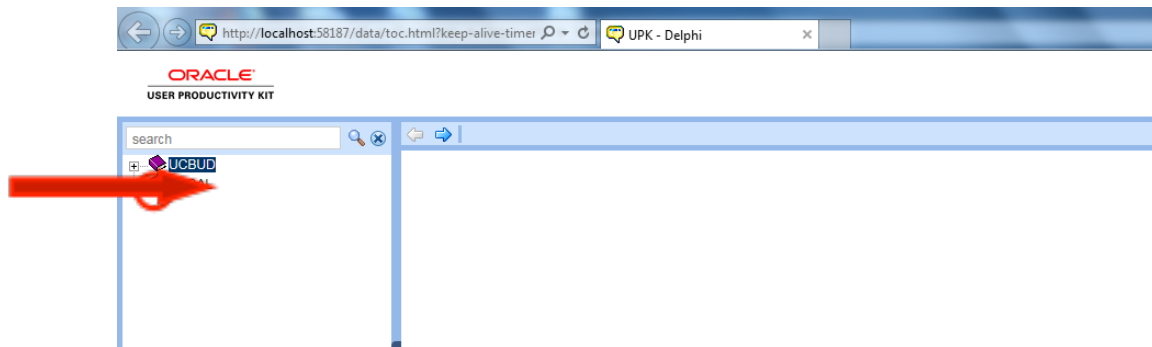


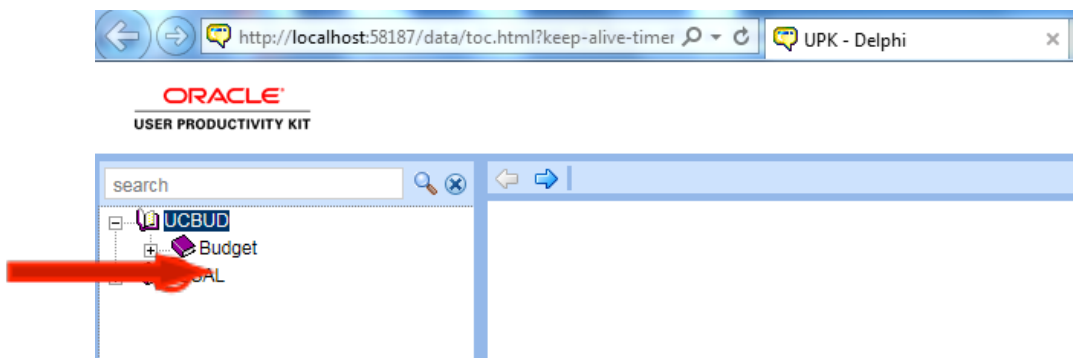


Note: We recommend viewing the UPK training topics using **Firefox** and/or **Internet Explorer** for optimal viewing.

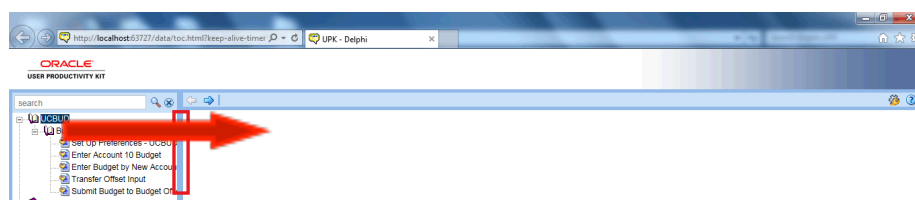
| Step | Action |
|------|---|
| 1. | Click on the following URL: http://wsdocs.uchicago.edu/budgetoffice/delphiUPK/ A page will open displaying the Delphi UPK Topic Library. |



| Step | Action |
|------|---|
| 2. | Click the Expand (+) button next to the desired module to drill down to the available topics. + |

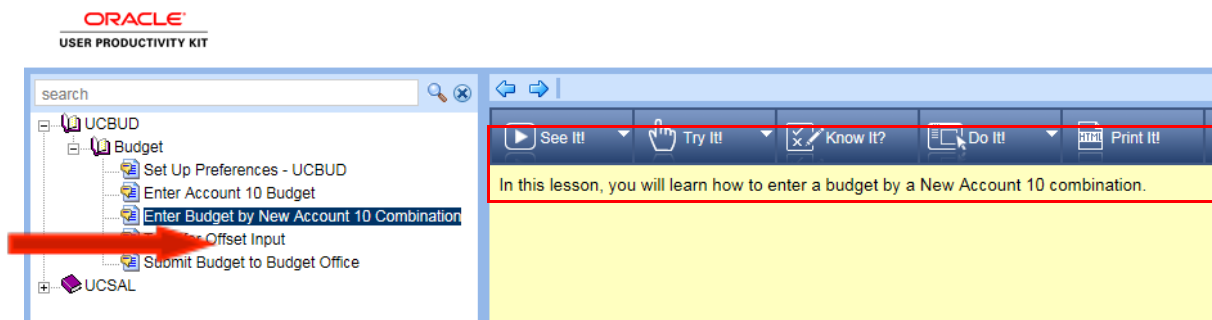




| Step | Action |
|------|---|
| 3. | Click the Expand (+) button next to the desired module to drill down to the available topics. + |

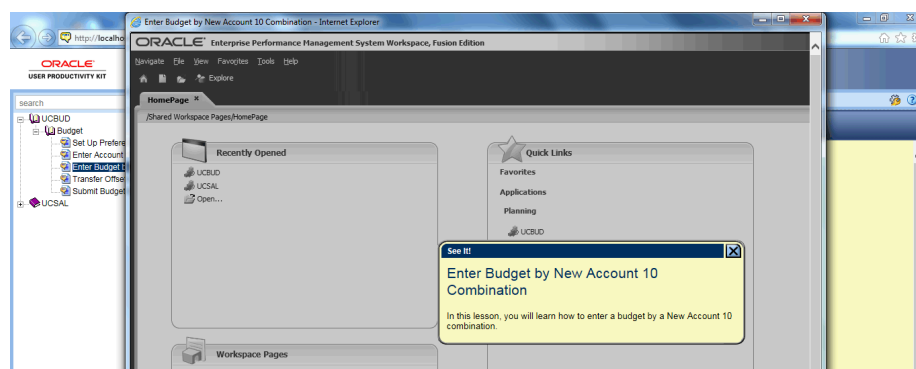


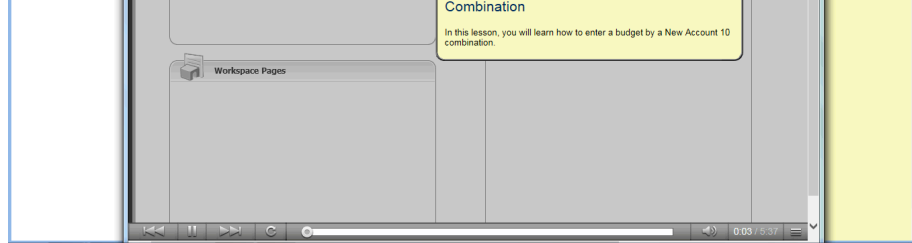



| Step | Action |
|------|--|
| 4. | Expand the view by clicking and dragging the pane view to the right to see the complete names of each topic. |

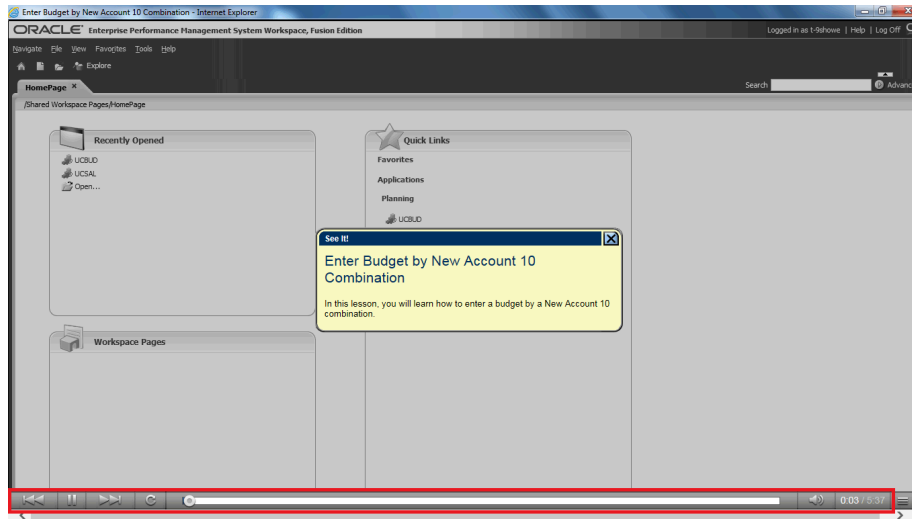


| Step | Action |
|------|--|
| 5. | Highlight the desired topic to view it in the various modes. Click the Enter Budget by New Account 10 Combination link.  Enter Budget by New Account 10 Combination |
| Step | Action |
| 6. | You may view the topics in the following modes: 1. See It! : Allows you to view the simulation as a video. The system completes the steps for you. 2. Try It! : Prompts you to complete the steps yourself. 3. Know It? : Tests and grades you on your knowledge of the topic. 4. Do It! : Opens a mini simulation box to be used while you are working in Delphi. 5. Print It! : Opens a job aid you can print and keep at your desk at all times. (Recommended!) |
| Step | Action |
| 7. | To view the topic in the See It! mode, click the See It! button. Repeat the steps as desired for all the viewing modes.  |





| Step | Action |
|------|--|
| 8. | <p>A new window will open to display the simulation.</p> <p>Click the Maximize/Restore button to see the full screen.</p>  |



| Step | Action |
|------|--|
| 9. | <p>The options below the simulation screen allow you to rewind, pause/play, forward and replay the simulation steps.</p> |