

## Employee Self Service Sneak Peek #5 Accessing the Help Link

### Sneak Peek... The HR Direct Application Help Link

#### Don't Forget the Help Link!



#### What is PeopleBooks?

Below the UPK link, you will notice a Help link. This link opens PeopleBooks, which provides textbook details on application pages (i.e., navigation, usage).

PeopleBooks is not a training tool; it is for reference purposes only.

#### Inside the HR Direct Help Link

When you navigate to a page (i.e. Emergency Contacts), the Help link displays at the top right corner of the page. The Help Link provides you with access to:

- UMass Productivity Kit (UPK)
- PeopleBooks (Help)



#### What UPK Offers You

UPK offers real time training at your office or home computer. In addition to training documentation (e.g. job aids), the tool offers four computer-based playback modes.

#### Access UPK from HR Direct Help

You can access any of the four playback modes via the Help Link. In fact, when you access UPK from the Help Link, it is context sensitive. For example, if you are on the Emergency Contacts page and open UPK through the Help Link, it will open at the Managing Your Emergency Contacts UPK topic.



#### Check out the UPK Do It Mode!

**Important:** The UPK Do It mode is not supported by Firefox. You must have Internet Explorer 6 sp2 or Internet 7 to use the Do It Mode.

1. Access the UPK Do It! Mode via the Help Link.
2. Click the Help Link.
3. Click the UPK link. UPK opens.
4. Click on the appropriate topic.
5. Click the Do It mode. The Do It mode pops up.
6. Return to the application.

The Do It mode displays at the bottom right corner of the application page. You can click the yellow arrow



to see the next step.