

# Welcome to the New Lawson

Reminder - Lawson can only be accessed through Okta.

## Main Page

The screenshot shows the Lawson V10 main page. At the top, the Infor logo is on the left, and navigation icons (Home, Refresh) are in the center. On the right, there are browser controls and the user name 'mikeb'. A central banner reads 'Logged in as: Michael' in orange. Below this, a large red text box says 'Lawson V10 Coming Soon!'. To the left is a 'Site Navigation' menu with links for Lawson, Time Entry, Time Entry Approval, Employee Self Service, and Manager Self Service. To the right is a 'Help Documents' section with links for PTO, Mandatory Sick Info, User's Guides, Manager User's Guides, and Timecard Help. A footer note states: 'For Lawson issues, please first check the User's Guides on the right for help. If you are unable to resolve your issue through the User Guides, please provide your employee ID in an email to lawsonhelp@rhd.org.'

Annotations with red arrows point to:

- Home icon: Access to Timecard
- Refresh icon: Make sure this is your name.
- Timecard Approval link: Timecard Approval
- Employee Self Service link: Employee Self-Service
- Manager Self Service link: Manager Self-Service
- Help Documents link: Help Documents

## Employee Self-Service page:

The screenshot shows the Employee Self-Service page. The Infor logo and 'Lawson' text are at the top left. Below the logo is a 'Bookmarks' dropdown menu. The main content area is titled 'Lawson 10.0.8.0' and contains a 'Bookmarks' section with a list of links: Employee Self-Service, PTO, Employment, Job Profile, Phone Book, Pay, Direct Deposit, Pay Checks, Tax Withholding, Personal Information, Emergency, and Personal Profile. A text box at the top of the main content area says: 'To access a bookmark, please select it below or from the dropdown list at the top left-hand side of the page.'

Annotations with red arrows point to:

- Employee Self-Service link: Employee Self-Service Bookmarks
- Text box: Click on links to access your personal information.