



Using UPK

Before You Begin

The **User Productivity Kit** (UPK) offers online training for University of Maine System employees and students. Please be aware that currently, the UPK *Player* can only be accessed via Internet Explorer 5.5 and above. Mac and Firefox browser users can access UPK topics via an HTML version of the Player (see "UPK for Mac and Firefox Users" section of this document).

This document covers browser settings that should be applied before using UPK and basic tips about using it.

Pop-up Blockers

If you have a pop-up blocker installed on your computer, it will prevent some windows from opening in UPK. Most pop-up blockers allow a window to open if the Ctrl key (Ctrl) is held down while clicking a link or button (this works for Internet Explorer...not Firefox). If this does not work for you, or if you are having trouble using the UPK Player, refer to the directions below:

If there is a Google, Yahoo, etc. toolbar installed for your browser, turn-off the pop-up blockers included with the toolbar. If after following all these instructions, you still have problems accessing UPK, completely uninstall these toolbars. Instructions can be found within the toolbar.


To disable *Internet Explorer* Pop-up blockers, follow these steps:

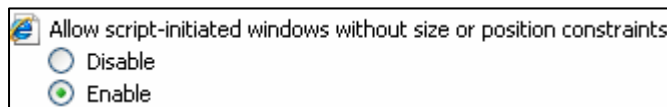
1. Open Internet Explorer
2. Choose **Tools** from the Menu
3. If there is a **Pop-up Blocker** option in the drop-down list, select the option to turn it off

Accessing the Do It! Mode

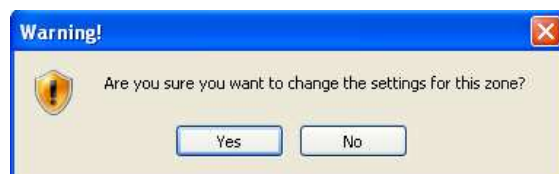
The **Do It!** Mode is one of the playback modes available in UPK, and provides step-by-step interactive instruction while you are working in MaineStreet. The Do It! mode only functions with Internet Explorer. If you would like to use the **Do It!** Mode, follow the instructions below:

From the Internet Explorer toolbar, choose **Tools - Internet Options**

1. On the Internet Options screen, click on the **Security** tab
2. Click the **Internet**  icon
3. Click the **Custom Level** button located towards the bottom of the screen
4. This opens the **Security Settings – Internet Zone** screen.
5. In the **Settings** section, scroll down the section until you see "Allow script-initiated windows without size or position constraints"



6. Click the **Enable** radio button
7. Click OK
8. The following warning message will appear:

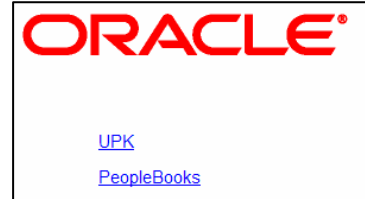




9. Click Yes
10. Click OK
11. Close and reopen the browser window

Accessing UPK from MaineStreet

Besides accessing UPK from the MaineStreet Portal (*Training Tools & Materials > Training Materials > Campus Solutions* or *HRMS or Financials > UPK > UPK Player*), UPK can be accessed by clicking the [Help](#) link found in the top-right corner of most MaineStreet (PeopleSoft) pages. When you click the [Help](#) link, a new window will appear. *Note- If the UPK window does not appear, please temporarily disable popup blockers.*



From the new window, select the [UPK](#) link. Selecting the [UPK](#) link will launch the **UPK Player** Window. (**Note:** If you have Internet Explorer 7 loaded on your computer, you will view the UPK modules next. If you have Internet Explorer 6 loaded on your computer, after clicking on UPK, you will need to click on the [Oracle](#) link before you can view the UPK modules). If no topics appear listed in the UPK Table of Contents, select the **All** radio button to display all UPK Topics.

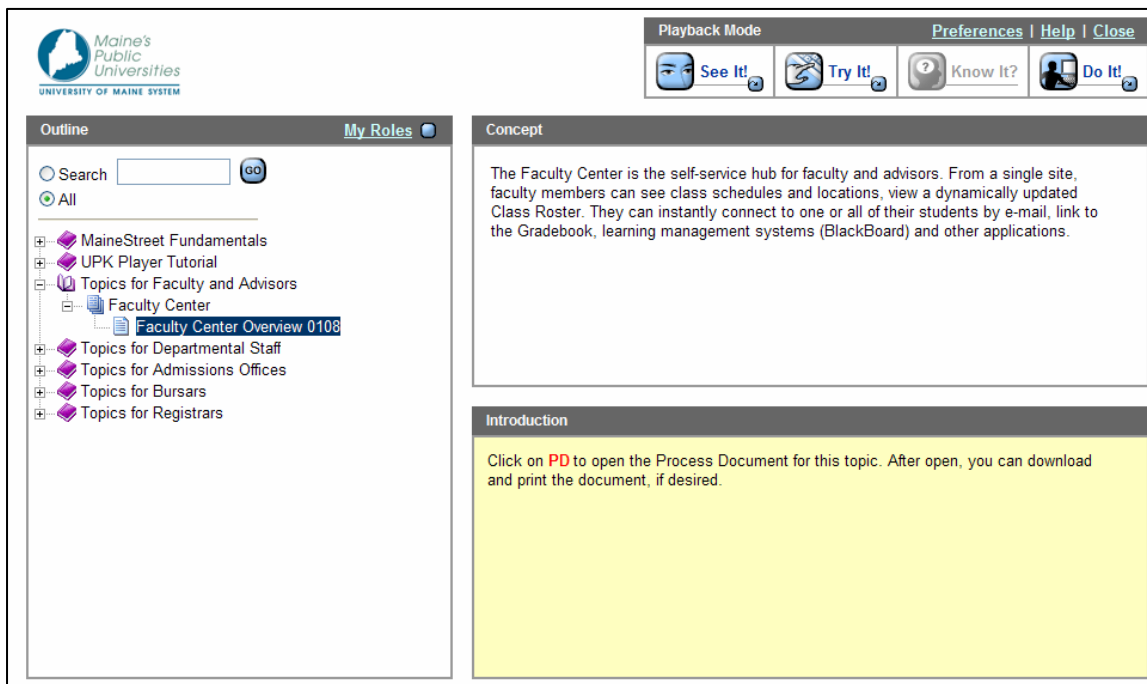


Player Window

 (Mac and FireFox users please refer to “UPK for Mac and Firefox Users” section)

The Player window is the central area from which you can view and find available UPK demos in four different modes: **See It!**, **Try It!**, **Know It?** and **Do It!**. Subject areas are organized in the UPK outline by modules, lessons and topics. Expand or collapse Modules and Lessons to navigate to the topic you are interested in. Click on a topic to activate the Playback modes.

Descriptions of the Playback modes and options available at the top of the Player window are listed below:





Clicking this icon launches the **See It!** mode, which enables you to learn about the selected topic by watching an animated demonstration of a task being completed.



Clicking this icon launches the Try It! mode, which allows you perform the selected task in a simulated environment. Be careful to follow the instructions UPK provides to complete the task.



Clicking this icon launches the Know It? mode, which tests your ability to perform the selected task in a simulated environment.



Clicking this icon launches the Do It! mode, which guides you as you perform the selected task in the live application.

Clicking this icon allows you to begin a topic at a point other than the beginning. These points are called Jump-in points.

Selecting the [Preferences](#) link allows you to set options that affect how the Player functions.

The Concept pane

The Concept pane appears in the upper-right section of the Player window. Text or graphics may appear here when you select an item in UPK. Additionally, hyperlinks to related web pages might appear in the Concept pane.

Search

The Outline pane also includes a **Search** textbox. You can enter a keyword 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. After performing a search, you can redisplay the entire table of contents by clicking the **All** radio button that appears below the Search textbox.

Information within a Topic

Icons or hyperlinks may appear in **See It!**, **Try It!** or **Do It!** modes during playback. 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 section 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 UPK window provides access to the Player Help system and 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.

Alternative Paths and Alternative Actions

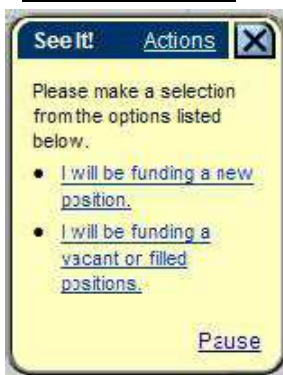
In **Try It!** mode and **Do It!** mode, you may have the opportunity to display alternative actions or paths within a topic. *Alternative Actions* are single actions that accomplish the same result as the



primary action. *Alternative Paths*, on the other hand, guide you through alternate steps to accomplish the same task as the primary steps. *Alternative Actions* and *Alternative Paths* do not appear in **See It!** mode.

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. 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.**

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*.

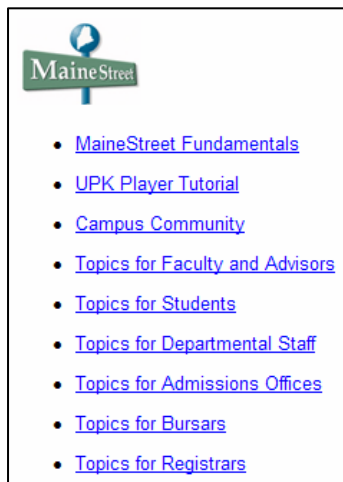
In **See It!** or **Try It!** mode, a *Decision frame* is indicated by a list of choices in the bubble, along with instructions for choosing an option. Clicking a link launches the appropriate path.

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

UPK for Mac and Firefox Users

For now, Mac and Firefox users need to view UPK demos in HTML format. You can access the HTML version from the MaineStreet Portal (*Training Tools & Materials > Training Materials > Campus Solutions or HRMS or Financials > UPK > UPK for Firefox and Mac Users*).

After you click the link, the following page will appear (*the topics listed will differ depending on which "Training Materials" folder you are in... Campus Solutions, HRMS or Financials*):



Click on links relevant to the topic you wish to learn about until you find the topic you wish to access. After the topic opens, you will see text that describes the steps to follow to complete the process. You will also see links to glossary terms, and images.