

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.**

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USER PRODUCTIVITY KIT

Login to Knowledge Center

Please type your username and password in the fields provided, then click the Login button.

If you check the "Save my username and password" option, you will not see this page again.

Unauthorized use of this application is prohibited and may be subject to civil and criminal prosecution.

Username: (Assigned User ID) x

Password: ●●●●●●

Save my username and password

Login

Language

Čeština	Dansk
Deutsch	English
Español	Español Mexicano
Français	Français (Canada)
Italiano	Magyar

<http://upk.nnooc.org/KCenter/login/>

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)

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Navigation

- > Knowledge Paths
- > **Player**
- > Search
- > User Profile
- > Ask an Expert
- > Notebook

My Knowledge Center

Welcome testup
Welcome to Knowledge Center! Click the Knowledge Paths link to explore your subjects and assessments and expand your knowledge.

Usage Summary
This report allows you to view your progress.
[View your usage summary now.](#)

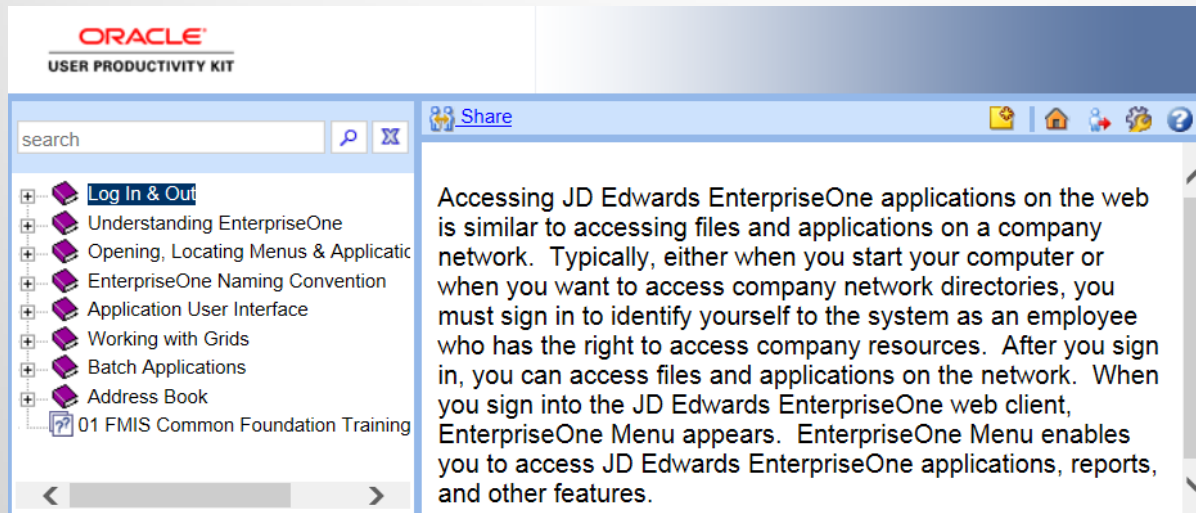
Player

<u>Name</u>	<u>Last Viewed</u>	<u>Last Updated</u>
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.



The screenshot displays the Oracle User Productivity Kit interface. At the top, the Oracle logo and "USER PRODUCTIVITY KIT" are visible. Below this is a search bar and a "Share" button. The left pane shows a list of sections, with "Log In & Out" highlighted. The right pane displays the content for the selected section.

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search [] [] []

Share [] [] [] [] [] [] [] []

- Log In & Out
- Understanding EnterpriseOne
- Opening, Locating Menus & Applicatic
- EnterpriseOne Naming Convention
- Application User Interface
- Working with Grids
- Batch Applications
- Address Book
- 01 FMIS Common Foundation Training

Accessing JD Edwards EnterpriseOne applications on the web is similar to accessing files and applications on a company network. Typically, either when you start your computer or when you want to access company network directories, you must sign in to identify yourself to the system as an employee who has the right to access company resources. After you sign in, you can access files and applications on the network. When you sign into the JD Edwards EnterpriseOne web client, EnterpriseOne Menu appears. EnterpriseOne Menu enables you to access JD Edwards EnterpriseOne applications, reports, and other features.

Topic: "Environment & URLs"

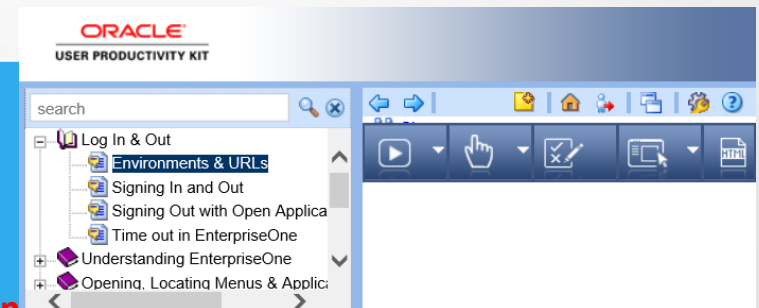
Expand Menu by clicking plus sign   In "Log In & Out" Section. Highlight first topic, the modes icons' will populate to right: **SEE IT, TRY IT, KNOW IT, DO IT, & PRINT IT**. Start with SEE IT mode. The first 3 Modes are essential.

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.

JD Edwards EnterpriseOne - Windows Internet Explorer

https://fmswb22.nnooc.org/jde/E1Menu.maf

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See It! Actions X

In this topic you will learn to sign in and out of Oracle JD Edwards EnterpriseOne.

Pause

User ID:

Password:

Details

Sign In

See It! X

You can stop this recording by clicking X to close

Environment... for the Navajo Nation. This environment is use for training and testing for selected users.

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JD EDWARDS ENTERPRISEONE PY900

This system is intended for limited (authorized) use and is subject to company policies.

"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.

The screenshot shows the Oracle JDE interface with a 'TRY IT' help window open. The window title is 'Try It!' and it contains the following text:

Environments & URLs

In this topic you will learn about two Environments, JPY910 & JPD910 and the URLs for each environment.

Press [Enter] to [start](#).

The 'Actions' menu is open, showing the following options:

- [Next Step](#)
- [Display Concept](#)
- [Print it!](#)
- [Preferences](#)
- [Share](#)
- [Help](#)
- [Log Out](#)
- [Close Topic](#)

At the bottom of the window, it says: Press [Enter] to [start](#).

“KNOW IT” MODE

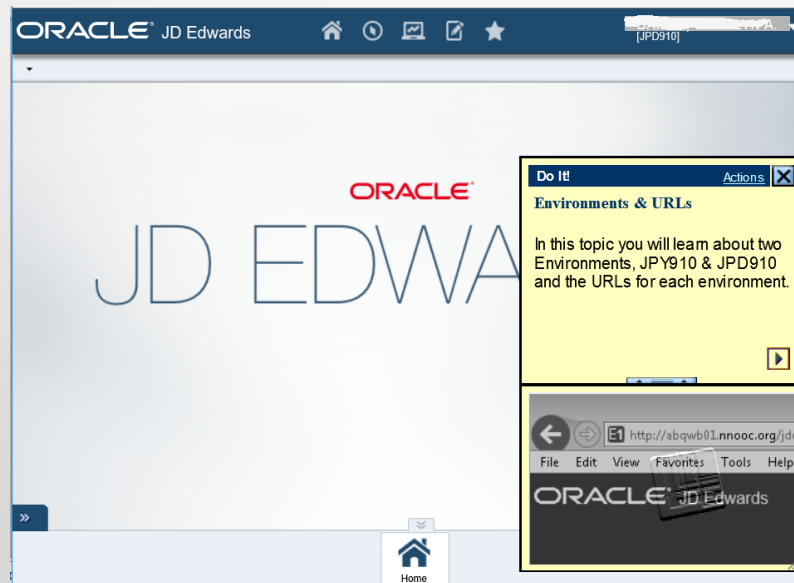
This mode gives no instruction, but grades you. You may select Start to begin, or select Actions for various options.

The screenshot displays the Oracle JD Edwards interface in 'Know It?' mode. The main window shows a 'Know It?' bubble titled 'Environments & URLs' with a score needed of 70% and instructions to drag the bubble and press [Enter] to start. A larger 'Know It?' bubble is overlaid on the right, showing a list of actions:

- [I would like to exit Know It?](#)
- [Return to Know It?](#)
- [Preferences](#)
- [Share](#)
- [Help](#)
- [Log Out](#)
- [Close Topic](#)

"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.	<p>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.</p> <p>Environment JPD920ARC is the archive environment for selected users.</p>
2.	<p>Environment JPY920 is the test environment for the Navajo Nation. This environment is used for training and testing for selected users.</p> <p>Environment JQA920 is the test environment for selected users.</p>
3.	<p>It is recommended you create a webpage link of the URL to your Favorites on your browser.</p> <p>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.</p>

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.

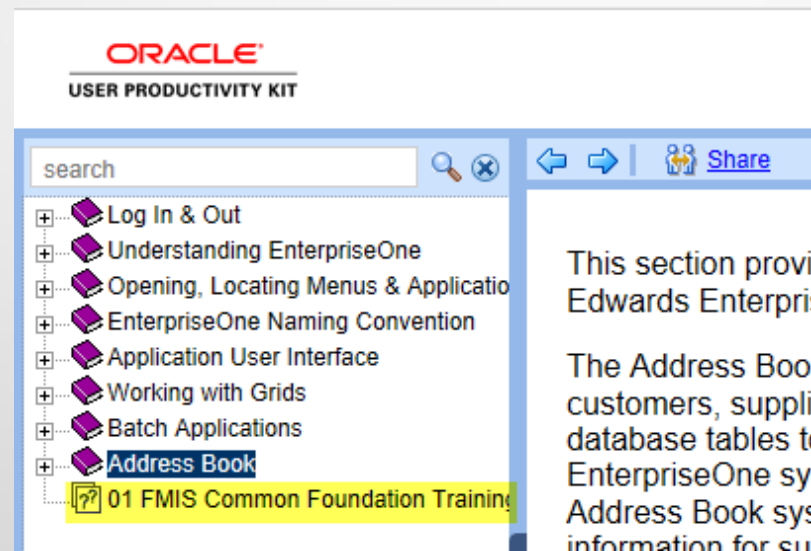
When you feel that you have completed all KNOW IT mode topics for modules that you are registered for, you may now take the Assessment (exam) located below last Section. SCAN your results, & email to mshondede@nnooc.org. Your results will be verified, and notification of results emailed to you. For more 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 mshondede@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.




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search

Share

See It! Try It! Know It? Do It! Print It!

EnterpriseOne environment webpage contains two different Uniform Resource Locator (URL) links.

 <https://fmis.nnooc.org/>

- Production environment JPD920 - Use link for Production.