

## What is the User Productivity Kit Player?

The Player provides you with instruction about how to use software applications. You can see how-to demonstrations, practice a task in a simulated environment, and be guided through a task in a live environment. You can also test your knowledge of a task.

### Playback Modes

#### See It!

This mode enables you to learn by watching an animated demonstration of tasks being performed in a simulated environment. All the required activities, such as moving the mouse and entering data, are completed automatically.

#### Try It!

This mode enables you to learn interactively in a simulated environment. The OnDemand Player provides you with instructions as to what needs to be done to complete a task, but you perform the actual steps.

#### Do It!

This mode guides you in the performance of the actual task in a production environment. You learn by completing the actual task.

#### Know It?

This mode enables you to test knowledge gained from UPK training. You are instructed to complete the steps for a particular task and are scored on how accurately you complete the steps.

*Note: Not all modes will be available for all topics.*

### Player Overview

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.

In addition to these icons and links, the Player window features an Outline pane on the left side of the screen. The Outline pane displays the available modules, lessons, and topics. You can expand and collapse items using the plus (+) and minus (-) symbols. Once you have navigated to the topic you want to play, highlight the topic and then click the desired playback mode.

### Using Jump-in Points

An arrow icon appears to the right of the **See It!**, **Try It!**, and **Do It!** buttons in the Player window. Clicking this icon opens a popup window containing Jump-in Points. Jump-in Points are links to various steps within a topic, allowing you to start a topic at a point other than the beginning. Jump-in Points are helpful when you need to learn only a portion of a task, particularly for topics with many steps.

#### *Jump-in Points*

Content authors designate Jump-in Points while creating the content. If no Jump-in Points were created, the popup window contains the **Beginning of topic** link only, which appears by default. Use the following procedure to play a topic using a Jump-in Point:

1. Open the Player window, if necessary.

2. Expand the outline items as necessary to display the desired topic.
3. Click the desired topic.
4. Click the arrow icon to the right of the **See It!**, **Try It!**, or **Do It!** icon.

*A window opens with links to Jump-in Points in the topic.*

5. Click the link representing the desired Jump-in Point.

*The window closes and the selected topic plays, starting at the desired point.*

6. When finished, exit the current playback mode as prompted.

## Accessing Additional Information

While See It!, Try It!, and Do It! modes allow you to work through the steps of a task, additional information may also be incorporated within the UPK content in various places. Information may be associated with an outline item (i.e., a module, lesson, or topic), or a particular screen. It may contain conceptual information presented in plain text format or a diagram or chart. In addition, you may be able to launch external documents or web sites.

### 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.

### 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. The icons for additional information are not available in See It! Or Know It? Modes.

### Using Glossary Hyperlinks

Hyperlinked text may also be a glossary hyperlink. When you click a glossary hyperlink, a definition or other specific information appears about the hyperlinked term. Glossary hyperlinks do not appear in See It! mode.

## Using 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. Alternative Actions and Alternative Paths do not appear in See It! mode.

### Alternatives in Try 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. You can also display an alternative action or path by clicking the **Actions** link in the Try It! bubble and then clicking the **Show next Alternative action** link.

Use the following procedure to display an Alternative Action or Alternative Path in Try It! mode:

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

### **Alternatives in Do It! Mode**

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.

You can also display an alternative action or path by clicking the **Actions** link in the Do It! window and then clicking the **Show next Alternative action** link.

Use the following procedure to display an Alternative Action or Alternative Path in Do It! mode:

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

## **Using 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 Page 18 PeopleSoft User Productivity Kit built with OnDemand Personal Navigator. set print options without printing anything. These choices would be presented to you in a Decision frame.

### **Decision Frames in See It! or Try It! Mode**

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.

Depending on the options set by the content author, Decision frames may not appear in See It! mode.

### **Decision Frames in Do It! Mode**

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.