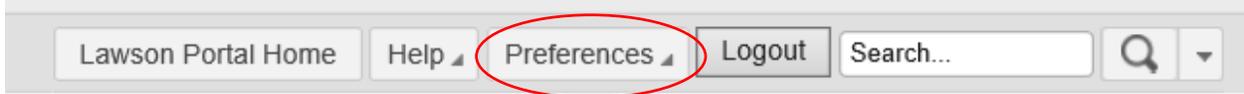
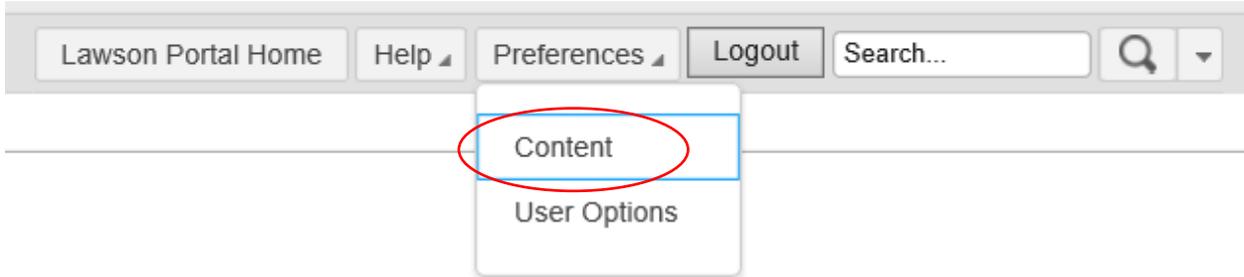


Steps to add a Lawson bookmark to access LBI:

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



2. Click on "Content".



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

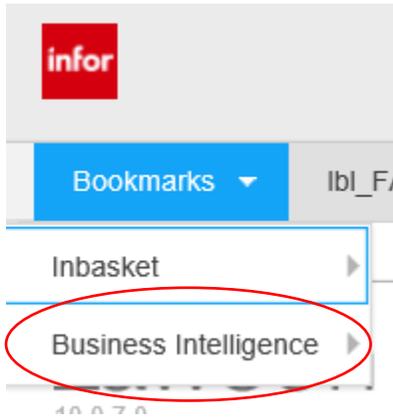
Content

Save Reload Portal Previous

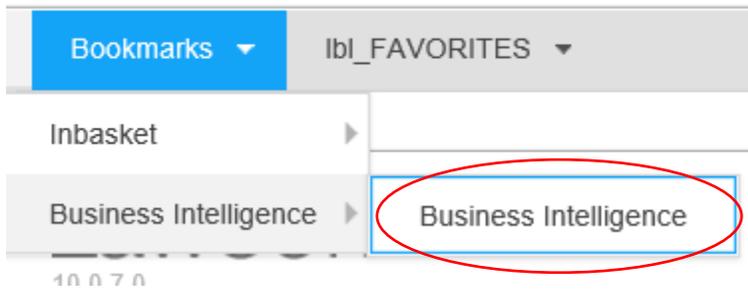
SUBSCRIPTIONS

-  Absence Management
-  Analytic Architect
-  aps-finance
-  Asset Management
-  Benefits Administration
-  ***Business Intelligence***
-  Employee Expenses
-  Enterprise Budgeting
-  Human Resources
-  Lawson Administration
-  Leave Balances
-  Manager Self-Service
-  Personnel Administration
-  Project & Activity Mgmt
-  Requisition Center

7. Business Intelligence will now appear in your bookmarks.



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



9. Follow separate instructions to generate BSR.