Taking TeamWorks Online Training

Supported by SAO

SAO State Accounting Office

What is TeamWorks Online Training

Formerly known as the User Productivity Kit or UPK, TeamWorks Online Training is the State Accounting Office browser-based, on-demand training tool that allows users to learn how to use the TeamWorks application at their workstation, working at their own pace, and at a time that fits in their work schedule.

Objectives

At the end of this presentation users should be able to:

- Navigate to the TeamWorks Online Training homepage
- Navigate the TeamWorks Online Training content page
- Describe the TeamWorks Online Training playback modes
- Select and play a topic
- Navigate a TeamWorks Online Training simulation

Navigating to TeamWorks Online Training

TeamWorks Online Training is located on the SAO Website.

SAO Homepage

To access the Training page, click the **Training & Calendars** link on the SAO homepage.

Navigating to TeamWorks Online Training

To take TeamWorks Online training, click the **TeamWorks Training** link.

Navigating to TeamWorks Online Training

Click the **TeamWorks Financials Online Training** link.

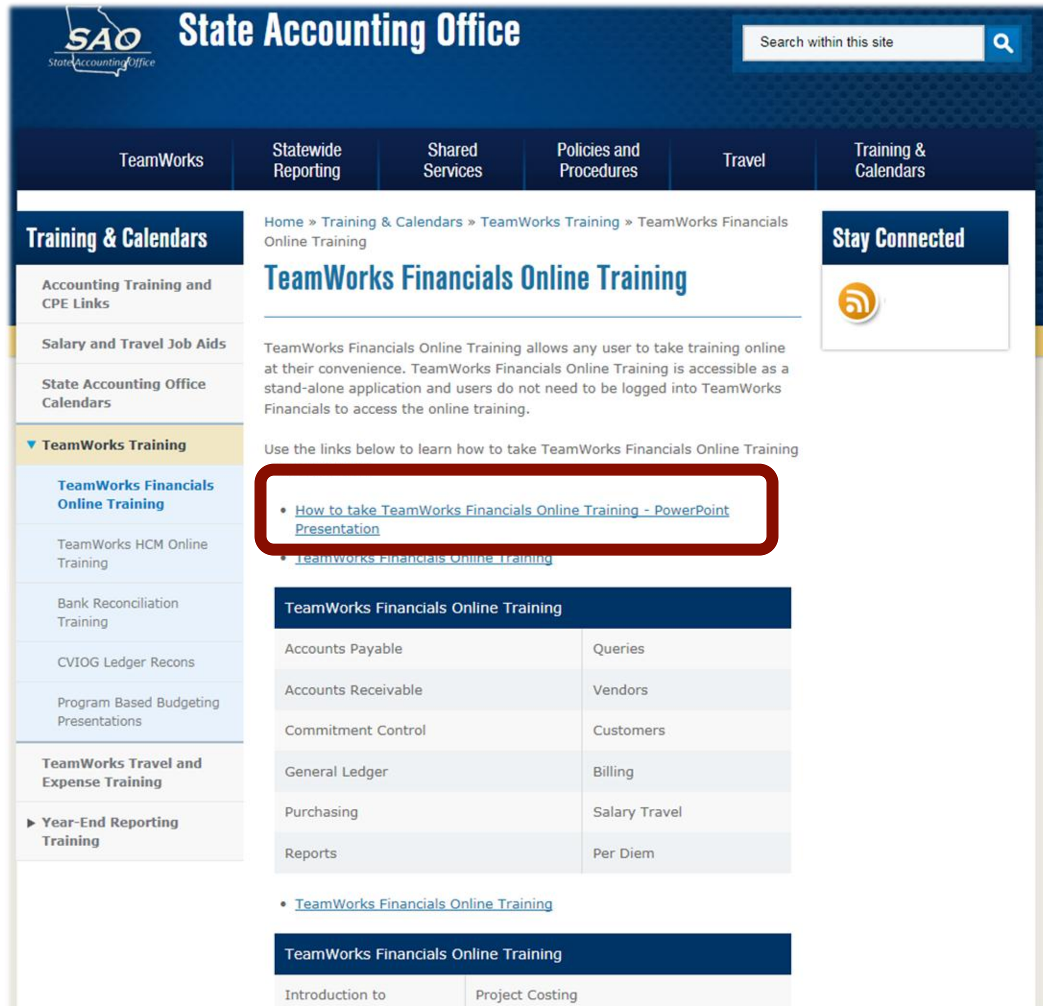
Click the button below to access the SAO **TeamWorks Online Training** page.

SAO TeamWorks Online Training

Don’t forget to save it as a Favorite!

Accessing TeamWorks Online Training

On the **TeamWorks Financials Online Training** page you can review this presentation by clicking the **How to take TeamWorks Financials Online Training – PowerPoint Presentation** link.



TeamWorks Online Training Technical Requirements

Before accessing TeamWorks Online Training verify the workstation browser.

Verify that the workstation has Internet Explorer version 6 or higher installed:

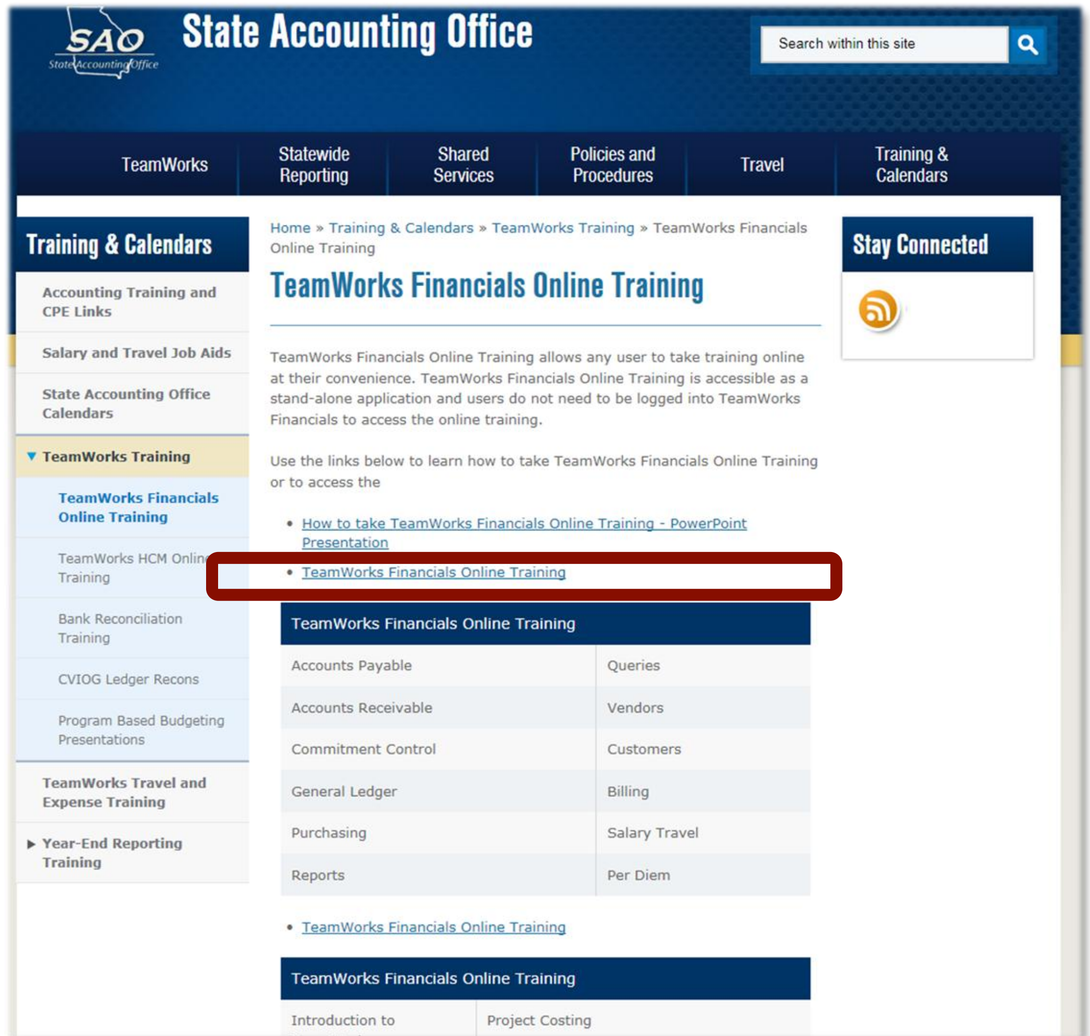
1. Open Internet Explorer
2. Click Help
3. Click About Internet Explorer

TeamWorks Online Training works best in Internet Explorer and is not compatible with Google Chrome.

Accessing TeamWorks Online Training

Click the first **TeamWorks Financials Online Training** link to access training modules for:

- Accounts Payable
- Accounts Receivables
- Commitment Control
- General Ledger
- Purchasing
- Reports
- Queries
- Vendors
- Customers
- Billing
- Salary Travel
- Per diem



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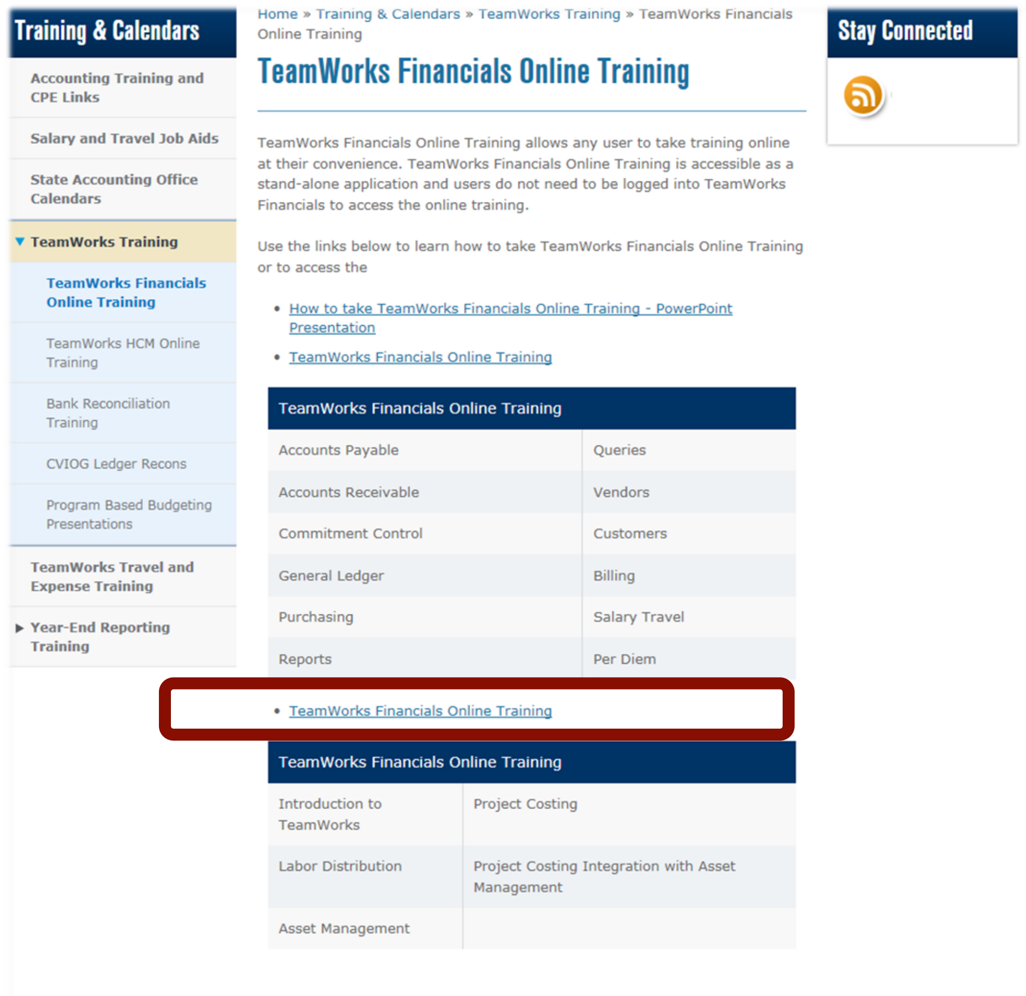
Accessing TeamWorks Online Training

Click the second **TeamWorks Financials Online Training** link to access training modules for:

- Introduction to Teamworks
- Labor Distribution
- Asset Management
- Project Costing
- Project Costing Integration with Asset Management



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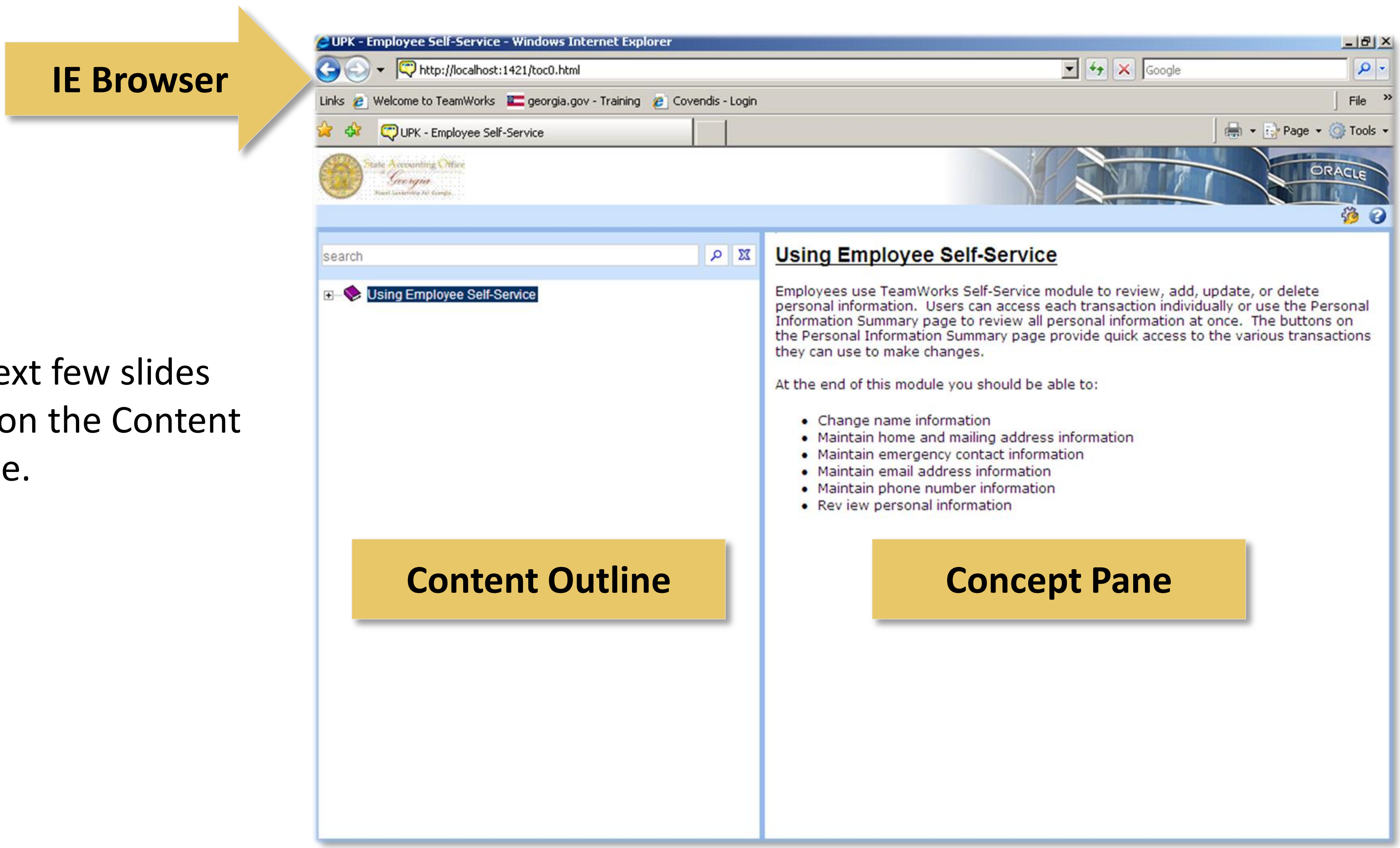
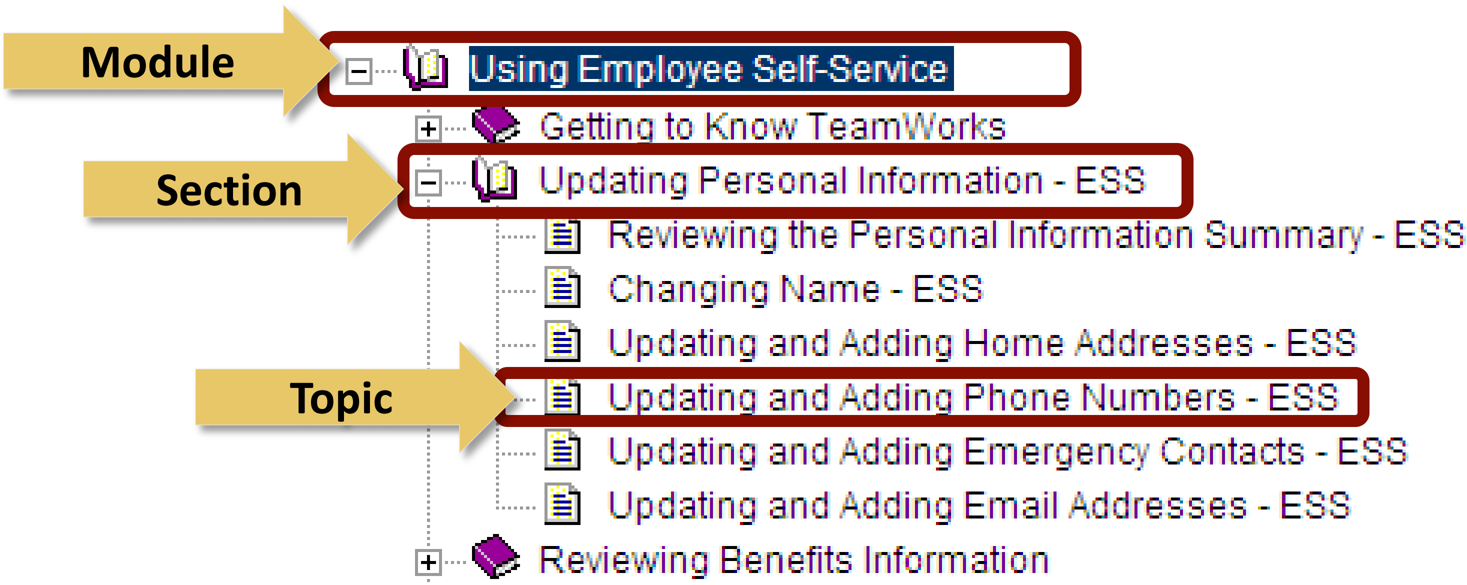
The Training Content Homepage



The next few slides focus on the Content Outline.

The Content Outline

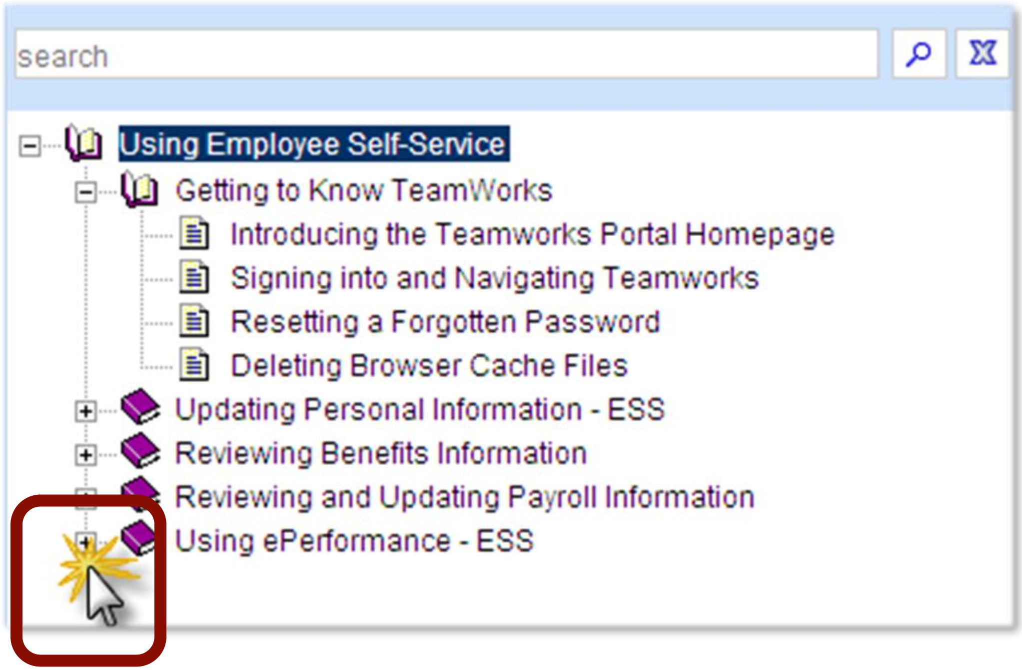
The TeamWorks Online Training player is organized into a folder hierarchy. The course outlines are structured as shown below:



The Content Outline

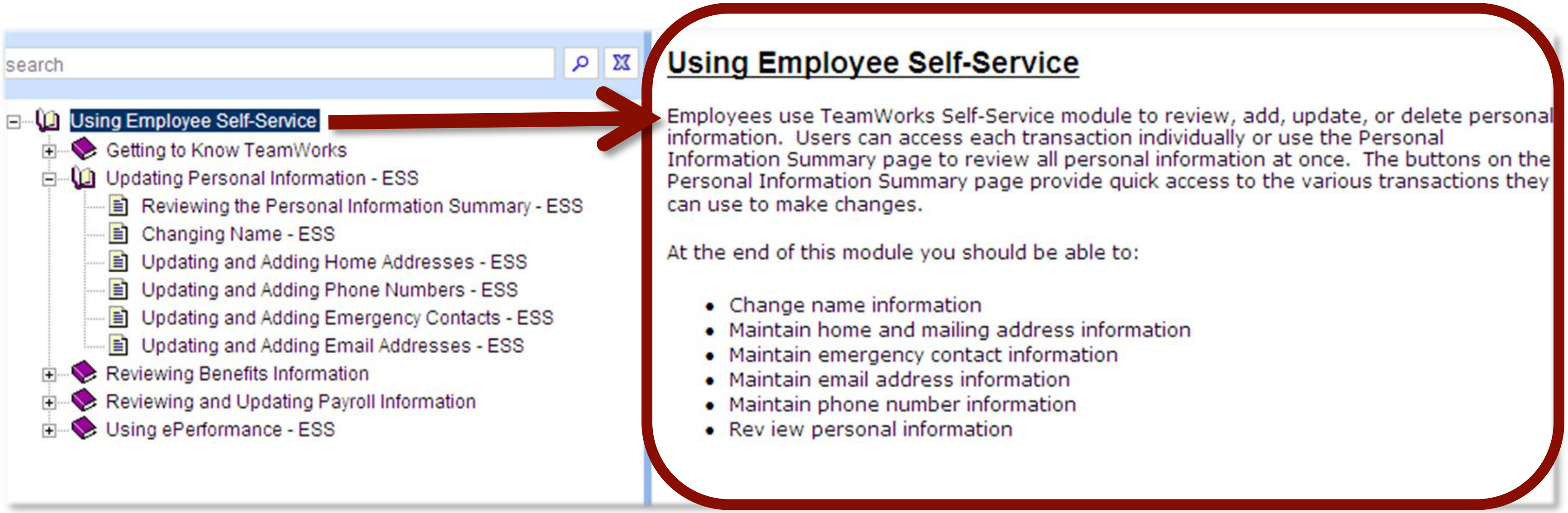
To expand the modules and sections, click the **+** next to the purple books . This expands the content.

To collapse the modules and sections, click the **–** next to the purple books .



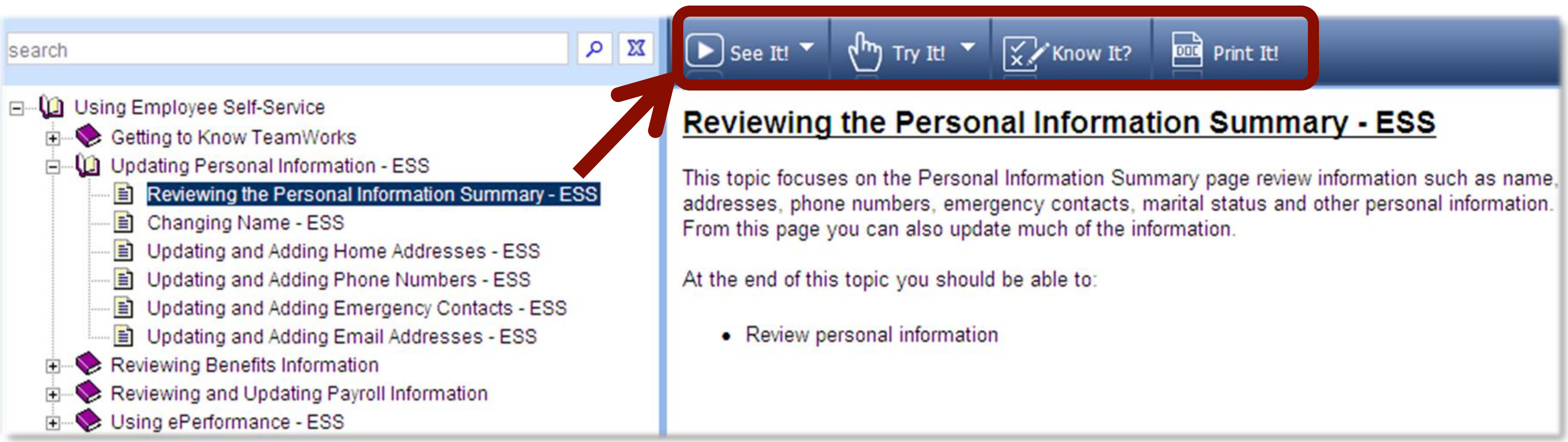
The Concept Pane

When the user clicks on or expands a module, section, or topic, introductory information about that item displays in the concept pane. This information tells the user what the module, section, or topic is about and what they can expect to learn.

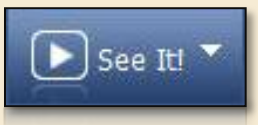
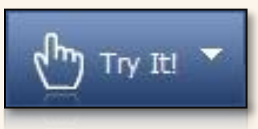
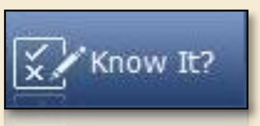


The Concept Pane

When the user clicks a topic, the Concept Pane displays the See It! Try It!, Know It? and Print It! buttons. These buttons provide the user with four different way to interact with the training for a topic.

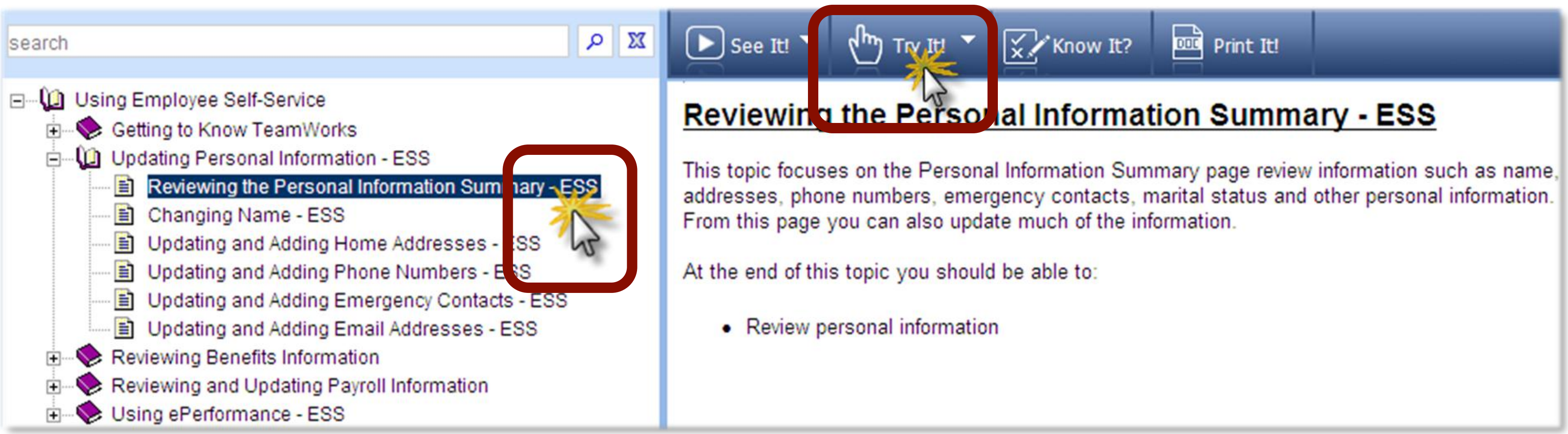


Playback Modes

Button	Description
	See It! – Clicking this button launches the topic in See It! mode! It enables the user to learn by watching the steps in a simulated environment like a video. All the required activities, such as moving the mouse and entering data, are completed automatically.
	Try It – Clicking this button launches the topic in Try It! mode. It enables the user to learn interactively in a simulated environment. During the simulation, the user is prompted for mouse clicks and/or keystrokes to complete the steps.
	Know It? – Clicking this button launches the topic in Know It? mode. It enables the user to learn by testing them on the tasks in a simulated environment. In this playback mode there are no prompts or instructions for the user to follow.
	Do It! – Clicking this button launches the topic in Do It! mode. It guides the user as they perform the tasks in the live TeamWorks environment.
	Print It! – Clicking this button does not launch the topic. It launches a printer pop up window and enables the user to print a copy of the topic as a job aid for reference.

Playing a Topic

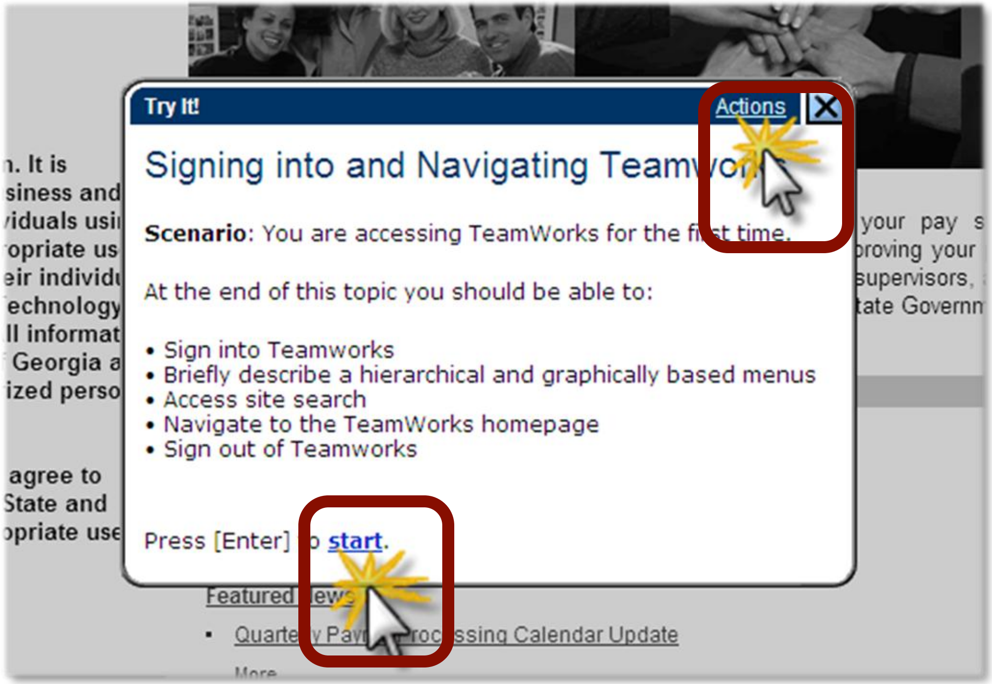
To launch a topic click and read through the content outline and concept pane to find the desired topic. Click to select the desired topic and then click the desired playback mode.



Always take the training
in order the first time.

Navigating TeamWorks Online Training Simulation

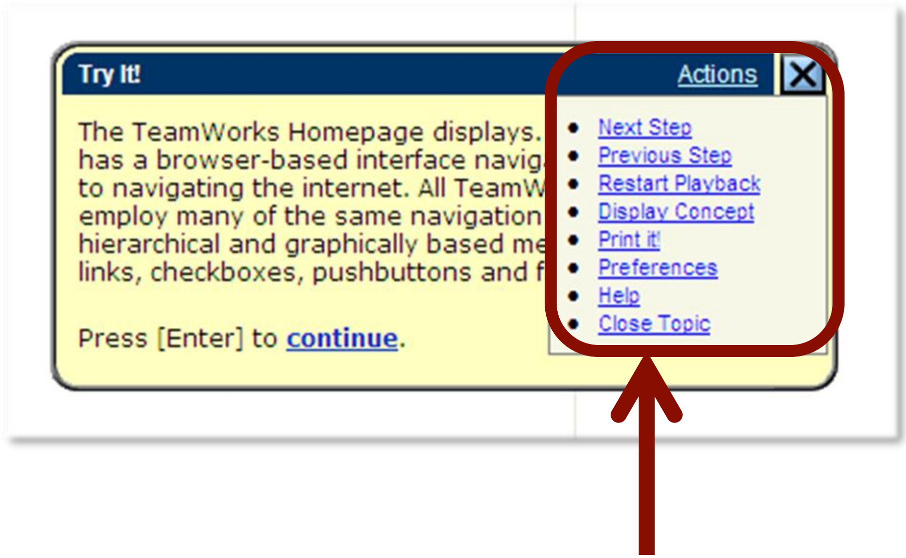
When the simulation player displays, it provides the user with an introduction bubble that includes a topic scenario, objectives and initial navigation if necessary. In this example, the user is playing the simulation in **Try It!** mode. This means the user has to read and follow the prompts to move through the topic. In addition, the user can navigate by using the **Actions** menu or by using the on screen instructions.



Navigating a TeamWorks Online Training Simulation

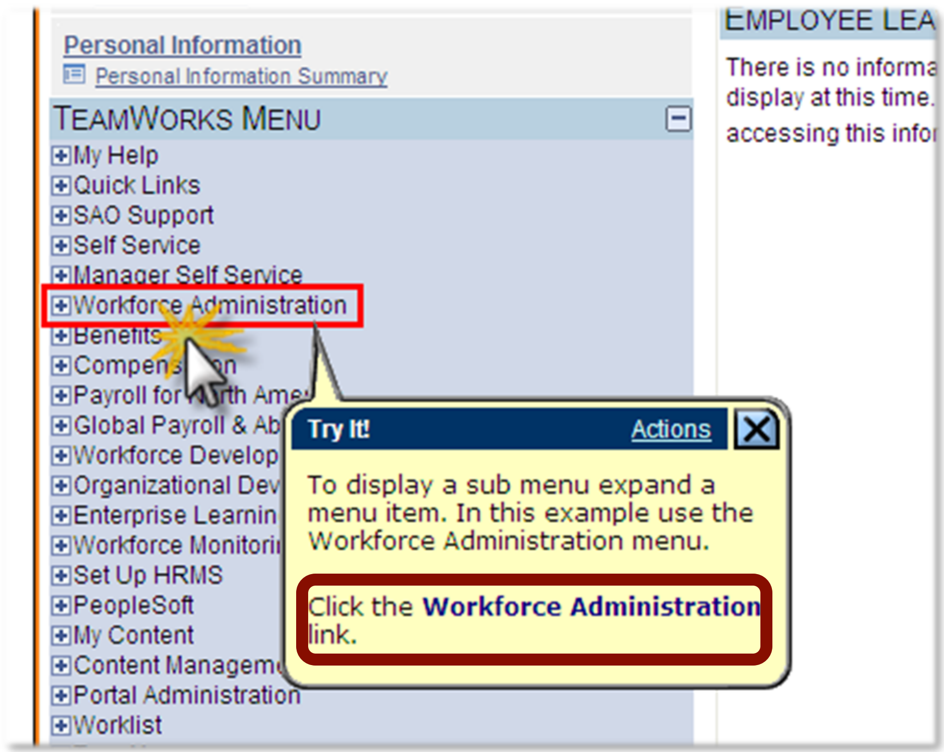
After the user clicks the **Action** link the TeamWorks Online Training player displays a small menu that includes key actions such as:

- Advance to the **Next Step** or screen
- Return to the **Previous Step** or screen
- **Restart Playback** restarts the topic from the beginning
- **Display Concept** pane or topic introduction
- **Print It!** prints a job aid of the topic
- Close the topic



Navigating a TeamWorks Online Training Simulation

The TeamWorks Online Training plays the topics in a simulation player. The training is best experienced in **Try It!** mode because it looks and feels to the user as if they are in TeamWorks. As the user moves through the simulation they are prompted with training content in the bubbles and prompts on where to click to advance through the simulated transaction.

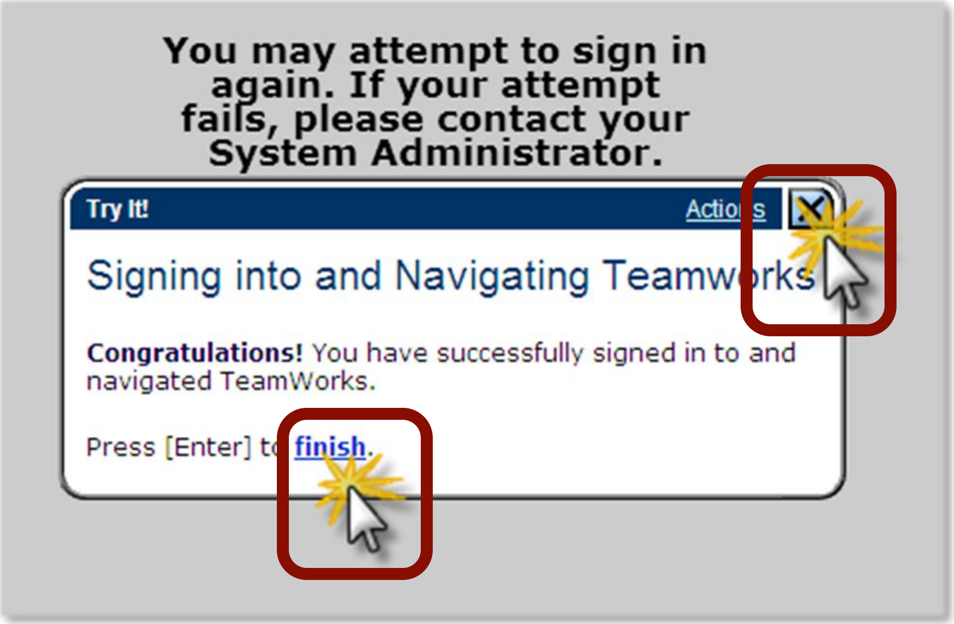


Navigating a TeamWorks Online Training Simulation

When the user reaches the end of the topic they can close it in three ways:

- Click the **X**
- Click the **finish** link
- Press **Enter** on the keyboard

After closing the topic the TeamWorks Online Training Content Homepage displays.



Clicking the **finish** link or pressing **Enter**. is always best.

What we've learned

- The TeamWorks Online Training a web-based self-paced training tool
- Users can access the TeamWorks Online Training via the SAO TeamWorks Training website
  - http://sao.georgia.gov/teamworks-training

SAO TeamWorks Online Training

- The training includes introductions and objectives for each module, section, and topic
- Topics provide users with objectives or goals
- Users can access content and play it in a variety of modes of which **Try It!** is best
- TeamWorks Online Training simulates the system and the tasks involved with completing a transaction