

Oracle User Productivity Kit (UPK)

SOAIS

Putting Customer First

Highlights

- ❖ Introduction
 - ❖ Features
 - ❖ Concepts in UPK
 - ❖ Setup and Configuration
 - ❖ Running UPK
 - ❖ Benefits to the customer
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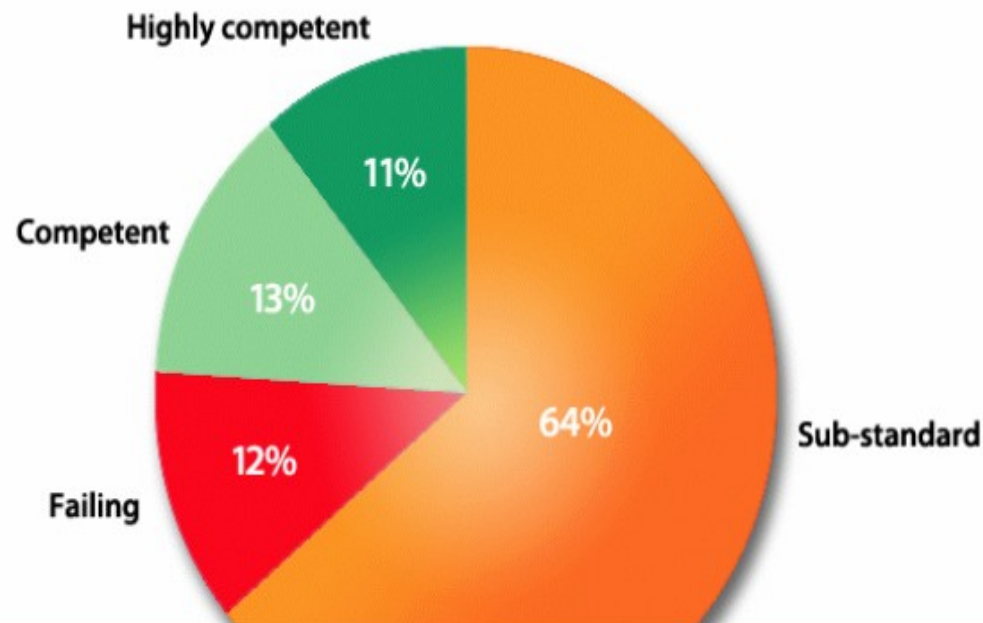
Introduction

- ❖ Oracle UPK is a collaborative content development platform that allows enterprises to drive user productivity and mitigate risk throughout all phases of the software ownership lifecycle.
 - ❖ Basically used as a Training development Tool.
 - ❖ Certified for Oracle 11i / e-Business Suite, PeopleSoft Enterprise, JDE Enterprise, Retek and Siebel.
 - ❖ Assists Change Management.
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Introduction

❖ Importance of training End-User

- 76% of Firms polled Face User Competency Challenges.



Features

- ❖ Single synchronized authoring session for:
 - Business Process Documents
 - Test scripts
 - Training manuals
 - Simulations
 - Performance Support and quick reference guides

 - ❖ Multiple and flexible learning methods

 - ❖ In-Application Performance Support

 - ❖ Multilanguage Translation
-

Features

- ❖ Cross Application training content support

 - ❖ Multiple formats of output:
 - Animated Versions:
 - Player Package Format, HTML Web site Format, LMS Package Format, Standalone Topic File Format

 - Document Versions
 - Business Process Document, Job Aid, Test Document, Training Guide, Instructor Manual
-

Concepts in UPK

❖ Components of UPK:

- UPK Developer
- UPK Content
- UPK Player

❖ Publishing Modes in UPK:

- See It Mode
 - Try It Mode
 - Do It Mode
 - Know It Mode
-

Setup and Configuration

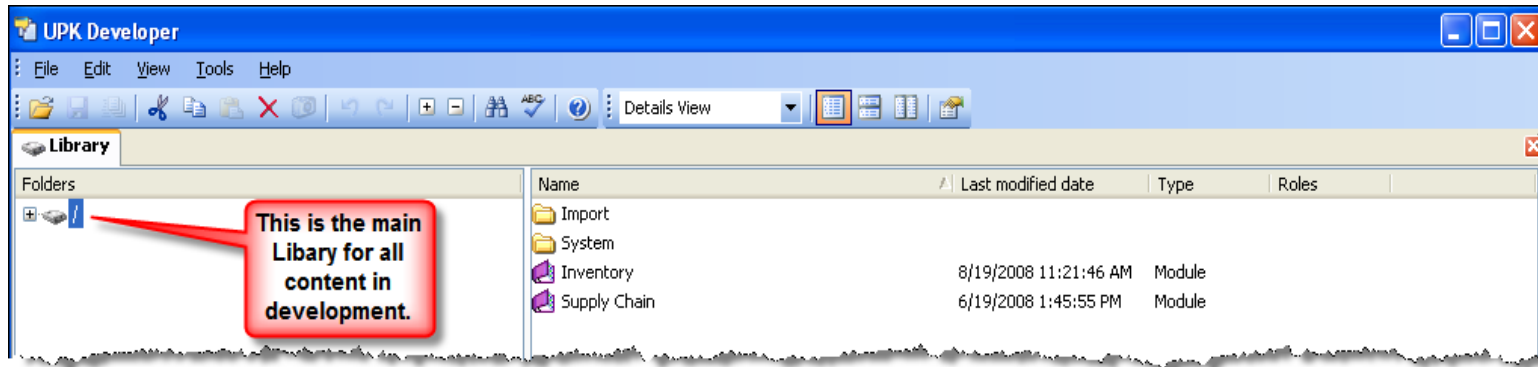
❖ Downloads required:

- Download the required UPK version from edelivery.oracle.com
- Download and install the following software to run UPK on Windows:
 - Firebird-2.0.0.12748-0_embed_Win32
 - FirebirdClient-2.0.1

❖ Install the UPK Software using most appropriate Setup Configuration:

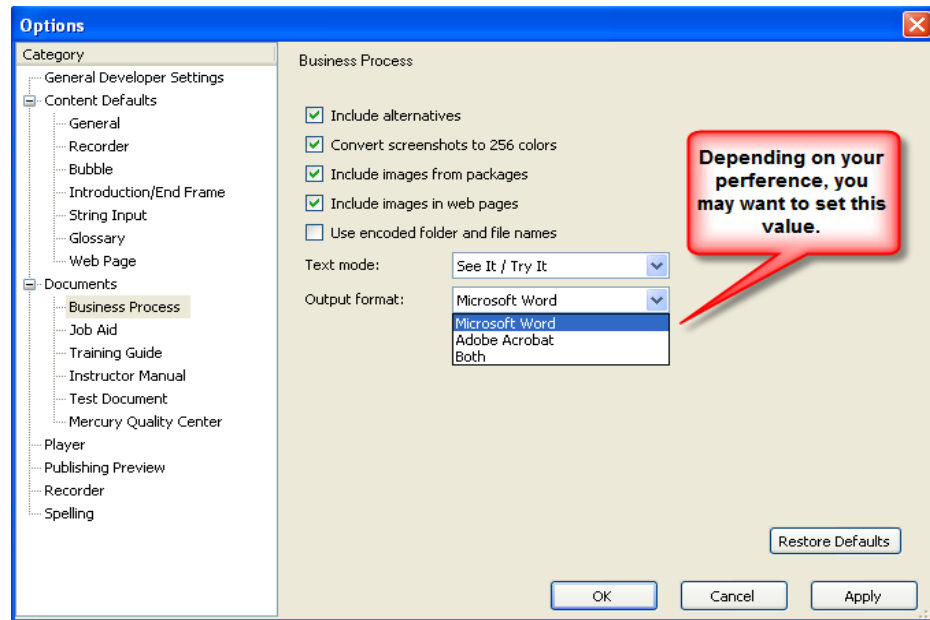
- Server
- Client
- Single User
- Publisher
- Usage Tracking

Running UPK



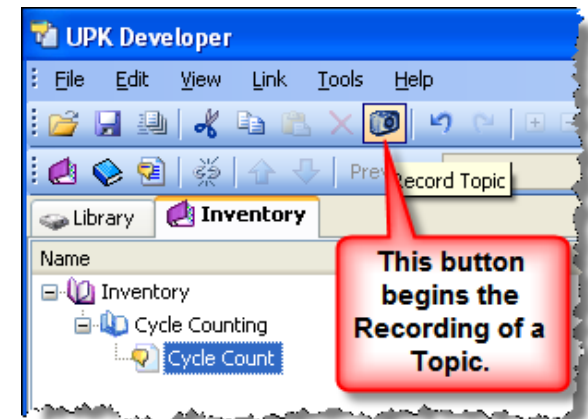
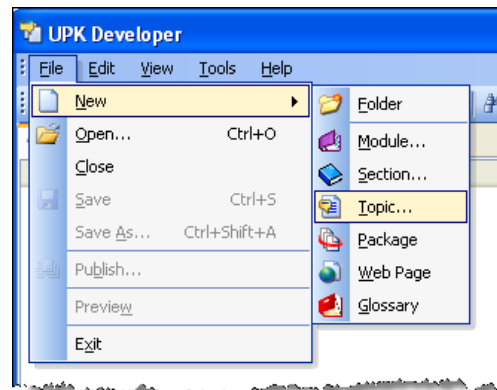
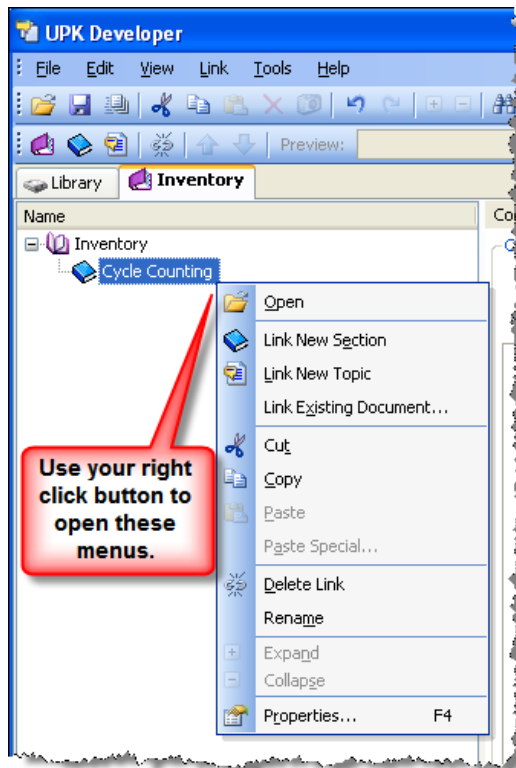
This is the basic Start Screen.

Under the Tools menu, select Options to set Application preferences.



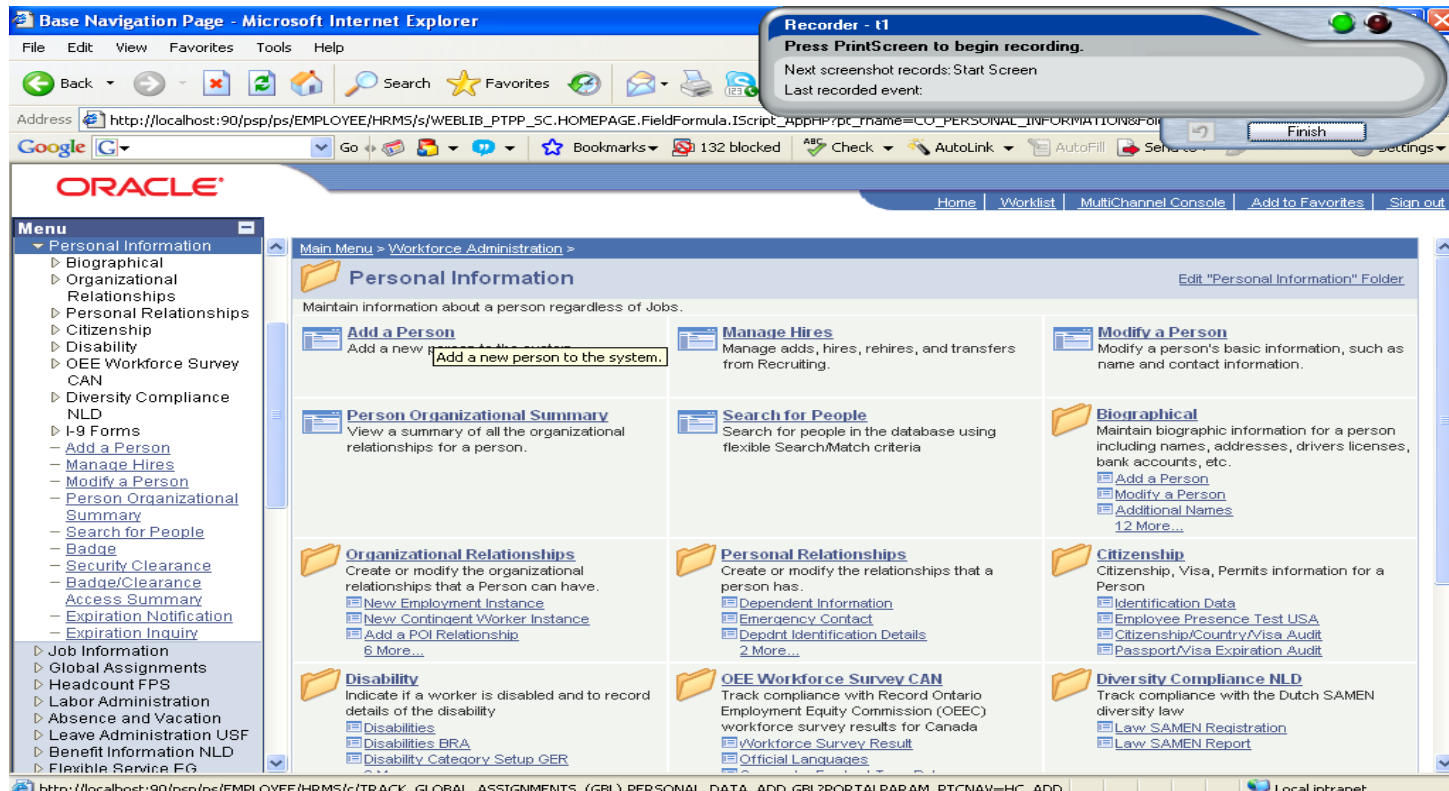
Running UPK

- ❖ Setup the Module, Section and Topic hierarchy.



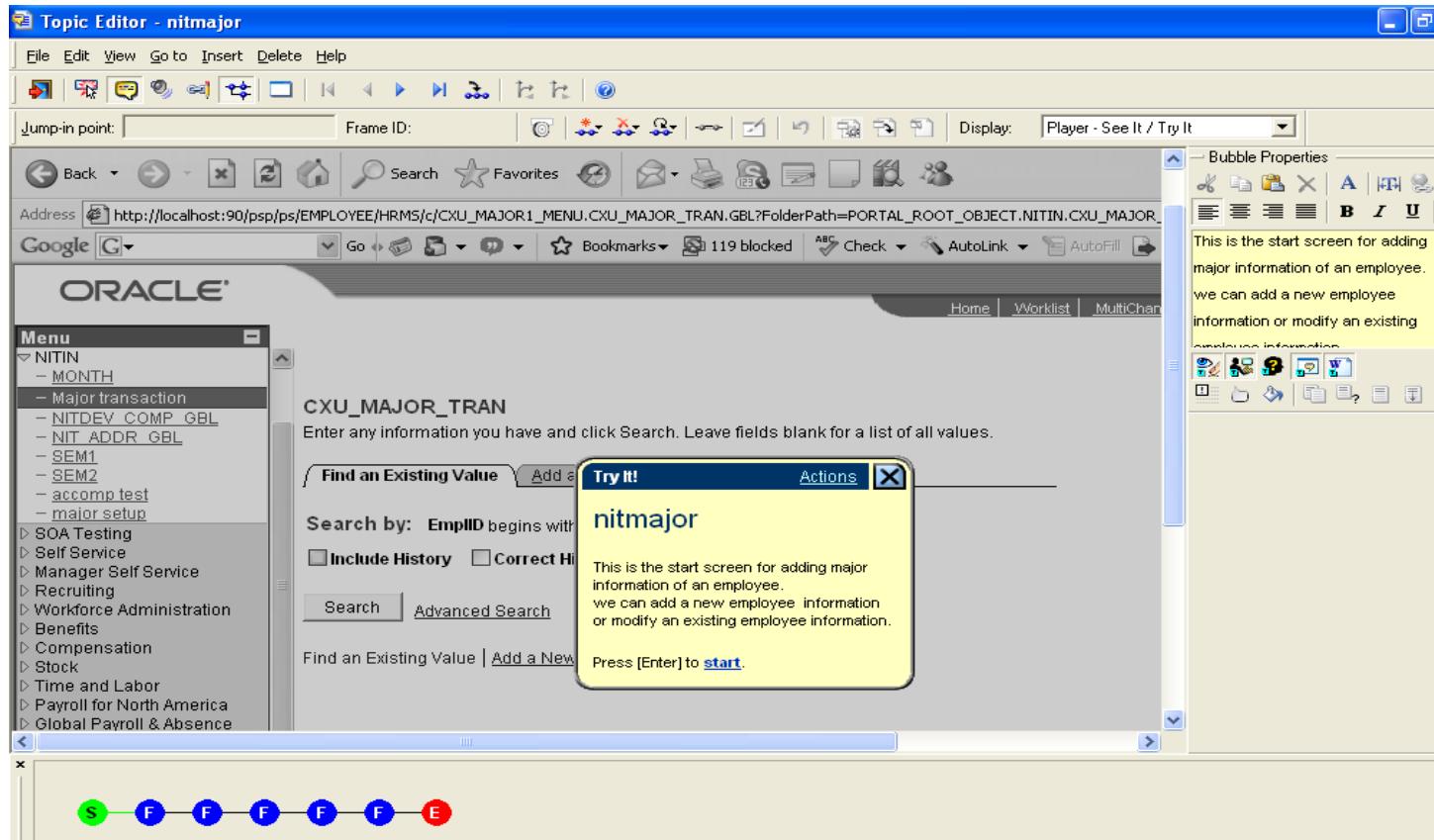
Running UPK

- ❖ The snapshot below shows the UPK recorder application superimposed over an Oracle Applications screen. Press the PrintScreen key to capture the current active application screen.



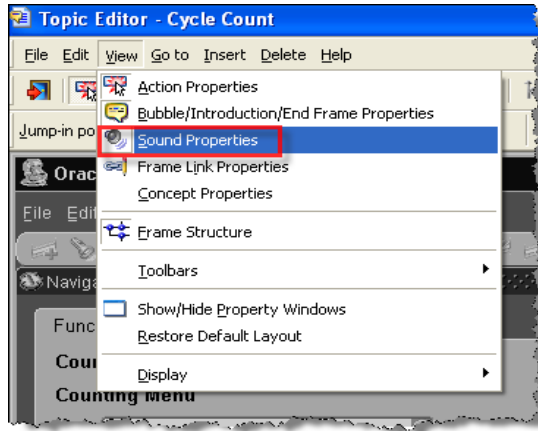
Running UPK

- ❖ All the captured frames can be edited using the Topic Editing Screen as shown below:

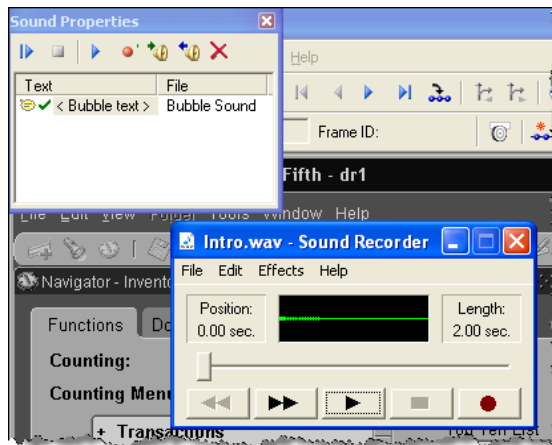


Running UPK

❖ Adding Recorded Speech



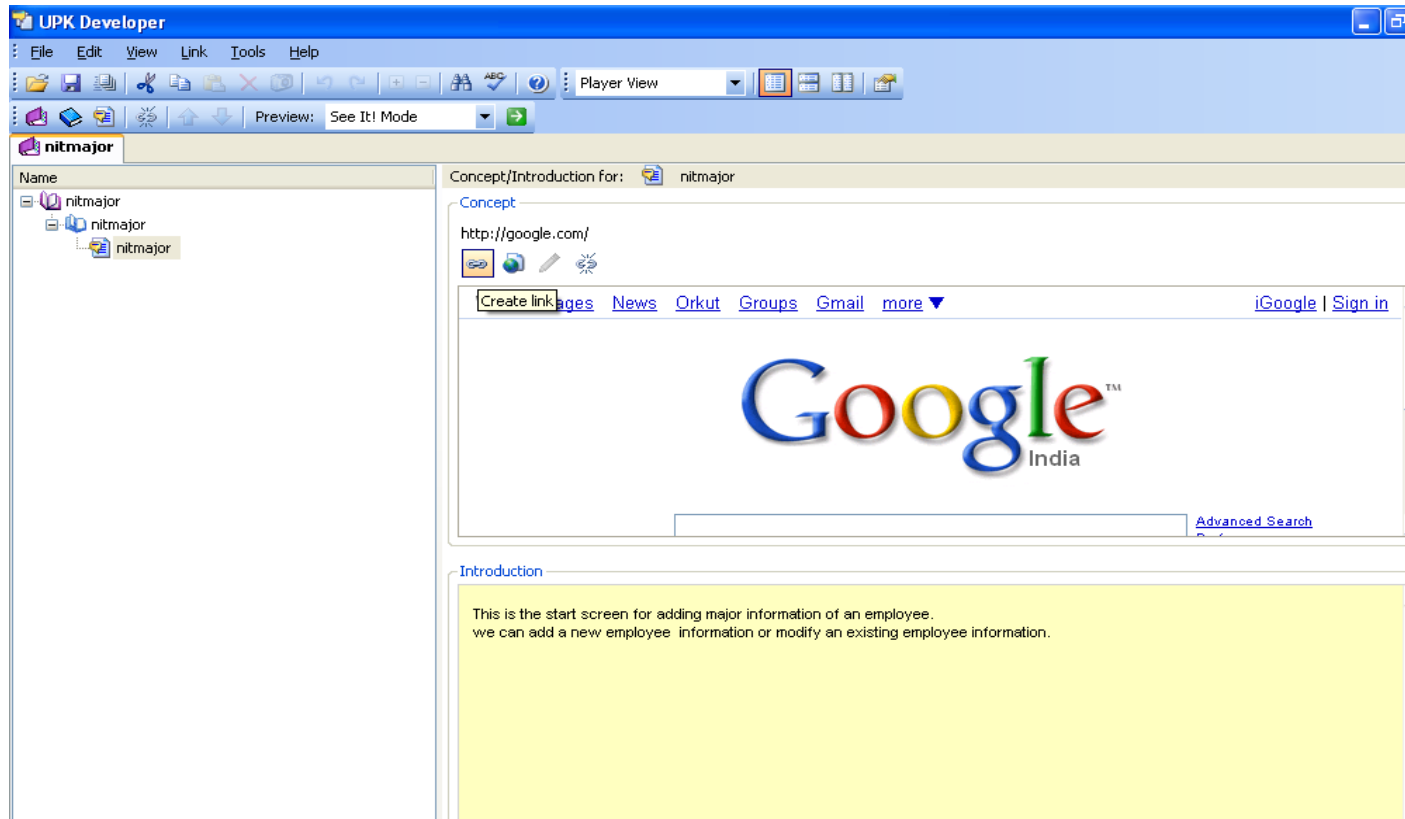
Audio (Speech) can be added to any of the frames by editing the sound properties under the View menu.



If a sound recorder application is installed, it will bring up the recorder as shown in the snapshot. The recording can then be saved into a file.

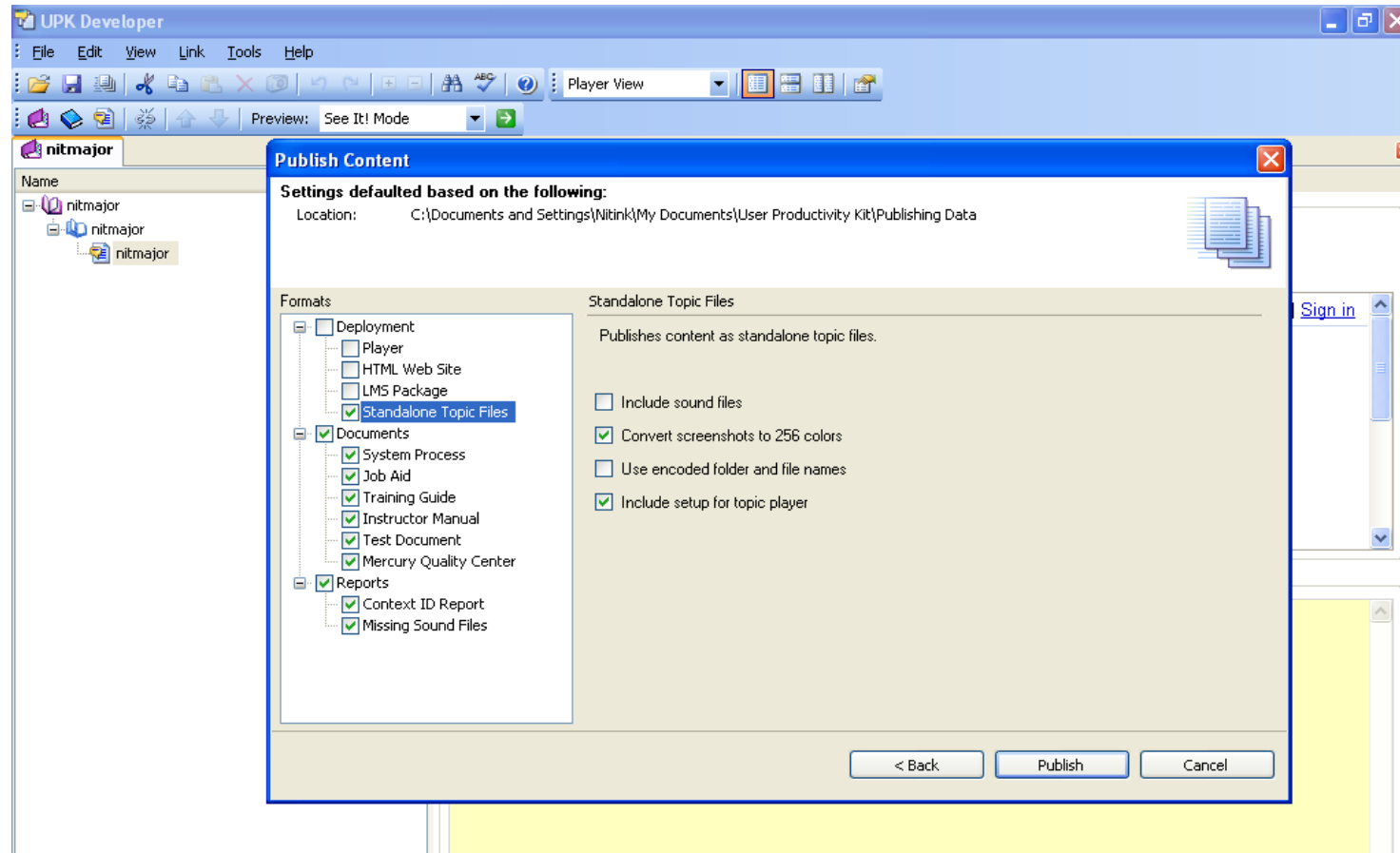
Running UPK

❖ Adding External Links to the Content



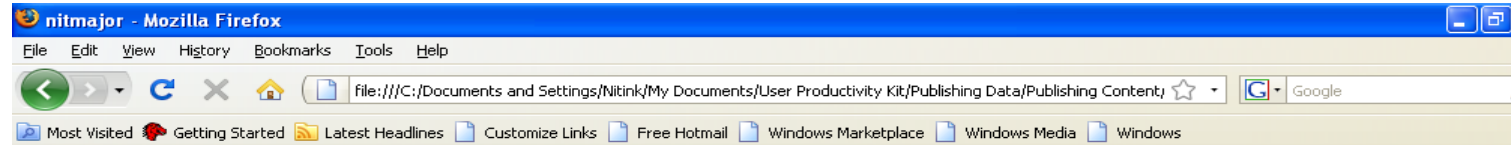
Running UPK

❖ Publishing the Content



Running UPK

❖ Sample Output in HTML



nitmajor

Concept

This is the start screen for adding major information of an employee. we can add a new employee information or modify an existing employee information.

Steps:

1. selection of the tab to add a new employee info
Click the **Add a New Value** tab.
[Step 1](#)
2. employee info to be added always to start from selection of an employee from the available prompt. so click on the prompt.
Click the **Look up EmplID (Alt+5)** button.
[Step 2](#)
3. select the required employee id from the list appeared
Click the **Add** button.
[Step 3](#)
4. major code also to be selected from the available prompt. this gives major info of setup tables
Click the **Look up Major Code (Alt+5)** button.
[Step 4](#)
5. selection of the required prompt from the list appeared.
Click the **Save** button.
[Step 5](#)

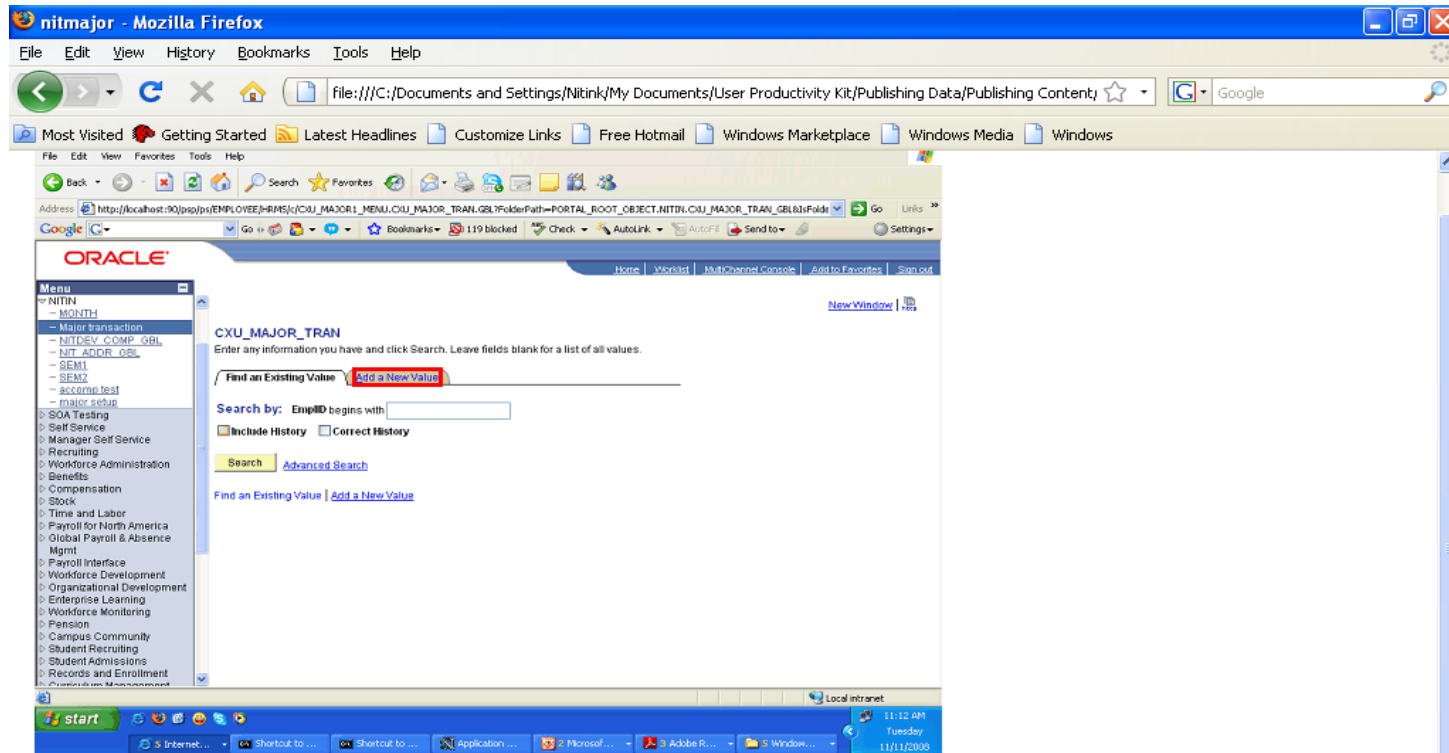
saving the major info after all required info are filled.

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Running UPK

❖ Sample Output in HTML



selection of the tab to add a new employee info
Click the **Add a New Value** tab.

[Next Step](#)

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Running UPK

❖ Sample Output in Player Package format

The screenshot shows a software application window titled "Microsoft" with a taskbar at the top. The window is divided into several sections:

- Header:** On the left is the logo for "THE UNIVERSITY OF WESTERN AUSTRALIA". On the right is a "Playback Mode" section with buttons for "See It!", "Try It!", "Know It?", and "Do It!". A "Help | Close" link is also present.
- Outline:** A tree view on the left side under the heading "My Roles". It includes a search box and radio buttons for "All" and "Applicable". The tree structure is:
 - Fundamentals
 - General Ledger
 - Purchasing
 - Reporting Tools
 - Reports
 - Running a Trial Balance
 - Running a Account Group Summary Accou
 - Running a Year to-date Detailed Activity Bu
 - Running a BU Hierarchy Structure for Facu
 - Running a Project Grant Listing Report
 - Running an Account Code Listing Report
 - Deleting Reports
 - Running a Standard Report Transaction Ac
 - Running a Detailed Activity Report
 - Running a Summary Activity Report
 - Running a TForm Report
 - Running a Detailed Journal Report
 - Running a Aging Summary Report (Receiv
 - Distributing a Report via Email
 - Using Report Manager
 - Queries
 - Challenger Exercises
 - Inquiry
 - Payables Course

- Concept:** A large empty grey rectangular area.
- Introduction:** A yellow rectangular area containing the text: "In this exercise, you will run a Project/Grant report for Business Unit **00640**, then view the report via the Report Manager."

Customer Benefits

- ❖ Maximize ROI (Return on Investment) and a Long-Term solution
 - ❖ Ensure End-User Success
 - ❖ Reduce the time and cost of Documentation, Creation and Training
 - ❖ Mitigate Risk
 - ❖ Manage Knowledge
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About SOAIS

SOAIS is a provider of Enterprise IT and Process outsourcing solutions. Since its inception SOAIS has expanded at a tremendous pace and has garnered customers from both mid-market segment and Fortune 100 companies. We have experience in managing ERP applications as well as in providing high value services around packaged enterprise applications such as PeopleSoft and Oracle. Our experience in the business process outsourcing area fully extends our services footprint to provide end to end enterprise wide solutions.

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