Oracle User Productivity Kit

Oracle OpenWorld: Labs for Oracle User Productivity Kit and Oracle Tutor

Student Guide

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Oracle Open World

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Oracle User Productivity Kit 3.1 Work Smarter, not Harder

Chapter 1

Activity 1 – Creating a Topic

Opening the UPK Developer

1. On the desktop, double-click the **UPK Developer** icon.
   Or
   Click Start > Program Files > User Productivity Kit 3.1 > UPK Developer.

Creating a New Module

1. Click the **Library** link Library.
2. Select the root of the Library (/).
3. On the **File** menu, click **New**, **Module** .
4. Enter **Self Service Learning** in the **Name** field.
5. Click **OK**.

Linking a New Section

1. Select the **Self Service Learning** module.
2. On the **Link** menu, click **New Section** .
3. Name the new section **Account Registration**.
4. Press **Enter**.

Linking a New Topic

1. Select the **Account Registration** section.
2. On the **Link** menu, click **New Topic** .
3. Name the new topic **Using Self-Registration**.
4. Press **Enter**.

Closing and Opening a Module

1. If necessary, click the **Self Service Learning** tab to display the outline.
2. Right click the **Self Service Learning** tab to bring up the context menu.

3. Click **Close**.

4. Double-click the **Self Service Learning** module icon to re-open. Expand the module.

Recording a Topic

Launch Oracle iLearning (http://ilearning.oracle.com) in a browser window. Navigate back to the Developer. From the **Self Service Learning** module, open the **Account Registration** section in the outline and select the topic called **Using Self-Registration**.

Record the topic using the steps below. Remember to press **[PrintScreen]** after every action. Activate the application window before you begin recording!

1. Click the **Record Topic** button . The recorder window will open and ‘float’ on top of the other open windows.

2. Activate the **Oracle iLearning** application window by clicking on the title bar.

3. Press **[PrintScreen]**.

4. Click the **Click here to register** link. Wait for the new screen to refresh fully before going on to the next step.

5. Press **[PrintScreen]**.

6. Click the **Site** entry field.

7. Press **[PrintScreen]**.

8. Enter **UPKOOW.**

9. Press **[PrintScreen]**.

10. Click the **Next** button. Wait for the new screen to refresh fully before going on to the next step.

11. Press **[PrintScreen]**.

12. Click the **First Name** entry field.

13. Press **[PrintScreen]**.

14. Enter your first name.

15. Press **[PrintScreen]**.

16. Click the **Last Name** entry field.

17. Press **[PrintScreen]**.

18. Enter your last name.
19. Press **[PrintScreen]**.
20. Click the **Email** entry field.
21. Press **[PrintScreen]**.
22. Enter your email address.
23. Press **[PrintScreen]**.
24. Click the **Username** entry field.
25. Press **[PrintScreen]**.
26. Enter any username you wish (e.g. first initial and last name).
27. Press **[PrintScreen]**.
28. Click the **Password** entry field.
29. Press **[PrintScreen]**.
30. Enter your password.
31. Press **[PrintScreen]**.
32. Click the **Confirm Password** entry field.
33. Press **[PrintScreen]**.
34. Retype your password.
35. Press **[PrintScreen]**.
36. Click the gray area of the vertical scroll bar beneath the scroll box so that the page scrolls down to the bottom (don't drag the scroll bar).
37. Press **[PrintScreen]**.
38. Click the **My company already owns UPK** drop down list.
39. Press **[PrintScreen]**.
40. Select the appropriate choice.
41. Press **[PrintScreen]**.
42. Click the **Next** button.

43. Press **[PrintScreen]**.

44. Click the **Home** tab.

45. Press **[PrintScreen]**.

46. Click **Finish** in the UPK Recorder window.

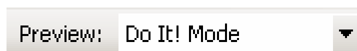
Closing the Topic Editor

1. Click **Exit** in the Topic Editor.

2. When asked if you want to save the document, click **Yes**.

Previewing See It! Mode

1. Select the **Using Self-Registration** topic.

2. Click the **Preview** drop down list 

.

3. Click **See It! Mode**.

4. Click the **Go** button .

Note: Since you have not yet refined the action areas, See It! Mode may not appear to select the correct options.

Previewing Try It! Mode

1. Preview the **Using Self-Registration** topic in Try It! Mode.

Previewing Do It! Mode

1. Preview the **Using Self-Registration** topic in Do It! Mode.

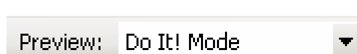
2. Click **Next Step** to advance to the next frame.

3. Continue clicking **Next Step** until the task is completed.

4. Close the **Do It!** Window.

Previewing Documents

1. Select the **Using Self-Registration** topic.

2. Click the **Preview** drop down list 

.

3. Click **Preview Job Aid**.

4. Click the **Go** button .

Assigning Document Properties

1. Select the **Using Self-Registration** topic.
2. On the **View** menu, click **Properties** to view the Properties window.
3. Under the Topic section, click **Play Modes**.
4. Click the drop-down list button next to **See It, Try It, Know It, Do It**.

5. Uncheck the **See It** checkbox.
6. Click away from the drop-down list to dismiss it.

Creating a Link in the Concept Pane

1. Select the **Using Self-Registration** topic.
2. Click the **Create link** button in the **Concept** pane.
3. Click **URL** 

under the **Link to** section.
4. Enter **ilearning.oracle.com** in the **Address** field.
5. Click **OK**.

End of activity.

Activity 2 – Working With the Topic Editor

Opening the Topic Editor

1. Open the **Using Self-Registration** topic in the Topic Editor by double-clicking it.

Navigating Frames Using the Navigation Buttons

1. Click **Last frame** to navigate to the **End** frame.

2. Click **First frame** to navigate back to the **Start** (Introduction) frame.

3. Use **Next frame** and **Previous frame** to navigate forward and backward through the frames.

Navigating Frames Using the Frame Structure

1. Use E to navigate to the **End** frame.

2. Use S to navigate back to the **Start** (Introduction) frame.

3. Click the various F circles in the frame structure.

4. Navigate back to the **Start** (Introduction) frame.

Adding Text to a Start Frame

1. Display the **Start** (Introduction) frame, if necessary.

2. Click in the text box in the Bubble Properties window.

3. Type ***In this topic, you will create your own user registration.***

Resizing the Action Area

1. In this activity you will resize the action area in the frame that contains "My company already owns UPK" where you *Select **Yes or No** in the drop-down list.* Navigate to the frame and resize the action area to cover ***all of the choices***.

2. Resize action areas as necessary. Practice using the three resizing methods: selection handles, redraw mode, and mouse shortcut.

Moving the Action Area

1. Move action areas as necessary.

Creating a New Action Area

1. Open the **Using Self-Registration** topic in the Topic Editor, if necessary.
2. Navigate to the second recorded frame .
3. Click **Modify action areas** in the Action Properties window.
4. Click the **Create new action area** command. If necessary, move the bubble to view the new action area.
5. Size the new action area and place it over the **Next** button.
6. If necessary, reposition the bubble near the action areas.
7. Exit the Topic Editor and **Save**. Preview the topic in Try It! mode.

Deleting an Action Area

1. Select the new action area you added to the second frame of the **Using Self-Registration** topic.
2. Select the new action area.
3. Click **Modify action areas** in the Action Properties window.
4. Click the **Delete action area** command.
5. Click **Yes**.
6. Reposition the bubble as necessary.

Adding Custom Text to a Bubble

1. Navigate to the frame in which the action is to **enter your email address**.
2. In the bubble, add the custom text **Remember: Enter a VALID email address**.

Formatting Custom Bubble Text in a Frame

1. Drag to select the custom text **Remember:** in the bubble.
2. Bold it and change the text color to dark blue.

Selecting a Bubble Icon for a Frame

1. In the Bubble Properties window, click the **Bubble icon** button and select an icon.

Changing the Bubble Pointer for a Frame

1. Change the bubble pointer as desired by clicking the **Pointer position** button .

Changing the Bubble Background Color for a Frame

1. Change the bubble color as desired by clicking the **Background color** button .
2. Exit the Topic Editor and **Save**.

End of activity.

Activity 3 – Manipulating Frames

Inserting an Explanation Frame

1. Open the **Using Self-Registration** topic in the Topic Editor.

2. Select the frame in which the action is to *Click the **Next** link*, which is about the fourth from the beginning.

3. On the **Insert** menu, click **Explanation Frame**.
   Or
   Click **Insert frame, action, or path** and choose **Insert Explanation Frame**.

4. In the Bubble Properties window, type ***Note: Each field indicated with a * is a required field***.

Moving the Bubble

1. If necessary, navigate to the Explanation frame .

2. Change the bubble to one with a **Left top pointer** using the Pointer position button .

3. Drag the bubble to point to the *** First Name** field.

Advanced – (if time permits)

Inserting a Missing Frame

1. Navigate to the **http://ilearning.oracle.com** login page. Switch back to the Topic Editor.

2. Navigate to the Start frame in the **Using Self-Registration** topic.

3. On the **Insert** menu, click **Missing Frame(s)**.
   Or
   Click **Insert frame, action, or path** and choose **Insert Missing Frame(s)**.
   The Recorder launches.

4. Activate the http://ilearning.oracle.com login page by clicking in the title bar. Press **[PrintScreen]**.

5. Click the **Help** icon in the upper right corner of the iLearning page and press **[PrintScreen]**.

6. Click **Finish** in the Recorder.

7. Navigate to the first recorded frame .

Deleting a Frame

1. Navigate to the frame you just inserted, if necessary.
2. On the **Delete** menu, click **Frame**.
   Or
   Click **Delete frame, action, or path** and choose **Delete Frame**.
3. Click **Yes**.

Editing a Screenshot

1. In the Topic Editor select the last recorded frame and click **Edit screenshot** .
2. Make changes to the screenshot as desired (play with editing the picture).
3. On the **File** menu, click **Exit**.
4. Click **Yes** to save the changes. Notice the changes in the screenshot in the Topic Editor.
5. Exit the Topic Editor and **Save**.

End of activity.

Activity 4 – Publishing the Player

Publishing the Player

1. Select the **Using Self-Registration** topic .

2. On the **File** menu, click **Publish**.
   Or
   Click the **Publish** button .

3. Accept the default publishing destination and click **Next**.

4. Select **Publish selection only** option. Make sure the **Skip advanced options page** checkbox is checked and click **Next**.

5. If you see a message that says "**You have selected content that is different from what is already published here. Old content will be replaced. What do you want to do?"** click **Continue**.

6. Check the **Player** checkbox under Deployment. Make sure all other checkboxes under Formats are unchecked.

7. Click **Publish**.

8. When the publishing is complete, select the **Open the folder where the content was published** option, then click **Finish**.

9. Double-click the **play.exe** file to open the Player.

10. Expand the module and lesson to view the topics.

11. **Close** the Player.

12. **Close** the File Explorer window.

End of activity.

Activity 5 – Publishing Documents

Publishing Documents

1. Select the **Using Self-Registration** topic .

2. On the **File** menu, click **Publish**.
   Or
   Click the **Publish** button .

3. Accept the default publishing destination and click **Next**.

4. Select **Publish selection only** option. Make sure the **Skip advanced options page** checkbox is checked and click **Next**.

5. If you see a message that says "**You have selected content that is different from what is already published here. Old content will be replaced. What do you want to do?**" click **Continue**.

6. Check the **Business Process, Job Aid** and **Training Guide** checkboxes under Documents**.** Make sure all other checkboxes under Formats are unchecked.

7. Click **Publish**.

8. When the publishing is complete, select the **Open the folder where the content was published** option, then click **Finish**.

9. Open the **BPD** folder. Double-click the **Using Self-Registration_BPD.doc** to open it. Notice the fields on the first page. Close the document.

10. In the File Explorer window, use the Back button to return to the main destination folder. Open the **JobAid** folder. Double-click the **Using Self-Registration _JOBAID.doc** to open it. Close the document.

11. In the File Explorer window, use the Back button to return to the main destination folder. Open the **Training Guide** folder. Double-click the **Using Self-Registration _TRAIN.doc** to open it. Close the document.

12. **Close** the File Explorer window.

End of activity.

Tutor and UPK - Productive From Day One

Chapter 2

Introduction

Productive From Day 1 session includes labs that total one hour of hands-on practice. The intent of this session is to give participants an opportunity to work with Tutor Author and UPK Developer, and link the content together. The resulting content illustrates how Tutor Procedures and UPK Topics work together in a linked environment. The labs are:

- Author Lab

  In this lab, participants will modify a procedure with Tutor Author to add new Actors, Tasks, Conditions, and links.

- UPK Lab

  In this lab, participants will create a topic which is dependent on a task in the previously modified procedure. Additionally, participants will link content using material created in the previous sessions, and then save their work to a storage device so that they may take it with them.

Author Lab

Overview

The purpose of this lab is to provide hands-on instruction using the *Author* program. You will be modifying a Tutor document in *Author* to encompass new business activities as they apply to the procedure. You will also learn how to use the Author tool bars and related features such as paragraph formatting, renumber tasks, flow charting, and automatic html conversion.

Modify a Procedure with Tutor Author

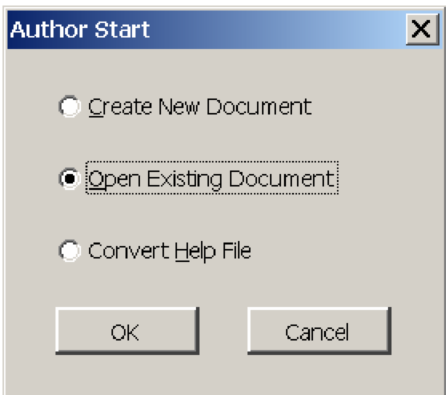
1. Open *Author*.

   - Navigate to Author via the Author icon on the desktop; or use the Start Button:

     Start > Programs > Tutor > Tutor Author

   Author automatically opens Microsoft Word.

2. Select **Open Existing Document**, then select **OK**.



3. Select **C:\PD1\ORIG\PRO9000W.doc**; then select **Open**.

4. Take a minute to review the content and scope of this document.

   Note:

   The document **Title** is External Applicant Processing, and the **Scope** section indicates that it covers the tracking of external applicants for employment.

   The **Policy** section contains policies that govern the activities contained in the procedure.

   The **Responsibility** section identifies the high level responsibilities of the roles contained in the procedure. In this case, the HR Specialist is responsible for reviewing and entering resumes into the system.

   The **Distribution** section shows all the actors, or roles, that perform tasks in the procedure.

   The **Ownership** section indicates who is responsible for maintaining the accuracy of the procedure in your organization.

   The **Activity Preface** section provides the business context for the procedure.

   The **Prior Activity** section shows procedure(s) that take place upstream from this procedure.

Finally, the **Role** based **Task** list shows the actions taken to execute the process. In this case, the process is about an HR specialist receiving a resume, entering it into the database, then forwarding it on to the appropriate hiring manager.

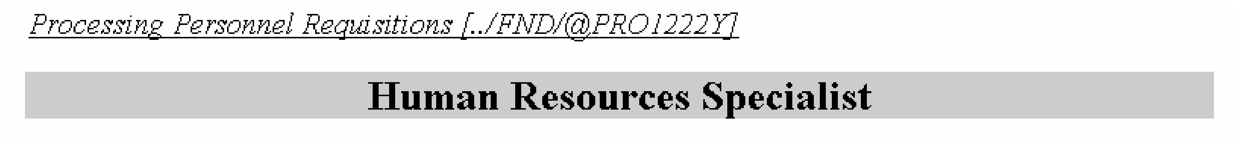
5. Understand the scope of the changes to be made.

   You will be amending the document to include self service job applications. Applicants who are interested in employment in your organization must submit their resumes for a position on-line.

Adding or Changing Actors

To reflect the ability of an outside individual to be able to apply for a job, you need to specify another actor.

1. Scroll down to the first actor bar.



2. Insert a new actor paragraph.

   - Place your cursor in the last line in the **Prior Activity** section
   - Select **End**

     The cursor will rest after *PRO1222Y]*

   - Select **Enter**; your cursor will be in the blank line.
   - Select the **Actor** button on the Author toolbar.

     Author inserts a shaded paragraph, formatted in the Actor style, and then positions your cursor inside the paragraph.

3. Identify the actor for the new tasks.

   - Type: **Applicant**
   - Select **Enter**.

     There is now a new actor in the procedure with a blank task line ready for a new task.

Writing Procedure Tasks

1. Write task number 1.
    - Your cursor is in the blank Task 1 paragraph.
    - Type the following task: **Register on Employment web site.**
    - Select the **Enter** key.
2. Write task number 2.
    - Your cursor is in the blank Task 1 paragraph.
    - Type the following task: **Select desired job.**
    - Select the **Enter** key.
3. Write task number 3.
    - Your cursor is in the blank Task 1 paragraph.
    - Type the following task: **Apply for job.**
    - Do not select Enter.
    - Select the number (#) button on the Author toolbar.

      This button automatically numbers (or renumbers) all paragraphs formatted in the Task 1 style.
4. Flowchart your procedure.
    - Select the **Flow** button

      As long as your tasks are properly numbered, you may flowchart your procedure at any time. The flowchart appears at the bottom of the document. Note the new actor as well as the new tasks.
5. Save the file to a new location.
    - Select File > Save As > C:\PD1\Draft\PRO9000W

      Note the **new path** to save your document.

      You have now successfully written and flowcharted procedure tasks!

Writing System References

A System Reference is a way to indicate that the task must be accomplished with the help of an application. It appears as a colored box in the task list (in the html version of the procedure) and as a lozenge shaped addition to the task box in the flow chart.

1. Write the system reference for the task ‘Select desired job.’

   - Move your cursor to the end of task number 2.
   - Select the **Enter** key.
   - Select the **Box** button to create a System Reference Box.
   - Type **Oracle iRecruitment** and select enter.
   - Type **N >** **www.oracle.com** **> Careers**
   - Select **Enter**.
   - Type **Careers**
   - Do not select Enter.

   You now have three lines of text in a box. This box defines the navigation required to access the application needed to complete the task.

   Oracle iRecruitment

   N> www.oracle.com > Careers

   Careers

2. Flowchart your procedure.

   - Select the **Flow** button.

   The flowchart appears at the bottom of the document. Note the shaded lozenge with the word **Careers** indicating a system reference associated with the task. This tells the observer that an application will be required to finish this task.

Writing Directives

What if task number 6 is not performed all of the time, but only if a resume has arrived by mail?

You can specify this condition using a directive.

1. Insert a conditional directive prior to task number 6.

   - Place your cursor anywhere on task number 6.
   - Select **Home**.
   - Select **Enter** and then move your cursor up to the blank line.
   - Select the **If** button on the Author toolbar.

     Author inserts text for a conditional directive and positions your cursor at the point where the condition is stated.

     A conditional directive describes an "if-then" situation. Note that the condition is highlighted and can be replaced easily.

2. Specify the condition for task number 3.

   - Without moving the cursor, type: **the resume arrived by mail**

     This will replace the highlighted word *condition*.

   - Replace the first "?" with **6**. (Be sure not to replace or delete the # sign.)
   - Replace the second "?" with **7**.

     Notice how the conditional directive indicates two paths: (1) what to do if the resume arrived by mail, and (2) what to do if it did not.

3. Update the procedure flowchart.

   - Select the **Flow** button

     The conditional directive appears on the flowchart in a diamond-shaped decision block, with a Yes path and a No path.

Note: At the end of the procedure, you will find a directive called End of Activity. This directive is automatically part of the procedure skeleton, but it can also be added by selecting the End button on the Author toolbar.

Writing Notes

Sometimes a task requires further explanation, rather than how-to information. This kind of information is included as a note. Also, links to external documents, other reference documents, and UPK simulations are entered as notes. Here you will create a reference to a UPK simulation, which you will build later on in the Lab.

1. Insert a note under task number 2.

   - Place your cursor anywhere on task number 3.
   - Select **Home**.
   - Select **Enter** and then move your cursor up to the blank line.
   - Select the **Note** button on the Author toolbar.

     Notice how the paragraph style is now Note 1. References to external documents utilize the Note 2 style.

   - Select the right arrow  on the Author toolbar to create a note 2.
   - Type: View <u>*Self Service Job Search topic [../Publishing Content/PlayerPackage/Play.exe]*</u>

     The format of the external reference is critical.

     Note the space between Publishing & Content, and no space in PlayerPackage.

   - **Italicize** and **underline** the text from the word ‘View’ to the final closing bracket.
   - Do not select Enter.

     When the HTML version of the procedure is generated, the link will automatically become active and the link information hidden to the end user, as shown below.

Completing the Introductory Sections

Assume that you have completed writing all of the tasks for this activity. Your next step is to complete the Introductory Sections for the procedure.

1. Define the scope of the document.

    - Move your cursor to the top of the document.
    - Change the first sentence "This procedure covers " by adding: **entering and** after the initial the:

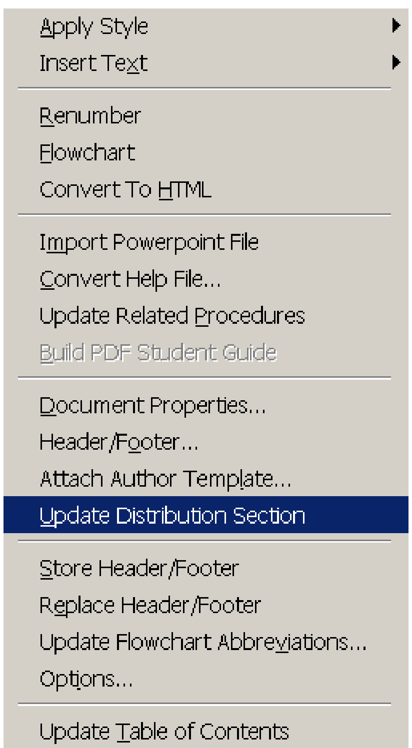
      This procedure covers the entering and tracking of external applicants for employment.

2. Complete the Distribution section.

    This section should list (at a minimum) the actors who appear in the procedure.

    Author automatically generates this list for you.

    - Select Author > Update Distribution Section



Author inserts the actors in alphabetical order. The asterisks indicate that this Author feature automatically added these job titles.

You can add other job titles to this list, but do not add the asterisk.

3. Specify ownership.

   The Owner is the person who has ultimate responsibility for defining or changing the activity this procedure describes.

   - Move your cursor to the Ownership section.
   - Replace **HR.Mgr@YourCompany.com** with your corporate email address.

4. Update the procedure effective date.

   - Select Author > Document Properties
   - Replace the effective date (mm/dd/yy) with today's date
   - Select the **Update** button to save any changes.

5. **Save** the document.

   - Select File > Save > PRO9000W

Make an HTML Version

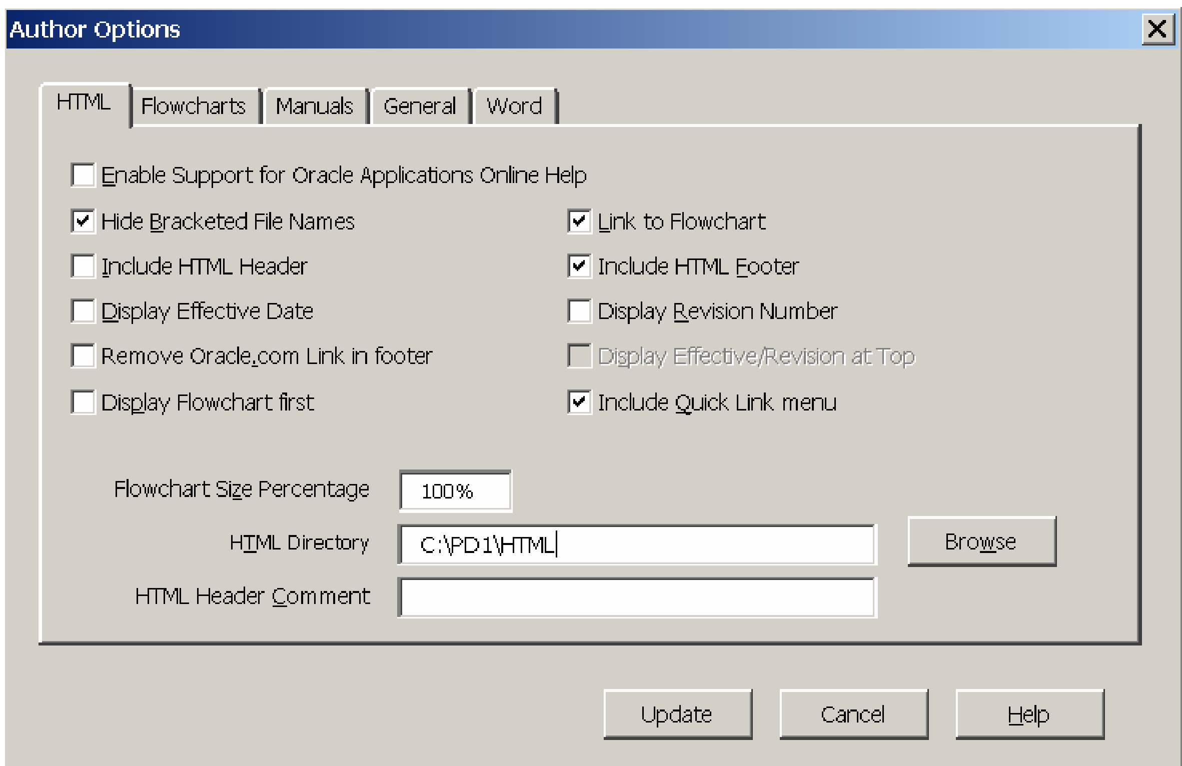
Author allows you to create HTML versions of your procedures, complete with hypertext links.

1. Keep your procedure file open.

   The file name should be PRO9000W.

2. Verify the location of the HTML directory.

   - Select Author > Options
   - Select the tab marked HTML
   - In the HTML Directory field, make sure the path is C:\PD1\HTML



   - Select the **Update** button (to save changes)

3. Select the **HTML** button

   - From the Author toolbar, select the HTML button.

   - Select OK once the HTML generation is complete.

4. **Open** Windows Explorer.

5. **Navigate** to the **C:\PD1\HTML** directory.

6. Find the **PRO9000W.htm** file and open it.

   This opens your browser and the HTML file.

   Note the Quick Link dropdown list that allows you to link to various points within the document.

7. Select the **Flowchart** link.

   - Move your cursor to task number 1 on the flowchart.

     The hand that appears on the screen indicates an internal hyperlink.

   - Select task number 1.

     This hyperlink takes you to task number 1 in the procedure.

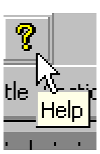
8. Find the If statement after task number 5 and select one of the referred task numbers.

   This is another internal hyperlink to a task number.

   Feel free to spend a few more minutes scrolling and testing internal links in the HTML file. Note that the link to the UPK simulation will become active only after you have developed that content in the next part of the lab.

9. **Close** the browser and the Author PRO9000W.doc.

This ends the Author Lab. You should now be familiar with the Author menus, dialog boxes, and tool bar buttons. Please be sure to use Author Online help by selecting the question mark located on the Author toolbar.



Please refer to other chapters in the various Tutor user manuals for additional information on specific subjects mentioned in this lab.

UPK Lab

Overview

The purpose of this lab is to provide hands-on instruction using *UPK*, Oracle's User Productivity Kit. In the Author lab, you created a procedure which contains tasks requiring application activity. Now you will be creating a simulation in UPK of the application activity supporting one of these tasks. You will learn how to use UPK features such as recording, adding custom annotations, and creating UPK Players. You will be adding a link to the corresponding Tutor procedure and publishing a UPK Player.

Create and Modify A Simulation Topic With UPK

Creating a Module

1. Open the UPK application.

   - From the Start button on the lower left side of the screen:

     Start > Programs > User Productivity Kit > UPK Developer 3.1

2. Select the **Library** icon.

3. Select the root of the Library (/).

4. On the **File** menu, select **New**, **Module** .

5. Enter **Recruit to Hire** in the Name field.

6. Select **OK**.

Linking a New Section

7. Select the **Recruit to Hire** module.

8. Select **Link > New Section** .

9. Name the new section **Job Application**.

10. Select **Enter**.

Linking a New Topic

11. Select the **Job Application** section.

12. Select **Link > New Topic** .

13. Name the new topic **Self Service Job Search**.

14. Select **Enter**.

Recording a Topic

You will be recording a simulation of an application transaction. You will open up the application, in this case Oracle's iRecruitment application, in a browser window. You will then record the application steps required to execute the transaction in the application. Though this example is simple, it contains most of the elements of a complex transaction and recording.

15. Navigate to www.oracle.com.

16. Select **Careers** from bottom right corner.

17. Select **Open Positions at Oracle**.

    A new window opens with Oracle iRecruitment.

18. Navigate back to the Developer.

19. From the **Recruit to Hire** module, open the **Job Application** section in the outline and select the topic called **Self Service Job Search.**

20. Record the topic using the steps below.

    - Remember to select **[PrintScreen]** after every action. Activate the application window before you begin recording!

21. Select **Record** . The recorder window will open and 'float' on top of the other open windows.

22. Activate the Oracle iRecruitment application window by selecting the title bar. Maximize the browser window.

23. Select **[PrintScreen]**.

    - Wait for the sound of the camera select and the browser window to refresh.

24. Select into **Search Job Descriptions by Keywords** field.

25. Select **[PrintScreen]**.

26. Type **Fusion**.

27. Select **[PrintScreen]**.

28. Select on **Consulting** from **Functional Area**.

29. Select **[PrintScreen]**.

30. Select **Search.**

    Wait for the new screen to refresh fully before going on to the next step. This may take a few seconds.

31. Select **[PrintScreen]**.

32. Select the gray area of the vertical scroll bar beneath the scroll box so that the page scrolls down to the bottom (don't drag the scroll bar).

33. Select **[PrintScreen]**.

34. Select a job by selecting the underlined job name.

    - Select a job at random from the list.

    Wait for the new screen to refresh fully before going on to the next step.

35. Select **[PrintScreen]**.

36. Select the **Add to Basket** button.

37. Select **[PrintScreen]**.

38. Select the **Job Basket** icon.

39. Select **[PrintScreen]**.

40. Select **Finish** in the UPK Recorder window.

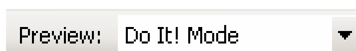
Closing the Topic Editor

41. Select **Exit**  in the Topic Editor.

42. Select **Yes** to Save the Document.

Previewing Try It! Mode

1. Select the **Self Service Job Search** topic.

2. Select the **Preview** drop down list 

.

3. Select **Try It! Mode**.

4. Select the **Go** button .

   Note: Since you have not yet refined the action areas, Try It! Mode may not appear to select the correct options.

End of activity.

Working With the Topic Editor

1. Open the **Self Service Job Search** topic in the Topic Editor by double-clicking it.

Navigating Frames Using the Navigation Buttons

2. Select **Last frame** to navigate to the End frame.
3. Select **First frame** to navigate back to the Start (Introduction) frame.
4. Use **Next frame** and **Previous frame** to navigate forward and backward through the frames.

Navigating Frames Using the Frame Structure

5. Use E to navigate to the End frame.
6. Use S to navigate back to the Start (Introduction) frame.
7. Select the various F circles in the frame structure.
8. Navigate back to the Start (Introduction) frame.

Adding Text to a Start Frame

9. Display the Start (Introduction) frame, if necessary.
10. Select in the text box in the Bubble Properties window.
11. Type **Self Service Job Search depicts the steps required to select a job and store it in the job basket.**

Adding Custom Text to a Bubble

12. Navigate to the frame (first F) in which the action is to **Enter the desired information into the Job Search Descriptions by Keywords field**.
13. In the bubble, add the custom text **Use a keyword which most aptly describes the job you want**. Select **Enter**.
14. Exit the Topic Editor and save.

    Note that the text you added in the initial frame is now in the Introduction pane.

Creating a Package and Web Page

Create a Package

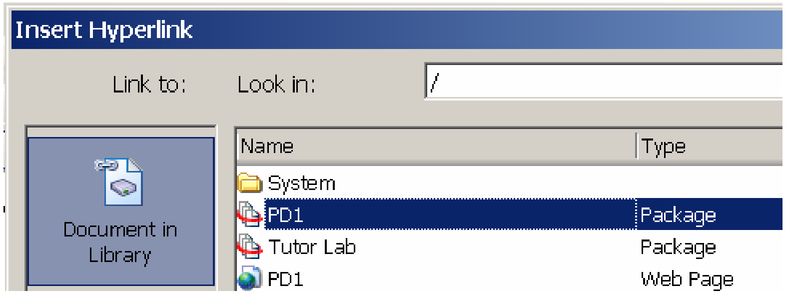
1. Select on the **Library** tab.
2. On the **File** menu, select **New**, **Package**.

   A new tab will open called **New Package**.
3. Select on the **Add Files** icon.
4. Navigate to C:\PD1\HTML.
5. Select all files.
   - Select the top file, then with the Shift key held down, select the bottom file
   - Select **Open**
6. On the **File** menu, select **Save**. Name the package **PD1**.

Create a Web Page

7. Select on the **Library** tab.
8. On the **File** menu, select **New**, **Web Page**.

   A new tab will open called **New Web Page**.
9. Enter text in the Web Pag:
   - With the cursor in the blank frame, Type**: To view the overall business context, company policies and procedures, please review:**
   - Select enter twice to create a new line
   - Type: **External Applicant Processing**
   - Highlight the text **External Applicant Processing**
   - On the **Insert** menu, select **Hyperlink**
10. Select the **PD1** Package from Document in Library by double clicking.



11. Select **PRO9000W.htm** by double clicking.

    The text will indicate a hyperlink.

12. On the **File** menu, select **Save**. Name the web page **WPD1**.

Add a link to a Web Page

13. Select the **Recruit to Hire** tab.

14. Select on the **Self Service Job Search** topic in the Topic Editor.

15. Select on the **Create Link** icon in the Concept frame.

16. Select **WPD1.**

    - Select **OK**.

    You should see the text and link which you just developed in the Concept field.

End of activity.

Publishing the Player

1. Select the **Self Service Job Search** topic .
2. On the **File** menu, select **Publish**.
   Or
   Select the **Publish Content** button .
3. Change the publishing destination to C:\PD1 and select **Next**.
4. Select **Publish selection only** option. Make sure the **Skip advanced options page** checkbox is checked and select **Next**.
5. If you see a message that says "**You have selected content that is different from what is already published here. Old content will be replaced. What do you want to do?"** select **Continue**.
6. Check the **Player** checkbox under Deployment**.** Make sure all other checkboxes under Formats are unchecked.
7. Select **Publish.**
8. When the publishing is complete, select the **Open the folder where the content was published** option, then select Finish.
9. Double-click the **play.exe** file to open the Player.
10. Expand the module and lesson to view the topics.
11. Select the **Self Service Job Search** topic and select **Try It!**
12. Select the link in the Concept frame.
    - Observe how the link to the procedure provides business context and policy information.
13. View the topic then exit. **Close** the Player window.
14. **Close** the File Explorer window.
15. Open Windows Explorer and navigate to **C:\PD1\HTML**
16. Select **PRO9000W.htm.**
17. Select on the link to the topic from task 2.
    - Select **Run** > **Run**
18. **Close** the topic and the procedure.

Saving your Content

1. Insert your jump drive into the USB port.

2. Copy C:\PD1 to the jump drive.

   This may take a few minutes. Be sure to show off the procedure and simulation you created when you get back to the office!

End of activity.

Oracle User Productivity Kit goes Global: Enhancements for Oracle User Productivity Kit 3.1

Chapter 3

Activity 1 – Re-Recording a Topic and Changing Templates

Changing the Language of your Browser

1. **Open** a browser window.
2. On the **Tools** menu, click **Internet Options**.
3. On the **General** tab, click the **Languages** button.
4. Select **Spanish** in the Languages list, and then click the **Move Up** button.
5. Click **OK**.
6. Click **OK**.
7. Launch **http://ilearning.oracle.com**. The iLearning webpage will display in Spanish.

Opening the UPK Developer

1. On the desktop, double-click the **UPK Developer** icon.
   Or
   Click Start > Program Files > User Productivity Kit 3.1 > UPK Developer.

Importing a Topic

1. Click the **Library** link .
2. Select the root of the Library (/).
3. On the **Tools** menu, click **Import**, **Documents**.
4. Click the **Browse** button next to the **Select content to import** field.
5. Navigate to the **Desktop**, then the **UPK Class Files** folder.
6. Click **iLearning.odarc**, and then click **Open**.
7. Change the value of the **Import content to field** to **/** (the root of the library).
8. Make sure the **Overwrite existing documents** checkbox is checked.
9. Click **Import**.
10. Click the **iLearning** folder that appears in the Library.
11. Double-click the **iLearning** module to open.

12. Expand the **iLearning** module.

13. Select the **Creating a Login** topic .

14. Click the **Preview** drop down list .

15. Click **Try It! Mode**.

16. Click the **Go** button .

17. View the topic.

Duplicating a Topic

1. Right click the **Creating a Login** topic and choose **Copy**.

2. Right click the **iLearning** module and choose **Paste Special**.

3. Select **Duplicate (selection and related)** and click **OK**.

4. Right click the second instance of the **Creating a Login** topic and choose **Rename**.

5. Type **Spanish Version** and press **Enter**.

Re-Recording a Topic

1. Double-click the **Spanish Version** topic to open it in the Topic Editor.

2. On the **Edit** menu, click **Re-record** topic. This will bring up the Re-recorder window.

3. Navigate to the browser window where the Spanish **iLearning** page is displayed.

4. Press **F11** to make the browser window go Full Screen.

5. Press **[PrintScreen]** to begin recording.

6. Click the **Haga clic aquí para registrarse** link.

7. Press **[PrintScreen]**.

8. Click the **Ubicación** field.

9. Press **[PrintScreen]**.

10. Enter **UPKOOW**.

11. Press **[PrintScreen]**.

12. Click the **Siguiente** button.

13. Press **[PrintScreen]**.
14. Click the **Nombre** field.
15. Press **[PrintScreen]**.
16. Enter **Cristina**.
17. Press **[PrintScreen]**.
18. You will be returned to the Topic Editor. View the new screenshots and actions.
19. Exit the Topic Editor and **Save**.

Applying a Language Template

1. Select the **Spanish Version** topic .
2. On the **View** menu, click **Properties**.
3. In the **General** section of the Properties window, click the **Template** item.
4. Click the **Browse** button next to **Default**.
5. Drop-down the **Look in** list box and select **es**.
6. Select the **Default** name, and then click **Open**.
7. Double-click the **Spanish Version** topic to open it in the Topic Editor. View the topic, noticing how the template text has been translated to Spanish.
8. Click **Exit** in the Topic Editor.

End of activity.

Activity 2 – Exporting and Importing Localization

Exporting Localization

1. Select the **Spanish Version** topic .

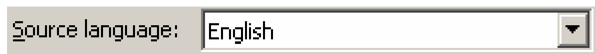
2. On the **Tools** menu, click **Export**, **Localization**.

3. Click the **Browse** button 

and select **Desktop**.

4. In the **File name** box, enter **Spanish Version.doc**, and then click **Save**.

5. Select the **Export my selection and related documents** option.

6. Set the Source language to **English** 

.

7. Set the Target language to **Spanish** 

.

8. Click **OK**.

Editing the Document

Note: A document containing the translated text can be found in the **UPK Class Files** folder on the desktop. The document is called **Spanish Version Translated Text.doc**. If you'd prefer not to type all the text in the below exercises, you can open this document and copy and paste the text.

1. Navigate to the Desktop and open the **Spanish Version.doc**.

2. Click in the **es** column next to the **Spanish Version** text.

3. Enter **Versión en español**.

4. Click in the **es** column next to the **In this topic…** text.

5. Enter **En este tema, Ud. hará un login para Cristina Alonso**. Press **Enter**.

6. Click in the **es** column next to the **Begin by navigating…** text.

7. Enter **Comenzar por navegar a las páginas Self Register**. Press **Enter**.

8. Click in the **es** column next to the **End of example** text.

9. Enter **Fin de ejemplo**. Press **Enter**.

10. Click in the **es** column next to the **Use the Choose Site page…** text.

11. Enter **Usar la página Choose Site para determinar cual sitio web de iLearning Ud. va a accesar**. Press **Enter**.

12. Click in the **es** column next to the **Use the site name set up…** text.

13. Enter **Usar el nombre del sitio de alistar de Oracle OpenWorld, UPKOOW**. Press **Enter**.

14. Click in the **es** column next to the **Use the Self Register page…** text.

15. Enter **Usar la página Self Register para apuntar su nombre, su correo electónico y su clave de acceso**. Press **Enter**.

16. Click in the **es** column next to the **The name of the person…** text.

17. Enter **El nombre de la persona por la cual Ud. está haciendo el login es Cristina Alonso**. Press **Enter**.

18. Click in the **es** column next to the **Oracle iLearning is an enterprise Learning Management System…** text.

19. Enter the below text. Remember, you can copy and paste from the **Spanish Version Translated Text.doc** discussed at the beginning of this section.

    El Oracle iLearning es un sistema de aprendizaje empresarial gerencial, o sea, Learning Management System (LMS) y es un componente núcleo del aprendizaje Oracle E-Business Suite. Oracle iLearning provée una infraestructura completa para que las organizaciones puedan dirigir, entregar, y seguir el entrenamiento para ambientes educativos en línea y en salones de clase. Usar Oracle iLearning para lo siguiente:

    - **Consolidar iniciativas de entrenamiento en un LMS que sea escalable y de buena relación entre coste y eficacia.**
    - **Juntar y entregar un contenido de aprendizaje rápidamente.**
    - **Entregar una combinación óptima de aprendizaje en línea y en salones de clase.**
    - **Medir la eficacia de las iniciativas del entrenamiento.**
    - **Integrar todo lo previo con una solución comprensiva de Negocio Electrónico.**

    Para ensayar, en este tema Ud. aprenderá como automatricularse en el sitio web, iLearning..

20. Click **Save** and close the document.

Importing Localization

1. Navigate back to the **UPK Developer**.

2. Click the **Spanish Version** topic .

3. On the **Tools** menu, click **Import**, **Localization**.

4. Click the **Browse** button and select **Desktop**.

5. Select the **Spanish Version.doc** and then click **Open**.

6. Click **OK**.

7. Click **OK** when import is complete.

8. Double-click the **Versión en español** topic to open it in the Topic Editor. View the frames to see the custom text translated.

9. Click **Exit** in the Topic Editor.

End of activity.

Activity 3 – Publishing using Different Language Settings

Publishing Advanced Options

1. Select the **Versión en español** topic .
2. Click the **Publish** button .
3. Accept the default publishing destination and click **Next**.
4. Select the **Publish selection only** option. Make sure the **Skip advanced options page** checkbox is NOT checked and click **Next**.
5. Click the **Change** button.
6. Click the **Language** drop-down and select **Spanish**.
7. Click **OK**.
8. Click **Next**.
9. If you see a message that says "**You have selected content that is different from what is already published here. Old content will be replaced. What do you want to do?"** click **Continue**.
10. Check the **Player** checkbox under Deployment**.** Make sure all other checkboxes under Formats are unchecked.
11. Click **Publish.**
12. When the publishing is complete, select the **Open the folder where the content was published** option, then click **Finish**.
13. Double-click the **play.exe** file to open the Player. View the player, noticing how the components appear in Spanish.
14. **Close** the Player.
15. **Close** the File Explorer window.

End of activity.