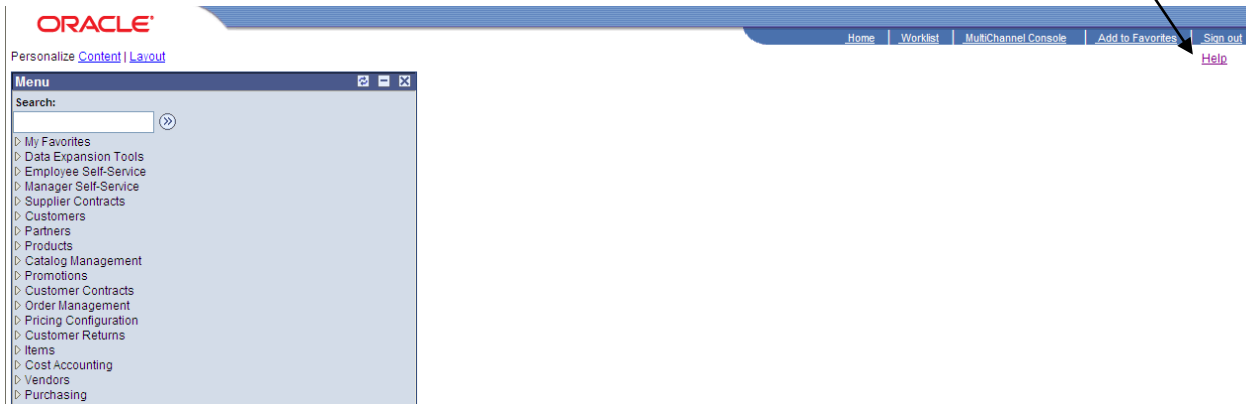
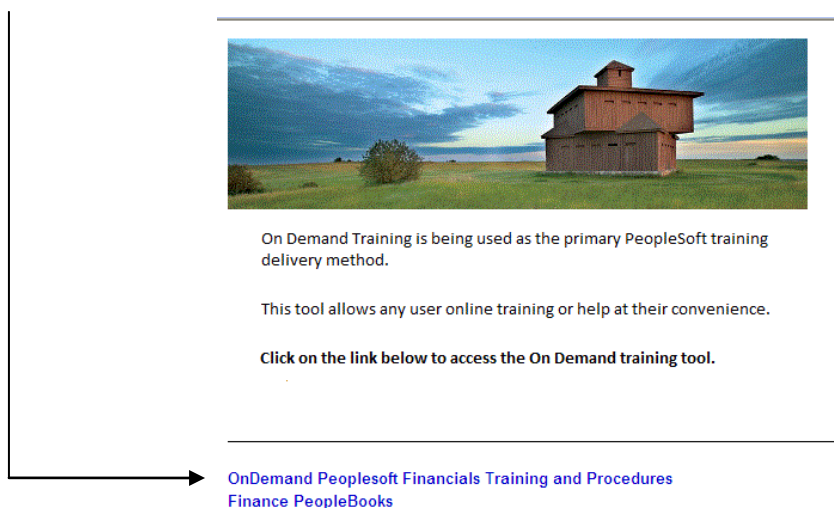


HOW TO USE ONDEMAND TOPICS FOR HELP WITH PEOPLESOFT

1. From the Home page, click on the [Help](#) link in the upper right corner of the screen



2. The following screen will appear in a pop-up window. You may have to click on some messages to “always allow pop-ups on this web site.” Click on the [OnDemand PeopleSoft Financials Training and Procedures](#) link.



If you receive nothing but a blank screen, or if you get a message about pop-up windows, you may have to change some of your Internet settings. Try the following; if they do not work, contact your agency's IT person for help.

- a. Turn off the pop-up blocker for this web site only.
 - b. Go to Tools > Internet Options > Security tab > Trusted sites > the Sites button > add <https://www.connectnd.us> as a trusted site.
 - c. If you are still experiencing problems, you may have to turn off Pop-up Blocker under Internet Options, but only with IT permission.
3. When the next screen is done loading, you should see a screen like the one below. The first item listed gives some simple instructions on how to use OnDemand (UPK).



search

ST Module 1 - How to use On Demar
ST Module 2 - Navigation in PeopleSt
ST Module 3 -1099 Vendor Reporting
ST Module 4 - Accounts Payable
ST Module 5 - Accounts Receivable
ST Module 6 - Assets
ST Module 7 - Billing
ST Module 8 - General Ledger
ST Module 9 - PCard
ST Module 10 - Project Costing
ST Module 11 -Purchasing
NDU-New Vendors
NDU-Changing Vendor Information
NDU-Vendor Bank Information

How to use the On Demand training tool:

Step 1: Click the expand button to open the course.
Step 2: Each course is broken down into lessons. Click the expand button to open a lesson.
Step 3: Within each lesson are topics. Click on the topic you want to open.
Step 4: Once you select your topic, select one of the playback modes to view (OMB recommends Try It!)

Playback Modes:

See It mode - Enables you to learn by watching an animated demonstration of the steps for a task being performed in a simulated environment. All the required activities, such as moving the mouse and entering data, are completed automatically.

Try It mode - Enables a user to learn interactively in a simulated environment. The user is prompted for mouse clicks and/or keystrokes to complete the task. Pressing the 'Enter' key on the keyboard moves the screens forward as well.

Do It mode - is used with the Live application. The window will hover in the lower right of the screen providing visual instructions. Written instructions will guide them step-by-step through the process.

Print It! - Clicking this button brings up a Word document called a "Job Aid." This is another name for a checklist with all the steps contained within the topic, but in a format that can be printed and kept at your desk if needed.

4. OnDemand training is set up with three levels: Module, Lesson, and Topic. Clicking the plus signs (+) by each item opens up the next level below it.

5. You can use the “search” field to find the topic you are looking for, such as “1099,” then click the magnifying glass circled below.

1099

ST Module 1 - How to use On Demar
ST Module 2 - Navigation in PeopleSt
ST Module 3 -1099 Vendor Reporting
ST Module 4 - Accounts Payable
ST Module 5 - Accounts Receivable
ST Module 6 - Assets
ST Module 7 - Billing
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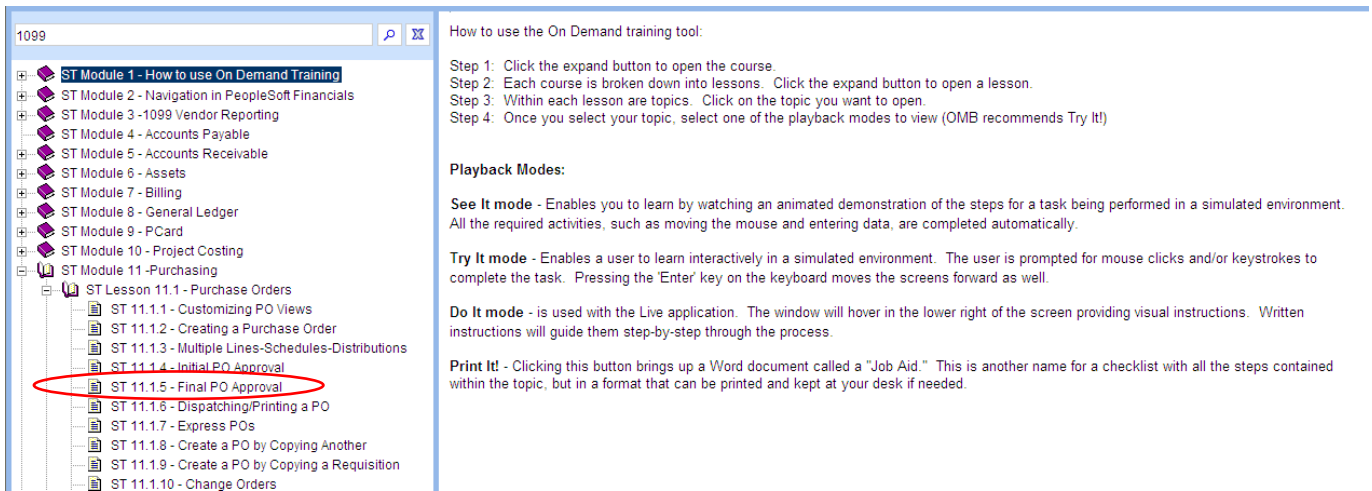
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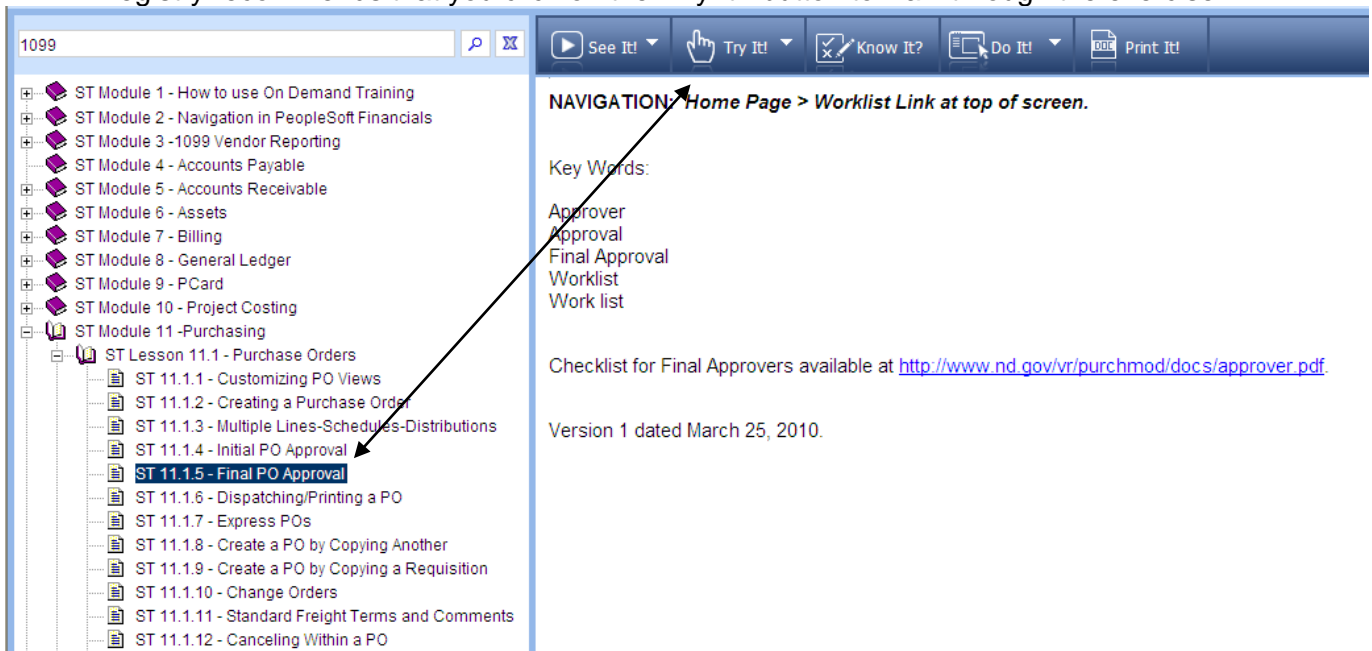
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6. Take a look at the navigation panel on the left. You may need to drag this bar to the right to see the complete titles. **All topics beginning with “ST” mean they apply to state agencies – Higher Ed topics will being with “NDU.”**

7. To find help on how to approve purchase orders, for example, start with Module 11 for Purchasing. By clicking the plus signs on the Module level, then for Lesson 11.1, you can find a variety of topics available. The instructions for “Final PO Approval” are assigned the number of ST 11.1.5, as shown on the next page.

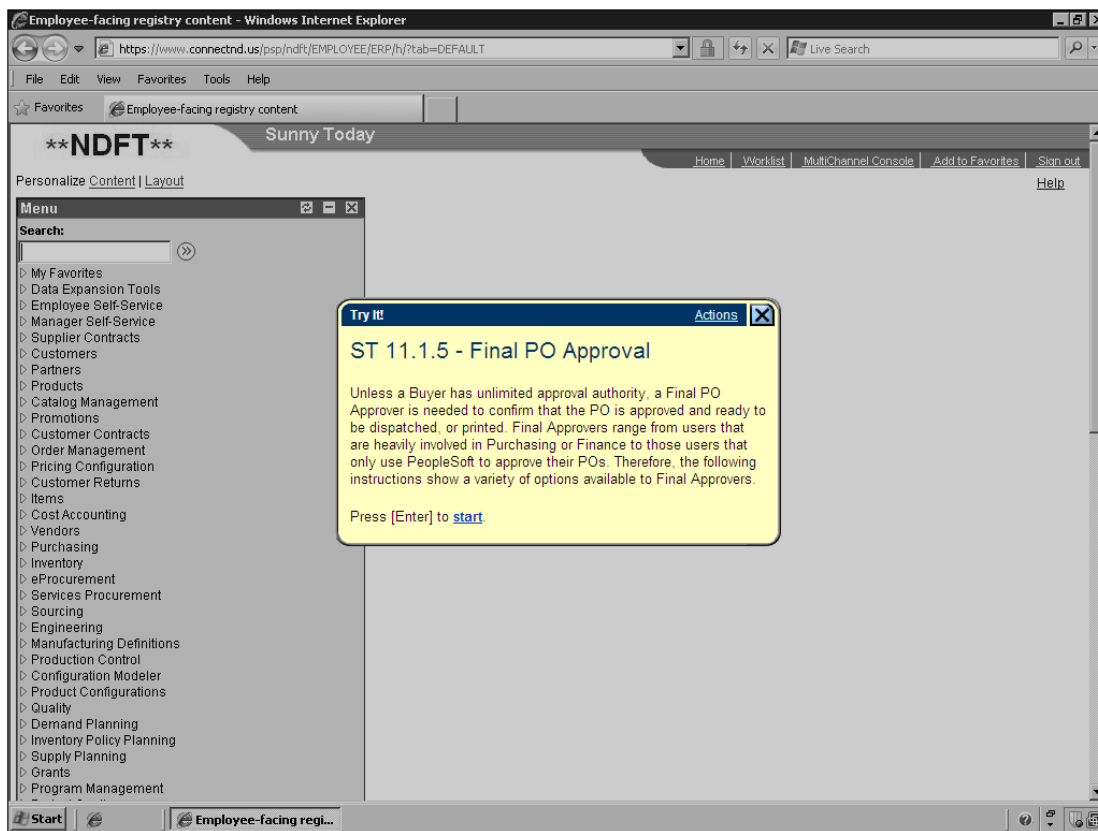


8. Highlight the topic you want and read the information provided in the screen on the right. Vendor Registry recommends that you click on the "Try It!" button to walk through the exercise.



9. Your topic will appear in a PeopleSoft screen such as the one on the next page. In the Try It! mode, just follow the directions given to you in the yellow "bubbles."

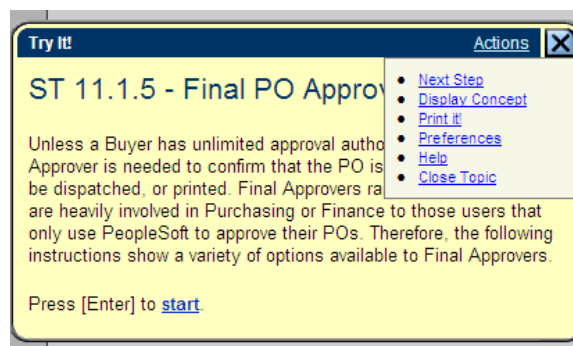
Users may also just click the Enter key to advance to the next screen. This trick is especially helpful if you receive an error message while reviewing the topic.



10. Vendor Registry recommends that agencies use the Try It! mode because you can control the pace of going from one screen to another.

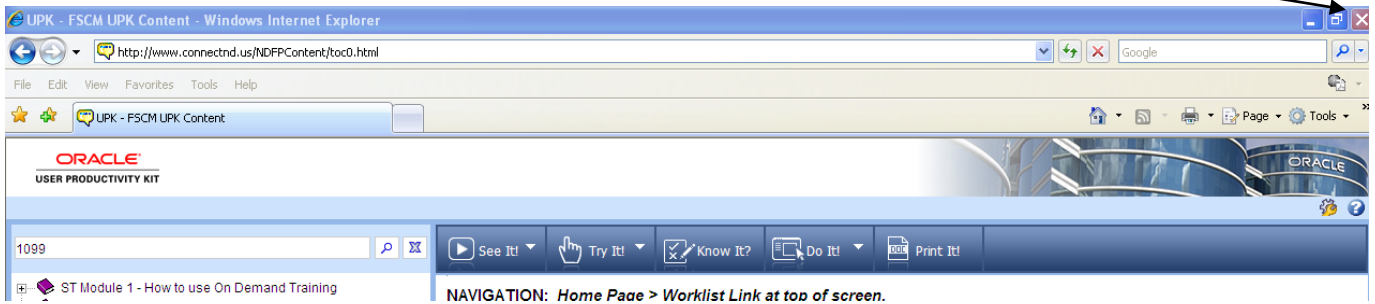
There is another mode called “See It!” where the viewer does not have to do anything but watch the screens move for them; because everyone reads and comprehends at a different pace, this mode may not be the best.

11. Whether you use See It! or Try It!, if you ever need to stop viewing a UPK topic before it is done, simply click on the Actions link, then select Close Topic.



12. There are two other modes that are not recommended for use at this time:
 - a. Know It!, where you will actually be tested to see if you can do the same actions on your own; and
 - b. Do It!, which is not activated yet for users.

13. If you would like a hard copy checklist to keep for future reference on this specific topic, click Print It! A Word document called a “Job Aid” will appear that you can save or print for your use.
14. To close out of OnDemand completely, just click the “X” in the upper right corner. The pop-up window will close without affecting the PeopleSoft screen you were on.



This feature gives OnDemand its name – you can access these training materials while encountering difficulty in a current PeopleSoft activity. The OnDemand window can be opened and closed without disturbing your work.