



# USER PRODUCTIVITY KIT

Do you need to have your Oracle Application's (JD Edwards, PeopleSoft, or Oracle Applications) set up documented? Do you need a training tool that can be used by the trainee alone that will show them what needs to be done and how to do it, let's them try it and can also test their proficiency? Do you need a tool that would ensure that your system testing is consistent and accurate every time? Do you ever need to retrain employees? Would you like one system that would let you answer yes to all of these questions?

## Solution

UPK - User Productivity Kit delivers fast and easy to use documentation throughout the software lifecycle for testing, set up documentation, and training purposes for all Oracle applications.

## Benefits

- A means of setting up and retaining user acceptance test scripts to help test applications in a consistent manor before and after go-live.
- A formal way of documenting the way each module/function/task is set up and is easily modified if there are any changes made to the set up and/or how to use it.
- Consistent self-training for new or transferred employees that greatly reduces the amount of physical trainer time required. This is accomplished through the use of:
- Show-Me: walks you through the task showing screens and key strokes and required input fields and type of data to be input into those fields.
- Try-Me: lets you take control of the mouse and key board and attempt the task but stops you immediately and shows you if you make a mistake and lets you correct it.
- Test-Me: allows you to do the task and grades you when you are done as Pass or Fail.
- A great tool for remedial training or a quick refresher for a job that you don't do often or havn't done recently.

## Set Up

A recording of the task as you do it is made. This will show all of the screens that are necessary and the key strokes required to navigate through them. Once the task is completed, the recorder is turned off. Then changes can be made and written instructions added similar to a Microsoft Word Document.

## Training Time

Basic instruction could be done in half a day training session with the basic input group. Administrator instruction would be additional time. The Administrator is responsible for publishing the completed scripts so they can be accessed by the users and retrieving the published scripts if changes are required. (Changes cannot be made to scripts that users have access to.) Additional time would be needed to answer questions when the basic input groups are setting up their scripts.

## Service Offerings

- Interview with process owner
- Identify process
- Develop project plan
- Initial UPK configuration
- Train the trainer
- Rollout
- Support

