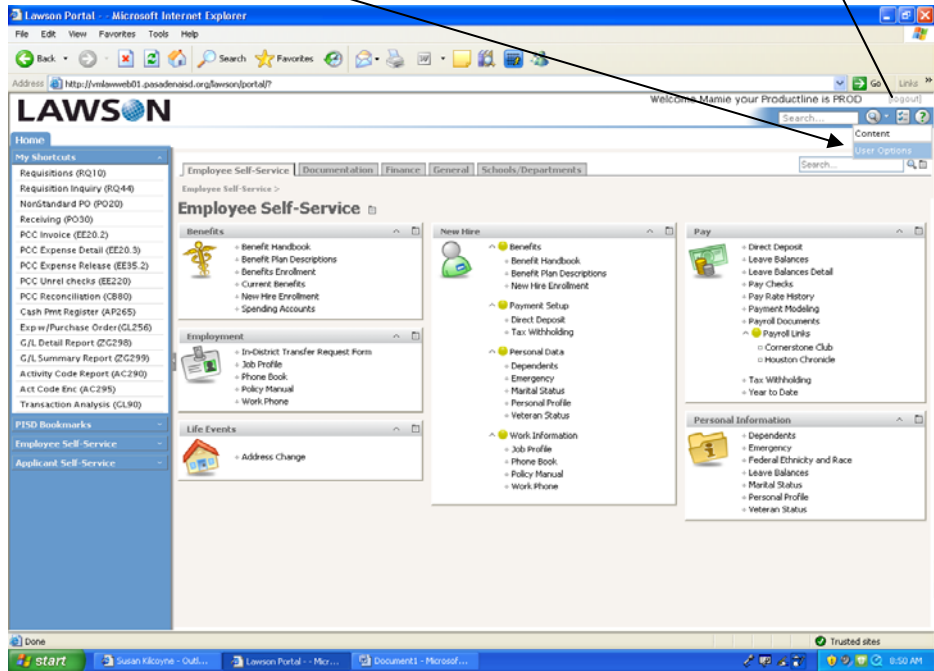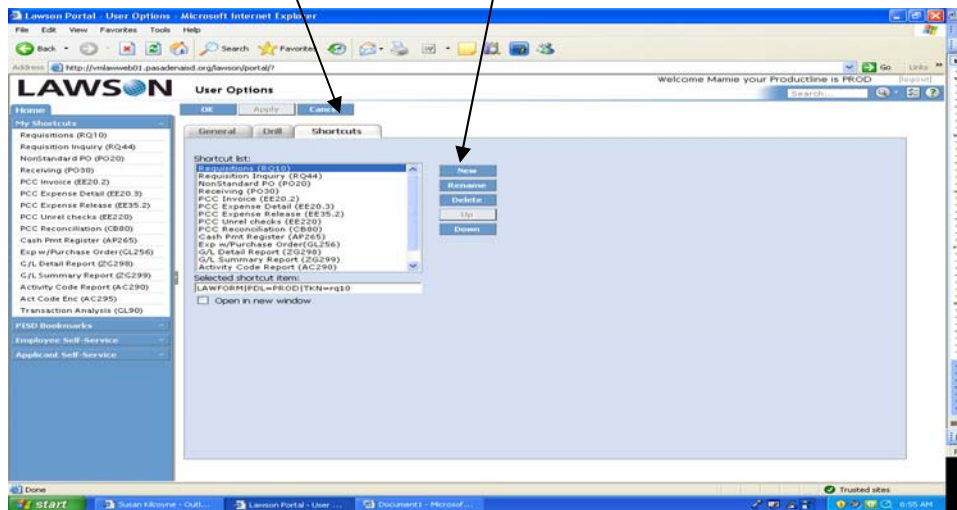# SHORTCUTS IN LAWSON

On the opening page of Lawson, click on the box with the checks and select "User Options."
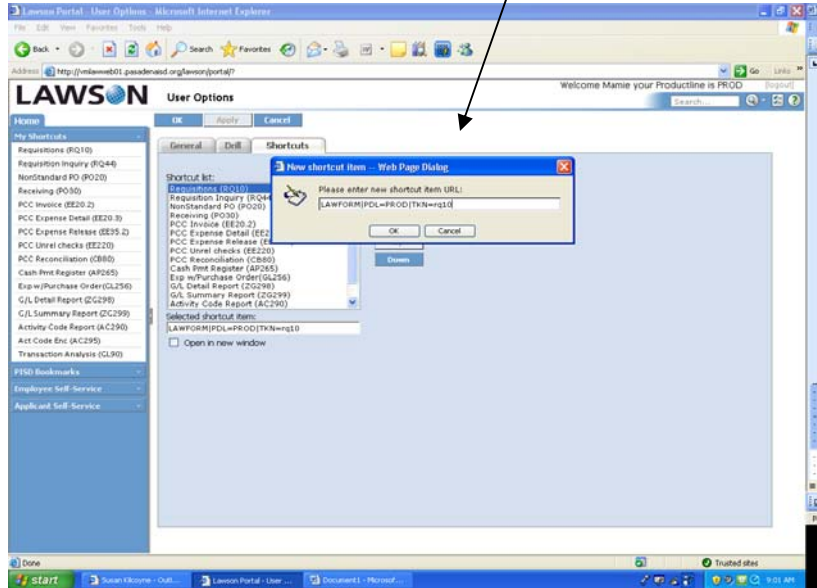

Click on "Shortcuts" tab. Then click "New".

Give the shortcut a name. I recommend the name of the screen and the screen number (i.e., Requisitions (RQ10). Click "OK".

The URL for the shortcut will be LAWFORM|PDL=PROD|TKN=xxxxx. Use this URL for each shortcut. The "xxxxx" represents the screen number, i.e. RQ10, ZG298, etc. Click "OK." The "|" is typed using the Shift and "\" keys.

When you have entered all your shortcuts, click "Apply". The shortcuts should show up in the blue box on the left side of your screen.
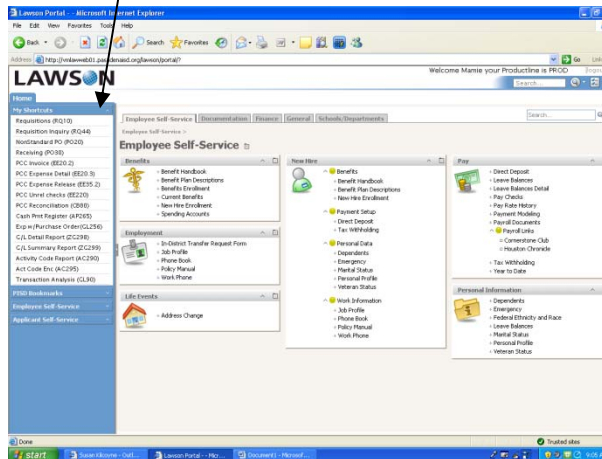
I recommend grouping your shortcuts as you put them in, ordering screens, report screens, petty cash screens, etc.