

Accessing the Cash Collection System in Lawson

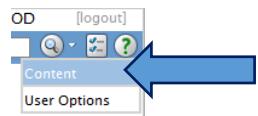
Login to the Lawson Portal

Locate and select the Preferences icon under the logout button (Grey box with two little blue check marks)



The screenshot shows the Lawson Employee Self-Service portal. The top navigation bar includes links for Home, Employee Self-Service, Software Review Request, Benefits, Employment, New Hire, Pay, Personal Information, TRS links, PSD Bookmarks, and a search bar. The main content area displays various tools like DQ System, Pay, and Benefits. On the left, a sidebar titled 'Employee Self-Service' lists categories such as Employee Manager Space, Software Review Request, Benefits, Employment, New Hire, Pay, Personal Information, and TRS links. Under 'Subscriptions', there are links for Applicant Self-Service, Cash Collections, Employee Self-Service, Job Automation, Payroll Automation, and PSD Bookmarks. A blue arrow points to the 'Content' button in the top right of the main window, and another blue arrow points to the 'Cash Collections' link in the sidebar.

Click the Content button that appears



Locate Cash Collections under Subscriptions

The screenshot shows the 'Content' screen of the Lawson portal. The top navigation bar includes Save, Reload Portal, Refresh, Previous, Next, and Home. The left sidebar shows 'Employee Self-Service' with various links. The 'Content' screen has tabs for 'SUBSCRIPTIONS' and 'LAYOUT'. In the 'SUBSCRIPTIONS' tab, 'Cash Collections' is selected. In the 'LAYOUT' tab, 'Main Content' shows the URL https://lawapp03.pasadenaid.org:9443/lefs/gs?theme=classic. A blue arrow points to the 'Cash Collections' link in the 'Subscriptions' list.

Place your cursor in the middle of the word cash collections



Double Click or Drag and Drop the word cash collection under the Layout/Navigation pane

The screenshot shows the 'Content' screen of the Lawson portal. The 'Layout' tab is active, showing the 'Navigation' section. The 'Main Content' area shows the URL https://lawapp03.pasadenaid.org:9443/lefs/gs?theme=classic. The 'Navigation' section contains 'Employee Self-Service', 'Job Automation', 'Payroll Automation', and 'PSD Bookmarks'. A blue arrow points from the 'Cash Collections' link in the 'Subscriptions' list to the 'Navigation' section in the 'Layout' pane.

Once you see Cash Collections under the Navigation Pane you have completed this step correctly

The screenshot shows the 'Content' screen of the Lawson portal. The 'Layout' tab is active, showing the 'Navigation' section. The 'Main Content' area shows the URL https://lawapp03.pasadenaid.org:9443/lefs/gs?theme=classic. The 'Navigation' section now includes 'Employee Self-Service', 'Job Automation', 'Payroll Automation', 'PSD Bookmarks', and 'Cash Collections'. A blue arrow points to the 'Cash Collections' link in the 'Navigation' section.

Click **Save** under the Content button at the top of the screen.

The screenshot shows the Lawson software interface. At the top, there's a navigation bar with links like 'Home', 'Employee Self-Service', 'Software Review Request', 'Benefits', 'Employment', 'New Hire', and 'Pay'. Below this is a 'Content' section with a 'Save' button highlighted by a blue arrow. To the right is a 'Main Content' area showing a list of items: 'Employee Self-Service', 'PSD Bookmarks', and 'Cash Collections'. The URL 'Display Home Page: https://lawapp03.pasadenalad.org:9443/efs/go?theme=classic' is visible at the bottom of the main content area.

Click the O or globe in the word Lawson in the top left hand corner to refresh the page **LAWSON**

This screenshot is similar to the previous one, showing the Lawson software interface. A blue arrow points to the 'Lawson' logo in the top left corner. The rest of the interface, including the 'Content' section with its 'Save' button and the 'Main Content' area, remains the same.

You should now see Cash Collections as one of your shortcuts on the left hand side of the screen in the blue bar

This screenshot shows the main dashboard of the Lawson software. A blue arrow points to the 'Cash Collections' link in the blue sidebar on the left. The dashboard includes various navigation links like 'Employee Self-Service', 'PSD Bookmarks', and 'Cash Collections'. The main content area shows a grid of icons and links.

Select the blue word **Cash Collections**

Select the grey drop down **Cash Collections** box

You may get a pop up when you do this.

One of the pop ups will appear across bottom of the screen and you will have to select **Show All Content**

You may have to go back and select the blue Cash Collections word and the drop down white Cash Collections word in order to get into the correct page.

A security warning dialog box is shown. It says 'Only secure content is displayed.' and has a 'Show all content' button. This is likely a pop-up from a browser asking if the user wants to view the page.

Another pop up could appear in the middle of the screen in a **Yes/No** question – You must select No.

If you click Yes you will have to select the globe in the word Lawson and refresh the page in order to proceed.

A security warning dialog box is shown. It features a lock icon and the text: 'Do you want to view only the webpage content that was delivered securely? This webpage contains content that will not be delivered using a secure HTTPS connection, which could compromise the security of the entire webpage.' There are 'More Info', 'Yes', and 'No' buttons.

When you reach the main page of the cash collection system

you will see your name with a Fundraiser Calendar and some

blue options that look similar to the picture shown to the left.



The screenshot shows the main page of the cash collection system. On the right, there's a 'Fundraiser Calendar' for December 2014, showing dates from 31 to 27. To the left of the calendar is a sidebar with several blue-highlighted options: 'New Collection', 'My Collections', 'Student Groups', 'Course Groups', 'Collect By Student', 'Refund By Student', 'Booked Receipts', 'Cancelled Receipts', and 'History'.