FMIS TRAINING

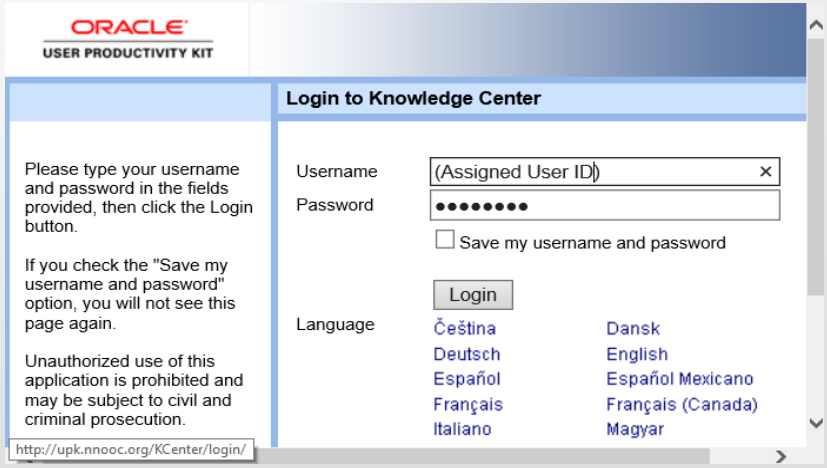
User Productivity Kit (UPK)

Professional Version: 12.1.0.5.0

LOGGING ONTO UPK

1. **Using Microsoft Edge Browser**
2. **Enter URL to access UPK**
   http://upk.nnooc.org/KCenter
3. **Enter assigned User ID and Password.**

P/S: User ID and Password are intended for your own use, and not to be shared.



TOOLS IN UPK V12

The navigation icons that appear at the top of the Reports page vary depending on the window you are viewing. Icons include:

Back: Moves back to the previous window.

Home: Returns to the Knowledge Center home page.

Help: Opens the Report Manager help system.

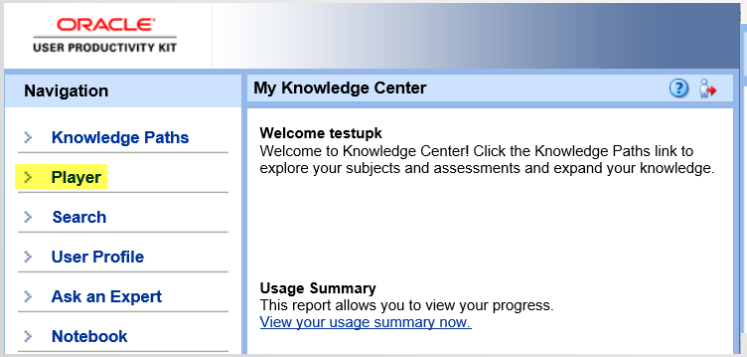
Logout: Logs out of the Knowledge Center.

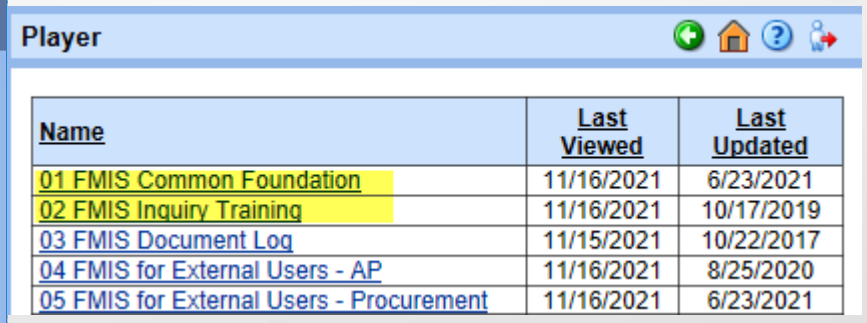
UPK TRAINING CONTENT

Pre-requisites - In Player, select :

01 FMIS Common Foundation (77 topics)

02 FMIS Inquiry Training (28 topics)



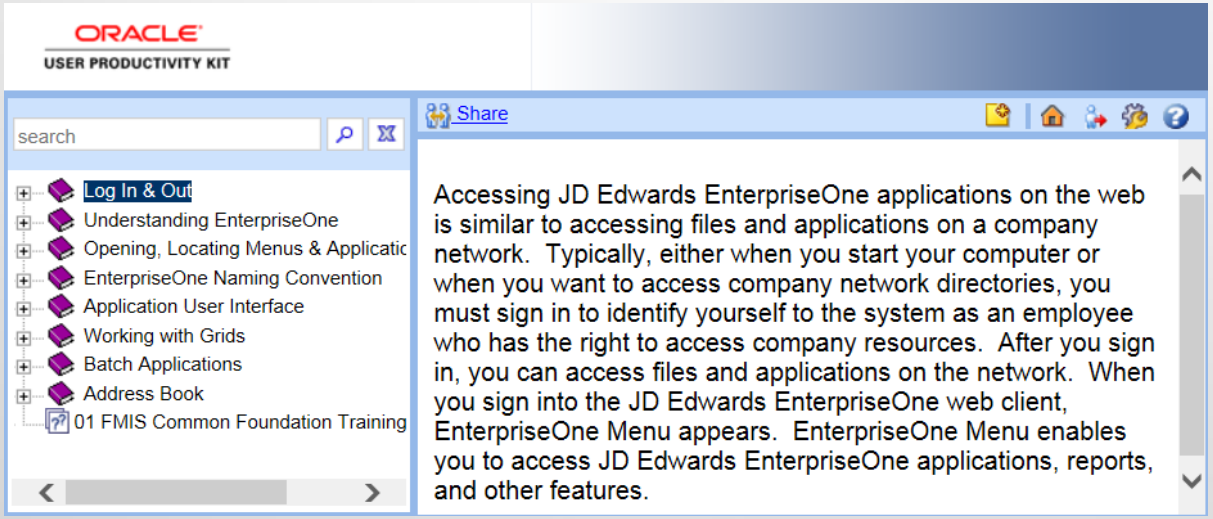


Name	Last Viewed	Last Updated
01 FMIS Common Foundation	11/16/2021	6/23/2021
02 FMIS Inquiry Training	11/16/2021	10/17/2019
03 FMIS Document Log	11/15/2021	10/22/2017
04 FMIS for External Users - AP	11/16/2021	8/25/2020
05 FMIS for External Users - Procurement	11/16/2021	6/23/2021

As a requirement the Pre-requisites Common Foundation and Inquiry training must be successfully completed prior to taking any other training, i.e.: "FMIS for External Users" – AP (Accounts Payable), and "Procurement", FMIS Document Log, or other Functional Modules.

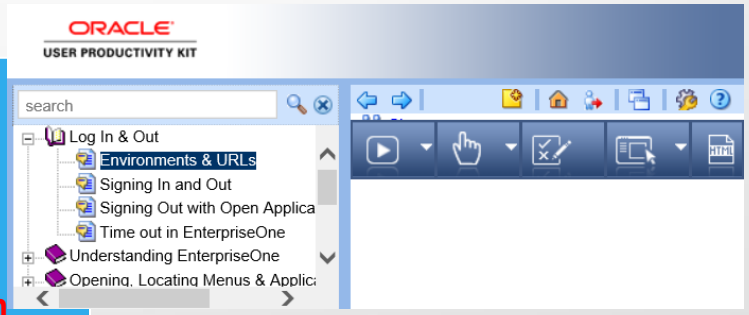
Common Foundation

All "Sections" are listed in the left column (Book Icon). Start with first Section "Log In & Out", highlight Section to see explanations of the Section to the right.



Topic: "Environment & URLs"

Expand Menu by clicking plus sign **In "Log In & Out" Section. Highlight first topic, the modes icons' will populate to right: SEE IT, TRY IT, KNOW IT, DO IT, & PRINT IT. Start with SEE IT mode. The first 3 Modes are essential.**



SEE IT TRY IT KNOW IT DO IT PRINT IT

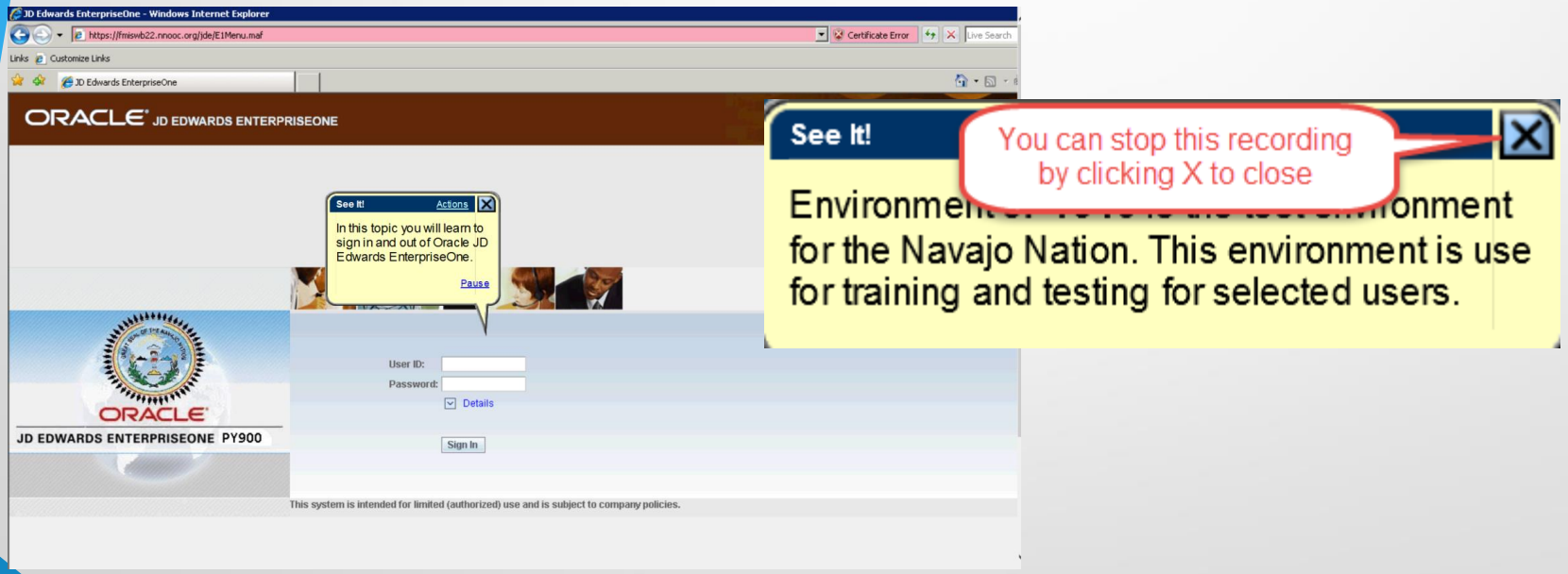
- SEE IT Mode - Is a Recording
- TRY IT Mode – Lets you maneuver, and gives instructions
- KNOW IT Mode - No instructions but GRADES YOU, (you can save results)

DO IT Mode - Can only be used in FMIS Production as a Refresher.

PRINT IT Mode –Gives step by step instructions and can be printed.

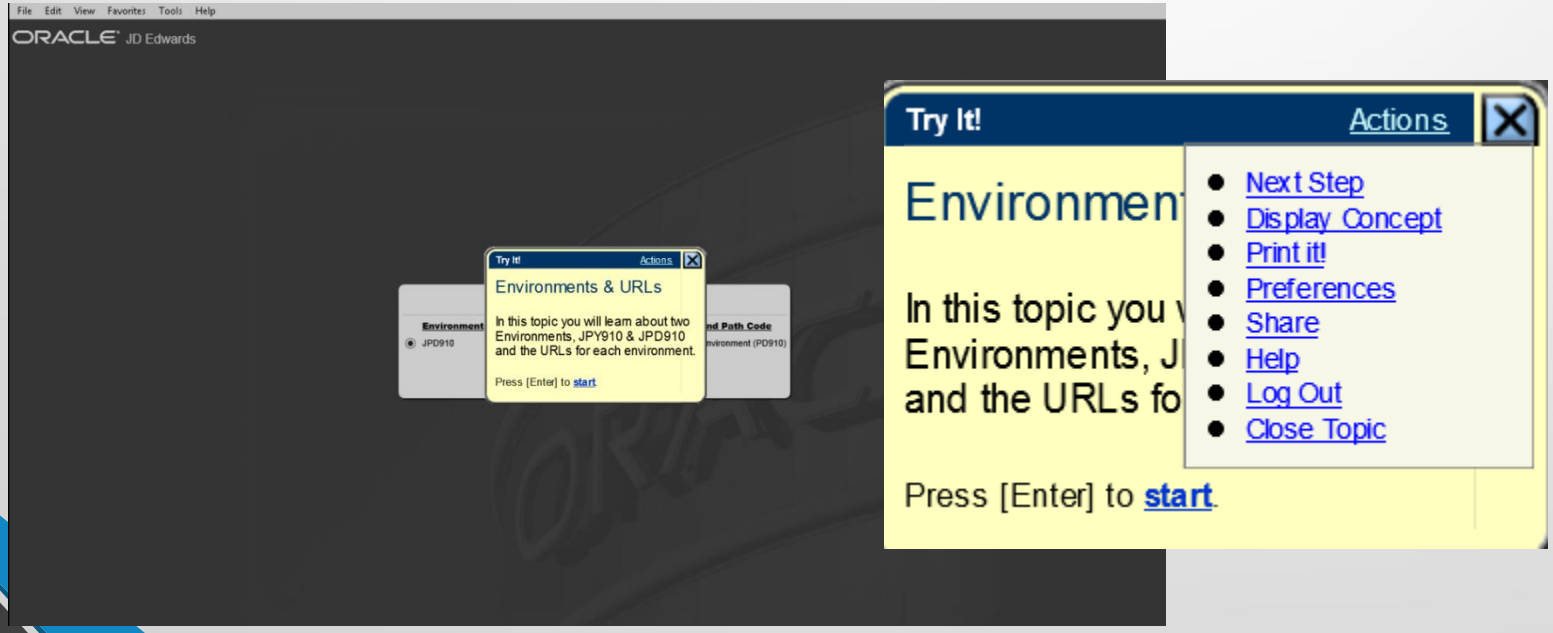
"SEE IT" MODE

This mode runs as a recording. You may choose Close action to close Topic. If you close topic, this returns you to the Menu.



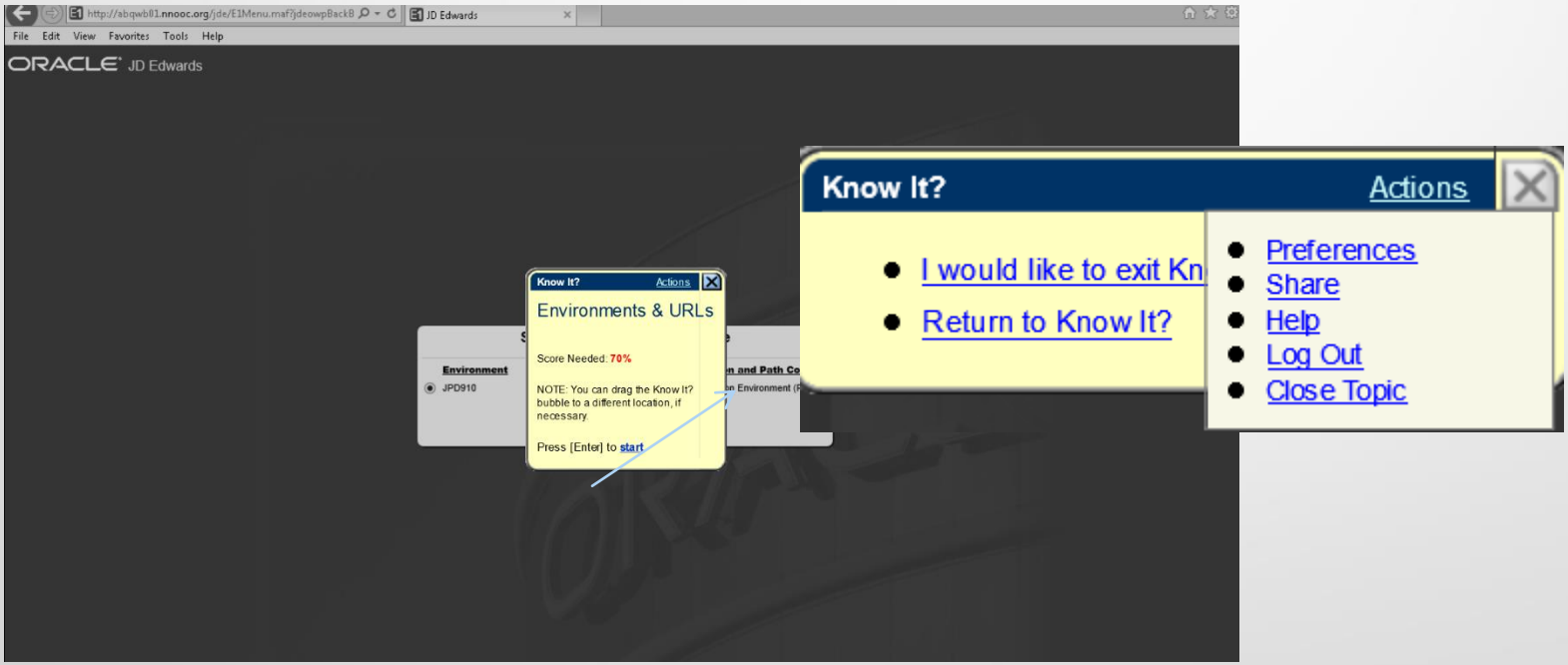
"TRY IT" MODE

This mode displays step by step instruction and gives hints to complete the fields in Oracle JDE. In the Actions option you have various selections. Click Start to begin, and to return to Menu, click Close Topic.



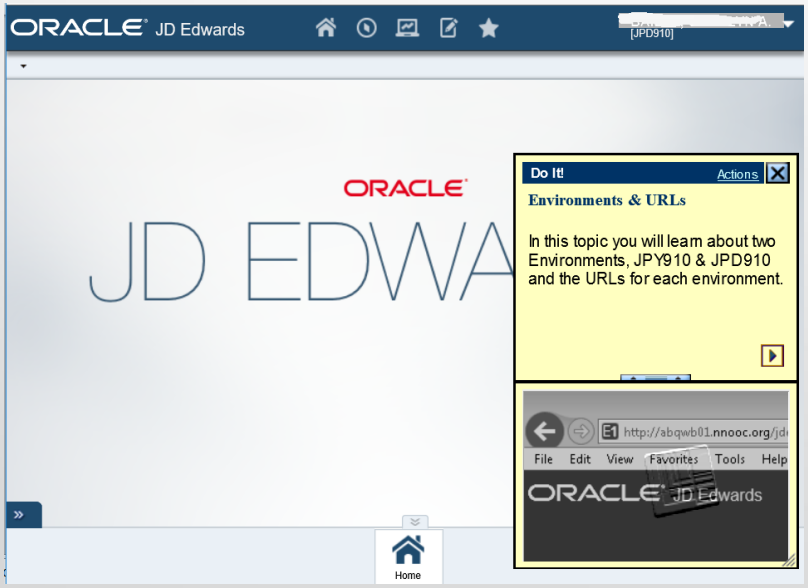
“KNOW IT” MODE

This mode gives no instruction, but grades you. You may select Start to begin, or select Actions for various options.



"DO IT" MODE

The DO IT Mode is useful when you are logged into FMIS Production, if you need refresher on a topic, select DO IT Mode (it will display a small window with step instructions). You can skip this Mode for Training.



"PRINT IT" MODE

This mode provides a PDF step by step instruction of training, you can save this list or Print it.

Environments & URL's

Step	Action
1.	Environment **JPD920** is the live production environment for the Navajo Nation. This environment is where daily transactions are recorded and the most up to date financial information is maintained. Environment JPD920ARC is the archive environment for selected users.
2.	Environment **JPY920** is the test environment for the Navajo Nation. This environment is used for training and testing for selected users. Environment JQA920 is the test environment for selected users.
3.	It is recommended you create a webpage link of the URL to your **Favorites** on your browser. Environment **JPD920** is the live production environment for the Navajo Nation. This environment is where daily transactions are recorded and the most up to date financial information is maintained.

PASSING RESULTS

FMIS access will be granted with overall passing grade results of 70% or better for Pre-requisites (01 & 02) . Other Modules require passing grade results of 75% or better.

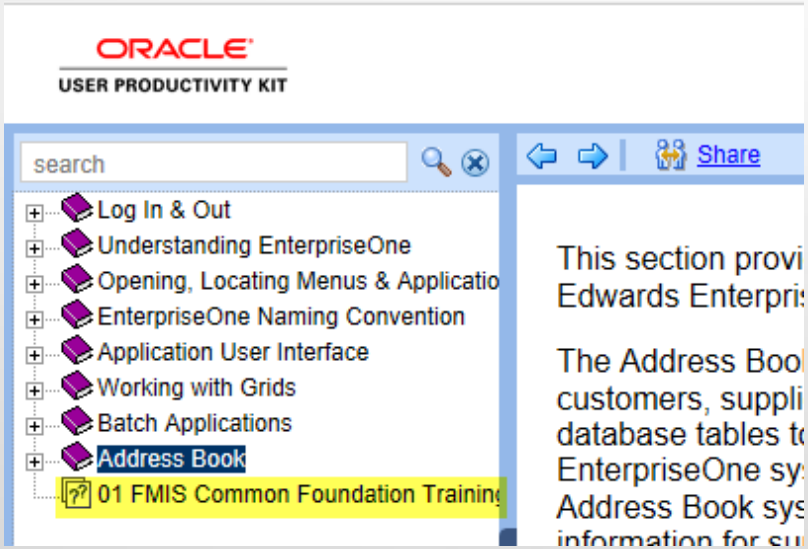
When you feel that you have completed all KNOW IT mode topics for modules that you are registered for, you may now take the Assessment (exam) located below last Section. SCAN your results, & email to mshondee@nnooc.org. Your results will be verified, and notification of results emailed to you. For more information, please access the Office of the Controller website: www.nnooc.org . For Technical issues you can contact Support at support@nnooc.org or call 871-6337. For Help Desk assistance contact mshondee@nnooc.org or call 928-871-7681.

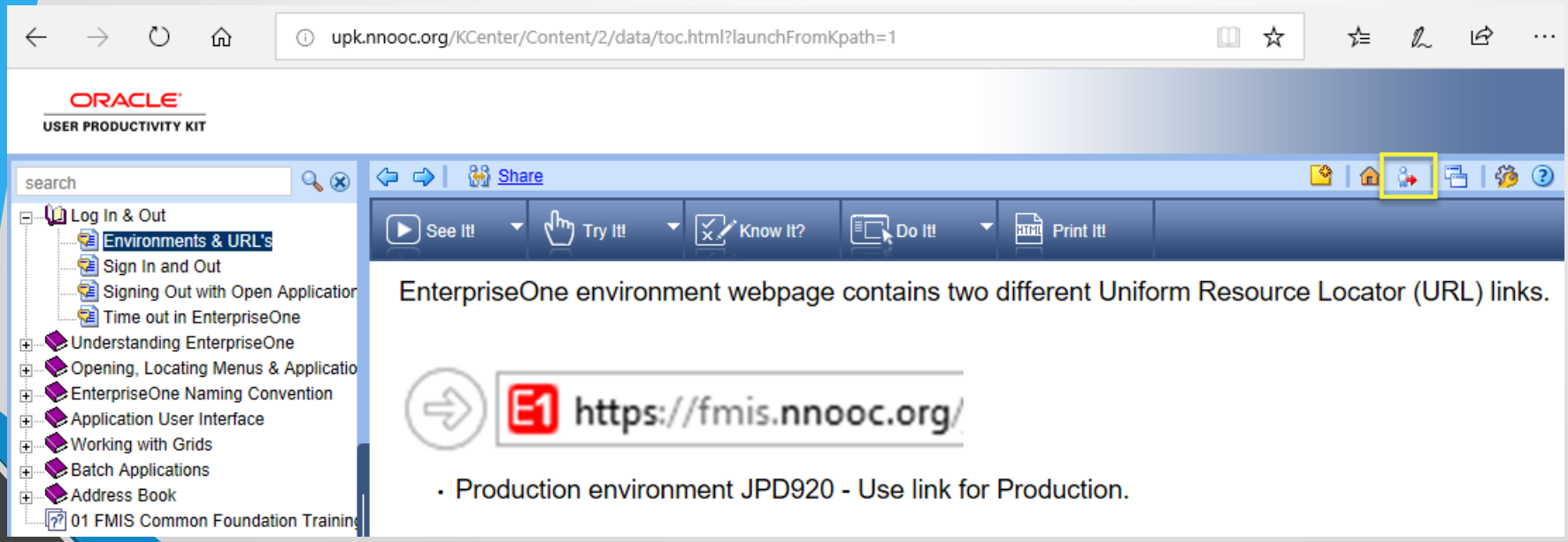
Assessment / Exam

After completing the 3 essential modes for all topics in "01" Module, you will find the Assessment at the bottom of the topics.

Save the exam, and

send to mshondee@nnooc.org



LOGGING OUT OF UPK

- When you are done, log out by clicking "Log Out" icon.