



ORACLE®



# UPK Instructional Guide

*PantherSoft Campus Solutions 9.0 Upgrade Project*

## UPK Guide

### Player Window

The Player window is the central area from which you can view and find available training modules, lessons, and topics, and then launch a desired topic in any of the available playback modes.

Descriptions of the icons and links available at the top of the Player window are listed below:

#### Icon/Link Description



Launches See It! mode, which enables you to learn about the selected topic by displaying an animated demonstration of a task being completed.



Launches Try It! mode, which allows you perform the selected task in a simulated environment.



Launches Know It? mode, which tests your ability to perform the selected task in a simulated environment.



Launches Do It! mode, which guides you as you perform the selected task in the live application.



Allows you to begin a task at a point other than the beginning. These points are called Jump in points.

Preferences Allows you to set options that affect how the Player functions.

Help Opens the Player Help.

Close Closes the Player.

Oracle User Productivity Kit

Playback Modes

Playback Mode Preferences | Help | Close

See It! Try It! Know It? Do It!

Outline

Search: [ ] GO

All

HSC Employee Self Service

- Changing Personal Information
  - eProfile - Name Change
  - eProfile - Address Change
  - eProfile - Telephone Change
  - eProfile - Emergency Contact Change
  - eProfile - E-mail Change
  - eProfile - Marital Status Change
  - eProfile - Languages
  - eProfile - View Paycheck
  - eProfile - View Benefits
- Accessing Employee Self Service

Concept

Be advised: You are required to send proof of the name change to the Office of Human Resources.

[eProfile Name Change Job Aid](#)

[Workflow Emails for Name Changes](#)

[DCATS](#)

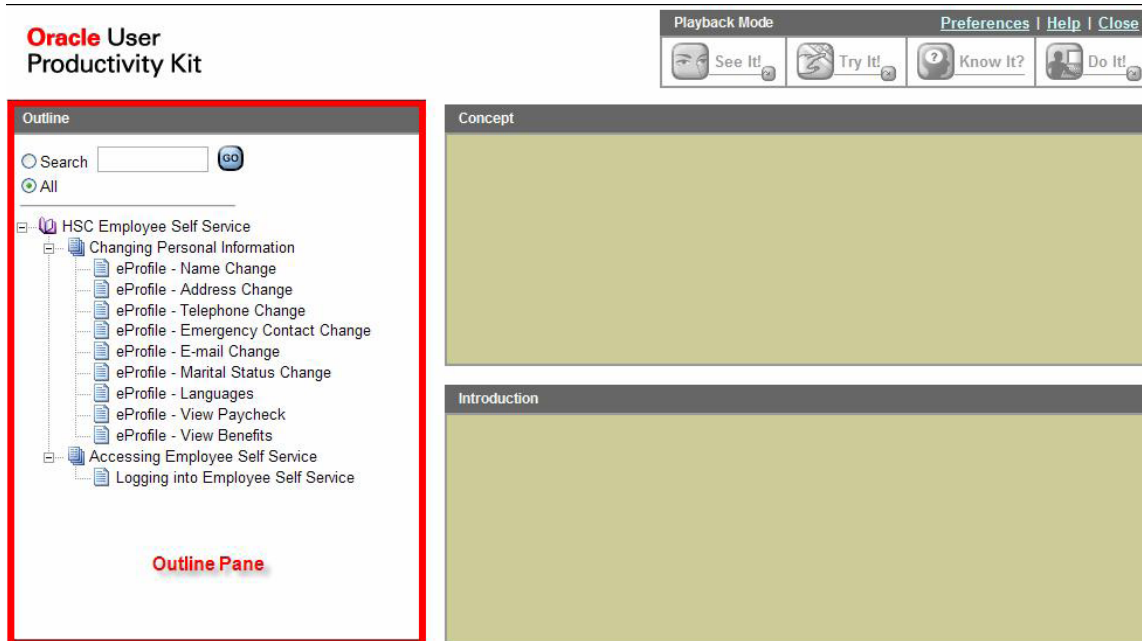
Introduction

The following example will assist you in any name changes you may need to update. This may be one of the following:

- The Prefix
- First Name
- Middle Name
- Last Name
- The Suffix

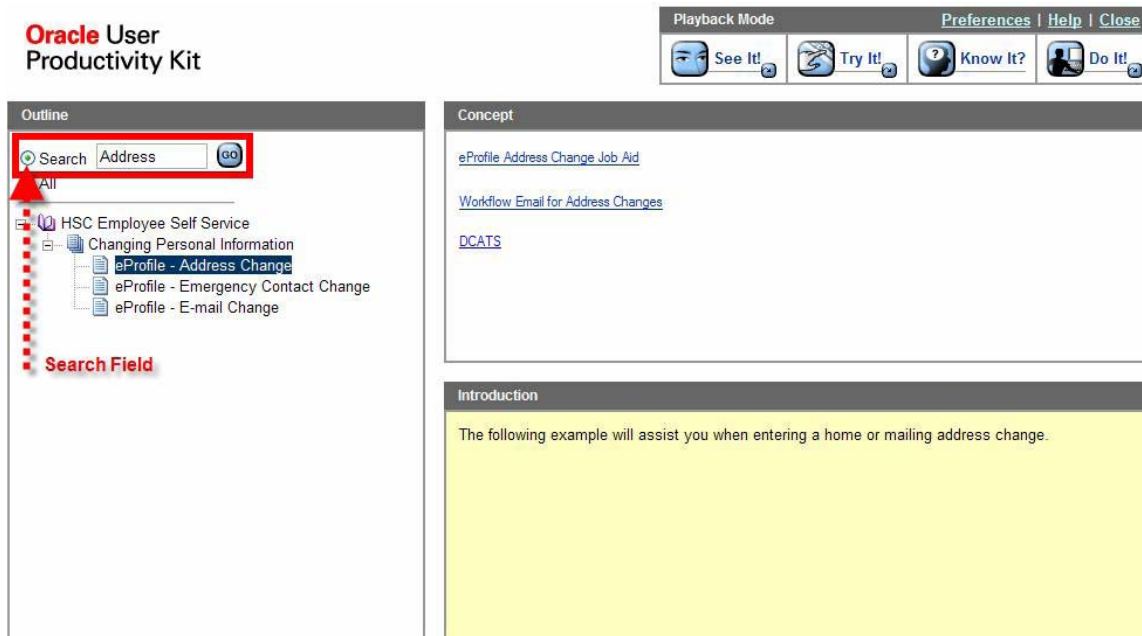
## The Concept pane

The Concept pane appears in the upper-right portion of the Player window. Text or graphics may appear when you select an item in the table of contents if the content author has associated such information during content creation. Additionally, certain text may appear in a different color and underlined, also known as a hyperlink. When you position the mouse pointer over a hyperlink, it changes to a pointing hand. A hyperlink may launch an external document or web page.



## Search

The Outline pane also includes a Search textbox. You can enter a search term to find all related topics through a keyword or full text search. For example, you could type the word "page" to find those topics that refer to page setup, page breaks, and so on. The All option is then used to redisplay all topics after you perform a search.

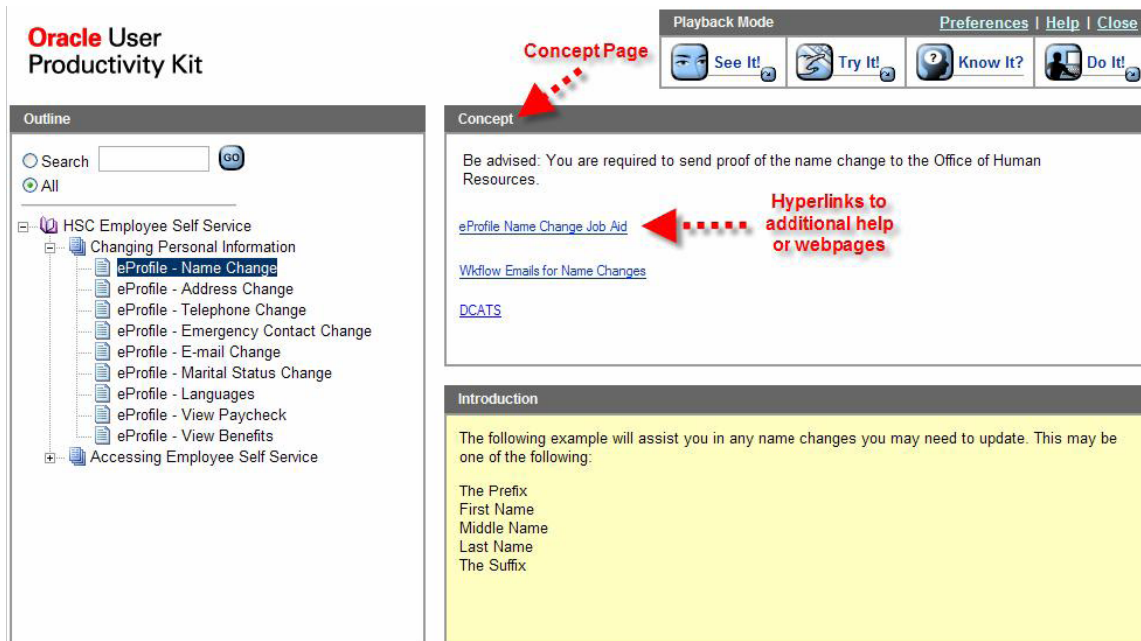


After performing a search, you can redisplay the entire table of contents by clicking the All radio button that appears below the Search textbox.

1. Start the Player.
2. Click in the **Search** textbox.
3. Type a word or phrase.
4. Click **Go**.

### Information within a Topic

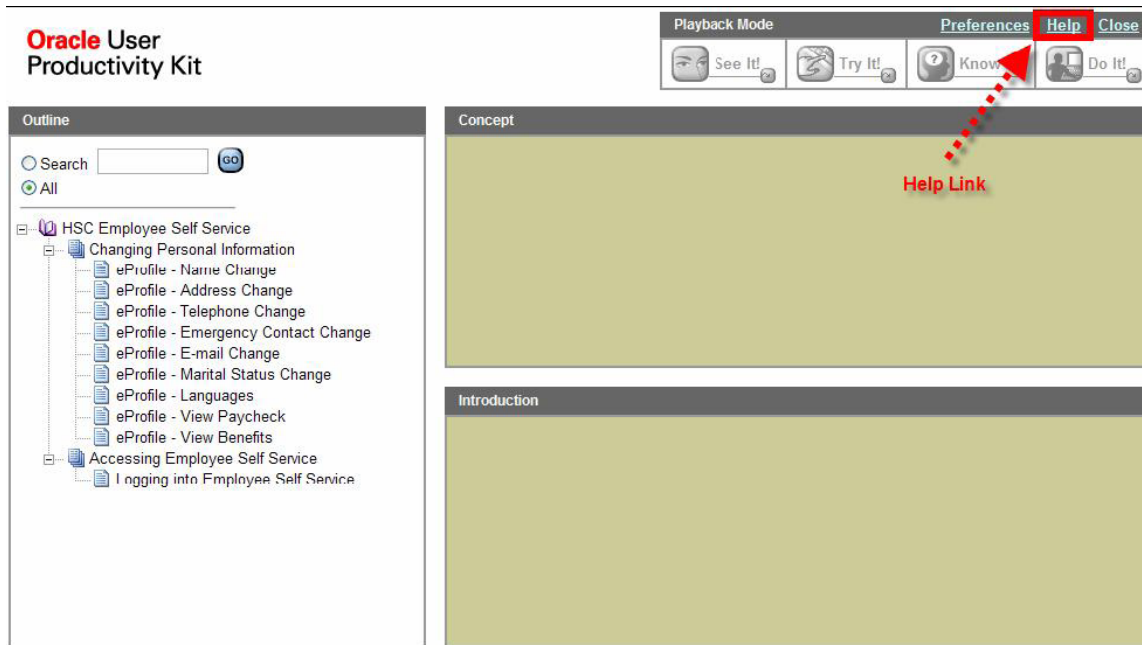
Icons or hyperlinks may appear in Try It! or Do It! modes during playback if the content author has incorporated additional information along with the steps of a topic. Clicking an icon or hyperlink will display text information, a graphic, an external document, or a web page. Icons and hyperlinks may also appear in the Introduction pane, located in the lower-right portion of the Player window.



### Player Help

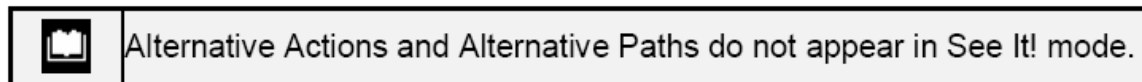
If you have questions about using the Player, online help is available in many forms. The Help menu in the Table of Contents window provides access to the Player Help system and the tutorials. The Player tutorial provides guidance on the general features of the Player and the individual Playback Mode tutorials show you how to use the features of each mode. When you select a tutorial, you have the option to view or print it.

The first time you launch a topic in each of the playback modes, the Player allows you to view or print a tutorial in the selected mode. Whether you choose to play the tutorial or not, the topic plays when the tutorial dialog box closes. By default, the tutorial dialog box is set not to appear again when you launch the playback for the same mode. You will still be able to access the tutorials from the Actions link in the bubbles or the Help link in the Table of Contents window.




### Alternative Paths and Alternative Actions


In Try It! mode and Do It! mode, you may have the opportunity to display alternative actions or paths within a topic. Alternative Actions are single actions that accomplish the same result as the primary action. Alternative Paths, on the other hand, guide the end users through alternate steps to accomplish the same task as the primary steps.



In Try It! mode, the Show next Alternative action icon appears in the bubble if an alternative action or path is available. Clicking this icon displays a separate bubble containing the alternative action or path.

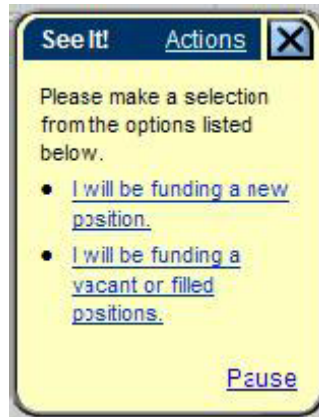
1. Launch a topic in Try It! mode.
2. When available, click **Show next Alternative action** .
3. Complete the action or start the path indicated in the bubble.

In Do It! mode, if an alternative action or path is available, the Show next Alternative action icon appears in the Do It! window. When you click this icon, the Do It! window displays the appropriate step and screenshot for the alternative action or path. ***Please be sure to follow the set up instructions listed in the beginning of this document to ensure functionality.***

1. Launch a topic in Do It! mode.
2. When available, click **Show next Alternative action** .
3. Complete the action or start the path indicated in the window.

## Decision Frames

Decision frames may appear in See It!, Try It!, and Do It! modes. These frames allow you to choose from several possible paths. Decision paths allow you to accomplish slightly different tasks that initiate from a common point. For example, you complete the steps to open a Print dialog box. From this point, you can choose to print the document, print the current page only, or set print options without printing anything. These choices would be presented to you in a Decision frame.



In See It! or Try It! mode, a Decision frame is indicated by a list of links in the bubble, along with instructions for choosing an option. Clicking a link launches the appropriate path.

In Do It! mode, the available paths are listed as links in the Do It! Window or bubble along with instructions for choosing an option. Clicking a link launches the appropriate path.