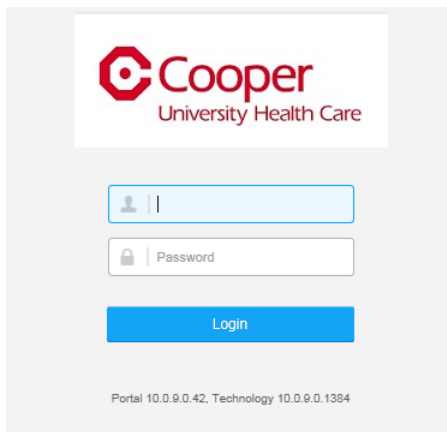


## Frequently Used Links

- Barracuda Message Archiver
- CCBO Gym Membership Forms
- Cooper Apps (Citrix)
- Cooper Company Store
- Cooper Health System Cashier Vouchers
- Cooper Health System Employee Reimbursement
- Cooper Learning Network (CLN)
- Cooper Solutions Center
- Cooper USB Devices
- Employee Self Service and Requisition Center (Lawson)
- IT Department

Lawson Employee Self Service can be launched from our Cooper home page under Frequently Used Links.



The image shows the login portal for Cooper University Health Care. At the top is the Cooper logo and the text "Cooper University Health Care". Below the logo are two input fields: one for a username (with a person icon) and one for a password (with a lock icon). A blue "Login" button is positioned below the password field. At the bottom of the page, the text "Portal 10.0.9.0.42, Technology 10.0.9.0.1384" is displayed.

The sign on page will require your username and password. You will need to type your network ID and network password. The password is case sensitive.



10.0.9.0

This is the new tab landing page. You can pin favorites in user options to appear here.


[View Bookmarks](#) [View Pinned Favorites](#)

## Bookmarks

- Employee Self-Service
- Manager Self-Service

If you login successfully using the link on the portal, you will see your Employee and/or Manager Self-Service home page. You can expand your Manager Self-Service options by clicking on the > symbol next to the Manager Self-Service folder.

## Bookmarks

- Employee Self-Service
- LBI
- ▼ Manager Self-Service
  - 📄 Direct Reports
  - 📄 Direct Report EE Health 
  - 📄 Employee Dates
  - 📄 Employee Review Dates
  - 📄 Employee Roster
  - 📄 Enter Job Requisitions
  - 📄 JobRequisition Status
  - Leave of Absence Info
    - 📄 Manager ePAF/JobReq Guide
    - 📄 NEW Link Instructions
    - 📄 Personnel Actions
    - 📄 W-TERM Action

You have several options to choose from. To access your Direct Reports' Employee Health status, click that link.

Cooper Managers +

### Cooper Manager Reporting

- Direct Report EE Health +
- Direct Report EE Health Report Instructions +
- Employee Roster +

This will bring you to the Manager reporting dashboard.

Enter prompt values.

Enter Type:	Type				
<table border="1"><thead><tr><th>Available Values:</th><th>Selected Values:</th></tr></thead><tbody><tr><td>FIT FLU PPD</td><td></td></tr></tbody></table>	Available Values:	Selected Values:	FIT FLU PPD		
Available Values:	Selected Values:				
FIT FLU PPD					
<input type="button" value="Remove"/> <input type="button" value="Remove All"/>					

Enter Year (YYYY):

SHOW DUE ONLY?:

When you click on the Direct Report EE Health link, it will open a window as shown where you can designate what type of data you want to see.

Enter Type: Type

Available Values:	Selected Values:
FIT FLU PPD	FLU
<input type="button" value="&gt;"/> <input type="button" value="&gt;&gt;"/>	<input type="button" value="Remove"/> <input type="button" value="Remove All"/>

The first section allows you to filter the information by the type of vaccination/test. You can select one or more types from the Available Values box and move them to the Selected Values box by using the > or >> buttons between the 2 boxes.

If you want to remove a type from the Selected Values box, you would click on it and select the Remove or Remove All buttons below the Selected Values box.

Enter Year (YYYY): Year

You can filter by the calendar year you would like to see by entering the year (YYYY).

SHOW DUE ONLY?: DUE ONLY

... YES NO
------------------

You can show only vaccinations/tests that are listed as DUE in Lawson by selecting YES or you can see all records relating to the type and year you selected by selecting NO.

Click Ok to run the report.

SAP CRYSTAL REPORT

Data Date: 1/29/2018  
Data Time: 11:24:36AM

FULL NAME	EEID	ST	FTE	DEPT	DEPT DESC	JOB CODE
[REDACTED]						

Direct Supv:  
Indirect Supv:

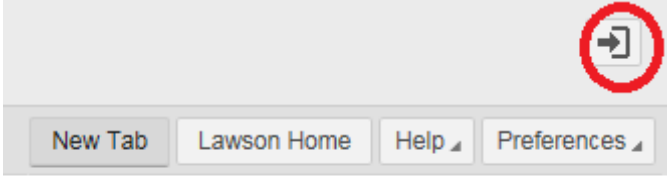
It will run the report and provide information on any employees for whom you are the direct supervisor or indirect supervisor.

Cooper Managers +

Cooper Manager Reporting

- Direct Report EE Health +
- Direct Report EE Health Report Instructions +
- Employee Roster +

To rerun the report, you can close the current report window and re-click the Direct Report EE Health link on the Cooper Managers dashboard.



When you are done, simply close the reporting and dashboard windows.

In order to close out Lawson in version 10, select the door with the arrow. The system will return to a sign on screen. With the latest version, you **MUST** then close the explorer window.