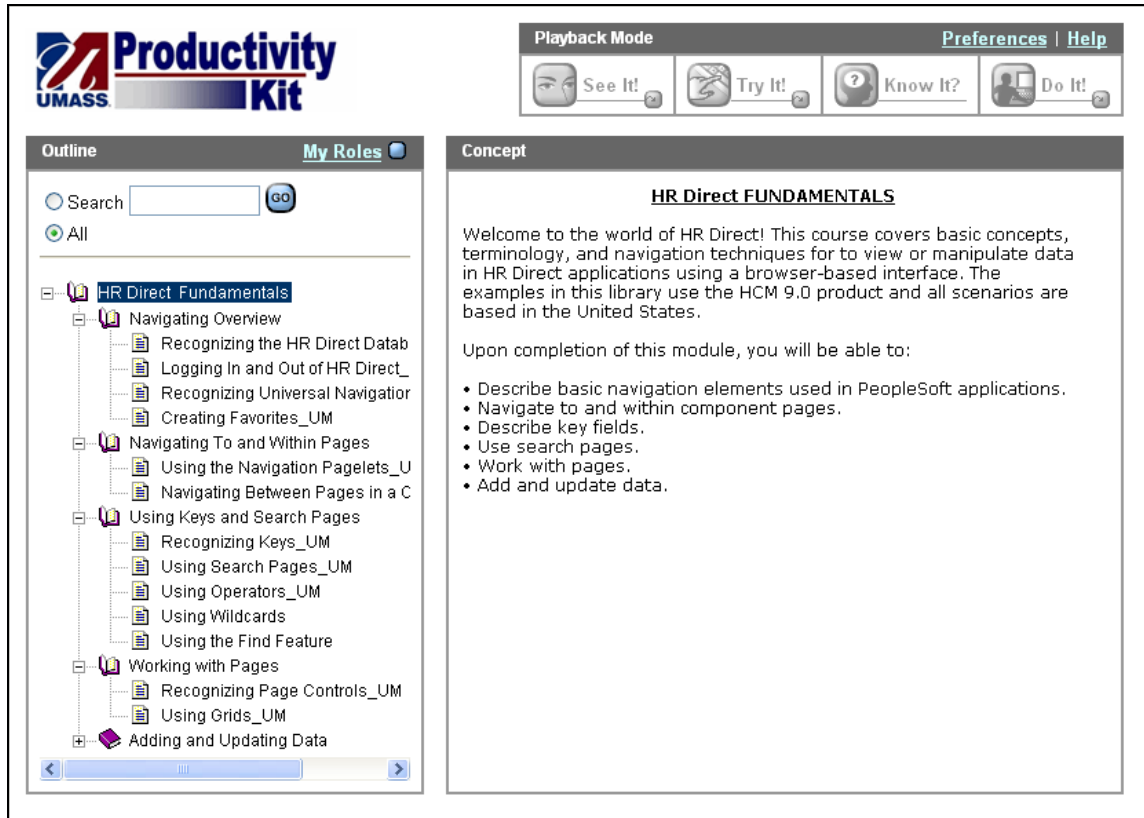











How To Use the UPK Player



The screenshot displays the UPK Player interface. At the top left is the 'Productivity Kit' logo with 'UMASS' underneath. To the right is the 'Playback Mode' section with buttons for 'See It!', 'Try It!', 'Know It?', and 'Do It!'. Below this is the 'Outline' section on the left, featuring a search bar and a tree view of 'HR Direct Fundamentals' with sub-items like 'Navigating Overview', 'Recognizing the HR Direct Datab', etc. The 'Concept' section on the right is titled 'HR Direct FUNDAMENTALS' and contains a welcome message and a list of learning objectives.

<p>Step 1.</p>	<p>Click on the UPK link where deployed. The UPK Player will open in your browser. Important: In order to access the UPK player, you may need to disable popup blockers.</p>
<p>Step 2.</p>	<p>Expand the appropriate Module () in the Outline section located on the left side of the player.</p>
<p>Note:</p>	<p>The Concept section, located on the right side of the player, provides background information about the highlighted Module, Section, or Topic. If the Topic is highlighted, an Information section will appear that will contain key information used in the simulated process.</p>
<p>Step 3.</p>	<p>Expand the appropriate Section () in the Outline section located on the left side of the player.</p>
<p>Step 4.</p>	<p>Click on a Topic (). The Player mode buttons in the Playback Mode section will become active (buttons turn blue).</p>

<p>Note:</p>	<p>UPK offers four playback modes. We recommend using the following two modes for reviewing purposes:</p> <ul style="list-style-type: none"> •  See It! This web video allows you to learn by watching. You can pause, resume, and replay the training at any time. •  Try It! This interactive simulation allows you to move through the steps. If you need help on a step, the tool will offer hints. •  Know It? This interactive simulation allows you to assess your skills without the step-by-step instructions. •  Do It! This pop up window will act as a coach in the application <i>after Go Live</i>. While completing a process, you can open it through the Help link and receive step-by-step instructions.
<p>Step 5.</p>	<p>Click on the appropriate playback mode. The player opens up.</p>
<p>Note:</p>	<p>If you select the See It! mode, the player will begin automatically. If you select the Try It! and Know It! modes, you will need to click the start link to begin the player. If you select the Do It! mode, you will need to click the play button () to begin the player.</p>
<p>Note:</p>	<p>You can use the Search field (<input type="text" value="Search"/>) in the upper left hand corner to find Topics by using a keyword. For example, if you type "Job Code" in the Search field and click the Go button () , the topic list will reorganize for all topics that use the word "Job Code". To reset back to the default, click the All radio button (<input checked="" type="radio"/> All).</p>
	<p>End Procedure</p>