

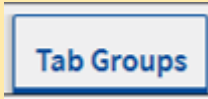


**ADD TABS TO
INFOR LAWSON
WEB REQUISITION MENU
FOR EASE IN USER
ACCESS**

How to Add the “Shopping” Tab

1. Click on “User Preferences” or “User Options”

2. Click on “Tab Groups”

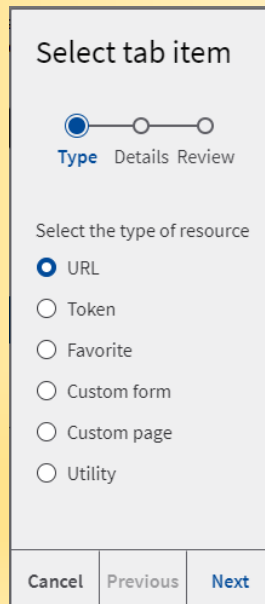


3. Click on the “+” in the left box

4. Enter “SHOPPING” and click “OK”

5. Click on the “+” in the right box

6. Click on “Next”

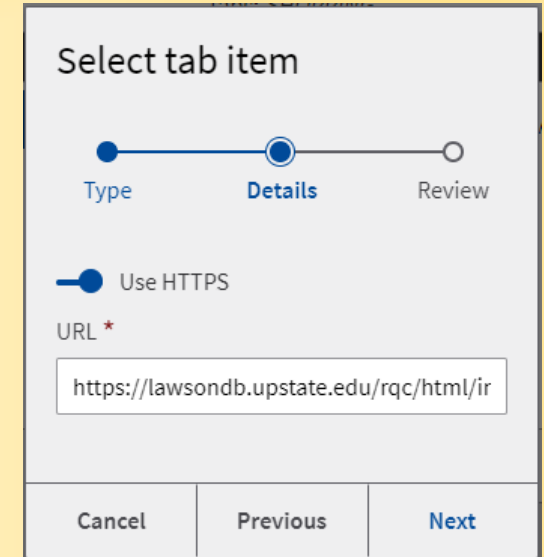
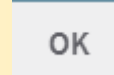
A dialog box titled "Select tab item". It features a progress indicator with three circles: the first is filled blue and labeled "Type", the second is empty and labeled "Details", and the third is empty and labeled "Review". Below this, it says "Select the type of resource" and lists six options: "URL" (selected with a blue radio button), "Token", "Favorite", "Custom form", "Custom page", and "Utility". At the bottom are three buttons: "Cancel", "Previous", and "Next".

7. Enter this link:

<https://lawsondb.upstate.edu/rqc/html/index.htm>

8. Click on “Next”, then
“Save”

9. Click “OK” in the top
left of the screen

A dialog box titled "Select tab item". It features a progress indicator with three circles: the first is filled blue and labeled "Type", the second is filled blue and labeled "Details", and the third is empty and labeled "Review". Below this, it says "Use HTTPS" with a blue radio button. Underneath is a text field labeled "URL *" containing the text "https://lawsondb.upstate.edu/rqc/html/ir". At the bottom are three buttons: "Cancel", "Previous", and "Next".

How to add the "Req Order Status" Tab

1. Click on "User Preferences" under "General"

2. Click on "Tab Groups"

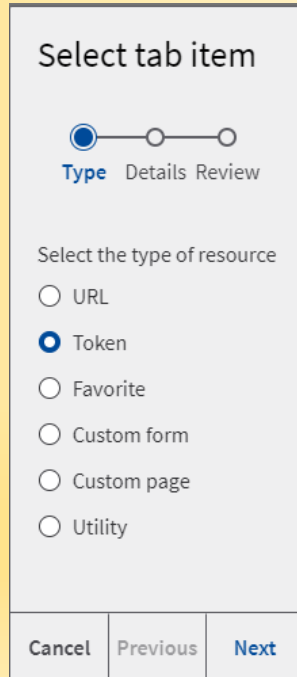


3. Click on the "+" in the left box

4. Enter "REQ ORDER STATUS" and click "OK"

5. Click on the "+" in the right box

6. Click on "Token"



Select tab item

Type Details Review

Select the type of resource

URL

Token

Favorite

Custom form

Custom page

Utility

Cancel Previous Next

Select	Token	Title
→	RQ42.1	Requisitions by Item
→	RQ420	RQ Orphan Check - Report Only
→	RQ421	RQ Document Integrity Check - Report Only
→	RQ44.1	Requisition Inquiry

7. Click on the "System code" drop down

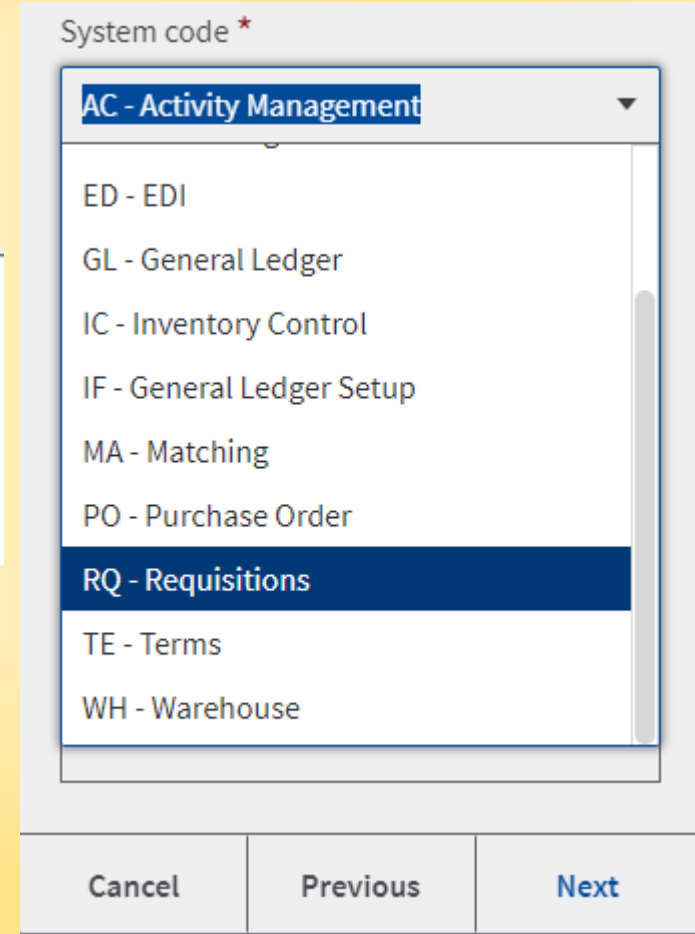
8. Click on "RQ"

9. Scroll down and click on "RQ44.1"

10. Click "Save"



11. Click "OK" in the top left of the screen



System code *

AC - Activity Management

ED - EDI

GL - General Ledger

IC - Inventory Control

IF - General Ledger Setup

MA - Matching

PO - Purchase Order

RQ - Requisitions

TE - Terms

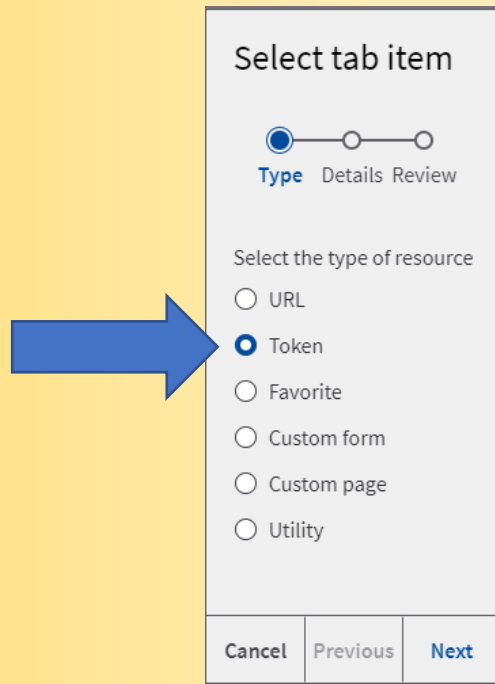
WH - Warehouse

Cancel Previous Next

How to add the “Req Order Status” Tab (cont)

11. Click on the “+” in the right box

12. Click on “Token”



Select tab item

Type Details Review

Select the type of resource

URL

Token

Favorite

Custom form

Custom page

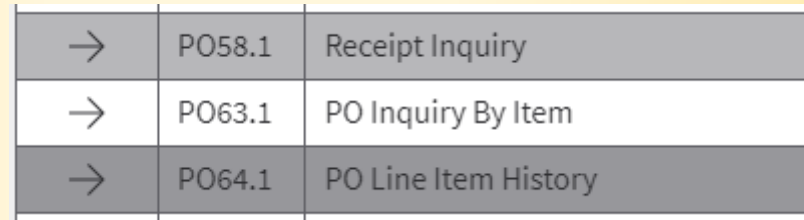
Utility

Cancel Previous Next

13. Click on the “System code” drop down

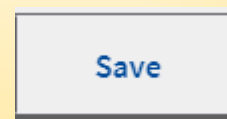
14. Click on “PO”

15. Scroll down and click on “PO64.1”



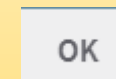
→	PO58.1	Receipt Inquiry
→	PO63.1	PO Inquiry By Item
→	PO64.1	PO Line Item History

16. Click “Save”

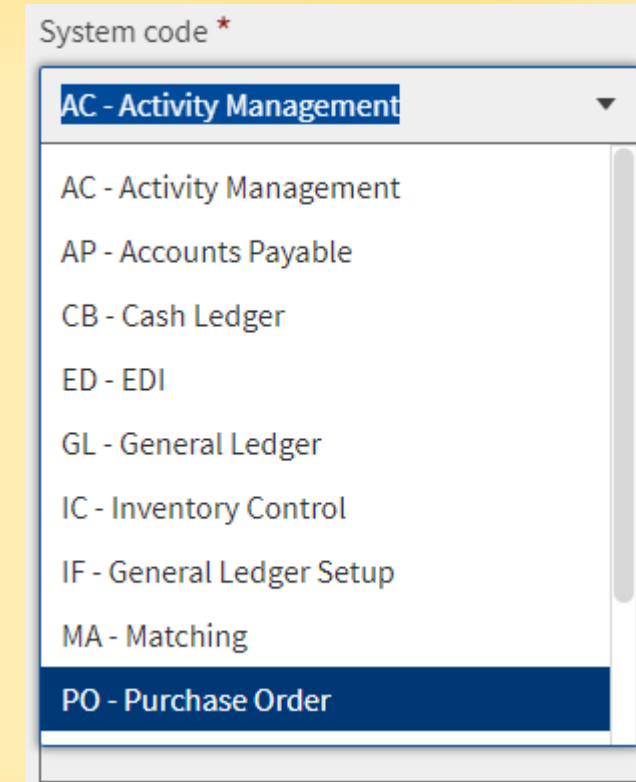


Save

17. Click “OK” in the top left of the screen



OK



System code *

AC - Activity Management

AC - Activity Management

AP - Accounts Payable

CB - Cash Ledger

ED - EDI

GL - General Ledger

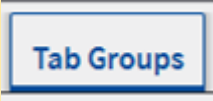
IC - Inventory Control

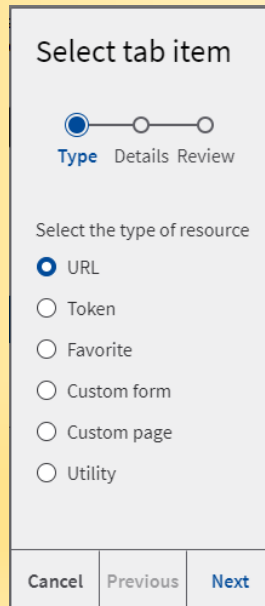
IF - General Ledger Setup

MA - Matching

PO - Purchase Order

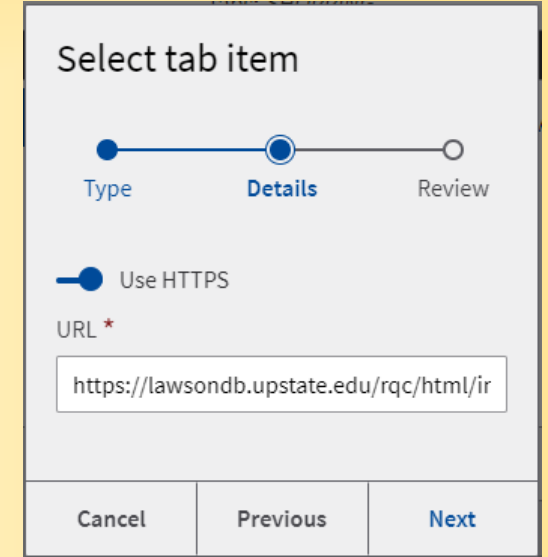
How to add the “My Req List” Tab

1. Click on “User Preferences” or User Options”
2. Click on “Tab Groups” 
3. Click on the “+” in the left box
4. Enter “MY REQ LIST” and click “OK”
5. Click on the “+” in the right box
6. Click on “Next”



7. Enter this link:
<https://lawsondb.upstate.edu/rqc/html/reqStatus.htm>
8. Click on “Next”, then “Save”
9. Click “OK” in the top left of the screen

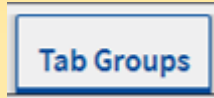
OK



How to Add the “MMW Catalog” Tab

1. Click on “User Preferences” or User Options”

2. Click on “Tab Groups”

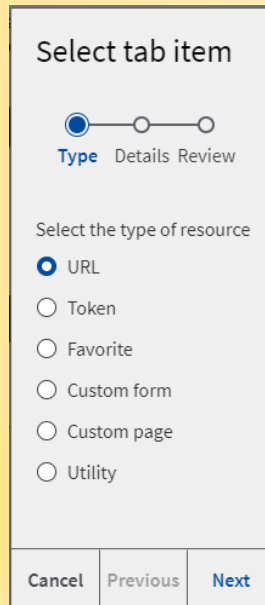


3. Click on the “+” in the left box

4. Enter “MMW CATALOG” and click “OK”

5. Click on the “+” in the right box

6. Click on “Next”

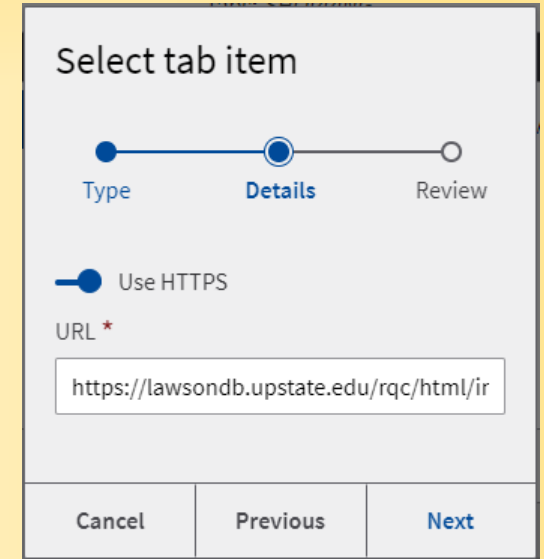
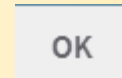
A dialog box titled "Select tab item". At the top, there is a progress indicator with three circles: the first is filled blue and labeled "Type", the second is empty and labeled "Details", and the third is empty and labeled "Review". Below this, the text "Select the type of resource" is followed by a list of radio button options: "URL" (selected), "Token", "Favorite", "Custom form", "Custom page", and "Utility". At the bottom, there are three buttons: "Cancel", "Previous", and "Next".

7. Enter this link:


https://lawsondb.upstate.edu/lawson/portal/MMW_Catalog.pdf

8. Click on “Next”, then “Save”

9. Click on “OK” at the top left of the screen

A dialog box titled "Select tab item". At the top, there is a progress indicator with three circles: the first is filled blue and labeled "Type", the second is filled blue and labeled "Details", and the third is empty and labeled "Review". Below this, there is a "Use HTTPS" checkbox which is checked. Underneath is a text field labeled "URL *" containing the text "https://lawsondb.upstate.edu/rqc/html/ir". At the bottom, there are three buttons: "Cancel", "Previous", and "Next".

How to Move “Tab Groups” to the Top of the Menu

1. Click on “User Preferences” or User Options”
2. Click on the “Navigation” tab 
3. Highlight “Tab Groups”
4. Click on the “ Up ↑” until it appears at the top
5. Click “OK”. The “Tab Groups” should appear at the top of the menu on the left.

