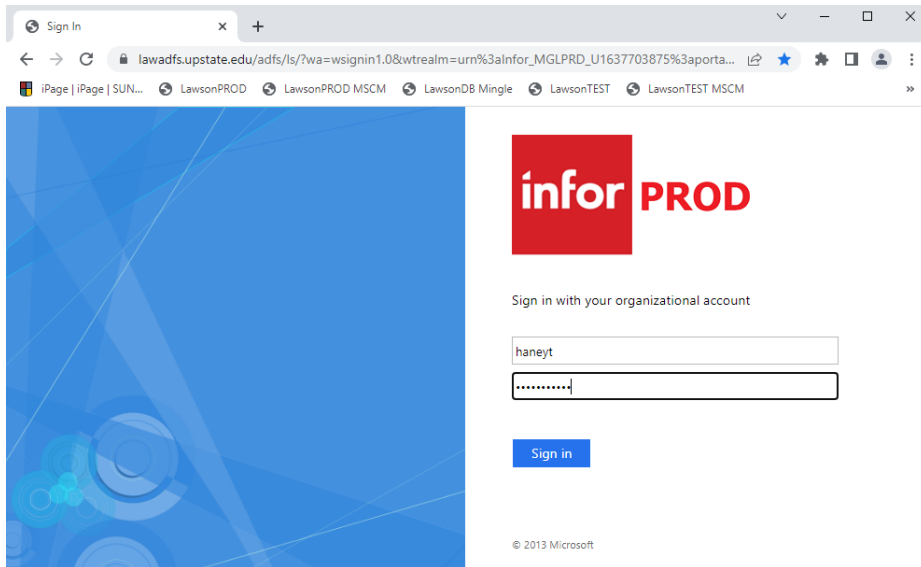


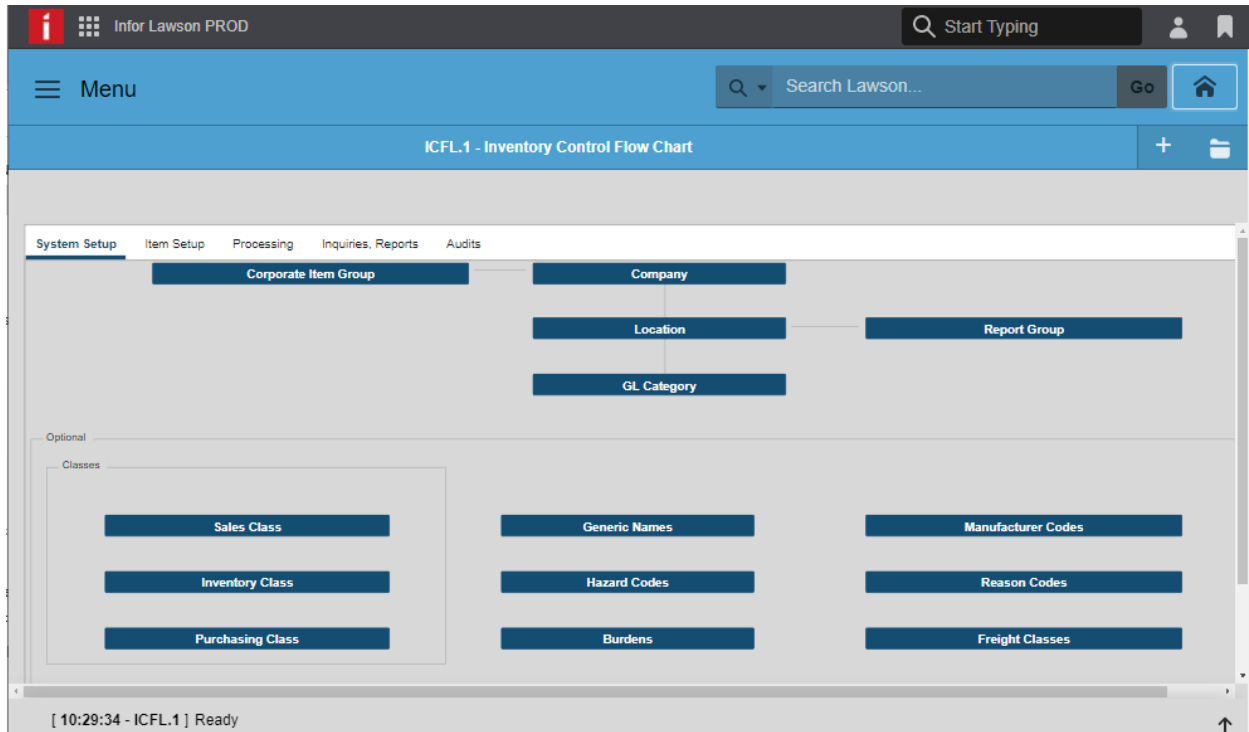
Copy/paste the URL into a browser (Chrome or Edge): <https://lawmingle.upstate.edu/infor>

Log in with your Lawson credentials



Below is an example of what Mingle looks like. There are several 2-3 minute videos you can watch to become familiar with Lawson Mingle. Copy/paste the link below to access the tutorial site.

<https://technology-blog.infor.com/2018/02/05/lawson-user-experience-10-1-0-navigation-landing-page/>



## REQUESTERS

If you are a requester (only order supplies), your screen will open to the same screen as before.

RQC Requisition: 1297727

Home Profile Inquire Search Catalog Special / Service Template Express Order

Basic Detail Profile Accounting User Fields Com More

Requisition Lines

Item	Quantity	Cost
--- No Items ---		

Requester: haneyt Tina Haney 4-4122  
 Requisition: 1297727  
 Creation Date: 04/19/2022  
 Requisition Status: Unreleased

Reference Number:   
 Requisition Description:   
 Requesting Company: 9000 University Hospital  
 Requesting Location: HI001 HOSP INFO 5th Floor Galleries  
 Location Rule:   
 Requested Delivery Date:  mm/dd/yyyy  
 Priority:   
 Deliver To:

Total Quantity: 0  
 Total Cost: 0.00  
 Number of Lines: 0

New Clear Print Release

## LOGGING OUT OF MINGLE

**Log out** by clicking on the **person** icon on the right side of the screen and clicking on **Sign Out**.

If you do not log out properly, the next time you log in, you may get an error. If that happens, close/reopen the browser and then go to the Mingle URL again.

The screenshot shows the Lawson Mingle web application interface. The user profile menu is open, showing the user's name 'Tina Haney' and the 'Sign out' option highlighted with a red box. The main content area displays the 'ICFL1 - Inventory Control Flow Chart' with various system setup options like 'Corporate Item Group', 'Company', 'Location', 'GL Category', 'Report Group', 'Sales Class', 'Inventory Class', 'Purchasing Class', 'Generic Names', 'Hazard Codes', 'Burdens', 'UNSPSC Codes', 'Manufacturer Codes', 'Reason Codes', and 'Freight Classes'.