

Infor Education

Infor Lawson and HCM

Course Catalog



Education

Training structure and delivery methods

Infor Education training is structured into three levels:



Level 1: Overview & Use

Provides product overview and knowledge necessary to use the system.



Level 2: Configuration & Administration

Accelerates the deployment of Infor software through knowledge of configuration options and administration.



Level 3: Installation & Integration

Explores software installation and integration with other systems, as well as how to extend the application.

Classes are offered through four delivery methods:



Instructor-led Classes

Face-to-face training in your office or at one of our education sites



Instructor-led Virtual Classes

Take classes from your own desk with the support of an instructor



Self-paced eLearning

Learn at your own pace, on your own schedule



Self-directed Learning

Flexible training taken at your own pace; includes a workbook, live training environment, social collaboration and access to an instructor

For more details please look at the latest schedule at: www.infor.com/education

Training offerings and Infor Campus Card



All **instructor-led courses** can be held face-to-face as a private class to your employees and most of them can also be run as a virtual class.



Follow the course title links to access **Infor Campus** to find course details and registration.



Instructor-led public courses are delivered at an Infor facility or virtually to your desktop.



Self-paced eLearning supplements the classroom experience; accessible at any time.

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



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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Business Process Management - Instructor-led courses

Level	Course Name	Description	Hours	Course Links
1	Lawson: Using Spreadsheet Designer for Microsoft Excel	This course demonstrates how to use the features and functions of Infor Spreadsheet Designer® to create queries records in Lawson applications built on Landmark. The exercises illustrate how to gather information based on your specific needs and how to utilize Excel to the format data and create reports from that data. This course also demonstrates how to update Lawson applications built on Landmark, including updating records that may be related to other records within the application. This training is for version: 10.1.	4	Global USA
2	Lawson: v9x - v10x Administering Process Automation Differences	This course is for clients, partners and employees who are upgrading from v9 to v10 Infor Process Automation, and have knowledge of ProcessFlow Integrator. Attendees will learn the differences between the ProcessFlow Integrator and Process Automation Designers and Administration setup and maintenance.	16	Global USA
2	Lawson: Configuring and Administering Process Automation	This course provides hands-on experience using Infor Process Server, Infor Process Designer, and Infor Rich Client to monitor and maintain Infor Process Automation (IPA), create and modify business processes, and access routed work in the Inbasket. This training is for version(s): 10.1.1.	40	Global USA

Business Process Management - Self-paced eLearning

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	Global USA
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	Global USA
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	Global USA
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	Global USA
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	Global USA
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	Global USA

Course Name	Description	Hours	Course Links	
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	Global	USA
Lawson: Using Microsoft Office Add-Ins - Basic	This course explores advanced tricks and tips of Lawson Add-ins for Microsoft Office.	0.25	Global	USA
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	Global	USA
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	Global	USA
Lawson: ProcessFlow - Basics	ProcessFlow Basics is a 1-hour course. Attendees will learn about the ProcessFlow product features, components, functionality, and benefits.	1	Global	USA
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	Global	USA

Business Process Management - Self-directed Learning

Course Name	Description	Hours	Course Links	
Lawson: Using Microsoft Office Add-Ins - Basic - Self-directed Learning	This course covers installing and using Infor Lawson Add-Ins for Microsoft® Office. This training is for versions: 10.0.x and all previous versions. This course includes instructor recordings.	8	Global	USA
Lawson: Using Spreadsheet Designer for Microsoft Excel - Self-directed Learning	This course demonstrates how to use the features and functions of Infor Spreadsheet Designer® to create queries records in Lawson applications built on Landmark. The exercises illustrate how to gather information based on your specific needs and how to utilize Excel to the format data and create reports from that data. This course also demonstrates how to update Lawson applications built on Landmark. This course includes instructor recordings.	4	Global	USA

Enterprise Performance Management - Instructor-led courses

Level	Course Name	Description	Hours	Course Links	
2	Lawson: Administering Business Intelligence	This course introduces you to information and practice needed to perform Business Intelligence foundation and administration functions within the Lawson system. This training is applicable to Lawson Business Intelligence 10.0.0.	40	Global	USA
2	Lawson: Configuring and Administering Supply Chain Analytics	The purpose of this course is to provide the skills and knowledge necessary to leverage Lawson Supply Chain Analytics to create analytical tools that help improve the quality and efficiency of business performance. The course includes hands-on exercises that focus on creating reports that provide greater visibility into identification of key metrics, possible savings opportunities, performance monitoring, and role-based insight. Watch the course overview video below.	16	Global	USA
2	Lawson: Designing Lawson Smart Reports	This course covers administering and designing Lawson Smart Reports (also called back office reports or standard reports) using the Infor Lawson Smart Reports Designer.	16	Global	USA

Enterprise Performance Management - Self-directed Learning

Course Name	Description	Hours	Course Links	
Lawson: Configuring and Administering Supply Chain Analytics - Self-directed Learning	The purpose of this course is to provide the skills and knowledge necessary to leverage Lawson Supply Chain Analytics to create analytical tools that help improve the quality and efficiency of business performance. The course includes hands-on exercises that focus on creating reports that provide greater visibility into identification of key metrics, possible savings opportunities, performance monitoring, and role-based insight. This course includes a workbook, demonstrations, lab on demand, reference materials, and social collaboration.	16	Global	USA
Lawson: Designing Lawson Smart Reports - Self-directed Learning	This course covers administering and designing Lawson Smart Reports using the Infor Lawson Smart Reports Designer. This training is for versions: 9.0.1 and 10.0.X of Lawson applications. This course includes instructor recordings. This course includes instructor recordings.	16	Global	USA

Financials - Instructor-led courses

Level	Course Name	Description	Hours	Course Links	
1	Lawson: Financials and Supply Chain Applications Foundation	This course covers topics that serve as an introduction for implementation project teams including Financials and Supply Chain Management applications running on Lawson System Foundation (LSF) and Landmark. Topics include introductions to the applications most often implemented, how they work together, and setup considerations for business use. This training is for versions: 10.x and all previous versions.	32	Global	USA
2	Lawson: Configuring and Administering General Ledger	This course covers instruction on how to configure Lawson® General Ledger with basic General Ledger setup and maintenance information. Users will be trained on commonly used functionality associated with the General Ledger application. This training is for versions: 10.0.6 and all previous versions.	32	Global	USA
2	Lawson: Configuring and Administering General Ledger Allocations	This course covers how to configure Infor Lawson® General Ledger Allocations and focuses on the most commonly used tasks: how to build an allocation, run an allocation, and review an allocation. Additional tasks can be found in the Allocations User Guide. This training is for versions: 10.0.6 and all previous versions.	8	Global	USA
2	Lawson: Creating Reports with General Ledger Report Writer	This course covers techniques for setting up and using Report Writer for General Ledger. This training is for version(s): 10.x and all previous versions.	16	Global	USA
2	Lawson: Configuring and Administering Accounts Payable	This course covers Accounts Payable setup, as well as processing, maintenance, and accessing Accounts Payable related information. This training is for versions: 10.0.6 and all previous versions.	32	Global	USA
2	Lawson: Administering AP Invoice Automation	This course covers the knowledge and skills an administrator would need to manage the Lawson AP Invoice Automation (APIA) application including -but not limited to -setup tasks such as uploading resources, assigning security classes to roles, assigning roles to actors, creating finance groups, invoice assignment rules, invoice approval codes, and invoice routing rules. The course will also familiarize the administrator with knowledge to support end-user role tasks including processing an invoice through its lifecycle, generating reports, and utilities for troubleshooting APIA.	24	Global	USA

Level	Course Name	Description	Hours	Course Links	
		This training is for versions: Lawson AP Invoice Automation version 10.1.1 and all previous versions. Watch the course overview video below.			
2	Lawson: Configuring and Administering Accounts Receivable	This course covers tasks associated with the Lawson® Accounts Receivable application. This training is for version(s): 10.0.x and all previous versions.	24	Global	USA
2	Lawson: Configuring and Administering Close Management	This course covers foundational instruction on Infor Lawson Close Management. Topics include how to create, schedule, and manage period end close activities across the extended financial close cycle. This training is for versions 10.1 or 9.1 of the application and Lawson System Foundation version 9.0.1.8 and higher. Watch the course overview video below.	16	Global	USA
2	Lawson: Configuring and Administering Billing	This course covers how to set up Billing, set up item pricing, create invoices and billing adjustments, create and process recurring invoices, print and update invoices, and close the billing period. This training is for versions: 10.x and all previous versions.	8	Global	USA
2	Lawson: Configuring and Administering Asset Management	This course covers how to configure and administer the Asset Management application in Infor Lawson Financials. Through a series of hands-on exercises, students will learn how to set up Asset Management, define the reporting structure, define processing parameters, as well as add, adjust, transfer, and dispose of assets. Report creation and auditing setup and management are also discussed. This training is for version 10.x and all previous versions.	24	Global	USA
2	Lawson: Configuring and Administering Grant Management	This course covers planning, integration factors, and setup of Grant Management components such as activity and account structures, budgets, burdens, billing, revenue, salaries, procurement, accounts payable, and reporting.	40	Global	USA
2	Lawson: Administering and Processing Cash and Treasury Management	This course covers application setup and processing tasks for Infor Lawson Cash and Treasury Management. This training is intended for cash and treasury users responsible for bank administration, bank statement polling, cash reconciliation, cash position, and cash forecasting tasks. This training is for Infor Lawson Cash and Treasury Management 9.1.1 and 10.1.1.0 versions and integration to Infor Lawson Financials 9.0.1 and 10.0.1.	32	Global	USA
2	Lawson: Configuring and Administering Invoice Matching	This course covers setup of the Invoice Matching application and processing match invoices. Topics include invoice match setup, the processes for invoice entry, setup, and reconciliation, and how to set up invoice messaging to notify buyers when entry or reconciliation discrepancies exist. This training is for versions: 10.x and all previous versions.	24	Global	USA
2	Lawson: Configuring and Administering Project Accounting	This course provides the information and practice needed to perform Project Accounting functions. This training is for version 10.0.x and all previous versions.	40	Global	USA
2	Lawson: Configuring and Administering Reconciliation Management	This course covers foundational instruction on Infor Lawson Reconciliation Management. You will learn how to use account reconciliation to control the quality and accuracy of financial statements by effectively managing and performing reconciliations. This training is for versions: 10.1.1 and all previous versions.	16	Global	USA
2	Lawson: Configuring and Administering Billing and Revenue Management	This course covers Billing and Revenue Management and how it works in conjunction with Project Accounting to bill customers and recognize revenue. This training is for version(s): 10 and all previous versions.	40	Global	USA

Financials - Self-paced eLearning

Course Name	Description	Hours	Course Links	
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	Global	USA
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	Global	USA
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	Global	USA
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	Global	USA
Lawson: Cash Ledger - Basics	Explore the cash ledger functionality to process cash ledger cycle.	0.5	Global	USA
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	Global	USA
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	Global	USA
Lawson: Infor Lawson Mobile Financials at Your Fingertips	Infor Lawson Mobile Financials helps finance and accounting staff quickly research and get status on account balances, invoices, and payments through their mobile devices. Designed specifically to work with Infor Lawson Financials, the mobile application allow users to review and approve invoices in accounts payable, review open customer invoices and related payments, and also lookup and review customer details and history. Mobile Financials allows users on-demand access to financial information at a mobile convenience.	0.25	Global	USA
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	Global	USA
Lawson: Processing General Ledger Year-end Procedures Introduction	Attendees will explore the year-end closing considerations in General Ledger.	0.5	Global	USA
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	Global	USA
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	Global	USA
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	Global	USA
Lawson: Using Infor Lawson Mobile Requisitions	The purpose of this course is to demonstrate how to create requisitions, view their status, and receive shipments through an	0.25	Global	USA

Course Name	Description	Hours	Course Links	
	interface to Lawson Procurement applications on mobile devices. This training is applicable for the following: Lawson Financials 10.0.1.			
Lawson: Capitalizing Assets Using Project and Activity Accounting	Capitalizing Assets Using Project and Activity Accounting is a 75-minute course for Accounting Managers, Accountants, Senior Accountants Asset Accounts, Project Managers, and System Analysts. Attendees will learn how to capitalize a project or a piece of equipment using the Project Accounting module.	1.25	Global	USA
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	Global	USA
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	Global	USA
Lawson: General Ledger Allocations Introduction	This course explains how to create allocations and automatically disperse posted balances between accounts in the General Ledger and Budgeting applications.	0.5	Global	USA
Lawson: General Ledger Budgeting Introduction	This course introduces creating, reporting, and maintaining a General Ledger budget.	0.75	Global	USA
Lawson: General Ledger Rebuilds Introduction	This course provides an overview of the General Ledger Rebuilds and special processing for General Ledger.	0.5	Global	USA
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	Global	USA
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	Global	USA
Lawson: Processing Accounts Payable Invoices	This course demonstrates how to optimize Accounts Payable setup and streamline day-to-day processing.	0.5	Global	USA
Lawson: Setting Up and Processing Billing Introduction	The course introduces learners to the Billing and Revenue Management billing parameters setup and billing processing.	0.75	Global	USA
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	Global	USA
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	Global	USA
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	Global	USA
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	Global	USA

Financials - Self-directed Learning

Course Name	Description	Hours	Course Links	
Lawson: Configuring and Administering General Ledger - Self-directed Learning	This course covers instruction on how to configure Lawson® General Ledger with basic General Ledger setup and maintenance information. Users will be trained on commonly used functionality associated with the General Ledger application. This training is for versions: 10.0.6 and all previous versions.	32	Global	USA
Lawson: Configuring and Administering General Ledger Allocations - Self-directed Learning	This course covers how to configure Infor Lawson® General Ledger Allocations and focuses on the most commonly used tasks: how to build an allocation, run an allocation, and review an allocation. Additional tasks can be found in the Allocations User Guide. This training is for versions: 10.0.6 and all previous versions.	8	Global	USA
Lawson: Creating Reports with General Ledger Report Writer - Self-directed Learning	This course covers techniques for setting up and using Report Writer for General Ledger. This training is for version(s): 10.x and all previous versions.	16	Global	USA
Lawson: Configuring and Administering Accounts Payable - Self-directed Learning	This course covers Accounts Payable setup, as well as processing, maintenance, and accessing Accounts Payable related information. This training is for versions: 10.0.6 and all previous versions. This course includes instructor recordings.	32	Global	USA
Lawson: Configuring and Administering Accounts Receivable - Self-directed Learning	This course covers tasks associated with the Lawson® Accounts Receivable application. This training is for version(s): 10.0.x and all previous versions. This course includes instructor recordings.	24	Global	USA
Lawson: Configuring and Administering Close Management - Self-directed Learning	This course covers foundational instruction on Infor Lawson Close Management. Topics include how to create, schedule, and manage period end close activities across the extended financial close cycle. This training is for versions 10.1 or 9.1 of the application and Lawson System Foundation version 9.0.1.8 and higher. This course includes instructor recordings.	16	Global	USA
Lawson: Configuring and Administering Billing - Self-directed Learning	This course covers how to set up Billing, set up item pricing, create invoices and billing adjustments, create and process recurring invoices, print and update invoices, and close the billing period. This training is for versions: 10.x and all previous versions. This course includes instructor recordings.	8	Global	USA
Lawson: Configuring and Administering Asset Management - Self-directed Learning	This course covers how to configure and administer the Asset Management application in Infor Lawson Financials. Through a series of hands-on exercises, students will learn how to set up Asset Management, define the reporting structure, define processing parameters, as well as add, adjust, transfer, and dispose of assets. Report creation and auditing setup and management are also discussed. This training is for version 10.x and all previous versions.	24	Global	USA
Lawson: Configuring and Administering Invoice Matching - Self-directed Learning	This course covers setup of the Invoice Matching application and processing match invoices. Topics include invoice match setup, the processes for invoice entry, setup, and reconciliation, and how to set up invoice messaging to notify buyers when entry or reconciliation discrepancies exist. This training is for versions: 10.x and all previous versions. This course includes instructor recordings.	24	Global	USA
Lawson: Configuring and Administering Project Accounting - Self-directed Learning	This course provides the information and practice needed to perform Project Accounting functions. This training is for version 10.0.x and all previous versions.	40	Global	USA
Lawson: Configuring and Administering Reconciliation	This course covers foundational instruction on Infor Lawson Reconciliation Management. You will learn how to use account reconciliation to control the quality and accuracy of financial	16	Global	USA

Course Name	Description	Hours	Course Links	
Management - Self-directed Learning	statements by effectively managing and performing reconciliations. This training is for versions: 10.1.1 and all previous versions.			
Lawson: Configuring and Administering Billing and Revenue Management - Self-directed Learning	This course covers Billing and Revenue Management and how it works in conjunction with Project Accounting to bill customers and recognize revenue. This training is for version(s): 10 and all previous versions.	40	Global	USA
Lawson: Financials and Supply Chain Applications Foundation - Self-directed Learning	This course covers topics that serve as an introduction for implementation project teams including Financials and Supply Chain Management applications running on Lawson System Foundation (LSF) and Landmark. Topics include introductions to the applications most often implemented, how they work together, and setup considerations for business use. This training is for versions: 10.x and all previous versions.	32	Global	USA

Supply Management - Instructor-led courses

Level	Course Name	Description	Hours	Course Links	
1	Lawson: Using Purchase Orders	Using Purchase Orders is a course for Consultants (Application, Support), Business Analysts, Programmers. Attendees will learn how to set up the Purchase Order application to meet company needs.	24	Global	USA
1	Lawson: Using Requisition Center	Using Requisition Center is a course for Consultants (Application, IS, Support), Implementation Managers, Project Leads, and System Administrators. Attendees will learn about the major features and setup options of Requisition Center, plus gain hands-on shopping experience through course exercises. Course material is at version 9 and may be appropriate for version 10 customers.	4	Global	USA
1	Lawson: Financials and Supply Chain Applications Foundation	This course covers topics that serve as an introduction for implementation project teams including Financials and Supply Chain Management applications running on Lawson System Foundation (LSF) and Landmark. Topics include introductions to the applications most often implemented, how they work together, and setup considerations for business use. This training is for versions: 10.x and all previous versions.	32	Global	USA
2	Lawson: Configuring and Administering Inventory Control	This course covers the knowledge and skills around setting up the Inventory Control application, including selecting the appropriate forms to create Inventory Control transactions, managing physical inventory, replenishing and closing inventory cycles and creating reports for inventory controls. This training is for versions 10.x and all previous versions.	16	Global	USA
2	Lawson: Configuring and Administering Requisitions	This course covers Lawson Requisitions features and set-up processes for effectively managing your organization's requisition activities. This training is for version(s): 10x and all previous versions. Watch the course overview video below.	8	Global	USA
2	Lawson: Configuring and Administering Strategic Sourcing and Supplier Portal	This course covers the basics of each module within the Strategic Sourcing application, as well as integration considerations and their effects on the procurement process. This course also includes Supplier Portal setup and configuration. This training is for version(s): 10.1.1 and all previous versions.	24	Global	USA
2	Lawson: Configuring and Administering Contract Management	This course covers benefits of Contract Management, how to create a contract, how to create a contract from an interview, and use templates. It also includes tiered pricing, retainage, rebate tracking and processing, approval redlining using documents, contract with special items, contract import, and	40	Global	USA

Level	Course Name	Description	Hours	Course Links
		electronic data interchange (EDI) 832 processing. This training is for versions: v10 and all previous versions.		

Supply Management - Self-paced eLearning

Course Name	Description	Hours	Course Links
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	Global USA
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	Global USA
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	Global USA
Lawson: Processing Bids	Processing Bids is a 21-minute recorded presentation that outlines the process of bid processing.	0.5	Global USA
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	Global USA
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	Global USA
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	Global USA
Lawson: Receiving and Delivery Introduction	Receiving and Delivery Introduction provides a half-hour overview of the Receiving and Delivery solution.	0.5	Global USA
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	Global USA
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	Global USA
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	Global USA
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	Global USA
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	0.25	Global USA

Course Name	Description	Hours	Course Links	
	with balance availability, reviewing and adjusting a replenishment worksheet, and reviewing and updating par levels for a location.			
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	Global	USA
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	Global	USA
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	Global	USA
Lawson: Invoice Matching Introduction	This course provides a high-level overview of concepts related to the Lawson Invoice Matching application.	0.25	Global	USA
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	Global	USA
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	Global	USA
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	Global	USA
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	Global	USA

Supply Management - Self-directed Learning

Course Name	Description	Hours	Course Links	
Lawson: Configuring and Administering Inventory Control - Self-directed Learning	This course covers the knowledge and skills around setting up the Inventory Control application, including selecting the appropriate forms to create Inventory Control transactions, managing physical inventory, replenishing and closing inventory cycles and creating reports for inventory controls. This training is for versions 10.x and all previous versions.	16	Global	USA
Lawson: Configuring and Administering Requisitions - Self-directed Learning	This course covers Lawson Requisitions features and set-up processes for effectively managing your organization's requisition activities. This training is for version(s): 10x and all previous versions. This course includes instructor recordings.	8	Global	USA
Lawson: Configuring and Administering Strategic Sourcing and Supplier Portal - Self-directed Learning	This course covers the basics of each module within the Strategic Sourcing application, as well as integration considerations and their effects on the procurement process. This course also includes Supplier Portal setup and configuration. This training is for version(s): 10.1.1 and all previous versions. This course includes instructor recordings.	24	Global	USA
Lawson: Financials and Supply Chain	This course covers topics that serve as an introduction for implementation project teams including Financials and Supply Chain Management applications running on Lawson System Foundation	32	Global	USA

Course Name	Description	Hours	Course Links
Applications Foundation - Self-directed Learning	(LSF) and Landmark. Topics include introductions to the applications most often implemented, how they work together, and setup considerations for business use. This training is for versions: 10.x and all previous versions.		

Technology - Instructor-led courses

Level	Course Name	Description	Hours	Course Links
1	Lawson: Technology Foundation	This course introduces Infor Lawson System Foundation (LSF) and Infor Landmark Technology platforms and tools. In this two-day foundation course, learners will have an overview of Infor LSF, Infor Landmark Technology, and the administrative and end-user interfaces for both platforms. Included in this course are business process management tools such as Business Process Management, Infor Process Automation, Infor Lawson Add-ins for Microsoft® Office®, Infor Spreadsheet Designer, Infor Lawson Design Studio, and Application Development Workbench as well as an overview of security, user administration and monitoring, and Infor technology platform components consisting of Infor ION®, Infor Ming.le™, and Infor Business Vault.	16	Global USA
1	Lawson: Using Microsoft Office Add-Ins - Basic	This course covers installing and using Lawson Add-Ins for Microsoft® Office. This training is for versions: 10.0.x and all previous versions.	8	Global USA
1	Lawson: Using Smart Office	This course introduces the purpose, benefits, and functionality of Infor Smart Office, commonly referred to as Smart Office. Course topics include personalizing and navigating Smart Office, modifying Smart Office settings, working with forms, jobs, and reports, as well as accessing and querying data. This training is for version(s): 10.2 and all previous versions.	8	Global USA
2	Lawson: Administering Configuration Console	This course provides skills and knowledge around the Infor Configuration Console application, including how to recognize the differences between modifications, configurations, and personalizations, as well as defining ways to configure application components, create and manage security classes, and create custom security classes using security templates. The audience for the course is System Administrators, Pre-Sales Consultants, Functional Business Analysts, HRIS Administrators, Technical Consultants, and Support. This training is for Infor Landmark platform v10.1.1 and all previous versions.	32	Global USA
2	Lawson: Administering Landmark Foundation	This course provides the technical fundamentals needed for understanding Landmark System and Applications. It also provides Landmark administrators with knowledge about tasks associated with effective implementation and maintenance of Landmark, and hands-on practice in performing these tasks. This course will include the new features and enhancements in the 10.1 release of Lawson Landmark Technology including upgrade considerations, server environment changes, database changes, security changes, and Infor Process Automation changes. This training is for version(s): Infor Landmark 10.x and later releases.	40	Global USA
2	Lawson: Administering Lawson Data	This course covers Lawson data management, which includes copying and migrating Lawson System Foundation (LSF) source code data between product lines, transferring LSF application data between product lines, and migrating LSF user jobs and reports. This course also includes	16	Global USA

Level	Course Name	Description	Hours	Course Links
		Landmark application data management between product lines and environments, as well as methods for migrating Infor Lawson Design Studio customizations, IPA processes, and Infor Smart Office personalizations. This training is for version 10 and all previous versions.		
2	Lawson: Administering Smart Office	This course provides the fundamentals needed for understanding Smart Office. It also provides Lawson administrators with knowledge about tasks associated with effective implementation and maintenance of Smart Office. This training is for version(s): 10.x and all previous versions.	16	Global USA
2	Lawson: Administering Users	This course provides the Infor Lawson administrator the knowledge to provision different types of resources/users in the Infor Lawson System Foundation and Infor Landmark Technology Runtime environments using the Infor Security Administrator tool. The course focuses on administering users by assigning roles, identifying security classes, and managing access rights to Infor applications such as Infor Rich Client, Infor Ming.le™, Infor Lawson for Infor Ming.le, Infor Lawson Mobile Supply Chain Management (MSCM), and Infor Lawson Business Intelligence (LBI). The course will also cover using utilities to do a mass user upload.	24	Global USA
2	Lawson: Creating Advanced Security Rules	This course covers Element Security, Batch Program Security, Elements, Element Groups and Element Reference Rules. It also covers advanced security for the Human Resources (HR) Suite, Finance and Procurement Suites, and the Infor Lawson System Foundation (LSF) environment. This training is for versions: 10.0.4 and all previous versions.	24	Global USA
2	Lawson: v10 Administering Security	This course covers how to set up security roles, profiles, and rules; how to grant access to data sources, forms, and files; and how to secure printers, job queues, environmental services, reports, users, and security. This training is for Infor Lawson Security versions: 10x and 9x.	32	Global USA
2	Lawson: v10 Administering System Foundation for UNIX	Lawson: v10 Administering System Foundation for UNIX is a 5-day course for Lawson Administrators working with Foundation and Administration of LSF10 Components. Attendees will learn to effectively implement and maintain Lawson on a Unix platform.	40	Global USA
2	Lawson: v10 Administering System Foundation for Windows	This course covers technical foundation skills for performing system administration functions within the Infor Lawson system on a Microsoft®, Windows® platform. This course introduces components, requirements, and procedures to effectively implement and maintain an Infor Lawson System Foundation (LSF) 10 system. Note: Infor Landmark Technology is covered only at the support level for Infor Process Automation. Administrators should attend the Infor Landmark Administration (five-day) course for exposure to detailed architecture and maintenance procedures for Infor Landmark Technology products. This training is for versions: 10.0.8 and all previous versions.	40	Global USA
2	Lawson: v9x - v10x Administering System Foundation Differences	This course covers the changes to architecture and maintenance procedures of Infor Lawson System Foundation. This training is for versions: 10.0.8 and all previous versions. Previous course name/code: Lawson System Foundation Differences 9x – 10x. Note: Infor Landmark Technology is covered only at the support level. Administrators should attend the Infor Landmark Foundation and Administration (5 day) course for exposure to detailed architecture and maintenance procedures for Infor Landmark Technology products.	24	Global USA
3	Lawson: Creating Landing Pages with	To optimize your learning experience, Infor recommends that you have the following knowledge prior to attending this	4	Global USA

Level	Course Name	Description	Hours	Course Links	
	Landing Page Designer for Landmark Applications	course: Application knowledge including lists and forms, Basic Configuration Console knowledge, General web knowledge (images, navigation, URLs, etc.)			
3	Lawson: Customizing Lawson Applications with Design Studio and JavaScript	This course covers skills and knowledge around Infor Lawson Design Studio V10, a browser based drag and drop graphical development environment which can be used to customize or enhance Infor Lawson applications. Watch the course overview video below.	24	Global	USA
3	Lawson: Developing Mashups with Mashup Designer	This course covers building a mashup application using Infor Mashup Designer to complete a Lawson process using input data from one or more Lawson sources, as well as performing lookups or research such as data analysis. This training applies to Lawson (S3) only.	24	Global	USA
3	Lawson: Troubleshooting Infor Security Services	This course is designed to equip System Administrators with the necessary skills to troubleshoot an Infor Security System issue through to resolution.	16	Global	USA

Technology - Self-paced eLearning

Course Name	Description	Hours	Course Links	
Lawson: Landing Page Designer Overview	This course focuses on how to create and personalize landing pages, which are the home pages for Landmark web applications. It explores creating new landing pages and modifying landing page templates. It explores creating actor groups, managing an image library and creating or modifying landing pages via widgets (banners, text and image lists, charts, forms, rich text, process links, multiple links, external frames, and status counters).	0.5	Global	USA
Lawson: Landmark Pattern Language and Configurations 01 - Overview	This course introduces you to Landmark Pattern Language (LPL) and configurations that can be made to the LPL code, using the Configuration Console. It first explores data areas and business classes and the use of configurations to modify application features, functionality, and user interfaces. Configuring security is also addressed. The course then explores examples of Landmark Pattern Language for menus, pages, lists, forms, and fields. Code examples for actions, action requests, and relations are also covered. This is the first of three courses on Landmark Pattern Language and the Configuration Console. You should complete these three courses in order.	1.25	Global	USA
Lawson: Landmark Pattern Language and Configurations 02 - Configuring User Interface Objects	This course focuses on how to use the Configuration Console to modify the user interface objects of Landmark applications. It explores modifications you can make to menus, pages, composite forms, lists, and forms. This is the second of three courses on Landmark Pattern Language and the Configuration Console. You should take these three courses in order.	1	Global	USA
Lawson: Landmark Pattern Language and Configurations 03 - Configuring Data Areas, Business Classes, Actions, and Security Classes	This course focuses on how to use the configuration Console to modify data areas and create Business Classes, Actions, Action Requests, and Security Classes. This is the third of three courses on Landmark Pattern Language and the Configuration Console. You should take these three courses in order.	1	Global	USA
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	Global	USA

Course Name	Description	Hours	Course Links	
Lawson: Getting Started with Portal	Learn how to use the Lawson Portal interface to access Lawson applications. Course material is at version 9 and may be appropriate for version 10 customers.	0.5	Global	USA
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	Global	USA
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	Global	USA
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	Global	USA
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	Global	USA
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	Global	USA
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	Global	USA
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	Global	USA
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	Global	USA
Lawson: Implementing Employee Self-Service (ESS)	Implementing Employee Self Service (ESS) is a 1-hour course for Lawson System Administrators, HRIS Administrators, and Lawson Security Administrators. Attendees will learn how to implement the Self-Evident application, Employee Self Service on System Foundation 9.0 Technology. Course material is at version 9 and may be appropriate for version 10 customers.	1	Global	USA
Lawson: Using Applied CASE and Design Studio	Using Applied CASE and Design Studio is a 20-minute course for Programmers, Developers and Consultants. Attendees will learn the Lawson CASE and Design Studio tools (along with Developer's Workbench tools and skills), and use them to develop a realistic but hypothetical example form that combines data originally shown on two separate Lawson standard forms.	0.25	Global	USA
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	Global	USA

Course Name	Description	Hours	Course Links	
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	Global	USA
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	Global	USA
Lawson: Design Studio - Basics	This course provides an overview of Design Studio and explains the three Design Studio design tools: UI Designer, Portal Page Designer, and Wizard Designer.	0.5	Global	USA
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	Global	USA
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	Global	USA
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	Global	USA
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	Global	USA
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	Global	USA
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	Global	USA
Lawson: Publishing Back Office Reports	Publishing Back Office Reports is a 45-minute course for Consultants (Application, Business, IS, Support, Technical), Business Analysts, and System Administrators. Attendees will learn the basic concepts relating to publishing and bursting of back office reports in Reporting Services.	0.75	Global	USA
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	Global	USA
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	Global	USA
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	Global	USA
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	Global	USA
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	Global	USA

Course Name	Description	Hours	Course Links	
Lawson: Using Application Maintenance Toolset	In this course, you will learn the resolution Lawson provides to the problems clients are facing when installing, maintaining, and updating Application Maintenance Toolset (AMT).	0.5	Global	USA
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	Global	USA
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	Global	USA
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	Global	USA
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	Global	USA

Technology - Self-directed Learning

Course Name	Description	Hours	Course Links	
Lawson: Administering Lawson Data - Self-directed Learning	This course covers Lawson data management, which includes copying and migrating Lawson System Foundation (LSF) source code data between product lines, transferring LSF application data between product lines, and migrating LSF user jobs and reports. This course also includes Landmark application data management between product lines and environments, as well as methods for migrating Infor Lawson Design Studio customizations, IPA processes, and Infor Smart Office personalizations. This training is for version 10 and all previous versions.	16	Global	USA
Lawson: Administering Smart Office - Self-directed Learning	This course covers fundamentals needed for understanding Infor Smart Office (ISO). It also provides Infor Lawson administrators with knowledge about tasks associated with effective implementation and maintenance of Smart Office. This training is for versions 10.x and all previous versions. This course includes instructor recordings.	16	Global	USA
Lawson: Administering Users - Self-directed Learning	This course provides the Infor Lawson administrator the knowledge to provision different types of resources/users in the Infor Lawson System Foundation and Infor Landmark Technology Runtime environments using the Infor Security Administrator tool. The course focuses on administering users by assigning roles, identifying security classes, and managing access rights to Infor applications such as Infor Rich Client, Infor Ming.le™, Infor Lawson for Infor Ming.le, Infor Lawson Mobile Supply Chain Management (MSCM), and Infor Lawson Business Intelligence (LBI). The course will also cover using utilities to do a mass user upload.	24	Global	USA
Lawson: Creating Landing Pages with Landing Page Designer for Landmark Applications - Self-directed Learning	This course covers the skills and knowledge required to create web landing pages for Infor Landmark applications using Landing Page Designer. The course includes practical exercises on how to modify and personalize landing pages.	4	Global	USA

Course Name	Description	Hours	Course Links	
Lawson: Customizing Lawson Applications with Design Studio and JavaScript - Self-directed Learning	This course covers skills and knowledge around Infor® Lawson Design Studio V10, a browser based drag and drop graphical development environment which can be used to customize or enhance Infor Lawson applications. This course includes instructor recordings.	24	Global	USA
Lawson: Developing Mashups with Mashup Designer - Self-directed Learning	This course covers building a mashup application using Infor Mashup Designer to complete a Lawson (S3) process using input data from one or more Lawson sources, as well as performing lookups or research such as data analysis. This course focuses and uses Lawson S3 data. This course includes instructor recordings. This course includes instructor recordings.	24	Global	USA
Lawson: Technology Foundation - Self-directed Learning	This course introduces Infor Lawson System Foundation (LSF) and Infor Landmark Technology platforms and tools. In this two-day foundation course, learners will have an overview of Infor LSF, Infor Landmark Technology, and the administrative and end-user interfaces for both platforms. Included in this course are business process management tools such as Business Process Management, Infor Process Automation, Infor Lawson Add-ins for Microsoft® Office®, Infor Spreadsheet Designer, Infor Lawson Design Studio, and Application Development Workbench as well as an overview of security, user administration and monitoring, and Infor technology platform components consisting of Infor ION®, Infor Ming.le™, and Infor Business Vault.	16	Global	USA
Lawson: Using Microsoft Office Add-Ins - Basic - Self-directed Learning	This course covers installing and using Infor Lawson Add-Ins for Microsoft® Office. This training is for versions: 10.0.x and all previous versions. This course includes instructor recordings.	8	Global	USA
Lawson: Using Smart Office - Self-directed Learning	This course introduces the purpose, benefits, and functionality of Infor Smart Office, commonly referred to as Smart Office. Course topics include personalizing and navigating Smart Office, modifying Smart Office settings, working with forms, jobs, and reports, as well as accessing and querying data. This training is for versions: 10.2 and all previous versions. This course includes instructor recordings.	8	Global	USA
Lawson: v10 Administering Security - Self-directed Learning	This course covers how to set up security roles, classes, profiles, and rules; how to grant access to data sources, forms, and files; and how to secure printers, job queues, environment services, reports, users, and security. This training is applicable for the Infor Lawson Security version 10.x and 9.x.	32	Global	USA
Lawson: v9x - v10x Administering System Foundation Differences - Self-directed Learning	This course covers the changes to architecture and maintenance procedures of Infor Lawson System Foundation. This training is for versions: 10.0.8 and all previous versions. Note: Infor Landmark Technology is covered only at the support level. Administrators should attend the Infor Landmark Foundation and Administration (5 day) course for exposure to detailed architecture and maintenance procedures for Infor Landmark Technology products.	24	Global	USA

Human Resource Management - Instructor-led courses

Level	Course Name	Description	Hours	Course Links	
1	Lawson: Using Absence Management	This course covers an overview of Absence Management, its business uses, plans and structures, service and event records, employee enrollment, and Absence Management cycle processing. This training is for version 10.0 and all previous versions.	32	Global	USA
1	Lawson: Processing Payroll	This course covers how payroll is set up in Lawson, how it interacts with other modules, and how payroll is processed. This training is for version 10.0.5 and all previous versions.	32	Global	USA

Level	Course Name	Description	Hours	Course Links
1	Lawson: Using Human Resources Functional Reporting	This course covers reporting options for data stored in the Human Resources (HR) engine and how to create reports for the HR Writer tool in the HR application. The course focuses on the most commonly used tasks. This training is for version 10.x and previous versions.	16	Global USA
2	Lawson HRM: Designing the Human Resources Structure	The Lawson HRM: Designing the Human Resources Structure course provides a foundation for the company structure that is shared by all Lawson Human Resources applications. This course discusses the building blocks of the structure and the information that must be considered to determine the HR Company structure that is the most appropriate for the organization. The course will help learners to determine organizational data that needs to be gathered, set up, and compared to features and requirements of their company's HR company structure. This course is the foundational course for the Lawson S3 HRM product suite. Experienced Lawson users may attend any HRM course as long as they are familiar with the HR structure in their organization; however, this course is the recommended pre-requisite to all other Lawson HRM courses. This training is for versions: 10.x and all previous versions.	24	Global USA
2	Lawson HRM: Configuring and Administering Benefits	This course covers how to create and maintain benefit plans, use automation rules to improve processing efficiency, how to enroll employees in benefits plans and maintain those plans, and how to process benefit records for retirees and US Consolidated Omnibus Budget Reconciliation Act (COBRA) participants. You will also learn how to run and review standard benefit reports. This training is for versions: 10.0.x and all previous versions.	24	Global USA
2	Lawson HRM: Configuring and Administering Personnel	This course provides a complete introduction to the Infor Personnel Administration application, beginning with the setup of the framework for competency and position management. It also includes position and job budgets, using requisitions to define and fill job openings, analyzing wages, Equal Employment Opportunity (EEO) and Employment Equity Act (EEA), health and safety reporting, and training administration. This training is for versions: 10.0.6 and all previous versions.	24	Global USA
2	Lawson: Administering Employee and Manager Self-Service	This course covers implementation planning, employee/manager self-service features and setup, web benefits enrollment and processing, web time entry setup and processing, career management features and setup, and applicant self-service features and setup. This training is for version(s): 10.00 and all previous versions.	24	Global USA

Human Resource Management - Self-paced eLearning

Course Name	Description	Hours	Course Links
Lawson HRM: Payroll Year End Reporting 2016 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. Each lesson in this course is about 45 minutes in length.	1.5	Global USA
Lawson HRM: Payroll Year End Reporting 2016 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,	1.5	Global USA

Course Name	Description	Hours	Course Links	
	preparing payroll for the new year, and processing forms or slips. Each lesson in this course is about 45 minutes in length.			
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	Global	USA
Lawson: Using BSI TaxFactory Advanced	Attendees will explore the more advanced tools and features provided by the BSI product.	0.5	Global	USA
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	Global	USA
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	Global	USA
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	Global	USA
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	Global	USA
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	Global	USA
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	Global	USA
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	Global	USA
Lawson: Using Domestic Partner Benefits	Attendees will learn the proper way to handle and set up Domestic Partner Benefits.	0.5	Global	USA
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	Global	USA
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	Global	USA
Lawson HRM: Payroll Year-End Reporting 01 - Preparing for Year-End Reporting	This course explores the process of ensuring that payroll and deduction data is accurate and ready for processing of W-2 and 1099 IRS forms. You will learn how to use Payroll forms to look for and adjust for errors and discrepancies in employer and employee payroll data. It is the first of two courses focusing on processes for the US. It requires about 45 minutes to complete. The two courses in this series should be completed in order.	0.75	Global	USA
Lawson HRM: Payroll Year-End Reporting 02 - Processing Year-End Payroll	This course explores the process of closing payroll for the year, preparing payroll for the new year, and processing W-2 and 1099 forms. It is the second of two courses focusing on processes for the US. It requires about 45 minutes to complete. The two courses in this series should be completed in order.	0.75	Global	USA

Course Name	Description	Hours	Course Links	
Lawson HRM: Canadian Payroll Year-End Reporting 01 - Preparing for Year-End Reporting	This course explores the process of ensuring that payroll and deduction data is accurate and ready for processing of T4, T4A, and Relevé slips. You will learn how to use Payroll forms to look for and adjust for errors and discrepancies in employer and employee payroll data. It is the first of two courses focusing on processes for Canada. It requires about 45 minutes to complete. The two courses in this series should be completed in order.	0.75	Global	USA
Lawson HRM: Canadian Payroll Year-End Reporting 02 - Processing Year-End Payroll	This course explores the process of closing payroll for the year, preparing payroll for the new year, and processing T4, T4A, and Relevé slips. It is the second of two courses focusing on processes for Canada. It requires about 45 minutes to complete. The two courses in this series should be completed in order.	0.75	Global	USA
Lawson HRM: Affordable Care Act Reporting 2015	<p>This set of five courses explores the Affordable Care Act (ACA). Together these courses provide you with a foundation to help you meet ACA requirements, using functionality that has been built into the Benefits Administration application. They are:</p> <ul style="list-style-type: none"> • Lawson HRM: Affordable Care Act Reporting 01 – Introduction (45 min): Explores the effects of the Affordable Care Act (ACA) on an organization's IRS reporting requirements and how changes to the Benefits Administration application support an organization's ability to collect, process, and report on ACA data. • Lawson HRM: Affordable Care Act Reporting 02 - Setting Up Preliminary Parameters (30 min): Explores initial setup tasks, including setting ACA parameters, setting up an ACA reporting structure, and setting health plan parameters. • Lawson HRM: Affordable Care Act Reporting 03 - Data Collection (30 min): Explores the process of collecting ACA offers and hours data, including compiling past offers and hours data for analysis, importing offers and hours data, and inquiring on employee offers and hours data. • Lawson HRM: Affordable Care Act Reporting 04 - Measurement Assessment (30 min): Explores the ACA Measurement Assessment process, including setting up initial measurement parameters, updating employee ACA measurement assessment dates, inquiring on employee measurement assessment data, and importing data for ACA regulatory reporting. • Lawson HRM: Affordable Care Act 05 - Year-End Reporting (45 min): Explores the process completing year-end reporting, including completing 1095-C forms for distribution to employees and the XML files for transmittal to the IRS. 	3	Global	USA
Lawson HRM: Affordable Care Act Reporting 2016 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	Global	USA
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 get around various warnings and soft edits you might receive during the upload process.	0.5	Global	USA
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	Global	USA

Course Name	Description	Hours	Course Links	
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	Global	USA
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	Global	USA
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	Global	USA
Lawson HRM: Absence Management Introduction	This course provides a basic overview of Absence Management for Lawson HRM.	0.5	Global	USA

Human Resource Management - Self-directed Learning

Course Name	Description	Hours	Course Links	
Lawson HRM: Configuring and Administering Personnel - Self-directed Learning	This course provides a complete introduction to the Infor Personnel Administration application, beginning with the setup of the framework for competency and position management. It also includes position and job budgets, using requisitions to define and fill job openings, analyzing wages, Equal Employment Opportunity (EEO) and Employment Equity Act (EEA), health and safety reporting, and training administration. This training is for versions: 10.0.6 and all previous versions.	24	Global	USA

Global HR - Instructor-led courses

Level	Course Name	Description	Hours	Course Links	
1	Global HR: v11 Foundation	This course introduces Global Human Resources (Global HR) and its components. Included is an overview of each of the core modules, their purpose and benefits, and how each module is used; format and navigation of the Infor Rich Client; an introduction to personalizing and configuring components in Global HR; an overview of security in Global HR; and an introduction to how Global HR interfaces with other systems. The course concludes with a discussion of the key activities that need to be completed prior to a Global HR implementation. This training is for versions: 11.x and higher. Watch the course overview video below.	16	Global	USA
1	Lawson: Using Global Human Resources	Using Global Human Resources is a course for Human Resources Professionals and Human Resources Administrators. Attendees will learn how to set up organization and resource data.	40	Global	USA
2	Global HR: v11 Configuring and Administering Global HR	Infor Global Human Resources (Global HR) is the core application for the Infor Talent Management (TM) suite. This course covers the setup, configuration, and administration of the organization structure and its integration with other TM modules. The course includes data setup and configuration of key components such as competencies, skills, currencies, jobs, positions, and resources. The course also includes the setup, configuration, and administration of the core HR modules – Employee Relations, Position Budget Management, Occupational Health, and Employee Safety.	40	Global	USA

Level	Course Name	Description	Hours	Course Links
		Also included in this course is an overview of converting data, the Infor Global HR interface process, interfacing data from Infor Global HR to Lawson S3 Human Resource Management (HRM), mapping fields in Infor Global HR to Lawson S3 HRM, security setup, and Async and My Actions. Watch the course overview video below.		
2	Global HR: v11 Configuring and Administering Benefits	This course is essential for benefit managers, analysts and specialists in creating benefits plan structures, defining flex and benefit plans, and creating and maintaining enrollments for employees, retirees, and United States of America (USA) Consolidated Omnibus Budget Reconciliation Act (COBRA) participants. Benefits managers, analysts and specialists will also learn to use reports, processes, imports and exports to improve efficiency. This training is for version 11.0.0.	24	Global USA
2	Global HR: v11 Configuring and Administering Absence Management and Time Entry	This course covers an overview of Absence Management and Time Entry, its business uses, plans and structures, accruals setup, impact of Absence Management on Global HR, Self-Service requests and approvals, and the Absence Management cycle processing. This training is for version: 11.x.	32	Global USA
2	Global HR: v11 Designing Reports	This course covers an overview of Global HR reporting features, including creation and analysis of the EEO-1, VETS-100 and Employee Turnover reports. The course will also provide hands-on exercises using the Infor Spreadsheet Designer to add and modify records in the Global HR application using the query and upload methods. This training is for version(s): Talent Management v11 and all previous versions.	8	Global USA
2	Global HR: v11 Configuring and Administering Security	This course covers Global Human Resources (Global HR) security setup, configuration, and administration which includes creating and managing actors, roles, and security classes. Applying their knowledge of security setup, the participants will configure security using real-world examples and scenarios. Also included is configuring organizational access, the differences between Infor Lawson Security (Lawson System Foundation (LSF)) and Global HR Landmark security setup, how Infor Lawson Security and Global HR Landmark security communicate with each other, proxy management, reporting, and testing and troubleshooting.	16	Global USA

Global HR - Self-paced eLearning

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	Global USA
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	Global USA
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	10	Global USA

Course Name	Description	Hours	Course Links	
	Entry, Employee Relations, Occupational Health, Employee Safety, and Position Budget Management.			
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	Global	USA
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	Global	USA
Global HR: Introduction	This course introduces the Infor Global Human Resources system and briefly explores Global HR and Talent Management applications. It is the first in a series of Global HR e-learning courses. This course is self-paced and should take about 30 minutes to complete.	0.5	Global	USA
Global HR: Components Overview	This course introduces the Global HR Components that are used to set up both Global HR applications and Talent Management applications. It explores how these components enable the integration of data among applications. It is the second in a series of Global HR e-learning courses. This course is self-paced and should take about 30 minutes to complete.	0.5	Global	USA
Global HR: Global HR Applications	This course provides an overview of the set up requirements and processes associated with the seven Global HR applications. Learners can select which of these applications they want to explore. It is the third in a series of Global HR e-learning courses. This course is self-paced and should take about one hour to complete.	1	Global	USA
Global HR: Setup Decisions Overview	This course explores the decisions that need to be made when setting up Global HR. The impacts of various decisions are explored, including setting up the organization, selecting a system of record, setting up security roles, selecting a budgeting process, setting up jobs, positions, and work assignments, and defining email notifications. It is the fourth in a series of Global HR e-learning courses.	0.5	Global	USA
Global HR: Configurations Overview	This course explores configurable features within Global HR. After contrasting the differences among configurations, customizations, and personalizations, it focuses on organization configurations, such as enabling applications, organization features, and work-assignment synchronization. It also addresses country-configurable fields. It is the fifth in a series of Global HR e-learning courses.	0.5	Global	USA
Global HR: Competency Management Overview	This course explores the Competency Management feature of Global HR. It focuses on how the qualifications defined in Competency Management are used in Talent Management applications. It is the sixth in a series of Global HR e-learning courses.	0.5	Global	USA

Global HR - Self-directed Learning

Course Name	Description	Hours	Course Links	
Global HR: v11 Foundation - Self-directed Learning	This course introduces Global Human Resources (Global HR) and its components. Included is an overview of each of the core modules, their purpose and benefits, and how each module is used; format and navigation of the Infor Rich Client; an introduction to personalizing and configuring components in Global HR; an overview of security in Global HR; and an introduction to how Global HR interfaces with other	16	Global	USA

Course Name	Description	Hours	Course Links	
	systems. The course concludes with a discussion of the key activities that need to be completed prior to a Global HR implementation. This course is a prerequisite requirement for the Global HR: v11 Configuring and Administering Global Human Resources course. This training is for versions: 11.x and higher. This course includes instructor recordings.			
Global HR: v11 Configuring and Administering Global HR - Self-directed Learning	Infor Global Human Resources (Global HR) is the core application for the Infor Talent Management (TM) suite. This course covers the setup, configuration, and administration of the organization structure and its integration with other TM modules. The course includes data setup and configuration of key components such as competencies, skills, currencies, jobs, positions, and resources. The course also includes the setup, configuration, and administration of the core HR modules – Employee Relations, Position Budget Management, Occupational Health, and Employee Safety. Also included in this course is an overview of converting data, the Infor Global HR interface process, interfacing data from Infor Global HR to Lawson S3 Human Resource Management (HRM), mapping fields in Infor Global HR to Lawson S3 HRM, security setup, and Async and My Actions. Global Human Resources: Foundation course is a prerequisite requirement for this course. This training is for versions 11.x and higher.	40	Global	USA
Global HR: v11 Configuring and Administering Benefits - Self-directed Learning	This course is essential for benefit managers, analysts and specialists in creating benefits plan structures, defining flex and benefit plans, and creating and maintaining enrollments for employees, retirees, and United States of America (USA) Consolidated Omnibus Budget Reconciliation Act (COBRA) participants. Benefits managers, analysts and specialists will also learn to use reports, processes, imports and exports to improve efficiency. This training is for version 11.0.0. This course includes instructor recordings.	24	Global	USA
Global HR: v11 Configuring and Administering Absence Management and Time Entry - Self-directed Learning	This course covers an overview of Absence Management and Time Entry, its business uses, plans and structures, accruals setup, impact of Absence Management on Global HR, Self-Service requests and approvals, and the Absence Management cycle processing. This training is for version: 11.x.	32	Global	USA
Global HR: v11 Configuring and Administering Security - Self-directed Learning	This course covers Global Human Resources (Global HR) security setup, configuration, and administration which includes creating and managing actors, roles, and security classes. Applying their knowledge of security setup, the participants will configure security using real-world examples and scenarios. Also included is configuring organizational access, the differences between Infor Lawson Security (Lawson System Foundation (LSF)) and Global HR Landmark security setup, how Infor Lawson Security and Global HR Landmark security communicate with each other, proxy management, reporting, and testing and troubleshooting. Prerequisites for this course are Global Human Resources: v11 Foundation and Global Human Resources: v11 Configuring and Administering Global HR. Lawson: Administering Configuration Console is optional. This training is for version 11.0.	16	Global	USA
Global HR: v11 Designing Reports - Self-directed Learning	This course covers an overview of Global HR reporting features, including creation and analysis of the EEO-1, VETS-100 and Employee Turnover reports. The course will also provide hands-on exercises using the Infor Spreadsheet Designer to add and modify records in the Global HR application using the query and upload methods. This training is for versions: Talent Management v11 and all previous versions. This course includes instructor recordings.	8	Global	USA

Talent Management - Instructor-led courses

Level	Course Name	Description	Hours	Course Links	
1	Lawson: Using Goal and Performance Management	This purpose of this course is to provide the information and practice needed to successfully set up and manage goals, and implement and use performance appraisals. This training is for Infor Goal and Performance Management version 10.2 and all previous versions.	16	Global	USA
1	Lawson: Using Talent Acquisition	This course introduces Lawson Talent Acquisition, an Infor Talent Management application that manages the external and internal recruitment process from the time a requisition is created to the point when a candidate is hired and onboarded. This training is for version 10.2 and all previous versions.	16	Global	USA
1	Lawson: Using Compensation Management	This course covers the information and practice needed to successfully award and incent employees using Infor Talent Management's Compensation Management module. This training is applicable for the following Infor Talent Management version: 10.2 or higher. Lawson: Using Global Human Resources is a recommended prerequisite for this course. This course is a two-day, instructor-led course.	16	Global	USA
1	Lawson: Using Learning and Development	This course will provide the information and practice you need to successfully implement and use Learning and Development to manage development activities in your organization.	16	Global	USA
1	Lawson: Using Succession Management	This course introduces you to a process for identifying and developing your organization's top talent so that they are ready to assume positions that are key or critical. It enables your organization to determine which employees are best equipped to meet the success profile for key positions.	8	Global	USA
2	Talent Management: v11 Configuring and Administering Talent Acquisition	This course covers planning, integration factors, and setup of Talent Acquisition components such as roles, code, templates, automation, and configuration of internal and external recruitment processes. This training is for versions: 11.	24	Global	USA
2	Talent Management: v11 Configuring and Administering Goal and Performance Management	The purpose of this course is to provide the information and practice needed to successfully set up and manage goals, and to implement and use performance appraisals.	16	Global	USA
2	Talent Management: v11 Configuring and Administering Compensation Management	This course covers the information and practice needed to successfully award and incent employees using Infor Compensation Management. This training is for Infor Compensation Management version: 11.	24	Global	USA
2	Talent Management: v11 Configuring and Administering Development Planning	This course covers the management of development activities of an organization which could include Learning Budgets, integration with Learning Management, development of activities and catalogs along with creation and assignment of checklists. This training is for versions: 11x and higher.	24	Global	USA
2	Talent Management: v11 Configuring and Administering Succession Management	This course covers the functionality and use of Succession Management, a component of the Infor Talent Management suite. Participants will learn how to configure the application, define key data, set up career paths, create succession and talent pools, and use nine-block charts and other tools to make succession decisions. This training is for version: 11 and all previous versions.	16	Global	USA

Talent Management - Self-paced eLearning

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	Global	USA
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	Global	USA
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	Global	USA
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	Global	USA
Talent Management: Transition Management and Onboarding Overview	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 crossboarding, and task 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.	0.75	Global	USA
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	Global	USA
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	Global	USA
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.	1	Global	USA
Talent Management: Compensation Management 01 -	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	1	Global	USA

Course Name	Description	Hours	Course Links	
Exploring Pay and Pay Structures Overview	is the first of three lessons on Compensation Management. You should complete these three lessons in order.			
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	Global	USA
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.	0.75	Global	USA
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.	1	Global	USA
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	Global	USA
Lawson: Talent Management Introduction	Lawson Talent Management Overview	1	Global	USA
Lawson: Using Talent Management Actions	Learn about the different types of actions available to update employee data and the key setup and processing for each type.	1.25	Global	USA
Lawson: Using Talent Management Conversion Programs	Describes Talent Management data conversion process, methods, and tools.	0.5	Global	USA
Lawson: Using Talent Management Reporting	Learn about the primary reporting options for Talent Management data.	1	Global	USA
Lawson: Compensation Management Introduction	This course presents an overview of the Compensation Management application of Infor Talent Management, to include its core capabilities and positioning as a solution in the marketplace.	0.5	Global	USA

Talent Management - Self-directed Learning

Course Name	Description	Hours	Course Links	
Talent Management: v11 Configuring and Administering Talent Acquisition - Self-directed Learning	This course covers planning, integration factors, and setup of Talent Acquisition components such as roles, code, templates, automation, and configuration of internal and external recruitment processes.	24	Global	USA
Talent Management: v11 Configuring and Administering Goal and Performance	The purpose of this course is to provide the information and practice needed to successfully set up and manage goals, and to implement and use performance appraisals. This course includes instructor recordings.	16	Global	USA

Course Name	Description	Hours	Course Links	
Management - Self-directed Learning				
Talent Management: v11 Configuring and Administering Compensation Management - Self-directed Learning	This course covers the information and practice needed to successfully award and incent employees using Infor Compensation Management. This training is for Infor Compensation Management version: 11.	24	Global	USA
Talent Management: v11 Configuring and Administering Development Planning - Self-directed Learning	This course covers the management of development activities of an organization which could include Learning Budgets, integration with Learning Management, development of activities and catalogs along with creation and assignment of checklists. This training is for versions: 11x and higher.	24	Global	USA
Talent Management: v11 Configuring and Administering Succession Management - Self-directed Learning	This course covers the functionality and use of Succession Management, a component of the Infor Talent Management suite. Participants will learn how to configure the application, define key data, set up career paths, create succession and talent pools, and use nine-block charts and other tools to make succession decisions. This training is for version: 11 and all previous versions. This course includes instructor recordings.	16	Global	USA

HCM Analytics - Instructor-led courses

Level	Course Name	Description	Hours	Course Links	
2	HCM Analytics: v11 Configuring and Administering HCM Analytics	This course covers configuring Human Capital Management (HCM) Analytics, designing reports that provide greater visibility into identification of key metrics, possible savings opportunities, performance management, and role-based insight. Application administration tasks associated with report design and creation are also included. This training is for version(s): 11.x and all previous versions.	16	Global	USA

HCM Analytics - Self-paced eLearning

Course Name	Description	Hours	Course Links	
Global HR: Analytics Overview	This course explores the advantages of creating analytic reports to get visibility into critical organization functions. It focuses on use of data marts and the reports available in HCM applications. It is the seventh in a series of Global HR e-learning courses. This course is self-paced and should take about 30 minutes to complete.	0.5	Global	USA

HCM Analytics - Self-directed Learning

Course Name	Description	Hours	Course Links	
HCM Analytics: v11 Configuring and Administering HCM Analytics - Self-directed Learning	This course covers configuring Human Capital Management (HCM) Analytics, designing reports that provide greater visibility into identification of key metrics, possible savings opportunities, performance management, and role-based insight. Application administration tasks associated with report design and creation are also included. This training is for version(s): 11.x and all previous versions.	16	Global	USA

Learning Management - Instructor-led courses

Level	Course Name	Description	Hours	Course Links
1	Learning Management: Using Content Creator	This course provides the knowledge and hands-on practice needed to develop and build interactive eLearning modules and assessments with Infor Learning Management Content Creator. In addition to learning key concepts, participants will learn best practices for creating and publishing eLearning courses for Infor LMS. This training is applicable for LMS version 8.0 and above.	16	Global USA
1	Learning Management: Using Social Learning	This course introduces you to the Infor Learning Management Social Learning feature. The purpose of this course is to prepare you to administer, use, and moderate Community Spaces to support collaboration in learning. This training is applicable for LMS version 8.0 and above.	8	Global USA
2	Learning Management: Using Administrator	The purpose of this course is to prepare you to administer courses in Infor's Learning Management. This training is applicable for the following Infor Learning Management versions: 8 and all previous versions. This course is a 2-day, instructor-led course.	16	Global USA
2	Learning Management: Creating Ad-Hoc Reports	This course introduces you to the Ad Hoc Reporting add-on to the Infor Learning Management System (LMS). The purpose of this course is to prepare you to design new reports and distribute them to managers, directors, and similar roles.	8	Global USA
2	Learning Management: Administering Advanced Certification	This course introduces you to the Infor Learning Management: Advanced Certification administration. The purpose of this course is to prepare you to administer advanced certification programs. This training is applicable for LMS version 8.0 and above.	8	Global USA

Workforce Management - Instructor-led courses

Level	Course Name	Description	Hours	Course Links
2	WFM: Designing Reports Using Cognos	This course covers Workforce Management intelligence reports using Cognos 10 for enterprise reporting and report authoring capabilities. The course includes how to run, view, and schedule core WFM reports as well as create custom reports using the WFM template and metadata model in Report Studio. This training is for version: 6.1 and onward.	32	Global USA
2	WFM: Configuring and Administering Time and Attendance	This course is designed to give you a broad understanding of the Workforce Management application. Included in this course are the following areas: employee settings, user and team security, schedule settings, labor metrics, payroll settings, calculation groups and quick rules, balances, accruals and policies, public holiday management, timesheet configuration, shift trades configuration, the Job Scheduler, application security and Config Mode, launch pads, Workmail™, timesheets, reports, payroll administrator tasks, and the Employee Transaction Manager. This training is for version 6.2.0 and all current versions of the application.	32	Global USA



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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.

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