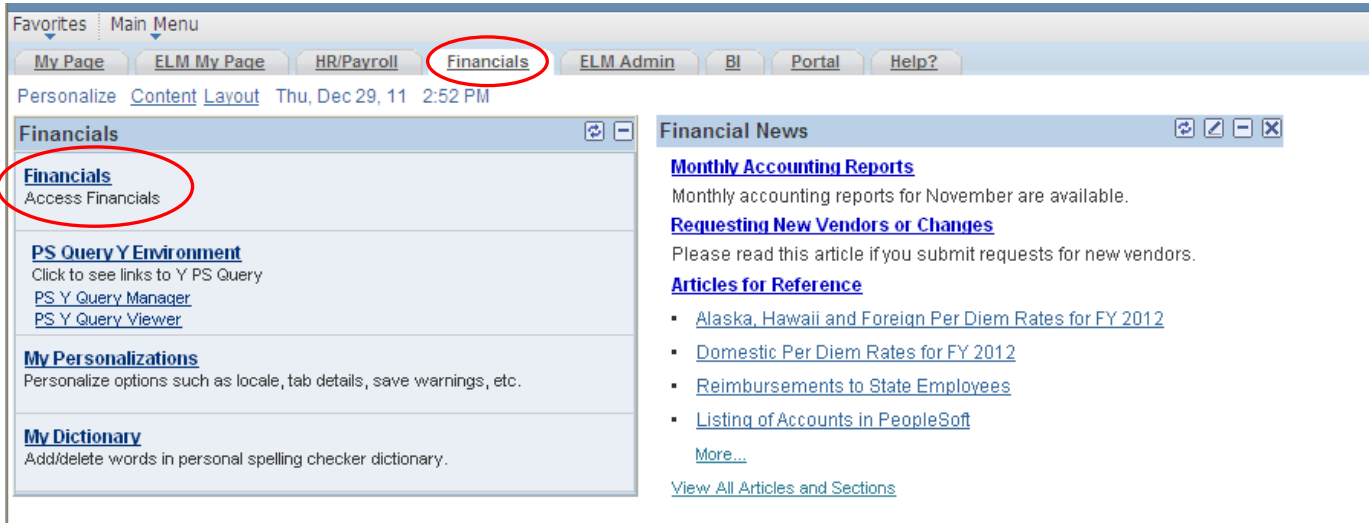# HOW TO USE ONDEMAND TOPICS FOR HELP WITH PEOPLESOFT FINANCIALS

NOTE: If you are not already in PeopleSoft Financials, navigate to the Financials tab of the Portal and open up the Financials link in PeopleSoft as shown below. The remaining instructions are written as if the user is looking for online help while already in Financials.


1. From the Home page, click on the Help link in the upper right corner of the screen
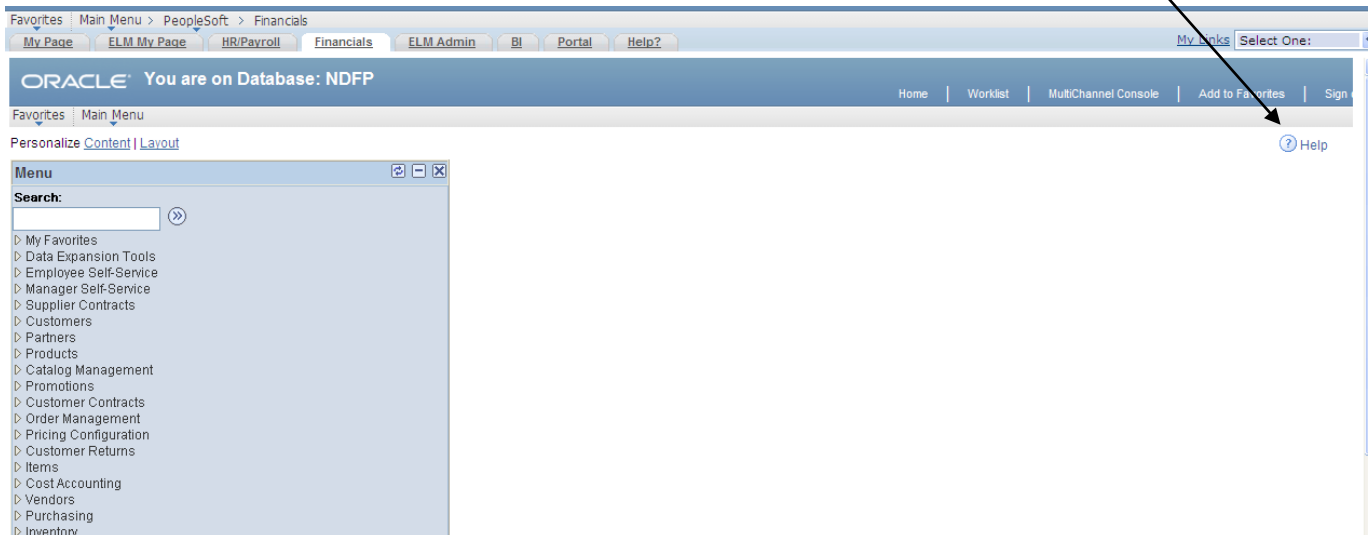

2. The following screen will appear in a pop-up window. You will want to maximize your window if it isn't already. If you receive just a blank screen or if you get a message about pop-up windows, you may have to change some of your Internet settings. Try the following; if they do not work, contact your agency's IT person for help.

   a. Turn off the pop-up blocker for this web site only.
   b. Add this page as a trusted site.

      i. In Internet Explorer, go to Tools >Internet Options > Security tab > Trusted sites > click the Sites button > add https://www.cnd.nd.gov as a trusted site. Click 'Close' then 'OK.'

     ii. In Mozilla Firefox, go to Tools > Options > Content icon. To the right of "Block pop-up windows," click the Exceptions button; enter www.cnd.nd.gov in the field that says "Address of web site." Click 'Close' then 'OK.'

    c. If you are still experiencing problems, you may have to run off Pop-up Blocker under Internet Options, but only with IT permission.
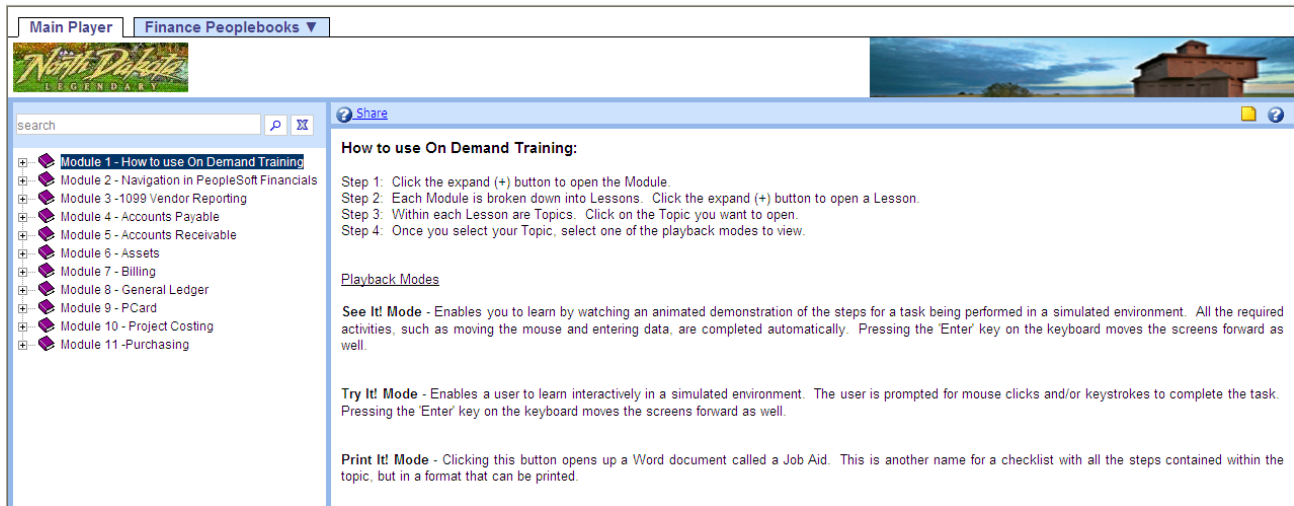

3. For most users, this popup window will default to Module 1 upon opening and should appear as shown above. <u>If this is the first time you are using OnDemand, be sure to read this page to learn how to navigate throughout the topics</u>.

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. Click on the subject you are interested in and keep drilling down to the Topic level. The example below shows various topics under the module of Purchasing and the lesson level of Purchase Orders.
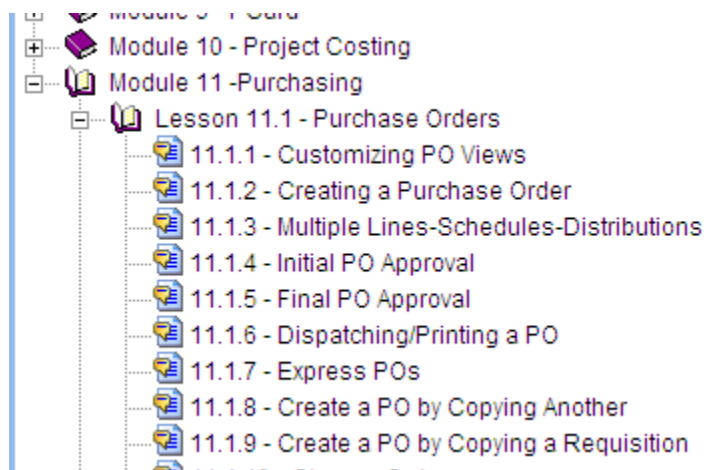
5. You can also use the "search" field to find the topic you are looking for, such as "1099," then click the magnifying glass.
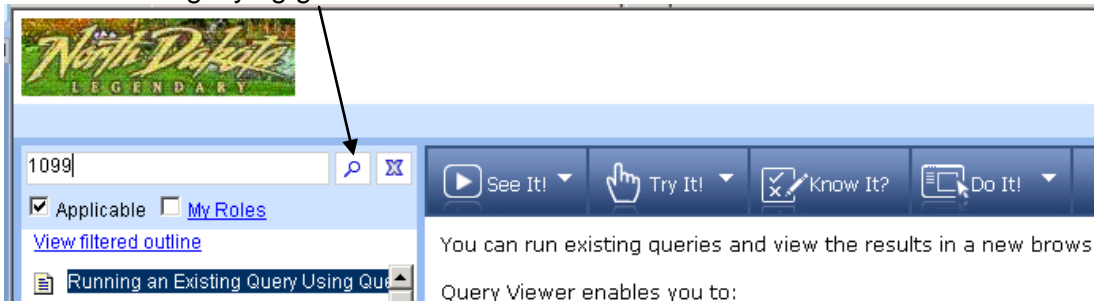
6. Once you have found the section you need, select the particular topic you need help with by clicking your mouse on the navigation panel to the left.
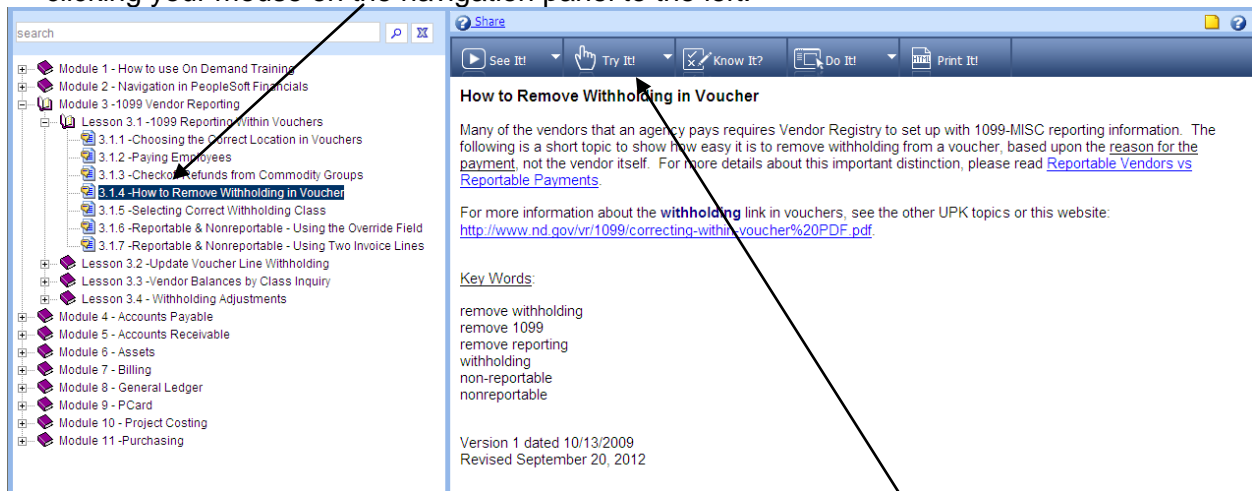
7. Highlight the topic you want and read the information provided in the screen on the right. Vendor Registry recommends that you click on the "Try It!" button to walk through the exercise.

8. Your topic will appear in a PeopleSoft screen such as below. In the Try It! mode, just follow the directions given to you in the yellow "bubbles."
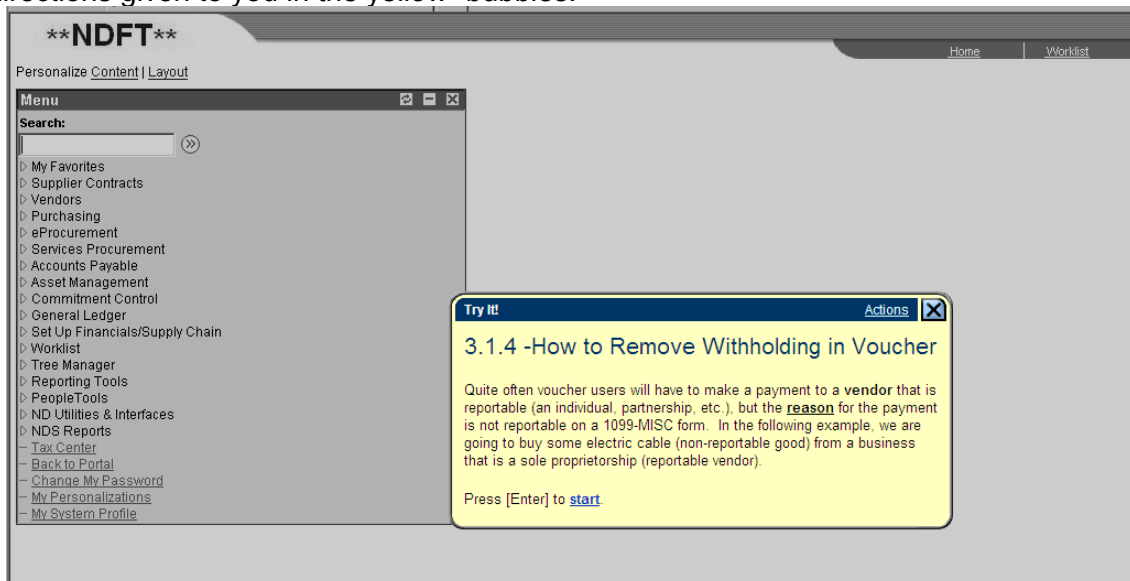
Users may also us the **ENTER** key to advance to the next screen. This trick is especially helpful if you receive an error message while reviewing the topic.

9. 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, but because everyone reads and comprehends at a different pace, this mode may not be the best.

10. Whether you use See It! or Try It!, if you ever need to stop viewing an OnDemand topic before it is done, simply click on the Actions link, then select Close Topic.
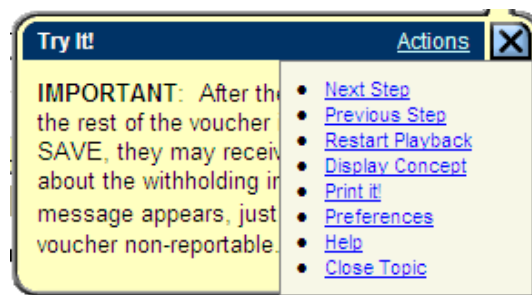
11. There are two other modes that are not recommended for use at this time:
    a. Know It!, where you will actually be tested to see if you can do the same actions on your own; and
    b. Do It!, which is not activated yet for users.

12. 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.

13. To close out of UPK, just click the "X" in the upper right corner. The pop-up window will close without affecting the PeopleSoft screen you were on.