Using the On-Demand Navigator Training Tool

The On-Demand Navigator is used as the primary training and support tool for SAO supported software. This tool allows any user online training at their convenience. All financials modules are represented in the On-Demand Navigator. The On-Demand Navigator's availability is not dependent upon any Production database. The On-Demand Navigator can be used with or without being logged into another database.

This document will discuss how to use the On-Demand Navigator as a training tool for new hire users or current system users that may need to cross-train on a particular database.

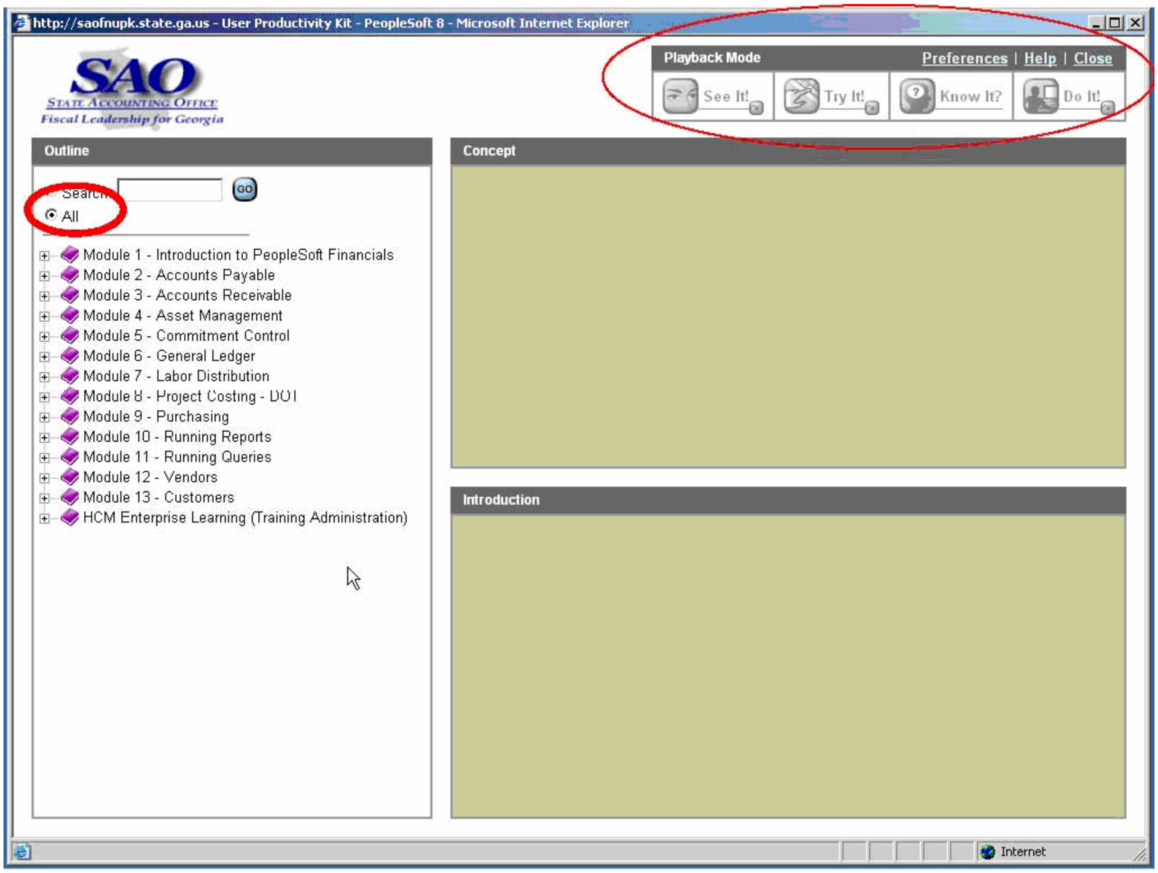
There are three modes to use when viewing topics (exercises) in the On-Demand Navigator. They are:

See It – An automatic simulation that allows learners to view a transaction being performed before they are required to do it. This mode performs like a movie that plays on your desktop.

Try it – Interactive simulation in which users have the ability to practice the transaction prior to performing it in the live application - If they do not perform the correct action, the tool will give them a hint, or they can view the correct action. **(Use this mode for on line instruction).**

Do It – This mode actually "floats" on the live application to display step by step instructions. This provides an in-application support system to guide users through the transaction. (Please note: you must be logged into PeopleSoft financials for this mode to work)

The ‘home’ page of the On-Demand Navigator training tool is represented in this screenshot:

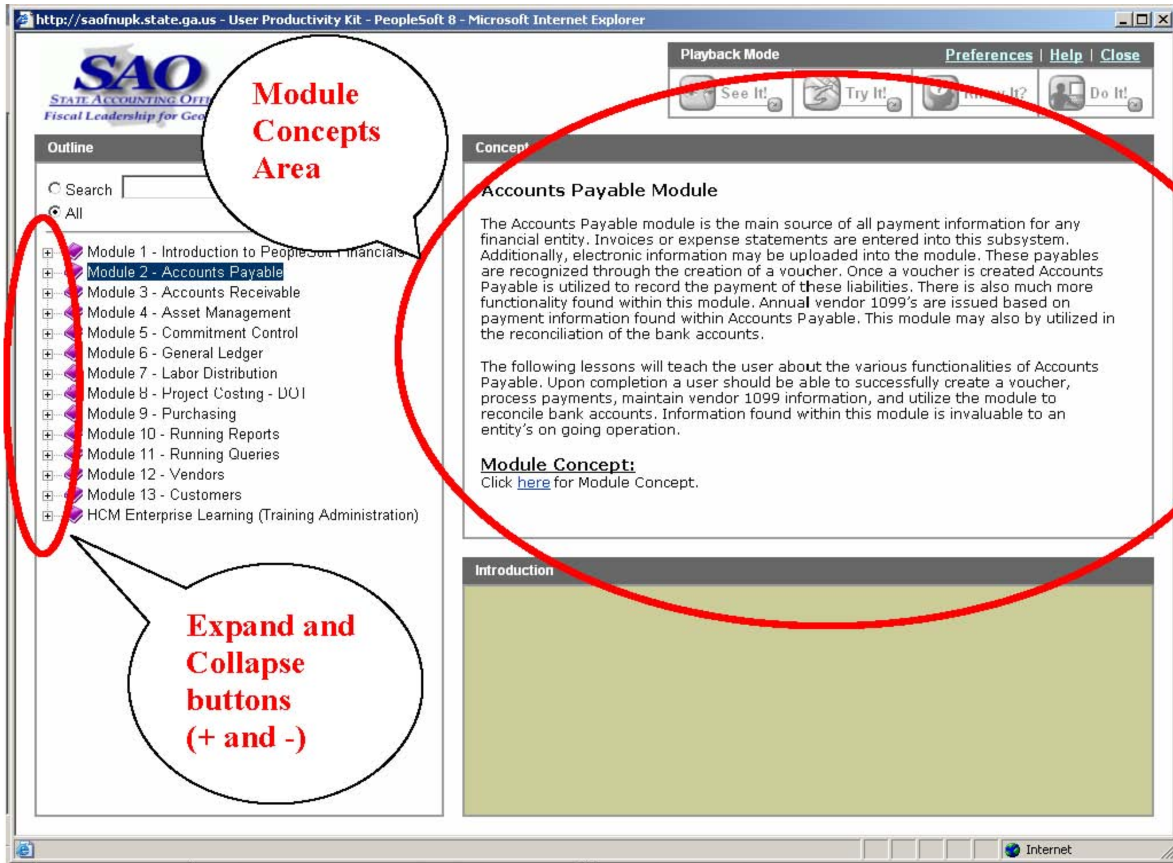


If your On Demand Navigator 'home' page is blank, click ◉ All

Notice that all financials modules are represented. Click on the module title of your choice. You will see high level concepts relating to that module on the right hand side of the page. This concept represents the ‘instructor’ notes and is very useful information. It is recommended that you read each concept in order to understand the business processes of that particular module.

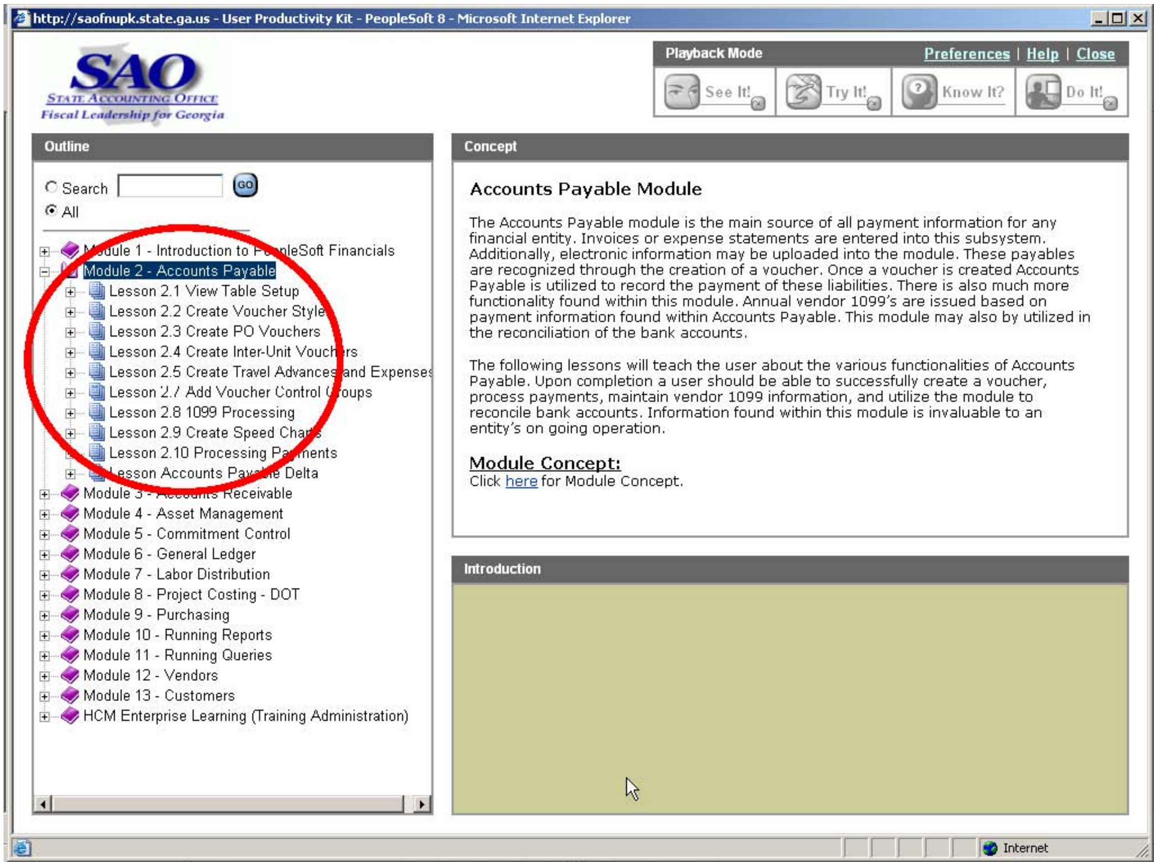
Note: Playback modes are not available at this level. You must open the topic level in order to actually play back the topic.

This page displays the Module Concepts for Accounts Payable



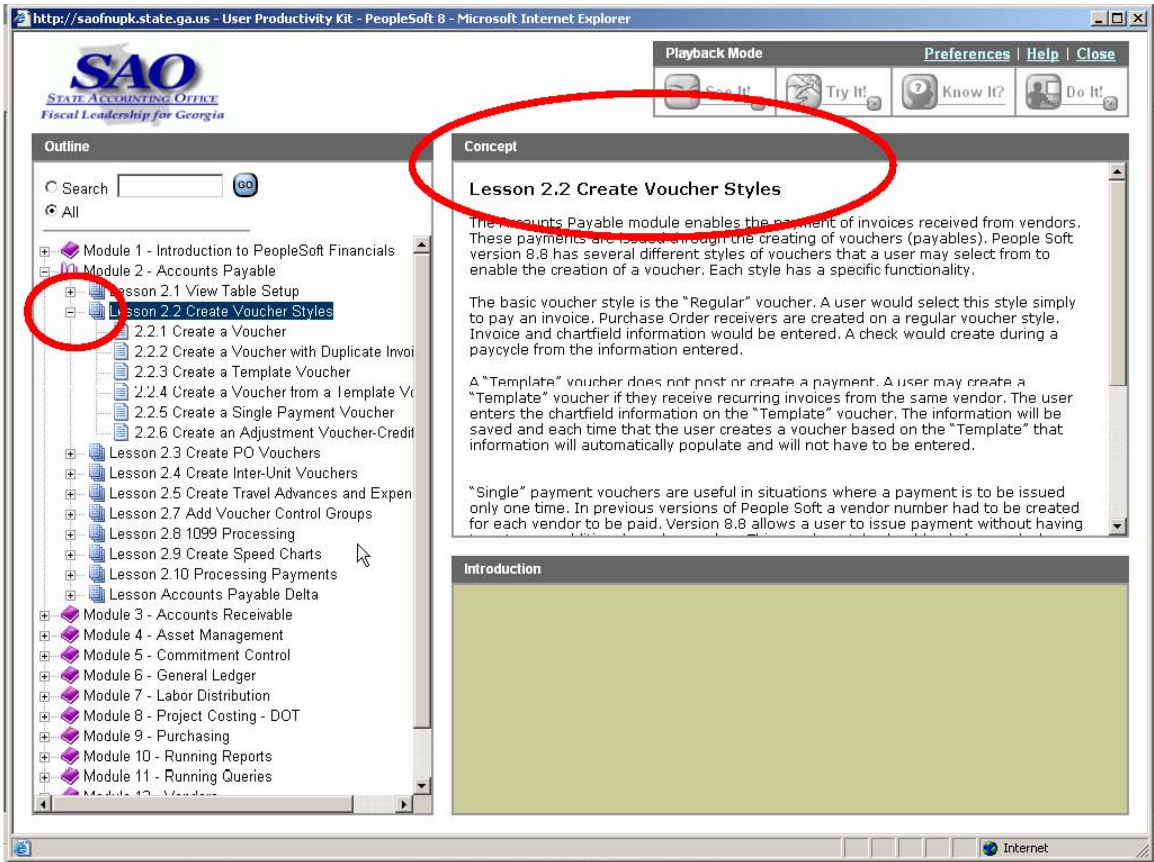
Each module has a plus sign (+) beside the title. In order to expand the view of the module lessons, click the +.

This page displays the expanded Accounts Payable module and the lessons that are available in this module.



In order to view the individual topics/exercises, click the plus sign (+) beside the lesson of your choice. Then click the individual lesson to view the concepts for that lesson.

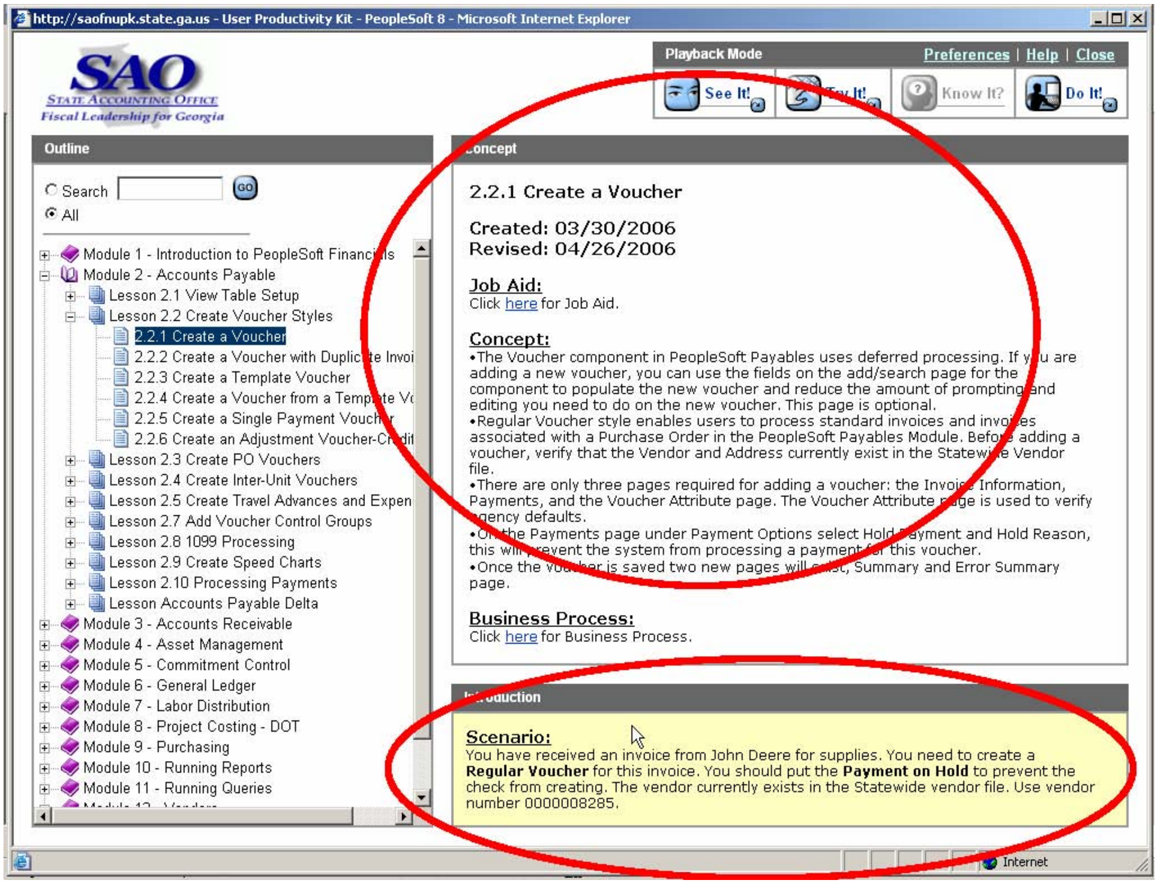
In this screenshot, the Accounts Payable Module has been expanded and Lesson 2.2 "Create Voucher Styles" has been clicked to reveal the concepts for this lesson.



Notice that there is now a minus sign (-) beside the lesson level and the individual topics/exercises are displayed.

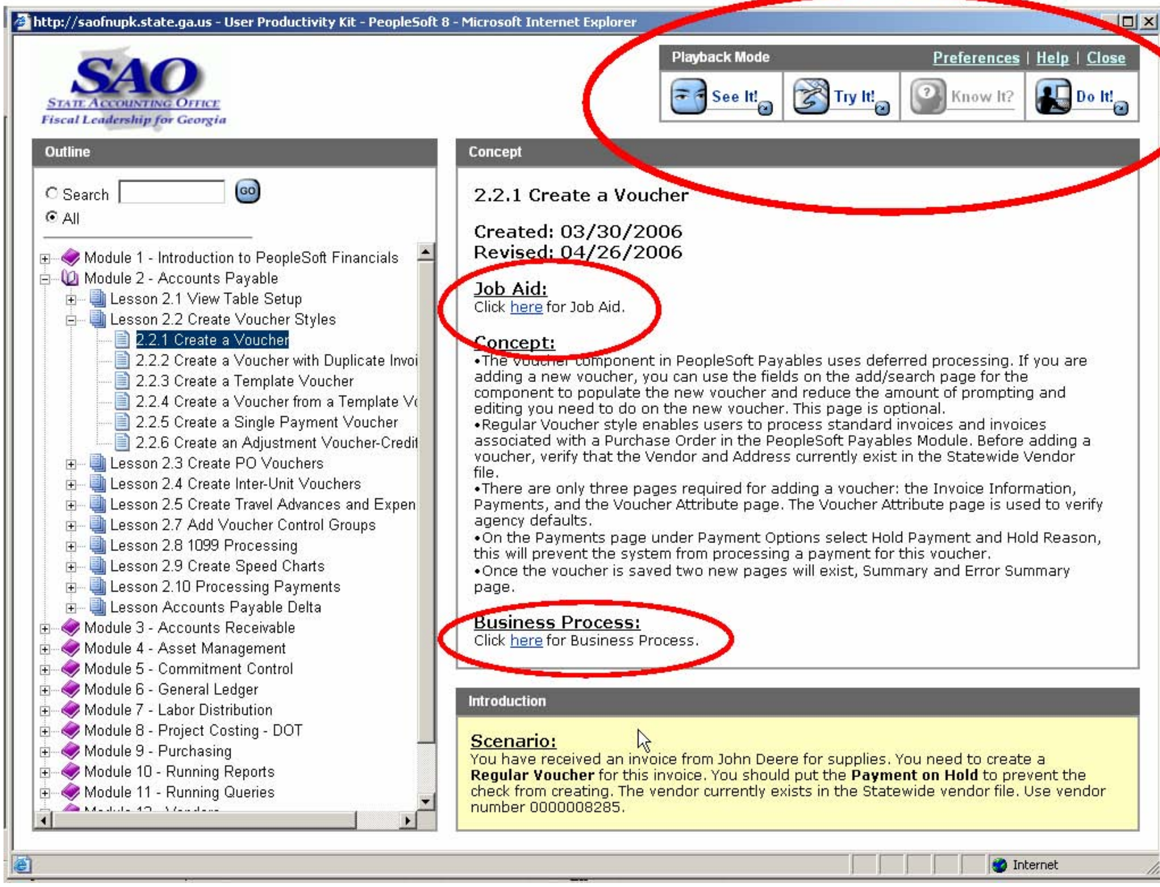
In order to view the actual topic/exercise, click the topic/exercise of your choice.

In this screenshot, "Create a Voucher" topic/exercise has been clicked and you are now viewing the Concepts for "Create a Voucher".



The **Introduction** pane (lower right side of window) contains the topic/exercise scenario. The scenario will explain the goal of the exercise.

“Create a Voucher” page (cont)



Notice that the **Playback Modes** are now active, **See It, Try it, and Do it** (you must be at the topic/exercise level for the Playback Modes to be available). The Know It mode is not active at this time.

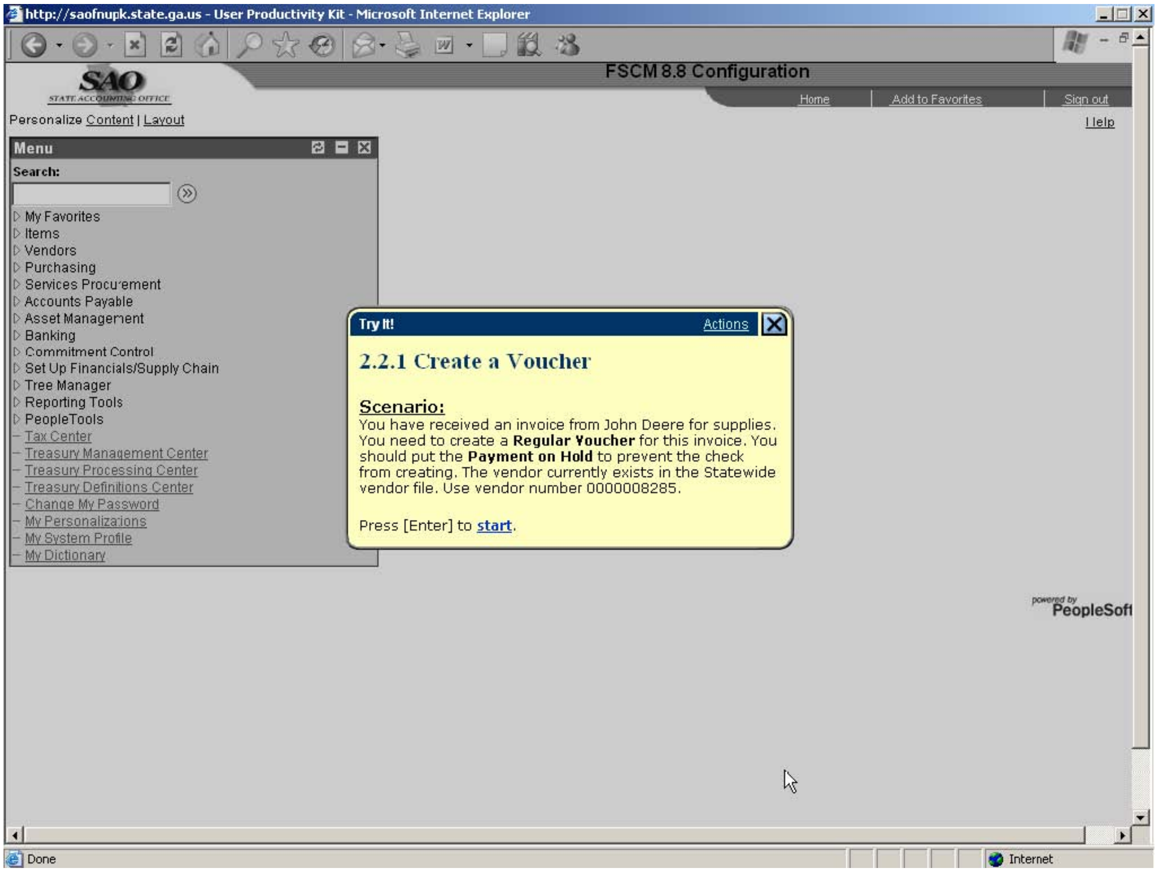
Job Aid – Every topic in the On-Demand Navigator will contain a Job Aid. The Job Aid consists of step by step instruction for the specified topic but will contain no screenshots of pages.

Business Process – Every topic in the On-Demand Navigator will contain a Business Process. The Business Process consists of step by step instructions for the specified topic and will contain screenshots of the PeopleSoft pages.

Once you understand how the On-Demand Navigator works, you are now ready to view a topic/exercise. For **first time users**, you may want to click “**See It**” and watch how the process works. Or if you want to be interactive, click the “**Try It**” mode.

Note on See It Mode: Each bubble within the topic using See It mode will have a **Pause** link. This link will allow you to *Pause* the playback action. When you select the **Pause** link, the player will stop and you will see a **Resume** link. In order to restart the playback, you will need to click the **Resume** link.

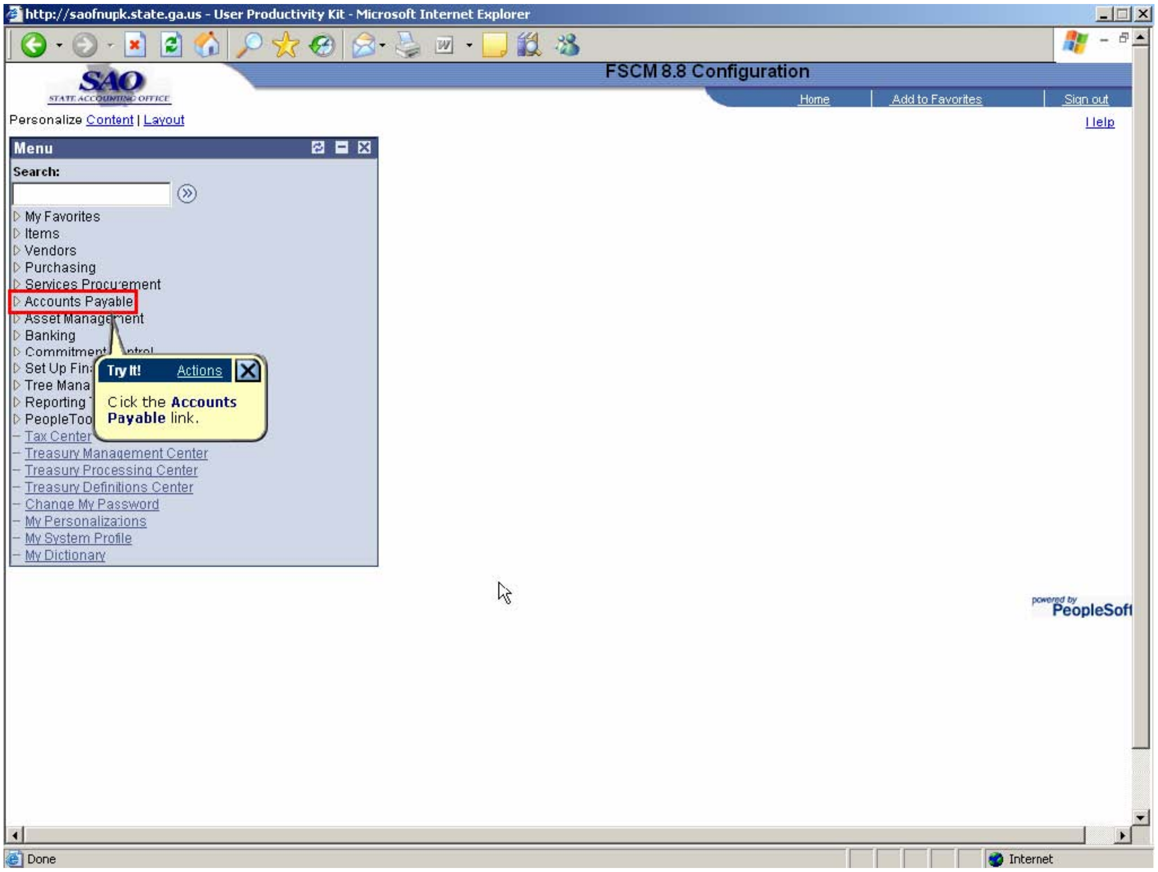
In this view, the Try It! Mode was clicked at the topic/exercise level and you are now viewing the first action/page in this topic. You would press Enter to begin the simulation.



Note: The On-Demand Navigator player Try It mode will allow interactive entry by the user. In most every topic/exercise, you will be asked to enter certain strings of data. In order to make it convenient for the user, we have programmed the On-Demand Navigator to accept the first three letters or characters of any string input of information.

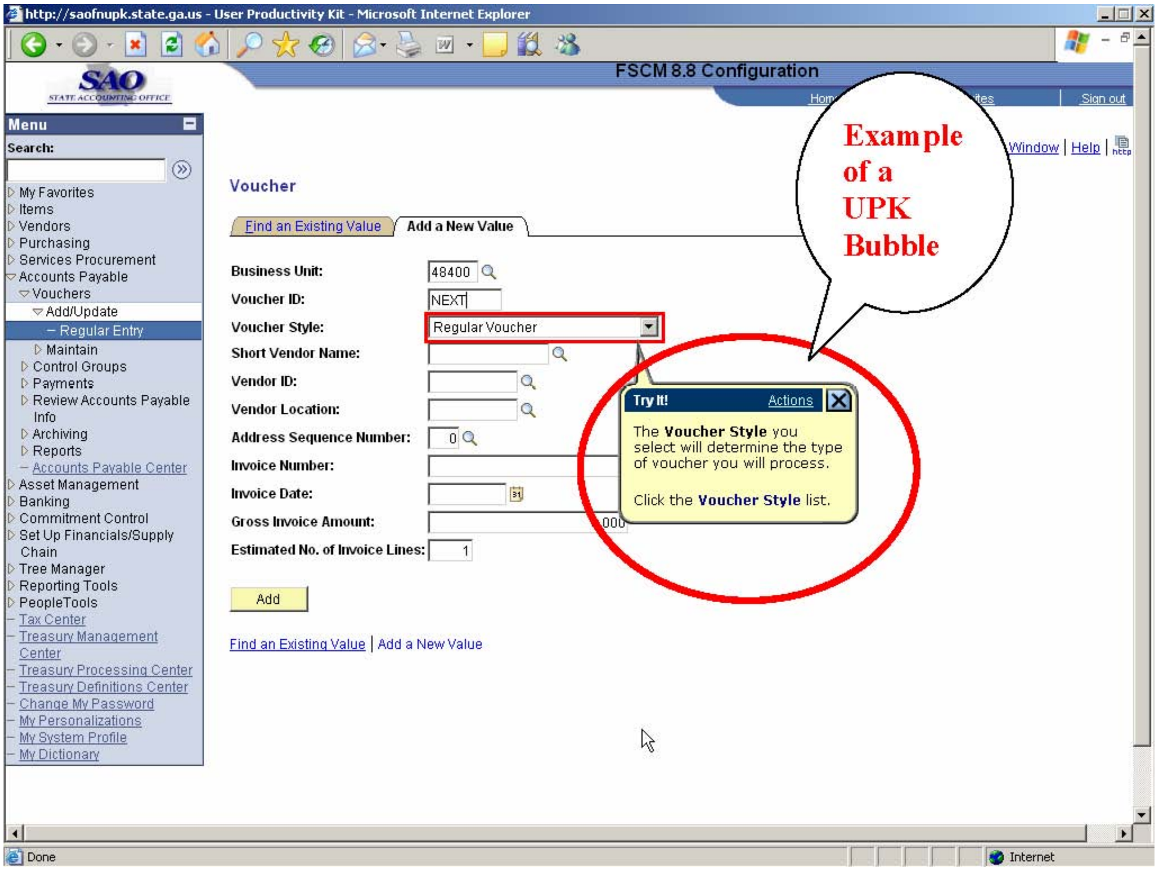
This will not be the case in the actual database. You will have to enter your data in its entirety.

This page represents the second page of the On-Demand Navigator lesson on "Create a Voucher"

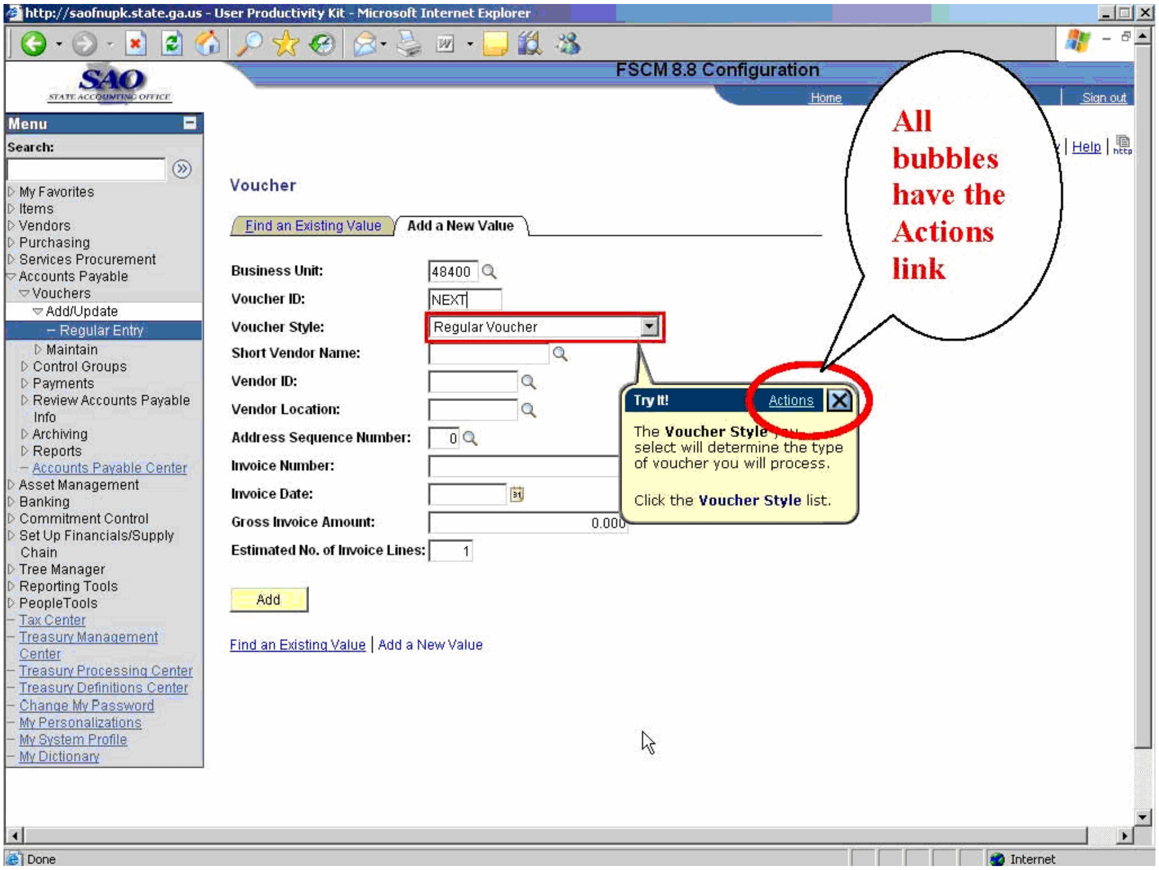


The first few pages of the each On-Demand Navigator lesson will contain navigation paths. In this instance, you are to click the **Accounts Payable** link (Try it mode).

This page represents a typical page of any topic/exercise in the On-Demand Navigator



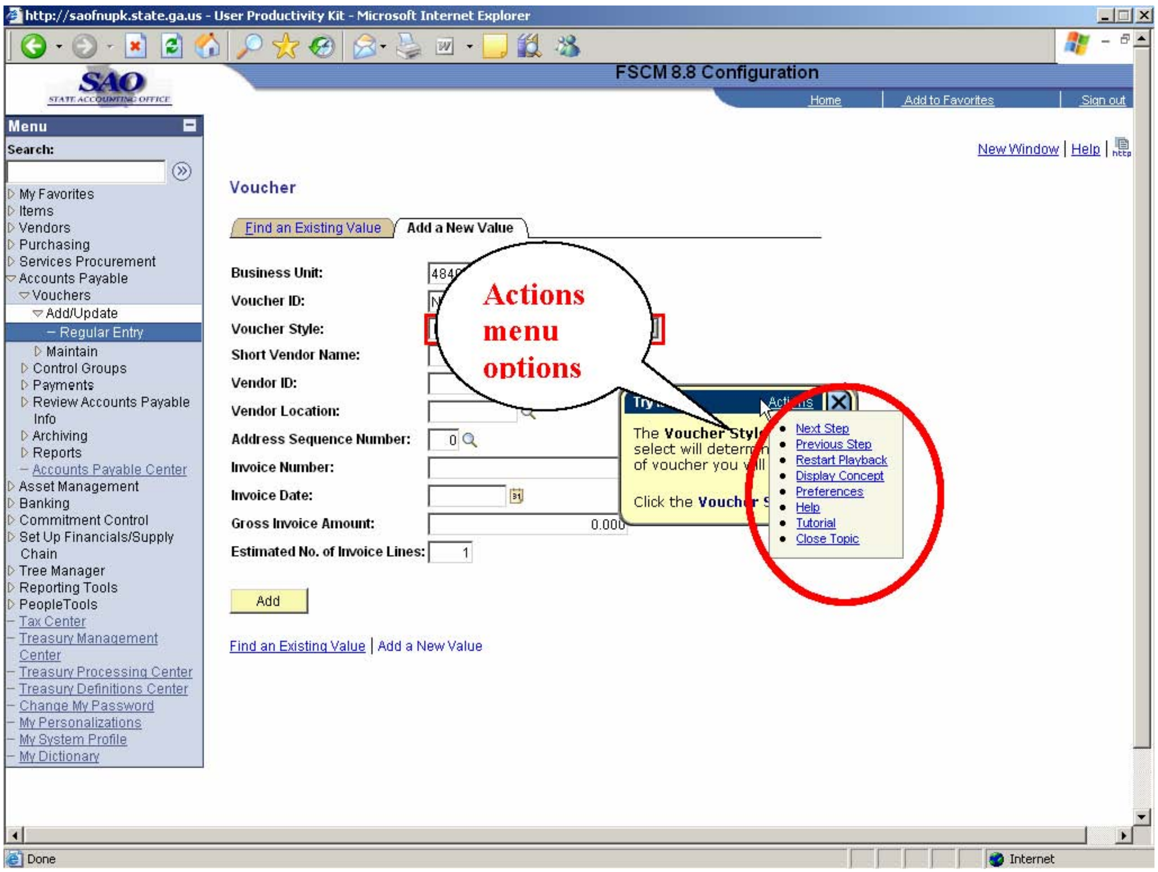
The **On-Demand Navigator topic/exercise bubble** will contain user instructions. These bubbles will tell you where to click or exactly what action to take (Try it mode). Depending on which play back mode you have selected, the On-Demand Navigator bubbles may or may not contain helpful data.



A few notes on how to navigate within the On-Demand Navigator topic:

Within each bubble (Try it mode), you will see not only Instructor notes but also the system action that you are to perform. Each bubble also contains an "**Actions**" link. This link will allow you to perform certain functions within the On-Demand Navigator topic.

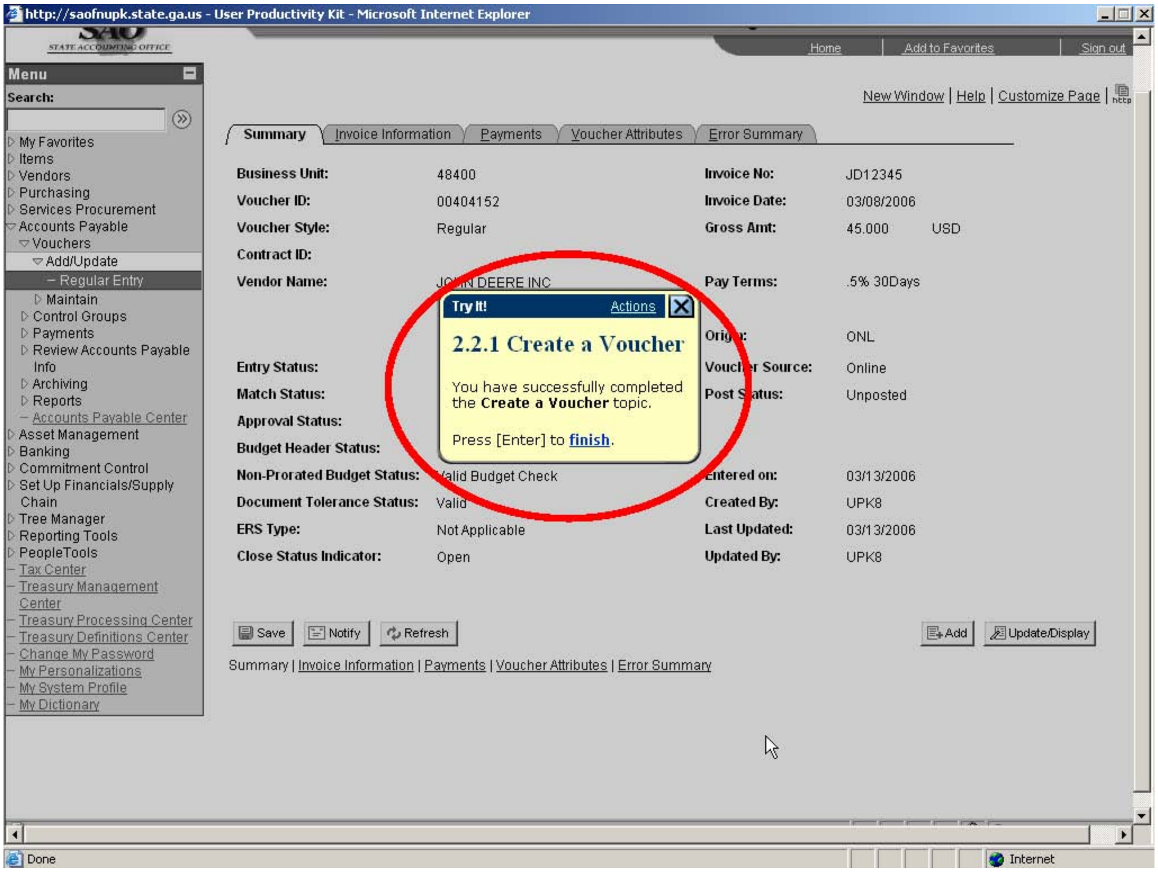
In this view, the Actions link within the bubble has been clicked



The **Actions** menu options include:

- **Next Step –** Displays the next step in the process
- **Previous Step –** Displays the previous step in the process
- **Restart Playback-** This action will restart the topic from the beginning
- **Display Concept –** Concept of currently displayed topic will appear in a new window
- **Preferences –** Preferences of this topic have been set and should not be changed
- **Help –** The Help link instructs the On-Demand Navigator user on player software usage
- **Tutorial –** This link opens a new window which contains an online tutorial of how to use the On-Demand Navigator in Try it mode
- **Close Topic –** This action will close the player topic

When you have finished an On-Demand Navigator topic, you will see a screen similar to this one



At the end of each topic, you will see a bubble with a message "**You have successfully completed the topic**". You will press Enter to finish the current topic.

The On-Demand Navigator will return you to the home page where you may select another topic.