

## **PEOPLESOFT FINANCIALS (PSFIN) V8 TRAINING TIP SHEET**

### **SYSTEM REQUIREMENTS**

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| <b>General Information</b> | <ul style="list-style-type: none"> <li>• All you need is a workstation, Internet connectivity, and the Internet Explorer browser. However, each one of these must meet some specific criteria in order for you to have the best training experience.</li> <li>• Check the list below to be sure that your computer meets all the necessary technical requirements. If you are not sure that you meet the requirements, please contact your local technical support.</li> </ul> |
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<b>Operating System, Network, and Software</b>	<p><b>NOTE:</b> Mozilla Firefox, and other browsers cannot be used with UPK Players (used in the online training format). You can connect to the Internet using AOL, but cannot use the AOL browser. You must switch your browser to Internet Explorer.</p>
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### **SYSTEM SETUP TASKS**

<b>General Information</b>	<p>You must configure your system to disable pop-up blockers and establish the appropriate security settings prior to starting PSFIN V8 Training, as noted below.</p>
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| <b>Pop-Up Blockers</b> | <ul style="list-style-type: none"> <li>• The UPK Players need to appear in pop-up windows to function as designed. If you have pop-ups "disabled" by various utilities installed on your computer, or by your browser, you will experience problems using the UPK Players.</li> <li>• To disable your browser pop-up blocker, if it is enabled:             <ul style="list-style-type: none"> <li>▫ Select <b>Tools, Pop-up Blocker, Turn Off Pop-up Blocker.</b></li> </ul> </li> </ul> |
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<b>Security Settings</b>	<ul style="list-style-type: none"> <li>• The UPK Players are designed to function with the default security settings for Internet Explorer. If your browser is set up with the highest security settings, you may experience difficulties loading or viewing some Players or may be required to repeatedly enter your User ID and Password.</li> </ul>
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## **PEOPLESOFT USER PRODUCTIVITY KIT (UPK) OVERVIEW**

<b>UPK Player</b>	<p>The UPK Player is a major training delivery medium of the PSFIN V8 Project. It is a browser-based training tool that offers multiple modes of use to provide simulated instruction and reinforcement of learning to a PeopleSoft end user.</p>
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## Playback Mode Selection



Once you have selected the UPK Player for the topic you wish to review, you have three options to view the recording of the transaction or process.

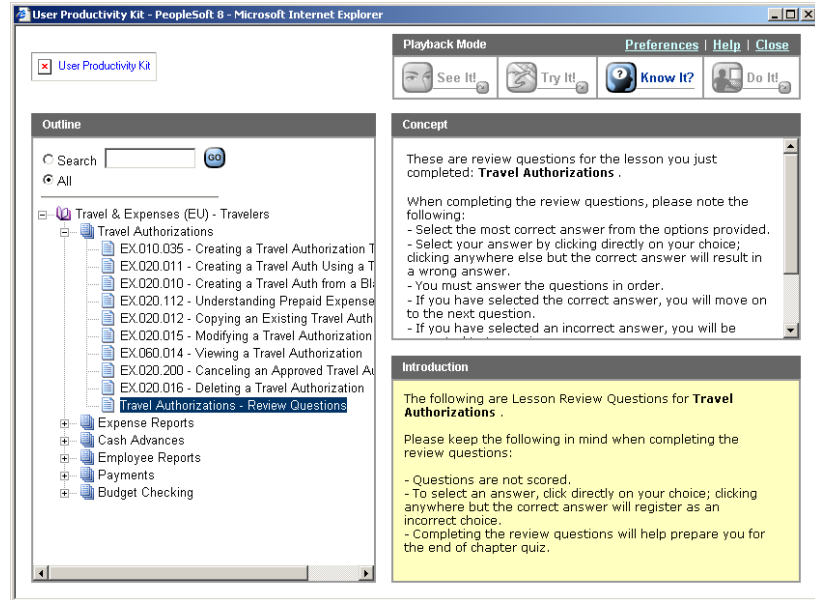
- **See It!** mode provides simulated instruction. The transaction recording plays and you watch the recording as it progresses. You can pause the recording if needed at any point.
- **Try It!** mode provides interactive practice to reinforce learning. The transaction recording plays, but you have to click on the appropriate button or enter the appropriate information for the recording to resume.
- **Do It!** mode (available after October 8, 2008) allows you to step through the transaction or process visually as you work in the PSFIN V8 environment. Do It! mode (when available) is great for real-time recall of the steps to take to complete the transaction. You actually perform the transaction or process following the steps you have learned in See It! and Try It! modes. Help is available if you forget a step.
- **NOTE: Know It?** mode is an assessment playback mode, and will only be available for Review Questions topics, if applicable.

## How To Access

All UPK Players in the PSFIN V8 Training are password protected. To access the UPK Players for your classes:

- Click [here](#). An **Enter Network Password** dialog box displays.
  - **NOTE:** A **Security Alert** dialog box may display when you first click on the link. If so, click on the **View Certificate** button and follow the directions to install the security certificate.
  - Add this link to your Favorites for ease in repeated viewings by selecting **Favorites, Add to Favorites**.
- Enter the following (case sensitive):
  - User name: **bor\_upk**
  - Password: **upkuser!**
- Click on the **OK** button. **UPK Players for Expenses** page appears.
- Click on the appropriate link to access the UPK Player for your role.
- Select the appropriate **Lesson** and **Topic** in which you are interested.
- Click on the appropriate **Playback Mode** to view the transaction recording.
- Complete all training applicable to your role through the UPK Player. All instructional material is in the Concept pane and throughout the UPK topic itself.
- When you are finished with all the topics in a lesson, please complete the Review Questions applicable to your role.
- When you are finished with all lessons in a chapter, please complete the Chapter Quiz as noted below.

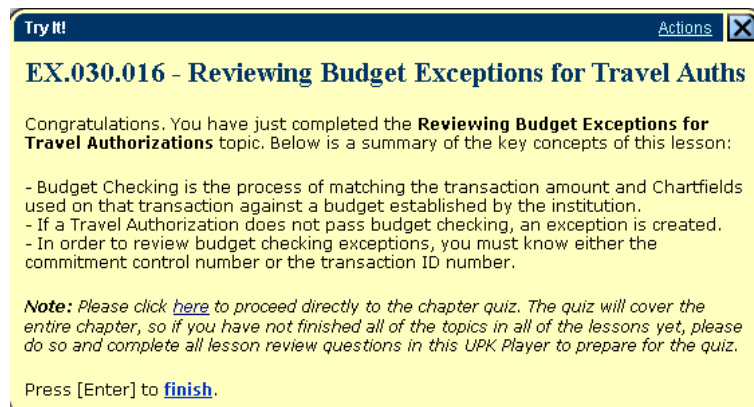
## Review Questions



- Many lessons have Review Questions to help facilitate your learning. These Review Questions are solely to help you understand the concepts of the lesson and help you prepare for the Chapter Quiz.
- If a lesson has Review Questions, they will be the last topic in the lesson, as shown above. Selecting this topic will launch the UPK Player, with **Know It?** mode the only available Playback Option.
  - **NOTE: Know It?** mode is an assessment-type playback mode, and will only be active in Review Questions topics.
- Select **Know It?** mode and follow the on-screen directions to go through the Review Questions.

## Chapter Quizzes

- Quizzes provide further reinforcement of learning. Each chapter has a Quiz that is used as a method of assessment. Completion of the Quiz is required for the chapter.
- The last topic in each chapter has a link to take you directly to the Chapter Quiz, as shown in the *Note* below:



- Click on the link to proceed to the Chapter Quiz.