

Infor Education

# Infor Lawson and HCM

Subscription Catalog



**infor**

Education

# At-a-Glance

## Consistent, Convenient, Cost Effective

With budgets tightly constrained, your organization may be like many others that are looking for cost effective ways to train employees without sacrificing learning quality. You can minimize training costs and maximize learning results with Infor Education Subscriptions— training in a self-paced learning environment. Best of all, this training service is delivered online from the convenience of your desktop, reducing the need to travel and spend time away from the office. For a low annual fee, your team will receive unlimited access to all courses included in the subscription.



**Offer training anytime, anywhere** – allowing employees to participate whenever it fits into their personal and work schedules



**Eliminate travel expenses,** instructor fees, and other costs related to conventional classroom training



**Develop functionally sound,** proficient users via courses focused on specific business needs



**Consistently deliver** the same experience to all users – nothing is lost or altered in knowledge transfer

## Benefits

Infor's self-paced eLearning courses supplement the classroom experience. We provide online courses you can access from your desktop anytime, anywhere reducing your cost of travel.

## Subscription Pricing

Tiered pricing makes our online subscription libraries affordable for any size organization, whether you have just a few users or thousands who could benefit from on-demand performance support. Subscription courses are licensed on a named user basis. A 'named user' is an individual authorized to access the course content at any given time and is not transferable.

For more information about courses and how to register, please contact:

- **For Americas:** EducationAmericas@infor.com
- **For Europe, the Middle East and Africa:** EducationEMEA@infor.com
- **For Asia Pacific:** EducationAPAC@infor.com

# Subscription Content

The subscription includes three types of eLearning - courses, simulations and recordings.

	Courses	Simulations	Recordings
Features	Formal course where you learn new concepts, theories and processes via our self-paced eLearning	Step-by-step instruction on how to do common processes across the application	Overview or instructional sessions recorded by subject-matter experts
Benefits	Provides a solid conceptual foundation combining functionality overviews with demonstrations of key functions	Provides risk-free practice on “how to” use the application to complete typical workflows; builds confident, self-reliant users	Provides a high-level introduction of a module, component or unique topic. A quick way to get an overview of a new version.
Delivery	Interactive, multimedia courses delivered via a web browser interface that may include audio, animated graphics, demonstrations and practice exercises	Interactive, multimedia courses delivered via a web browser; available in “see it” and “try it” modes	Recorded presentation delivered via a web browser.
Audience	Targeted to the entire team	Targeted to users who work with the application daily and require a thorough understanding of key business processes	Targeted to the entire team.



## Infor Campus Card

Buying training has never been easier than with our Infor Campus Card!

The card offers training dollars in bulk at tiered volume discounts, which saves you money and reduces the time and cost of separate budget approvals, purchase orders, and expense reimbursements.

The card offers several ways to train including – public classes, Education subscriptions and onsite training. Infor tracks the usage and will report the dollars utilized and remaining balance.

The Infor Campus Card the best option for a convenient, flexible and cost-effective way to decide how and when to spend your training dollars.

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# Finance and Supply Management

## Financials

Course Name	Description	Hours	Course Links	
Lawson: Enterprise Financial Management Overview	In this course, you will learn about the applications that comprise Infor Lawson Enterprise Financial Management and their purpose.	0.25	<a href="#">Global</a>	<a href="#">USA</a>
Lawson: Balancing Month End Overview	Attendees will learn the month-end procedures for Accounts Payable, Accounts Receivable, Asset Management, Project and Activity Accounting and General Ledger.	0.75	<a href="#">Global</a>	<a href="#">USA</a>
Lawson: Closing Lawson Sub-systems and the General Ledger Foundation	Upon completion of this course, you will learn about the closing order of the Lawson sub-systems prior to period close of the General Ledger.	0.75	<a href="#">Global</a>	<a href="#">USA</a>
Lawson: Processing General Ledger Year-end Procedures Introduction	Attendees will explore the year-end closing considerations in General Ledger.	0.5	<a href="#">Global</a>	<a href="#">USA</a>
Lawson: Setting Up Encumbrances, Commitments and Budget Editing in GL	This course explains the use of commitments, encumbrance accounting, and budget editing within the Lawson General Ledger and General Ledger Budgeting applications.	0.75	<a href="#">Global</a>	<a href="#">USA</a>
Lawson: Using Asset Templates and Combine Codes	During this lesson, you will learn how templates and combine codes can be used to simplify the process of creating assets.	1	<a href="#">Global</a>	<a href="#">USA</a>
Lawson: Using Flip Allocations in General Ledger	This course provides an overview of creating flip allocations and compute statements in Lawson General Ledger.	0.5	<a href="#">Global</a>	<a href="#">USA</a>
Lawson: Using Attribute Matrix with General Ledger	This course provides an overview of how Attribute Matrix is used with General Ledger to increase reporting and inquiry capabilities.	0.5	<a href="#">Global</a>	<a href="#">USA</a>
Lawson: General Ledger Budgeting Introduction	This course introduces creating, reporting, and maintaining a General Ledger budget.	0.75	<a href="#">Global</a>	<a href="#">USA</a>
Lawson: General Ledger Rebuilds Introduction	This course provides an overview of the General Ledger Rebuilds and special processing for General Ledger.	0.5	<a href="#">Global</a>	<a href="#">USA</a>
Lawson: General Ledger Setup	This course explains what take place during the General Ledger transaction processing cycle, from entry and interface to posting and period close.	0.75	<a href="#">Global</a>	<a href="#">USA</a>
Lawson: Cash Ledger - Basics	Explore the cash ledger functionality to process cash ledger cycle.	0.5	<a href="#">Global</a>	<a href="#">USA</a>
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	<a href="#">Global</a>	<a href="#">USA</a>
Lawson: Financial Report Writer Introduction	In this course, you will learn how to set up and use the financial Report Writer to create a report.	0.5	<a href="#">Global</a>	<a href="#">USA</a>
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	<a href="#">Global</a>	<a href="#">USA</a>
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	<a href="#">Global</a>	<a href="#">USA</a>

Course Name	Description	Hours	Course Links	
Lawson: APIA Administrative Setup - See it, Try it	This course contains See it, Try it simulations covering: • Create a System Calendar • Associate Finance Resource Agents to an Actor • Create an Invoice Routing Category • Create an Invoice Approval Code • Create an Invoice Assignment Rule and Routing Rules • Update an Invoice to Add an Invoice Routing Category • Reassign an Invoice to Another AP Processor • Submit an Invoice for Approval and E-mail Current Approver • Approve an Invoice • Reassign an Approval Level and E-mail an Invoice • Refresh Cube Data Manually • Personalize List Views, View the Audit Log, and Print • Create a New Proxy Role and Assign a Role to an Actor • Schedule an Update of Invoice Status	1.25	<a href="#">Global</a>	<a href="#">USA</a>
Lawson: Cash and Treasury Administrative Setup - See it, Try it	This course contains See it, Try it simulations covering: • Create a Calendar • Create Period Groups and Periods • Create a Custom Group for Processing Rules • Create a Processing Rule • Create a Cash Forecast	0.5	<a href="#">Global</a>	<a href="#">USA</a>
Lawson: Accounts Payable Tax Introduction	Attendees will view a Tax Overview for Accounts payable, focusing on the basic concepts relating to entering taxable accounts payable invoices.	0.5	<a href="#">Global</a>	<a href="#">USA</a>
Lawson: AP Administrative Setup - See it, Try it	This course contains See it, Try it simulations covering: • Defining Net Terms with a Discount • Defining Distribution Codes • Defining a Vendor • Defining an Invoice Batch • Entering Invoices • Releasing an Invoice Batch • Maintaining Released Invoices • Pay Invoices that have been Entered and Released • Void a Payment and Reinstate the Invoice	0.75	<a href="#">Global</a>	<a href="#">USA</a>
Lawson: Processing Accounts Payable Invoices	This course demonstrates how to optimize Accounts Payable setup and streamline day-to-day processing.	0.5	<a href="#">Global</a>	<a href="#">USA</a>
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	<a href="#">Global</a>	<a href="#">USA</a>
Lawson: Making AP Payments with an Electronic File or ACH Tape	AP Payments Made Via 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	<a href="#">Global</a>	<a href="#">USA</a>
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	<a href="#">Global</a>	<a href="#">USA</a>
Lawson: Close Management Administrative Setup - See it, Try it	This course contains See it, Try it simulations covering: • Create an Approval Code and Approval Level • Schedule a Process and Open a Period for Work • Close Manager Monitoring the Process • Close Resource Working Approvals and Tasks	0.25	<a href="#">Global</a>	<a href="#">USA</a>
Lawson: Project and Activity Accounting to General Ledger Differences	Attendees will learn how to recognize similarities and differences between Project Accounting (AC) and General Ledger (GL).	0.5	<a href="#">Global</a>	<a href="#">USA</a>
Lawson: Using Project and Activity Accounting	This course provides an overview of the setup requirements to define activity structure for Project and Activity Accounting.	1	<a href="#">Global</a>	<a href="#">USA</a>
Lawson: Project and Activity Accounting Administrative Setup - See it, Try it	This course contains See it, Try it simulations covering: • Defining Activities and Activity Group • Setting Up AC Resources Assigning Rates to Activities • Define Activity Budget Activate Budget Edits • Process Changes for Activity Budgets • Setting Up Activities to be Capitalized • Exploring Online Analysis Reports and Drill Around • Setting up Audit Tracking	0.5	<a href="#">Global</a>	<a href="#">USA</a>

Course Name	Description	Hours	Course Links	
Lawson: Capitalizing Assets Using Project and Activity Accounting	Capitalizing Assets Using Project and Activity Accounting is a 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	<a href="#">Global</a>	<a href="#">USA</a>
Lawson: Setting Up and Processing Billing Introduction	The course introduce learners to the Billing and Revenue Management billing parameters setup and billing processing.	0.75	<a href="#">Global</a>	<a href="#">USA</a>
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 allows 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	<a href="#">Global</a>	<a href="#">USA</a>

## Supply Management

Course Name	Description	Hours	Course Links	
Lawson: Supply Chain Management Overview	In this course, you will learn about the modules and supporting applications in Lawson's Supply Chain Management.	0.5	<a href="#">Global</a>	<a href="#">USA</a>
Lawson: Contract Management Tiered Pricing - See it, Try it	This course contains See it, Try it simulations covering: • Set Up a Manufacturer Contract • Identify Members • Identify Line Information • Identify Tiered Pricing • Set Up a Distributor Contract • Identify Vendor Agreement Reference Information • Identify Distributor Pricing • Associate the Manufacturer Contract With the Distributor • Create Distributor Pricing at a Line Level • Activate the Contract • View Vendor Agreement • Default Vendor Agreement Tiered Pricing on a Requisition	1	<a href="#">Global</a>	<a href="#">USA</a>
Lawson: Rebates Setup and Processing - See it, Try it	This course contains See it, Try it simulations covering: • Add Rebate Information to a Contract • Create a Contract • Enter Qualifier Information • Load Rebate Due Amounts for a Contract • Calculate Rebate Amounts Due for a Contract • Enter a Rebate Amount in Accounts Payable • Review Your Rebate Due Amount	0.5	<a href="#">Global</a>	<a href="#">USA</a>
Lawson: Creating and Processing Retainage - See it, Try it	This course contains See it, Try it simulations covering: • Enter Retainage on a Contract • Create a Vendor Price Agreement From a Contract • Set Up Accounts Payable for Retainage Processing • Create an Invoice for a Vendor Agreement With Retainage • Review Retainage Distribution Information • View Retainage Information • Adjusting Retainage Payments	0.5	<a href="#">Global</a>	<a href="#">USA</a>
Lawson: Managing Special Items in Contract Management - See it, Try it	This course contains See it, Try it simulations covering: • Allow Special Items on a Vendor Agreement • View the Vendor Agreement in Lawson Procurement • Create a Requisition with a Special Item on a Contract • Create an Item Master Record From a Special Item • View the Item Master Record in Infor Lawson Procurement	0.5	<a href="#">Global</a>	<a href="#">USA</a>
Lawson: Contract Setup - See it, Try it	This course contains See it, Try it simulations covering: • Create a Contract Classification for Contract Approval • Create a Process Automation User and Assign User • Load Contract Import Header and Lines • Create a Contract From Contract Import • Update Cost Using Contract Import	0.5	<a href="#">Global</a>	<a href="#">USA</a>
Lawson: Setting Up Contract and Revenue Recognition	Review how to set up contracts and revenue recognition using Lawson's Billing and Revenue Management software, part of the Lawson Financials Suite.	1	<a href="#">Global</a>	<a href="#">USA</a>

Course Name	Description	Hours	Course Links	
Lawson: 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.	1	<a href="#">Global</a>	<a href="#">USA</a>
Lawson: Using Bid Processing	This course focuses on creating bid requests, processing and analyzing the vendor responses to those bid requests, and creating contract or catalog records for the selected vendor.	0.5	<a href="#">Global</a>	<a href="#">USA</a>
Lawson: Vendor Agreement Introduction	This course provides an overview of the different types of vendor agreements and their purpose. You will learn about the information required to create the different types of vendor agreements and their output.	0.75	<a href="#">Global</a>	<a href="#">USA</a>
Lawson: Using Units of Measure for Procurement	In this course, you'll learn how to set up units of measure and you'll also review the various processing considerations regarding units of measure.	0.5	<a href="#">Global</a>	<a href="#">USA</a>
Lawson: Processing Bids	Processing Bids is a 21-minute recorded presentation that outlines the process of bid processing.	0.5	<a href="#">Global</a>	<a href="#">USA</a>
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	<a href="#">Global</a>	<a href="#">USA</a>
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	<a href="#">Global</a>	<a href="#">USA</a>
Lawson: Invoice Matching Introduction	This course provides a high-level overview of concepts related to the Lawson Invoice Matching application.	0.25	<a href="#">Global</a>	<a href="#">USA</a>
Lawson: Entering and Matching Invoices Foundation	In this course, you will learn to describe the basic invoice matching concepts and procedures related to entering and matching invoices.	0.5	<a href="#">Global</a>	<a href="#">USA</a>
Lawson: Using Smart Notification for Invoice Matching	In this course, Application, Business, and Support Consultants will receive a high-level overview of the notifications available in the Payables Solution Pack.	0.5	<a href="#">Global</a>	<a href="#">USA</a>
Lawson: Purchase Orders Introduction	In this course, you will learn about the different ways to create purchase orders and follow the PO through issuing, receipt, and release. You will learn about additional receiving features as well as the reporting and inquiry tools in the PO module.	0.5	<a href="#">Global</a>	<a href="#">USA</a>
Lawson: Requisitions Setup - See it, Try it	This course contains See it, Try it simulations covering: • Define Multiple Requesting Locations • Set Up an Approval Code • Define Multiple Requesters • Set Up Template for Office Supplies • Create a Requisition for an Item Not in Inventory • Create an Additional Requisition for an Item Not in Inventory • Order Supplies using the Procurement Template • Process a Requisition from Internal Stock • View Requisition Status and Process a Return • Perform a Return and Create New Requisition	0.75	<a href="#">Global</a>	<a href="#">USA</a>
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	<a href="#">Global</a>	<a href="#">USA</a>
Lawson: Processing a Par Cart - See it, Try it	This course contains See it, Try it simulations covering: • Processing Par Cart • Create a Par Cart Location - v10	0.25	<a href="#">Global</a>	<a href="#">USA</a>
Lawson: Using Point of Use in Clinical Departments	This course covers the utilization of Point of Use for managing inventory in clinical departments. This training is for version(s): Lawson Point of Use 10.1.4.0 and all previous versions.	1	<a href="#">Global</a>	<a href="#">USA</a>



Course Name	Description	Hours	Course Links	
Lawson: Using Point of Use in Nursing and Patient Care Areas	This course covers the utilization of Point of Use for managing inventory and capturing charges in nursing and patient care areas. This training is for version(s): Lawson Point of Use 10.1.5.0 and previous versions.	1	<a href="#">Global</a>	<a href="#">USA</a>
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	<a href="#">Global</a>	<a href="#">USA</a>
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	<a href="#">Global</a>	<a href="#">USA</a>
Lawson: Receiving and Delivery Introduction	Receiving and Delivery Introduction provides a half-hour overview of the Receiving and Delivery solution.	0.5	<a href="#">Global</a>	<a href="#">USA</a>
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	<a href="#">Global</a>	<a href="#">USA</a>
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	<a href="#">Global</a>	<a href="#">USA</a>

## Human Capital Management

### Global Human Resources

Course Name	Description	Hours	Course Links	
Infor: Human Capital Management Overview	In this course, you will learn about the applications that comprise Infor: Human Capital Management and their purpose.	0.25	<a href="#">Global</a>	<a href="#">USA</a>
Global HR: Global HR Introduction - Modules and Concepts	This set of nine e-learning lessons introduces the Global Human Resources system. Lessons include Introduction, Components Overview, Global HR Modules, Setup Decisions, configuration Overview, Global HR Qualifications Introduction, Analytics Overview, Talent Management Introduction, and Global HR Navigation. It is recommended that these lessons be completed in order.	6	<a href="#">Global</a>	<a href="#">USA</a>
Global HR: Setup and Administration Concepts Overview	This set of 11 e-learning lessons provide overviews of Global HR modules. Lessons include: Global HR Navigation; three Benefits Management courses focusing on setup, benefit plans, enrollments, and reporting; two Absence Management courses focusing on creating plans, enrollments, processing, and reporting; and individual courses that focus on the setup, maintenance, and reporting for Time Entry, Employee Relations, Occupational Health, Employee Safety, and Position Budget Management.	10	<a href="#">Global</a>	<a href="#">USA</a>
Global HR: Resources Overview	This lesson focuses on creating and maintaining resource information. It explores defining resource components and entering information to create a resource profile. It also briefly explores resource profile components that are integrated with Global HR and Talent	1	<a href="#">Global</a>	<a href="#">USA</a>

Course Name	Description	Hours	Course Links	
	Management modules. This lesson is self-paced and should take about one hour to complete.			
Global HR: Jobs, Positions, and Work Assignments Overview	This course focuses on the relationships among jobs, positions, and work assignments – as well as job requisitions. It explores how job components default to positions and how position data defaults to work assignments and job requisitions. This lesson is self-paced and should take about 45 minutes to complete.	0.75	<a href="#">Global</a>	<a href="#">USA</a>
Global HR: Structure Set Up - See it, Try it	This course contains See it, Try it simulations covering: • Create an Organization Unit • Create a Manager Structure	0.25	<a href="#">Global</a>	<a href="#">USA</a>
Global HR: Competency Management - See it, Try it	This course contains See it, Try it simulations covering: • Define and Maintain a Rating Scale • Define a Competency • Define a Skill • Define a Competency Group • Define a Competency Model • Define a Credential	0.5	<a href="#">Global</a>	<a href="#">USA</a>
Global HR: Salary Structure - See it, Try it	This course contains See it, Try it simulations covering: • Define a Salary Structure • Define the Salary Structure Iteration • Define Rates	0.25	<a href="#">Global</a>	<a href="#">USA</a>
Global HR: Step and Grade - See it, Try it	This course contains See it, Try it simulations covering: • Define Rate Progression Rules • Create a Step and Grade Schedule • Maintain Step and Grade Schedule	0.25	<a href="#">Global</a>	<a href="#">USA</a>
Global HR: Jobs - See it, Try it	This course contains See it, Try it simulations covering: • Define Job Levels • Define a Job Family • Define a Job Category • Define a Job Subcategory • Define Working Condition Types	0.5	<a href="#">Global</a>	<a href="#">USA</a>

## Talent Management

Course Name	Description	Hours	Course Links	
Talent Management: Introduction	This course provides an overview of the six applications that are part of the Talent Management suite, focusing on setup requirements and supported processes. Learners can select which applications to explore. It is the first in a series of Talent Management e-learning courses. This course is self-paced and should take about one hour to complete.	1	<a href="#">Global</a>	<a href="#">USA</a>
Global HR: Qualifications Overview	This course focuses on the Qualifications module of Global HR. It explores how qualifications are used in position, jobs, talent profiles and several Talent Management modules. It also explores how to define qualifications, competency groups and competency models. This course is self-paced and should take about 30 minutes to complete.	0.5	<a href="#">Global</a>	<a href="#">USA</a>
Talent Management: Talent Acquisition 01 - Creating Requisitions and Setting Up Candidates	This lesson on the Talent Acquisition module of Talent Management focuses on how to create requisitions and post them to job sites. It also explores how to manage candidates and job applications. It is the first of two lessons on the Talent Acquisition Module. You should take these two lessons in order. This lesson is self-paced and should take about 1:45 hours to complete.	1.75	<a href="#">Global</a>	<a href="#">USA</a>
Talent Management: Talent Acquisition 02 - Screening and Hiring Candidates	This lesson on the Talent Acquisition module of Talent Management focuses on how to schedule and document the results of initial screening of candidates, conducting interviews, verifying candidate qualifications, completing background checks and assessments, and hiring candidates. It is the second of two lessons on the Talent Acquisition Module. You should take these two lessons in order. This lesson is self-paced and should take about 1 hour to complete.	1	<a href="#">Global</a>	<a href="#">USA</a>
Talent Management: Transition Management	This course focuses on the Transition Management module of Talent Management. It explores how to define transition tasks and create transition programs and transition site landing pages for candidates who are onboarding, resources who are cross-boarding, and task	0.75	<a href="#">Global</a>	<a href="#">USA</a>

Course Name	Description	Hours	Course Links	
and Onboarding Overview	groups that complete associated administrative tasks. It also explores how to assign transition programs to individuals and groups. This course is self-paced and should take about 45 minutes to complete.			
Talent Management: Development Planning Overview	This course focuses on the Development Planning module of Talent Management. It explores the process for setting up and using development activities and tasks, resource development plans, and development checklists. It also explores how resources completing development activities and checklist can be supported by mentors and their managers. This course is self-paced and should take about an hour to complete.	1	<a href="#">Global</a>	<a href="#">USA</a>
Talent Management: Goal Management Overview	This course focuses on the Goal Management module of Talent Management. It explores how to define organization goals and cascade them down through the organization. It also explores how to define resource goals and align them to organization goals. How to assign goals to resources, track goal completion, and create and manage action plans is also covered. This course is self-paced and should take about an hour to complete.	1	<a href="#">Global</a>	<a href="#">USA</a>
Talent Management: Performance Management Overview	This course focuses on the Performance Management module of Talent Management. It explores how the module supports the performance review process and how to define various sections of an appraisal form. It also explores how to assemble appraisal forms and schedule and track performance reviews. This course is self-paced and should take about an hour to complete.	1	<a href="#">Global</a>	<a href="#">USA</a>
Talent Management: Compensation Management 01 - Exploring Pay and Pay Structures Overview	This lesson introduces you to the Compensation Management module of Talent Management. It also explores how to set up and manage base pay, step and grade schedules, and salary structures. It is the first of three lessons on Compensation Management. You should complete these three lessons in order. This lesson is self-paced and should take about one hour to complete.	1	<a href="#">Global</a>	<a href="#">USA</a>
Talent Management: Compensation Management 02 - Planning and Awarding Overview	This lesson focuses on the planning and awarding components of the Compensation Management module of Talent Management. It explores Compensation Planning and Awarding and the use of compensation analysis reports. It is the second of three lessons on Compensation Management. You should complete these three lessons in order. This lesson is self-paced and should take about one hour to complete.	1	<a href="#">Global</a>	<a href="#">USA</a>
Talent Management: Compensation Management 03 - Incentive Compensation Overview	This lesson focuses on the incentive compensation component of the Compensation Management module of Talent Management. It explores how to set up and manage bonus objectives, how goals created in Goal Management are used in bonus objective plans, how to set up planning rules for incentive programs, and how to enroll resources in plans. It is the third of three lessons on Compensation Management. You should complete these three lessons in order. This lesson is self-paced and should take about 45 minutes to complete.	0.75	<a href="#">Global</a>	<a href="#">USA</a>
Talent Management: Succession Management Overview	This course focuses on the Succession Management module of Talent Management. It explores the flagging of positions as key and/or critical and identifying resources who have the qualifications required for key and critical positions. It also explores creating resource talent pools of qualified resources and succession pools of resources to fill key and critical positions. Determining percent fit between resource qualifications and position requirements is also covered. This course is self-paced and should take about an hour to complete.	1	<a href="#">Global</a>	<a href="#">USA</a>
Global HR: Jobs, Positions, and Work Assignments Overview	This course focuses on the relationships among jobs, positions, and work assignments – as well as job requisitions. It explores how job components default to positions and how position data defaults to work assignments and job requisitions. This lesson is self-paced and should take about 45 minutes to complete.	0.75	<a href="#">Global</a>	<a href="#">USA</a>

Course Name	Description	Hours	Course Links	
Global HR: Resources Overview	This lesson focuses on creating and maintaining resource information. It explores defining resource components and entering information to create a resource profile. It also briefly explores resource profile components that are integrated with Global HR and Talent Management modules. This lesson is self-paced and should take about one hour to complete.	1	<a href="#">Global</a>	<a href="#">USA</a>
Lawson: Rich Client Introduction	This course introduces and demonstrates how to use the Rich Client user interface to access the Landmark and Talent Management applications, forms, perform actions on the forms and tailor the user experience.	0.75	<a href="#">Global</a>	<a href="#">USA</a>
Talent Management: Talent Acquisition - Code Setup - See it, Try it	This course contains See it, Try it simulations covering: • Setting Up Screening and Assessments • Creating Interview Questions • Defining Interview Type Codes • Defining a Rank • Defining a Location of Job Code • Creating Templates in Talent Acquisition • Defining a Talent Agreement Form • Creating a New Job Requisition • Creating a Requisition from Copy • Defining a Requisition • Updating Posting and Maintaining a Job Requisition	2	<a href="#">Global</a>	<a href="#">USA</a>
Talent Management: Goal and Performance Management - See it, Try it	This course contains See it, Try it simulations covering: • Defining a Rating Scale • Defining an Email Template • Defining a Goal Category • Defining a Goal Type • Mass Creating Goals • Copying a Goal from a Template • Creating Custom Groups	0.5	<a href="#">Global</a>	<a href="#">USA</a>

## Talent Science

Course Name	Description	Hours	Course Links	
Talent Science: Quick Helps Overview	These quick help trainings walk a user through basic functionalities, such as how to invite candidates, move a candidate through a workflow, etc.	0.25	<a href="#">Global</a>	<a href="#">USA</a>
Talent Science: Training Basics	This introductory module gives users information regarding PeopleAnswers methodology and the assessment process.	0.25	<a href="#">Global</a>	<a href="#">USA</a>
Talent Science: Interpreting the Learning Assessment	This training covers how to interpret the PeopleAnswers assessment report.	0.25	<a href="#">Global</a>	<a href="#">USA</a>
Talent Science: Behavioral Interviewing	This training covers behavioral interviewing and the PeopleAnswers Interview Guide.	0.25	<a href="#">Global</a>	<a href="#">USA</a>
Talent Science: Onboarding	This training covers the content contained within the Onboarding Report in the PeopleAnswers assessment report.	0.25	<a href="#">Global</a>	<a href="#">USA</a>
Talent Science: Coaching Overview	This training covers the Development tab within the PeopleAnswers assessment report.	0.25	<a href="#">Global</a>	<a href="#">USA</a>
Talent Science: Integration with Infor HCM - Onboarding	The purpose of this course is to introduce you to the integration of candidate data between the Talent Science Applicant Tracking System and the Onboarding module in Human Resources Service Delivery. The course includes the overall data flow as well as configuration and processing steps. This training is applicable to Talent Science with the following versions of Onboarding: 4.8.1.1 or later.	0.5	<a href="#">Global</a>	<a href="#">USA</a>

# Human Resource Management

Course Name	Description	Hours	Course Links	
Lawson: Human Resource Management Overview	This course provides a description of the component products that make up Lawson Human Resource Management and highlights the key benefits of the solution.	0.5	<a href="#">Global</a>	<a href="#">USA</a>
Lawson HRM: Affordable Care Act Reporting 2017 Overview	This course consists of seven lessons focusing on the processing for the Affordable Care Act (ACA). You will explore ACA requirements, setting up preliminary parameters, data collection, measurement assessment, year-end reporting, and processing corrections and voids. To complete all six e-learning lessons will take about four hours. If you are unfamiliar with ACA processing, it is suggested that you complete these lessons in order.	4	<a href="#">Global</a>	<a href="#">USA</a>
Lawson: Using Benefits Automation Programs	Attendees will learn about the benefit update programs which result in updates to employee benefit enrollment and (when applicable) payroll deductions.	0.75	<a href="#">Global</a>	<a href="#">USA</a>
Lawson: Using Benefits Automation Rules	Attendees will learn the setup of Add, Change and Termination Rules which are used by the Benefit Application to automate the process of updating employee benefit enrollments.	0.25	<a href="#">Global</a>	<a href="#">USA</a>
Lawson: Using Benefits Enrollment Methods	Attendees will learn to perform manual benefit entry, web benefit entry, and mass updates to employee benefit enrollments.	0.5	<a href="#">Global</a>	<a href="#">USA</a>
Lawson: Processing and Maintaining Flex Benefits	In this course, you will learn how to process and maintain flex benefits. Topics include flex set-up, flex enrollment, benefits enrollment, flex periods, mid-year changes, automated updates, and starting a new flex year.	0.75	<a href="#">Global</a>	<a href="#">USA</a>
Lawson: Using Domestic Partner Benefits	Attendees will learn the proper way to handle and set up Domestic Partner Benefits.	0.5	<a href="#">Global</a>	<a href="#">USA</a>
Lawson: Using HIPAA 820 and 834 Transaction Sets	Attendees will learn the Lawson setup, benefit enrollment and processing forms that are used to meet the needs of HIPAA requirements.	0.5	<a href="#">Global</a>	<a href="#">USA</a>
Lawson HRM: Absence Management Introduction	This course provides a basic overview of Absence Management for Lawson HRM.	0.5	<a href="#">Global</a>	<a href="#">USA</a>
Lawson: Using Absence Management to Track Leave of Absence	Upon completion of this course, you will learn to accurately track key dates and events that occur during the leave process.	1	<a href="#">Global</a>	<a href="#">USA</a>
Lawson: 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	<a href="#">Global</a>	<a href="#">USA</a>
Lawson: 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	<a href="#">Global</a>	<a href="#">USA</a>
Lawson: Setting Up Position Management in Personnel Administration	Upon completion of this course, you will learn how to set up and maintain Position Rules, Position Codes and Position Budgets to allow you to better track your employee budgets within the Human Resources Application.	1	<a href="#">Global</a>	<a href="#">USA</a>
Lawson: Using Position Rules	This course explains position rules, defines the options for each form field, and identifies the resulting impact of these options.	0.25	<a href="#">Global</a>	<a href="#">USA</a>
Lawson HRM: Personnel Actions Introduction	This course will demonstrate how to upload mass personnel actions using the Lawson Microsoft Excel Upload Wizard. You will learn how to bypass the "inquire first" requirement on a form as well as how to	0.5	<a href="#">Global</a>	<a href="#">USA</a>

Course Name	Description	Hours	Course Links	
	get around various warnings and soft edits you might receive during the upload process.			
Lawson HRM: Using Employee History	This course provides an overview of how employee history is created, stored, viewed, and corrected or purged as necessary.	0.5	<a href="#">Global</a>	<a href="#">USA</a>
Lawson: 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	<a href="#">Global</a>	<a href="#">USA</a>
Lawson: 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	<a href="#">Global</a>	<a href="#">USA</a>
Lawson: 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	<a href="#">Global</a>	<a href="#">USA</a>
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	<a href="#">Global</a>	<a href="#">USA</a>
Lawson: 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	<a href="#">Global</a>	<a href="#">USA</a>
Lawson: 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	<a href="#">Global</a>	<a href="#">USA</a>
Lawson: Using BSI TaxFactory Advanced	Attendees will explore the more advanced tools and features provided by the BSI product.	0.5	<a href="#">Global</a>	<a href="#">USA</a>
Lawson: Using U.S. Garnishment Processing	This course demonstrates the necessary set up needed to accurately process U.S. Garnishments in Infor Human Resource and Payroll applications.	1	<a href="#">Global</a>	<a href="#">USA</a>
Lawson HRM: Using the Payroll - Accounts Payable Interface	Attendees of this course will learn the key setup and processing steps to successfully use the Accounts Payable Interface.	0.5	<a href="#">Global</a>	<a href="#">USA</a>
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	<a href="#">Global</a>	<a href="#">USA</a>
Lawson HRM: Payroll Year End Reporting 2017 Overview - Canada	This course consists of two lessons focusing on payroll year-end processing for Canada. It explores how to ensure that payroll and deduction data is accurate and ready for processing W-2 and T4-T4A slips. It also explores the process of closing payroll for the year, preparing payroll for the new year, and processing forms or slips.	1.5	<a href="#">Global</a>	<a href="#">USA</a>
Lawson HRM: Payroll Year End Reporting 2017 Overview - U.S.	This course consists of two lessons focusing on payroll year-end processing for the U.S. It explores how to ensure that payroll and deduction data is accurate and ready for processing W-2 and 1099 IRS forms. It also explores the process of closing payroll for the year, preparing payroll for the new year, and processing forms or slips.	1.5	<a href="#">Global</a>	<a href="#">USA</a>
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	<a href="#">Global</a>	<a href="#">USA</a>



Course Name	Description	Hours	Course Links	
Lawson: 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	<a href="#">Global</a>	<a href="#">USA</a>
Lawson: Using Direct Deposit Tape (U.S.)	Direct Deposit Tape (U.S.) examines the tape file created by Payment Print (PR160) to clarify its content and layout.	0.25	<a href="#">Global</a>	<a href="#">USA</a>

## HR Service Delivery

Course Name	Description	Hours	Course Links	
HR Service Delivery: Product Overviews	The videos in this course provide an overview of Case Management and Knowledgebase modules of HR Service Delivery in CloudSuite HCM. You will learn how to use Case Management to view and work with cases in the Agent Queue, use the Directory, evaluate cases using the Analytics/Reports tab, and navigate the Settings tab. You will also learn how to use the Knowledgebases including navigating main pages, exploring Admin options, accessing the content toolset, and analytics.	0.5	<a href="#">Global</a>	<a href="#">USA</a>

## CloudSuite HCM Solution Overview

Course Name	Description	Hours	Course Links	
CloudSuite HCM: Solution Overview	This short course provides end users, administrators, and project team members an overview of the CloudSuite HCM solution including what it is, who uses it, key business processes, and applications that comprise the suite. Additional short videos provide demonstrations of Infor CloudSuite HCM from the perspective of a Manager and Employee, as well as a CloudSuite HCM "day in the life" in a healthcare organization.	0.75	<a href="#">Global</a>	<a href="#">USA</a>
Global HR: Solution Demos	The videos in this course provide an overview demonstration of Global Human Resources from the perspective of a Manager and Employee, as well as accessing Global Human Resources from a mobile device. You will see how to navigate your landing page to access HR tools for requesting and approving time off, reporting safety incidents, enrolling in benefits, and more.	0.75	<a href="#">Global</a>	<a href="#">USA</a>
Talent Management: Solution Demos	From acquiring talent through succession planning and everything in between, explore Talent Management's capabilities in this series of videos describing the six modules, core processes, and key features of the solution.	0.5	<a href="#">Global</a>	<a href="#">USA</a>
Learning Management: Solution Demo	The video in this course provides an overview demonstration of the Learning Management solution in CloudSuite HCM, from the perspective of a Manager and Employee. You will see how to navigate your landing page to access courses, learning plans, and development tools, and explore Learning Management's capabilities to optimize learning and development for your organization.	0.25	<a href="#">Global</a>	<a href="#">USA</a>
HR Service Delivery: Solution Demos	The videos in this course provide an overview demonstration of Case Management and Knowledgebase modules of HR Service Delivery in CloudSuite HCM. Navigate your landing page, see how to submit tickets to HR for assistance, and search the Knowledgebase for personalized answers to HR-related questions.	0.25	<a href="#">Global</a>	<a href="#">USA</a>
Talent Science: Solution Demo	In this overview video, you'll learn about Infor Talent Science, a science-driven solution to help you harness the data HR professionals need to support the entire organization. From recruiting to selection,	0.25	<a href="#">Global</a>	<a href="#">USA</a>

Course Name	Description	Hours	Course Links
	development and promotion, Talent Science provides you with predictive analytics to help optimize your workforce in the ways that work best for your business.		

## Technology System Foundation

Course Name	Description	Hours	Course Links
Lawson: Getting Started with Portal v10	Attendees will view an overview of the Infor Lawson Portal, including the following topics: -Look and feel of the Infor Lawson Portal home page -Working with Lawson Application Form and Infor Lawson Drill Around® Technology -Managing Subscriptions and User Portal Options -Portal Help and Search capabilities -Running batch jobs - Viewing and Printing Reports	0.5	<a href="#">Global</a> <a href="#">USA</a>
Lawson: Rich Client Introduction	This course introduces and demonstrates how to use the Rich Client user interface to access the Landmark and Talent Management applications, forms, perform actions on the forms and tailor the user experience.	0.75	<a href="#">Global</a> <a href="#">USA</a>
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.	1	<a href="#">Global</a> <a href="#">USA</a>
Lawson: Installing and Managing Smart Office - See it, Try it	This course contains See it, Try it simulations covering: • Installing Infor Smart Office • Add Administrator Users • Access Grid Management Pages • Restart the Smart Office Server in the Grid • Create a New Default Canvas • Create and Distribute Personalizations • Create and Assign Roles • Create and Publish a Widget • Create and Assign Rules • Create and Deploy a Startpad • Working with the Lifecycle Manager Client • Deploy an Application • Apply Updates	1	<a href="#">Global</a> <a href="#">USA</a>
Lawson: Security Services and Federation overview - See it, Try it	This course contains See it, Try it simulations covering: • Accessing Infor Security Services • Exploring Federated Systems and Synchronization • Viewing the Enablement of Federation Logging	0.25	<a href="#">Global</a> <a href="#">USA</a>
Lawson: End-User Interfaces Differences - See it, Try it	This course contains See it, Try it simulations covering: • Verifying Infor Ming.le Deployment and Services • Adding a New Site/Application to Infor Ming.le Foundation • Exploring Infor Lawson for Ming.le Contextual Applications • Exploring LifeCycle Manager • Exploring Infor Mashup Designer	0.5	<a href="#">Global</a> <a href="#">USA</a>
Lawson: Administrator Interfaces for Windows - See it, Try it	This course contains See it, Try it simulations covering: • Accessing Infor Lawson Interface Desktop • Accessing Infor Security Services (ISS) • Accessing the Infor Landmark Command Window • Accessing the Infor Landmark Grid • Accessing the Infor Rich Client	0.5	<a href="#">Global</a> <a href="#">USA</a>
Lawson: End-user Interfaces for Windows - See it, Try it	This course contains See it, Try it simulations covering: • Accessing Infor Lawson for Ming.le • Accessing Infor Smart Office	0.25	<a href="#">Global</a> <a href="#">USA</a>
Lawson: Environment, Productlines, and Database Structures for Windows - See it, Try it	This course contains See it, Try it simulations covering: • Exploring Applications and Forms • Exploring Files and Fields	0.25	<a href="#">Global</a> <a href="#">USA</a>
Lawson: IOS Services, Batch, and Online Transaction Processing	This course contains See it, Try it simulations covering: • Defining an Infor Lawson Printer • Defining a Job Queue	0.25	<a href="#">Global</a> <a href="#">USA</a>



Course Name	Description	Hours	Course Links	
for Windows - See it, Try it				
Lawson: System Foundation Maintenance for Windows - See it, Try it	This course contains See it, Try it simulations covering: • Using deljobhst to Remove Batch Job and Print Files • Applying a CTP with the Stage Option • Applying the LCT Patch • Exploring Infor Lawson Information Investigator • Installing Employee and Manager Self-Service • Working with Schema Editor/LDIFGEN/Adding an Attribute • Navigating in LDAP Browser	0.5	<a href="#">Global</a>	<a href="#">USA</a>
Lawson: IBM WebSphere Administration for Windows - See it, Try it	This course contains See it, Try it simulations covering: • Deploying an .ear File • Generating the Web Server Plug-in • Verifying the Installation • Viewing IBM WebSphere	0.25	<a href="#">Global</a>	<a href="#">USA</a>
Lawson: User Administration and Security Monitoring for Windows - See it, Try it	This course contains See it, Try it simulations covering: • Provisioning a New User in the Federated System • Updating an Existing Resource • Establishing User Sessions for Review in User Monitoring • Accessing Active User Sessions in ISS • Accessing User Session History in ISS • Accessing Peak Usage History in ISS • Exporting User Monitoring Data in ISS • Viewing Security Server Performance Data in ISS	0.75	<a href="#">Global</a>	<a href="#">USA</a>
Lawson: Infor Ming.le and End-user Interfaces for Windows - See it, Try it	This course contains See it, Try it simulations covering: • Adding a New Site/Application to Infor Ming.le Foundation • Exploring the Infor Ming.le Foundation Home • Exploring Infor Lawson for Ming.le Access Grants • Creating and Assigning an Infor Lawson for Ming.le Role • Assigning Bookmarks Controlled by Groups • Changing Hotkeys and Shortcuts	0.5	<a href="#">Global</a>	<a href="#">USA</a>
Lawson: Additional End User Topics for Windows - See it, Try it	This course contains See it, Try it simulations covering: • Exploring Infor Lawson Design Studio • Exploring Infor ION Enterprise Search • Exploring Infor Lawson Add-ins for Microsoft Office • Exploring Infor Spreadsheet Designer • Exploring Infor Lawson Smart Reports	0.25	<a href="#">Global</a>	<a href="#">USA</a>
Lawson: Administrator Interfaces for UNIX - See it, Try it	This course contains See it, Try it simulations covering: • Accessing the Lawson Interface Desktop • Accessing Infor Security Services • Accessing Infor Landmark Grid Manager • Accessing the Infor Rich Client • Accessing etc/lawson.env	0.5	<a href="#">Global</a>	<a href="#">USA</a>
Lawson: End-user Interfaces for UNIX - See it, Try it	This course contains See it, Try it simulations covering: • Accessing Infor Lawson for Ming.le • Accessing Infor Smart Office	0.25	<a href="#">Global</a>	<a href="#">USA</a>
Lawson: IOS Services, Batch, and Online Transaction Processing for UNIX - See it, Try it	This course contains See it, Try it simulations covering: • Defining an Infor Lawson Printer • Defining a Job Queue	0.25	<a href="#">Global</a>	<a href="#">USA</a>
Lawson: System Foundation Maintenance for UNIX - See it, Try it	This course contains See it, Try it simulations covering: • Using deljobhst to Remove Batch Job and Print Files • Applying a CTP with the Stage Option • Applying the LCT Patch • Exploring Infor Lawson Information Investigator • Working with Schema Editor/LDIFGEN/Adding an Attribute • Navigating in the LDAP Browser	0.5	<a href="#">Global</a>	<a href="#">USA</a>
Lawson: IBM WebSphere Administration for UNIX - See it, Try it	This course contains See it, Try it simulations covering: • Deploying an .ear File • Generating the Web Server Plug-In • Verifying the Installation • Viewing IBM Websphere	0.25	<a href="#">Global</a>	<a href="#">USA</a>
Lawson: User Administration and Security Monitoring for UNIX - See it, Try it	This course contains See it, Try it simulations covering: • Provisioning a New User in the Federated System • Updating an Existing Resource • Establishing User Sessions for Review in User Monitoring • Accessing Active User Sessions in ISS • Accessing User Session History in ISS • Accessing Peak Usage History in ISS • Exporting User Monitoring Data in ISS • Viewing Security Server Performance Data in ISS	0.75	<a href="#">Global</a>	<a href="#">USA</a>

Course Name	Description	Hours	Course Links	
Lawson: Infor Ming.le and End-user Interfaces for UNIX - See it, Try it	This course contains See it, Try it simulations covering: • Exploring Infor Ming.le Foundation Access Grants • Adding a New Site/Application to Infor Ming.le Foundation • Exploring the Infor Ming.le Foundation Home • Exploring Infor Lawson for Ming.le Access Grants • Creating and Assigning an Infor Lawson for Ming.le Role • Assigning Bookmarks Controlled by Groups • Changing Hotkeys and Shortcuts	0.5	<a href="#">Global</a>	<a href="#">USA</a>
Lawson: Additional End User Topics for UNIX - See it, Try it	This course contains See it, Try it simulations covering: • Exploring Infor Lawson Design Studio • Exploring Infor ION Enterprise Search • Exploring Infor Lawson Add-ins for Microsoft Office • Exploring Infor Spreadsheet Designer • Exploring Infor Lawson Smart Reports	0.25	<a href="#">Global</a>	<a href="#">USA</a>
Lawson: Managing Users - See it, Try it	This course contains See it, Try it simulations covering: • Provision a Landmark User in Infor Rich Client • Provisioning a New User in a Federated System • Update an Existing Resource and Disable a User • Provision a New User, Synchronize User Data, and Resolve • Grant Access to Lawson Add-ins	0.5	<a href="#">Global</a>	<a href="#">USA</a>
Lawson: User Monitoring and Reporting - See it, Try it	This course contains See it, Try it simulations covering: • Establish User Sessions for Review in User Monitoring • Access Active User Sessions in ISS • Access User Session History in ISS • Access Peak Usage History in ISS • Export User Monitoring Data in ISS • View Security Server Performance Data in ISS • Lawson Security Reports • Landmark Security Reports	0.75	<a href="#">Global</a>	<a href="#">USA</a>
Lawson: Administering Users of Infor Lawson Extension Applications - See it, Try it	This course contains See it, Try it simulations covering: • Add and Modify a Group • Add and Modify a User Profile • Grant a User Access to an LBI Dashboard	0.25	<a href="#">Global</a>	<a href="#">USA</a>
Lawson: Accessing Lawson Data	Explore tools available to reference database tables, field names, field description, system codes, and relationships. Course material is at version 9 and may be appropriate for version 10 customers.	0.5	<a href="#">Global</a>	<a href="#">USA</a>
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	<a href="#">Global</a>	<a href="#">USA</a>
Lawson: 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	<a href="#">Global</a>	<a href="#">USA</a>
Lawson: 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	<a href="#">Global</a>	<a href="#">USA</a>
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	<a href="#">Global</a>	<a href="#">USA</a>
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	<a href="#">Global</a>	<a href="#">USA</a>
Lawson: Setting up Microsoft ADFS v2.0 in High Availability Mode	This session will provide the audience information and the steps necessary to install and configure Microsoft ADFS v 2.0 in High Availability Mode.	0.75	<a href="#">Global</a>	<a href="#">USA</a>

Course Name	Description	Hours	Course Links	
Lawson: Setting up Microsoft ADFS v3.0 in High Availability Mode	This session will provide the audience information and the steps necessary to install and configure Microsoft ADFS v 3.0 in High Availability Mode.	0.75	<a href="#">Global</a>	<a href="#">USA</a>
Lawson: Integrating Infor Products with Microsoft ADFS Using Azure AD	This session will provide the audience information and the steps necessary to integrate Infor products with Microsoft ADFS using Azure AD as Identity Provider.	0.5	<a href="#">Global</a>	<a href="#">USA</a>
Lawson: Integrating Infor Products with Microsoft ADFS Using CA SiteMinder	This session will provide the audience information and the steps necessary to integrate Infor products with Microsoft ADFS using CA SiteMinder (CA Single Sign On) as Identity Provider.	0.5	<a href="#">Global</a>	<a href="#">USA</a>
Lawson: Integrating Infor Products with Microsoft ADFS Using NetIQ Access Manager	This session will provide the audience information and the steps necessary to integrate Infor products with Microsoft ADFS using NetIQ Access Manager as Identity Provider.	0.5	<a href="#">Global</a>	<a href="#">USA</a>
Lawson: Integrating Infor Products with Microsoft ADFS Using Okta	This session will provide the audience information and the steps necessary to integrate Infor products with Microsoft ADFS using Okta as Identity Provider.	0.5	<a href="#">Global</a>	<a href="#">USA</a>
Lawson: Integrating Infor Products with Microsoft ADFS Using OneLogin	This session will provide the audience information and the steps necessary to integrate Infor products with Microsoft ADFS using OneLogin as Identity Provider.	0.5	<a href="#">Global</a>	<a href="#">USA</a>
Lawson: Integrating Infor Products with Microsoft ADFS Using PingFederate	This session will provide the audience information and the steps necessary to integrate Infor products with Microsoft ADFS using PingFederate as Identity Provider.	0.5	<a href="#">Global</a>	<a href="#">USA</a>
Lawson: Administering Security - See it, Try it	This course contains See it, Try it simulations covering: • Provisioning a New User in the Federated System • Updating an Existing Resource • Provisioning a New User • Create and Assign an Application Security Profile • Turn Security Checking On • Create a Customizable Query or View Into LDAP • Create Data Source Access	0.5	<a href="#">Global</a>	<a href="#">USA</a>
Lawson: Creating Advanced Security Rules - See it, Try it	This course contains See it, Try it simulations covering: • Creating Security Access Based on Process Level by Group • Creating a Security Rule to Control Process Level by • Creating a Security Rule to Control Process Level • Creating a Security Rule for ESS Allowing Employee Access • Defining a Security Rule to Control Accounting Units • Defining a Security Rule to Control Print Manager Access • Creating a Security Rule to Control Batch Job Deletions	0.25	<a href="#">Global</a>	<a href="#">USA</a>
Lawson: Security Introduction	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 9 architecture. Course material is at version 9 and may be appropriate for version 10 customers.	0.5	<a href="#">Global</a>	<a href="#">USA</a>
Lawson: Implementing Lawson Security	Explains how to implement Lawson Security on 9.0 Technology. Course material is at version 9 and may be appropriate for version 10 customers.	1	<a href="#">Global</a>	<a href="#">USA</a>
Lawson: 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	<a href="#">Global</a>	<a href="#">USA</a>
Lawson: Maximizing Performance in Lawson System Foundation	This course provides an overview of the best practices for maximizing performance at the Client, Browser, Environment, and Infrastructure Tiers and also offers a variety of troubleshooting tips.	1	<a href="#">Global</a>	<a href="#">USA</a>

Course Name	Description	Hours	Course Links	
Lawson: Maximizing Performance in Landmark Foundation	This course provides information on configuring Landmark Grid, Appserver, and the Database to maximize stability, operational responsiveness, and resource efficiency.	1	<a href="#">Global</a>	<a href="#">USA</a>
Lawson: Maximizing Performance in Mobile Supply Chain Management	This course provides information on configuring the product and the related applications to maximize stability, operational responsiveness, and resource efficiency of the MSCM/SIM/POU Products .	0.5	<a href="#">Global</a>	<a href="#">USA</a>
Lawson: Setting Up Internet Facing Employee and Manager Self-Service	Learn how to set up and configure Infor Lawson: Employee and Manager Self-Service (EMSS) for the web, to provide self-service access without the need for VPN. Topics include proper infrastructure and servers, how to mitigate security risks, and customer responsibilities for deployment. Target audience: Lawson System Administrators and related IT roles.	0.5	<a href="#">Global</a>	<a href="#">USA</a>
Lawson: Using Mobile Apps for LSF	This course covers the purpose and procedures for the administration of Lawson technology mobile apps for LSF. This training is for version(s): Lawson 10.x.x and all previous versions.	0.5	<a href="#">Global</a>	<a href="#">USA</a>
Lawson: Using Mobile Apps for Mobile Supply Chain Management	This course covers the purpose and procedures for the administration of Infor Lawson technology mobile apps for Infor Lawson Mobile Supply Chain Management (MSCM). This training is for version(s): Infor Lawson 10.x.x and up.	0.5	<a href="#">Global</a>	<a href="#">USA</a>

## Landmark

Course Name	Description	Hours	Course Links	
Lawson: Landmark Ontology Introduction	Lawson's Landmark applications, such as Talent Management, Strategic Sourcing, and other current and future ones are built in a very different way from traditional S3 and M3 products. This training provides an orientation to Landmark and its key components for report developers, database administrators, and other technical resources.	0.5	<a href="#">Global</a>	<a href="#">USA</a>
Lawson: Rich Client Introduction	This course introduces and demonstrates how to use the Rich Client user interface to access the Landmark and Talent Management applications, forms, perform actions on the forms and tailor the user experience.	0.75	<a href="#">Global</a>	<a href="#">USA</a>
Lawson: Configuration Console Introduction	This course covers an overview of the Configuration Console for Infor Landmark applications. This training is for version(s): Infor Landmark 10.x.x and all previous versions.	1	<a href="#">Global</a>	<a href="#">USA</a>
Lawson: Administering Mobile Apps for Infor Landmark	This course covers the purpose and procedures for the administration of Infor Lawson technology mobile apps for Infor Landmark. This training is for version(s): Infor Lawson 10.x.x and all previous versions.	0.5	<a href="#">Global</a>	<a href="#">USA</a>
Lawson: Landmark Queues - See it, Try it	This course contains See it, Try it simulations covering: • Create, Map, and Schedule a New Queue • Requeue a Trigger	0.25	<a href="#">Global</a>	<a href="#">USA</a>
Lawson: User Administration - See it, Try it	This course contains See it, Try it simulations covering: • Create and Define a New User via the Create User Wizard • Assign an Agent to an Actor via Infor Rich Client • Add ActorContext Records for a User via Infor Rich Client • Enable Infor Spreadsheet Designer	0.25	<a href="#">Global</a>	<a href="#">USA</a>
Lawson: Landmark Security - See it, Try it	This course contains See it, Try it simulations covering: • Create a New Security Role, Assign the Role to an Actor • Locate Security Reports	0.25	<a href="#">Global</a>	<a href="#">USA</a>
Lawson: Updating Landmark - See it, Try it	This course contains See it, Try it simulations covering: • Update Infor Landmark Technology • Update a Talent Management Suite Product Line • Execute the Svndiff Tool to Prepare for an Update	0.25	<a href="#">Global</a>	<a href="#">USA</a>

## Business Process Management

Course Name	Description	Hours	Course Links	
Lawson: Infor Process Automation Introduction	This course covers a high level overview of Infor Process Automation, including what it is, what it does, and how organizations will use it. This training is for version(s): Infor Lawson 10.x.x and all previous versions.	1	<a href="#">Global</a>	<a href="#">USA</a>
Lawson: Creating Custom Triggers for Infor Process Automation	This course introduces the purpose of and procedures for creating custom triggers for Infor Process Automation. The course covers custom triggers for both the Infor Landmark and Infor Lawson applications. This training is for version(s): 10.1.0 and all previous versions.	1	<a href="#">Global</a>	<a href="#">USA</a>
Lawson: Using Infor Process Automation Inbasket	This course introduces the purpose of and procedures for using Inbasket in Infor Process Automation. This training is for version(s): 10.1.1.x.	1	<a href="#">Global</a>	<a href="#">USA</a>
Lawson: Automating User Creation with IPA from LSF	This course provides an overview of the automating user creation process with Infor Process Automation (IPA) using LSF as the source.	0.5	<a href="#">Global</a>	<a href="#">USA</a>
Lawson: Automating User Creation with IPA from Landmark	This course provides an overview of the automating user creation process with Infor Process Automation (IPA) using Landmark as the source.	0.5	<a href="#">Global</a>	<a href="#">USA</a>
Lawson: Automating User Creation with IPA from Source File	This course provides an overview of the automating user creation process with Infor Process Automation (IPA) using Source File as the source.	0.25	<a href="#">Global</a>	<a href="#">USA</a>
Lawson: Designing for Performance with Infor Process Automation	This course covers process, server, and performance tuning for Infor Process Automation. This training is for version 10.	1	<a href="#">Global</a>	<a href="#">USA</a>
Lawson: ProcessFlow - Basics	ProcessFlow Basics is a 1-hour course. Attendees will learn about the ProcessFlow product features, components, functionality, and benefits.	1	<a href="#">Global</a>	<a href="#">USA</a>
Lawson: Using Microsoft Office Add-Ins - Basic	This course explores advanced tricks and tips of Lawson Add-ins for Microsoft Office.	0.25	<a href="#">Global</a>	<a href="#">USA</a>
Lawson: Introduction to Using Microsoft Add-Ins Upload Wizard	This course covers key uses of the Infor Lawson Upload Wizard, methods for uploading data, and steps for uploading data. This training is for version(s) : 10.0.x and all previous versions.	1	<a href="#">Global</a>	<a href="#">USA</a>
Lawson: Using Microsoft Office Add-Ins - Advanced	This course explores advanced techniques to upload and query Infor Lawson data using Lawson Advanced Microsoft® Office Add-Ins. This training is for version(s): 10.0.x and all previous versions.	1	<a href="#">Global</a>	<a href="#">USA</a>
Lawson: Introduction to Spreadsheet Designer for Microsoft Excel	This eLearning course highlights the value and usage of Infor Lawson Spreadsheet Designer. Use this tool to mass upload or change data in your Landmark applications.	0.25	<a href="#">Global</a>	<a href="#">USA</a>
Lawson: Query Wizard - Database Table Queries - See it, Try it	This course contains See it, Try it simulations covering: • Find a Field from a Form and Using Query Wizard Column • Using Query Wizard Column Headings tab • Retrieve Data One-Many Relationship • Change Criteria, Multiple Conditions • Grouping Selection Criteria • Enter a Range of Values for Index and Multiple Index Key • Using Sub Totals Sort Format Tabs • Using Map Wizard Tab • Run a Procurement Query • Run a Human Resources Query • Run a Finance Query	1	<a href="#">Global</a>	<a href="#">USA</a>
Lawson: Upload Wizard - Techniques - See it, Try it	This course contains See it, Try it simulations covering: • Upload Data and Use Upload Tab • Uploading Edited Data Using Upload Wizard • Deleting Data • Changing Vendor Status Inactive or Active • Adding and Deleting Job Classes • Adding Vendor Items • Use Position To Field to Edit Records • Upload Hidden Fields from Sub-forms	0.75	<a href="#">Global</a>	<a href="#">USA</a>

## Enterprise Performance Management

Course Name	Description	Hours	Course Links	
Lawson: Inventory Cube - See it, Try it	This course contains See it, Try it simulations covering: • Create a Stock Transaction Report • Create an Inventory on Hand Report • Create an Inventory Usage Report	0.25	<a href="#">Global</a>	<a href="#">USA</a>
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	<a href="#">Global</a>	<a href="#">USA</a>
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	<a href="#">Global</a>	<a href="#">USA</a>

## Infor OS

### Infor Ming.le

Course Name	Description	Hours	Course Links	
Infor Ming.le: v11 Overview and Technical Training	This course includes several activities that provide an Overview of Infor Ming.le v11 and technical training on installing and configuring Infor Ming.le.	6.5	<a href="#">Global</a>	<a href="#">USA</a>
Infor Ming.le: v12 Overview and Mobile Training	This course includes several activities that provide an overview of Infor Ming.le v12 and the included mobile features.	1.5	<a href="#">Global</a>	<a href="#">USA</a>

## ION

Course Name	Description	Hours	Course Links	
ION: v11 User Training Overview	This course includes multiple ION activities that introduce the user to the ION Suite, Workflows, Exit Points, Authorizations, and the Enterprise Connector.	3.25	<a href="#">Global</a>	<a href="#">USA</a>
ION: v12 User, Mobile, and API Training Overview	This course includes activities that introduce users to Infor ION v12, new mobile features, and the uses of the latest ION API architecture.	2.5	<a href="#">Global</a>	<a href="#">USA</a>

## Infor Business Vault

Course Name	Description	Hours	Course Links	
Infor Business Vault: Overview and Installation Training	This course includes several activities that provide an overview of Infor Business Vault features as well as instruction on installing and configuring Infor Business Vault.	4.5	<a href="#">Global</a>	<a href="#">USA</a>
Infor Business Vault: Data Store Management Overview	This course contains several activities that provide an overview of the Data Store Management functions of Infor Business Vault.	3	<a href="#">Global</a>	<a href="#">USA</a>
Infor Business Vault: Configuring Analytic Modeling	This course includes several activities that provide an overview and configuration instructions for the Analytic Modeling functions of Infor Business Vault.	9	<a href="#">Global</a>	<a href="#">USA</a>

## Infor Document Management

Course Name	Description	Hours	Course Links
Infor Document Management: Overview and Mobile Training	This course contains several activities that provide an overview of Infor Document Management and the mobile features.	0.75	<a href="#">Global</a> <a href="#">USA</a>





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 194 countries improve operations, drive growth, and quickly adapt to changes in business demands. To learn more about Infor, please visit [www.infor.com](http://www.infor.com).

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