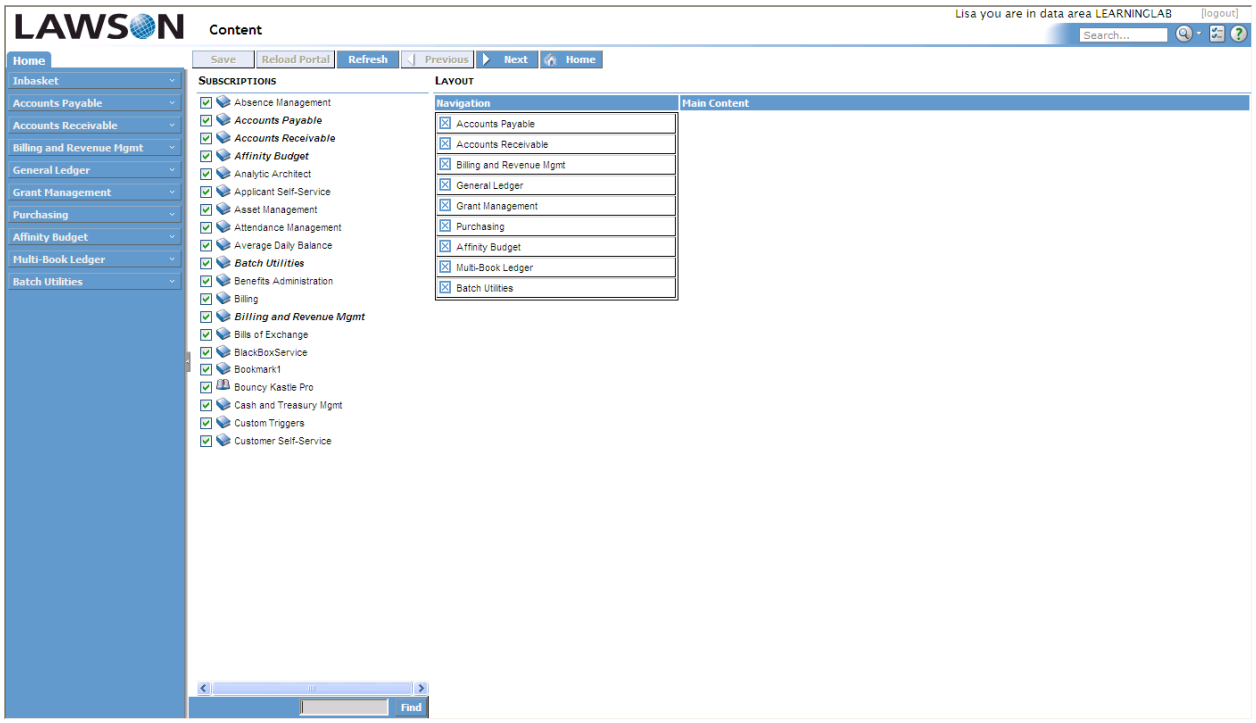
How to Customize your Lawson Portal Navigation Pane

1. From the Lawson Portal home page, click Manage Subscriptions under Portal Common tasks or click the Preferences icon and click **Content**.
2. To select a subscription (module) to display in your menu, put your mouse over the module (Accounts Payable, etc.) and drag and drop underneath the Layout – Navigation area.
3. To remove a module from your menu, click the blue next to the module.
4. To show more modules (they are listed in alphabetical order) click the **Next** and **Previous** buttons. Or, enter the module in the Find box at the bottom of the screen and click **Find**.
5. Once you are finished making changes, click **Save**.
6. Then click **Reload Portal**. Your new menus will appear in your navigation pane to the left in the blue area. Click on their name to expand or collapse them.

   Hint: If you run jobs frequently, a helpful menu to have is Batch Utilities, it will take you directly to your Print Manager/Job Schedule.

An example is below: