Steps to add a Lawson bookmark to access LBI:

1. Click on "Preferences" at the upper right of your screen.

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2. Click on "Content".	
Lawson Portal Home Help Preferences Logout Search Content User Options	

3. Double click on "Business Intelligence" under "Subscriptions" at the left of your screen.

Content				
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SUBSCRIPTIONS				
\checkmark	\mathbf{i}	Absence Management		
\checkmark	\mathbf{i}	Analytic Architect		
\checkmark	\mathbf{i}	aps-finance		
\checkmark	\mathbf{i}	Asset Management		
\checkmark	\mathbf{i}	Benefits Administration		
Susiness Intelligence				
\checkmark	\mathbf{i}	Employee Expenses		
\checkmark	\mathbf{i}	Enterprise Budgeting		
\checkmark	\mathbf{i}	Human Resources		
\checkmark	\mathbf{i}	Lawson Administration		
\checkmark	P	Leave Balances		
\checkmark	\mathbf{i}	Manager Self-Service		
\checkmark	\mathbf{i}	Personnel Administration		
\checkmark	\mathbf{i}	Project & Activity Mgmt		
\checkmark		Requisition Center		

4. "Business Intelligence" will now appear under "Layout" and "Navigation".



5. Click on "Save".



7. Business Intelligence will now appear in your bookmarks.

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8. Click on "Business Intelligence" and "Business Intelligence" again.

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9. Follow separate instructions to generate BSR.