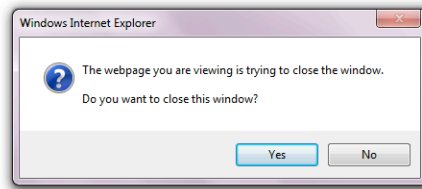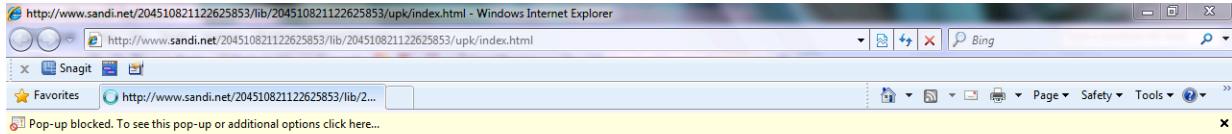# Tutorial to use the Oracle User Productivity Kit for PeopleSoft
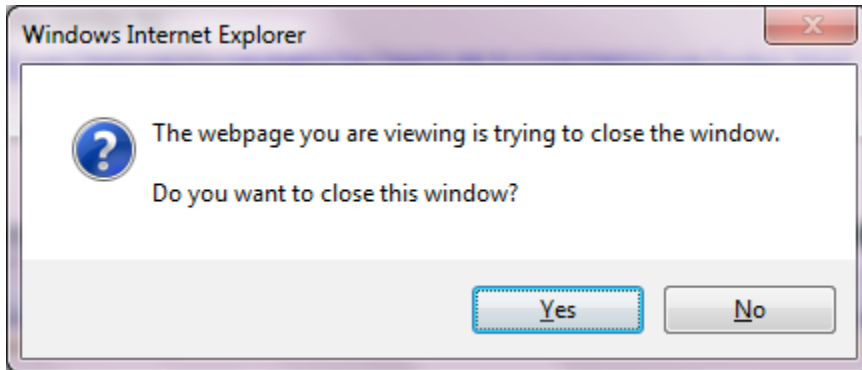
NOTE: You can play these training videos only using Internet Explorer browser version 5.5 or higher.

Click on the link to access the PeopleSoft UPK videos link at www.sandi.net Supplier web portal home page. The link will be similar to
http://www.sandi.net/204510821122625853/lib/204510821122625853/upk/index.html
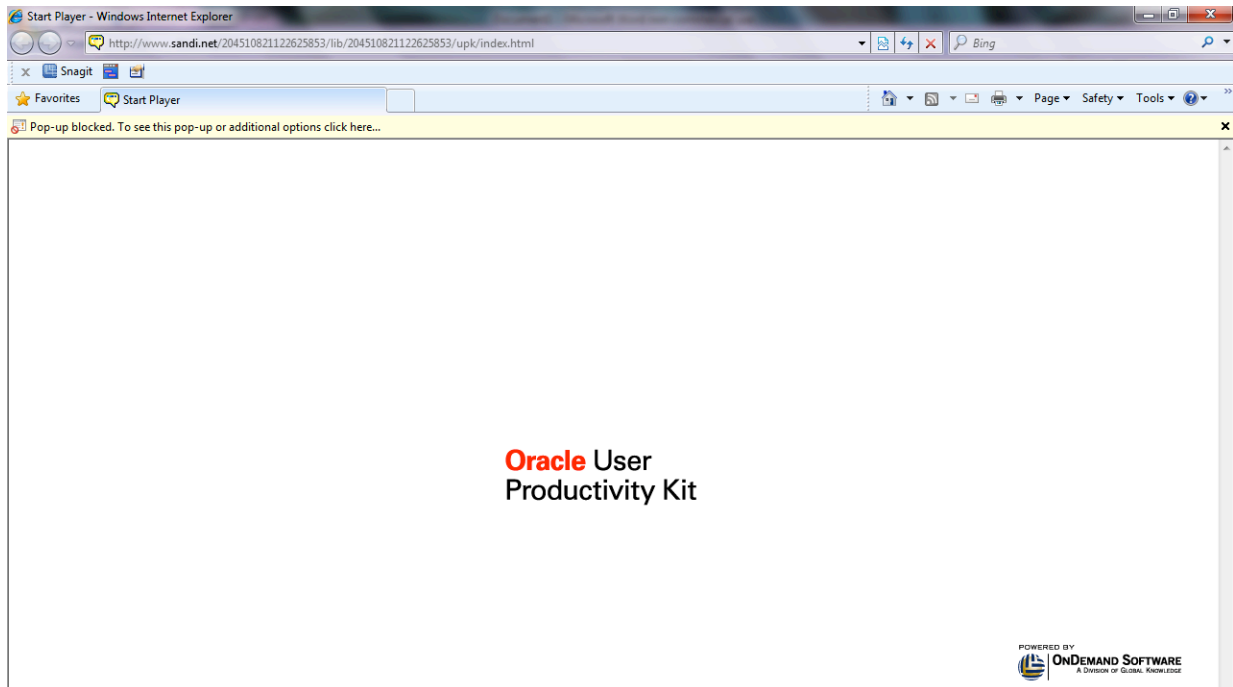
Upon clicking the link an internet explorer window would open up and prompt you with the following message
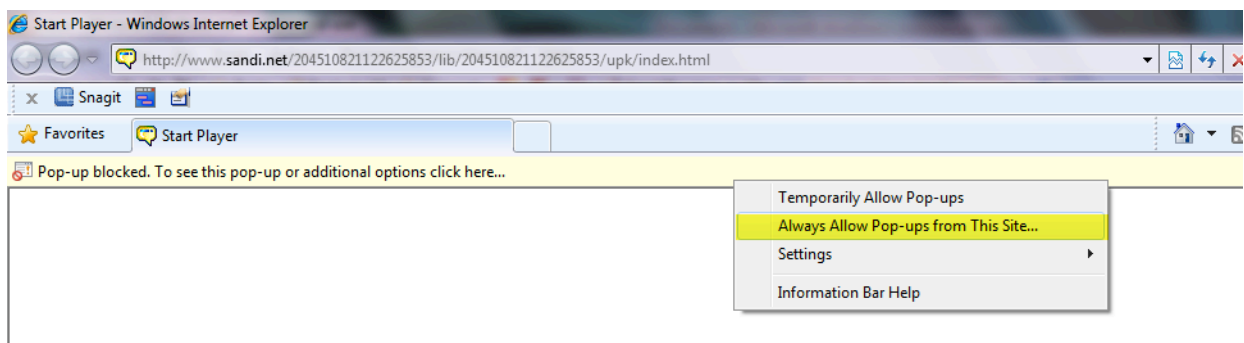

This is the message box

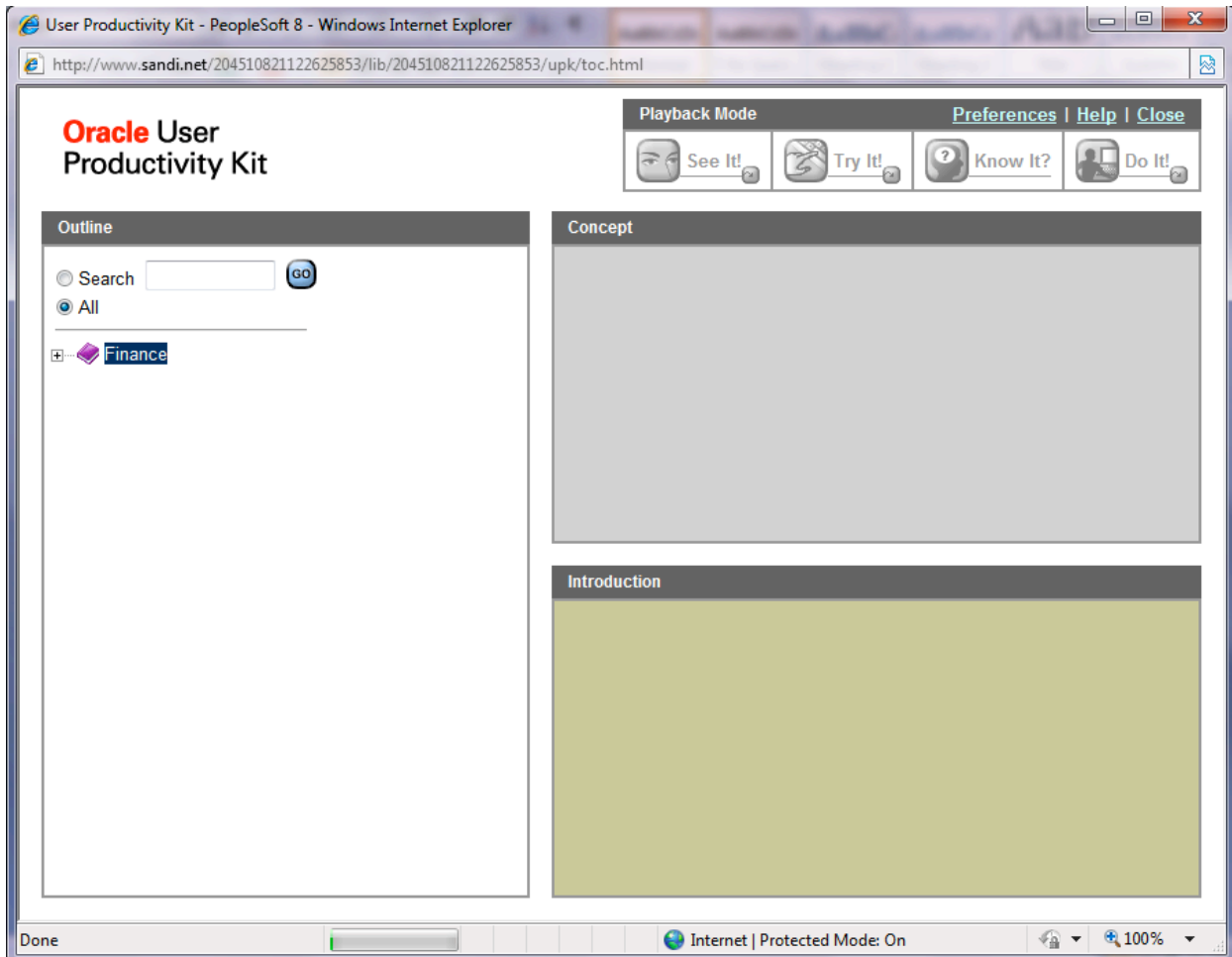Choose the option "No", upon which the following screen would show up,

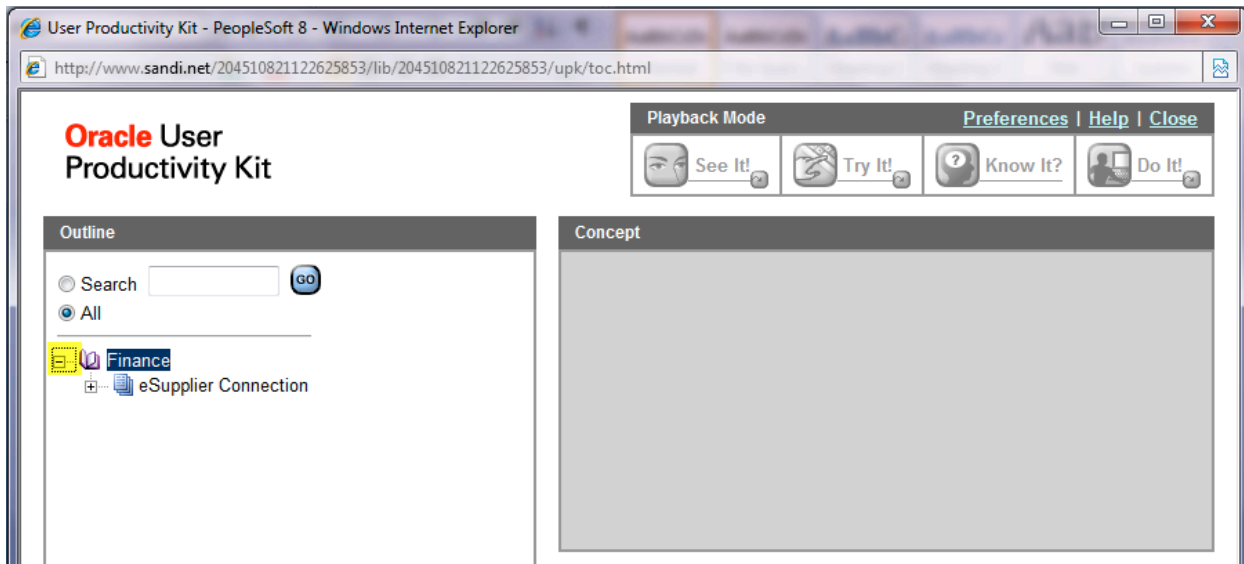Right click on the pop up blocked tool bar and choose the option to allow pop ups.

Note: In certain cases you may not be prompted to do this step in which case you can skip this step.
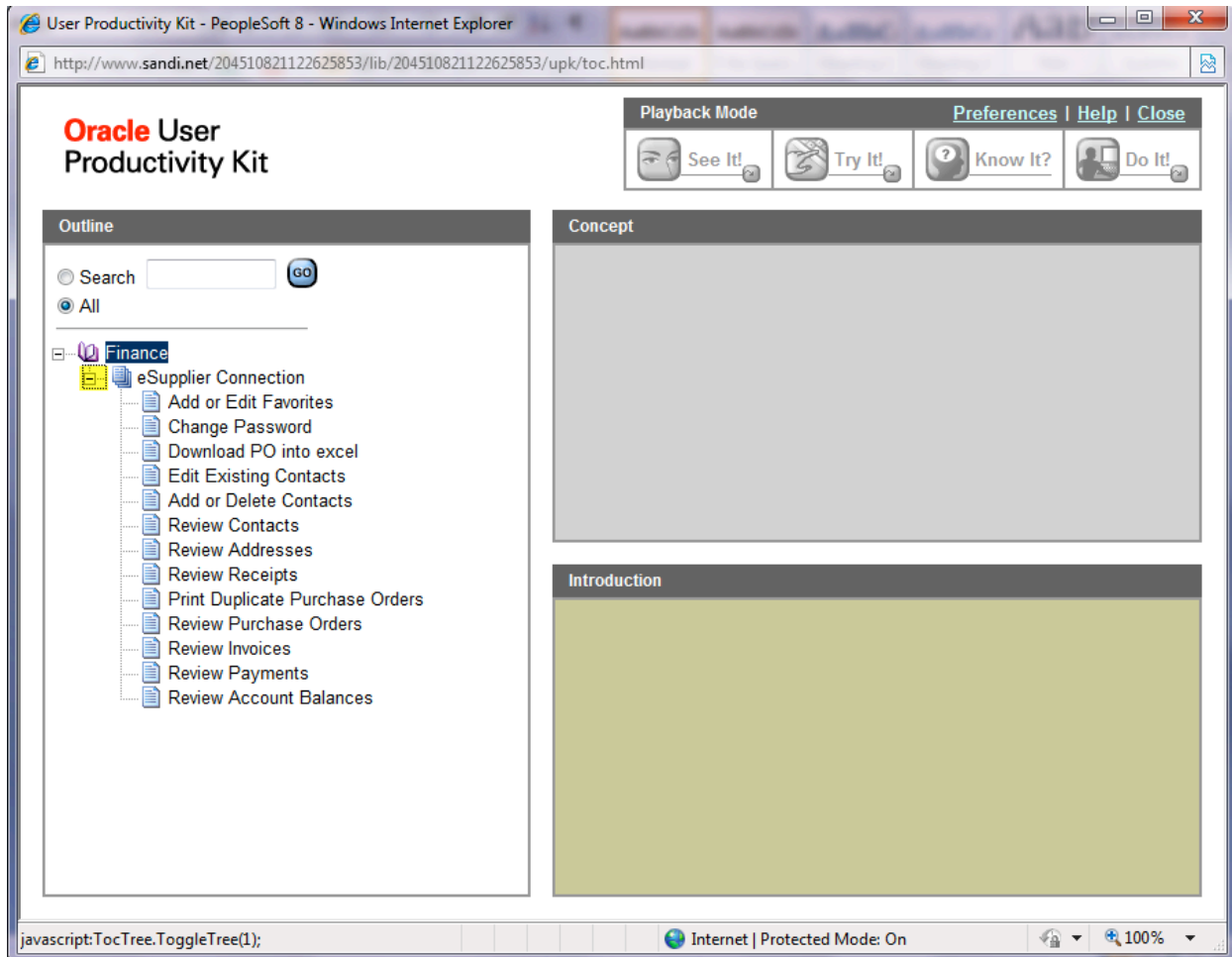

Once you do this the User Productivity Kit would open up as below.

Expand the Finance menu in the left using the + symbol as shown below

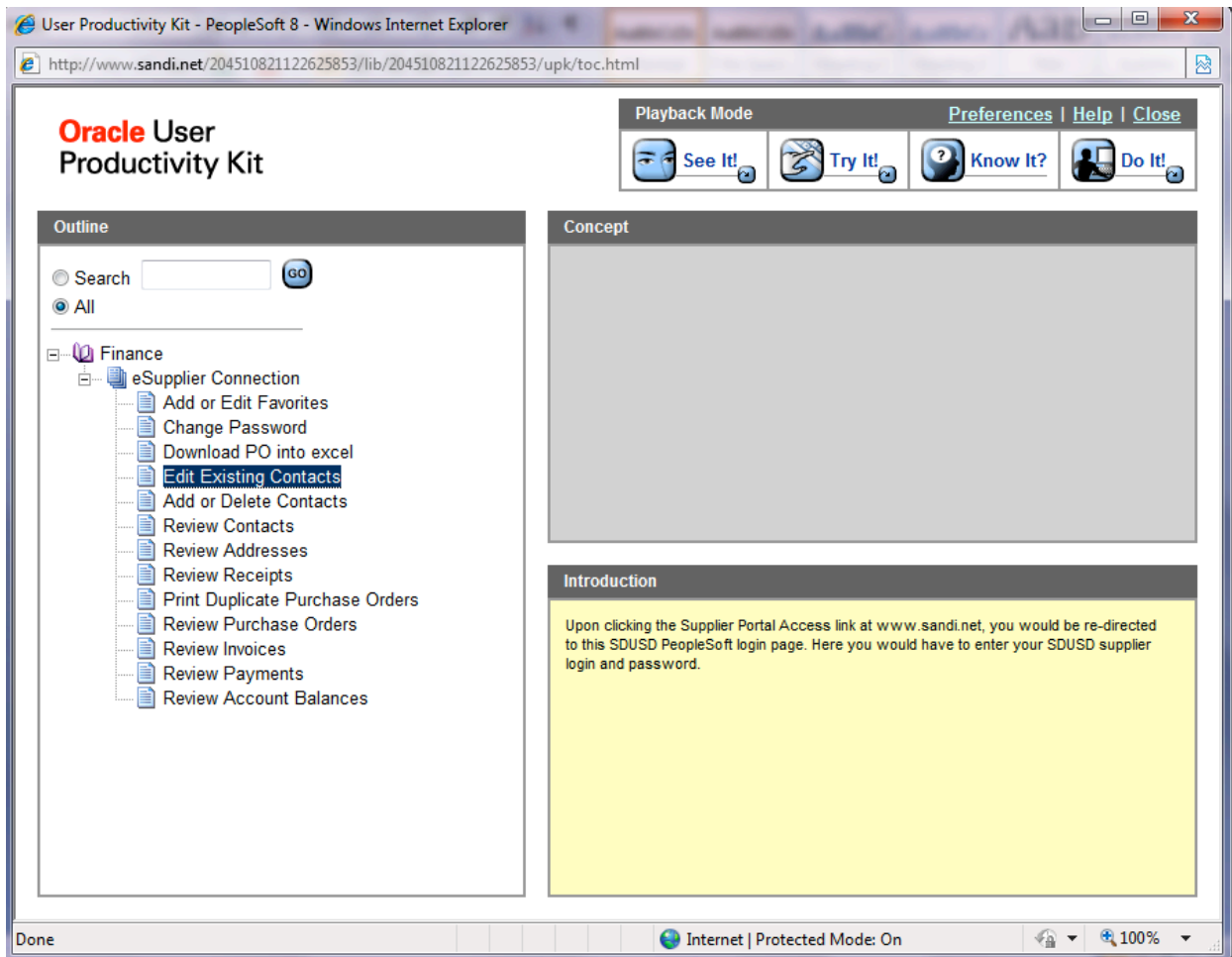Expand the eSupplier Connection menu using the + symbol as shown below

Now you would see the list of videos which are available. Each of these videos is a tutorial to learn to use a specific functionality in the SDUSD PeopleSoft supplier system.

For instance let us see the procedure to view one of the videos – "Edit Existing Contacts"

Click on the "Edit Existing Contacts" so that it is highlighted as shown below

Now you can view the tutorial in four different playback modes. Each of those modes is explained below. Choose the option that best suits you to learn to use a particular functionality or task.
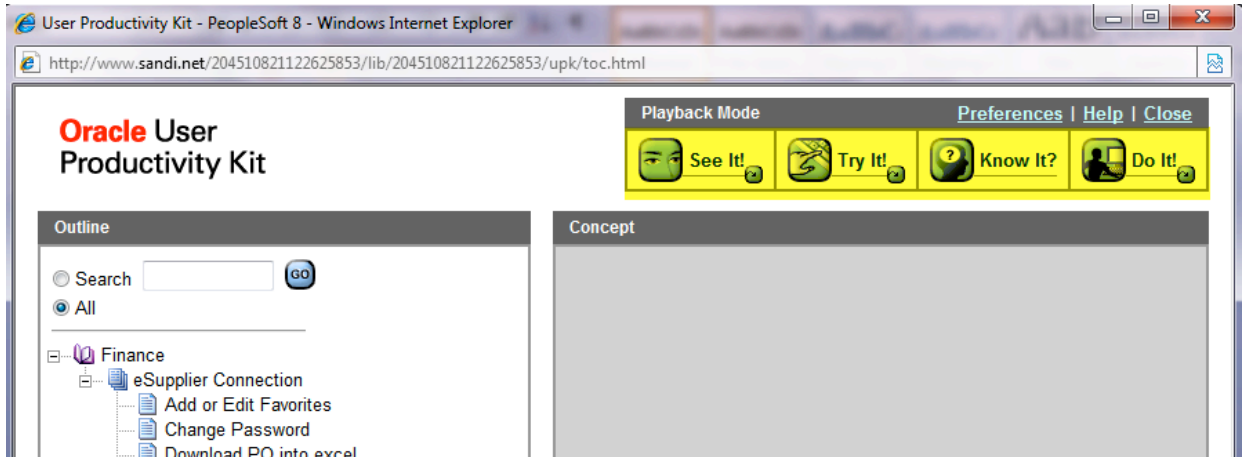
See It! Mode – enables a user to learn by watching an animated demonstration of the steps for a task being performed in a simulated environment. All the required activities, such as moving the mouse and entering data, are completed automatically.

Try It! Mode – enables a user to learn interactively in a simulated environment. The user is prompted for mouse clicks and/or keystokes to complete the task.

Do It! Mode – enables a user to learn interactively using live data. In Do It! – Manual Advance mode, a user is presented with a small window on top of the live target application that displays each step for a particular task. As the user completes each step, he.she can click a button or use a hot-key combination to display the next step in the process. Withing the Do It! – Manual Advance window, a thumbnail graphic of the screen is available with a highlight indicating the area where the action should take place. Do It! – Manual Advance is the default mode for the custom applications. It is the only Do It! Mode available in browser –based Player deployment.
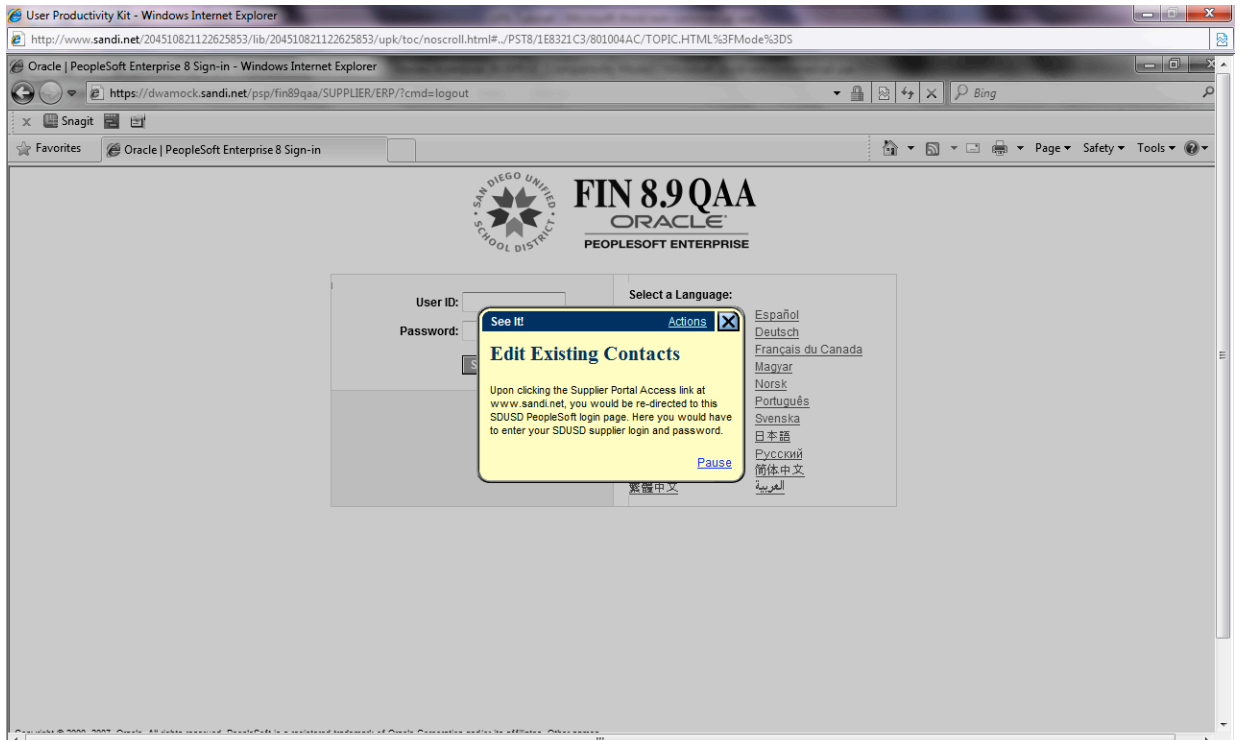
Know It? Mode – is an assessment-type playback mode in which the users are instructed to complete a particular task. Users do not receive the step-by-step instructions for completing a task. Instead, they complete the steps on their own in a simulated environment, and they are scored on how accurately they complete them.

All the four modes are available in the UPK tool in the top right corner as shown below.
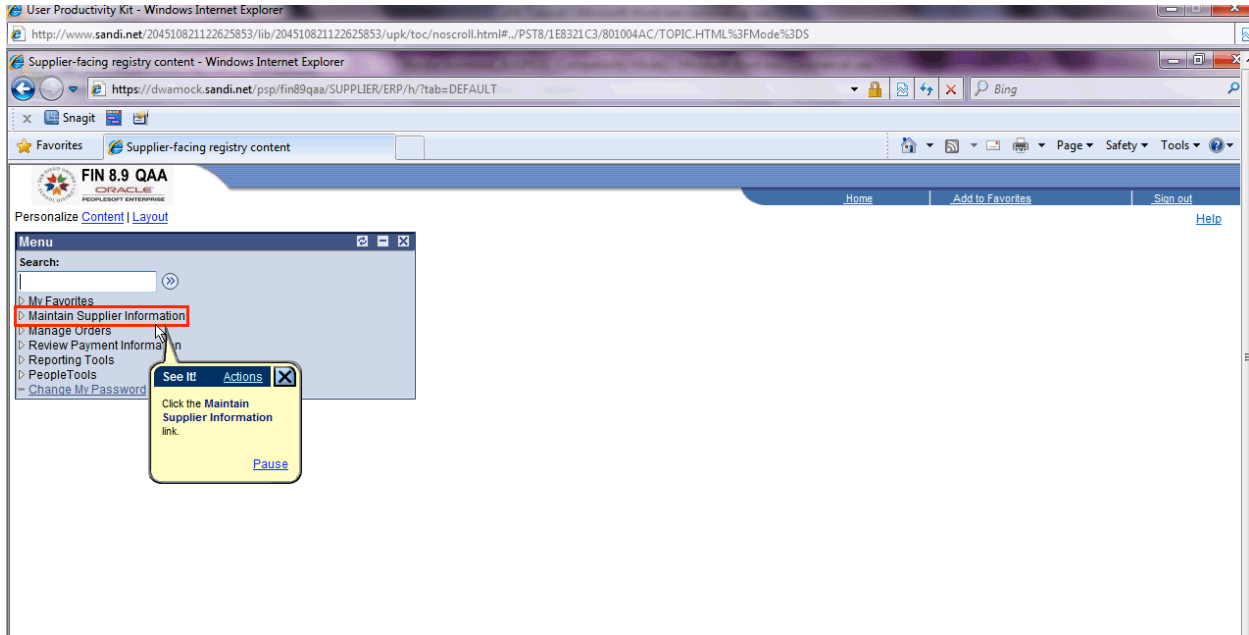

Click on any of the four modes to start the video. Let us see how the See It! Mode option works. Click on the See It! Playback mode once you have selected the video you wish to see.
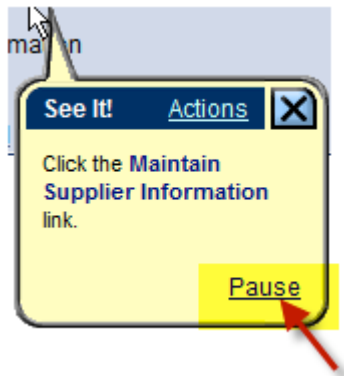
Once you click on the the See It! Playback mode option, a new internet explorer window will open and the video will start to play.
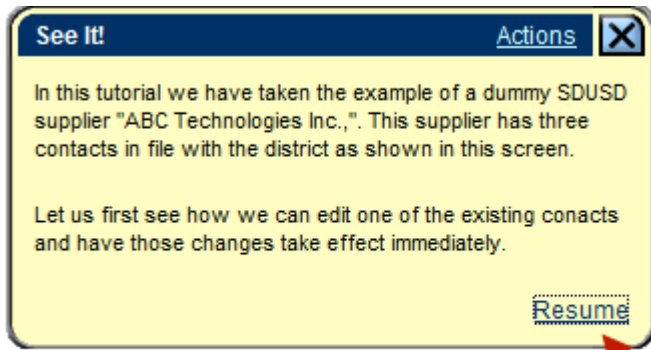
It will guide you through every step of using the functionality automatically. One such step in the video is shown below
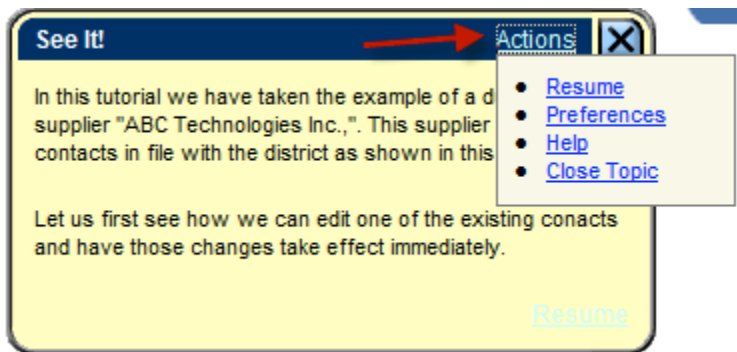

You can pause the video at any time by clicking the "Pause" button in the small window which guides you through each step as shown below.

To resume the video simply click resume button again in the small window as shown below.

While the video is paused you can also use some of the options available within the player by clicking the "Actions" option in the top right corner of this small window as shown below.
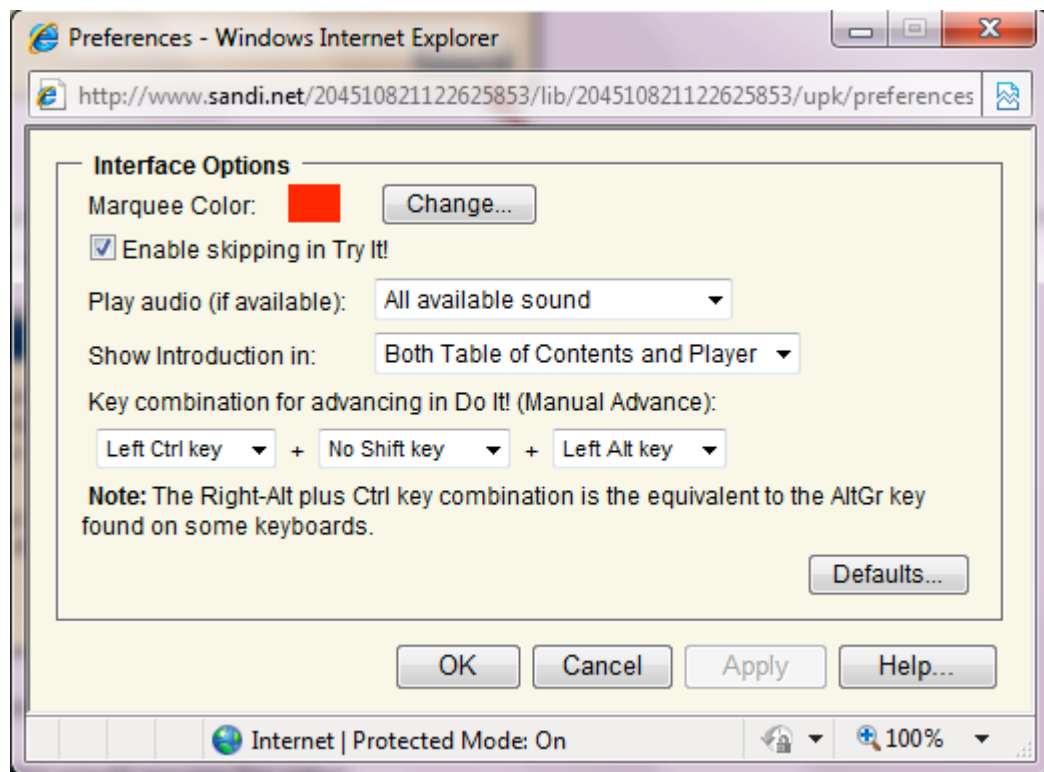

This will bring up a small menu with the each having the options as explained below.
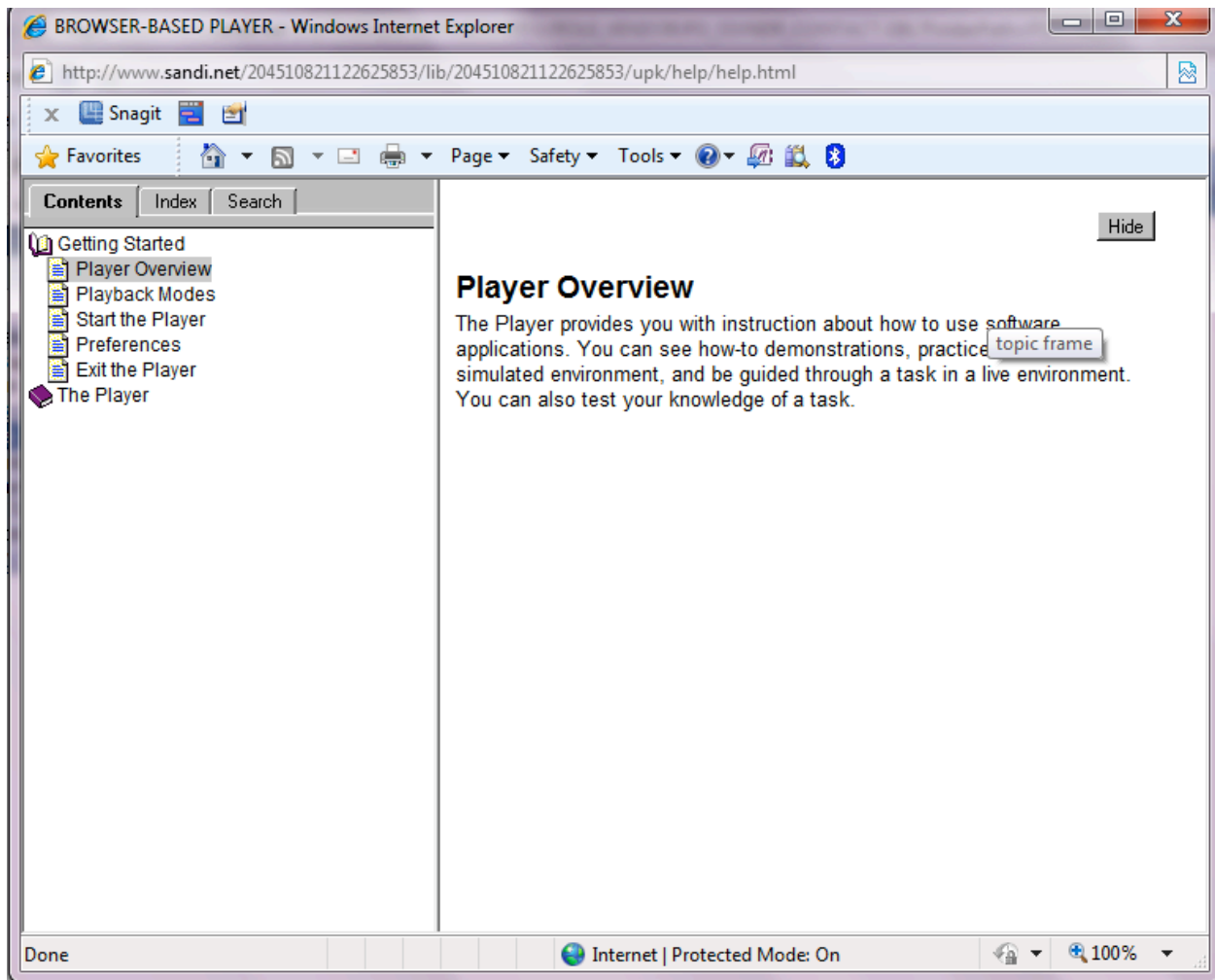
Resume – this would resume the video.

Preferences – this would bring up another window which would have user custom user options for viewing the video as shown below
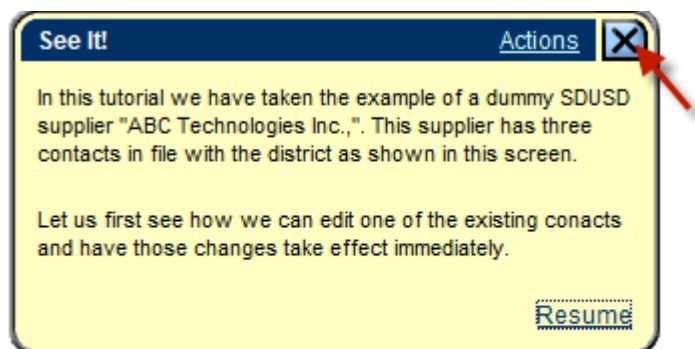
Help – this would open up a help menu where you can find additional information on using this placback mode apart from this guide

Close Topic – this will close the video and bring you back to the UPK tool. You can also close the video at anytime by click the X in the top right corner of the small window

You can continue the same proceudre to view other videos in the See It! or any other mode best suits your needs. You can shut down the tutorial by closing down the UPK tutorial window and other internet explorer browser windows.