



**Getting Started with
Lawson Learning Management System
Learner Mode**

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Version 2**

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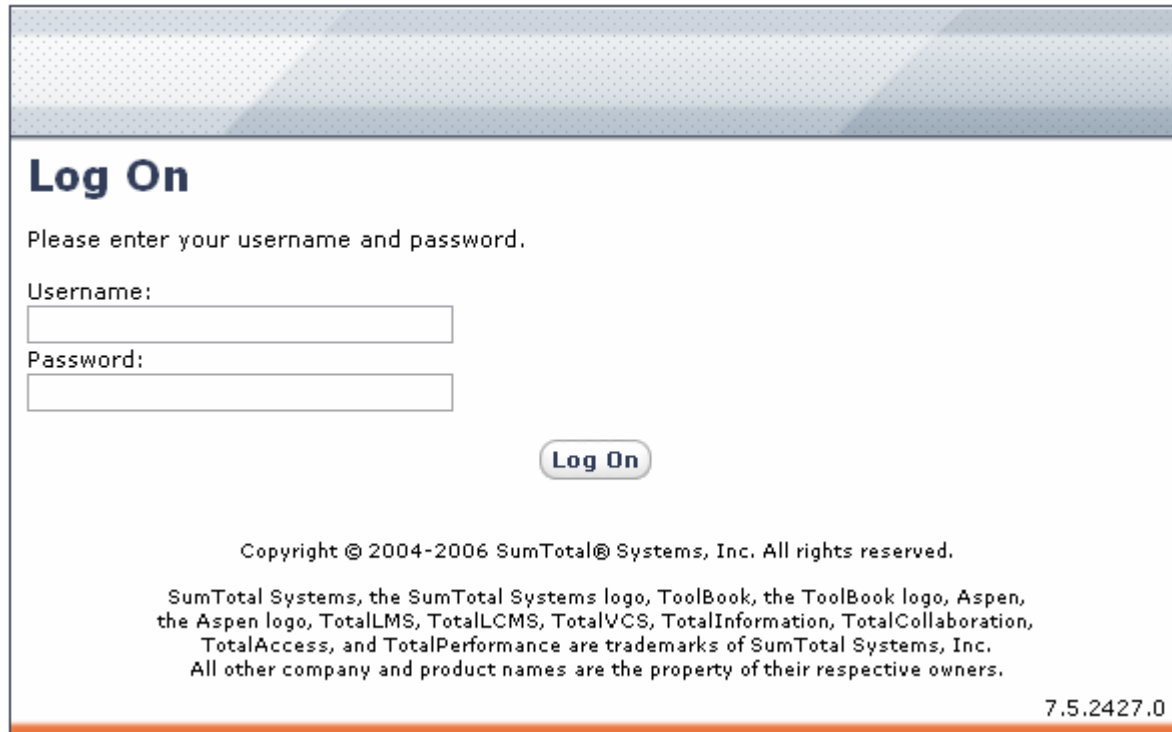
Introduction

The Lawson Learning Management System (LLMS) is a Web-based application that provides you with the tools necessary for both finding learning activities and managing those activities. Through the LLMS, we provide you with instant access to online learning courses, schedules and details about traditional learning events.

In this document, you will learn how to use the LLMS for finding and managing your learning activities. If you have questions not addressed in this guide, you can either email us at lawsonlearning@lawson.com or call us at 1-888-449-8931.

Log on to Lawson Learning Management System

To log on to Lawson Learning Management System (LLMS), enter your username and password.



Log On

Please enter your username and password.

Username:

Password:

Log On

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Figure 1: Log On page

Explore the Interface

After you log in to the system, you will see the Home page.

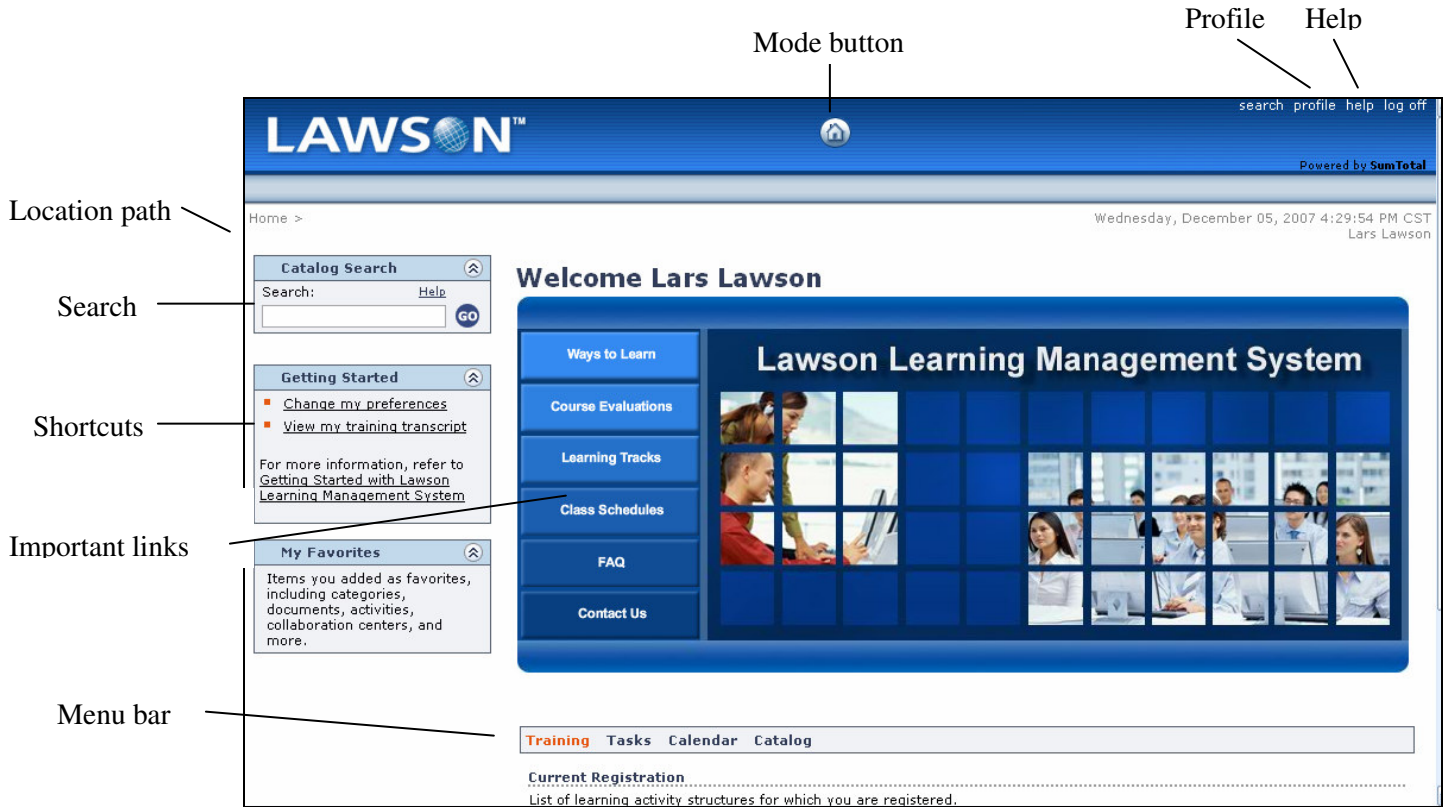


Figure 2: Home page in Learner mode

The Home page displays your navigation options for the LLMS, including:

- **Important links:**
 - **Ways to Learn:** This link provides a summary of all the Lawson Learning options
 - **Course Evaluations:** This link brings you to course evaluations for each Lawson course you complete
 - **Learning Tracks:** Access Learning Tracks for M3 and S3 product lines
 - **Class Schedules:** Access three-month rolling schedule that is posted each month for M3 public classes, S3 public classes, interactive webcasts, and vLabs
 - **FAQ:** Answers to most frequently asked questions and access to other information
 - **Contact Us:** Toll free phone number and email address for contacting Lawson Learning
- **Help:** Online Help links to the *Getting Started with Lawson Learning Management System* guide
- **Modes:** While more modes are available, this particular mode icon is the Learner mode.
- **Location path:** A quick glance at the location path tells you where you are in the LLMS
- **Menu bar:** In Learner mode, you have certain menu options available to you, including:
 - **Training:** All training for which you are registered appears on your Training Schedule. You can choose to view your upcoming scheduled activities, completed activities, or the ones in which you are assigned to the waiting list. You can also search for specific courses or cancel a registration.

- **Tasks:** Provides links for tasks, such as completing course evaluations
- **Calendar:** Shows courses, in calendar view, for which you are registered
- **Catalog:** The LLMS Catalog recognizes courses in terms of Lawson product line and application (content type). The Catalog is a useful view to find courses by application.
- **Profile:** Use this link to change your time zone and profile information
- **Search:** Find training sessions by using the LLMS search feature
- **My Favorites:** Add links to your favorite courses or search criteria for groups of courses

Manage Time Zone

The first time you log on, you should set your time zone. The default is set for America/Chicago time zone. Therefore, you will need to change your time zone to match your location. You can also change the time zone to view the schedule if you will be traveling to another time zone to take the course.

Set Time Zone

► **To set your time zone:**

1. Click the **Profile** link at the top of any LLMS page.
2. From the **Time zone** list, choose your local time zone. All training activities and events display in your time zone.
3. Click **OK**.

Note: Be aware that the starting time and date listed for all learning activities in the LLMS interface are shown in your time zone.

Note: As of December, 2007, Lawson has not translated Lawson Learning content. Please, do not change the language preference.

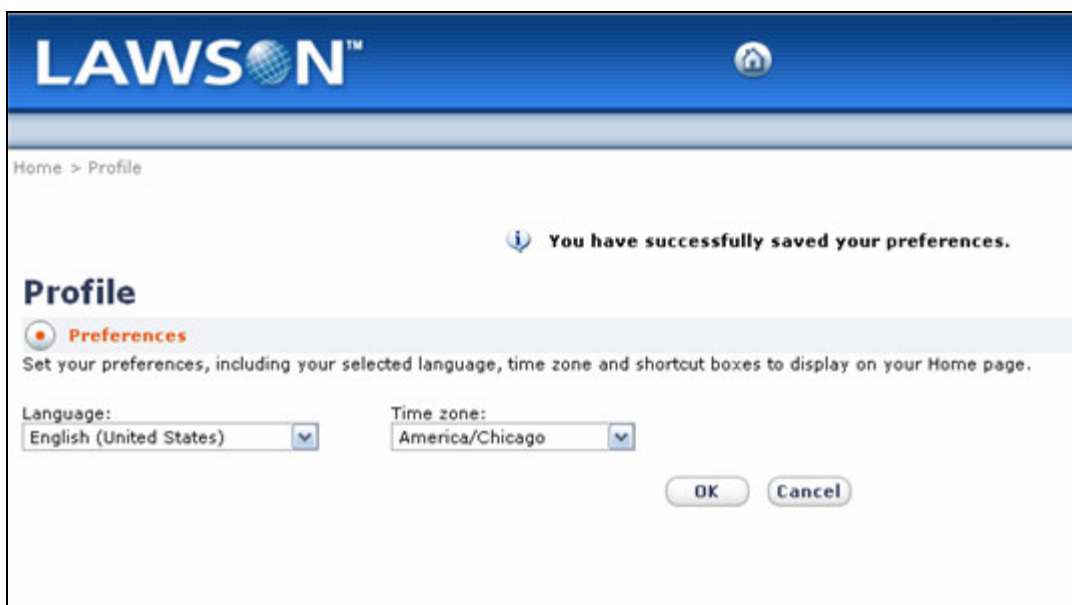


Figure 3: Set time zone

Prepare to Attend Training in Another Time Zone

If you plan to travel to attend a class or workshop in a location outside of your time zone, you can, if you wish, adjust the start time to reflect the local time when you arrive in a new time zone. One way to do this is to select a new time zone in your profile to reflect the location you plan to visit. When you change your time zone setting, all dates and times in your upcoming training are automatically adjusted.

For example, if a New York City resident views a training event that is offered in Los Angeles at 8:30 a.m. PST, the New York resident will see the start time for this activity as 11:30 a.m. EST. If this person travels from New York to Los Angeles to attend the training, he can either change his time zone preference to Pacific Standard Time (PST), or remember to adjust the start time of the class to account for the local time in Los Angeles.

Search for Learning Activities

You can search, access, and register for learning activities in the following ways:

- Use the Catalog
- Use Advanced search

Use the Catalog to Find Learning Activities

You can access the items in the catalog by clicking the Catalog link from the menu bar and choosing a content type from one of the product lines.

The screenshot displays the Lawson Learning Management System interface. At the top, the Lawson logo is visible on the left, and navigation links for 'search', 'profile', 'help', and 'log off' are on the right. Below the logo, there is a 'Welcome Lars Lawson' message and a 'Powered by StoneTotal' indicator. The main content area features a 'Catalog Search' box with a search input field and a 'GO' button. To the left, there are sections for 'Getting Started' (with links for 'Change my preferences' and 'View my training transcript') and 'My Favorites'. The central part of the page is titled 'Lawson Learning Management System' and includes a 'Ways to Learn' sidebar with links for 'Course Evaluations', 'Learning Tracks', 'Class Schedules', 'FAQ', and 'Contact Us'. Below this, a menu bar contains 'Training', 'Tasks', 'Calendar', and 'Catalog' (highlighted in red). An arrow points from the 'Catalog' link to a detailed view of the catalog search interface. This view includes a search input field, a 'GO' button, and an 'Advanced' search option. Below the search area, two product lines are listed: 'M3' and 'S3'. Each product line has a list of content types, such as 'Business Process Management', 'Customer Sales and Service', 'Enterprise Asset Management', 'Enterprise Performance Management', 'Financial Management', 'Manufacturing Operations', 'Supply Chain Management', 'System Foundation', and 'Upgrades'. Labels 'Menu bar' and 'Product Line' point to the 'Catalog' link and the 'M3' product line, respectively. A label 'Content Type' points to the list of content types under the 'S3' product line.

Figure 4: Example of Catalog product line and content type options

The categories in the catalog contain courses that are available to you.

► **To view learning activities for a specific content type:**

1. Click a content type within a product line. All learning activities associated with that content type are displayed in the Categories Listing page.

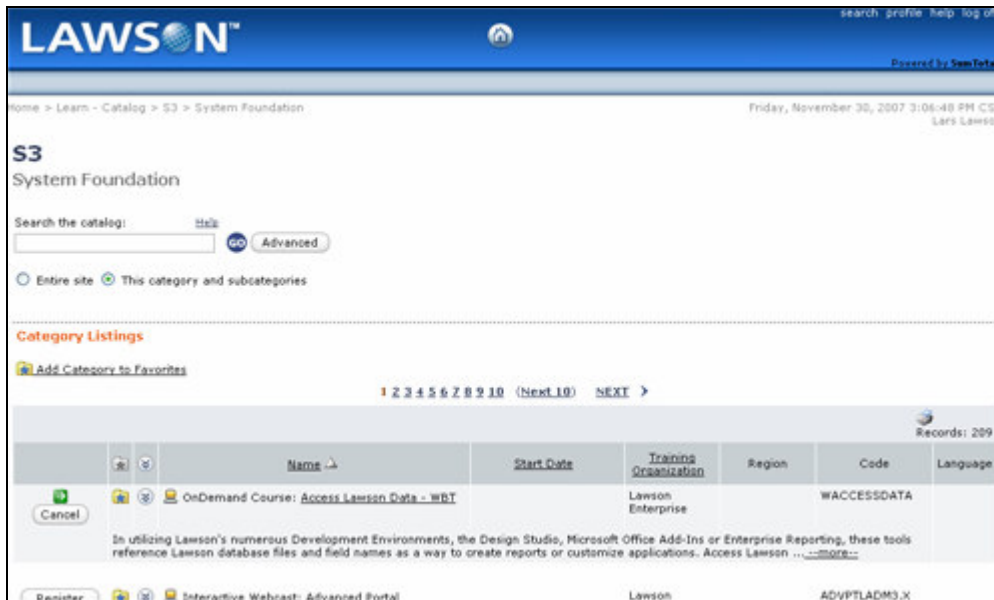


Figure 5. Category Listing for the S3 System Foundation content type

2. Click the title of the learning activity to view a detailed description of a learning activity.

Use Advanced Search

You can reduce the number of activities that appear in your Category Listings by using the Advanced Search feature. There are two ways to begin an advanced search.

► **To use the Advanced Search feature from the Catalog listing page:**

1. Click **Advanced** next to the Search box.
2. From the Advanced Search page (see screen clip below), select your search criteria and/or enter a key word.

Activity type	Delivery Method	Delivery Type
Learning Accelerator	Online Simulation	24/7
Learning Lab	Traditional Classroom	Scheduled
Learning Camp	Traditional Classroom	Scheduled
Interactive Webcasts	Online Learning (Library)	Scheduled
OnDemand Course	Online Learning (Library)	24/7
Discussion Forum	Online Learning (Library)	Scheduled
Virtual Learning Lab (vLab)	On Classroom	Scheduled

3. Use the Keywords field to further refine your search:
 - The LLMS searches for exact, whole-word matches including spaces and correct spelling
 - The LLMS searches are not case sensitive
 - You can use an asterisk as a wildcard character that represents zero or more characters. For example, to search for all words beginning with "a", type "a*."
4. You can search by region by clicking the Browse button next to Region text box, clicking the Americas expand button, selecting a city radio button, and clicking OK.
5. Click **Search**.

The screenshot shows the 'Advanced Search' interface. At the top, there is a 'Keywords:' text box with the placeholder '(Name, Description, Code)'. Below this is a blue header bar labeled 'Advanced Search'. The main area contains several search filters: 'Activity type:' and 'Delivery method:' (both dropdown menus set to 'None'); 'Content type:' and 'Delivery type:' (both dropdown menus set to 'None'); a 'Region:' text box with a 'Browse...' button and an 'Include sub-regions' checkbox; a section for 'Has scheduled activities starting within:' with radio buttons for '1 week from current date', '1 month from current date', and 'Select start and end dates', followed by 'Start date:' and 'End date:' text boxes; and a 'Return items not organized into categories' checkbox. A 'Search' button is located at the bottom right of the form.

Figure 6: Advanced search page

6. Scroll through the search results to find the items you require. The screen shot below displays the initial results of a search on the keyword 'healthcare.'

Keywords:
(Name, Description, Code)

Advanced Search

Search

All Training Recommended Training Required Training

This is a list of all activities available for you that met your search criteria. To see more details, expand the returned activities by clicking on the down arrows.

Records: 4

	Name	Start Date	Training Organization	Region	Code	Language
Register	OnDemand Course: Lawson QuickStep Healthcare Overview		Lawson Enterprise		QSHCOVW-INT	
Register	OnDemand Course: Par Cart Processing using a "Palm" Handheld Device, B.x - WBT		Lawson Enterprise		WPPCPRSHH	
Register	OnDemand Course: Par Cart Processing using a "Symbol" Handheld Terminal, B.x - WBT		Lawson Enterprise		WPPCPRSHH	

Figure 7: Course listing

► **To use the Advanced search capability from the Catalog Search box on the Home page:**

1. From the Home page, click on the Go button found in the Catalog Search box.

search profile help log off

Powered by Sun Total

Home > Wednesday, December 05, 2007 11:02:55 AM CST Lars Lawson

Catalog Search

Search:

Getting Started

- Change my preferences
- View my training transcript

For more information, refer to [Getting Started with Lawson Learning Management System](#)

My Favorites

Items you added as favorites, including categories, documents, activities, collaboration centers, and more.

Welcome Lars Lawson

Ways to Learn

Course Evaluations

Learning Tracks

Class Schedules

FAQ

Contact Us

Lawson Learning Management System

Figure 8: Home page Catalog Search box

2. In the Search page, click on the Expand button to open the Advanced Search options.



Figure 9: Search page

3. From the Advanced Search page (see screen clip below), select your search criteria and/or enter a key word.

Activity type	Delivery Method	Delivery Type
Learning Accelerator	Online Simulation	24/7
Learning Lab	Traditional Classroom	Scheduled
Learning Camp	Traditional Classroom	Scheduled
Interactive Webcasts	Online Learning (Library)	Scheduled
OnDemand Course	Online Learning (Library)	24/7
Discussion Forum	Online Learning (Library)	Scheduled
Virtual Learning Lab (vLab)	On Classroom	Scheduled

4. Use the Keywords field to further refine your search:
- The LLMS searches for exact, whole-word matches including spaces and correct spelling
 - The LLMS searches are not case sensitive
 - You can use an asterisk as a wildcard character that represents zero or more characters. For example, to search for all words beginning with "a", type "a*."
 - You can search by region by clicking the Browse button next to Region text box, clicking on the Americas expand button, selecting a city radio button, and clicking OK.

5. Click **Search**.

Keywords:
(Name, Description, Code)

Advanced Search

Activity type: Delivery method:

Content type: Delivery type:

Region:

Include sub-regions

Has scheduled activities starting within:

- 1 week from current date
- 1 month from current date
- Select start and end dates

Start date: End date:

Return items not organized into categories

Figure 10: Advanced search page

6. Scroll through the search results to find the items you require. The screen shot below displays the initial results of a search on the keyword 'healthcare.'

Keywords:
(Name, Description, Code)

Advanced Search

All Training Recommended Training Required Training

This is a list of all activities available for you that met your search criteria. To see more details, expand the returned activities by clicking on the down arrows.

Records: 4

	Name	Start Date	Training Organization	Region	Code	Language
<input type="button" value="Register"/>	OnDemand Course: Lawson QuickStep Healthcare Overview		Lawson Enterprise		QSHCOVW-SNT	
This course introduces the Lawson QuickStep Healthcare Solution including benefits, solution description, a quick tour of the solution, description of the deliverables, and highlights the differences between traditional implementation methods and the Law...more						
<input type="button" value="Register"/>	OnDemand Course: Par Cart Processing using a "Palm" Handheld Device 8.x - WBT		Lawson Enterprise		WPPCRPHH	
Par cart locations are commonly used in the Healthcare field. These stationary or mobile supply areas can be used in other fields as well. The nature of a par cart location lends itself well to automation. This recorded presentation provides an overvie...more						
<input type="button" value="Register"/>	OnDemand Course: Par Cart Processing using a "Symbol" Handheld Terminal 8.x - WBT		Lawson Enterprise		WPPCRPHH	
Par cart locations are commonly used in the Healthcare field. These stationary or mobile supply areas can be used in other fields as well. The nature of a par cart location lends itself well to automation. This recorded presentation provides an overvie...more						

Figure 11: Course listing

Register for a Learning Activity

The registration process varies for the following two types of learning activities:

- Instructor led, scheduled courses
- Self-study courses

Register for Learning Lab, vLab, Interactive Webcast, or Discussion Forum

After you locate a learning activity that interests you, follow these instructions:

1. Click the **Register** button to sign up for the activity. For instructor-led, scheduled activities, class options appear from which you can select the best time and location for you. If the class or activity is already full, you can choose to be placed on a waiting list.
2. Click the radio button of the class session for which you want to register.

Register
Learning Lab : [Allocations, 8.1/9.0](#)
Lawson Enterprise
ALC90

Allocations, 8.1/9.0 discusses the allocation processes used in Allocations 8.1 and 9.0. This course shows allocations to multiple locations, account numbers, defining allocation spread codes, compute statements, percentage calculations, and periodic pr...[--more--](#)

To register, select the course below, then click Submit.

Submit

List Price: 650 USD

Discount: 0 USD

Total Price: 650 USD

Learning Lab : [Allocations, 8.1/9.0](#)

Required: At least 1

Session : [Allocations, 8.1/9.0 \(Jan 15\) St Paul](#) Little Falls, NJ
Little Falls, NJ, USA
Tuesday, January 15, 2008 CST

Session : [Allocations, 8.1/9.0 \(Mar 25\) Atlanta](#) Atlanta, GA
Atlanta, GA, USA
Tuesday, March 25, 2008 CDT

Session : [Allocations, 8.1/9.0 \(Mar 25\) Atlanta](#) Hartsfield, Atlanta, GA
Atlanta, GA, USA
Tuesday, March 25, 2008
10:00:00 AM - 6:00:00 PM CDT

Status: Registration allowed

Status: Registration allowed

Figure 12: Learning activity selection page showing selected class

3. Click the Submit button. The Payment Information page appears.

Home > Registration Process > Payment Friday, November 30, 2007 3:56:24 PM CST
Lars Lawson

Payment Information

Provide payment information and click Confirm Registration. Note: You seat is confirmed only after your Status changes from Registration Allowed or Pending Approval to Registered. [Confirm Registration](#)
[Cancel](#)

Payment options:

Purchased Item List

Item	Date	List Price	Discount	Final Price	Total
Learning Lab: Allocations, 8.1/9.0		650 USD	0 USD	650 USD	650 USD
Total		650 USD		650 USD	650 USD

Figure 13: Payment information page

4. Click the Payment options drop-down menu and select Invoice.

Home > Registration Process > Payment Friday, November 30, 2007 3:57:20 PM CST
Lars Lawson

Payment Information

Provide payment information and click Confirm Registration. Note: You seat is confirmed only after your Status changes from Registration Allowed or Pending Approval to Registered. [Confirm Registration](#)
[Cancel](#)

Payment options:

Payment Accounts:

Purchased Item List

Item	Date	List Price	Discount	Final Price	Total
Learning Lab: Allocations, 8.1/9.0		650 USD	0 USD	650 USD	650 USD
Total		650 USD		650 USD	650 USD

Figure 14: Payment Accounts page

5. Select My Organization from the Payment Accounts options.

Home > Registration Process > Payment Friday, November 30, 2007 3:58:02 PM CST
Lars Lawson

Payment Information

Provide payment information and click Confirm Registration. Note: Your seat is confirmed only after your Status changes from Registration Allowed or Pending Approval to Registered. **Confirm Registration**
Cancel

Payment options:
 Invoice

Payment Accounts:
 My Organization

Payment Instructions
 By selecting this option, your organization will be invoiced for costs associated with this training.

Purchased Item List

Item	Date	List Price	Discount	Final Price	Total
Learning Lab: Allocations, 8.1/9.0		650 USD	0 USD	650 USD	650 USD
Total		650 USD		650 USD	650 USD

Figure 15: Payment Accounts page

6. Click the Confirm Registration button. The Activity Details page appears. Registration and payment options for the learning activity are complete.

Home > Activity Details Friday, November 30, 2007 3:59:19 PM CST
Lars Lawson

Congratulations! You have completed the registration process. Please look at the details below for more information about your registration status and activity progress.

[Click here to view transaction details](#)

Activity Details

Allocations, 8.1/9.0

General Details

- Progress Details
- Activity Details
- Category Details

I Want To...

Progress Details
 Below are the details about your registration and progress towards completing this activity.

Learning Lab: [Allocations, 8.1/9.0](#) **Status:** Registered

[Cancel my registration](#)

Activity Description:
 Allocations, 8.1/9.0 discusses the allocation processes used in Allocations 8.1 and 9.0. This course shows allocations to multiple locations, account numbers, defining allocation spread codes, compute statements, percentage calculations, and periodic processing.

Who would benefit:
 - Project team and End Users (i.e., VP Finance, Controller, GL Department Manager, Staff Accountant,
 Budget Analyst, GL Department Manager, GL End User)

Figure 16: Activity Details page

Register for and Launch an OnDemand Course

1. Locate the learning activity which interests you by using Search, Advanced search, or by selecting a category and subcategory (or combination thereof).

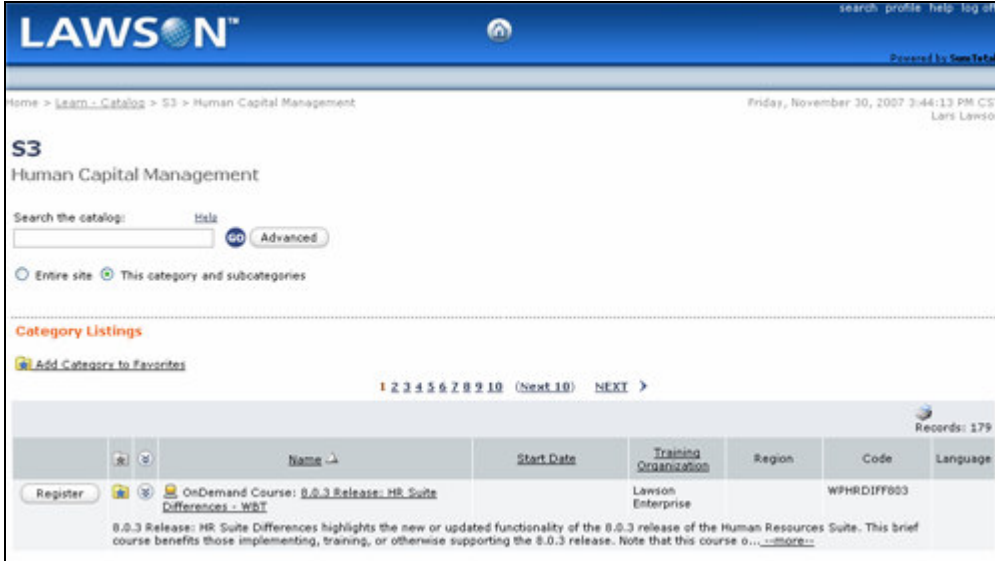


Figure 17: Category listings

2. When you locate the course, click the Register button to the left of the course name.



Figure 18: Registration submission page

3. Click Submit. The Activities Details page appears. You are now registered for the OnDemand course.

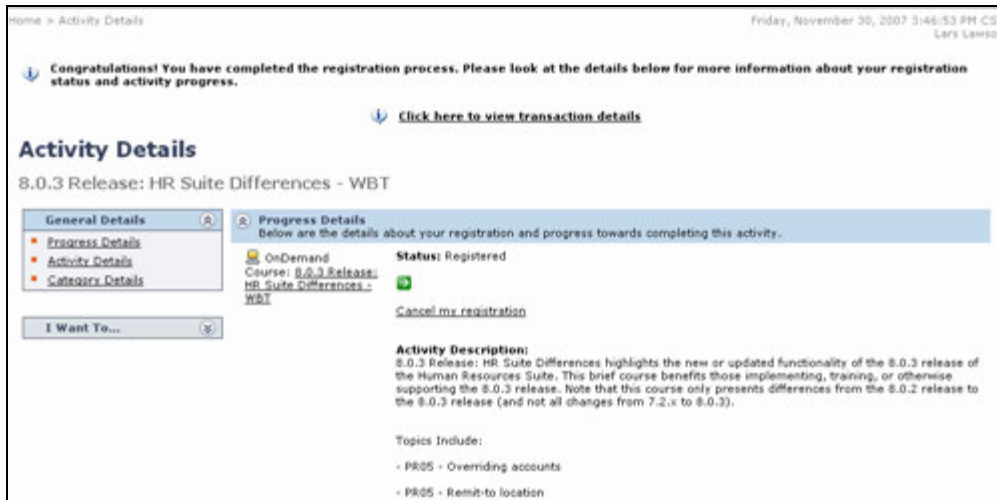



Figure 19: Activity details page

► **To launch an OnDemand course**

1. Next to the name of the activity, click Launch. 
2. The course launches a new browser window. Do not close the LLMS window. The course will link back to this window for tracking purposes.

Maintain Your Training Schedule

The LLMS makes it easy for you to access the activities and courses you are registered to take. You can choose to view your upcoming scheduled activities, completed activities, or the ones in which you are assigned to the waiting list.

The screenshot shows the 'Training Schedule' page in the Lawson Learning Management System. The page header includes the Lawson logo and navigation links. The main content area displays a table of training activities. The table has the following columns: Name, Region, Start Date, End Date, and Status. The activities listed are:

Name	Region	Start Date	End Date	Status
LAB: IChallenges & Practices Workshop - SAMPLE ONLY				Registered
LAB: IChallenges_Standards_Tool - SAMPLE ONLY				Registered
OnDemand Course: 8.0.3 Release: HR Suite Differences - WBT				Registered
OnDemand Course: Access Lawson Data - WBT				Registered
Learning Lab: Allocations, 8.1/9.0				Registered
Session: Allocations, 8.1/9.0 (Mar 25) Atlanta		3/25/2008	3/25/2008	Registered
Learning Lab: Customize Your Application Using Design Studio, 3.1 <i>No registered offering. Click here to register an offering</i>				Registered
Learning Lab: LSF 9.0 Administration for Migration from Environment 8.0.3				Registered
Session: LSF 9.0 Administration for Migration from Environment		1/14/2008	1/16/2008	Registered

Figure 20: Training Schedule page

View Your Training Schedule:

► To view your training schedule:

1. From the Home page, click the Training link. This displays all learning activities for which you are currently registered.
2. Click the (More...) link to access the Training Schedule page.
3. In the View drop-down menu, you select the desired view for managing your training schedule. For example, you can view the courses for which you are on a waiting list.

The screenshot shows the 'Training Schedule' page with the 'View' dropdown menu open. The dropdown menu options are:

- Current registrations
- Completed registrations
- Current activities
- Upcoming activities
- Completed activities
- Canceled activities
- Calendar
- Waiting list or pending approval

Figure 21: Training Schedule

Cancel Your Registration for a Class or Activity:


► To cancel a registration

1. Check the check box next to the class or activity you wish to cancel.
2. In the Task list select **Cancel registration**.
3. Click **GO**.
4. Confirm the selection is the one you intend to cancel and click **OK**.
5. Click **OK** again to complete the process.

Launch OnDemand Course

When you locate an OnDemand course that displays the Launch icon, you can access it immediately.


► To launch online learning:

1. Locate an activity by using the Search feature or by looking in the catalog.
2. Next to the name of the activity you want, click **Launch**. 
3. The course launches into a new browser window. Do not close the LLMS window. The course will link back to this window for tracking purposes.

View Your Progress

Once an activity is underway, you can check your progress at any time by visiting the Learning Activity Progress Detail page. This page displays information such as the content type, your total score, elapsed time, status, launch date and completion date. If there are lessons associated with the class, the Lesson grid displays name, total score, status, and first launch date.

► To view information about your progress:

1. From the **Learn** menu, click **Training Schedule**.
2. Click the **View progress detail** button  to the left of the activity name.
3. If information is available under the Lesson section, click a lesson name to view the status and other details.
4. When you are finished, click **OK** to return to the Training Schedule page.
5. Click **Launch** next to the assessment.
6. Click **Start**.