

## PeopleSoft Training: User Productivity Kit (UPK) Release 3.5.1

### Course (4 Days)

This course provides essential skills to develop and maintain training content using the User Productivity Kit Developer. Participants will learn how to capture transactions using existing PeopleSoft Applications and enhance content for Online Training, Instructor-Led Training, Business Process Documents, Test Scripts, etc. Participants will also learn how to deploy Player Packages and printed documents.

#### Day 1

- Creating Outlines
- Setting Developer Options
- Working with the Main Developer Window
- Recording a Topic
- Using the Topic Editor
- Previewing Topics

#### Day 2

- Working with Bubble Properties, Action Properties, and String Input
- Working with Know It? Mode
- Check In/Check Out
- Managing Library Documents
- Working with Related Documents
- Manipulating Frames

#### Day 3

- Working with Link Attachments
- Creating Conceptual Topics
- Alternative Actions and Paths
- Creating Decision Frames
- Creating a Glossary
- Working with Roles and Keywords

#### Day 4

- Publishing Online Content, Printed Documents, and Reports
- Customizing Print Output and Logos
- Exporting/Importing Content and Sound
- Merging Content
- Administrative Options
- Content Development Standards

## Excerpts from Student Evaluations

The instructor was the best instructor I have ever had. Thank you for a great class!

The documentation is fantastic!

Excellent!! Loved those cheat sheets.

Excellent course. It was definitely more meaningful to work with our own system and data.

Excellent learning experience (the best among all PeopleTools classes that I have taken)!

The training material was extremely helpful. It was easy to follow and was a great tool in the learning process. I can see using it on a regular basis until I feel confident that I fully understand the process.

You have been doing a wonderful job with these courses. Thank you for your knowledge, patience & flexibility.

He is an excellent teacher, very knowledgeable about the course and material. He even keeps the class interested in the subject.

Very responsive to questions; good, relaxed teaching style.

The book is awesome – the class was very valuable! Thanks.

Very good class...materials are well prepared and class is very organized and planned out.

Very effective instructing style. Made class fun and interesting.

Great presentation style. Responsive to student questions. Thanks.

Good class. Very helpful and effective. This is one of the best instructors that I had.

Excellent teacher and well-organized class. I really enjoyed the class and look forward to the next class.

Course was great, reinforced things I kind of know but was not sure about. Speed of course was good.

## About Io Consulting

Io has an extensive record of accomplishment and a full range of services available to support Higher Education institutions. Expert level offerings include:

- Strategic Planning
- Project Management
- Business Process Reengineering
- Software Consulting
- Fusion Middleware Services
- Technical and Functional Training
- Quality Assurance Program

Io Consulting's expert level trainers and consultants have first-hand experience with Higher Education and IT business practices as well as in-depth knowledge of the Oracle|PeopleSoft applications and Fusion Middleware technologies.

An Oracle Certified Partner, Io Consulting has successfully led a variety of projects and trainings for both private and public institutions as well as for statewide system efforts. Io's customer list includes The Ohio State University, Duke University, The California State University System, Pepperdine University, and the University System of Maryland.

For more information, visit <http://www.io-consulting.com> or call (877) 656-6603.