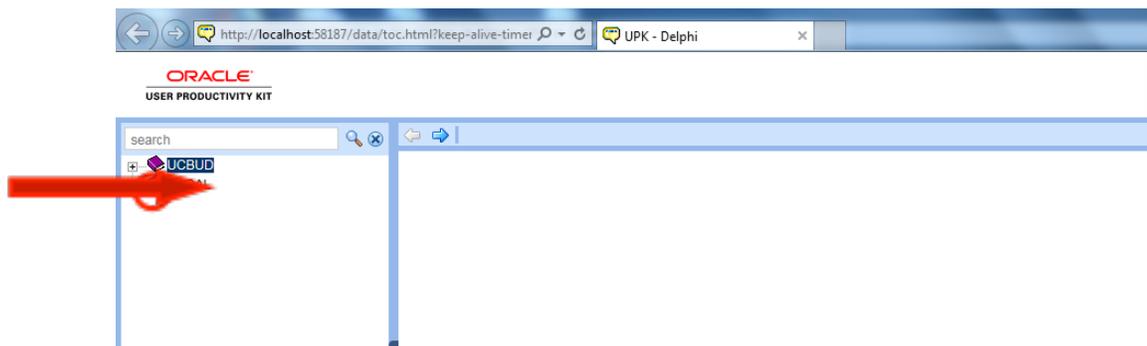


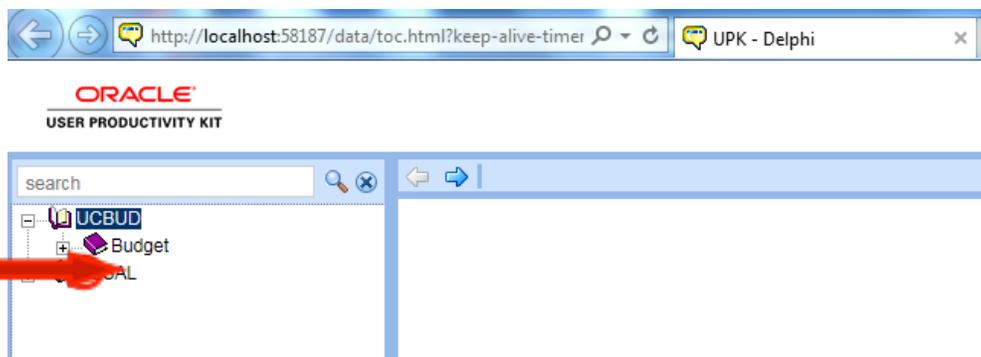


**Note:** We recommend viewing the UPK training topics using **Firefox** and/or **Internet Explorer** for optimal viewing.

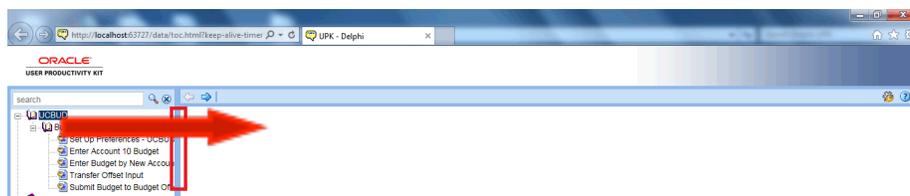
Step	Action
1.	Click on the following URL: <a href="http://wsdocs.uchicago.edu/budgetoffice/delphiUPK/">http://wsdocs.uchicago.edu/budgetoffice/delphiUPK/</a>  A page will open displaying the Delphi UPK Topic Library.

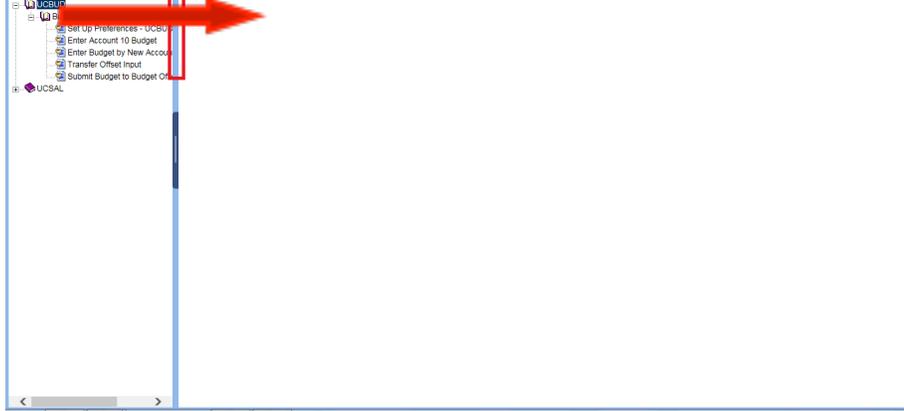


Step	Action
2.	Click the <b>Expand (+)</b> button next to the desired module to drill down to the available topics.  +

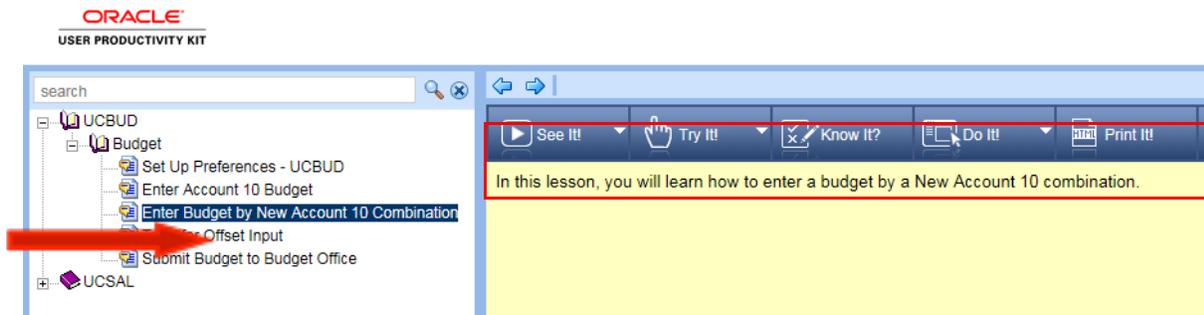


Step	Action
3.	Click the <b>Expand (+)</b> button next to the desired module to drill down to the available topics.  +





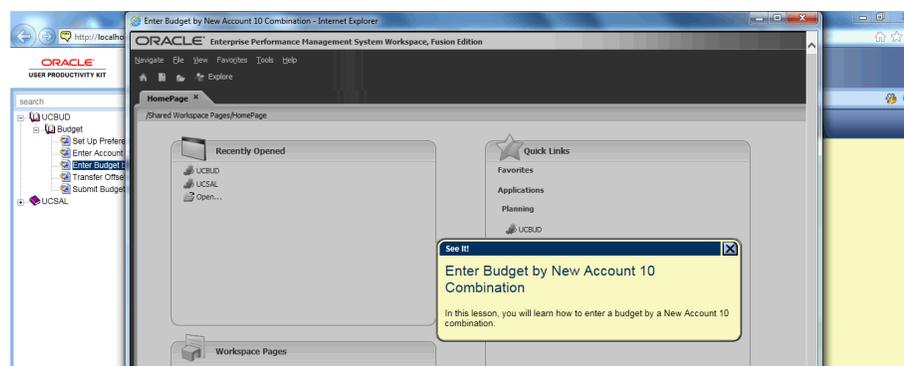
Step	Action
4.	Expand the view by clicking and dragging the pane view to the right to see the complete names of each topic.



Step	Action
5.	Highlight the desired topic to view it in the various modes.  Click the <b>Enter Budget by New Account 10 Combination</b> link.  Enter Budget by New Account 10 Combination

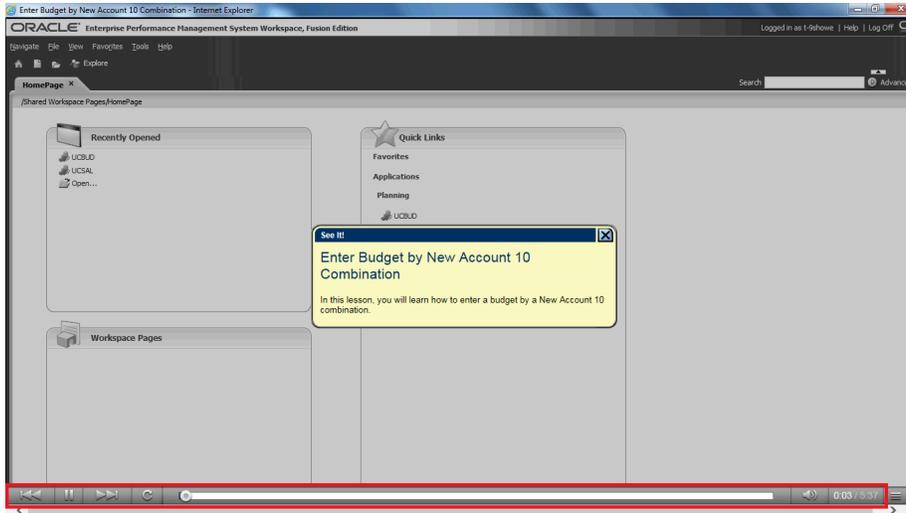
Step	Action
6.	You may view the topics in the following modes:  1. <b>See It!:</b> Allows you to view the simulation as a video. The system completes the steps for you. 2. <b>Try It!:</b> Prompts you to complete the steps yourself. 3. <b>Know It?:</b> Tests and grades you on your knowledge of the topic. 4. <b>Do It!:</b> Opens a mini simulation box to be used while you are working in Delphi. 5. <b>Print It!:</b> 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 <b>See It!</b> mode, click the <b>See It!</b> button.  Repeat the steps as desired for all the viewing modes.  





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



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