is a 1-hour course for Consultants, Programmers, Developers, Lawson Environment Administrators, and Database Administrators. Attendees will learn the various kinds of data stored in the Lawson GEN database repository and where it comes from.	1



641 Avenue of the Americas
New York, NY 10011
800-260-2640
infor.com

About Infor

Infor is fundamentally changing the way information is published and consumed in the enterprise, helping 70,000 customers in more than 200 countries and territories improve operations, drive growth, and quickly adapt to changes in business demands. To learn more about Infor, please visit www.infor.com.

Copyright© 2014 Infor. All rights reserved. The word and design marks set forth herein are trademarks and/or registered trademarks of Infor and/or related affiliates and subsidiaries. All other trademarks listed herein are the property of their respective owners. This document is provided for informational purposes only and does not constitute a commitment to you in any way. The information, products and services described herein are subject to change at any time without notice. www.infor.com.
INFDTPI399143-en-US-0614-2