



ORACLE TUTOR

Oracle® Tutor, a critical training product for the Oracle E-Business Suite, provides you with a powerful tool to document and track your business processes, determine workflow, and develop and deploy applicable training materials to end-users. It includes a repository of Oracle applications procedural and instructional content that can be dynamically customized to apply to a company's unique business processes. The result is a set of job-specific desk manuals and student guides that are easy to update and can be deployed online.

Transition new Business Processes to Your End-Users

Nothing is more critical to the success of your applications implementation than the buy-in and performance of end-users. Ultimately, each user needs to know how to apply specific application functionality within the context of your company's unique policies and procedures. Oracle Tutor is an authoring and publishing tool combined with a repository of business procedures and training materials for the Oracle E-Business Suite that focuses on the human component of the technology implementation. Serving as the bridge between implementation project teams and end-users, Tutor makes it easier to quickly create, customize and maintain process documentation, training, and reference materials for a wide range of integrated applications in the Oracle E-Business Suite.

Streamline Implementation Efforts

Tutor's repository of model procedures gives you a window into how the Oracle E-Business Suite can work in your company. This makes it a valuable tool for refining your overall efficiency during the analysis, design, and documentation stages of the implementation.

Using our online repository of model business procedures, you can tailor step-by-step instructions to reflect the way you'll use Oracle applications in your business. With the lion's share of the work already done, Tutor transforms what was once a cumbersome and time-consuming task into a simple editing exercise. Rather than documenting future business practices from scratch, Tutor provides your implementation project team with a time saving springboard.

Using Tutor to document specific key business practices, create customized training materials, and build job-role related training and reference materials, you'll be better prepared to transition the applications to your end-users.

Turn Every Desk into a Self-Service Reference Center

With Tutor, it's easy to make sure that complete, up-to-date reference materials are always available, either on-line or in print, making it easy for your users to adopt the new way of doing business. With Tutor 11i, you can place your Desk Manuals directly into the Applications Online Help System, allowing users to choose their job title and access information specific to how to do their job.

Providing Content on your Intranet

Giving everyone in your company instant access to detailed company-specific policies, procedures, and courseware makes it easier to adopt the new way of doing business. Because training materials are centrally maintained, you can be sure every end-user will access only the most up-to-date information.

Visualize Step-by-Step Procedures at a Glance

End users who get "stuck" mid-task can call up a visual flowchart of the entire procedure to get back on track. Clicking on a specific task will present them with step-by-step instructions. Unlike one time traditional classes or even custom in-house courses, Tutor will keep supporting your applications end-users after the initial training is complete.

Build Job-Specific Courseware for Every End-User

Rather than providing generic training on the features and functionality of applications in the Oracle E-Business Suite, Tutor allows you to empower your end-users by teaching them how to use the applications in the context of their individual job roles.

Build in Relevance at Every Turn

By modifying Oracle Applications courseware and including exercises that reflect the way you do business, Tutor makes it easy for employees to immediately use what they learn.

Train by Job Role

Tutor will generate job-specific student guides to train end-users to carry out the tasks of key business processes using the applications within the Oracle E-Business Suite. Users learn only what they need to know to do their jobs, without wasted training time.

Three Powerful Components, One Comprehensive Solution Online Repository

The repository contains documented business processes, the Oracle Applications Online Help files and Oracle Applications courseware. When an application is needed to complete a task, the procedure is linked to the Help file for further descriptions, helping end-users know what to do within the system. Each member of your staff will have a clear picture of how the use of the applications fits into overall company procedures

Authoring

Start by customizing and adding to Tutor's model business procedures. At this step, you can customize procedures to include your company's information. In addition to being a valuable tool during the analysis, design, and documentation stages of the implementation, your documented business procedures and applications courseware will be the basis for creating custom end-user training materials.

Publishing

Once your procedures have been through an audit and approval cycle, you can use Tutor's Publisher to automatically generate and maintain job-specific Desk Manuals and Student Guides. Desk Manuals include the most current information on policies, procedures and system instructions, all easily accessible online or in print. Tutor can also build topic-based Student Guides, and produces all Student Guides in Acrobat 4.0 (PDF) format, for electronic distribution, or for paperless use in an instructor led training event.

We'll Be with You Every Step of the Way

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Whether you're rolling out new applications to end-users or training new employees, Oracle Tutor is a strategic way to combine Oracle's product expertise with your company's policies and procedures. To support your Tutor implementation, we offer a series of workshops designed to guide you through the process of documenting and publishing your procedures, and creating customized training materials. These workshops include procedure editing, courseware modification, and publishing training.

For all your sales, installation and consulting needs please contact Nexus Online, your authorised reseller of Oracle Tutor.

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