Oracle’s User Productivity Kit (UPK) is a collaborative content development platform that drives end-user and project team productivity throughout all phases of the software ownership lifecycle. UPK pre-built application specific content provides significant additional benefit beyond the UPK Developer for enterprises deploying PeopleSoft’s Enterprise applications.

UPK Application Content: “As Delivered” System Process References
The value of UPK pre-built application content starts from the premise that implementation project teams can save substantial time and labor by leveraging UPK application content as baseline reference system process flows first and then iterating to capture specific business process requirements. The savings can be substantial – project team resources typically dedicated to the preparation of system test data, storyboarding, and process standardization can be greatly reduced.

Mirrors Oracle Application Development Methodology
Key to the value of UPK application specific content is the fact that it is authored in tight collaboration with the actual developers who wrote the code, thus creating content which accurately reflects industry best practices with detailed conceptual information.

Delivering Value Throughout the Software Lifecycle
The value of UPK application content has relevance in many phases common to software implementation projects. For example, early on in the project lifecycle, UPK play back capabilities allow implementation leads to educate themselves on the delivered system process flows (vanilla functionality) of the new application without having to actually configure a “sand-box” environment, mitigating costs associated with labor and hardware and reducing the new functionality ‘learning curve.’
Eliminate Dedicated Instances To Analyze Delivered Functionality

Once the delivered functionality and process flows of the new application are understood, the project team can use the UPK content as an aid to do the fit-gap analysis. For this phase of the project lifecycle, the functional expert visually moves through a UPK simulation – leveraging the application specific content - while noting in the test document the configuration and/or customizations necessary to achieve the desired business outcome.

Customizing Pre-Built Content

Over the course of an implementation or upgrade, the UPK pre-built content can evolve until it mirrors the final deployed application. The existing pre-built content can easily be modified using the UPK Developer to capture the configuration changes or steps in the new process. UPK’s re-record feature also enables a guided recapture of screens and steps in the application so your UPK content reflects the final state of your application.

Use the UPK Developer to easily customize the content to match your organization’s needs. The UPK Content products contain the following sections:

**Campus Solutions Fundamentals**
- Navigating Overview
- Navigating To and Within Pages
- Using Keys and Search Pages
- Working with Pages
- Adding and Updating Data
- Using PeopleSoft Workflow

**Contributor Relations**
- Managing Constituent Data
- Managing Prospects
- Managing Planned Giving Prospects
- Managing Initiatives
- Managing Campaigns
- Managing Membership
- Managing Volunteers
- Managing Events and Other Initiatives
- Entering Commitments
- Processing Commitments
- Analyzing Giving History
- Running Reports
**Reporting Tools for Campus Solutions**
PeopleSoft Query Basics
Defining Query Selection Criteria
Advanced Query Options
Crystal Report Basics
Creating Crystal Reports
Formatting Crystal Reports
Advanced Crystal Report Options

**Student Administration**
**Academic Advisement**
Generating and Purging Advisement Reports
Viewing and Generating Advisement Analysis and Tracking Reports

**Campus Community**
Maintaining Biographic/Demographic Data
Maintaining Health Data
Maintaining Identification Data
Maintaining Participation Data
Using Population Selection
Using Communications
Using Comments
Using Checklists
Maintaining Organization Data
Maintaining Event Data
Maintaining Committees
Maintaining Service Indicators
Maintaining FERPA Privacy Control
Managing SEVIS Solution Visa Processing

**Financial Aid**
Processing Financial Aid Applications
Processing Federal Financial Aid Applications
Using Institutional Financial Aid Applications
Verification Process
Managing Financial Aid Terms
Working With Student Budgets
Awarding and Packaging
Authorizing and Disbursing Financial Aid
Processing Loans Using CommonLine
Processing Direct Loans
Processing Return of Title IV Funds
Managing Student Employment
Processing Pell Payments
Using FISAP (Fiscal Operations Report and App. to Participate)
Using Forms Engine

Recruiting and Admissions
Managing Recruiter Records
Searching for Records
Managing Prospects Records
Managing Applicant Records
Entering Supporting Information
Evaluating Applicants Manually
Admitting Applicants Manually
Creating Alternative Program Offers
Managing Enrollment

Student Financials
Processing Self Service ePayment Transactions
Using GL Interface Processing
Maintaining Customers
Calculating Tuition and Fees
Maintaining Receivables
Administering Payment Plans
Billing Customers
Running Cashiering
Refunding Customers
Collecting Receivables
Managing Tax Reporting

Student Records
Introduction to Student Records
Managing the Course Catalog
Managing the Schedule of Classes
Activating Students
Processing Transfer Credit
Managing Enrollment Appointments
Enrolling Students
Tracking Attendance
Tracking Student Data
Grading Students
Graduating Students
Producing Transcripts

Running Reports
Using Process Scheduler

CONTACT US
For more information on UPK and application specific content for Oracle application product families go to http://www.oracle.com/goto/upk/user-productivity-kit.html.

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