Oracle® University Oracle® Guided Learning User Guide



Release 23D F36826-22

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Oracle University Oracle® Guided Learning User Guide, Release 23D

F36826-22

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Contents

Preface

Purpose Statement	vii
Documentation Accessibility	vii
Access to Oracle Support	vii

1 Introduction & Overview of Oracle Guided Learning

Browser Compatibility

2 Getting Started

OGL Account Setup	2-1
Accessing OGL for the First Time	2-3
Deploying Oracle Guided Learning for Oracle Cloud Fusion	2-8
Enabling OGL by Embedding JavaScript	2-23
The OGL Console	2-29
Guide List and Views	2-31
Searching and Filtering the Guide List	2-35
User Management	2-36
Your OGL App ID	2-42

3 Working with the Editors

Editor Controls	3-8
Step Control Basics	3-12
The Full Editor	3-13
Step Settings Details	3-18
Display Settings	3-20
Activation Settings	3-24
Advanced Settings	3-31
Moving the OGL Editor	3-34



1-2

4 Creating OGL Content

Creating a Guide	4-1
Adding the First Step to a Process Guide	4-3
Adding an Interactive Step	4-8
Selecting Targets	4-10
Editing Guide Content	4-14
Working with Step Settings	4-33
Saving and Discarding Guides	4-41
Renaming a Guide	4-44
Creating Smart-Tips & Beacons	4-46
Creating Mobile Guides	4-57
Creating Mobile Smart Tips	4-68
Enabling Guide Activation Settings	4-76
Creating Non-Process Guides	4-102
Creating a Message Guide	4-102
Creating a Task List	4-105
Creating a Video Guide	4-109
Creating a Link	4-109
Creating a Launcher	4-110
Creating a Hotspot	4-115
Creating a Survey	4-118
Integrating Training Content	4-140
Creating Training Content	4-140
Working with Created Content on the Console	4-142
Content Management	4-142
Guide Status Management	4-148
Content Editor	4-156
Guide and Step Comments	4-166
Guide Setting Management	4-173
Deleting / Cloning Guides	4-176
Retrieving Deleted Content from the Archives	4-176
PDF Export	4-178

5 OGL Console Left Panel

My Content	5-1
Settings	5-6
Application	5-7
Custom Roles	5-27
Display Groups	5-33
Creating Display Groups	5-43



Adding Content to Display Groups	5-45
Filtering Content for Display Groups	5-45
Reordering Display Groups	5-46
Health	5-47
Help Panel	5-51
Modules	5-53
Pages	5-55
Products	5-61
Theme	5-63
Configuring Themes	5-70
Common CSS Rules in the Guided Learning Theme	5-72
Custom CSS Rules for Guided Learning Theme	5-75
Training Types	5-79
Translation	5-81
Multi-Language Functionality	5-85
Machine Translation	5-94
Automated Machine Translation	5-120
Using the Multi Language Widget	5-129
User Management	5-130

6 OGL Analytics & Reports

Navigating Through the Analytics Dashboards	6-5
Optimization Dashboard	6-5
Get Insights	6-20
Analytics Filtering	6-21
Activity Dashboard	6-23
Guide Runs by Type	6-26
Users Dashboard	6-30
Content Dashboard	6-32
Application Dashboard	6-35
Feedback Dashboard	6-38
Search Terms Dashboard	6-41
Hotspots Dashboard	6-43
Reports Dashboard	6-46

7 Accessibility

8 OGL for Non-Fusion Applications

9 Troubleshooting

10 Support

Cloud Customer Connect	10-1
Guided Learning in the Console	10-1
Learning Resources	10-2



Preface

This preface describes the document accessibility features and conventions used in Oracle Guided Learning.

Purpose Statement

This document provides a user guide to features and enhancements included in Oracle Guided Learning up to release 23A. It is intended solely to catalog the available OGL Console features up to release 23A and instruct you on their use. Screenshots and step-bystep instructions are included for reference only and may differ slightly from your application due to continuous product updates.

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Introduction & Overview of Oracle Guided Learning

Note:

Oracle acquired Iridize in 2018, and the rebranding process is in progress. Iridize has been renamed to **Oracle Guided Learning**, referred to herein as **OGL**. You might come across the term "Iridize" in this document and in the application until the rebranding is complete.

Oracle Guided Learning is an Enterprise cloud platform that supports the creation of personalized, guided, and contextual user onboarding visualizations - to simplify and accelerate your adoption of web-based applications. OGL is an information and learning interface embedded in a host application. With OGL, you can create in-application guidance to simplify and accelerate your adoption of any web-based application.

OGL offers the following features:

- **Process Guides:** Visually walk users through a process, providing step-by-step guidance, to help through a task. For example, you could guide users through the process of submitting an expense form and enforce that the correct fields are filled out as they complete the process.
- Display Groups: Organize and present your content in the OGL widget by taking advantage of display groups, you can group content by module/process area or any other suitable category.
- **Message Guides:** Broadcast messages announcing new features and functions, welcome new users and inform them about upcoming events. You can configure Message Guides to appear automatically, to specific users, and for a given duration. For example, a Message Guide could tell users about a new application and provide a video that they can watch to learn more.
- **Smart Tips:** Provide context-sensitive help, hover text, or supplemental information to form fields, buttons, labels, and other UI elements.
- **Task Lists:** Group your process guides together into clear task lists that inform users in what order they need to complete processes. For example, onboarding new users including getting started, forms required to be submitted, benefit elections, etc.
- **Launchers:** Automatically launch OGL items based on where users are in the application and what screen element they interact with. For example, you can launch a process guide or message whenever a user creates a purchase requisition. This can be to inform the user of policy changes, approval limit changes, or compliance actions.
- **Hotspots:** Gain valuable insight into how users are navigating the application, through OGL analytics, Hotspots can highlight high-activity areas of the application.



- Analytics: Allows clients to filter and report on OGL metric information. For example, to report on the usage and consumption of the OGL content and other linked content hosted by the client.
- Miscellaneous: Oracle Guided Learning also supports the creation of product tours, rich media guides, beacons, invisible Smart Tips, Survey guides, and adding images and links to additional training content.

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Browser Compatibility

Oracle aims to leverage modern web standards to deliver an exceptional customer experience. Use only **Google Chrome** if you are a **Content Developer**, as it is the only browser that supports OGL content development. However, end-users and viewers can use any modern, supported browser like **Google Chrome**, **Mozilla Firefox**, **Microsoft Edge**, or **Apple Safari** to run the **Fusion** Applications UI.

Important:

Google Chrome is the only browser supporting OGL content development with browser's zoom setting at 100%.

The below table documents the compatible browsers for Oracle Guided Learning users:

Browser Version	End-User	Analytics (Viewer)	Content Developer
Google Chrome 80+	\checkmark	\checkmark	\checkmark
Apple Safari 13+	\checkmark	\checkmark	Х
Microsoft Edge 80+	\checkmark	\checkmark	Х
Mozilla Firefox 68+	\checkmark	\checkmark	Х



2 Getting Started

OGL Account Setup

As a customer, you can contact your Oracle Account Manager to request an OGL account. Once your order is processed, Oracle will provision your OGL account, and a **Welcome to Oracle Guided Learning** email will be sent to the admin/buyer in the order with instructions on how to sign in to OGL and register for a webinar to help your get started with using OGL. You can contact Oracle Support if there is any issue with the account or if you do not receive the provisioning email.

Confirmation Email

Once your OGL account is created, you will receive an invitation email that contains the link to access the OGL console along with instructions on how to sign in using an Oracle Account or your company's Federated Single Sign-On (SSO). Follow the instructions provided in the email to access the OGL console.

Below is an example of the confirmation email:

Oracle Guided Learning To: email		
Important Login Information for	<your organization<="" th=""><th></th></your>	
Hello Customer Name,		
You have been invited by account.	to collaborate in <u>Oracle Guided Learning</u> for the	application on
To access your OGL Console, you can us	e either of the following options:	
Connect or Oracle My Learn. If you don't have an Oracle account for th Option 2: Corporate Single Sign-On (SSC SSO credentials. (This may require a one-	your Oracle account, the same credentials you use for other Oracle app e email address where you have received this message, you can easily a) - If your company utilizes an SSO provider, you may be able to sign ir time setup performed by the OGL Team to connect or "federate" you have submit a support ticket or contact your OGL account manager.)	y <u>create one.</u> h to OGL using your corporate
START COLLABORATING		
Regards, Oracle Guided Learning Team		
		Θ

Sign In to OGL

Important Note



Beginning in **OGL 24A Release**, OGL console users <u>must</u> sign in using a Single Sign-On (SSO) provider to authenticate. This means that you must either sign in using an **Oracle Account** or your company's **Federated Single Sign-On (SSO)***.

If you do not have an **Oracle Account**, you can easily <u>create one</u>. This is the same account that you use to access to other Oracle services, such as Cloud Customer Connect, My Oracle Support, and My Learn. With your **Oracle Account**, you can conveniently access OGL along with other Oracle services using a single username and password. When creating your **Oracle Account**, be sure to use the same email address that is associated with your OGL account.

*Federated Single Sign-On (SSO): If you wish to sign in to OGL using your company's Single Sign-On (SSO) provider, you may need to request a one-time configuration to be performed by the OGL Product Team to integrate your company's SSO with OGL. Once configured, you will be able to sign in to OGL using your company's SSO. To request SSO integration with OGL, please contact your Oracle Account Manager or log an OGL support ticket.

Once you have successfully setup your Oracle Account or enabled your company's SSO with OGL, you can access OGL by selecting the **START COLLABORATING** link located at the bottom of the confirmaltion email.

You will be directed to the OGL Sign-In screen as shown below. (We recommend that you bookmark this URL for future use.)

Sign in using one of the following options:

Option 1:

Select **Sign in with Oracle Account**to be directed to the Oracle Account sign-in page and enter your login credentials.

OR

Option 2:

To sign in using your company's SSO (if configured), enter your company name and select **Sign in with your SSO provider** to be directed to your company's SSO page.



	Oracle Guided Learning Account Sign In
	Sign in with Oracle Account
	Don't have an Oracle Account? Create Account
nter t	he name of your SSO provider
	Sign in with your SSO provider
	© Oracle University
erms of Us	se Privacy Policy Help Support Forum About Cookie Preference

Accessing OGL for the First Time

The OGL Console is a web application used to manage your content library. When you access the OGL Console for the first time, you are prompted to install the Chrome extension required to develop content.

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Google Chrome is required for content creation in the OGL Console. Before proceeding, verify your organization's OGL tenancy by referring to the OGL Welcome email received during provisioning or logging a request on My Oracle Support.

Installing the OGL editor extension for Google Chrome

Prerequisites:

Google Chrome browser

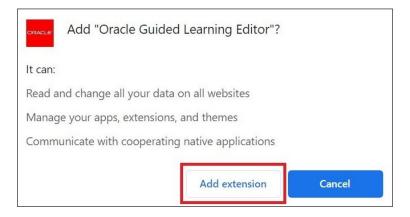
Instructions:

1. Go to the Chrome Web Store. The page below opens; select Add to Chrome.

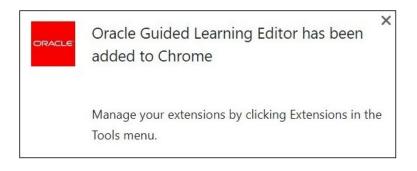




2. Select Add extension.



3. A confirmation message is displayed once the setup has been completed. You can now visit the OGL Console to start collaborating.



Accessing the OGL Console on Google Chrome

To access the OGL Console:

- **1**. Go to the OGL console via the unique tenancy designated to you.
 - NA Tenancy
 - EMEA Tenancy
 - APAC Tenancy
- 2. On the Sign-in screen, type the username and password.



	Sign in with your Oracle Guided Learning account	
	Username	
	Required Password Required	
	Sign In	
MILLE CONTRACT	Forget your password? Note: The option to sign in, using Guided Learning account, will be removed in a future release. Please refer this limk for directions to associate your email address to an Oracle SSO profile.	
All and a second se	© Oracle University Terms of Use Privacy Policy Help Support Forum About Cookie Preferences	

3. Select Sign In.

After a successful login, you will be redirected to the OGL console's Homepage.

Oracle Guided Learning (Premium)	·/	~	.com :
🗅 Home	My Content Q Search.	Create +	Filters (0) 🗧 Reset 🖑
My Content		Sort -	GENERIC LANGUAGE ~
Image: Content (16) ① Archive (41)	Message ORAFT :	Process	Message
Settings			ß
Library	apiName:	apiName:	apiName:
 Use Cases			
🖽 Base Guides	ē ∑ ‡ ⇔ ⇔ ki :		Ę Z ¢ ∞ ₩ ()
Analytics & Reports	Training ORAFT :	Message ORAFT :	Message
🕍 Dashboards 🗸	[2]	[2]	[2]

Important:

- CAPTCHA verification will be required after two (2) failed attempts.
- The account will be locked after three (3) failed attempts.

To log out of OGL Console:

1. On the OGL console, in the right corner of the header, select the **Ellipsis** icon (E) right after the user email ID. Then select **Sign Out**.



-	_`/			.com :
Learn	Q Search		Filte	My Profile
Lean				III Content Management
				⑦ Help
				⊠ Support
Guided Learning	Business Processes			🖾 Forum
Learn		Learn	Learn	① About
				[→ Sign Out
		and the second s		

You are now logged out of the OGL Console.

Oracle Guided Learning SSO Integration

Oracle Guided Learning offers the flexibility of using your organization's SSO to authenticate your OGL Console session. Users still have the option to sign in manually with their OGL Console username and password. If you are interested in SSO, ask your Oracle Guided Learning contact for more information or log a request on My Oracle Support.

	_
Oracle Guided Learning Account Sign In	
Sign in with OGL Account	
Sign in with Oracle SSO or your SSO provider Sign in with Oracle SSO	
Euter the name of your SSO provider Sign in with your SSO provider	
© Oracle University Terms of Use Privacy Policy Help Support Forum About Cookle Preferences	

With OGL 23C release, you may need to transition your OGL sign-in process to Single Sign On (SSO) if you have not already done so. Making this transition is easy and will help ensure the highest level of security and privacy of your data. Please read the following information to understand your part in this security enhancement.

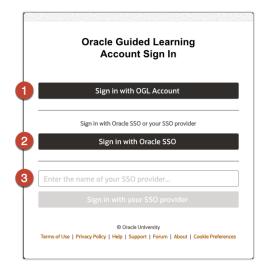
Why the change?

To better ensure the security of your data, in alignment with the latest security standards and practices, Oracle Guided Learning is moving to an SSO-only sign-in experience. For OGL users, this means a more simplified and secure sign-in process to access the OGL console.

What is your part in the change?

With 23C release, there are three options to sign in to OGL:





1. Sign in with your OGL account username and password

This is the current sign-in process, but will be removed in a future release. <u>We strongly</u> recommend that users switch to using Option 2 or 3 below to sign-in to OGL.

2. Sign in with an Oracle Account

This is a new option in Release 23C. If you already have an Oracle Account that you are using to access Oracle services such as Customer Connect Forums, Events, and online training via MyLearn, you will now be able to use that same account to sign-in to OGL with no additional setup required. If you don't currently have an Oracle Account, you can easily create one. An Oracle account is easy to set up and is governed by Oracle's advanced data security policies.

3. Sign in using your organization's Federated Single Sign On (SSO)

If you are interested in integrating your organization's SSO with OGL, please contact your network administrator and raise an OGL support ticket to request "SSO integration". One of our experts will work with your organization's network administrator to guide the implementation process.

What is the benefit of adopting SSO?

By shifting to an SSO process, your access to Oracle applications and support functions will be simplified and consolidated into one login and password. There will be no impact to your current user management roles and/or entitlement process for new developers, editors and owners.

For more information:

Further information is available in this document. If you have additional questions, please engage with your OGL point-of-contact.

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Deploying Oracle Guided Learning for Oracle Cloud Fusion

Overview of the Oracle Guided Learning Integration

Oracle Guided Learning ("OGL") works as an overlay to your Oracle Cloud Fusion ("Fusion") environments that understands user behavior in the application and presents the content relevant to their page location and user role.

In this chapter, we will cover the steps required to deploy guided learning, including:

- Setting up your Oracle Guided Learning (OGL) account so that it gets connected with your Oracle Cloud Fusion environment(s) and then,
- Configure your Oracle Cloud Fusion environment(s) to display the desired content from your OGL account.

Pre-requisites for Deployment

Before you start configuring the OGL Domain Settings, you must meet the following pre-requisites:

- OGL Console Permission: Owner > Manage Cloud Configuration
- Fusion Environment Access: Application Administrator/Implementer
- Fusion Administrator Profile Value: Guided Learning Enabled

Additional details and procedures for each of these pre-requisites are provided below.

OGL Console Permission: Owner > Manage Cloud Configuration

To access the OGL Cloud Configuration, you must have the owner permission "Manage Cloud Configuration" to edit and manage Cloud Configurations in OGL.

To enable "Manage Cloud Configuration" owner permission:

- 1. On the OGL console, go to Settings>User Management.
- 2. Among the list of users, find your name and email ID.
- 3. Select the **Details** dropdown menu under the **Owner**'s column on the line that displays your name or email ID.
- 4. Select "Manage Cloud Configuration" from the dropdown options.

Oracle Guided Learning														
	User	Management												2
🗅 Home	0	CANCEL SAVE												LEXPORT
My Content		Name	Email		Viewer			Editor			Develope	r		Owner
Content		ann.admin@examplecorp.com	ann.admin@examplecorp.co	m 📀	Details	•	0	Details	*	0	Details		O	Details 🗸
Archive				0	Details	•	0	Details	•	0	Detail:	Mar	age Traini	
• Settings				0	Details	•	0	Details	•	0	Detail	Cha		ation Settings
User Management			~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	0	Details		0	Details	~	0	Detail	Mar	age Comr	
				0	Details	~	0	Details	•	•	-	-		r usage data Configuration

The "Manage Cloud Configuration" owner permission is now enabled for your account.



Note:

If you see the below message when accessing the **OGL Settings>Application>Domains** tab, ask your OGL administrator to update your user permissions to enable **Manage Cloud Configuration**.

Oracle Guided Learning		
	Application Domains Editor Playback Embed Code	×
☐ Home	Cloud Configuration	
My Content	No permission to edit cloud configuration	
Content		
🖬 Archive		
Settings		
Application		

Fusion Environment Access: Application Administrator/Implementer

To enable OGL on Oracle Fusion Application(s) and to set the OGL Fusion profile value, you should log in to the Oracle Fusion application as a user with the Oracle Fusion Application Administrator/Implementor role. Specifically, you are required to:

- Create and publish an Oracle Fusion Sandbox; and,
- Access and update the **Configure Guided Learning** task page within **Setup and Maintenance**.

Note:

If you do not have access to perform these actions, please contact your **Oracle Fusion Administrator**.

Creating and Publishing a Sandbox for OGL Configuration

Once the Profile Value is set, you can create a Sandbox for OGL configuration.

To create a Sandbox and publish:

1. Select the Navigator icon (\blacksquare) > Configuration > Sandboxes.



	Q Search for people and	actions	
G	⊾ bood morning,	()!
Sa	es Service Me	Procurement Help Desk	Proc
Academics			~
Academic Tools			~
My Enterprise			~
Tools			~
Configuration			~
Partner Management			~
Others			~
Configuration			~
Visual Builder	Sandboxes	Migration	-
& Appearance	Structure	User Interface Text	
Business Objects	Application Composer	Page Integration	
Configure Activities Display		640 MG	

2. Select **Guided Learning** under the available tools.

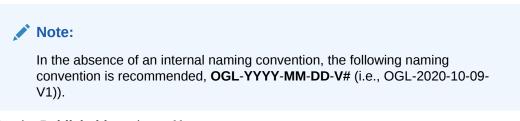
P	Messages
I	Flexfields
Q	Guided Learning
ď	Page Integration
P	Page Composer
₽.	Page Template Composer



Note:
 If Guided Learning is not available, complete the steps above in Prerequisite:
 Fusion Administrator Profile Value: Guided Learning Enabled

- 3. Select the Create Sandbox button. The Create Sandbox screen is displayed.
- 4. On the **Create Sandbox** screen, enter the **Sandbox Name** and an optional description.

Create Sandbox ⑦		Create	Create and Enter	Cancel
* Name	Description			
Ves No				



- 5. Set the Publishable option to Yes.
- 6. Select the Create and Enter button.

Create Sandbox ⑦		Create Create and Enter Cancel
* Name Publishable No No	Description	6

The **Sandbox** is now created and published.

Fusion Administrator Profile Value: Guided Learning Enabled

For OGL to be applied to an Oracle Fusion Domain, the best practice is to check the Oracle Fusion Applications Administrator profile value for **Guided Learning Enabled** (FND_GUIDED_LEARNING_ENABLED) is set to **Yes** at the site level.

= vision				Q		☆⊢	ı Û	
Manage Administrate	or Profile Values ②				Save	Save and	d Close	Cancel
Search : Profile Op	tion							
Search Results								
Search Results : Pro	file Options							
▲ FND_GUIDED_LEAF	NING_ENABLED: Profile Value	5						
Actions 🔻 View 👻 🕂	K F							
4								
* Profile Level	Product Name	User Name	▲					
Site			. Yes				~	

To enable the OGL profile value:

1. Sign in to your Fusion instance.



Sign	In
Orac	cle Applications Cloud
	User ID Password Forgot Password Sign In English

2. Select the **Settings and Actions** icon (^{SI}) at the top-right corner of your **Fusion** homepage, then select **Setup and Maintenance** from the options in the dropdown list.

오 습 ☆	7 🏳 🧘 🛐
Settings and Actions	Sign Out
Personalization	
Access Accessibility Settings	
Set Preferences	
P Administration	
Edit Pages	
Edit Global Page Template	(i)
Manage Configurations	
Setup and Maintenance	-
Highlight Flexfields	
ll Troubleshooting	
As Run Diagnostics Tests	
Record Issue	
Print Me	

3. Select the **Tasks** icon (E) on the **Setup and Maintenance** screen to view the slide menu. Then select **Search** from the options in the slide menu.



Q △ ☆ Þ ♀³ SI Actions ▼	Q ∩ ☆ 戸 ♀ SI
Required Tasks V Scope	• Manage Implementation Projects • Copy Configurations • Manage Configuration Packages • Manage Export and Import Processes • Purge Export and Import Processes • Manage Setup Content • Review Topology • Search

- 4. In the search field, enter "*Manage Administrator Profile Values*", then select the Search icon (().
- 5. From the search result, select Manage Administrator Profile Values.

Search	
4	Manage Administrator Profile Values Match With Tasks,Task Lists,Business Objects
Name Manage Administrator Profile Values	5

A new window opens now, where you can manage Administrator Profile Values.

- 6. In the **Profile Option Code** field, enter "*FND_GUIDED_LEARNING_ENABLED*", then select the **Search** button.
- 7. Under FND_GUIDED_LEARNING_ENABLED: Profile Values, set the Profile Value to Yes.

▲ FND_GUIDED_LEARNI	NG_ENABLED: Profile Values			
Actions 🔻 View 👻 🕂 🗶	F			
4				
* Profile Level	Product Name	User Name	▲▽	Profile Value
Site				Yes 🗸

8. Select the **Save and Close** button on the top-right corner of the screen. The OGL profile value is now enabled.

Additional information is available via the following links:



My Learn video: Enabling the OGL Profile Value

Set Up Your OGL Account to Connect to Your Fusion Domains

To set up your OGL Account:

1. On the OGL console, go to **Settings>Application**.

Oracle Guided Learning (Premium)
🛆 Home
My Content
翻 Content (18)
册 Archive (37)
Settings ^
Application
Custom Roles
Display Groups
Feedback
Health

2. Set the **Application Type** to **Fusion** if you are enabling OGL on an Oracle Fusion application.

Configuration Application Name * OGL_COE		7/100	
Application Type ype of application where OGL is running Fusion	O Other	Your Application Typ Fusion if you are ena Oracle Fusion applica	abling OGL on an
Available Products for Content Display in the G	OGL Libraries		Next
All Items			undes in this us
Default Editing URL JRL of the environment used to create content			
https://fa-euth-test-saasfademo1.ds-fa.oraclepdemos.c	om/fscmUI/faces/FuseWelcome?		
mage Capturing			
Capture Images and video when editing			
Jser Roles			
nclude users' role in Analytics and reports			sk List
Details			-
Note ① Options set in this section are not persisted anywhere, pile	ease fill them for us to improve the product		
Application ID			
			125



3. Select Domains.

GL COE	
Application Domains Et Click Domains.	Code OGL Values
Cloud Configuration	
	VGL. To set up this integration, you will need to copy the Oracle Guided Learning Application ID fields in the Fusion OGL integration page. This will make your OGL content visible in your
OGL AppId	OGL Server
GI86xB6nRQ62JrYdb8ilcg Copy	guidedlearning-uat.oracle.com Copy
tomains represent a location, usually an application, where Guided Learning c tomains are defined by a URL (e.g. https://guidedlearning.orade.com). a dd a domains.elect the + New Domain button, enter the URL of the applic pplication. Enter any other required information and save.	+ New Domain
Name *	27/100
OGL Development Environment	
(R),*	55/1000
https://fa-euth-test-saasfademo1.ds-fa.oraclepdemos.com	
Environment	
	Guiden
Development (Show All Guides) O Production (Show Only Published (Guidey
Development (Show All Guides) Production (Show Only Published (Remove	Enabled Advanced Settings Save Domain

4. While enabling OGL on an Oracle Fusion Application, the OGL **Appld** and **OGL Server** values are required to complete the OGL configuration in the Oracle Fusion application.

Use the button to copy **AppId** and **OGL Server** values to the clipboard and paste it to a text file to use later.

Cache Faylon applications can be configured to automatically integrate with GRL To set up this integration, you will need to row the Oracle Guided Learning Application. Group Applications can be configured to automatically integrate with GRL To set up this integration page. This will make your GRL content visible in your application. Content of the Content of Content o	loud Configuration		 When enabling OGL on an Oracle Fusion Application you will require th
Vick Appld Out Server C186xB6nRQ62JrtHdb#iLcg Copy GuidedLearning-uat.oracle.com Copy Md a Domain bornance regeneration of ys ULR, e.g. throps://guidedLearning-onent will be used. bornance regeneration of ys ULR, e.g. throps://guidedLearning.coment will be used. bornance regeneration of ys ULR, e.g. throps://guidedLearning.coment will be used. bornance regeneration of ys ULR, e.g. throps://guidedLearning.coment will be used. bornance regeneration of the application and the name you would like to associate with that pplication. Enter any other regulared information and save. Alexa Domain Construction vite a in this use case. Name * Z7/100 OGL Development Environment Structure * S55/1000 https://fa-euth-test-saasfademol.fs-fa.oraclegodemos.com sk List Training Environment On All Guides) Production (Show Only Published Guides) sk List Training	racle Fusion applications can be configured to automatically integrate with (GL Appld) and the OGL Server, both provided below, into the correspondin		OGL Appld and OGL Server.
C186xB6nRg62Jt1dbf1cg Copy guidedlearning-uat.oracle.com Copy It I I I I I I I I I I I I I I I I I I	GL Appld	OGL Server	
did a Domain Domains repersent a location, usually an application, where Guided Learning content will be used. Domains are defined by a URL, e.g. https://guidedisarning.oracle.com). a da a damain_set etch = New Domain button, enter the URL of the application and the name you would like to associate with that pplicates. Discrete * DGL. Development Environment Unit * 55/1000 https://fa-euth-test-saasfademo List-fa.oraclepidemos.com Environment Environment Environment B Development (Show All Guides) Production (Show Only Published Guides)	186xB6nRQ62JrYdb8iIcg Copy	guidedlearning-uat.oracle.com Copy	
OGL Development Environment Dill. * S5/1000 https://ta-euth-test-saasfademol.dis-fa.oraclepdemos.com Environment ® Development (Show All Guides) Production (Show Only Published Guides)	omains are defined by a URL (e.g. https://guidedlearning.oracie.com). add a domain, select the + New Domain button, enter the URL of the appl	+ New Domain	oldes in this use case
Life, * 55/1000 https://ta-euth-test-saasfademo1ds-fa.oraclepdemos.com 55/1000 Enversonment in the second s	Name *	27/100	E
Support Integr://ta-euth-test-saasfademol.ds-fa.oraclepdemos.com Environment @ Development (Show All Guides) O Production (Show Only Published Guides) Integrity of the second secon	OGL Development Environment		
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Development (Show All Guides) O Production (Show Only Published Guides)	https://fa-euth-test-saasfademo1.ds-fa.oraclepdemos.com		
		3 Guides)	sk List 😰 Training
sepore Micropica Yanaucea Secturita Save Polymu	emove	Enabled Advanced Settings Save Domain	

5. Select +New Domain.



6. Enter the desired Domain **Name**.For example, enter "*Fusion Test*" if you are adding the **Domain** for the Oracle Fusion Environment to develop OGL content.

Application Domains Editor Playback Embed Code OGL Values	
Cloud Configuration	Enter Name. For example "Fusion Test" If you are adding the Domain for the Oracle
Fusion Test UNL * 0/1000	Fusion Environment you will use to develop OGL content.
http://www.myapp.com/start/page/	Next
Development (Show All Guides) O Production (Show Only Published Guides)	uides in this use case.
Settings Enable OGL I selected, OGL will load.	C.
Enabled	
Enable Report Disable this only for implementations in which there is extreme sensitivity to internet traffic and no need for reporting data.	1
Enabled	sk List 🚇 Training
Show Launch Widget For implementations with popups or Iframes from different domains, this allows the Launch Widget to be hidden (or shown) for a given domain so that multiple Launch Widgets are not showing simultaneously.	
E Enabled	
ancel	

7. Enter the **URL** for the Oracle Fusion environment domain.



The **URL** must be limited to the top-level domain (.com) with no other proceeding characters.

For example:

√ https://oracle-fusion-test-saastest.oraclecloud.com

 χ https://oracle-fusion-test-saastest.oraclecloud.com/oa/server/eq.cgi? query%



Application Dom	Note: The URL must only go as far as .com with no other proceeding characters.
Cloud Configuration	For example: ✓ https://oracle-fusion-test-saastest.oraclecloud.com X https://oracle-fusion-test-saastest.oraclecloud.com/oa/server/eq.cgi?query%
Name*	11/100
Fusion Test	Next
URL*	51/1000
https://oracle-fusion-test-saas	test.oraclecloud.com
Environment	
Development (Show All Guide	s) O Production (Show Only Published Guides)
Settings	
Settings Enable OGL	
Enable OGL	
Enable OGL If selected, OGL will load.	
Enable OGL If selected, OGL will load. Enabled Enable Report	ions in which there is extreme sensitivity to internet traffic and no need for reporting data.
Enable OGL If selected, OGL will load. Enabled Enable Report	ions in which there is extreme sensitivity to internet traffic and no need for reporting data.
Enable OGL If selected, OGL will load. Enabled Enable Report Disable this only for implementat	ions in which there is extreme sensitivity to internet traffic and no need for reporting data.
Enable OGL If selected, OGL will load. Enabled Enable Report Disable this only for implementat Enabled Show Launch Widget	s or liframes from different domains, this allows the Launch Widget to be hidden (or shown) for a given domain so that multiple

8. Anonymous plus Disabled Specific Domain(s)

If you want any domain to use the OGL Domains setting EXCEPT for a given domain, you should create an anonymous domain that is enabled and keep the other domain that is disabled. In this situation, the Domains tab would look like this:



Application Domain:	The Environment option based on refers to OGL content you want to display in the application: Development (Show All Guides): Displays all Draft, Unpublished Revision
Cloud Configuration	and Published content. Use this setting for OGL testing and development environments. Production (Show Only Published Guides): Displays only Published
Name*	Content. Use this setting for Production environments.For dev Dev prod Prod 11/100 Prod
Fusion Test	
URL *	Note: In this example we will select Development (Show All Guides). 51/1000
https://oracle-fusion-test-saastes	Next
Environment	
Development (Snow All Guides)	O Production (Show Only Published Guides)
	Production (Show Only Published Guides)
Development (Snow All Guides) Settings Enable OGL	Production (Show Only Published Guides)
Settings	Production (Show Only Published Guides)
Settings Enable OGL If selected, OGL will load.	Production (Show Only Published Guides)
Settings Enable OGL	Production (Show Only Published Guides)
Settings Enable OGL If selected, OGL will load.	Production (Show Only Published Guides)
Settings Enable OGL If selected, OGL will load. Enabled Enable Report	Production (Show Only Published Guides) .in which there is extreme sensitivity to internet traffic and no need for reporting data.
Settings Enable OGL If selected, OGL will load. Enabled Enable Report	
Settings Enable OGL If selected, OGL will load. Enabled Enable Report Disable this only for implementations	
Settings Enable OGL If selected, OGL will load. Enabled Enable Report Disable this only for implementations	
Settings Enable OGL If selected, OGL will load. Enabled Enable Report Disable this only for implementations Enabled Show Launch Widget	in which there is extreme sensitivity to internet traffic and no need for reporting data. If ames from different domains, this allows the Launch Widget to be hidden (or shown) for a given domain so that multiple
Settings Enable OGL If selected, OGL will load. Enabled Enable Report Disable this only for Implementations Enabled Show Launch Widget For Implementations with popups or	in which there is extreme sensitivity to internet traffic and no need for reporting data. If ames from different domains, this allows the Launch Widget to be hidden (or shown) for a given domain so that multiple

The Environment option refers to the OGL content you want to display in the application:

- **Development (Show All Guides):** Displays all Draft, Unpublished Revisions, and Published content. Use this setting for Fusion testing and development environments.
- **Production (Show Only Published Guides)**: Displays only Published content. Use this setting for Fusion Production environments.

Note: In this example, we selected **Development (Show All Guides).**

9. Review the Settings available, then select Save Domain.



rowse Use Cases	Enable Report Disable this only for implementations in which there is extreme sensitivity to internet traffic and no need for reporting data.
Review the Settings available, then Click Save Domain.	Show Launch Widget For implementations with popups or iframes from different domains, this allows the Launch Widget to be hidden (or shown) for a given domain so that multiple Launch Widgets are not showing simultaneously.
Ę	Enable User Name Capture If selected, OGL will capture user names from your host application. Disable this setting if you do not want OGL to capture and report on User Names. Enabled
reate -	Set Accessibility Keyboard Shortcuts To override the default Keyboard Shortcuts (See Accessibility section of the User Guide), select a shortcut from the dropdown and enter the desired keystroke to activate it. To disable a shortcut, select it and save with a blank keystroke field.
Beacon	
	And the substances of the substances
ecent	

The **Domain** has now been added to your list of Domains. To add additional **Domains**, repeat the process.

10. Select **Save** to save the changes and exit the modal window.

loud Configuration		
	gured to automatically integrate with OGL. To set up this integration, you will need to copy the Oracle Guide In provided below, into the corresponding fields in the Fusion OGL integration page. This will make your OG	
GL Appld	OGL Server	
1186xB6nRQ62JrYdb8ilcg	Copy guidedlearning-uat.oracle.com	Сору
	nain button, enter the URL of the application and the name you would like to associate with that formation and save	
parcation. Enter any other required in		27/100
		27/100
OGL Development Environment		27/100 55/1000
Name * OGL Development Environment		
Name * OGL Development Environment URL * https://fa-euth-test-saasfademo1. Environment © Development (Show All Guides)	The Domain has now been added to your list of Domains. To add additional Domains repeat the process. For example add the Oracle Fusion	55/1000
Name * OGL Development Environment URL * https://fa-euth-test-saasfademot. Environment	The Domain has now been added to your list of Domains. To add additional Domains repeat the process. For example add the Oracle Fusion Production environment.	55/1000

Once the **Domain** is added to the OGL Console, the next step is to navigate to the Oracle Fusion Application



Keep the **AppID** and **OGL Server** values handy, which is required in the upcoming process.

Complete the Configure Guided Learning Task in Fusion

To enable OGL on Oracle Fusion Application(s), login to the Oracle Fusion application as a user with the Oracle Fusion Application Administrator/Implementor role and create a sandbox that includes the **Guided Learning** tool set.

In this example, we have already created a Sandbox with the required user login. Click here for details on how to create an Oracle Fusion Application Sandbox.

To configure Oracle Guided Learning

Note:

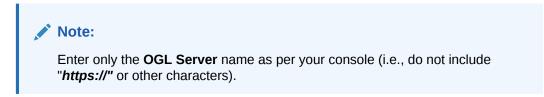
- 1. Select the **Settings and Actions** icon (L^{SI}) at the top-right corner of your **Fusion** homepage, then select **Setup and Maintenance** from the options in the dropdown list.
- 2. Select the **Tasks** icon (E) on the **Setup and Maintenance** screento view the slide menu. Then select **Search** from the options in the slide menu.
- 3. In the search field, enter *Configure Guided Learning*, then select Search.
- 4. From the search result, select **Configure Guided Learning**.

Search Tasks	Configure	e Guided Learn	ing		٩	3	
Applicatio	on Extens	ions					
View 🔻	Format 🔻	Freeze	Detach	📣 Wrap	Show	All Tasks	~
Task							
_		-					
Configure (Guided Lear	ning 4					

The **Configure Guided Learning** page is displayed.



5. Enter the Application ID and the OGL Server URL.



≡		
Configure (Guided Learning ⑦	
* Application ID		
OGL Server		

- 6. Select Save and Close.
- 7. Select the **Sandbox** dropdown menu.

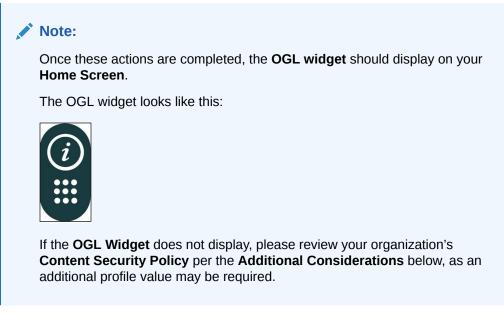
OOL Cont Tools Tools Sandbox Petal Publisi Leave Click Drop Down nent	
Functional Areas	Change Feature Opt In Search Tasks
* Initial Users	Shared 🔽 Initial Users
* Enterprise Profile	Stared 🔽 View 🔻 Format 💌 📝 Freeze 🙀 Detach 🚽 Wrap Show Required Tasks 🗸
* Legal Structures	Shared 🜄 Task
* Organization Structures	Shured Con Plum User and Roles Synchronization Process
* Financial Reporting Structures	Columns Hidden 3
* Workforce Structures	Shared 🔽
* Users and Security	Shared 🔽
HCM Data Loader	Shared 😎
Workforce Information	Shand 😎

8. Select **Publish** andthen select **Yes** to publish the OGL settings for the Oracle Fusion application.



Change Feature Opt in Search Tasks guided Q
Saved 🔽 Application Extensions
Shared 🔽 View 🔻 Format 💌 🦷 Freeze 🙀 Detach 🚽 Wrap Show All Tasks 🗸
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Manage Applications Core Global Search Configurations Manage Applications Core Global Search Suggestion Groups
Manage Applications Core Global Search Suggestion Groups Shared Migrate Enterprise Roles and Assignments to PauS Identity Store
Manage Configuration Set Migration Target Security Policy
Manage User Identity Synchronization to PaaS Identity Store
Shared Configure Guided Learning
Shared 🔽 Manage Search Indexes
Enable Click to Dial
Manage Enterprise Scheduler Job Definitions and Job Sets for Human Capital Management and Related Application

OGL is now enabled on your Oracle Fusion Application. You can repeat the process for all Oracle Fusion applications that require OGL integration.



Additional Considerations

The Widget Does Not Display Due to Content Security Policy (CSP)

If the OGL widget is not displayed after you have completed all of the above steps, you may be required to update the Oracle Fusion application **Content Security Policy (CSP)**. You can check for the CSP error using the browser's inspect tool. If the CSP update is required, you will see the below error under the console tab:

	^ [] Welcome Console ≫ + ◎1 ▲1 ■ 25 ✿ & ··· ×
	▶ ♦ top ▼ ● Filter Default levels ▼ ■ 25
gov.uk!	Sefused to load the script 'https://guidedlea EndGuidedLearning101.js:56 rning.oracle.com/player/latest/static/js/iridizeLoader.min.js' because it violates the following Content Security Policy directive: "script-src 'self' 'unsafe-eval' 'unsafe-inline'
	". Note that 'script-src-elem' was not explicitly set, so 'script-src' is used as a fallback.



Are you facing CSP errors?

Go to our Knowledge Articles to learn more about CSP errors and how to resolve them.



Enabling OGL by Embedding JavaScript

You can use JavaScript to embed OGL in a Fusion application or other web applications.

To embed the JavaScript in a non-Fusion web application, you add the provided JavaScript to all pages in your application where you want to use OGL. Because there are as many different ways to do this as there are web applications, we cannot address specific steps for non-Fusion applications. In general, add the OGL JavaScript to a common part of your application, such as the header or footer area.

Embed OGL JavaScript in Fusion

Creating and Publishing a Sandbox for OGL Configuration



To create a Sandbox and publish:

1. Select the Navigator icon (E), > Configuration > Sandboxes.



	Q Search for people and a		
G	ood morning, s Service Me	Procurement Help Desk)! Proc
Academics			~
Academic Tools			~
My Enterprise			~
Tools			~
Configuration			~
Partner Management			~
Others			~
			_
Configuration			^
Visual Builder	Sandboxes	60 Migration	
& Appearance	Structure	User Interface Text	
Business Objects	Application Composer	Page Integration	
Configure Activities Display			

2. Select Page Composer and Page Template Composer under the available tools.

Tools
Configure Business Objects
HCM Experience Design Studio
Guided Learning
Page Integration
🗹 🐺 Page Composer
✓ Page Template Composer

3. Select the **Create Sandbox** button.

The Create Sandbox screen is displayed.

4. On the **Create Sandbox** screen, enter the **Sandbox Name** and an optional description.

Create Sandbox ⑦		Create	Create and Enter	Cancel
Publishable Yes	Description		Å	



Note: In the absence of an internal naming convention, the following naming convention is recommended, OGL-YYYY-MM-DD-V# (i.e., OGL-2020-10-09-V1)).

- 5. Set the Publishable option to Yes.
- 6. Select the Create and Enter button.

Create Sandbox ⑦		Create Create and Enter Cancel
* Name Publishable O Yes No	Description	

The Sandbox has been created and entered.

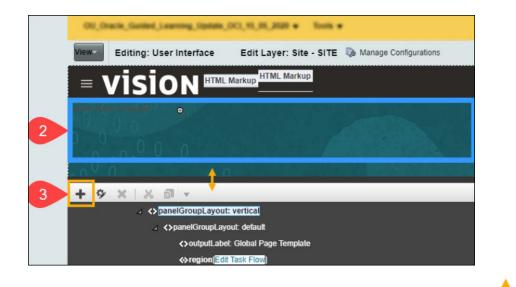
Embedding the Script

1. While still in the sandbox, select the **Settings and Actions** icon (^{SI}) at the top-right corner of your **Fusion** homepage. Then Select the **Edit Global Page Template** from the options in the dropdown list.

	Q 🗋	☆	Þ	С <mark>4</mark>	SI
Settings and Acti	ons			Sign O	ut
Personalization					
Access Accessibility Settings					
Set Preferences					
Administration					I
Edit Pages					G
Edit Global Page Template					
Manage Configurations					
Setup and Maintenance					
Highlight Flexfields					$\widehat{\mathbf{i}}$
Troubleshooting					
Run Diagnostics Tests					
Record Issue					
Print Me					

2. Select the **Global Page Template** label area (highlighted in blue).

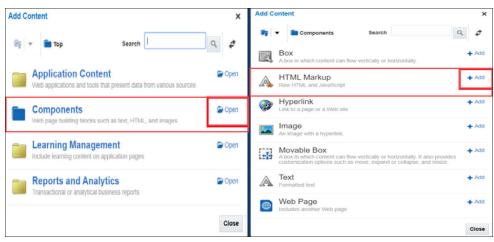




Select the Add icon(+) in the footer area; you may need to drag the toolbar up
 to bring it into view.

Now, the Add Content modal window appears.

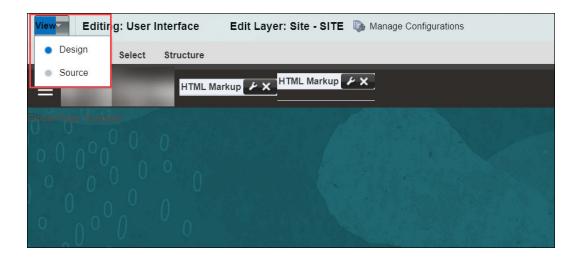
4. Select Open, next to Components, and then select Add, next to HTML Markup.



Select **Open**, next to **Components**, and then select **Add**, next to **HTML Markup**. The **HTML Markup** settings is now visible.

5. Select View, then select Design.





Note:

If you are unable to select **Design**, try enabling the Administrator Profile Value in Setup and Maintenace > Manage Administrator Profile Values >FND_PAGE_COMPOSER_SOURCE_VIEW > Set to "Yes".

6. Select the Edit icon (²) of the newly added HTML Markup component.



The HTML Markup editor is now visible.

- 7. Select the Value dropdown, then select Expression Builder.
- 8. Replace the contents of the **Type a value or expression** field with the **OGL JavaScript**, then select **OK**.



Expression Editor					×
O Choose a value					
Asset Info	✓ Asset ID	~			
• Type a value or exp	pression				
#jcomponentE-ter	sionBundie OV	1947_100	1_1E)	7)	
			Test	ок	Cancel
Asset Info		► TPUT_TEX	Test	ОК	Cancel

- 9. Select **OK** again and select **Close**. The JavaScript embed process is now complete.
- 10. Verify that the **OGL Widget** () is visible. If the widget is not visible, perform the following steps:
 - a. Go to the OGL Console, then select Help Panel in the Settings tab.

Oracle Guided Learning Premium
My Content
翻 Content (17)
団 Archive (42)
Settings ^
Application
Custom Roles
Display Groups
Feedback
Health
Help Panel
Modules

b. Ensure that the Show Launch Widget even if there are no guides to display in Help Panel option is enabled.



Help Panel Settings		
Text Display		
Help Panel Header		
Oracle Guided Learning		
Launcher Text		
Help Center		
📽 Advanced Settings		
Show Launch Widget even if ther Panel	e are no guides to displ	av in Help
Panel	e are no Baraco to aroph	
Note: Not supported in a multi-lang	uage environment	
** 11010		
¢\$ URLS		
Cancel	Publish to Prod	Save to Dev

- c. Ensure that the Show Launch Widget even if there are no guides to display in Help Panel option is enabled.
- d. Wait 30-60 seconds then refresh your Fusion instance. If the OGL widget is still not displayed reach out to your OGL contact or create a support ticket on My Oracle Support.
- **11.** When you are ready, publish the sandbox to make your content available to users. To publish the sandbox, follow these steps:
 - a. Click the Sandbox Name, then select Publish.
 - b. An information dialog box is displayed, select Yes to confirm.
 - c. Select Publish.
 - d. A warning dialog box is displayed, select **Yes** to confirm the action.

The OGL Console

The **Oracle Guided Learning** provides a simple, user-friendly interface that lets you easily navigate the features. The user interface is organized into pages and features that help you accomplish your tasks. Additionally, we have incorporated OGL onto your OGL console (**OGL-On-OGL**) to help orient you to the user interface and to provide guidance on navigating the console.

06600

The Redwood Theme

Redwood is the name of the approach to our next-generation product and communication design, user experience platform, and brand design system. While it's not the only manifestation of the changes we're making, it's perhaps the most visible. Redwood is at the core of our express goal: getting customers to fall in love with Oracle one interaction at a



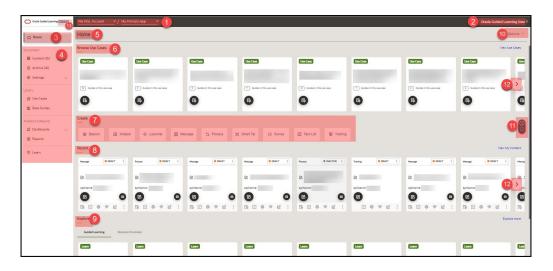
time. This is just the beginning. Redwood is a living thing, and all of us are going to help it evolve and improve in the coming months and years.

Redwood is the recommended theme for all Oracle Applications. OGL content is best presented in the Redwood theme and is optimized for Oracle Fusion applications that also apply the Redwood theme.

Homepage UI Elements

Let us get familiarized with some of the homepage UI elements.

The **OGL Homepage** looks like this.



Νο	Eleme nt	Sub Menu/ Element	Function
1	Accou nt and Apps		Displays the Account Name and the Application Name .
2	User Menu	My Profile, Help, Support, Forum, About and Sign Out	Displays the Profile Information and Profile Settings . Provides the hyperlink to the OU Support Help , User Guides , and Forums . It also contains the OGL info and options to Sign Out of OGL.
3	OGL Homep age Button		It returns you to the OGL Homepage from the current page you are on.
4	Main Navigat ion Menu	My Content, Library, Analytics & Reports and Learn	My Content lists all the existing guides, and Archive shows all archived guides. The Library section consists of Use cases and Base Guides. Analytics & Reports provides an interactive Dashboard and OGL user analysis reports. Finally, the Learn option takes you to the learning center.
5	Homep age Title		The Homepage Title is exclusive to the homepage and indicates that you are on the homepage.



Νο	Eleme nt	Sub Menu/ Element	Function
6	Browse Use Cases		Provides quick access to Use Cases from the Use Case Library.
7	Create	Beacon, Hotspot, Launcher, Messages, Process, Smart Tip, Survey, Task List and Training	This menu lets you create different OGL guides, including Beacon , Hotspot , Launcher , Messages , Process , Smart Tip , Survey , Task List , and Training .
8	Recent		Displays the recently used guides.
9	Explor e	Guided Learning and Business Process	This library provides access to training resources on Guided Learning and Business Processes .
10	Option s		Options let you filter the contents you see on the homepage.
11	Help Widget	Getting Started, OGL Digital Learning, Documentation and Support	The Help Widget in the OGL Console offers a variety of tours, help and support resources, and access to training on how to use the OGL Console effectively.
12	Scroll Button		Scroll right and left between content tiles with the Scroll Buttons .
13	Premiu m Badgin g		Premium badges are exclusive to premium accounts. This insignia indicates that your OGL account is a premium account with access to premium features and unlimited guides.

Guide List and Views

The OGL homepage displays the various content categories. By default, it shows the **Use Cases**, **Recent contents**, **Learning contents**, and **Learn resources**.

166004

Use Cases

Use Cases are curated collections of pre-built guide packages that were designed by Oracle experts and are based on real business scenarios. Use Cases provide guide templates that employ Oracle best practices for various Oracle Fusion applications. Each Use Case may contain one or more guides of various categories, including **Message** guides, **Process** guides, **Smart Tips**, etc.



Home				Options …
Browse Use Cases Use Case Title				View Use Cases
Use Case Use Case Use Case Absence: Guides for Employee Self Service	Use Case	Use Case	Use Case	Use Case
© Guides in this use case © Guides in this use case Control of available guides Details Button	Guides in this use case	7 Guides in this use case	E Guides in this use case	7 Guides in this use case

To see the complete list of Use Cases:

1. Select View Use Cases.

ons …
ases
>

The Use Cases screen is displayed. To switch between the views:

By default, all the Use Cases are displayed in tile view.

		Tile V	iew		88
Jse Case	Use Case	Use Case	Use Case	Use Case	Use Case
Guides in this use case	Guides in this use case	Guides in this use case	7 Guildes in this use case	12 Guides in this use case	7 Guildes in this use case
e Case	Use Case	Use Case	Use Case	Use Case	Use Case
Guides in this use case	4 Guides in this use case	4 Guides in this use case	8 Guides in this use case	12 Guides in this use case	10 Guides in this use case
Ģ	R	R	R	Ģ	B

Use the **List View** icon (**b**) and the **Tile View** icon (**b**) to switch between your preferred views.



Use Cases Q Search		Filters (0) 😫 Reset 🖑
	List View	88 🔳
Use Case Absence: Guides for Employee Self Servio	20	U Guides in this use case
Use Case Accounts Payables: Featured Guides whe	n working with Invoices	Guides in this use case
Use Case Accounts Receivable: Top Guides when w	orking with AR	Cudes in this use case
Use Case Advanced Collections: Guides when work	ing with Delinquencies and Collections	7 Guides in this use case
Use Case Benefits: Guides to Support Employee Se	If Service	12 Guides in this use case

Recent Guides

The section displays guides that you have recently created or edited for quick reference.

Oracle Guided Learning Premium						
🗅 Home	Home					Options ···
ly Content	_					
Content (16)	⊚ Beacon 🔄	즘 Hotspot 호 Launcher	ত Message 의 Process	¥ Smart Tip ≸≣ Surve	y 😨 Task List 📱 Training	
面 Archive (42)	Recent					View My Content
						thermity content
orary	Message	r ! Process ORAFT	Message ORAFT	i Message ORAFT	Process INACTIVE I	Training DRAFT
团 Use Cases	Z	ß	Z	ß		
Base Guides	apiName:	apiName:	apiName:	apiName:	apiName	apiName
nalytics & Reports		•	• •			Ø
监 Dashboards 🗸 🗸	F. V. & & M	1 : F 🗆 🗢 🗠 🖾	1 : 6	: Ę 🖉 🗢 🗠	: F	

Explore

This section contains links to learning resources, including microlearning videos on common OGL tasks as well as Business Process training on Oracle Fusion products that can be viewed or deployed to users.

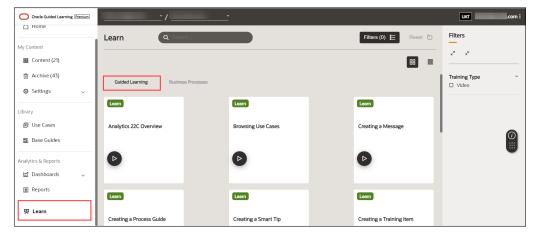
🗅 Home	Home					Options ·
v Content	-					
Content (16)	Message ORAFT :	Process • DRAFT :	Message ORAFT :	Message ORAFT :	Process INACTIVE :	Training ORAFT
 Archive (42) Settings 		2			Ø	2 ·
• •••••••	apiName:	apiName:	apiName:	apiName:	apiName:	apiName:
orary 「」Use Cases						
	Explore					Explore more
llytics & Reports 갑 Dashboards 🛛 🗸	Guided Learning Busines	s Processes				
Reports	Learn	Learn	Learn	Learn	Learn	Learn
환 Learn	Analytics 22C Overview	Browsing Use Cases	Creating a Message	Creating a Process Guide	Creating a Smart Tip	Creating a Training Item
	ß					

OGL Microlearning Guides



To support new console users and developers, OGL now provides a gallery of just-intime "micro-learning" videos and guides to learn more about basic OGL functionality. These training guides are available in the Learn section in the left navigation pane.

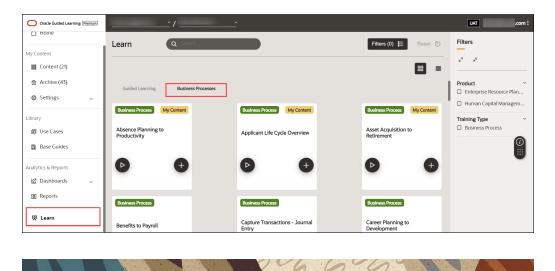
Click the Play button () on any of the available training guides to view the training content in a modal.



Business Process Training Guides

OGL has introduced a library of Business Process Training guides to the OGL console that provides access to valuable Fusion product-related training content to enhance Fusion knowledge and adoption. The content for these training guides was curated from the Oracle Could Business Process Student Learning Subscription available on mylearn.oracle.com. Administrators and developers can select from this library of training guides and add to their content

To access these courses, go to the Learn section in the left navigation pane and select the Business Process tab.





Searching and Filtering the Guide List

You can reduce the number of guides that you see by searching for a guide or filtering by content item in the left panel.

- 1. Searching guides: Enter a search term in the search box to find the guide-by-guide title.
- 2. Filtering by content items: Select a content item in the left panel to show only those guides.

To search for a particular guide:

Use the **Search Box** to search for a particular guide.

arch				Filters (0) 😫 Reset 🖑
				8
Use Case	Use Case	Use Case	Use Case	Use Case
	and the second second			
9 Guides in this use case	9 Guides in this use case	7 Guides in this use case	12 Guides in this use case	7 Guides in this use case
Ð	Ę	E	Ð	6
	Use Case © Guides in this use case	Use Case Use Case • •	Use Case © Guides in this use case © Guides in this use case	Use Case Use Case Use Case • Guides in this use case • Guides in this use case • Guides in this use case • Guides in this use case

To filter the guides:

1. Select the Filters button.

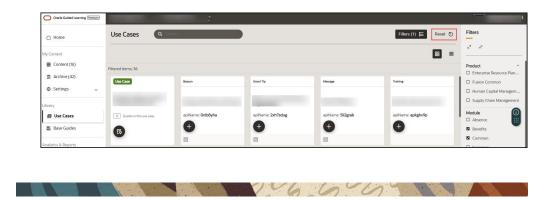
Use Cases	earch				Filters (0) 📜 Reset 🖑
Use Case	Use Case	Use Case	Use Case	Use Case	Use Case
U2 Guides in this use case	9 Guides in this use case	9 Guildes in this use case	7 Guides in this use case	12 Guides in this use case	7 Guildes in this use case
Ę	Ę	Ę	Ę	Ę	6

The **Filters** slider menu appears. Use the checkboxes to filter the guides according to your preference.

Use Cases	earch			Filters (0) 😫 Reset 🕐	- ²⁷ x ²
Use Case	Use Case	Use Case	Use Case	Use Case	Product ~ Enterprise Resource Plan Fusion Common
C Guides in this use case	Guides in this use case	Guides in this use case	7 Guides in this use case	C Guides in this use case	Human Capital Managem Supply Chain Management Module Absence Benefits
Use Case	Use Case	Use Case	Use Case	(Use Case)	Common Expenses Financials
7 Guides in this use case	6 Guides in this use case	Guides in this use case	4 Guides in this use case	8 Guides in this use case	HCM Core Learning Oracle Transactional Busi Payroll Procurement

To clear the filter, select the **Reset** button.





User Management

Once your OGL account is created, you can add new users with different permission levels. The new users can create, publish, delete guides, edit content, view analytics, etc. We recommend you follow the **Least Privilege** principle when granting permissions to new OGL users, especially the permission to publish guides.

You can set up multiple types of users depending on the level of access you want each user to have. Each user is identified by their name, email address, and the permissions assigned to them.

Introduction to OGL Roles

Before you set up users in OGL, you should understand the roles and permissions that you can assign to a user.



Roles & Permissions

Viewer: Executive sponsors are the common target audience for this role which only requires the ability to see what guides exist and view the Analytics Dashboard.

Permission	Detail
Preview a guide	Preview Guides
View Analytics	View Analytics

Editor: The Editor role addresses users who only need to work with the copy/text in the guides and messages to end-users. This allows writers to be able to get into the system and provide content without exposing them to publishing and other mission-critical capabilities.



Permission	De	tail
Access Content Editor	٠	Edit OGL item text via Content Editor
Manage Messages	•	Create, Update, Clone, and Delete Messages

Developer: This role enables admins who should be working with the detailed features within individual guides, while not opening up system-wide settings that would affect all Editors and Developers.

Permission	Detail
Edit Guides	Update OGL item name(s)
	View Guide in Full Editor
	 Edit Guide, Video, Links, Tasks Lists via Full Editor
	 Edit Settings for Guide, Video, Links, Tasks Lists in Dashboard
	 Edit Activation Settings for Guide, Video, Links, Tasks Lists in Dashboard
Create Guides	Create/clone OGL item(s)
Delete Guides	Delete/recover OGL item(s)
Publish Guides	 Activate/inactivate OGL item(s)
	Publish/unpublish OGL item(s)
	• Publish unpublished revisions of OGL item(s)
Edit Managed Guides	 Edit OGL items classified as managed by Oracle University

Owner: Within each organization, there should only be 2-3 people with this level of access. The permissions included in this role enable the admin to make changes to the system that will affect every user and guide therein.

Permission	Detail				
Manage Users	Add/delete users from the appID				
	 Assign/revoke user permissions 				
Manage Help Widget Settings	Update the help widget sort order				
	 Update the OGL Widget settings for development and production 				
Manage Display Groups	 Create, update, and delete display group(s) 				
Manage Roles	 Create, update, and delete simplified role(s) 				
Manage Pages	 Create, update, and delete OGL pages for use in conditioning content in the library 				
Manage Products & Modules	 Create, update, and delete OGL Products and Modules which are used in OGL analytics and as content filters 				
Manage Training Types	Create, update, and delete training type(s)				



Permission	Detail
Manage Themes	 Can update the theme to any of the available themes in the OGL Console.
	 Can download the available Design Kit(s) in the appID
	 Can update the theme via the appID's Design Kit
	 Can upload modified Design Kit(s) to the appID
Change application settings	Enable feedback
	 Manage feedback settings for development and production
	 Update the application(sub-account) name
Create Managed Guides	Set a guide as a managed guide
Manage Comments	Manage comments in the full editor
Reset end-user usage data	Reset user analytics data
Manage Cloud Configuration	 Manage Cloud Configuration in the OGL Console
Manage Oracle Content	• Manage Oracle Content in the OGL Console.
Batch Update Guides	 This feature enables you to update guides in batches.

Assigning Roles and Permissions

You can assign all of the permissions within a role to a user, or assign specific permissions. Depending on your approach, the role icons will change so you can quickly see which roles and permissions a user has:

ALL of the permissions within the OGL role are assigned to the user.

I = **SOME** of the permissions within the OGL role are assigned to the user.

E NONE of the permissions within the OGL role are assigned to the user.

- To revoke all user permissions for a particular OGL role simply click on to make it
- To assign all user permissions for a particular OGL role simply click on make it
- To assign some user permissions for a particular OGL role simply click on



then proceed to assign/revoke the required permissions



Adding Users



Use the user's email address to add them to the OGL.

To add users:

1. On your OGL console's navigation menu, select **Settings > User Management**.

Oracle Guided Learning Premium
☐ Home
My Content
鼺 Content (19)
面 Archive (37)
Settings ^
Application
Custom Roles
Training Types
Translations
User Management

The User Management modal window appears.

2. Select the Add Users button.



в (r	User Manage	ement dd Users	button			≜ EXPORT
	Name	Email	Viewer	Editor	Developer	Owner
ent	@01	@01	Oetails ~	Oetails ~	Oetails ~	Oetails ~
			Oetails ~	Oetails ~	Oetails ~	Oetails 🗸
			Oetails v	Oetails ~	Oetails ~	Oetails ~
	Cancel					

3. The Enter the new user's email address in the Email field, assign the user permissions, then select Save..

User	Management								_					×
Ð	CANCEL SAVE	3						2	2				▲ EXP	ORT
	Name	Email		Viewer			Editor			Developer			Owner	
	ogl.student01@	ogl.student01@	0	Details	•	\bigcirc	Details	•	0	Details	•	8	Details	•
		1												



4. Select Close (X) to exit the User Management modal window.

Removing Users

To remove Users:

- 1. Navigate to the User Management modal window.
- 2. Check in the checkbox at the beginning of the line that lists the user you want to remove. Once checked in, the **Delete** button appears.



User Manag	ement				
]				LEXPORT
Name	Email	Viewer	Editor	Developer	Owner
@01	@01	Oetails ~	Details ~	Details ~	Oetails ~
		Oetails ~	Oetails ~	Details ~	Oetails ~
		Oetails ~	Oetails ~	Oetails ~	Oetails ~
Cancel					
Carlos					

3. Select the **Delete** button. The user is now removed from OGL.

Exporting the OGL User Matrix

You can export the OGL user matrix in ".*xlsx*" format with a single click/selection.

- 1. Navigate to the User Management modal window.
- 2. Select the **Export** button (to download the user matrix.

User Manag	ement		_11V		
•					± EXPORT
Name	Email	Viewer	Editor	Developer	Owner
		Oetails ~	Oetails ~	Oetails ~	Oetails ~
		Oetails ~	Oetails ~	Oetails ~	Oetails ~
		Oetails ~	Oetails ~	Oetails ~	Oetails ~
Cancel					

1 1 1 6 6 6 9

The browser now downloads the *.xlsx* file.

Your OGL App ID

Your OGL account is always associated with at least one Application ID (App ID).

An **App ID** is a logical grouping of guides (contents). Each App ID has its own dashboard and set of guides. If you have multiple App IDs, switch between your App IDs in the setup script of your Fusion application to view all the corresponding guides linked to that App ID.

If you want to integrate OGL into multiple applications, you should procure individual App IDs for each application. Contact your Oracle Account Manager for additional App IDs.

Know Your OGL App ID

Your OGL console consists of **1** an account and **2** one or more app(s), as shown below:

Oracle Guided Learning (Premium)	My OGL Account	~ /	My Primary AppID	~	
		_	Secondary AppID		
	Home		BackUp AppID		
🛆 Home		2	Non-Fusion AppID		
My Content	Recent			_	
IIII Content (19)					

Each app has a **22-character unique Application ID** (or **App ID**) that enables the mapping of the **Help Widget** to your app. You will need to know this **App ID** to enable OGL.

Find your App ID

You can find your App ID in three ways.

Method 1:

1. On the **OGL Console** homepage, select the **User Menu** at the top-right corner.

Oracle Guided Learning (Premium						LAT
☐ Home	Home					Options
My Content	Browse Use Cases					View Use Cases
m Content (16) 合 Archive (42)	Use Case	Use Case	Use Case	Use Case	Use Case	Use Case
Archive (42) Settings						
ibrary	12 Gutdes in this use case	Guides in this use case	Guides in this use case	7 Guides in this use case	12 Guides in this use case	7 Guides in this use case
🗐 Use Cases	(F)	6	R	R	E.	6
Base Guides						

2. On the User Menu, select About.



.com :
My Profile
IIII Content Management
𝔍 Help
⊠ Support
모 Forum
[→ Sign Out

The **About** information pops up. You can find the **App ID** as well as the version number here.

Your App ID looks like this: "yNmgDxxxxxxxxx0cC_w".

		<u>`/</u>		
Home	About		×	
_	Version	23B		
Browse	App ID	yNmg OcC_w		
Use Ca	Copyrig	ht © 2019-2023, Oracle and/or its affiliates.	All Rights Reserved	

Select the **Close** icon (x) on the top right corner to close the pop-up window.

Method 2:

- 1. On your OGL console's navigation menu, select **Settings** > **Application**. The **Application** modal window is displayed.
- 2. On the **Application** modal window, scroll down to the **Details** section. You can find the **Application ID** here.



	·	/		~			_
	Application	Domains	Editor	Playback	Embed Code	OGL Values	
Hor	Details						
	Note Options set in this sec 	tion are not persi	sted anywher	e, please fill them	for us to improve	the product	
Creat	Application ID Account application ident						
_	yNmg	0cC_w					
C	Deployment The way OGL is implement	ted in the application in the application of the second se	ation				Proces
e	Javascript		on Embed		Extension		10000
Rece	Default Language The language of the defau	ılt Generic Langu	age				
_	Select Items					~	
Mess							ORA
	Cancel					Save	

Select the **Cancel** button at the bottom left corner to close the modal window.

Method 3:

On your OGL console's navigation menu, select Settings > Application > Domains.

The **Domains** modal window is displayed.

2. Find your OGL App ID here.

	Application	Domains	Editor	Playback	Embed Code	OGL Values
r	Cloud Configuration	ı				
21	Configuring OGL in Fusion Oracle Fusion application you will need to copy the provided below, into the or content visible in your Fusion	s can be configur Oracle Guided Le corresponding fie	arning Applic	ation ID (OGL App	old) and the OGL	Server, both
	OGL Appld	Сору		OGL S	erver	Сору
e	Add a Domain Domains represent a loca content will be used. Domains are defined by a To add a domain, select th and the name you would required information and	URL (e.g. https:/ ne + New Domai like to associate v	/guidedlearni n button, ente	ng.oracle.com). r the URL of the a	pplication	+ New Domain
	Cancel					



Tip:
 Use the Copy button to copy the App ID to your clipboard, whenever you want to record it.

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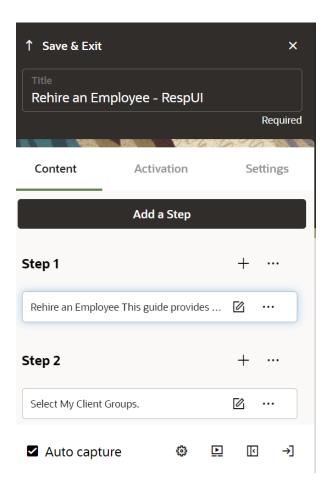
3. Select **Cancel** to close the **Domains** modal window.



3 Working with the Editors

The OGL Editor

The **OGL Editor** serves as the primary tool for creating various guides and formatting content.



Important:

- To use the OGL Editor, it is necessary for your browser to have the OGL Extension installed.
- In order to access the OGL Editor, your profile must have Developer Rights/ Permissions enabled.

Learn more about User Management.



Use the OGL editor to create process guides, Smart Tips, messages, and other OGL items. You can access the OGL editor by creating a new guide or from an existing guide. Guide creation is covered later in this document.

Enabling the Redwood Message Editor

In OGL 23C Release, we introduced a newly designed Redwood guide editor that is fully aligned to Oracle's Redwood design standards. This newly designed guide editor offers a more intuitive and streamlined interface providing a more efficient guide editing experience for content developers. With all the functionality and capabilities of the classic (legacy) OGL editor, the new Redwood Editor features an enhanced user interface that provides context to your guide creation and management, and dynamically adjusts to different content types.

To switch from the classic guide editor to the new Redwood Editor, you will need to enable it in your application settings.

Note: In order to enable the Redwood Editor, your OGL user profile must have Owner > Change Application Settings security role and permission enabled. Learn more about User Management. Steps to enable Redwood Editor In the navigation panel, select Settings → Application.

- 2. Select the Editor tab at the top of the Application settings modal.
- 3. In the Editor settings, select the Enable Redwood Message Editor checkbox and select Save.



Application Domain Editor apture & Playback Embed Code	
Enable Redwood Editor Set to enable Redwood Editor	
Enable Autogenerated Guide Conditions When disabled, conditions will be generated in an INACTIVE status. Only applicable to newly created content, does not apply to imported content. Please note, turning off will also disable guides from automatically appearing in the help widget.	
Tip Options	
Default Next *	
Set the text for the Next button Next	
Default Done *	
Set the text for the Last Next button	
Done	
Hide Next Button	
Set to hide Next button	
Hide Close Rutton	
Cancel	Save

The **Redwood Message Editor** is now enabled.

To access the OGL Editor (To Create a New Guide):

1. On the Main Navigation Panel, select **Content**.

Oracle Guided Learning (Premium)	`/	
🛆 Home	Home	
My Content	Browse Use Cases	
i Content (17)	Use Case	Use Case
뒙 Archive (42)		
Settings	and the second s	
Library	12 Guides in this use case	9 Guides in this use case
卣 Use Cases	R	Ę
🖽 Base Guides	-	

2. On the **My Content** screen, select the Create + button.



Oracle Guided Learning Premium	`/		.com :
☐ Home	My Content Q Search	Create	+ Filters (0) 📰 Reset 🖑
My Content		Sort ~	GENERIC LANGUAGE ~
📰 Content (17)	Message	Message ORAFT :	Process
団 Archive (42)			
Settings ~	ß		Z

The **New Content** modal window appears.

Oracle Guided Learning Premium	· / ·	.com :
☐ Home	My Content Guide Type Create +	Filters (0) 📒 Reset 신
My Content Content (17)	Display Name in Widget My New Guide T	GENERIC LANGUAGE
☆ Archive (42)	Location URL • https://	
Library 何 Use Cases		apiName:
🖽 Base Guides		Ģ Ø ♥ ₩ [₩]

3. Select the guide type from the **Guide Type** dropdown.

New Content
Guide Type
Process 🗸
Beacon
Hotspot
Launcher
Link
Message
Process
Smart Tip
Survey
Task List
Training
Video

4. Enter the desired display name of the new guide.



New Content	
Guide Type	
Process	•
Display Name in Widget	
Reset your password	
Location URL *	
https://	
Cancel	Create

5. Enter your application's URL in the Location URL field.

New Content	
Guide Type	
Process	•
Display Name in Widget	
Reset your password	
Location URL *	
https:// [.]	
Cancel	Create

6. Select Create.

The Guide Editor launches.





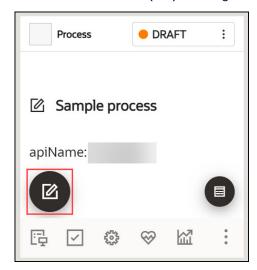
The **OGL Editor** opens in a new tab. The editor appears as an overlay on your application.

				×
Title Reset your pass	sword			
			Re	equired
Content	Activation		Setti	ngs
	Add a Step			
Auto capture		Ş	F	→]

To access the OGL Editor (To Update an Existing Guide):



1. Select the Editor icon (^(C)) on the guide you want to edit.



The **OGL Editor** opens in a new tab. The editor appears as an overlay on your application.

To learn more about creating guides, kindly access the link "Creating OGL Content."

The Content Editor

The **Content Editor** enables you to make simple text edits to guides without the need to access the OGL Editor. OGL administrators can provide you access to the Content Editor only (if required) for reviewing and simple updates. All users can make the following changes to a Guide from the Content Editor:

- **1**. Edit guide step text.
- 2. Translate guide step text in a connected guide.
- 3. Add links to a guide step.

Important:

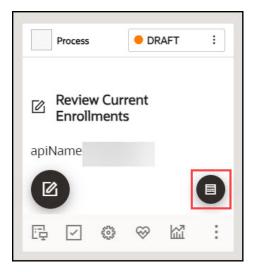
In order to access the **Content Editor**, your profile must have **Editor Rights/ Permissions** enabled.

Learn more about User Management.

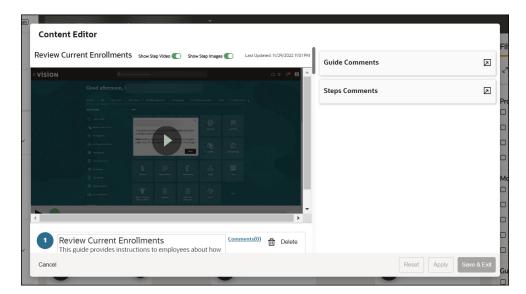
To access the Content Editor:

1. Select the **Content Editor** (**D**) icon on the guide tile.





The Content Editor dialog is now displayed.



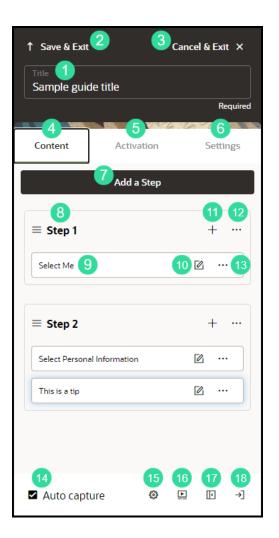
To learn more about the Content Editor and its usage, kindly access the links "The Content Editor" and "Editing Guide Content".



Editor Controls

Below is a brief explanation of Editor Controls.





SI	Element	Description	Note
1	Title	,aximum of 100 characters	
2	Save & Exit	Save changes and close the guide editor.	
3	Cancel & Exit	Discard changes and close the guide editor	
4	Content	Content tab allows you to add, edit, and configure guide steps and tips	Settings and configuration options may vary based on guide type
5	Activation	Activation tab allows you to add, edit, and delete guide activation settings	See Guide Activation for more information Enabling Guide Activation Settings
6	Settings	Settings tab allows you to configure and manage guide-level settings	Guide settings can also be accessed from the guide tile in the OGL console
7	Add a step	Adds a new step to your guide	



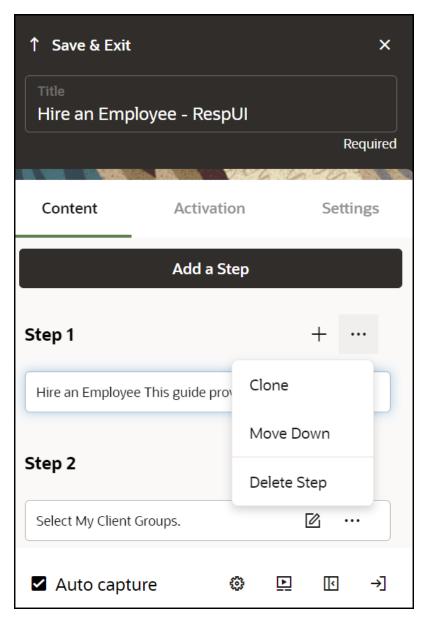
SI	Element	Description	Note
8	Current step	Displays the guide step and all associated tips	
9	Add another tip to this step	Adds a new tip immediately after the selected step/tip	
10	Step Actions	Opens a step-level action menu that allows you to Clone, Move, or Delete the selected step	
11	Tip text	Displays an abbreviated preview of the text within the tip	
12	Edit Tip	Opens the tip editor to allow text edits, formatting, and other tip- level adjustments	
13	Tip Actions	Opens a tip-level action menu that allows you to adjust Tip Settings, Clone, Move, or Delete the selected Tip	
14	Auto capture	Automatically take a screen capture of a tip as you select it. Select the checkmark (bottom right) of the screen along with the check box.	Use the camera icon to capture screenshots of additional step tips if more than one is adde to the step.
15	Element Selector Settings	Opens a menu that allows you to adjust element selection preferences for this guide. Element selector options include: 1. Element Text	Do not use Element Te or Element Title if capturing elements for multi-language deployment. Some HTML elements have an id attribute. If
		2. Element Title	they do, they are good for capturing the
		3. Id Attribute	for capturing the element because they tend to be constant a are unique in a page. Unfortunately, some applications either do not conform to the uniqueness on a pag- or may dynamically change the id.
			For such applications, which Oracle Fusion Applications is an example, do not use Id Attribute.

SI	Element	Description	Note
16	Preview	Launch a preview of your guide in a new browser tab	If you have already opened the preview, select this again to refresh the preview tab and relaunch the guide with your recent changes.
17	Minimize the editor panel	Minimizes/hides the guide editor panel	Use for maximum screen view.
18	Snap to Right or Left	Move the position of the editor to either the right or left side of the browser window.	





Step Control Basics



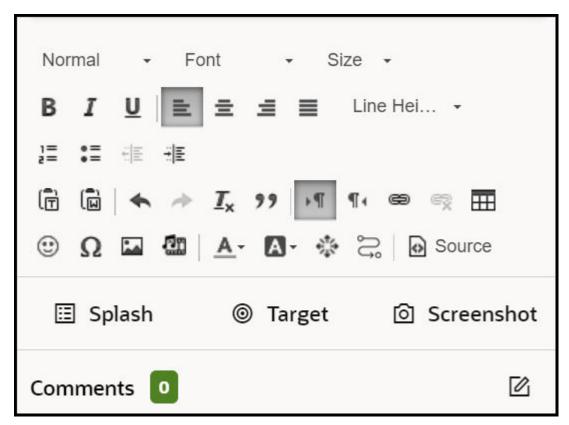
Element	Description	Note
Clone	Copy step	If the step has multiple tips, this copies only the currently selected tip.
Move Up/Down	Move the step Up/Down to change the target.	
Delete Step	Delete step.	If the step has multiple tips, this deletes all tips.
Step Settings	Open Step Settings.	
Change Tip Placement	Change tip placement (above, below, left, right, and so on) relative to the target.	



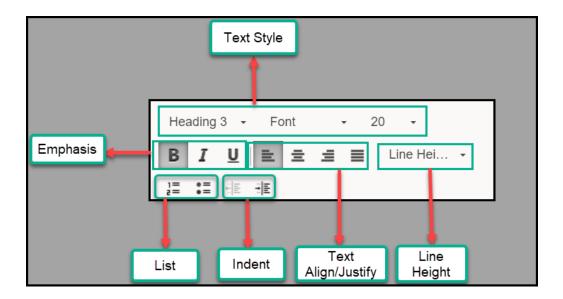
Element	Description	Note
Select / Change Tip Target	Select to change the target element.	
Edit Tip	Make edits to the existing tip.	
Save & Exit	Save changes and advance to next step.	

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The Full Editor

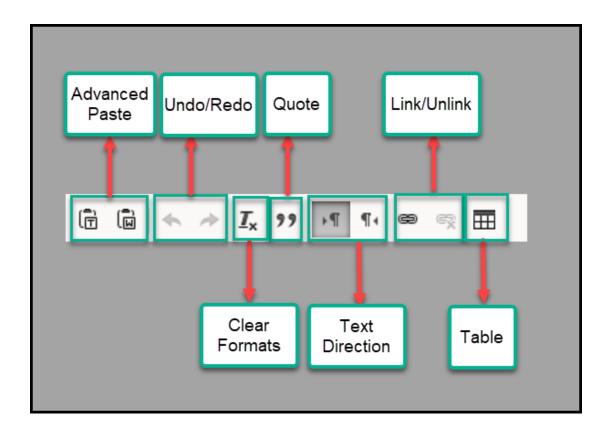






SI No.	Element	Description	Note
1	Text Style	Set the alignment for the currently selected paragraph to Left, Center, Right, or Justify.	
2	Emphasis	Set or unset Bold, Italic, or Underline emphasis on the currently selected text.	
3	List	Add numbered or bullet list.	Right click the list elements to open the list properties dialog, where you may choose numbered list type (Decimal, Latin numerals, Alpha etc.) or bullet list type (Circle, Disc or Square).
4	Indent	Increase and decrease text indentation level.	Increasing the indentation level of a list item creates a nested effect.
5	Text Align / Justify	Set the alignment for the currently selected paragraph to Left, Center, Right, or Justify.	
6	Line Height	Set the line height.	

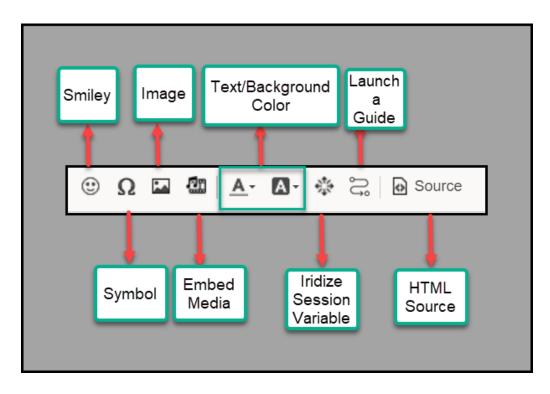




SI No.	Element	Description	Note
1	Advanced Paste	Paste rich content as plain text (without styling) or paste from Word and keep the content styles intact.	
2	Undo / Redo	Undo changes to the content or redo changes which were previously undone.	
3	Quote	Turn selected text into a quote element with its custom styling.	
4	Link / Unlink	Turn selected text into a link (anchor) or insert link at the current cursor position.	The Link dialog allows you to set the type of the link, its URL, and its target window (open in same/new tab or window)
5	Clear Formats	Remove all content styling, such as text color, background color, font size and type etc.	
6	Text Direction	Set the direction of the currently selected paragraph to Right or Left.	



SI No.	Element	Description	Note
7	Table	Add or modify a Table element. The Table Dialog lets you set table properties such as the number of rows and columns, table headers, border, width, and more.	You can also right-click a table in the content to open the table properties as well as cell and row level options.



SI No.	Element	Description	Note
1	Smiley	Insert a Smiley	Make someone's day better!
2	Image	Add or modify an image element. The Image dialog allows you to set image properties such as its URL, size, alignment, and whether it is a Captioned Image.	You can change the image's size both from the Image dialog or by the in-content drag-to- resize controls. For Captioned Images, the caption can be edited directly in the content.
3	Text / Background Color	Set the text and background colors of the currently selected text. The color selection dialog lets you choose a color from a list of preset colors or enter your own custom colors.	

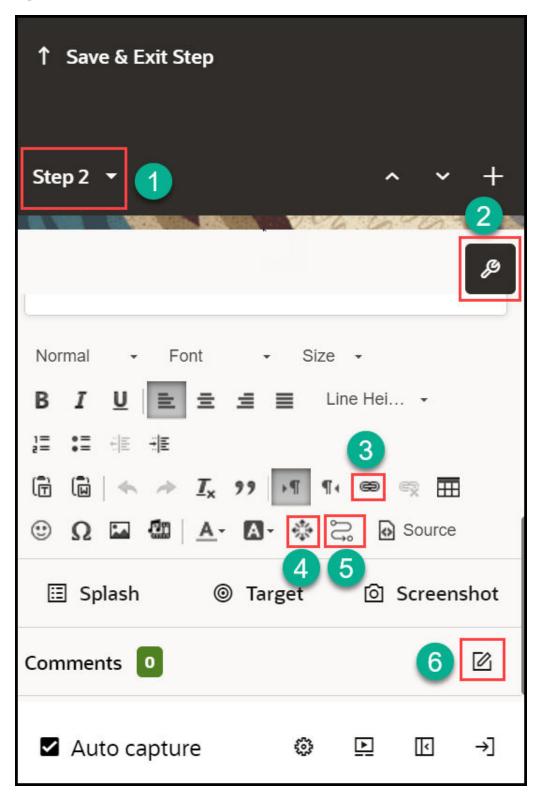


SI No.	Element	Description	Note
4	Launch a guide	Insert a link or button to launch a guide from a specific step.	Increasing the indentation level of a list item creates a nested effect.
5	Symbol	Add a special symbol to the current cursor position. This is especially useful for adding currency symbols, such as Euro or Pound or Yen.	
6	Embed Media	Add or modify a video or slideshow from an external source.	While the main use of this option is to embed videos in guides and messages, supported services also includes audio, photo, and rich content sources.
7	Iridize Session Variable		
	Source	View and edit the HTML source of the step's content directly.	





Step Settings Details



SI No.	Element	Description	Note
1	Show Step List	Displays the current step/tip being edited and allows you to jump to another step/tip.	
2	Step Settings	Opens the Step Settings panel for the current step/tip	Step Settings include Display Settings, Activation Settings, and Advanced Settings
3	Hyperlink	Select a part of the tip's content and select this button to convert it into a link.	
4	Session Variable	Select to add an Iridize Session Variable button.	Session Variable buttons can be used to create rich guide flows based on user choices. Selecting a session variable button dynamically sets a variable that can be used in step and branch conditions to control step activation and guide flow. The variable can also be persisted as a user field, which can be used in Guide Activation Conditions.
5	Launch Guide	Insert a link or button to launch a guide from a specific step.	
6	Step Comments	Displays the number of comments associated with the current step/tip	Use the Edit (pencil icon) to add comments to the current step/tip

Note: Place the cursor near the elements and the names of those elements pop up for your reference.



Display Settings

Display Settings Screen	#	Setti ng Nam e	Description
Settings (13 × Q Find a setting Display Activation Advanced Display Settings Highlight 1 Apply to al Change Next button text to: 2 Next button text Next Hide Next button (3) Hide Close button (4)		Highl ight / Appl y to all	 Adds a Border/Overlay/Border+Overlay around the selected element. Border – adds a border around the selected element. Al Overlay – adds an overlay around the selected element. Elements outside the selected element will be visible but inaccessible while the step is active/being displayed. Border and Overlay – Display a border around the highlighted element and mask the rest of the page. Click Apply to all to update all tips to the current
Show Back button Solver Content of Content	2	Hide Next butto n	setting. Determines if the Next button should be displayed or not.
1 Required F Hide Step Count B Hide in all steps Tip width (px) B A B B B B B B B B B B B B B B B B B B			Allows you to change/update the text of the Next button. On the first tip of a guide, consider changing the text to something more engaging like "Let's Go" or "Show Me". For the last tip, try "That's It" or "Got it!" or "Done".
Tip offset Tip placement Inside-center Costom classes Tip Costom classes Tip Overse Tip Overse Tip Overse Tip Overse Tip Overse Tip Overse Tip	4	butto n (x) Sho	Determines if the Close (or "X") button is displayed on the tip for end users. Use this setting when launching a guide for first-time users or for Smart Tips that appear and disappear based on hover actions Determines is the Back button is displayed on the tip for and users
	_	w back butto n	for end users. When it is not possible to move back to prior pages in the host application, it is a best practice to hide the Back button. Never have the Back button on the first step of a guide.

Display Settings Screen	#	Setti ng Nam e	Description
	6 Sho w remi nd later butto n	Use this setting to display a "Remind Me Later" buttor in the tip. If selected, end users can choose to temporarily hide the tip and have it reappear at a desired time interval (for example: in 20 minutes, in 1 hour, in 3 hours, Tomorrow, or Next Week).	
			Note: The Remind Me Later options shown above will only display in the host application for end users and will not display in the OGL guide editor.
	7	Curr ent Step Num ber	Sets the number in the field that you want to be assigned as the step number for this tip. When a step has multiple tips, but you want the step count functionality to be meaningful, assign a step number to the tip so that the user can better understand where they are in the process.



Display Settings Screen	#	Setti ng Nam e	Description
	8	Hide steps coun t/ progr ess bar foote r Hide / Sho w in all steps	the link will display either Hide or Show in all steps.
	9	Sho w Tip Arro w	Determines whether the pointed tip arrowhead will be displayed.
	10 Tip Determines the tip width. Select width field to edit. The tip width can be set in pixe		Determines the tip width. Select the number in the text field to edit. The tip width can be set in pixels $(350 = 350px)$ or as % of the screen area (50%) .
	11	Tip offse t	Determines the offset of the Tooltip relative to the
			 offset field DOWN: Enter a positive number (i.e. 50) in the top offsetfield LEFT: Enter a negative number (i.e50) in the left offset field RIGHT: Enter a positive number (i.e. 50) in the left offsetfield
	12	Tip	Use this setting to define the position of the tip in

2 up Use this setting to define the position of the tip in place relation to the selected element. (i.e. Top/Bottom/Left/ ment Right)

Display Settings Screen	#	Setti ng Nam e	Description
	13	Sho w beac on	Enable a flashing beacon associated with the target element to draw the end user's attention.
	14	Sho w	Enable a graphical help icon next to the target element.
		help icon	 Show help icon - Without Animation - Shows a static Help Icon (i.e ?)
			 Show help icon - With Animation - Shows an animated Help icon
	15	Cust om class	Where applicable you can enter a custom CSS class that will apply to the tooltip. To add multiple custom classes, separate each class with a single whitespace.
		es	Note: This is an advanced feature that requires that the Design Kit to be updated with the required CSS. Refer to the Theme section of the user guide
	16	Disa ble Elem ent	Blocks the user from interacting with the highlighted element. Use this option if you want to highlight a button and explain it while making sure the user cannot select it.
	17	Chan ge Highl	While the tip will always point to the target element, you can choose to highlight a different element on the screen.
		ight Elem ent	This is commonly used in steps that require two actions. For example, consider a step that says "Enter criteria, then select Search." The target is the search area, but the highlighted element is the Search button.



Activation Settings

Activation # Settings Screen	Element	Description	Note
	Invisible step × Advanced	An invisible step has no visual representation. But it still behaves like a normal step and can wait for any type of user interaction.	Use this setting in conjunction with the 'Immediately' setting for 'Advance when' for cases like the following: • Advancing a guide when an element appears. • Launching a guide after a user selects a certain
Advance when: 2			 button. Launching a guide after a user has started filling out fields on
Advance conditions 3	Add		 a page. Waiting for a user to perform an action and continue a guide after the action
Change Advance Target	5		has been completed.
Show tip after page refres	h 🙆		
□ Show tip after: 7	1		
Skip if element not found not met 8	OR <u>conditions</u>		
Step conditions 9	Add Conditions		



ctivation ettings Scree	# n	Element	Description	Note	
-	2	Advance when:	Specify what user interaction advances the guide. The most common type is User clicks element.	events include mouse events (click, double- click), keyboard events (keypress, tab) and page	
			Immediately	element events (gain/lose focus).	
			User clicks elem	Mouse	
			Form field conte		
			User enters text	advance t (keypres s) /hen the user	
			User presses m		
			User inactivity	selected element	
			User releases m	 double house butt Glick - use this 	
			User presses EN	to NTER key advance when	
			User presses TA		
			User presses ES	- the	
			User presses BA	selected ACKSPACEd le ment – mouseo	
			User presses SF		
			Cursor enters fo	to orm element advance when	
			Cursor leaves fo	orm elemethe mouse	
			Mouse pointer e	pointer enters element enters	
			Mouse pointer i	the moves ove settee ht element	
			Mouse pointer l	leaves elermentse down -	
			User double-clie		
			User clicks elem	ent when the user	
				starts to click on	



the

Activation Settings Scree	# n	Element	Description	Note	
					selecte
					elemei
					This is
					most
					commo
					ly used
					ás a
					substit
					e for
					when
					the clic
					event
					cannot
					be use
				• Ke	yboard
					ents
				_	keypre
					s - use
					this to
					advano
					when a
					charac
					r key (
					enter)
					presse
				-	enter -
					used to
					advan
					when
					the use
					clicks
					the
					Enter
					key.
				_	tab -
					used to
					advan
					when
					the us
					clicks
					the Ta
					key.
				_	esc -
					used t
					advan
					when
					the us
					clicks
					the ES
					key.
				-	backs ace -
					used t
					advan
					when
					the use

Activation Settings Screen	#	Element	Description	Note
	#	Element	Description	 clicks on Backspa ce key. space - used to advance when the user clicks on the Space key. Form Events Cursor enters Form Element - use this to advance when the selected element has lost focus. Form Field
				has lost focus. - Form Field Content Change s - use this to advance when the user has made a selectior a drop down list, clicked on a radio button o a checkbo
				checkbo x. - Cursor leaves Form Element - use this to advance



Activation Settings Screen	#	Element	Description	Note
				when the selectec element has receivec focus.
	3	Advance conditions	Sets additional page conditions for when the user can advance to the next action.	For example: Use this if the page has a visible element or if a form field has a selected value.
	4	Delay advance by	Sets a timed delay in milliseconds before advancing to the next step. If the step has an 'Advance when' event set, the delay period starts after that event occurs. If there is no 'Advance when' event set, the delay period starts as soon as the target element is found. Use the list of values to choose additional predefined durations and units (min, hour, etc.).	For example: Use this in conjunction with the User enters test (keypress) setting for Advance when. The next tip will appear automatically x milliseconds after the user has started typing text. CAUTION: With this setting the guide does not advance to the next step before the delay period is over. Thus, a page refresh or navigation during the delay period will cancel the advancement to the next step.
	5	Change Advance Target	Use this setting when you want the tip to point to one target element and at the same time wait for the user to interact with another element.	



Activation Settings Screen	#	Element	Description	Note
	6	Show tip after page refresh	This option can prevent tip flashing.	Use "Show tip after" as an alternative for "Show tip after page refresh" if you need to prevent a tip from flashing but there is not a page refresh. This can sometime happen when a partial page refresh occurs.
	7	Show tip after	Sets a timed delay in milliseconds before showing the current tip. Use the list of values to choose additional pre- defined durations and units (min, hour, etc.).	Use the edit (pencil) icon to modify defaults.
		Show tip on hover	Only show this tip when the user moves their mouse over the target element, help icon, or beacon.	Left unselected the tip will always display. Use in conjunction with Smart Tips.
	8	Skip if element not found OR conditions not met	Tips are rendered as soon as their related element becomes visible. Choose this option to not wait for an element and simply skip to the next step in the guide if the element is not found or additional defined conditions are not met.	For example: If you want to create a guide on the Settings page of your application, your first tip should probably be: "Select Settings". But what if the user launched the guide from the Settings page? The solution: set that first step to be optional.

Activation Settings Screen	#	Element	Description	Note
	9	Step Conditions	Use this setting to add and edit a list of page conditions for the tip. The tip will only be shown when all the conditions are fulfilled and will be hidden as soon as any of the conditions becomes false.	

Activation Settings Screen	#	Element	Description N	Vote
		Anti-flicker	Adding page URL	
		Conditions	condition to a	
			step in order to	
			avoid/control the	
			flickering issue	
			when page is	
			refreshed	

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Advanced Settings

	#	Element	Description	Note
Settings × × Q. Find a setting Display Activation Advanced Advanced Settings Advanced Settings Advanced restrict a setting our best of targets 2 Track target position 3	1	Fixed Position	When using a splash tip, you can use this setting so that the tip will remain visible even if the user scrolls up or down the page.	
No scroll Image: Construction of the screen state of the screen st	2	Allow changing number of targets	Use this setting when attaching a tip to multiple targets, where the number of targets may dynamically change while the tips are showing.	
Step branches	3	Track target position	If the element's position moves dynamically (fixed positioning), this will ensure that the tip stays on the target element.	
	4	No scroll	By default, the OGL will scroll the page so that the tip and the highlighted element will be visible. This setting allows you to disable this	

behavior.



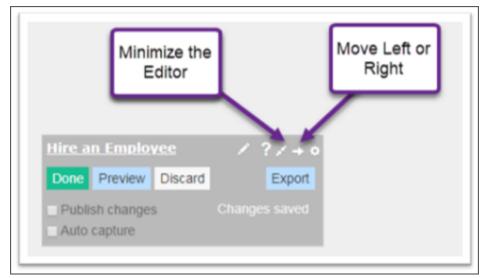
#	Element	Description	Note
5	Advanced visibility check	On some applications, OGL might think that an element is visible while it is not. This can happen if the web application uses multiple layers and an element could be hidden behind another one that was added on top of it.	
		This setting will run some extra checks against the element and options include: • Check Center	
		 (Default) Check all elements corners Check the element After scrolling 	
6	Set target watch interval to	This is used to set the watchdog interval. The behavior is, when the target element disappears the tip should remain visible for the time set in the editor and then hide.	
7	Limit the wait on target to x ms.	Guide tips wait indefinitely for the target element to appear. This setting sends an error message if the current target element does not appear within x ms so that we can notify you and fix the problem.	

#		Element	Description	Note
8		Step Branches	This setting allows you to define one or more branches in the step, either jumping to another step in the current guide or launching a different guide.	
9		Next URL	Navigates the user to a new page when selecting the next button.	This is especially useful if you want to create a site tour.
10)	Only display one tooltip	When you select an element, the player tries to find a unique identification for it. Sometimes that identification is not strong enough and could result in multiple tips appearing on the screen at once.	Deselect this setting to allow for the display of duplicate tips. This could be especially useful if you want identical tips to appear next to each item in a list.
11	I	Monitor selector	If the target element is visible, the tip will show; however, if you selected "Skip if element not found" in the Activation, then deselect the Monitor selector.	
12	2	Autofocus on tip (Accessibility)	Auto focus is used to automatically get the browser focus on tooltips, if not enabled the focus will be on the target element.	

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Moving the OGL Editor



The OGL Editor may cover parts of the application that you need to work with. Using the controls on the OGL Editor, you can move it from left to right side of the window or minimize it entirely.

1 16 6 6



4 Creating OGL Content

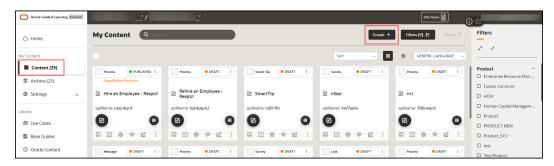
Creating a Guide

Creating a guide on OGL is a seamless process, thanks to its intuitive homepage interface that showcases the entire range of content types that can be created.

Oracle Guided Learning (Premiu	`/				OGL News	() III II
🗅 Home	Home					Options …
My Content Content (33)	Create					
Archive (25)	🛞 Beacon 🔛 Hotspot)호 Launcher 🖾 Me	ssage ^o 3 Process ≯	¢ Smart Tip ≸≣ Survey	🖸 Task List 🚇 Training	
Ø Settings	Recent					View My Content
Library	Process PUBLISHED Unpublished Revision	Process ORAFT I	Smart Tip ORAFT I	Process ORAFT I	Process ORAFT I	Process • DRAFT E
Base Guides	🖄 Hire an Employee - RespUI	Rehire an Employee - RespUl	SmartTip	🖄 rrrr	Copy of Slack Issue	Add a Check-in - Employee
Oracle Content	apiName: ueenkyn1	apiName: lq64pqm2	apiName: sil0r76i	apiName: 786nxqcb	apiName: mbais22a	apiName: mvv06nf1
Analytics & Reports		B O	0	0		6
bashboards ~						
Reports	Explore					

To create a Guide:

- 1. On the homepage, under the **Create** section, select the **Guide** type you want to create.
- 2. Alternatively, select **Content** on the homepage and then the **Create**(^{Create} +) button.



The content editor opens in a modal tab. The editor appears as an overlay on your application.

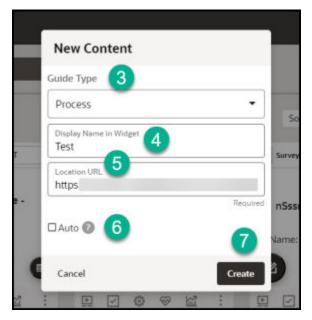


New Content
Guide Type
Process •
Display Name in Widget
Location URL https://fa-esec-saasfademo1.ds-fa.oraclepd
Required
Cancel

- 3. Choose the **Guide Type** you want to create.
- 4. Enter the desired name in the **Display Name in Widget** field.



5. Enter the Location URL.



6. Select Create.

The OGL launches the editor now.





The OGL Editor launches in a new tab, where you can start capturing the steps for the guide.

Note:

The editor appears as an overlay on your application.

Settings ×						< ○ ☆ ७ 🛑
Q Find a setting Display Activation Advanced	afternoon, St	Step 1 of 1 test				
Display Settings Highlight Apply to all	y Team Procurement	Close	Done	nefits Administratio	on Digital Sales	>
Change Next button text to:		APPS				
Next button text Done	sence	Ň	ŝ	Ø	〕	
Hide Next button	lic Info	Personal Information				
Hide Close button	anization Chart		îĉ	\bigcirc	È	
Show Back button	Time Cards	Time and Absences	Career and Performance		Celebrate	
Show Remind Me Later button ■ Auto capture	nefits	₽ 000		(B)	Ĩ	

To create your first step, go to Adding the First Step to a Guide.

Adding the First Step to a Process Guide

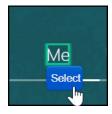
After you create a process guide, the OGL Editor appears over the URL you entered. You are prompted to select an element or to create a Splash step:



1. Select Add a Step to capture the screen element for your first step.



2. Place the cursor on the element which you want it to be the first step and then select the **Select** icon. Select).

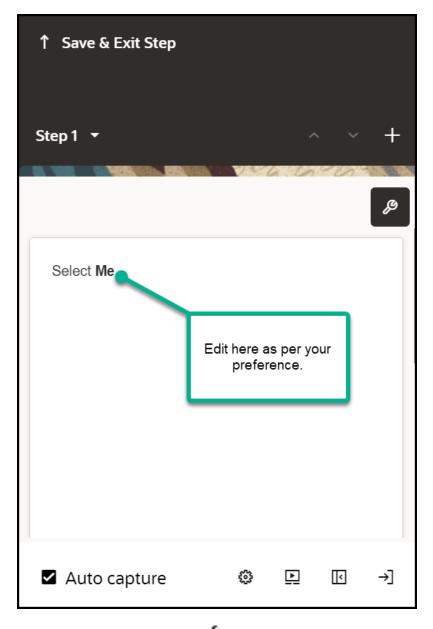


The OGL now fills the step command automatically and displays a real-time preview of the guide.

↑ Save & Exit Step		
Step 1 +		
B	ernoon	
Select Me	Select Me	×
	Me	t Groups Help Desk 🔉
		Back Done
	Arra	
	mont	
	Workspace	
☑ Auto capture 💿 🖭 →		

You can modify the automatically generated step commands according to your preferences.





 Select the Step Settings icon (). The Step Settings now appears below the editor.



Settings		×
Q Find a s	setting	
Display	Activation	Advanced
Display Settin	ngs	
 Highlight 		Apply to all

4. Edit the **Display Settings** as per your preferences. Learn more about **Display Settings**.



Settings		×
Q Find a	setting	
Display	Activation	Advanced
Display Sett	ings	
 Highlight 		Apply to all
Next button te Done	Xt	
Hide Nex	t button	
Hide Close	se button	
Show Bac	ck button	
Current step n	umber	

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Proceed to add an Interactive Step.

Adding an Interactive Step

Interactive steps include clicking or selecting an element within the application.

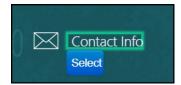
To add an Interactive Step:

 Select the Step where you want to add the additional step. The Add Step option appears, which lets you create additional steps.

↑ Save & Exit		×
Title Hire an Empl	oyee - RespUl	
		Required
Content	Activation	Settings
	Add a Step	other tip to this stop
Step 1	Add and	other tip to this step
Hire an Employee	e This guide provides in	. 🛛
		☑ …

2. Select the next UI element.





- 3. Edit the step commands (Optional).
- 4. Open the Step Settings.
- 5. Edit the **Display Settings**:
 - a. Clear the **Highlight** check box.
 - **b.** Select the **Hide Next** check box.
 - c. Clear Show back button if needed.
 - d. Choose a different Tip-placement.
 - e. When finished, select Save & Close.



		1) (************************************
Settings		×
Q Find a	setting	
Display	Activation	Advanced
Display Setti	ings	
🗆 Highlight		Apply to all
Change N Next button te Next	lext button text to:	
Hide Nex	t button	
Hide Close	e button	
□ Show Bad	c k button	
Current step n	umber	
1		Required

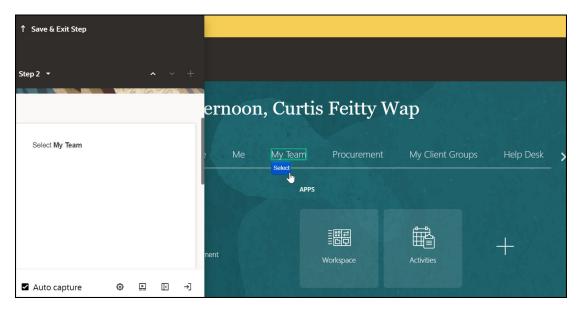
Selecting Targets

Targets are HTML elements within a page to which guides can be anchored and can allow users to interact with, such as selecting or hovering over. Selecting target elements is a combination of art and science. Using the OGL Editor, you can select

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most targets by hovering over elements and either right-clicking (Control+click for Mac) or choosing the Select button.



You can select a target at any time by selecting **Target**.

↑ Save & Exit Step		_	_	_	
Step 2.1 • • • +					
ه	ernoon,	Curtis Fe	eitty Wap	0	
Normal - Font - Size - B I U E = = E Line Hel J= := -i∉ -i∉	e Me	My Team	ct My Team	Back	Help Desk
$ \begin{array}{c c c c c c c c c c c c c c c c c c c $		APPS			
🗉 Splash 💿 Target 💿 Screenshot		۲ <u>ا</u>			ස්ත්
Comments 0					Hiring
☑ Auto capture 🔹 🕨 🕞 →	uisition				

Viewing Selected Targets

You can view the target selector to troubleshoot or see how OGL selected the target.

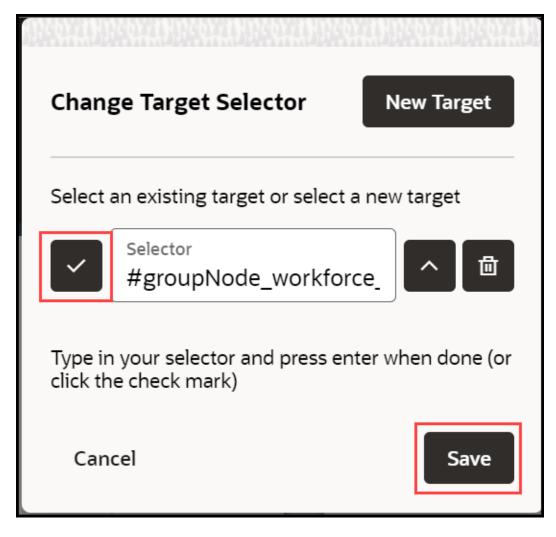
To update the selector:

- **1.** Select Change Tip Target.
- 2. On the selector dialog, select the Edit icon.





- **3.** Update the selector.
- 4. Select the check mark to save the new target.



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Selectors

 $\ensuremath{\mathsf{OGL}}$ supports a variety of jQuery and CSS selectors.

Examples:

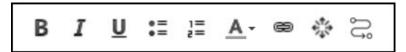
- [id\$="HRD_CAREERDEV_MANAGER::icon"]
- [id*="HRD_CAREERDEV_MANAGER::icon"]
- span:contains('Career Statement')
- label:contains('Goal Name')
- src:contains('qual_personstar_32.png')
- button:contains("OK"):first



Editing Guide Content

OGL provides a basic editor called the **Content Editor** and an advanced editor called the **Full Editor**. The Content Editor is used primarily for basic editing and formatting, while the Full Editor allows for more advanced editing and configuration of guides, including Display, Activation, and Advanced Settings. You can do most of your work in the Content Editor, but you will need to open the Full Editor from time to time to apply more advanced settings. The underlying content is created in HTML, which you can also access through the Full Editor.

With the Content Editor, you can:



- **1.** Apply **Bold**, **Italics**, or **Underlines** to the text.
- 2. Create a bulleted list.
- 3. Change text color.
- 4. Add hyperlinks.
- 5. Insert a variable.
- 6. Add a title as an H1 paragraph.
- 7. Add a link to another guide.

To add Bold, Italics, or Underlines:



- **1.** Select desired text.
- 2. In the editor, select the **Bold**, **Italics**, or **Underline** icon.

To add a bulleted list:



- 1. Select desired lines.
- 2. In the editor, select the **Bulleted List** icon.

To add a numbered list:



- **1.** Select desired lines.
- 2. In the editor, select the Numbered List icon.

To change the color of the text:

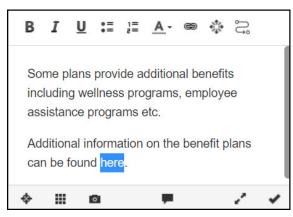


- 1. Select desired lines.
- 2. In the editor, select the **Text Color** icon.
- 3. Choose the desired color.

Hyperlink in a Step:

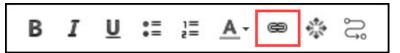
To add a hyperlink to step text within a guide:

- **1**. Select the tip and enter the descriptive text.
- 2. Select the text that you want to turn into a hyperlink.



3. Select the Hyperlink icon.



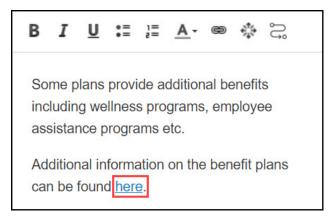


The Hyperlink modal window is displayed.

4. Enter or paste your hyperlink and select **OK**.

Link	×
Link Info	arget
Display Text here	
Link Type URL	
Protocol https://	URL* www.oraclebenefits.com/Documents/Pul
	OK Cancel

The selected text is now turned into a hyperlink.



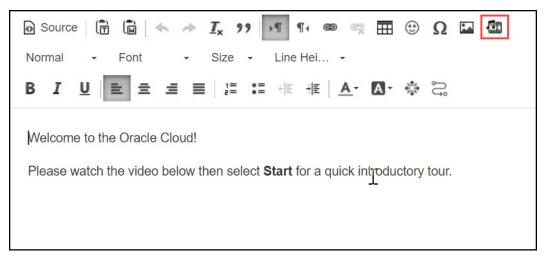
Embed Media:

Your guide can include a picture, video, audio, or other multimedia content.

To embed media:



- **1.** From the tip editor, open the full editor.
- 2. Select the Embed Media from External Sites icon.



The Embed Media modal window is displayed.

- 3. Enter the **Title** of the media.
- 4. Enter the URL of the media.

Embed Media (Photo, Video, Audio or Rich Content) 🗙
Paste a URL (shorted URLs are also supported) from one of the supported sites (e.g. YouTube, Flickr, Qik, Vimeo, Hulu, Viddler, MyOpera, etc.).
Title (or aria-label) [Required]: Oracle Cloud URL [Required]:
https://youtu.be/-OBrKIISt_Q Resize Type (videos only):
No Resize (use default) ✓ Alignment ● None ○ Align Left ○ Align Center ○ Align Right
OK Cancel

5. Resize the media if required. (Only valid for videos.)



Embed Media (Photo, Video, Audio or Rich Content)
Paste a URL (shorted URLs are also supported) from one of the supported sites (e.g. YouTube, Flickr, Qik, Vimeo, Hulu, Viddler, MyOpera, etc.).
Title (or aria-label) [Required]:
Oracle Cloud
URL [Required]: https://youtu.be/-OBrKIISt_Q
Resize Type (videos only):
No Resize (use default) 🗸
No Resize (use default) Responsive Resize
Specific Resize
OK Cancel

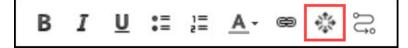
6. Select the desired Alignment option.

Embed Media (Photo, Video, Audio or Rich Content)
T Paste a URL (shorted URLs are also supported) from one of the supported sites (e.g. YouTube, Flickr, Qik, Vimeo, Hulu, Viddler, MyOpera, etc.).
Title (or aria-label) [Required]: Oracle Cloud
URL [Required]: https://youtu.be/-OBrKIISt_Q
Resize Type (videos only):Max. Width:Max. Height:Responsive Resize810390
Alignment ● None ○ Align Left ○ Align Center ○ Align Right
OK Cancel

7. Select OK.

To add Session Variable Properties:

1. On the desired step, select Iridize Session Variables icon.



The Session Variables modal window is displayed.

2. Enter the Variable Name and Variable Value.



Session Variable Properties	x
Variable Name	
Variable Value	
Persist choice as user field	
ОК Сапсе	

3. Select OK.

Launch a Guide:

With the **Launch a Guide** feature, you can now easily include a link to a relevant guide within your guide. With this feature, users can easily find and access the related guide they are looking for.

To insert the link to another guide:

- **1.** Go to the desired guide.
- 2. Select the desired step.
- 3. Select the Launch a Guide icon.



The Launch a Guide modal window is displayed.

4. Enter the display text.

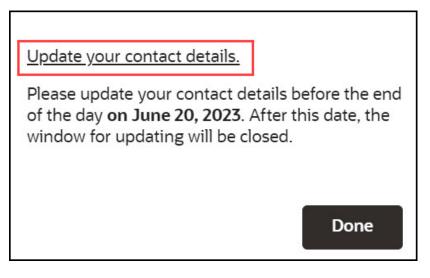
Launch a Guid	e	2
Display Text Update your o	contact dejails.	
Select a guide:		
Ability to Apply	Cross Currency Receipts 🗸	
Link	○ Button	
One-time laun	cher	
	OK Cancel	

5. Select the existing guide from the dropdown to link it with the current guide.



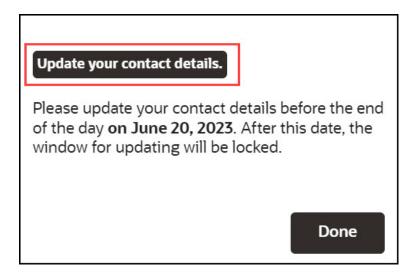
Launch a Guide	×
Display Text	
Update your contact details.	
Select a guide:	
Update contact details	~
Journeys Message Test Journeys Message Test 2 Journeys Message Test 3 Redwood Splash Test 1	el
Update contact details	•

6. Select the desired display option (Link or Button). Link view:



Button view:





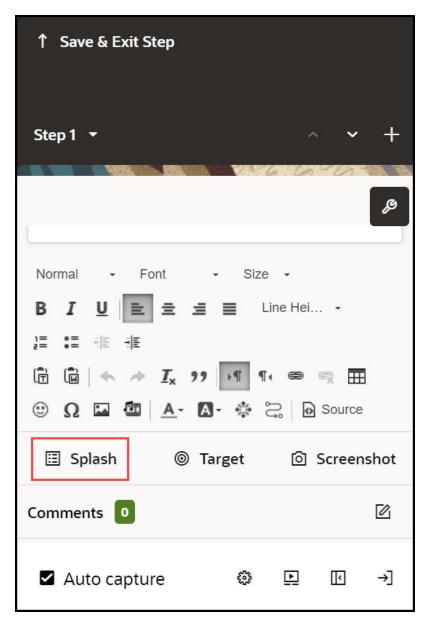
- 7. Choose the starting step to be shown in the guide.
- 8. Check the option "**Keep this guide running**" to keep the main guide running, even when the new guide is launched.
- 9. Check the option "One-time launcher" to restrict the guide to launch only once.
- 10. Select OK to save.

With the OGL Editor, you can:

Add a Splash Tip:

Splash steps are also known as modal or lightbox steps. They are non-interactive informational steps that draw attention by graying out the background and focusing the user on the step itself. Splash steps are common at the beginning and end of a flow to describe the objective of the flow and summarize what the user learned.





The tip's background appears greyed out because of the activated splash tip feature.

When you create a new tip, select Add Splash. However, change the target to just "body" if you need to update an existing tip.

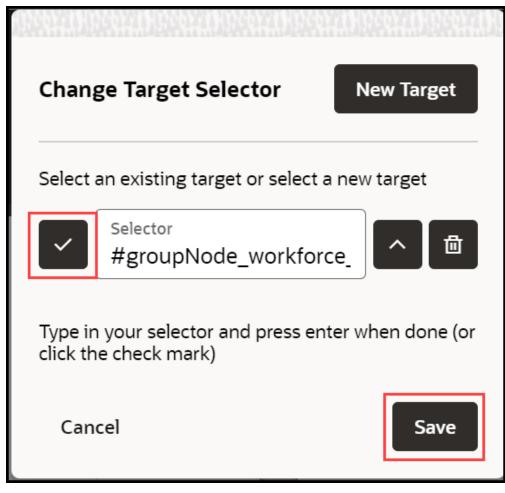
Change the tip target to the body:

- 1. Select Change Tip Target.
- 2. On the selector dialog, select the Edit icon.



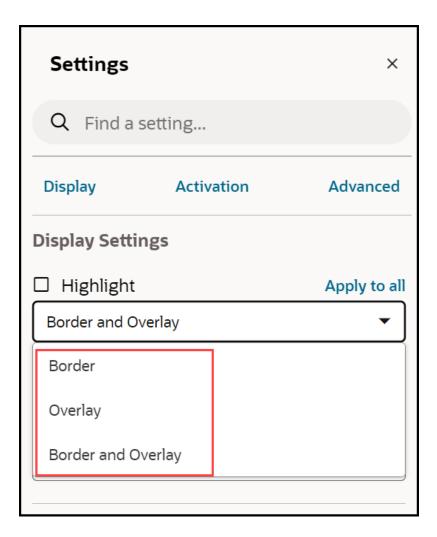


- 3. Update the selector
- 4. Click **Save** to save the new target.



- 5. Close the selector dialog, and then select **Display Settings**.
- 6. Change the Highlight option to Border and Overlay or just Overlay.





Adjust Tip Size:

Follow the tip sizing guidelines when adjusting the tip size.

- **1.** Open the step **Display Settings**.
- 2. Select the tip size (default value: 280px), and then enter your new size.



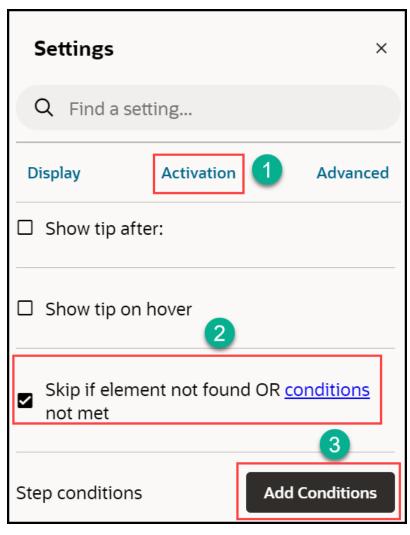
Settings		×
Q Find a se	etting	
Display	Activation	Advanced
Hide Step C	Count	Show in all steps
Tip width (px) 360		Required
Tip offset		

3. Press Enter.

Creating Optional Steps:

- **1.** Open the **Activation Settings**.
- 2. Check the option Skip if element not found OR conditions not met
- 3. Select Add Conditions, next to Step Conditions.





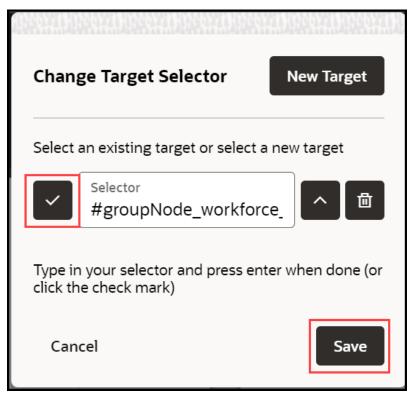
- 4. Select When page > has > element.
- 5. Select the Pick a Selector icon.



↑ Save & Exit	:	×
Title Untitled		
		Required
Content	Activation	Settings
Advanced Con	dition	• +
Create cond	ition	×
Page	1	•
has		•
element		•
Select	:or ne="q"] << div:eq(3)	-> div:last
Expect mult	iple elements N Help Panel	
	as element [name="q"] name="btnK"]	< div:eq(3) - 4-2

ORACLE

- 6. Select an element or, select the Edit () icon in the selector dialog, and enter a selector.
- 7. Select the checkmark icon.
- 8. Select Save.



9. Select Save & Exit under Edit Step Conditions.



	↑ Save & Exit		×
	Title Untitled		
			Required
	Content	Activation	Settings
	Advanced Conditio	'n	• +
	Create condition	ſ	×
	Page		•
	has		•
	element		•
		'q"] << div:eq(3) ->	div:last
	DExpect multiple e		
	□ Autoload		
ORACLE	When Page has ele > div:last >> [name	ement [name="q"] << o e="btnK"]	div:eq(3) - ₄₋₃₀

Changing a Tip Position:

In addition to specifying the general position (top, bottom, left, and right) you can enter offsets in pixels to precisely position tips.

- 1. Open the Step Settings.
- 2. Expand Display Settings.
- 3. Choose a location in **Tip Placement**.



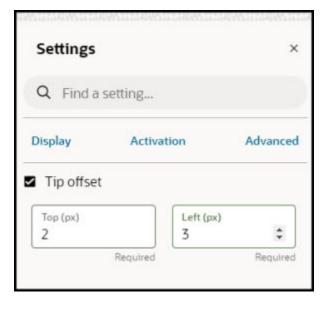
Settings				×
Q Find a setting				
Display Activ	ation		Advar	nced
Tip offset				
Tip placement				
inside-center				•
inside-top				
inside-top-left				
inside-top-right				
inside-left				
inside-center				
inside-right				
inside-bottom-left				
inside-bottom				
inside-bottom-right				
over-the-element				
Auto capture	0	Þ	E	→]

To get more precise:

4. Select Tip Offset.



5. Enter numbers in pixels to adjust the placement. These are offset from values, so positive numbers will move the step down or to the left. Negative numbers will move the step up or to the right.



Working with Step Settings

This section includes details about some of the more complicated step settings. See the Step Settings section for details about all the step settings.

6 6 0

Adding Step Conditions

Step conditions define when a step appears. You can use step settings to create an optional step or set up multi-tip steps where only one tip shows at a time.

To add a step condition:

- **1.** Go to the **Step** on which you want to add the condition.
- 2. Click Edit tip icon.



- 3. Select Step Settings icon.
- 4. Click Activation Settings.
- 5. Click Add Condition.



< Save & Exit Conditio	ons			×
Add Condition				
Auto capture	÷	Þ	Ţ.	→]

- 6. Configure your expression. When configuring an element expression, use the target selector to choose an element. Uses of some common expressions:
 - when page has element: to have the tip appear when a certain element is on the page
 - when page has not element: to have the tip appear when a certain element is not on the page
 - when page has visible element: to have the tip appear when a certain element is visible on the page
 - when page has not visible element: to have the tip appear when a certain element is not visible on the page
 - when page has URL matching: to have the tip appear on a certain page. Note, for Fusion application, you cannot use the actual URL and must use the route. This is advanced functionality and, if needed, contact support.
- 7. Select Done.



< Save & Exit Conditions				
Add Condition				
When:				
Page 🗸	L			
has	L			
visible element	L			
Selector #btnActive				
Advanced visibility check				
✓ Active				
When Page has visible element #btnActive				
Delete Cancel Done				
🗹 Auto capture 🛛 🐵 🗈 🕞)]			

8. Select Save & Exit Conditions .

< Save & Exit Conditions ×				
Add Condition				
When:				
Page 💌				
has 🗸				
visible element 🗸				
Selector #btnActive				
Advanced visibility check Exactly one visible element				
☑ Active				
When Page has visible element #btnActive				
Delete Cancel Done				
✓ Auto capture I → I				

Adding Branches

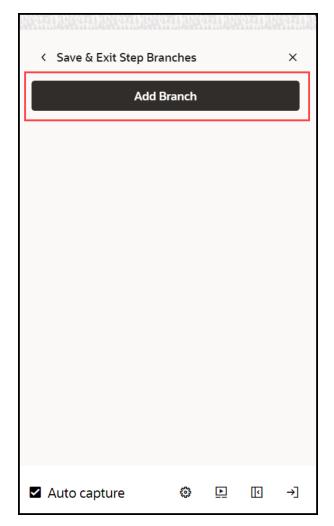
Branches allow you to specify where the guide goes after a user completes a step. You can go to a step within the guide, open another guide, close the current guide, or launch cross-domain or cross-app guides.

- **1.** Open the **Step Settings**.
- 2. Expand Advanced Settings.
- 3. Select Add, next to Step Branches.



Settings ×
Q Find a setting
Display Activation Advanced
 ✓ Limit wait time on target to: Min. O0 Sec. O3 Msec. O00
Step branches Add
Next URL:
Only display one tooltip

4. Select Add Branch.



5. Choose the desired **Branch Type** from the dropdown.



<	Save & Exit Step Bra	anches	H		×
	Add	Branch			
	Choose branch type	e		•]
	Jump to Step				
	Launch a Guide				
14	Close this Guide				
	Launch a Cross Domain Guide				
	Launch a Cross App Guide				
•	Auto capture	\$	Þ	K	→]

Branch types include:

- Jump to Step: Go to a specific step within the current guide
- Launch a Guide: Go to another guide at a specified step
- Close this Guide: End the guide
- Launch a Cross Domain Guide and Launch a Cross App Guide: These are advanced features and we recommend contacting support for assistance if the guides are needed
- 6. Optionally add conditions that affect when to branch
- 7. Select Done under Add Conditions.
- 8. Select Done under Edit Branches.

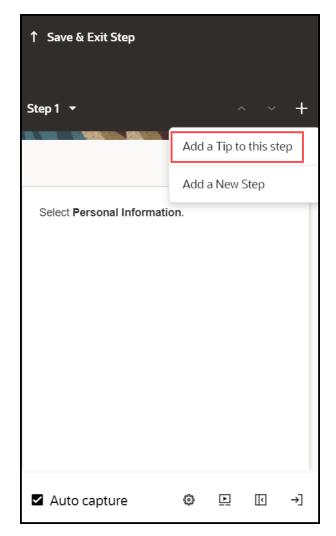
Working with Tabs and Multiple Tips

In any guide, each step can display one or more tips simultaneously. This setup is commonly found on steps that include **Smart Tips** or the first few steps of a guide that can vary depending on what is on the page.

1. To add a tip, select the step where you would like to add another tip, and then select the

Add (+) icon in the Step Settings panel.





2. Choose the target element for the new tip.



↑ Save & Exit Step		
ي Move your mouse abou select an element	t the page and	×
		655. YA
Auto capture	🌼 🕒 🖸	→]

3. Configure the **Display Settings**, **Activation Settings**, and **Advanced Settings** for each tip individually.

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Saving and Discarding Guides

When editing a guide in the full editor, OGL loads it to your account, preventing others from editing it. If you close your browser or your computer crashes, you will be prompted to resume editing the guide when you try to access it again. To be sure the guide remains accessible to other content developers, make sure you either save your changes or discard your changes when you are finished working with a guide.

1. To save your changes, select **Save and Close**.



↑ Save & Exit]	×
Title Disable elem	nent	Required
Content	Activation	Settings
	Add a Step	
Step 1	Add a Step	+ …
Step 1 Enter Deliver-to		+ …

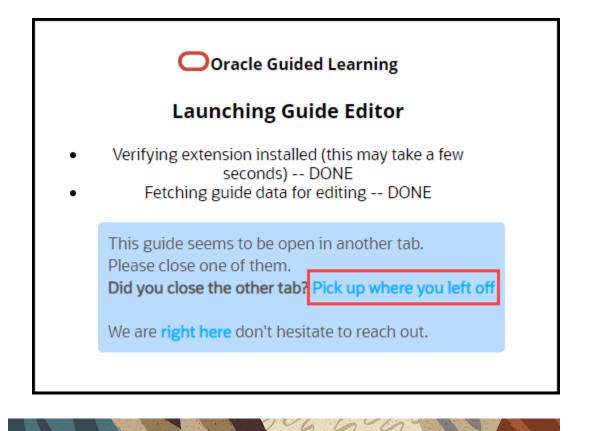
To exit without saving, select **Discard**.





Note:

When the browser is closed without saving the OGL session and you open and resume editing, the following message is displayed.





Renaming a Guide

There are two ways to change the name of a guide.

Method 1:

- **1**. Open the guide in the full editor and edit the text of the title.
- 2. Select **Save & Exit**. icon next to the name of the guide.

↑ Save & Exit		×
Title Test123		
		Required
Content	Activation	Settings
	Add a Step	
Step 1		+ …
Select Me		☑ …

Method 2:

- **1.** Go to the OGL console homepage.
- 2. In the left navigation panel, select **Content**.
- 3. On the guide that you want to rename, select the **Edit** () icon next to the guide title.



	Process	C.	• DR	AFT	:
Ø	Test				
apiN	lame:				0
Þ	2	0	8	EZ.	

4. Edit the name field.

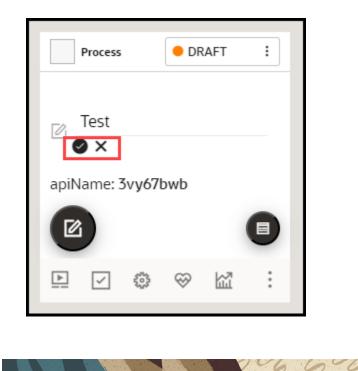
Process • DRAF	T I
Edit here	
apiName: 3vy67bwb	
	й 1

Note:

The following characters are not allowed: / \ | : " < > ?

5. When finished, select the **Save** ($^{igodold olimits}$) icon.

To discard changes, select the Cancel (imes) icon.



Creating Smart-Tips & Beacons

Smart-tips and beacons provide context-sensitive help on a field, button, or other UI element.

• **Visible Smart-Tips:** Used to provide context-sensitive help, on-hover of the selected text, and provide supplemental information to buttons, labels, and other

screen elements. This uses a help icon () to draw the user's attention. This can be set as an icon with/without an animation.

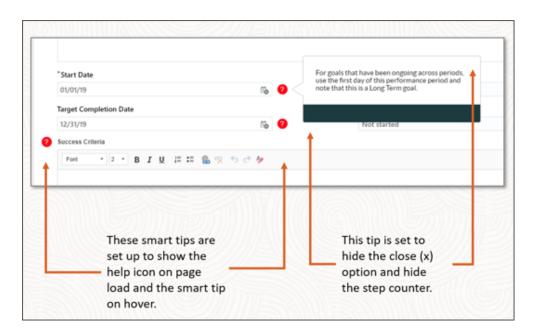
- **Invisible Smart-Tips:** Anchored to an element on the page, Invisible Smart-Tips are used to provide context-sensitive help without displaying the help icon.
- **Beacon:** Adds a pulsing animation to draw the reader's attention. The best practice is to use beacons for emergency and temporary notifications.

Creating Visible & Invisible Smart-Tips

Smart-Tips appear when a user hovers over an element. Configuring Smart-Tips involves setting up the correct step-level settings and activation conditions. You can utilize Smart-Tips in the following ways:

- Create independent Smart Tips as a single-step guide
- Create a Smart Tip as part of an existing guide





Creating Smart-Tips

1. On the OGL console homepage, select **Smart Tip** under the **Create tab**.



The **New Content** modal dialog is displayed.

2. Enter the Display Name and the Location URL.

¥.	
New Content	
Guide Type	
Smart Tip	•
Display Name in Widget	
Sample Smart-Tip	
Location URL *	
https://	
Cancel	Create
Create	
elect the create button to laun	ch the OGL Edit



3.



The OGL Editor launches in a new tab, where you can start capturing the steps for the guide.

Note: The editor appears as an overlay on your application.

4. Enter the desired text to display in your Smart-Tip.

Title Smart Tip - Te	est			×
			R	equired
Content	Activation		Setti	ngs
Smart Tip			+	
Click here to view	your personal details		Ø ·	
🗹 Auto captu	re	ø	N	[←

5. Select the desired target element. (Hover over the desired element and select the Select button.)



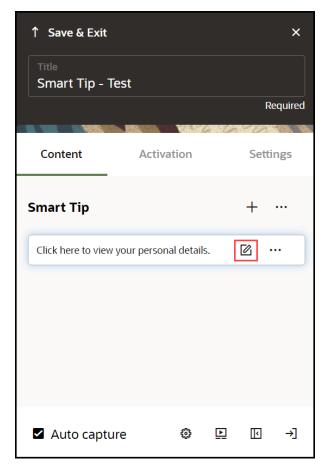
Good afternoon,	-		↑ Save & Exit Step
			♀ Move your mouse about the page and select an element ×
Me My Team Procurement	My Client Groups	Help Desk P	
	APPS		
Add Absence	[∞]	O C	Click here to view your personal details.
Contact Info	Personal Information	Directory	
ମ୍ମ୍ରି My Public Info			
My Organization Chart	Ø	顩	
Existing Time Cards	Journeys	Pay	🗖 Auto capture 🔹 🗊 [←

You can view the live preview of the Smart-Tip you just created.

Good afternoon,			↑ Save & Exit × Title Smart Tip - Test
Me 🕐 My Team Procurement	My Client Groups	Help Desk	Required
QUICK ACTIONS	APPS		Content Activation Settings Smart Tip + ···
Add Absence	° M		Click here to view your personal details.
(Contract Inio	Personal Information	Directory	
My Organization Chart		〕	
Existing Time Cards	Journeys	Рау	🖬 Auto capture 🛛 💿 🖸 🗲

6. Select the wrench icon () to go to **Step Settings**.





The settings window is displayed. Select on each tab to view the setting details.

7. Set the required **Display Settings**:

	×
	×
tting	
Activation	Advanced
şs	
	Apply to all
rlay	•
(t button text to:	
	Activation 35

For more information, please see the Display Settings, Activation Settings and Advanced Settings pages.

8. On the OGL Console homepage, select the **Activation** icon () for the Smart-Tip that you want to activate.Refer to the Enabling Guide Activation Settings section for further information on activation.





Note:

Set the Smart-Tip to autoload when activation conditions are met.

Creating an Invisible Smart Tip

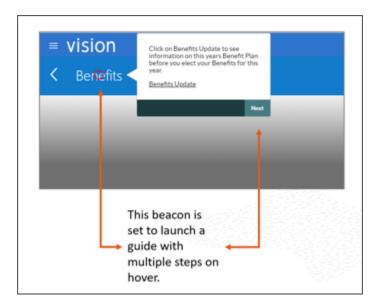
An Invisible Smart-Tip appears when a user hovers over a field, but there is no Help Icon or Beacon to indicate the Smart-Tip is there. Use Invisible Smart Tips to push information to your users at the point of interaction.

Configure an Invisible Smart-Tip just as you would a regular Smart-Tip or Beacon. However, do not choose Show Beacon or Show Help icon. Instead, leave those options blank and just configure the step to appear on hover in the Activation settings.

Creating Beacons

Beacons provide a pulsing animation to draw the reader's attention, then displays a message when the user hover over the item. The best practice is to use beacons for emergency and temporary notifications.





Creating a Beacon

1. On the OGL console homepage, select **Beacon** under the **Create tab**.

Create					
Beacon Bea	🖾 Hotspot	년 Launcher	🖾 Message	≏ Process	🔀 Smart Tip

The New Content modal dialog is displayed.

2. Enter the Display Name and the Location URL.

	New Content
G	iuide Type
	Beacon 👻
D	Display Name in Widget
	Sample Beacon
L	ocation URL *
	https://
	Cancel Create

3. Select the ^{Create} button to launch the OGL Editor.



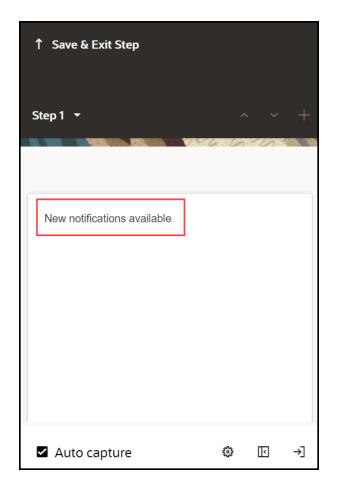


The OGL Editor launches in a new tab, where you can start capturing the steps for the guide.

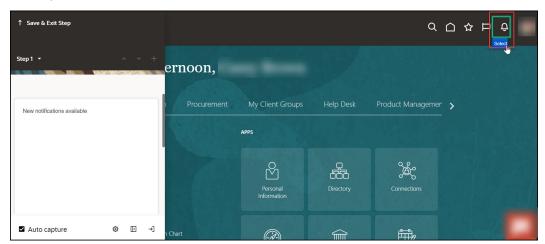
Note: The editor appears as an overlay on your application.

4. Enter the desired text to display when the Beacon is hovered through.



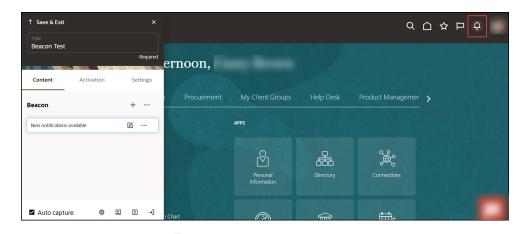


5. Select the desired target element. (Hover over the desired element and select the button.)



You can view the live preview of the Beacon you just created.





- 6. Select the wrench icon () to go to **Step Settings**.
- 7. On the OGL Console homepage, select the **Activation** icon () for the Beacon that you want to activate.Refer to the Enabling Guide Activation Settings section for further information on activation.



Note: Set the Beacon to autoload when activation conditions are met.

46

6



Creating Mobile Guides

New Content	
Guide Type	
Process	•
Display Name in Widget Mobile test	
Location URL DS.com/fscmUl/faces/FuseMobileW	/elcome?
🗆 Auto 🕐	Required
Cancel	Create

Select the

1.

button on the home page of OGL Console

- 2. Select Process from the Guide Type list
- 3. Enter the Mobile URL in the Location URL field.

Note: The Mobile URL is your instance URL (i.e. https://ucf6-zvdr-faext.oracledemos.com) + the mobile UI string (/fscmUI/faces/FuseMobileWelcome?) resulting in https://ucf6-zvdr-fa-ext.oracledemos.com/fscmUI/faces/ FuseMobileWelcome?. This is only applicable to Fusion Applications.

- 4. Enter the title in Display Name in the Widget field
- 5. Select Create Content

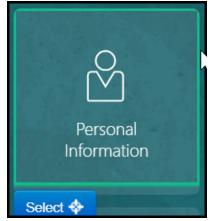
Note: The OGL Editor launches in a new tab, where you can start capturing the steps for the guide.

Adding the First Step to a Mobile Guide

After you create a guide, the OGL Editor appears over the URL you entered. You are prompted to select an element or to create a Splash step:



1. To capture the screen element for your first step, move the mouse on the screen and right-click an element to select it, or click Select



Enter the text in the Content Editor field.
 Note: Mobile Guide steps are limited to 50 characters.



3. Open the Step Settings

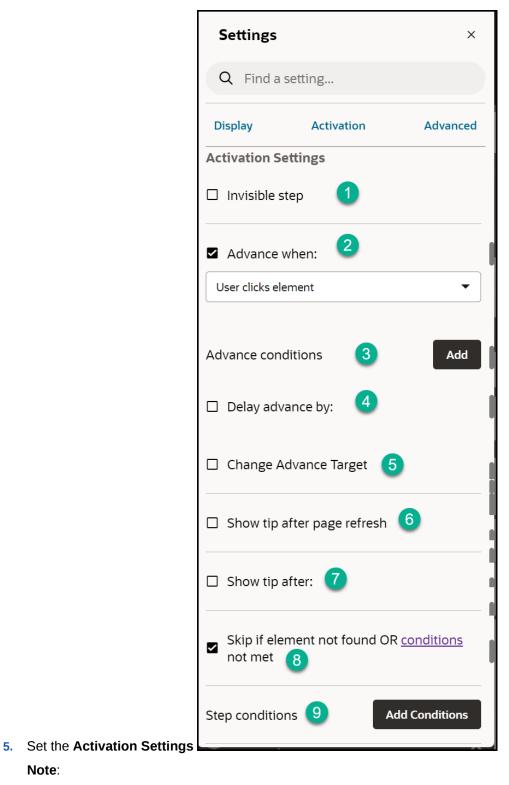
4. Set the **Display Settings**

Settings		13 ×
Q Find a s	etting	
Display	Activation	Advanced
Display Settin	igs	
🗆 Highlight	1	Apply to all
Change Ne	ext button text to:	2
Next button text		
Hide Next	button <u>3</u>	
Hide Close	button 4	
Show Back	button 5	
Show Rem	i nd Me Later butt	ton 6



Note:

- By default, the tip placement is set at the bottom regardless of what is selected • in the Display Settings.
- The Tip Width is always fixed for Mobile Guides. •





Note:

- You can set the **Advance When** option to advance on-click of a button. The tip is displayed at the bottom of the page and advances on-click of the selected button.
- For steps with a Next button, you can select any element on the page, the tip will be displayed at the bottom of the page and advance on-click of the Next button.



6. Set the Advanced Settings

	Settings ×
	Q Find a setting
	Display Activation Advanced
	Advanced Settings
	□ Fixed position 1
	Allow changing number of targets
	Track target position
	No scroll
	Advanced visibility check 5
	Check center (default)
	Set target watch interval to: 6
ORACLE [®]	Sec. Msec. 400 4

7. Repeat steps 1 to 6 for the subsequent steps.

Note: After creating the first step and moving from the HomePage the mobile UI string in the URL might change from (/fscmUI/faces/FuseMobileWelcome?) to (/fscmUI/faces/FuseOverview?). Please replace Fuse with FndMobile so it becomes (/fscmUI/faces/FndMobileOverview?)

8. After adding all of the guide steps, click **Save and Close**.

Note: The editing tab will close. Please go back to the OGL console tab.

Defining the Settings

	Process ORAFT :
	🖄 Mobile test
	apiName: tevimf59
1. Select Settings	

2. Ensure the Mobile Guide checkbox is checked and the Sticky Guide box is unchecked

Guide Settings		
Never redirect		•
Display Group		
Interactive Guides		•
Allow Feedback		
Mobile Guide		
Sticky Guide Undheck If this guide should not continue when user navigates from page.		
Remind Me Later		
Managed Guide		
Show Video preview in the help panel		
Job Aids Enable or chaable all Job Aids		
Cancel	Reset	Save

3. Select Save Settings



	fter savi guides/s			s, a mot	oile devid	e icon] will	display	to identify
	Process		• DR	AFT	:				
Ø	Mobil	e test	:						
api	Name: 1	tevimf	59						
4	1	5	\otimes		:				

Testing the Mobile Guide

IMPORTANT: It is recommended that you test the guides on a mobile device for optimum results. **Note**: steps 1 to 3 below are relevant only when not testing on a mobile device.

Step	Example	
1. Open a new tab	New Tab X	
2. Open Developer Tools (Right-click > Select Inspect/ Inspect element)	Back Forward	Alt+Left Arrow Alt+Right Arrow
	Reload Save as Print	Ctrl+R Ctrl+S Ctrl+P
	Cast	
	Get image descriptions from Google	. •
	View page source	Ctrl+U Ctrl+Shift+I



Step	Example
 3. Go to Toggle Device Toolbar (Ctrl+Shft+M) 1 = Toggle Device Toolbar indicator 2 = Device selector 3 = Page 	
4. Log in to the application	Sign In Oracle Applications Cloud

Step	Example
5. Open the OGL widget	Oracle Guided Learning X
	 Human Resources
	Hire an Employee - RespUI ····
	Rehire an Employee - RespUI •••
	 Interactive Guides
	Add a Check-in - Employee •••
	Ability to Apply Cross Currency Receipts •••
	×

Step	Example
6. Run the guide Note : The instructions will display at the bottom of the screen and advance on-click of the instructed button/link or the Next button. Use the Close(X) button to exit the guide.	≡ QĢ Good afternoon,
	Me My Team Procurement My
	QUICK ACTIONS
	Add Absence
	Contact Info
	ମ୍ମ୍ରି My Public Info
	B My Organization Chart
	Existing Time Cards
	፹ My Payslips
	Step 1 of 1
	Select Personal Information.
	Close Done



Creating Mobile Smart Tips

New Content	
uide Type	
Smart Tip	•
Display Name in Widget	
Location URL https://fa-exsp-dev3-sa	aasfademo1.ds-fa.ora
	Require
Cancel	Create

Create +

- 1. Select the button on the OGL Console
- 2. Select Smart Tip from the Guide Type list
- 3. Enter the **Mobile URL** in the Location URL field(see Creating a Mobile Guide). Enter the title in Display Name in the Widget field
- 4. Select Create Content Note: The OGL Editor launches in a new tab, where you can start capturing the steps for the guide.

Adding the first Smart tip for your Mobile Smart Tip Collection

After you select Create Content, the OGL Editor appears over the URL you entered. You are prompted to select an element:

1. To capture the screen element for your first smart tip, move the mouse on the screen and right-click an element to select it, or click Select

TANK CARLES	٦
$\overset{\diamond}{\bowtie}$	
Personal Information	
Select 🚸	



- 2. Enter the text in the Content Editor field. Note: Limited to 50 characters.
- 3. Open the Step Settings



4. Set the Display Settings as below

ORACLE

Settings		13 ×
Q Find a se	etting	
Display	Activation	Advanced
Display Settin	gs	
🗆 Highlight	1	Apply to all
Change Ne	ext button text to:	2
Next button text Next		
Hide Next	button 3	
Hide Close	button 4	
Show Back	button 5	
Show Rem	ind Me Later but	ton <u>6</u>
Current step nun	nber 7	4

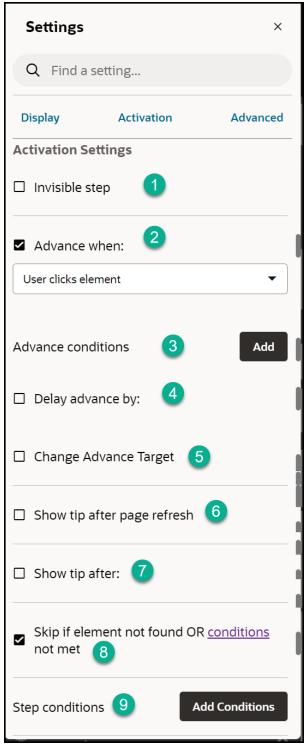
Note:

- By default, the tip placement is set at the bottom regardless of what is selected in the Display Settings
- The Tip Width is always fixed for Mobile Smart Tips
- 5. Set the Activation Settings as shown below

Settings ×	
Q Find a setting	
Display Activation Advanced	
Activation Settings	
Invisible step	
Advance when:	
User clicks element	
Advance conditions 3 Add	
Delay advance by:	
Change Advance Target 5	
Show tip after page refresh	
□ Show tip after: 7	
Skip if element not found OR <u>conditions</u> not met	
Step conditions 9 Add Conditions	



6. Set the **Advanced Settings** as shown below



7. Repeat steps 1 to 6 for the subsequent steps, then select Save& Exit. IMPORTANT: Refer to *Defining the Mobile Guide /Smart Tip Settings*

Testing the Mobile Smart Tips

IMPORTANT: It is recommended that you test the smart tips on a mobile device for optimum results. Note steps 1 to 3 below are relevant only when not testing on a mobile device.

Step	Example	
1. Open a new tab	New Tab 🛛 🗙	
2. Open Developer Tools (Right-click > Select Inspect/ Inspect element)	Back Forward Reload	Alt+Left Arrow Alt+Right Arrow Ctrl+R
	Save as Print Cast	Ctrl+S Ctrl+P
	Get image descriptions from Goog	
	View page source Inspect	Ctrl+U Ctrl+Shift+I
 3. Go to Toggle Device Toolbar (Ctrl+Shft+M) 1 = Toggle Device Toolbar indicator 2 = Device selector 3 = Page 	Galary 53 ¥ 300 x 640 100% ¥ Online ¥ (2)	

Step	Example
4. Log in to the application	Sign In Oracle Applications Cloud
	User ID
	casey.brown
	Password
	Forgot Password
	Sign In
	Select Language
	English.

Step	Example	
5. Navigate to the page where the Smart tip is intended to display. i.e. About Me > Goals and Performance > Goals	Oracle Guided Learning	>
	Q Search	
	 Human Resources 	
	Hire an Employee - RespUl	
	Rehire an Employee - RespUI	
	 Interactive Guides 	
	Add a Check-in - Employee	
	Ability to Apply Cross Currency Receipts	
		<u>ک</u> ر
 6. Tap on the Smart tip icon (1) to display the information Note: The information will display at the bottom of the screen (2) and tapping any area outside the tip (3) will close the tooltip. 	Cool afternoon, Cool afternoon, Me by Team Procurement Me by Team Procurem	
	Select Add Absence.	9

Enabling Guide Activation Settings

Introduction

Conditions allow you to determine where and/or when an OGL item is available/shown to the user in the application. These are called guide activation conditions and are managed at the guide level. There also exist **step conditions**, these are set at the step/tooltip level within a guide.

This article focuses on guexampleide activation conditions.

How to access the Guide Activation Settings Interface

From the OGL Console, select the check icon () for the guide that you want to access.



The below-pictured interface will be presented:



Guide Activation	
Guide Name : Mobile test 1 Simple Condition 2	• +
Display this Guide in Help Panel Always 3 Delete	4 ZActive Edit
Auto Generated 5 Display this Guide in Help Panel When Page has URL Matching /HomePage Delete	Cactive Edit
8 Cancel	7 Save & Exit

1 = Guide Name: This shows the name of the guide

2 = This dropdown is used to add new simple, advanced, and time conditions.

3 = A summary of the guide conditions

4 = The status of the is displayed. Active means the condition is set and active. Inactive means the condition is set but not active

5 = Auto-Generated tag, this identifies conditions that have been automatically generated.

6 = Edit condition button. Select the dropdown options and edit the condition accordingly.

Edit condition	×
Page	•
has	•
URL Matching	•
Enter URL Value /HomePage	
Exact Match	
Will match against any part of the page's address.	
Use any javascript regular expression by surrounding it with [] brackets. For example: [product_id=1.*] will match all URL with product_id's that starts with 1.	
Display in Help Panel	
S Autoload	
Display this Guide in Autoload When Page has URL Matching /HomePage	_
Cancel	Save & Exit

7= Cancel the changes and exit.

8 = Save the changes and exit.



Note:

Guide Activation conditions are evaluated using the **AND** Boolean operator. A guide will display/autoload if all the active conditions (**C1**, **C2**,...**C***n*) are evaluated to TRUE. In the example above, the guide will be available in the widget only if all three conditions (Simple, Advanced, Time) are evaluated to TRUE. The OR operator (denoted by the pipe character "|") is only possible within an advanced condition (see advanced conditions).

Guide Activation Options

Important: These options are set at the guide level.

When adding a new condition, there are three main settings:

- **Enabled** checkbox: Determines if the condition is active or inactive. If this is not checked, the condition will not be evaluated
- Help Panel checkbox: Determines if the guide will be available from the OGL Help
 Widget
- **Autoload** checkbox: Determines if the guide should start automatically if the condition is met

Edit conditio	ninistri pe	×	
Page		•	
has		•	
URL Matc	hing	•	
Enter URL Va /HomePa			
Exact Match			
Will match agai	inst any part of the page's address.		
Use any javascr	ript regular expression by surrounding it with [] brackets. For example: [product_id=1.*] will match all URL with product_id's that starts with 1.		L
Display in	Help Panel		L
Autoload			
Display this G	iuide in Autoload When Page has URL Matching /HomePage	_	
Cancel		Save & Exit	

There are three types of conditions, these are:

- Simple conditions
- Advanced conditions
- Time conditions

Simple conditions offer a simplified process of setting activation conditions by leveraging predefined pages and user roles.

To set a new condition, select the Simple Condition button.

The below interface will be displayed.



Simple Condition Create condition Create condition Always Display in Help Panel Autobad		• + ×	
Autoload			
Always			
Delete	Active 🖌	Done	

To set a new condition, click on the **simple condition** button, this will bring up the following interface:

There are five basic combinations in simple conditions, these are summarised in the table below:

Display When	Description	
lways	Content Activation	Settings
	Simple Condition	• +
	Create condition	×
	Always	•
	Display in Help Panel	
	Autoload	
	Display this Guide in Help Panel Alway	s
	Delete Active	Done

Displays the guide in the widget, all the time. **Note**: We recommended NOT to use the Autoload option with this type of condition.

When	Description	
	Content	Activation Settings
	Page	•
	is	•
	Home Page	~
	Display in	n Help Panel
	□ Autoload	
	Display this G Home Page	uide in Help Panel When Page is
	Delete	Active Done
	user is on the Note : If the Au recommendati	toload option is used, the on is to add additional conditions er of times the guides will autoloa
	user is on the Note : If the Au recommendati limit the numbe	Homepage toload option is used, the on is to add additional conditions er of times the guides will autoloa
	user is on the Note: If the Au recommendati limit the numb (see advanced	Homepage toload option is used, the on is to add additional conditions er of times the guides will autoload <i>I conditions</i>).
	user is on the Note: If the Au recommendati limit the numbe (see advanced)	Homepage toload option is used, the on is to add additional conditions er of times the guides will autoload <i>I conditions</i>).
	user is on the Note: If the Au recommendati limit the numbe (see advanced)	Homepage toload option is used, the on is to add additional conditions er of times the guides will autoload <i>I conditions</i>).
	user is on the Note: If the Au recommendati limit the number (see advanced) Content Page is not	Homepage toload option is used, the on is to add additional conditions er of times the guides will autoload <i>I conditions</i>).
	user is on the Note: If the Au recommendati limit the number (see advanced) Content Page is not Home Page	Homepage toload option is used, the on is to add additional conditions er of times the guides will autoload <i>I conditions</i>).
	user is on the Note: If the Au recommendati limit the number (see advanced Content Page is not Home Page Display in Autoload	Homepage toload option is used, the on is to add additional conditions er of times the guides will autoload <i>I conditions</i>).

Note: We recommended NOT to use the Autoload option with this type of condition.

nen	Descripti	tion
	Conten	nt Activation Settings
	Role	
	is	•
	asdfa	, v
	☑ Disp	play in Help Panel
	Auto	oload
	Display t asdfa	this Guide in Help Panel When Role is
	Delete	e Active Done
		the guide in the widget only when the e is = Payables Specialist
	you to ass Payables multiple s condition Receivabl have to be	mple conditions (AND conditions) allow ssociate only one user group (i.e. s Specialists) to the guide. If you add simple conditions to the same guide(i.e. n for Payables Specialists and another for bles Specialists), then all conditions will be met for the guide to be displayed in the r autoloaded (that is, a user will have to

widget or autoloaded (that is, a user will nave to be both a Payables Specialist and a Receivables Specialist). Conditions (**OR conditions**) that allow the user to be either a Receivables Specialist or Payables Specialist are covered in advanced conditions.

Display When	Description	
Role IS NOT	Content Activation	Settings
	Role	•
	is not	•
	asdfa	~
	Display in Help Panel	
	□ Autoload	
	Display this Guide in Help Panel When Ro asdfa	le is not
	Delete Active	Done
	Displays the guide in the widget only v user role is not = Payables Specialist	when the

Remember: Multiple conditions are joined by the Boolean AND operator. All conditions have to be TRUE for the guide to be activated accordingly (help widget/autoload).

Advanced Conditions



Content Activation Settings	
Advanced Condition +	
Create condition ×	
Page 💌	
has	
variable	
Enter Variable XYZ	
Exists	
Display in Help Panel	
Autoload	
Display this Guide in Help Panel When Page has variable XYZ that exists	
Delete Active Done	

Advanced conditions offer a variety of options in setting activation conditions, this includes multiple user roles. To set a new condition, click on the **advanced condition** button, this will bring up the following interface:



Content	Activation	Settings
Advanced Con	dition	• +
Create cond	ition	×
Туре		•
has		•
Sub Type		•
Display in	Help Panel	
□ Autoload		
When has		
Delete	✓ Active	Done

There are four basic combinations in advanced conditions, these are:

- Page has / Page has NOT
- User has / User has NOT

Options within Page HAS / Page HAS NOT:

Cr	eate condition	×
F	Page	•
ŀ	nas	•
	has	
	has not	



Display When <i>Page</i> has / Display When <i>Page</i> has NOT	
URL matching	Creat

Description

Create condition		×
Page		-
has		•
URL Matching		•
Enter URL Valu	ue	Ĩ
Exact Match		
Exact Match Wilmatch against any part	of the page's address.	
Will match against any part fee any javascript regular a	t of the page's address. operation by surrounding it of *] will match all URL with proc	
Will match against any part fee any javescript regular e or example (product_idint	opension by surrounding it wit *] will match all URL with prod	
Will match against any part fee any javascript regular a for enample (product_off) tarts with 1.	opension by surrounding it wit *] will match all URL with prod	
Will metch against wy part fer any lenses tet rag dar a for example (prediced aff tarsa with 1. I Display in Help Autoload	opension by surrounding it wit *] will match all URL with prod	ket, ids the

Will match against any part of the page's address. You can use regular expressions as well. Use any javascript regular expression by surrounding it with [] brackets. For example: [product_id=1.*] will match all URL with product_id's that starts with 1.

Note: Use the **exact** check box if you want the entire path to match exactly with the provided value. Note that the domain (e.g. http:// www.your_app.com) will be ignored in this evaluation.

FUSION APPLICATIONS:

Display Guide Only on Certain Pages

 You can display guides based on all or part of the URL of the HTML application. For Oracle Fusion, the literal URL string that you see in your browser is not used. Instead, use the page route, which is a descriptive string that substitutes for the URL.

You can find the Route by using the Google Chrome DevTools Console. Go to a page in the application, then enter

iridize.master.getRoute() in the browser console. You can use all or part of the route to identify the page.



Note that if the Route is saved in **Pages**, OGL will automatically convert the condition to a Simple condition.

Display When Page has / Display When Page	Descrip
has NOT	

URL parameter

tion

Content	Activation	Settings
Create cond	ition	×
Page		-
has		-
URL Parame	eber	•
Enter URL	Param	
Equals		•
Enter URL	Param value	
Display in	Help Panel	
□ Autoload		
Display this Guide in Help Panel When Page has URL Parameter that equals		
Delete	Active 2	Done

Will match against a specific URL parameter. You can either test that the specific URL parameter exists or evaluate its value.

Content	Activation	Settings
variable		•
Enter Vari	able	
Exists		•
Exists		
Equals		
Display this G	uide in Help Panel When	Page has

Will match against a javascript variable. You can either test the existence of a variable or test its actual value.

variable

Display When <i>Page</i> has / Display When <i>Page</i> has NOT	Description
cookie	Content Activation Settings
	has
	cookie
	Enter Cookie
	Exists
	Exists
	Equals
	Auto capture I → Will match against a browser cookie. You can
	either test the existence of a cookie or test its actual value.
session variable	Content Activation Settings
	session variable 🗸
	Enter Session Variable
	Exists
	Exists
	Equals
	Display this Guide in Help Panel When Page has

Will match against a special OGL variable. The OGL javascript API allows setting session variables that exist only throughout the duration of the currently logged in user. You can then condition your guides to display based on these variables.

Display When <i>Page</i> has / Display When <i>Page</i> has NOT	Description		
element	Content	Activation	Settings
	has		•
	element		•
	Sele		
	Expect mult		
	■ Display in	n Help Panel	
	Autoload		
	Display this G	uide in Help Panel Whe	n Page has
visible element	extend this condit multiple objects m Content Visible elemen Select Advanced visit Exactly one visit Display in H Autoload Display this Guivisible element Will match agains Document Object	or bility check sible element Help Panel de in Help Panel When P t a visible element on th Model (DOM). This is r e element condition beca	Page has

Options within User HAS / User HAS NOT:

Create condition	×
User	•
has	•
has	
has not Display in Help Panel	



Display When User has / Display When Description User has NOT User has field user_name Select Operator • Exists Equals

Will match against a user-specific field as it was relayed to OGL using the api.field.set call. You can either test the existence of a user field or test its actual value. Use this to govern your guides based on user roles, permission level, or even geolocation.

Note: The required field has to be set/read in the OGL JavaScript. Please contact us for support.

Multiple User Roles

To set role conditions, the roles must be defined in JavaScript or in the Oracle Fusion configuration. Advanced conditions allow you to associate multiple user roles to a guide/a group of guides utilizing the OR operator.

When you create a field (*i.e. user_role*) matching condition you can use a regular expression. To tell OGL that the string is a regular expression surround it with square brackets [].

So, let's say you have the following roles in your application: Line Manager, HR **Executive, HR Administrator**

As per OGL requirements, these roles are given shortened reference names, to accommodate the 90 character limit of the field. So the above roles are translated to line_mgr, hr_exec, hr_admin.

To show an OGL item guide only if the user has or has NOT either of the three roles, the advanced activation condition would be as follows:



field

Display When <i>User</i> has / Display When <i>User</i> has NOT	Description
	Create condition ×
	User
	has
	field
	user_name 💌
	Equals
	Enter Operand value XXXXXXX
	Display in Help Panel
	Autoload
	Display this Guide in Help Panel When User has field user_name whose value is Equals xxxxxx
	Delete Active Done
seen guide	User 🗸
	has
	seen guide 🗸
	Message Guide
	Select Operator
	less than
	exactly
	more than
	Will display the current OGL item (in the

widget or autoload) if the user has seen the provided guide (i.e Create Requisition from Catalog) X number of times in the past.

Note: If you have guides A, B, and C, you can set the condition such that:

Guide ${\bf A}$ is displayed in the widget and/or autoloaded When the User has or has NOT seen guide A/B/C more than/less than/exactly X number of times.

Display When <i>User</i> has / Display When <i>User</i> has NOT	Description
seen guide (timed)	User 👻
	has 💌
	seen guide (timed)
	Add a Check-in - Employee
	more than
	0ays 05 : 04 : 03 : 02 €
	ago
	Display in Help Panel
	Autoload
	Display this Guide in Help Panel When User has

ago Delete

This type of condition is similar in essence to the **seen guide** condition but it is based on how long ago the user last saw the provided guide (*i.e Create Requisition from Catalog*) instead of the number of times a user has seen the provided guide.

Active

Done

seen guide (timed) Add a Check-In - Employee more than 5 days 4 hours 3 minutes 2 seconds

Note: If you have guides A, B, and C, you can set the condition such that:

Guide **A** is displayed in the widget and/or autoloaded **When the User has or has NOT** *seen guide* **A/B/C** more than X number of seconds ago.

Display When <i>User</i> has / Display When <i>User</i> has NOT	Description
advanced in guide	User
	has 🔻
	advanced in guide
	Message Guide
	Display in Help Panel
	Autoload
	Display this Guide in Help Panel When User has advanced in guide Message Guide
	Delete Active Done
	Will match if the user has engaged with the guide at least once. A user is considered to have engaged with a guide if and only if s/he has advanced past the first step in the guide.

Note: If you have guides A, B, and C, you can set the condition such that:

Guide A is displayed in the widget and/or autoloaded When the User has or has NOT advanced in guide A/B/C

Display When User has / Display When Description User has NOT advanced in guide (timed) User ٠ • has ٠ advanced in guide (timed) • Message Guide more than Days Hrs. Min. Sec. 05 04 03 02 ago Display in Help Panel Autoload Display this Guide in Help Panel When User has advanced in guide (timed) Message Guide more than 5 days 4 hours 3 minutes 2 seconds ago Delete Active Done

This type of condition is similar in essence to the **advanced in guide** condition but it is based on how long ago the user last advanced past the first step in the provided guide (*i.e Create Requisition from Catalog*) instead of the number of times a user has advanced in the provided guide.

Note: If you have guides A, B, and C, you can set the condition such that it is:

Guide **A** is displayed in the widget and/or autoloaded **When the User has or has NOT** *advanced in guide* **A/B/C** more than 86400 seconds ago.

Display When <i>User</i> has / Display When <i>User</i> has NOT	Description
closed guide	
	User
	has
	closed guide 🗸
	Message Guide 👻
	Display in Help Panel
	Autoload
	Display this Guide in Help Panel When User has closed guide Message Guide
	Delete Active Done

Will match if the user has decided to manually close the guide by clicking on the 'X' button located at the top-right corner of one of the tooltips.

Display When <i>User</i> has / Display When <i>User</i> has NOT	Description				
closed guide (timed)	User				
	has				
	closed guide (timed)				
	Message Guide				
	more than				
	Days 04 : 03 : 02 : 01				
	ago				
	Display in Help Panel				
	□Autoload				
	Display this Guide in Help Panel When User has closed guide (timed) Message Guide more than 4 days 3 hours 2 minutes 1 second ago				
	Delete Active Done				

This type of condition is similar in essence to the **closed guide** condition but it is based on how long ago the user last closed the guide.

Note: If you have guides A, B, and C, you can set the condition such that it is:

Guide **A** is displayed in the widget and/or autoloaded **When the User has or has NOT** *closed guide* **A/B/C** more than 86400 seconds ago. Clicking the **Remind me later** button does not count as closing the guide.

Display When User has / Display When User has NOT	Description
finished guide	User 💌
	has 💌
	finished guide
	Message Guide
	Display in Help Panel
	□ Autoload
	Display this Guide in Help Panel When User has finished guide Message Guide
	Delete Active Done
	Will match if the user has gone through the whole guide from start to finish.
	Note : If you have guides A, B, and C, you can set the condition such that it is:

Guide **A** is displayed in the widget and/or autoloaded **When the User has or has NOT** *finished guide* **A/B/C**.

)isplay When <i>User</i> has / Display When <i>Iser</i> has NOT	Description				
inished guide(timed)	User				
	has 👻				
	finished guide (timed)				
	Mobile test 💌				
	more than				
	Days Hrs. Min. Sec. 04 : 02 : 04 : 02				
	ago				
	Display in Help Panel				
	Autoload				
	Display this Guide in Help Panel When User has finished guide (timed) Mobile test more than 4 days 2 hours 4 minutes 2 seconds ago				
	Delete Active Done				

This type of condition is similar in essence to the **finished guide** condition but it is based on how long ago the user last finished the guide.

Note: If you have guides A, B, and C, you can set the condition such that it is:

Guide **A** is displayed in the widget and/or autoloaded **When the User has or has NOT** *finished guide* **A/B/C** more than 86400 seconds ago.

Display When <i>User</i> has / Display When <i>User</i> has NOT	Description
advanced in or closed the guide	
	User 🗸
	has
	advanced in or closed Guide
	Message Guide
	Display in Help Panel
	□ Autoload
	Display this Guide in Help Panel When User has advanced in or closed Guide Message Guide
	Delete Active Done
	This condition is a combination of the Advance in Guide and the Closed Guide conditions. It will match if the user has either engaged with the guide or closed it manually.
	Note : The Remind me later button does not count as closing the guide. So using this condition in combination with the Seen Guide condition "completes" the remind me later functionality.
	,

O Time Condition

A time condition allows you to set when and for how long a guide should be displayed in the widget or autoloaded.



Content Activation		Settings
Time Condition		• +
Create condit	ion	×
Display date s	starts:	
Enter value		⊗ ⊞
and display e	nds:	
Enter value		⊗ ⊞
Display in I	Help Panel	
Autoload		
Delete	Active	Done

In the example below the guide is set to display for a period of seven days, commencing on March 15, 2024.

Guide Name : Invoice Distribution Sets		
Time Condition	•	+
Create condition	:	×
Display date starts:		- 1
Enter value 3/15/2024, 1:19 PM	o E	
and display ends:		
Enter value 3/16/2024, 1:19 PM	© Ē	
Display in Help Panel		
Autoload		
Delete	Active Dor	ne

Important: The time condition does not auto-adjust for different time zones, if the target audience is in a different time-zone to the person setting the condition, the difference in time needs to be considered and where necessary, adjusted by the person setting the condition.



OGL Standard Roles

Click here to download a list of Role mappings.

Autosegmentation

Autosegmentation is the process by which guides can be started on any page in the process and only works on Oracle Fusion applications. When selecting a guide from the widget, it will begin on the first step on the page that the user is on. In addition, the account and –if used, the embedded JavaScript-- must be configured for auto segmentation. Contact Oracle University to verify that your account is properly configured.

Autosegmentation occurs automatically. As you select elements while creating guides, OGL stores the page location (or Route). OGL then uses those pages to build the default Activation Condition for the guide. The auto segmentation pages are used instead of a standard URL to identify the pages where the guide can be run. The following image shows the Activation Condition automatically created by auto segmentation (this condition is identifiable by the Auto-Generated tag):

Content	Activation	Settings	
Create cond	ition	×	
Page		•	
has		•	
URL Matchin	ng	•	
Enter URL Val https://ww	^{lue} vw.google.com/		
Exact Match			
Will match against a	ny part of the page's address.		
	egular expression by surrounding i cct_id=1.*] will match all URL with p		
🗹 Display in	Help Panel		
Autoload			
Display this Guide in Help Panel When Page has URL Matching <mark>https://www.google.com/</mark>			
Delete	✓ Active	Done	

To ensure auto segmentation works as intended, we recommend you do not change the default activation condition.





Creating a Message Guide

Use Message Guides to provide notification content.

To create a Message Guide:

1. On the OGL console Homepage, select **Message** in the Create row.

Create						
Beacon Bea	A Hotspot	년 Launcher	🔄 Message	∽ Process	兴 Smart Tip	≸≣ Survey

6600

Or

On the My Content page, select the (Create) button.

My Content	Q Search	Create + Filters (0) 🗮 Re		ers (0) 📒 Reset	U		
			Sort	- 88	∎	GENERIC LANGUAGE	~

The New Content modal appears

New Content	
Guide Type	
Message	•
Display Name in Widget	
My New Guide	
Location URL *	
https://www.myapp.com/start/page/	
URL is required.	
Cancel	Create

- 2. Select **Message** from the Guide Type drop-down menu.
- 3. Enter the **Display Name** and the **Location URL**.



Note:

The following characters are not allowed: / \ | : " < > ?

ľ	New Content	
	Guide Type	
,	Message	•
	Display Name in Widget	
l	Sample Message	
	Location URL *	
F	https://	Ce
	Cancel	Create

 Select the Create button (Create) to launch the OGL Editor. The OGL Editor launches in a new tab, where you can start capturing the contents of the guide.

Oracle Guided Learning						
Launching Guide Editor						
Verifying extension installed (this may take a few seconds) DONE Setting Start Url DONE Saving editing session data DONE Loading: https://						

Note: The editor appears as an overlay on your application.
Select the (Splash) button to display a message on the page.
Enter your message text into the Message field.

A live preview of your text will appear in the message as you type.



5. 6.

↑ Save & Exit			×		
Title Message Gui	de		n for people and ar	tions	
		Requ		ome to OGL	
Content	Activation	Setting	^s ernoc		Done
Welcome to OG	GL.		My Team	Procurement	My Client Groups
			1		
		<u> </u>	→] lisition		

- 7. Scroll down to view more tools options.
- 8. Format your text, as required.

↑ Save & Exit				×
Title Message Guid	le			
		ABAC	Re	equired
Content	Activation		Setti	ngs
		ine Hei.	ez II	
🗉 Splash	Target	09	Screens	shot
Comments 0				Ø
		Þ	K	→]

9. Select Save & Close to exit the full editor.



↑ Save & Exit			×
Title Message Guid	e		
		199100	Required
Content	Activation		Settings
			ß
Welcome to OGL	-		
		Þ	[→]

Note:

After creating a message, you may need to check and configure the Guide Activation Settings to ensure that the guide displays and behaves correctly. For more information, refer to the Enabling Guide Activation Settings section.

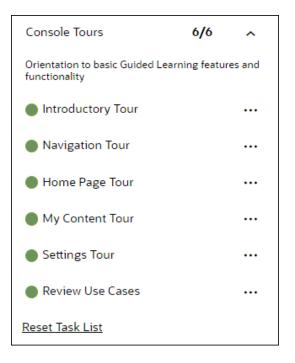


Creating a Task List

What is a Task List?

A Task List represents a group of related guides, usually performed sequentially. Task lists also track the user's progress as they complete each task in the list.





Task Lists can be used for:

- Training flows that walk your users through a new software platform.
- Onboarding sequences that train and certify new employees.
- Pre-defined checklists that users need to complete while working on a certain process.

To create a Task List:

1. On the OGL console homepage, select **Task List**.



The New Content modal dialog is now displayed.



2. Enter the **Display Name** and the **Description**.



New Content	
Guide Type	
Task List 🗸	
Display Name in Widget	1
Self Service Guides	
≡ Task List Display	
Description	
This list of guides help you on all the Self Services	
目 Task List Content	
Sampe guide 🗸 🗸	Add
Cancel	Create

- 3. Use the Task List Content dropdown to add guides to your Task List.
 - a. Choose the guide from the dropdown and select Add.
 - **b.** Add multiple guides from the dropdown as required.

New Content	
Guide Type	
Task List 🗸	
Display Name in Widget	,
Self Service Guides	
i≣ Task List Display	<
Description	
This list of guides help you on all the Self Services	
田 Task List Content	
Sampe guide 🗸	Add
Cancel	Create

4. Check the option **User can reset progress** to enable users to reset the progress.



New Content	
Guide Type	
Task List 🗸	
Display Name in Widget	
Sample Task List	
i≣ Task List Display	
Description	
Task List for Self Services	
田 Task List Content	
Edit your personal details - Add	
Drag guides to reorder them	
Sample Survey	団
Edit your personal details	団
User can reset progress.	
Cancel	ate

5. Select Create.

New Content	
Guide Type	
Task List 👻	
Display Name in Widget	
Sample Task List	
IIII Task List Display	
Description	
Task List for Self Services	
田 Task List Content	
Edit your personal details 🔹 🗸	Add
Drag guides to reorder them	
Sample Survey	団
Edit your personal details	団
User can reset progress.	
Cancel	Create

The Task List is now created.

6. Configure guide activation settings, as needed, by selecting **Guide Activation** in the guide tile.



Task List	DRAFT	:
🖄 Sample T	ask List	
apiName:		

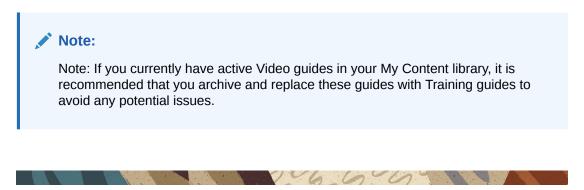
Note:

Remember to set your activation conditions, refer to Enabling Guide Activation Settings section. For multi-language deployments, refer to the *Translations* section.

16 6

Creating a Video Guide

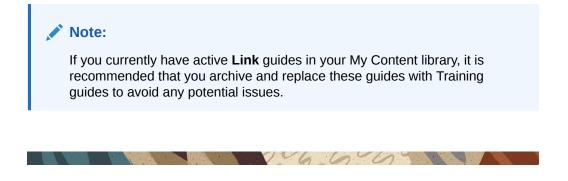
The **Video** guide type will be removed from Oracle Guided Learning in a future release and will no longer be supported. To create and deploy videos, use the **Training** guide type.



Creating a Link

The **Link** guide type will be removed from Oracle Guided Learning in a future release and will no longer be supported. To create and deploy videos, use the **Training** guide type.





Creating a Launcher

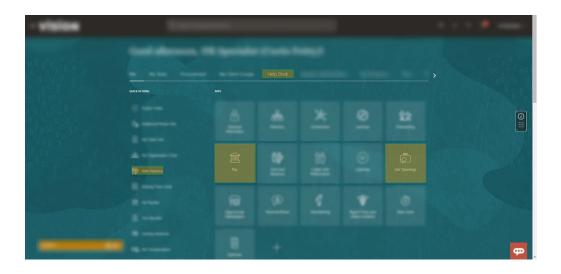
What is a Launcher?

Launchers take advantage of the existing event listener capabilities. This allows OGL to track user events such as clicks and key presses. We use these events to launch an OGL content item, and these OGL items are intended to inform users of new information, assist them in completing a task, or serve as a reminder of internal policies and procedures.

Important:

Launchers cannot read user data; they are only limited to identifying actions performed by the user on the application.

The image illustrates what the set of invisible Launchers would look like on the backend.





Creating a Launcher

1. On the OGL console homepage, select Launcher.

Create					
Beacon Bea	A Hotspot	મ્∰ Launcher	🖽 Message	S Process	ដ្⊁ Smart Tip

The **New Content** modal dialog is now displayed.

2. Enter the **Display Name** and the **Location URL**.

Note:

The following characters are not allowed: / \ | : " < > ?

New Content
Guide Type
Launcher 🗸
Display Name in Widget
Sample Launcher
Location URL *
https://
Launch a guide *
•
Required.
Description
Write a description
Cancel

3. Use the Launch a Guide dropdown to choose the guide to launch.



	New Content	
	Guide Type	l
	Launcher -	
	Display Name in Widget	l
	Sample Launcher	
	Location URL *	I
F	https://	0
	Launch a guide *	Ĭ
	Edit your personal details 🔹 👻	
5	Start from step *	
a	Select Me. (id: 1)	D
	Description	I
a	Write a description	١
~		I
	Cancel Create	

4. Use the **Start from step** dropdown to choose the step to launch.

New Content	
Guide Type	
Launcher	
Display Name in Widget	
Sample Launcher	
Location URL *	
https://	
Launch a guide *	
Edit your personal details 🔹	
Start from step *	1
Select Me. (id: 1) 🗸	
Description	
Write a description	1
Cancel	

5. Enter a description for the launcher.



× *
New Content
Guide Type
Launcher 🗸
Display Name in Widget
Sample Launcher
Location URL *
https://
Launch a guide *
Edit your personal details 🔹
Start from step *
Select Me. (id: 1)
Description
Launch this guide if you want to edit your personal details.
Cancel Create

- 6. Select the **Create** button (^{Create}) to launch the OGL Editor. The OGL Editor launches in a new tab, where you can start capturing the contents of the guide.
- 7. Click the **Select an Element** on the application.



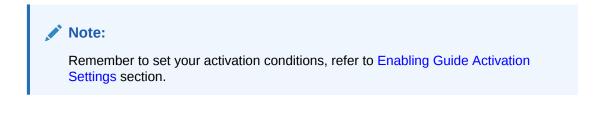
		×
Title Untitled		
		Required
Content	Activation	Settings
	Select an Element	
		-
	4	〕 [· →]

8. Select the target element on the application.



↑ Save & Exit Step	
Step 1 - ^	ernoon,
	My Team Procurement My Client Groups Help Desk Produc
[Invisible Step] This step is set to be invisible and you can still edit it's settings, but formatting controls have been disabled.	Request
© [→]	sh

- 9. Go to Step Settings.
- 10. Set the desired Activation Settings and Advanced Settings.
- 11. Select Save & Close.
- 12. Go to the OGL console homepage and activate the Launcher.



6660

Creating a Hotspot

What is a Hotspot?

A Hotspot is a type of "event listener" that allows you to gather critical information on how your users interact with and use your application. In principle, Hotspots are a variation of Launchers; while Launchers listen for an event, and when that event occurs (i.e., a click of a button), OGL launches an item. Hotspots listen for an event, and when that event occurs, OGL registers that event in analytics. Use this feature to set up hotspots around your application to gain insight into how users navigate or monitor key differences between starting a process and not submitting it.

The image illustrates what the invisible Hotspots would look like on the application and the analytics dashboard after a month of use.



vision	Q Search for people an	nd actions 🛛 🔍				(• *	F • 🙀	HR Specialist (~
	Good afternoon, HF	R Specialis	t Final te A						
	Me My Team Procurement								
• 0 ° 0 • 0									
		Person Information	Directory						0
		Ţ ₹₹	Time and Absences	Career and Performance	(D) Learning	Job Openings			
		Opportunity Markeeplace	8 Personail Brand	(g)) Volunteering	Aport Vins and Siny Income				
Tasklist 1 🗖 🗙									

Creating a Hotspot

To create a Hotspot:

1. On the OGL console homepage, select **Hotspot**.

Create					
leacon 🔘	Hotspot	וּאַיּ Launcher	🔟 Message	තු Process	ដ្∦ Smart Tip

The **New Content** modal dialog is now displayed.

2. Enter the **Display Name** and the **Location URL**.

New Content						
Guide Type Hotspot						
Display Name in Widget Sample Hotspot Location URL * https://						
Description Write a description						
Cancel						



Note:

The following characters are not allowed: / \ | : " < > ?

3. Enter the description for the Hotspot.

	× · · · · · · · · · · · · · · · · · · ·	
	New Content	
	Guide Type	I
	Hotspot -	
	Display Name in Widget	
	Sample Hotspot	I
	Location URL *	
F	https://	0
1	Description	
	Description	
	This is a sample Hotspot	
9	Cancel Create	D

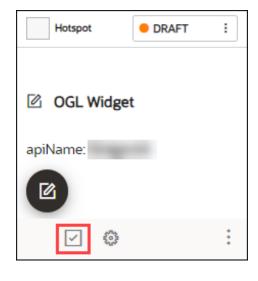
- 4. Select the **Create** button (Create) to launch the OGL Editor. The OGL Editor launches in a new tab.
- 5. Select the desired target element on the application.

↑ Save & Exit Step		
	ernoon,	
	My Team Procurement My Client Groups Help Desk Produc	>
[Invisible Step] This step is set to be invisible and you can still edit it's settings, but formatting controls have been disabled.	Apps Request	
© [→	sh	

- 6. Go to Step Settings.
- 7. Set the desired Activation Settings and Advanced Settings.
- 8. Select Save & Close.



9. Go to the OGL console homepage and activate the **Hotspot**. Configure Guide Activation settings for this Hotspot, as needed, by selecting **Guide Activation** in the guide tile.





06600

Creating a Survey

Surveys and Survey Analytics

Surveys allow you to create and deploy targeted, customizable, interactive surveys and polls to collect application user feedback and insights almost anywhere in the host application.

Surveys can be created with the following response types:

- Multiple Choice Up to 5 answer choices allowing multiple answer selections
- Single Select Up to 5 answer choices allowing only 1 answer selection
- True or False Binary answer choice with customizable answers
- Rating Scale Customizable numeric scale ranging from 1 to 10
- Experience Rating Preset 3-option rating
- **Question** Free text field for responses up to 1,000 characters maximum



Note:

An OGL Premium subscription is required to create and deploy Surveys, Survey Analytics, and their related features.

Key Features of the Survey

FEATURE DESCRIPTION	ROLE	ADDITIONAL INFORMATION		
Surveys	 Administrator Developer 	 Allows OGL administrators and developers to create and deploy targeted, customizable, interactive surveys and polls to collect application user feedback and insights. Can be deployed almost anywhere in the application. Survey Translations allows survey guides to support multi-language translation and are included in the translation export file for guide translation. This feature is only available in OGL Premium 		

Creating and Publishing the Survey

To create a Survey:

1. On the OGL homepage, select **Survey**.

🛆 Home	Home			Options
ly Content				
III Content (361)				>
計 Archive (1045)	12 Guides in this use case	9 Guides in this use case	9 Guides in this use case	7 Guides in this use case
Settings	C.	Ę	F	Ę
brary				
回 Use Cases	Create			
🗈 Base Guides	: 🗸 🙀 Launcher 🖾 M	1essage 😋 Process	¥ Smart Tip ≸≣ Survey	🖾 Task List 👰 Train 🍾
alytics & Reports				
🖾 Dashboards 🗸	Recent	Create and depl collect user fee	loy interactive surveys and polls to dback and insights	View My Content
Reports	Process ORAFT :	View survey resp Smart Tip Analytics & Repo	conses in the Survey dashboard in	Survey ORAFT :

2. Enter the desired **Survey** name and the **Location URL**.



~ /	~		
	New Content	_	
Home	Guide Type		
-	Survey 🗸		- 1
	Display Name in Widget		
Create	Sample Survey		
—	Location URL *		
	https://	≏ Process	<mark>ዤ</mark> Sm
Recent	Cancel		

3. Select Create.

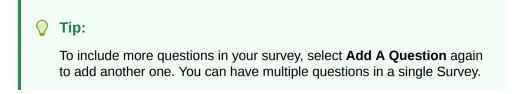
The **Survey** editor is displayed.



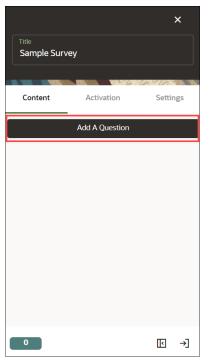
The **Survey** editor opens in a new tab. The editor appears as an overlay on your application.

×					
Title Sample Survey	$\boldsymbol{\xi}$. Search for people and actions				
Content Activation Settings Add A Question	d morning,				
	Service Me Procure				,
	DNS	APPS			
	ate Contact ate Appointment	Workspace	Activities	Deal Registrations	
	ate Task ate Call Report	(B)	Ē	Ē	
	ate Opportunity	Leads	Opportunities	Accounts	

4. Select Add A Question.







The Survey template appears. You can see the changes you make through the real-time preview.

Save & Exit X				
Title Sample Survey	L Search for people and actions		×	
Content Activation Settings	d morning,] 🗆		Prev	view
Add A Question			Done	
1	Service Me Procur	ement My Clier	nt Groups Help	Desk
Question	SNC	APPS		
Required Multiple Choice	ate Contact			
Choice text	ate / Template	Workspace	Activities	Deal F
Add a choice	ate Call Report	(B)	Ē	
	ate Opportunity	Leads	Opportunities] A

5. Enter the question.



Save & Exit		×
Title Sample Surve	y	
Content	Activation	Settings
	Add A Question	
1		R
Which Fusion ap	plications do you us	e most often?
Multiple Choice		•
Choice text		
Required		
Add a choice		
<u>Add a link</u>		
1		[→]

6. Select the Survey type from the dropdown menu. (In this example, we have chosen **Multiple Choice** for the demo.)

Save & Exit		×
Title Sample Surve	ły	
Content	Activation	Settings
	Add A Question	
1		æ
Which Fusion a	pplications do you u	se most often?
Multiple Choice		-
Multiple Choi	ce	
Single Select		
True / False		
Ratings Scale		
Experience R	ating	
Question		

7. Enter the **Choice text**(s).



Save & Exit		×
Title Sample Surve	ÿ	
Content	Activation	Settings
	Add A Question	
1		ß
Which Fusion a	oplications do you us	se most often?
Multiple Choice		•
нсм		
Add a choice		
Add a link		
1		[→]

Select Add a choice to add multiple choice.

Save & Exit		×						
Title Sample Surv	rey		L Search for people and act	ions				
Content	Activation	Settings	d morning, l		nich Fus plicatio e most o		× you	
	Add A Question			□ H	НСМ			
		<i>P</i>	Service Me	E	ERP			Help
Which Fusion	applications do you use	e most often?	DNS		SCM			
Multiple Choic	e		JNS			0		
			ate Contact		=100	<u></u>	Done	<u>ا</u>
НСМ			ate Appointment				Ħ	
ERP			ate Appointment		Works	bace	Ac	tivities
SCM		[ate Task					
Add a choice			ate Call Report			5		<pre></pre>
		[→]	ate Opportunity		Lead	ds	Oppo	ortunities

Use the ellipsis icon to explore the choice's menu. You can ${\bf Move \ Up}, \, {\bf Move \ Down}$ or ${\bf Delete}$ the choices.



Save & Exit	×					
Title Sample Survey						
Content Activat	tion Settings					
Add A Qu	estion					
	²⁰					
Which Fusion applications	do you use most often?					
Multiple Choice	•					
НСМ						
ERP	Move Up					
SCM	Move Down					
Add a choice	Delete					
1	[→]					

8. Select Add a link, if you want to point out to any target page (Optional).

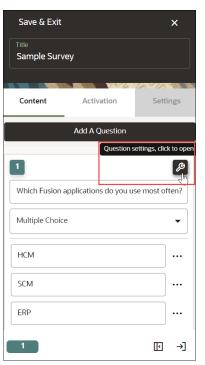
Save & Exit		×
Title Sample Surve	ey	
Content	Activation	Settings
	Add A Question	
SCM		
ERP		
СХ		
Add a choice		
<u>Add a link</u>		
~ ~		
1		[→]

Enter the display name of the link and the link URL.



			ONS		APPS	
Save & Exit		×				
<i></i>						
Title			ate Contact		-	ر ۵ ۹۰
Sample Surve	у					
·			ate Appointment	· ·	Which Fusion	×
	PR IGA VAL AND				applications do	tivities
Content	Activation	Settings	ate Task		ise most often?	you
			ale lask	- 28	ase most orten.	
	Add A Question		and the second		НСМ	the paper and the
		1	ate Call Report			
			Constant Provide State		SCM	<u> </u>
СХ			ate Opportunity			ortunities
			and the second second		ERP	1.
Add a choice			ate Lead			
					CX	
See what others	use most often		the call the call of the			
See what others	use most often.			5	See what others use most	often.
https://						ghtbox
nups.//						Done
Remove link						Contraction of the Contract
~ ~						I.~~
						<u> </u>
			Part and a start		Service Requests	Application Usage
		[→]				Insights

9. For additional settings, select the **Settings** icon (



The **Settings** modal window appears.

10. Display Settings



Settings		×
Q Find a s	setting	
Display	Activation	Advanced
Display Settii	ngs	
🗆 Highlight		Apply to all
Change N	ext button text to:	
Done		
Hide Next	: button	
Hide Close	e button	
□ Show Ren	nind Me Later butt	ton
Tip width (px)		
280		
Tip offset		
Tip placement		
Inside-top		•
Custom classes		

- a. Check the **Highlight** option to highlight the Survey modal window.
- **b.** Check the "**Change Next button text to**" option to give an alternative text instead of the default text "**Next**".

Save & Exit	×		
Title Sample Survey		for people and actio	ons
Settings	×	ernoon,	× Which Fusion applications do you use most often?
Q Find a setting		a Balan	НСМ
Display Activation	Advanced	e Me	SCM
Change Next button text to:			ERP
Done			cx
Hide Next button		nent	Done Workspace Acti
Hide Close button			

c. Check the "Hide Next button" to hide the Next/Done button.



- d. Check the "Hide Close button" to hide the close button.
- e. Check the "Show Remind Me Later button" to show the reminder option in the Survey window.

Save & Exit	×			
Title Sample Survey		for people and actic	ons	
Settings	×	ernoon,	× Applications do you use most often?	
Q Find a setting			НСМ	
Display Activation	Advanced	e Me	SCM	He
☐ Hide Close button			ERP	
Show Remind Me Later button	7		Сх	
Tip width (px)		nent	Remind me later Done Workspace A	ctivities

- f. Configure Tip width and Tip offset.
- g. Select the desired Tip placement.

11. Activation Settings

Select the Activation Settings tab to view the activation settings.

Settings	×			
Q Find a setting				
Display Activation	Advanced			
Activation Settings				
□ Advance when:				
User clicks element	•			
Show tip after page refresh				
Show tip after: (msec)				
Show tip on hover				



a. Check the "Advance when" option to decide when the Survey will appear. Then, you can select the action that triggers the Survey from the dropdown menu.

Settings	×				
Q Find a	setting				
Display	Activation	Advanced			
Activation Settings					
Advance when:					
User clicks element 🗸					
Advance conditions Add					
Show tip after page refresh					
Show tip after: (msec)					
- Chow tin	an bayar				

- b. Check "Show tip after page refresh" to prevent tip flashing.
- c. Check "Show tip after: (msec)" to delay the appearance of the current tip.
- d. Check "Show tip on hover" to show the tip when the user moves their mouse over the target element, help icon, or beacon.

12. Advanced Settings

Select the Advanced Settings tab to view the Advanced settings.



Settings ×
Q Find a setting
Display Activation Advanced
Advanced Settings
Fixed position
No scroll
 Limit wait time on target to: (msec)
3000
Step branches Add
D Next URL:
Only display one tooltip

- a. Check "Fixed position" to keep the tip visible even if the user scrolls up or down the page.
- **b.** Check "**No scroll**" to disable the scrolling of the page.
- c. Check "Limit wait time on target to: (msec)" to send an error message if the current target element does not appear within "x" ms so that we can notify you and fix the problem.
- d. Select Add button to add Step Branches.



Settings		×
Q Find a	setting	
Display	Activation	Advanced
3000		
Step branche	S	Add
□ Next URL:	:	
Only displ	ay one tooltip	
Monitor set	elector	
Autofocus	s on tip (accessibilit	y)

- e. Check "Next URL:" to enable navigation to a new page when selecting the Next button.
- f. Check "Only display one tooltip" to avoid displaying duplicate tips.
- **13.** Select the **Close** icon to close the settings window.
- 14. Select Save & Exit.

Save & Exit		×
Title Sample Surve	ży	
Content	Activation	Settings
	Add A Question	
1		R
Which Fusion a	pplications do you us	e most often?
Multiple Choice		•
НСМ		
SCM		
ERP		

A new Survey has been created and can now be viewed on the homepage. The survey is currently in **Draft** status.

After creating the Survey:



	Survey DRAFT :
	② Sample Survey
	apiName:
1 Preview ——	More Options 4
2 Guide Activation	Analytics (5)
3 Guide Setti	ings Guide Health 6

Select the Preview icon to preview the Survey.

²Select the **Guide Activation** icon to set the activation conditions. Learn more about Guide Activation.

³ Select the **Guide Settings** icon to manage settings.

Learn more about Guide Settings.

Select the More Options icon to Delete/Clone the Survey.

Deleting / Cloning Guides.

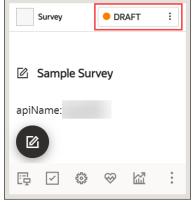
⁵Select the **Analytics** icon to view the statistics of your Survey.

⁶Select the **Guide Health** icon to view the history of errors reported to your Survey.

To publish the survey:

- **1.** On the homepage, select **Content**.
- 2. Select the status button on the Survey that you want to publish.





Now select Publish.

Survey		e dr	AFT	:				
	Updated : 05/08/2023 10:32 AM akhil.a@oracle.com							
Deactiv	ate		Publish					
				_				
रि Versio	on Histo	ory		_				

3. Add comments (optional) and select Publish.



Your Survey is now published, and the status is set to "PUBLISHED".

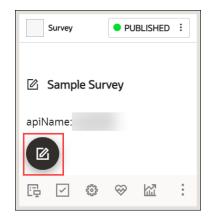


Survey	• PUBLISHED :
🖄 Sample Su	rvey
apiName:	
	⊗ ⊠ :

Editing the Published Survey and Republishing

You can always make changes to the surveys you published.

1. Select the **Editor** icon on the Survey to make changes.



2. Publish the Survey.

Each republish creates a new Survey version, with easy access to version history. In addition, you can restore to an older version of the Survey if you wish.

3. Select the status button to view the version history.

Survey	PUBLISHED	:
Published : 05/08, akhil.a@oracle.co		
Deactivate	Unpublish	
		_
€ Version Histo	iry	-

The revision history is now displayed.

4. Select the **Restore** button, if you wish to restore to an older version.



	on History						
[Published	05/08/2023	12:11 PM	published by			Resto
ſ	Published	05/08/2023	10:31 AM	unpublished by	, published	Sample Survey for Demo - published by	Resto

Survey Analytics

Survey Analytics are used to process, store, and visualize survey data. This adds another tool in OGL's "insight to action" toolchest supporting content management, product management, and analytics. OGL console users with **View Analytics** security permissions can generate a downloadable report from the Survey Analytics dashboard that will be emailed to them.

Key Features of the Survey Analytics

FEATURE DESCRIPTION	ROLE	ADDITIONAL INFORMATION
Survey Analytics	 Administrator Developer 	 The Survey Analytics tool accompanies every survey content type. Adds capabilities to process, store, and visualize survey data. Adds another tool in OGL's "insight to action" toolchest supporting content management, product management, and analytics. The Survey content types now allow OGL administrators to download a report from within the Survey analytics dashboard containing end-user responses and results collected by surveys. This feature is only available in OGL Premium.

View the Survey Analytics

To view the Survey Analytics:

1. On the main navigation menu, select **Dashboards** > **Surveys**.

Oracle Guided Learning (Premium)
🖽 Base Guides
Analytics & Reports
Lଘ Dashboards ^
Optimization
Activity
Application
Content
Feedback
Hotspots
Search Terms
Surveys
Users

The **Survey** analytics dashboard is displayed. You can see the statistics like the **Number of Runs**, surveys **Started** and **Completed**, and the **Last Run** date.

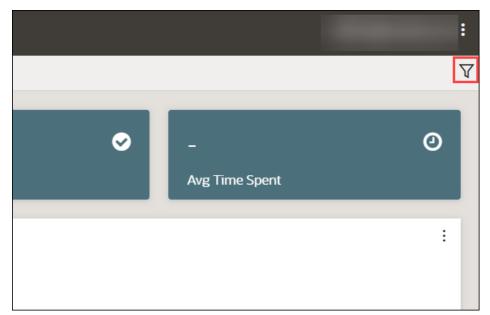
urveys Engaged Survey Runs Completed Avg Time Spent RVEY DATA ANALYSIS COLUMNS 6 Selected APPLICATION NAME GUIDE NAME # OF RUNS COMPLETED STARTED + LAST RUN 	Completed Avg Time Spent COLUMNS 6 Selected # OF RUNS COMPLETED STARTED 4	Keys Engaged Survey Runs Completed Avg Time Spent /EY DATA ANALYSIS Completed Selected PPLICATION NAME GUIDE NAME # OF RUNS COMPLETED STARTED + LAST RUN V V V V V V V Sample Survey 7 7 9 1/29/2022, 4/25/27 AM Benefits Survey Test 3 3 11/29/2022, 1/25/27 AM Goals and Performance Survey 1 1 1	HOME				5/5/2022 - 5/	4/2023					<u>1 filter(s) appli</u>	ed Cle	ar
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Sample Survey 7 7 9 11/29/2022, 4:12:07 Pt		Goals and Performance Survey 1 1 1 1//29/2022, 12:30:58 AM			Sample Survey				7		7	9	11/29/2022, 4:12:0	7 PM	
Benefits Survey Test 3 3 11/29/2022, 12:35:27 A	1 1 1 1/29/2022, 12:30:58 AM				Benefits Survey	Test			3		3	3	11/29/2022, 12:35:	27 AM	
Goals and Performance Survey 1 1 1 11/29/2022, 12:30:58 /					Goals and Perfo	ormance Survey			1		1	1	11/29/2022, 12:30	58 AM	

2. Select the time frame for which you would like to view the analytics data. You can also select a custom date(s).

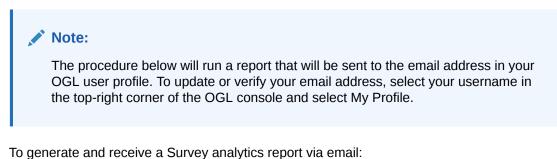


`/	Č Day Wee	ek Month Quarter	Year 📋	
С НОМЕ		5/5/2022 - 5/4/2023		
3 ◀ Surveys Engaged	11 Survey Runs	×	11 Completed	⊘

3. Select the **Filter** icon (∇) to filter the analytics data.



Generate a Survey Analytics Report



1. On the main navigation menu, select **Dashboards** in the **Analytics & Reports** section, then select **Surveys.**



Analytics & Reports	
🔛 Dashboards 🔷	
Optimization	
Activity	
Application	
Content	
Feedback	
Hotspots	
Search Terms	
Surveys	
Users	

The **Survey Analytics** dashboard is now displayed.

Oracle Guided Learning Premium	/		Week Month Quar	ter Year 🔳						com i
Use Cases	□ HOME			5/12/2022 - 5/11/	2023				1 filter(s).	applied Clear ×
Base Guides	3	1 11	•	11	ø	1m 3s		Ø	Filters	*
 Oracle Content 	- Surveys Engaged	Survey Runs		Completed		Avg Time			Environment *	
Analytics & Reports	SURVEY DATA ANALYSIS						COLUMNS		Production, Development	Ť
법 Dashboards ^	SURVEY DATA ANALYSIS						6 Selected	~	Platform	
	APPLICATION NAME	GUIDE NAME	# OF R	JNS COMP	LETED START	ED +	LAST RUN		Select Platform(s)	~
Optimization		▼	▼	▼	v	~	dd-mm-yyyy	▽	Guide Status	
A set of a	OGL Demo Erw	Sample Survey		7	7	9	11/29/2022, 4:12:07 PM		Select Guide Status(es)	~
Activity	OGL Demo Env OGL Demo Env	Benefits Survey Test Goals and Performance Survey		3	3	3	11/29/2022, 12:35:27 AM 11/29/2022, 12:30:58 AM		Service Type	
Application	COL Denio Env	obligation renormalize corresp					1727/2022, 12:00:00 400		Select Service Type(s)	
Content									Product	
Feedback									Select Product(s)	Ø
Hotspots									Module	
Search Terms									Select Module(s)	~
Search Terms									Display Group	
Surveys									Select Display Group(s)	~
Users									Language	
									Select Language(s)	~
Reports										
図 Learn	Row Count: 3							2		
									Apply	Clear

The **Filters** slider window is displayed on the right side of the Reports screen. Apply filters, as needed.

2. Select the Survey guide for which to generate the report.



	11		11		⊘	1m 3s	
irveys Engaged	Survey Runs		Completed			Avg Time:	Spent
RVEY DATA ANALYSIS							COLUMNS
							6 Selected
APPLICATION NAME	GUIDE NAME	# OF RUI		OMPLETED	STARTED		LAST RUN
		7		▽		V	dd-mm-yyyy 🗖
OGL Demo Env	Sample Survey		7	7		9	1.1.1
OGL Demo Env	Benefits Survey Test		3	3		3	11/29/2022, 12:35:27 AM

A dashboard of the selected Survey guide is displayed.

△ <u>HOME</u> / SURVEY		5/12/2022 - 5/11/2023			
	3≣ Sample Survey (jzv82ajw)			Generate Survey Report
7 <table-cell-columns></table-cell-columns>	1 🚨 Total Unique Views	11.1% User Engagerment	٢	1m 24s Avg Time Spent	Ø
WHICH FUSION APPLICATION DO YOU USE MOST OFTEN?					1
Options 🛧	,	lesponses			
CX			_		1
ERP					0
HCM			-		1
Other					0
SCM					0
RUNS					View - Days 🗸 🧎
8 6 2					
and the stand white and and the stand	and a second	te specific specific specific specific specific s	and a state	to stand where south stands	wants where stars

3. Select the Generate Survey Report button.

△ HOME / SURVEY				5/12/2022 - 5/	11/2023		
		∛≡ Sample Surv	/ey (jzv82ajw)		Generate Su	rvey Report
7 Total Views	*	1 Total Unique Views	2	11.1% User Engagement	٢	1m 24s Avg Time Spent	Ø

4. The following message will appear in the banner to alert you that your report is being processed and will be sent to you via email when ready.





5. Go to your email inbox and check for the new mail with subject "OGL Survey Report".

The email should look like this.

Oracle Guided Learning
The User Survey report for the Sample Survey (2022-05-12 to 2023-05-11) is ready to download and review.
A request to create a User Survey report for the Sample Survey (2022-05-12 to 2023-05-11) has been completed. Login now to download this report.
Download Survey Report Now

16600

6. Select the **Download Survey Report Now** link provided in the email. The browser now downloads the report.

Integrating Training Content

Creating Training Content

To create a Training Content:

1. On the OGL homepage, select Training.



`/	~			UAT .com :
Home				Options …
12 Guides in this use case	Guides in this use case	9 Guides in this use case	7 Guides in this use case	12 Guides in this use
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Create				
ac 🖌 🖾 Hotspot	4 Launcher 🧮 Message	පු Process 🎗 Smart Tip	≸≣ Survey 🔝 Task	List 🖳 Training
Recent				View My Content
Training ORAFT :	Training ORAFT :	Process	Survey • PUBLISHED :	Message Deci
Ø	ß	ß	Ø	

2. Enter the desired **Training** content name and the **Location URL**.

New Content	
Guide Type	
Training -	
Display Name in Widget]
Sample Training Content	
Location URL *	
https://	
Training Type	1
<not assigned=""></not>	
Renderer	
Modal -	
Cancel Create) e

3. Select the **Training Type** from the dropdown options.

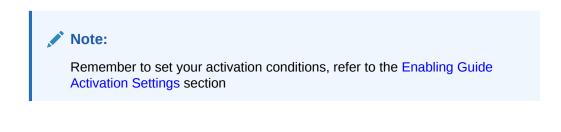
-

4. Choose the desired **Renderer** for the Training content.



F	Renderer	
	Modal	•
	Modal	
	Tab	
e	Window	5

5. Select Create button.



Working with Created Content on the Console

Content Management

The Guided Learning content management interface provides a detailed overview of the content in the app ID. Chose from over 40 columns to achieve the view that best supports your content analysis.

Accessing the Content Management Interface

1. On the Main Navigation Menu, select Content.

0	Oracle Guided Learning (Premium)
	Home
My C	ontent
	Content (19)
団	Archive (43)
ŵ	Settings 🗸 🗸

My Content screen is displayed.



2. Use the **Filters** option (**Filters** (0) **E**) to filter the contents you want to view/manage. By default, all contents are selected.

Note:

Exporting guide content using the Content Management interface may take longer depending upon the number of guides selected for the exporting and whether you choose to include screenshots. Prior to using the Content Management export feature, apply the desired filters (or language selection) in the OGL Console, then access the Content Management interface. The table will only display the filtered items.

Filters
к ^л л ^к
Guide Status ~
Active
Draft
□ Inactive
Published
Unpublished Revision
Platform
Desktop
Mobile
Service Type ~
Managed Service
Self-Service
Use Case ~

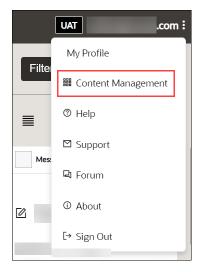
3. Select the User Menu in the top-right corner.



The drop-down menu is displayed.

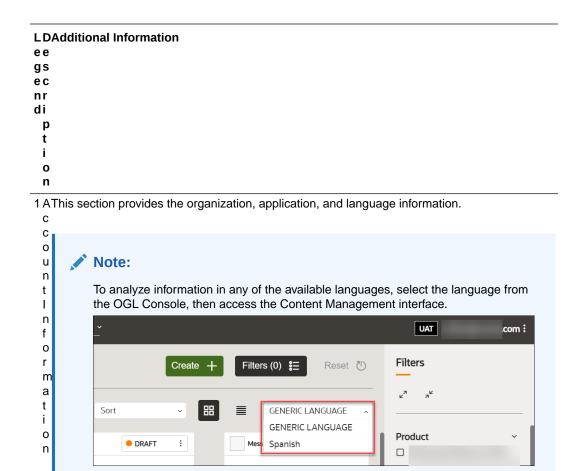
4. Select Content Management.





5. The below interface is presented.

C	Oracle Guided Learning (Premium) Content Manageme	ent		~				UAT COM :
C My	Organization: Application: Language: GENERIC LANGU Export Screenshots (take	s more time) 🔔					COLUMNS	
t t	NAME	ID (APINAME)	TYPE	STATUS	ACTIVE (STATUS)	PUBLISHED (STATUS)	HAS UNPUBLISHED REVISION	PRODUCT
¢	Sample Survey	lxrkx7t0	Survey	Active	true	true	false	0
Libr								0
E								
Ana	4	_						
i الأ	Guide Count: 19							5 Export



2 CThere are over 40 columns to support analysis of the content, this includes, step text, selector o ID, item status, etc

t e n t l n f o m a t i o n C o l u m

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3 C I his table	e lists all the contents that you filter. It also shows additional details like the API ID,
	rpe, status, etc.
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5 FExport all	ows you to export the Content Detail to a spreadsheet file for further analysis
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- 6. Check the Export Screenshots option if you want to include screenshots in the report.
- Select the Export button (^{Export}). The browser now downloads the report in Excel format (.xlsx).

\downarrow Downloads					
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\leftarrow \rightarrow \checkmark \checkmark \checkmark	> This P	'C > Di	ownloads	;	
✓ 📃 Desktop		Ì	- Today	(1)	
> 🐂 This PC			X		
> 📒 Desktop		Ш	061	Content	
> 📑 Documents				agement	
> 🛓 Downloads			Dutu		

8. Open the downloaded file. The Excel report looks like this.



1	A	B	С	D	E	F	G	н	1	
1	Name	ld (apiName)	Туре	Status	Active (status)	Published (status)	Has Unpublished Revision	Product	Module	Display
2	Test		Message	Active	TRUE	FALSE	FALSE			Interactiv
3	Test Msg 2		Message	Active	TRUE	FALSE	FALSE			Interactiv
4	Ability to Apply Cross Currency Receipts		Process	Active	TRUE	FALSE	FALSE	Enterprise Resource Planning	Financials Cloud Service	Interactiv
5										
6										
7										
8										
9										
10										
11										
12										
13	Test Msg		Message	Active	TRUE	FALSE	FALSE			Interactiv
14	Training Test		Training	Active	TRUE	FALSE	FALSE			Interactiv
15			Message	Active	TRUE	FALSE	FALSE			Interactiv
16			Message	Active	TRUE	FALSE	FALSE			Interactiv
17			Message	Active	TRUE	FALSE	FALSE			Interactiv
18			Message	Active	TRUE	FALSE	FALSE			Interactiv
19			Message	Active	TRUE	FALSE	FALSE			Interactiv
20			Message	Active	TRUE	TRUE	TRUE			Interactiv
21			Process	Active	TRUE	FALSE	FALSE	Human Capital Management	Benefits	Interactiv
22										
23							1			
24										
		0								
	OGL Console Report	÷					E 4			

Note:

Known Issue with this feature: When exporting data in the Content Management interface with the "Export Screenshots" option unchecked, the export file will include a column labelled "Screenshot" (last column) that contains URLs. These URLs, when accessed, will open a file containing a very long text string that is not valuable to the user. This will be fixed in a future release in which the URLs listed in the Screenshot column will be replaced with a True/False value indicating whether or not a screenshot is present.

	AR	AS	
1	Step Selector/XPath	Screenshot	
2			
3			
4		https://guidedlearning.oracle.com/api/edge/app/	/screenshot/ga5epuvq0v/
5	#groupNode_receivables	https://guidedlearning.oracle.com/api/edge/app/	/screenshot/3xix8s0v7u/
6	#itemNode_receivables_re	https://guidedlearning.oracle.com/api/edge/app/	/screenshot/jbwn509u8i/
7	[alt="Tasks"]	https://guidedlearning.oracle.com/api/edge/app/	/screenshot/klfqtnwfuch/
8	OFS {"viewId":"/Receipt0	https://guidedlearning.oracle.com/api/edge/app/	/screenshot/6jsaipd415i/
9	OFS {"viewId":"/Receipt0	https://guidedlearning.oracle.com/api/edge/app/	/screenshot/cutb9d91o9f/
10	OFS {"viewId":"/Receipt0	https://guidedlearning.oracle.com/api/edge/app/	/screenshot/bwlqfwmj4i/
11	OFS {"viewId":"/ReceiptE	https://guidedlearning.oracle.com/api/edge/app/	/screenshot/ytahrwatjb/
12		https://guidedlearning.oracle.com/api/edge/app/	/screenshot/om7js0nckl/
13			
14			



Guide Status Management

Guide statuses are displayed on top right corner of the guide in the tile view.



My Content Q Search		Create +	Filters (0) 🚼 Reset 🖑
		Sort ~ 🎛	GENERIC LANGUAGE ~
Process DRAFT :	Process PUBLISHED :	Message PUBLISHED : Unpublished Revision	Message INACTIVE :
🖄 Demo process	Sample process	Sample message	Sample message
apiName:	apiName:	apiName:	apiName:
6 ⊻ © ⊗ ⊠ :	₽ 2 © ∞ 2 :		6. ☑ ◎ ◎ ☑ :

A guide can be in one of the following statuses:

Table 4-1

Guide Statuses	Description
DRAFT	The guide is available only in DEVELOPMENT environments.
PUBLISHED	The guide is published and available in both DEVELOPMENT and PRODUCTION environments.
PUBLISHED with an Unpublished Revision	There is a published revision of the guide, which is available in the PRODUCTION instance, and there is also an UNPUBLISHED REVISION (usually an updated version) of the guide which is only available in the DEVELOPMENT environment.
INACTIVE	The guide is not active and cannot be accessed in the DEVELOPMENT or PRODUCTION environments.

Guide Cycle

Draft Status

When a guide is created but not yet published, it is assigned a **DRAFT** status. Guides with Draft status can only be accessed in Development instances.

	Process		e DR	AFT	:
21	Demo	proce	ess		
apiNa	ame:				•
ē	~	503	\otimes	₩ 1	:



Published Status

Publish the guide in DRAFT status to change their status to "**PUBLISHED**". Once published, these guides will be accessible in both the Production and Development instances.

To publish a guide in DRAFT status:

- 1. Select the **DRAFT** button.
- 2. Select Publish.

Updated : 06/1	19/2023 05:22 PM
Deactivate	Publish
2	
€ Version H	listory

The status is changed now to **PUBLISHED**.



To unpublish a guide in PUBLISHED status:

- 1. Select the PUBLISHED button.
- 2. Select Unpublish.



Published	: 06/19/	2023 06	5:10 PM	
Deactiv	ate	U	npublisl	
C Versio	on Histo	ry		

The status of the guide now changes to Draft.

Published Status with Unpublished Revision

After guides are published, they can still be revised. When revisions are made but have not yet been published, the guides will be labeled as "**Unpublished Revision**."

To revise a published guide:

1. Select the **Editor** icon on the **PUBLISHED** guide.



The guide editor launches.

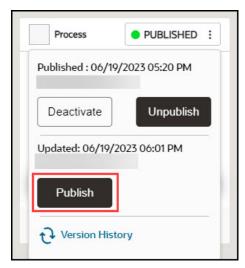
- 2. Make desired changes in the guide.
- 3. Select Save & Close. The guide is now labeled as "Unpublished Revision."





To publish an Unpublished Revision:

- **1.** Select the **PUBLISHED** button.
- 2. Select Publish.



Inactivated Status

Both the guide in DRAFT and PUBLISHED status can be inactivated.

To make a guide inactive:

- **1**. Select the DRAFT/PUBLISHED button.
- 2. Select Deactivate.



Updated : 06/20/2023 02:17 PM Deactivate Publish		Deactivate	rocess	DRAFT	:
Deactivate	- Im	- In	Updated : 06/20)/2023 02:17 PM	
	€ Version History	€ Version History	Deactivate	Publish	
	Version History	Version History	- In		

The guide is now inactivated.

Process		● INA	ACTIVE	:
🖄 Samp	le pro	cess		
apiName:				
6	075	~	63	:

To return an inactive guide to its previous status:

- **1.** Select the **INACTIVE** button.
- 2. Select Activate.



Process			• IN/	ACTIVE	:
Upda	ted : (06/20/2	2023 02	:17 PM	
A	ctivat	e	1		
apiNa	me: (zdt		_
				(
		675	~	167	
EÐ	\checkmark	503	\otimes	Ш.	

The status is now changed back to its previous state, either as a draft or as published.

Version History

This feature allows OGL developers to automatically save multiple versions of their active guides and provides the ability to preview any prior versions of guides. OGL console users with appropriate permissions can view the version history of guides and can select a previous version to be restored. OGL console users must have the **Developer** security role and **Edit Guides** permission.

To access the version history of a guide:

1. Select the DRAFT/PUBLISHED button, then select **Version History**.

Training	DRAFT	
Updated : 06/14/2	2023 10:21 PM	
Deactivate	Publish	
€ Version Histo	bry	
		:

The Version History opens in a modal displaying all prior versions of the guide, including the date and time of each revision, and the username of the OGL administrator who edited/saved each version.Guide versions are listed sequentially in descending order by date (newest to oldest).



Ver	sion History	,					
v3	😑 Draft	12/01/2022	2:39 PM	$(1,\alpha,\beta) = (1,\alpha,\beta) = (1,\alpha$	Display name change for f1zjmltg, parent revision: 212999751	Preview	Restore
v2	😑 Draft	11/30/2022	12:56 PM		conditions updated by to [["active"; true, "uri"; " [/hcml/l/hcm/up/journey/employee-landing"; "not"; false, "type"; "page", "sub Type"; "uri", "comment"; "autoseg", "tage"; ["autoload"], "exact"; ""]), parent revision: 212999744	Preview	Restore
/1	😑 Draft	11/30/2022	12:51 PM			Preview	Restore
					\uparrow \downarrow		
Pre	view						

2. To preview any prior version of the guide, select the corresponding **Preview link to the** right of the version.

Vers	ion History					
/3	😑 Draft	12/01/2022	2:39 PM	Display name change for f1zjmltg, parent revision: 212999751	Preview	Restore
v2	😑 Draft	11/30/2022	12:56 PM	conditions updated by to [["active"; true, "urf"; " [/hcm/U//hcm/vp/journey/employee-landing]", "not"; false, "type"; "page", "subType"; "urf", "comment"; "autoseg", "taget"; l"autoload"], "exact"; ""]), parent revision: 212999744	Preview	Restore
1	😑 Draft	11/30/2022	12:51 PM		Preview	Restore

The preview will expand in the modal to display a step video, screenshots, and steps contained within of the guide (if applicable) as well as well as the text contents of each step.

Versio	in History
Previe	₩ T L
1	Basic Setup Getting started with Guided Learning requires some basic setup steps. Let's walk through those.
2	My Content contains your active content library, archived content library, and all your Guided Learning settings. Select My Content to expand and view all options.
3	Select Settings to view all settings options.
4	Select Application to open the Application settings window.
5	The remainder of this guide covers functionality that is reserved for users with Owner level permissions enabled. Your OGL administrator can assist you with getting appropriate rights set up for your user account.
6	Enter a unique Application Name. Application names indicate how you want to identify each target application where OGL content will be applied. The name can be changed in the future, if desired.
Exit	

Note:

The preview displayed within the Version History is read-only and will not allow you to edit the guide contents. To edit the guide content, you will need to use the OGL Editor or Content Editor to make changes.

3. To restore the guide to a previous version, select the corresponding **Restore** button to the right of the version you wish to restore.

V3 Draft 12/01/2022 2:39 PM Display name change for flymitg, parent revision of the standard		Restore
"autoseg", "tags": ["autoload"], "exact"; ""]], pa	to [["active": true, "url": " "not": false, "type": "page", "subType": "url", "comment": Preview nt revision: 212999744	Restore
v1 Draft 11/30/2022 12:51 PM	Preview	Restore

A dialog message will appear prompting you to confirm the action or cancel. Select **Restore** to confirm and continue.

Are you sure you want to restor version?	re this
Restore will make this the current ver	sion
Cancel	Restore

A new version of the guide will appear at the top of the Version History modal with a comment indicating that a new revision has been created from a previous version.

4	😑 Draft	06/23/2023	12:55 PM	(1,1,1,1,1,1,1,1,1,1,1,1,1,1,1,1,1,1,1,	Revision is created from version no: 1	Preview	Restore
/3	😑 Draft	12/02/2022	10:29 AM			Preview	Restore
2	😑 Draft	12/02/2022	10:11 AM	$\ f(x_0, t) - f(x_0, t) - f(t) - f(t) - f(t) \ $	conditions updated by to [["active"; true, "url; "[/hcmU//hcm/vp/journey]", "not": false, "hype"; "bage", "subType"; "url", "comment"; "autoseg", "tags"; ["autoload"], "exact"; ""]], parent revision: 213009285	Preview	Restore
1	Durft	1					
	Oraft	12/01/2022	3:25 PM			Preview	Restore
۶rev		12/01/2022	3:25 PM			Preview	Restore
Prev		12/01/2022	3:25 PM		1.4	Preview	Restc

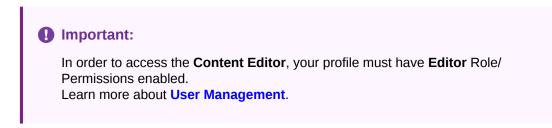
Content Editor

The **Content Editor** enables you to make simple text edits to guides without the need to access the OGL Editor. OGL administrators can provide you access to the Content Editor only (if required) for reviewing and making simple updates. Users who have the appropriate security role and permissions can make the following changes to a Guide from the Content Editor:

- **1.** Edit and format guide step text.
- 2. Translate guide step text in a connected guide.
- 3. Add links to a guide step.



4. Add/edit Guide and Step Comments.



To learn how to access the **Content Editor**, please refer to the "Working with the Editors" section.

Editing the Text Using the Content Editor

On the Content Editor panel, select the text in a specific step to make changes.

Content Editor					
Access Year-end tax documents Show Step Images	Last Update	d: 02/0	8/2023 10:50 PM	Guide Comments	۵
Select Me	Comments(0)	団	Delete	Steps Comments	Ľ
B I U := 注 A- ∞ 4 ℃ ℃				Comment about step	~
2 Select Show More	Comments(0)	団	Delete	· · · · · · · · · · · · · · · · · · ·	
3 Select Year End Documents	<u>Comments(0)</u>	而	Delete	Step 1 Comments (0) Step 2 Comments (0) Step 3 Comments (0)	
Your Year End Documents will be displayed here.	Comments(0)			Step 4 Comments (0)	
Note: The default view for this page is for the last three years of documents - use the drop-down menu below to select a different date range.		₫	Delete		
Cancel				Reset	Apply Save & Exit

The below controls are displayed when you select a step, allowing you to make changes to the text, add bullet points, change the font color, or embed a link and multimedia.

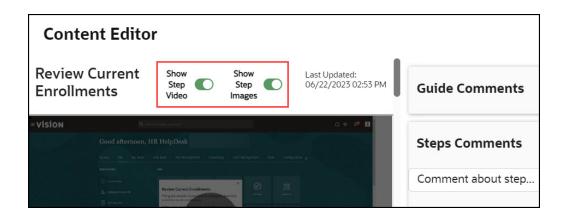


To learn how to use the formatting tools, please refer to the "Editing Guide Content" section.

Showing or Hiding Step Videos and Step Images

To display or hide the step images and videos, use the toggle button.





Deleting Steps Using the Content Editor

With the Content Editor, you can delete guide steps.

Important:	
Deleting guide steps using the Content Editor requires the Developer security role and Edit Guides permission. Learn more about User Management .	

To delete a step, select the **Delete** button located next to the respective step.

Content Editor	
Edit your personal details	Show Step Images C Last Updated: 06/13/2023 09:04 AM
Select Me.	Comments(0)

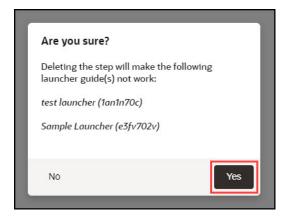
To delete the step, a confirmation dialog will appear, and you must select **Yes**.

Important:

Use caution when deleting guide steps using the Content Editor as this may cause some guides to break or malfunction. It it strongly recommended that you test your guide after deleting any steps.

Learn more about User Management.





The step is now deleted.

Important:

Once a guide step is deleted using the Content Editor, you cannot undo this action. Instead, you will need to restore the guide to a previous version using the **Version History** in the **Guide Status**.Learn more about **Version History**.

Guide and Step Comments

To support collaboration between multiple OGL developers or guide reviewers, OGL provides a comments feature that allows guide reviewers with editor access to add comments to a guide or an individual step within a guide. This feature allows OGL developers and reviewers to collaborate efficiently on edits and guide status throughout the review and approval process. This incorporates a simple "What you see is what you get" (WYSIWYG) editor.

Examples of potential comments that could be made about an overall guide include:

- "Guide passes testing"
- "I cannot find this guide in the widget"
- "This guide failed testing, see comment on Step 12"
- "We don't use Milestones, so this guide must have those steps removed."
- "This guide must be expanded upon because we have some custom workflows."

Examples of comments that might be made at the step level include:

- "Please change the selector for this step to Personal Information"
- "Guide does not advance after this step"
- "Please insert a smart tip on the date field"
- "Please insert a link to the travel policy in this tip"

Comments can be added, viewed, and edited through the content editor or included when editing in the full editor.



Adding Guide Comments

This feature allows you to enter issues or comments into the guides.

To add guide comments:

1. Select the expand icon to access the text field.



2. Enter the comments and select the **Send** button (

B	T	ш	•=	1=	Α-	e	
	I	U	*=	2=	<u>A</u> -	8	

The issue/comment is now added to the guide and is visible here.

Comments are displayed in date/time order, with the newest comment at the top of the list. OGL Editors can review all comments added to a guide from the comments panel and use the comments links to view comments related to a specific step. All comments are date, time, and user stamped.

@oracle.com	
06/23/2023 01:18 PM	
Please insert a smart tip on the date fie	ld
Resolve	

Comments can be edited or deleted from the comments panel.



@oracle.com	
06/23/2023 01:18 PM	
Please insert a smart tip on the date field	Edit
Resolve	Delete

Resolving an Issue

After fixing the issue, the concerned individual can mark it as resolved.

To mark an issue as resolved, select **Resolve**.

The issue is now marked as resolved.

•••

Revert a Resolved Issue

To undo the resolved issue, select **Unresolve**.





Adding Step Comments

This feature allows you to enter issues or comments into specific steps.

To add step comments:

E.

1. Select the expand icon to access the text field.

Content	Editor								
Review Cu	rrent Enrollme	nts Show!	Step Video	Show	Step Image	is 📢 Last	Updated: 11/29/2022 1	Guide Comments	٦
								Steps Comments	Б
		Review Cur this public pro-	rent Enrolments	×	0				
		Note Followin might says To		the for galde	16				

2. Select the step you want to add the comment/issue to.

Steps Comments	Ľ
Comment about step	ń
1	2
2	
3	
4	
5	
6	
7	
8	

3. Enter the comments and select the **Send** button (



В	I	<u>U</u>	:=	1= 2=	<u>A</u> -	æ		
he	step	nee	ds t	o be	e upd	ated du	ie to UI	
nan	ges							

The issue/comment is now added to the step and is visible here.

Comments are displayed in date/time order, with the newest comment at the top of the list. OGL Editors can review all comments added to a guide from the comments panel and use the comments links to view comments related to a specific step. All comments are date, time, and user stamped.

@orac	le.com	
06/22/2023 02	2:51 PM	
The step nee	eds to be updated due to UI o	hanges

Resolving an Issue

After fixing the issue, the concerned individual can mark it as resolved.

To mark an issue as resolved, select Resolve.

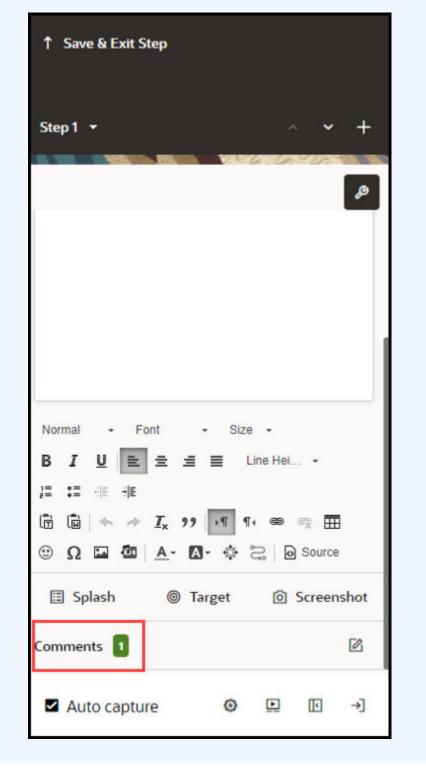
Revert a Resolved Issue

To undo the resolved issue, select **Unresolve**.



Note:

To view comments for a step, simply access the **OGL Editor**. If there are comments available, the **Comments** button will display the number of comments as highlighted in the below screenshot.



Saving Changes

Once you finish editing, select **Apply** or **Save & Exit**, andthe guide status will update to **Unpublished Revision**. Depending on your permissions, you can either publish the guide changes to production or request that the changes are published by an OGL administrator with the appropriate permissions.

Content Editor			
Create a New Performance Review	Show Step Video Show Step Images	Last Updated: 06/22/2023 03:18 PM	Write a comment
Source Svision Sourcestine any In	an Annar		Step 1 Comments (1)
			••• 06/22/2023 03:18 PM
▶ 0			Resolve
			D view all step comments
Cancel			Reset Apply Save & Exit



NOT_SUPPORTED:

- Comment Edit and Delete buttons are only available if the OGL developer or User has the correct permissions.
- All comments show the user name of the user who added them and the date that the comment was added. If the date is today's date, then it will show the number of hours since the comment was made.
- Comments can be edited and deleted by the creator of the comments.
- Users with the Manage Comments permission under the Owners group can edit or delete comments.
- Comments remain with the guide for the life of the guide.
- Comments are copied with the guide if it is cloned.
- When a tip or entire step is deleted, the comments are deleted also., even if the user does not have the Manage Comments permission.
- The character limit in all comments is 512 characters.
- Each comment creation field includes a character limit counter that dynamically counts down from the character maximum as the user types.
- When a user deletes a comment, they are prompted with the following message: "Are you sure that you want to delete this comment?".
- If the user has not seen the guide or step comments, an indicator lets them know that new comments are available.

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Guide and Step Comments

To support collaboration between multiple OGL developers and or guide reviewers, OGL now provides a comments feature that allows guide reviewers with editor access, to add comments to a guide or to an individual step within a guide. This feature will allow OGL developers and reviewers an efficient way to collaborate on edits and guide status throughout the review and approval process. This incorporates a simple wysiwyg editor.

Examples of potential comments that could be made about an overall guide include:

- "Guide passes testing"
- "I cannot find this guide in the widget"
- "This guide failed testing, see comment on Step 12"
- "We don't use Milestones, so this guide will need to have those steps removed"
- "This guide will need to be expanded upon because we have some custom workflows"



Examples of comments that might be made at the step level include:

- "Please change selector for this step to Personal Information"
- "Guide does not advance after this step"
- "Please insert a smart tip on the date field"
- "Please insert a link to the travel policy in this tip"

Comments can be added, viewed, and edited through the content editor or included when editing in the full editor.

Content Editor

The OGL Editor can now open the Content Editor for a specific guide to review and add comments. When OGL Opens the guide a comment panel will open on the right side of the screen. By default, comments are hidden. To view previously entered comments, click the **File Folder** icon to the right of the Guide Comment or Step Comment fields.

Content Editor												
Welcome Experience				Sho	w Step Image	rs 💽	Last Updat	ed: 03/20/2024 04:22 PM	Guide Comments			۵
1 Select Me						Com	n <u>ments(0)</u>	団 Delete	Steps Comments			Ø
= vision	Q. asses Sect. Me Des											
								Sell.				
- Mintel								1.5.1				
	मित्रे २४ व्याप्यकार्वाल क्रि Second Two Case ि Norona Intel	7+4	Pages House	(i) Nex Cal				2				
Cancel										Reset	Apply	Save & Exit

The OGL Editor has the option to view, edit, delete and add comments at the guide level or

add comments for individual steps. Clicking the **Comments** button at the top right corner of a step in the the "Step Guide" opens the comments panel for that particular step.

To add a new comment the Editor enters the text in the "Write a comment" field and clicks the

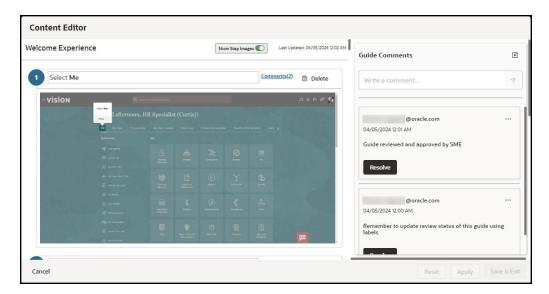
Green Paper Airplane at the end of the comment field to add the comment to the Guide or Step.



Guide Comments	
Write a comment	A
james.bingham-wallis	
Less Then 1 Hour Ago	
Please note this guide has not been tested	
Steps Comments	
Write a comment	A
Step 3 Comments (1)	
james.bingham-wallis	
21 October, 2020	
All emps should have all Absence types	-
All emps should have all Absence types	

Comments are displayed in date/time order, with the newest comment at the top of the list.

OGL Editors can review all comments added to a guide from the comments panel and use the comments links to view comments related to a specific step. All comments are date, time, and user stamped.



Comments can be edited or deleted from the comments panel.



Guide Comments	Ľ
Write a comment	4
khanh.d.nguyen@oracle.com 04/05/2024 12:01 AM	
Guide reviewed and approved by SME	Edit
Resolve	Delete

Once the update has been made to the comment, the OGL Editor clicks the **Save** button to save the change or **Cancel** to discard any changes.

@oracle.com	
04/05/2024 12:01 AM	
Guide reviewed and approved by SME	
Cancel	Save

To indicate that the issue noted in the guide/step comment has been resolved or that you have taken necessary action, you can select Resolve on the comment as an indication to other administrators.

	Steps Comments	Ľ
	Write a comment	Ą
St	ep 1 Comments (1)	
	@oracle.com	
	04/04/2024 11:52 PM	
	Font for tip text was reformatted from Arial to Calibri	
	Resolve	



Guide Comments	Ľ
Write a comment	Ą
@oracle.com 04/04/2024 11:53 PM Adjusted guide activation conditions per SME input	
Resolved by: @oracle.com Unresol 04/04/2024 11:55 PM	lve

Full Editor

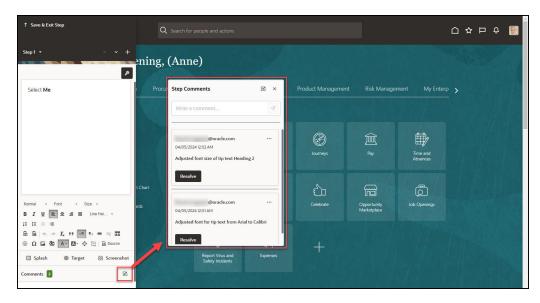
When an OGL Developer is working with a guide in the Full Editor, step comments are viewed, added, edited or deleted using the new comments button located directly below the text editor for a particular step. (To the right of the camera Icon) Click the comment button to open the comments panel for the selected step.



↑ Save & Exit Step
ø
Select Me
Normal - Font - Size -
B I U 🖹 Ξ Ξ Ξ Line Hei →
2≡ •≡ = == ===
🛱 🖬 < 🔶 Ix 99 🕅 ¶4 📾 🕾 🎛
🙂 Ω 🖾 🤷 🗛 🖓 🙆 Source
🗉 Splash 🔘 Target 💿 Screenshot
Comments 2
🖬 Auto capture 🛛 🕼 🗠

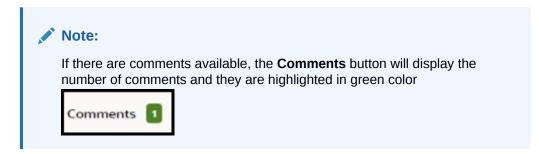
The **comments** button toggles the comments panel on/off.





To add a new comment, enter your text in the "Write a comment" field and select the **Paper Airplane** button to add the comment to the step.

Step Comments	Ľ	×
Write a comment		1
.com 04/05/2024 12:02 AM Adjusted font size of tip text Heading 2 Resolve		
.com 04/05/2024 12:01 AM Adjusted font for tip text from Arial to Ca	Ilibri	
Resolve		





Key Points

- Comment Edit and Delete buttons are only available if the OGL developer or User has the correct permissions
- All comments show the user name of the user who added them and the date that the comment was added. If the date is today's date, then it will show the number of hours since the comment was made
- · Comments can be edited and deleted by the creator of the comments
- Users with the Manage Comments permission under the Owners group can edit or delete comments
- Comments remain with the guide for the life of the guide
- Comments are copied with the guide if it is cloned
- When a tip or entire step is deleted, the comments are deleted also., even if the user does not have the Manage Comments permission
- The character limit in all comments is 512 characters
- Each comment creation field includes a character limit counter that dynamically counts down from the character maximum as the user types
- When a user deletes a comment, they are prompted with the following message: "Are you sure that you want to delete this comment?"
- If the user has not seen the guide or step comments, an indicator lets them know that new comments are available

Guide Setting Management

To access the Guide settings, select the **Settings** I for the target guide.



Settings include:



Option	Description	
API Name	A unique identifier for the	Guide Settings
Description	guide.	Welcome! Start Here! API Name : g1iiOuth This name is used to refer to the guide when you are using the API.
Description	Brief description of the guide. Note: The description is searchable, and you can add keywords to help your	Description 1000
Labels	and assign labels for use in organizing and filtering	
	guidesaccordingly to their labels. Labels can also be created and managed as a bulk action for multiple guides.	Module General Use, https://i The Use, Univer this guide should be opened. (e.g. where to open the preview of this guide) Editine USE,
Туре	Indicates the type of guide: Beacon, Hotspot, Launcher, Link, Message, Process, Smart Tip, Survey, Task List, Training, or Video.	Redirect Pisplay Group Start Here
Product	Lists the available Fusion Products set up for the OGL AppID. Select the product that the guide applies to.	Allow Feedback Mobile Guide Stuckey Guide Unchesk if this guide should not continue when user nevigates from page. Remind Me Later Managed Guide
Module	Lists the available Fusion Modules set up for the OGL AppID. Select the module that the guide applies to.	Show Video preview in the help panel Sub Aids Endeer of statis all Job Aids Show Job Aids for this guide in the help panel Show Images in Job Aids when displayed and printed
URL	The URL where the guide starts. This is also where the preview will display.	Last Modified 7/6/2023, 8:24:41 AM by Cancel Reset Save
Editing URL	The page to open when editing the guide. This can be different from the URL.	
Redirect	Specifies where to begin the guide. Typically, Never Redirect, the default option, is the best choice here.	
Allow Feedback	Specifies whether the guide will prompt the end-user to provide feedback on the guide per the Feedback settings.	
Mobile Guide	Specifies whether the guide is intended to appear on mobile devices.	
Sticky Guide	A Sticky guide remains active when the user leaves the page on which the guide is running. Upon returning to the page with the last step, the guide will start up again from the last position.	

Table 4-2 Guide Settings



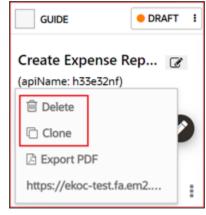
Option	Description	
Remind Me Later	This setting allows content developers to enable a button on the guide that allows end- users in the host application to temporarily hide auto- launched guides and to specify a time delay for the guide to re-launch at a later time that may be more convenient for user to take action (e.g., In 20 minutes, in 1 hour, in 3 hours, Tomorrow, or Next Week).	
	Note: This feature can only be used on the following guide types: process, message, beacon, smart tip, and survey, and will only display on the first step of the guide.	
Managed Guide	If your organization purchased Managed Service packs along with OGL, you will work with Oracle to identify Managed Service guides. Manage Service guides are maintained by Oracle and individuals without the appropriate permissions have limited access. This setting identifies which of your guides fall into that category.	
Show Video preview in help panel	Allows you to enable a video preview option for end users to play a video recording of the guide through the help panel. (Available for Process guides only.)	
Job Aids	Allows you to determine whether Job Aids (or "Step Guides") will be available to end-users through the help panel for this guide and whether images will be displayed in the Job Aids. (Available for Process guides only.)	
Last Modified	Indicates the date, time, and username of the OGL console user to last modified the guide.	Last Modified 7/6/2023, 8:24:41 AM b

Table 4-2	(Cont.) Guide Settings
-----------	------------------------





- 1. Select More for the target guide
- 2. Select **Clone** to create a duplicate of the OGL item or select **Delete** to archive the item

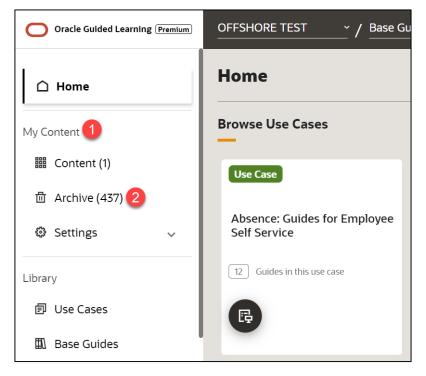


Retrieving Deleted Content from the Archives

To access and recover deleted content items from the archives:

1. Select My Content from Home page, and then select Archive.





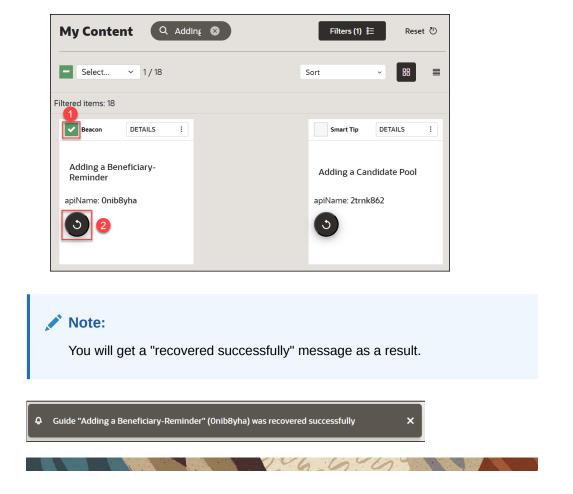
2. Locate the target guide.

Note: Use Search (1) and Sort (2), the guides are filtered and listed accordingly.

My Content Q Adding S 1	Filters (1) 🏥 Reset 신
	Sort v 🖁 2≣
Filtered items: 18	
Beacon DETAILS :	Smart Tip DETAILS :
Adding a Beneficiary- Reminder	Adding a Candidate Pool
apiName: Onib8yha	apiName: 2trnk862
\odot	3
	-

3. Select the checkbox of the target guide and click on **Recover** icon.





PDF Export

You can Print or Email the document with the help of Job Aid. It contains the text of each step along with a screenshot of the application where the step takes place.

1. To generate a Job Aid, select **More** for the target guide.

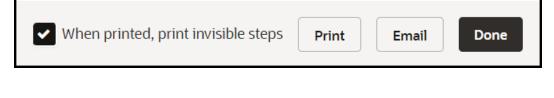




2. Select Job Aid.

F	_	1	60	141	-
	🗇 De	lete			
[1	Clo	one			
	🕒 Jol	b Aid			
١,	https:	//fa-eut	h-dev6	9-saast	fad
2		//fa-eut nguages			fad
; 	₩ Lai		Prem	lum	fad

3. Select the option to **Print** or **Email** and click **Done**.



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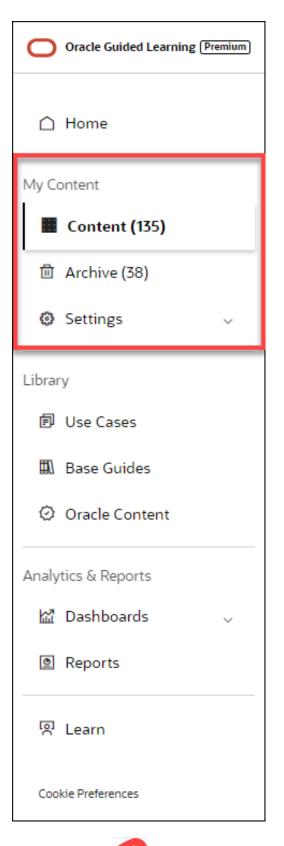


5 OGL Console Left Panel

My Content

The **My Content** section in the left panel of the OGL Console provides an overview of all content items in the account (i.e. process guides, messages, beacons, etc.).

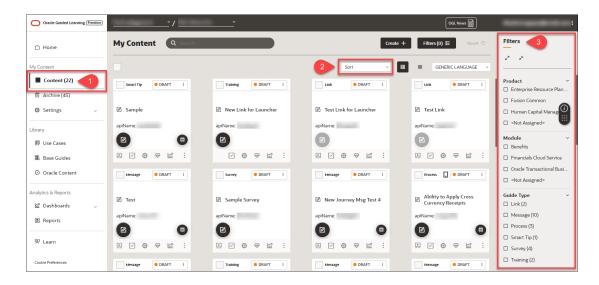




Select **Content** () to display all of the current content items that you have created or copied from a library, such as Use Cases. These content items will appear in the main content page to the right and will include all content items that are in Draft,



Published, or Inactive status. These content items can be sorted and/or filtered to allow for more efficient browsing.

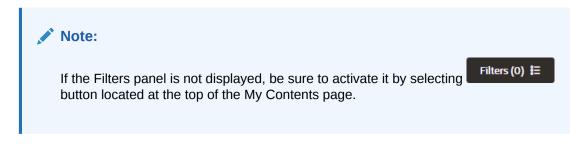


Sorting and Filtering Content Items

To sort your content items, select the **Sort** (**Content**) dropdown menu and choose a sorting option.

Sort ^
Alphabetical (A-Z)
Alphabetical (Z-A)
New to Old
Old to New
Last Updated

To filter your content items, use the **Filters** (**Solution**) panel on the right side of the page and select from any of the available filtering categories and options to narrow the list of content items displayed.





Filters	
к ^л л ^к	
Product	~
Enterprise Resou	irce Plan
Fusion Common	
Human Capital N	Aanag (<i>i</i>)
Not Assigned>	-
Module	~
Benefits	
Financials Cloud	Service
Oracle Transactio	onal Busi
Not Assigned>	
Guide Type	~
Link (2)	
Message (10)	
Process (3)	
🛛 Smart Tip (1)	
🗆 Survey (4)	
Training (2)	

Below are all of the available categories with which you can can filter content items:



Filters я^к Product > Module > Guide Type > Guide Status > **Guide Activation** > Platform > Service Type > Use Case > > Training Display Group > Comment Resolution > Feedback Status >

Archived Content

Content items that you delete are not permanently deleted and are simply moved to Archive.

Select **Archive** () to display all items that have been deleted in the account. These content items can also be sorted and filtered for more efficient browsing, as shown above.

To recover any archived items and move them back to your Content, select the **Recover**



) button on the content item you wish to restore.



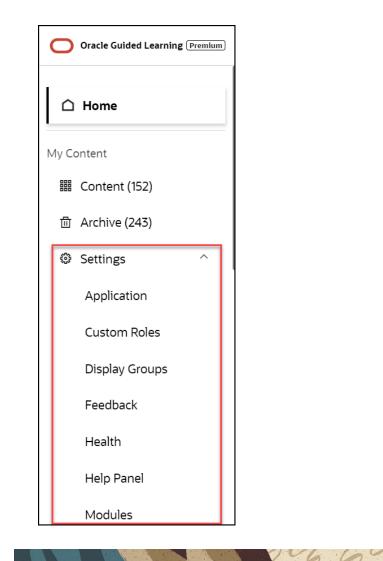
] Home	My Content Q Search.			Filters (0) 🗮 Reset 🖑	Filters
Content				Sort - 88 =	к ^л л ^к
Content (151)	Video DETAILS :	Link DETAILS :	Link DETAILS I	Link DETAILS :	Product
Archive (245) Settings	Welcome	Set up cross-domain	Set up cross-domain guides	Editing Translated Guides	Human Capital Manager OGL on OGL
arv	apiName:	apiName:	apiName: "	apiName:	<not assigned=""></not>
I Use Cases	S 2	3	3	3	Module
Base Guides					Dashboard Smart Tips
alytics & Reports	Link DETAILS :	Training DETAILS :	Link DETAILS :	Link DETAILS :	Digital Learning
a Dashboards					Home Page Create Butte Impact Analysis
Reports	How to use the Message Editor	How to use the Content Editor	Dev Tools Console tab in Chrome returning little or no info	Skip Step not Working	Impact Analysis Release Notes
g Reports	apiName:	apiName:	apiName:	apiName	Support
친 Learn	3	3	0	6	Tutorials
					Not Assigned>
ookie Preferences	Link DETAILS I	Link DETAILS :	Link DETAILS :	Link DETAILS :	Guide Type Beacon (7)
	DIN DEIALS 1	LINK DETAILS 1	DIN DEDAILS 1	CIIX DETAILS 1	Hotepot (1)

Settings

Accessing the Interface

1. On the left navigation panel, select **Settings**.



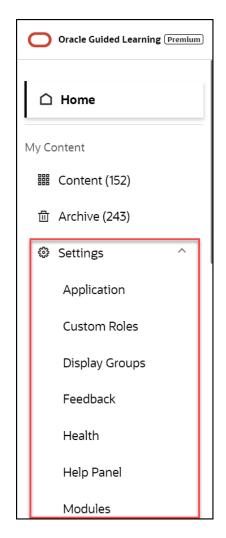


Application

Accessing the Interface

1. On the left navigation panel, select **Settings**.





Understanding the Interface

The Application tab:



Configuration			
Application Name *			7/
Application Type			
Type of application where OGL is running • Fusion	0.0	Other	
Available Products for Content Display in Select Products	the OGL Libraries		
All Items			
Default Editing URL URL of the environment used to create content			
http://example.com			
User Roles			
Include users' role in Analytics and reports			
Player Authentication			
Set to enable Player Authentication			0
Details			
Note O Options set in this section are not persisted anywhe	re, please fill them for us to in	prove the product	
Application ID Account application identification (AppID)			
Account application identification (Applib)			
Deployment			
The way OGL is implemented in the application Javascript Fu	usion Embed	Extension	
Default Language The language of the default Generic Language			
Select Items			

Legend	Description	Additional Information
1	Application tab	n/a
2	Application Name	This is the application name, displayed next to the account name
		Vision Corp Y 21C_Live
3	Application type	Fusion = This appID is linked to a Fusion application Other = Any application that is not Fusion (i.e. Salesforce)

ORACLE

Legend	Description	Additional Information
4	Available Products for Content Display in the OGL Libraries	The products selected in this list will determine which content items will display in the content libraries, including Uses Cases, Base Guides, and Business Process Training libraries.
5	Default Editing URL	This is the default editing URL fo new item creation. Note, setting the URL in this field does not replace/update the editing URL for existing items.
6	User Roles	Indicates if the user roles are being collected by OGL for reporting in analytics. To have identifiable usernames enabled for your organization (subject to legal requirements being met), please create a service request on My Oracle Support.
7	Player Authentication	This setting allows administrators to restrict OGL content to only display for end-users who are properly authenticated in the host application. If enabled, end- users must be authenticated in the host application in order to see OGL content.
8	Application ID	This is the unique application ID for the account.
9	Deployment	Indicates OGL deployment methods. Please select only the applicable options for the appID
10	Default Language	Indicates the set default language for the appID. (i.e. if the default content language is French, and French has been selected in the field, this indicates to OGL that French = Generic Language (fr =)) Note: This is not the language of the OGL Console, but that that of the content items in the application
11	Save button	Allows you to save the changes made to the configuration.
		Note: The Save action applies to the Application, Editor, and Playback tabs. The Save button on the Domains tab only applies to that and not the previously mentioned tabs

The Domains tab - General



Application Domains 1 or Capture & Playback Embed Co	de OGL Values
Cloud Configuration 2	
Configuring OGL in Fusion	
Oracle Fusion applications can be configured to automatically integrate with OGL. To Guided Learning Application ID (OGL Appld) and the OGL Server, both provided belo Integration page. This will make your OGL content visible in your Fusion application	ow, into the corresponding fields in the Fusion OGL
OGL Appid	OGL Server 4 5 Copy
Add a Domain 6 Domains represent a location, usually an application, where Guided Learning conter Domains are defined by a URL (e.g. https://guidedlearning.oracle.com). To add a domain, select the + New Domain button, enter the URL of the application like to associate with that application. Enter any other required information and save	and the name you would + New Domain

Legend	Description	Additional Information
1	Domains tab	The Domains tab contains OGL configuration settings for Fusion.
2	Configuring OGL in Fusion	Description: Oracle Fusion applications can be configured to automatically integrate with OGL. To set up this integration, you will need to copy the Oracle Guided Learning Application ID (OGL Appld) and the OGL Server URL, both provided below, into the corresponding fields in the Fusion OGL Integration page. This will make your OGL content visible in your Fusion application.
3	OGL App ID	Identifies the application ID for use in OGL configuration, enter the ID into the Application ID field in Fusion
4	OGL Server URL	Identifies the server URL for the application ID, enter the URL into the relevant field in Fusion
5	Copy button	Allows you to easily copy the application ID or the server URL to the clipboard.
6	Add a Domain	Domains represent a location, usually an application, where Guided Learning content will be used. Domains are defined by a URL (e.g. https:// guidedlearning.oracle.com). To add a domain, select the + New Domain button, enter the URL of the application and the name you would like to associate with that application. Enter any other required information and save.



Legend	Description	Additional Information
7	New Domain button	Allows you to define a new domain where OGL will be enabled
8	Hosts section	If there are domains defined, they will all be listed in the hosts' section in the Domains tab

The Domains tab - Add/Edit a Domain

Application Domains Editor Capture & Playback Embed Code OGL Values		
Cloud Configuration		
Name* 1		5/100
dev69		
ur. 0 2		57/1000
https://fa-euth-dev69-saasfademo1.ds-fa.oraclepdemos.com/		
Environment 3 O Production (Show Only Published Guides)		
Settings 4 Enable OGL		
If selected, OGL will load.		
C Enabled		
Enable Report 5 Disable this only for implementations in which there is extreme sensitivity to internet traffic and no need for reporting data.		
Show Launch Widget 6 For implementations with popups or iframes from different domains, this allows the Launch Widget to be hidden (or shown) fo Launch Widgets are not showing simultaneously.	or a given domain	so that multiple
Enable User Name Capture 7	report on User Na	imes.
Set Accessibility Keyboard Shortcuts B To override the default Keyboard Shortcuts (See Accessibility section of the User Guide), select a shortcut from the dropdown activate it. To disable a shortcut, select it and save with a blank keystroke field.	and enter the desi	red keystroke to
✓ Enabled		
Select Items v Type a shortcut + Add		
	10	11
Remove 9	 Enabled 	Save Domain
Cancel		



Legend	Description	Additional Information
1	Name	Defines the name of the domain (.i.e. Development / Testing / User Acceptence Testing / Production)
2	URL	Identifies the domain URL (i.e. www.myapp-uat.com)
3	Environment	Determines if OGL will show in Development mode (shows all guides) or Production mode (shows published guides only)
4	Settings - Enable OGL	Determines if OGL will be enabled/disabled for the domain.
5	Settings - Enable Report	Determines if analytics reporting is enabled/disabled for the domain. Disable this only for implementations in which there is extreme sensitivity to internet traffic and no need for reporting data.
6	Settings - Show Launch Widget	Determines if the OGL help Widget will be shown on the domain or hidden. For implementations with popups or iframes from different domains, this allows the Launch Widget to be hidden (or shown) for a given domain so that multiple Launch Widgets are not showing simultaneously.

Table 5-1	Domains	General	Tab
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Legend	Description	Additional Information
7	Enable User Name Capture	Determines whether OGL will capture user names from the host application to be displayed in analytics and reports.
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Table 5-1	(Cont.)	Domains	General	Tab
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Legend	Description	Additional Information	
		er pri vac y bef ore en abli ng this set tin g.	
8	Set Accessibility Shortcuts	To override the default Keyboard Shortcuts (See Accessibility section of the User Guide), select a shortcut from the dropdown and enter the desired keystroke to activate it. To disable a shortcut, select it and save it with a blank keystroke field.	
9	Remove	Removes the domain and associated settings	
10	Enabled	Determines if the domain is enabled/disabled	

Table 5-1	(Cont.)	Domains	General	Tab
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Legend	Description	Additional Information
11	Save Domain	Saves the domain configuration
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Table 5-1 (Cont.) Domains General Tab



Table 5-1 (Cont.) Domains General Tab

Note:

The screen below indicates that there is a lack of sufficient privileges to Edit Cloud Configuration, request your OGL Admin for access or to make the necessary updates

The Editor tab:



Application Don Editor Capture & Playback Embed Code OGL Values	
Enable Redwood Editor	
Set to enable Redwood Editor	~
Enable Autogenerated Guide Conditions	
When disabled, conditions will be generated in an INACTIVE status. Only applicable to newly created content, does not apply to imported content.	~
Please note, turning off will also disable guides from automatically appearing in the help widget.	
Tip Options	
Default Next * 💙	
Set the text for the Next button	
Next	
Default Done * 3	
Set the text for the Last Next button	
Done	
Hide Next Button 4	
Set to hide Next button	
Hide Close Button 5	
Set to hide Close button	
Hide Back Button 6	
Set to hide Back button	~
Hide Steps Count 🗸	
Set to hide Steps counter	
Tip Width * 8	
Set the tip width (in px)	
280	
Hide Highlight 9	
Set to hide highlight	
Highlight 10	
Border and Overlay	~
	· · · ·
Cancel	Save

Legend	Description	Additional Information
1	Editor tab	The Editor tab contains settings that can be set for the editor at the application level. You can override these settings at item level through the OGL Full Editor. Note: Set these preferences per your governance and style guide.



Legend	Description	Additional Information	
2	Next Button Text	Sets the custom text to display for Next button (i.e. Proceed / OK)	
		I am a Guided Learning tooltip	×
		Step / Back	Next
3	Last Next Button Text	Sets the custom text to display on the button on the last step of the guide (i.e. Close / Finish!)	
		I am a Guided Learning tooltip	×
		Step / Back	Done
4	Hide Next Button	Sets the Next button to hidden by default.	
		I am a Guided Learning tooltip	×
		Step /	Back
5	Hide Close Button	Sets the Close X button to hidden by default.	
		I am a Guided Learning tooltip	
		Step /	Back



Legend	Description	Additional Information
6	Hide back Button	Sets the Back button to hidden by default.
		I am a Guided Learning tooltip
		Step /
7	Hide Steps Count	Sets the Step Count label to hidden by default.
		I am a Guided Learning tooltip
8	Tip Width	Sets the default Tip Width in pixels (i.e. 280.
		I am a Guided Learning tooltip
		$\leftarrow \rightarrow$
9	Hide Highlight	Sets the default Highlight setting for all item tooltips to Hidden.
		Benefits Administration
		I am a Guided Learning tooltip



Legend	Description	Additional Information
10	Highlight	Sets the Highlight for tooltips, available options are: Border and Overlay Border Overlay

The Playback tab:

Application Domains Ed Capture & Playback Embed Code OGL Values
Global Image Capturing Capture images used for Job Aids, simulations and videos
Job Aids Enable or disable all Job Aids
Show Job Aids icon in the help panel
Enabled in Development
Enabled in Production
Show Images in Job Aids when displayed and printed
Enabled in Development
Enabled in Production
Show Video preview in the help panel
Enabled in Development
Enabled in Production
Cancel



Legend	Description	Additional Information
1	Playback tab	The Playback tab contains the OGL Help Widget settings for both development and production.
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Legend	Description	Additional Information
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Legend	Description	Additional Information

Legend	Description	Additional Information
Legend	Description	Additional Information 9 1
2	Global Image Capturing	II Enable or disable the Global Image Capturing which helps in capturing the images used
3	Job Aids (Development/ Production)	for Job Aids, Simulations and Videos. Enable or disable the job aids (step guide) icon in the help
4	Show Images (Productio	widget. n) Display images in step guides (if step guide is enabled) and in PDF files or in guide export.

Legend	Description	Additional Information
5	Step Guide (Development/ Production)	Display video presentations (video preview of a guide) in job aids (if job aids is enabled) and in guide export.

The Embed Code tab:

2 pplication Domains Editor Capture & Plays 1 Embed Code OGL Values
To embed OGL in an online application, the following javascript API should be pasted into the page template immediately before the closing tag.
tag.
Click <u>here</u> for further detail.
<pre><script type="text/javascript"></td></tr><tr><td>(Stript type- text/javastript /</td></tr><tr><td></td></tr><tr><td></td></tr><tr><td></td></tr><tr><td></td></tr><tr><td>3</td></tr><tr><td></td></tr><tr><td></td></tr><tr><td></td></tr><tr><td></td></tr><tr><td></td></tr><tr><td></td></tr><tr><td></td></tr><tr><td></td></tr><tr><td></td></tr><tr><td>l</td></tr><tr><td>4 Copy Code</td></tr><tr><td>Cancel</td></tr></tbody></table></script></pre>

Legend	Description	Additional Information
1	Embed Code tab	n/a
2	JavaScript API Documentation Reference	https://docs.oracle.com/en/ education/oracle-university/ guided-learning/ogl-faq/ administration.html#GUID-905 9C5AB-B0D4-4A0B- B049-28B6274AD54C
3	Guided Learning JavaScript Embed Code	n/a
4	Copy Code	n/a



Custom Roles

To work with Simple Conditions, OGL now utilizes the **Custom Roles** setting in the OGL console. The OGL roles **must** be set up as per the roles set in your OGL Fusion embed or Javascript.

Custom Roles		
Q Search Roles	ж	
		New Role
OGL Role	Application Role	
OGL Role Name	Application Role Value	
Cannot be empty	Cannot be empty	
		_
Cancel		Save Roles

Click here to download a list of Role mappings.

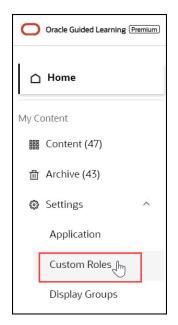
In the **OGL Role Name** field, enter the Role Name.

In the Application Role Value field, enter the Role Value.

Accessing the Interface

- **1.** Go to the OGL console.
- 2. On the Main Navigation Menu, select Settings > Custom Roles.





The $\ensuremath{\textbf{Custom}}\xspace$ interface is now displayed.

Understanding the Interface

Custom Roles	
Q Search Roles	2 X New Role
OGL Role	Application Role
Accounts Payable Manager	_MANAGER_JOB
Accounts Payable Specialist	_SPECIALIST_JOB
Shell Role for Analysts	_MANAGER_JOB ···
OGL Role Name 4	Application Role Value 5
Cannot be empty	Cannot be empty
7 Cancel	8 Save Roles

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1 SProvid	les dynamic search functionality.	
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3 NAdds	a new empty line to the list.	
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	Role Name field	d, enter the Role Nam	۱e	
				n the item activation condition.)
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а	С	haracters are not allo	owed.	
	/hen Role is			
e f e l d	/hen Role is	ole 🗸 is	•	Select a Role
e f e l d		ile 🗸 is	*	Select a Role
e i d Displa		ole 🗸 is Help Panel	•	
e I Displa	ay When Ro	Help Panel	>	Employee
e i d Displa	ay When Ro		>	 Employee Executive Manager Human Resources
e I Displa	ay When Ro	Help Panel		 Employee Executive Manager Human Resources Specialist

LNComments		
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	Role Value field, enter the Role Value	
	GL Standard Roles table.)	vaScript, OGL Custom JavaScript for Fusio
i I		
c a	Note:	
a t	Note.	
i		npty; duplicate values and special
0	characters are not allowed(i	.e., whitespace).
n I		
R o Lets say your JavaS	Script (including Custom) contains li	nes similar to the ones below:
	Script (including Custom) contains li	
	userInRole['ORA_PER_EMPLOYE	
a user_role+=' emp ';		
••	VEE ABSTRACT is the role code	in Fusion, emp is the OGL reference for th
	mes the value you enter in the value	
	-	nave used the spreadsheet provided in the
f link above, then whe	en defining roles, please enter the v	alues in column B for your corresponding I
^I of roles set up in Fu		, , , , , , , , , , , , , , , , , , , ,
e .		
d		
		•
Role Name		Activation Condition
Accounts Payab	ole Manager	acct pay mgr

The following special characters are not allowed: [,], *, |, ", :, <, >, {, }, `, \, (,), ', ;, & and \$

acct_pay_spec

Accounts Payable Specialist

LNComments e a g m e e

n d

6 EGives further Custom Roles management options.

i p s	Add an Application Role
ı s I	Delete Application Role
C O D	Delete OGL Role

 Select Add an Application Role to add multiple Application Role Values for the same OGL Role.

Custom Roles		
Q Search Roles	×	
		New Role
OGL Role	Application Role	
Accounts Payable Manager	_MANAGER_JOB	•••
	Application Role Value Cannot be empty	

- Select Delete Application Role to delete an Application Role Value.
- Select Delete OGL Role to delete an OGL Role along with all its Application Role Values.

7 CDiscards any changes that were made and closes the interface. A confirmation dialog is displayed if a there are unsaved changes.

n c e I	There are unsaved changes. Save changes and exit?			0
L	Cancel	Don't save	Save & Exit	10

- Select Cancel to close this confirmation dialog. OR
- Select **Don't save** to discard the changes and close the **Custom Roles** interface. OR
- Select Save & Exit to save the changes and exit the Custom Roles interface.



L NComments e a g m e e n d	
8 SSaves the change a entered in the fiel v e	es made to the field. The button only becomes active when an acceptable value is ld.
R	
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Display Groups

Categorize and order the content in the Help Widget quickly and easily with the Display Group Manager.

Accessing the Interface

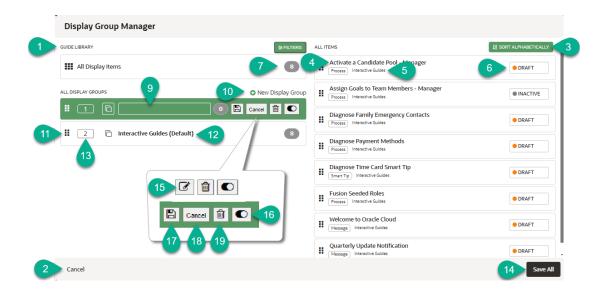
- 1. On the OGL Console homepage, go to the left navigation panel. You can see the **Settings** section in the navigation panel.
- 2. Select the Display Groups from the dropdown menu.



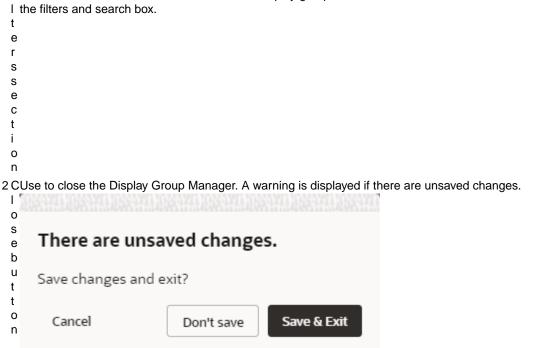
Oracle Guided Learning Premium
🗅 Home
My Content
翻 Content (33)
団 Archive (25)
Settings ^
Application
Custom Roles
Display Groups
Feedback
Health
Help Panel
Modules
Pages

Understanding the Interface





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5 DDisplays	the item's current display group association
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L DAdditional information
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6 I Displays the item's status (i.e. Published)
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U
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7 I Displays the total number of display items and the number of items per display group.
t
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C
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n
t
9 DDisplay group name field. Duplicate names are not allowed.
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L DAdditional information e e gs e c r r di p t t t t t t t t t t t t t t t t t t
e e gs e c nr di p t 1 NUse the button to create new display groups. 0 e w d i s p 1 a y g r 1 DUse the icon to manually reorder the items and/or display groups using drag and drop, or you can 1 r specify the order by numbering them. a T Do reorder, drag and drop each display group/item in the order of choice. g t e
gs c nr di p di i o 1 NUse the button to create new display groups. o 0 w di i s p di i s i di i s i di
e c nr di p t 1 NUse the button to create new display groups. 0 w d i s p l a y y g r 0 1 DUse the icon to manually reorder the items and/or display groups using drag and drop, or you can 1 r specify the order by numbering them. a To reorder, drag and drop each display group/item in the order of choice. g t o r e
nr di p tion n 1 NUse the button to create new display groups. 0 w d i i s p i a y g f i a y g f i a y g f i a a y g f i a a y g f i a a y g f i a a y g f i a a y g f i a a y g f i a a y g f i a a y g f i a a y g f i a a y g f i a a j i a a j i a a j i a a j i a a j i a a j i a a j i a a j i a a j i i i i
di p p ti j o n 1 NUse the button to create new display groups. 0 e w d i s p 1 a y y g r o u p b u t t o n 1 DUse the icon to manually reorder the items and/or display groups using drag and drop, or you can 1 specify the order by numbering them. a To reorder, drag and drop each display group/item in the order of choice. g t e
P in 1 NUse the button to create new display groups. 0 w d i s p a y g r o u p l l v g r o u t b u t p b u t p b u t p b u t p b u t p b u t p b u t p t t t <tr< th=""></tr<>
t NUse the button to create new display groups. 0 w d s p a y g r b u t o 1 DUse the icon to manually reorder the items and/or display groups using drag and drop, or you can 1 r specify the order by numbering them. a To reorder, drag and drop each display group/item in the order of choice. t o n
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1 NUse the button to create new display groups. 0 e w d i s p l a y g r o u t t t o n 1 DUse the icon to manually reorder the items and/or display groups using drag and drop, or you can 1 DUse the icon to manually reorder the items and/or display groups using drag and drop, or you can 1 r specify the order by numbering them. a To reorder, drag and drop each display group/item in the order of choice. g t o r e o r
0 e w d i s p l a y g r o u t t t t t t t t t t t t t
0 e w d i s p l a y g r o u t t t t t o n 1 DUse the icon to manually reorder the items and/or display groups using drag and drop, or you can 1 DUse the icon to manually reorder the items and/or display groups using drag and drop, or you can 1 r specify the order by numbering them. a To reorder, drag and drop each display group/item in the order of choice. g t o r e o r d e
w d i s p l a y g r o u p b u u t t t o n 1 DUse the icon to manually reorder the items and/or display groups using drag and drop, or you can 1 r specify the order by numbering them. a To reorder, drag and drop each display group/item in the order of choice. g t o r e e o r
d i s p l a y g r o u t t t t t t o n 1 DUse the icon to manually reorder the items and/or display groups using drag and drop, or you can 1 Specify the order by numbering them. a To reorder, drag and drop each display group/item in the order of choice. g t o r e o r d e o
i s p l a y g r o u u p b u t t t t t t o n 1 DUse the icon to manually reorder the items and/or display groups using drag and drop, or you can 1 specify the order by numbering them. a To reorder, drag and drop each display group/item in the order of choice. g t o r e e
s p l a y y g r o u u t t t t t t t t t t t t t t t t t
<pre>p l a y g r o u u t t t t t o n 1 DUse the icon to manually reorder the items and/or display groups using drag and drop, or you can 1 r specify the order by numbering them. a To reorder, drag and drop each display group/item in the order of choice. g t o r e o r e</pre>
i a y g r o u u p b u u t t t o n 1 DUse the icon to manually reorder the items and/or display groups using drag and drop, or you can 1 r specify the order by numbering them. a To reorder, drag and drop each display group/item in the order of choice. g t o r e o
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t t o n 1 DUse the icon to manually reorder the items and/or display groups using drag and drop, or you can 1 r specify the order by numbering them. a To reorder, drag and drop each display group/item in the order of choice. g t o r e o r e
t o n 1 DUse the icon to manually reorder the items and/or display groups using drag and drop, or you can 1 r specify the order by numbering them. a To reorder, drag and drop each display group/item in the order of choice. g t o r e o r d e
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n 1 DUse the icon to manually reorder the items and/or display groups using drag and drop, or you can 1 r specify the order by numbering them. a To reorder, drag and drop each display group/item in the order of choice. g t o r e o r d e
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L DAdditional information
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1 DDisplays the display group's current name.
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¹ Dldentifies the display group's order number. To reorder, edit the display group 📝 and specify the
³¹ order by entering the required number in the number field.
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	a Edit button to undate the diaplay group, this only includes the diaplay group name, icon
	e Edit button to update the display group, this only includes the display group name, icon, equence numbering.
i and se	equence numbering.
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6 o associ	e button to toggle the display group as active or inactive. If set to inactive, the items ated with the display group will not be visible in the OGL Help Widget but can be accessed ng the search functionality in the OGL Help Widget.
	inctionality is helpful when you need to make items available only by searching in the OGL
I Help V	Vidget.
e	-
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0 n	
	any abandon made to the diaplay aroun this includes charges made to the second includes
	save changes made to the display group, this includes changes made to the name, icon,
v a and se v	equence numbering.
v e	
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lditional information
d sequence numbering. eletes the display group. A warning dialog box is displayed to confirm the action. This action nnot be undone. Items that were assigned to the deleted group will be assigned to the default splay group.
Are you sure you want to delete this group?

Note: You can close the Display Group Manager and to chose to not save the changes. This will discard the changes made and revert to the display groups prior to the delete action.

OGL Resources	×
Q Search	
 Getting Started 	
 OGL Digital Learning 	
 Documentation 	
Fusion 23D Base Guides - Impact Analysis	
OGL 23D Release Notes	
OGL 23C Release Notes	
Fusion 23C OGL Base Guides - Impact Analysis	
OGL User Guide	
OGL Knowledge Articles	
✓ Support	
Resolve Missing Widget Due to Security Exception Error	
OGL Self Service Help and FAQ's	
OGL Cloud Customer Connect	



Creating Display Groups

When you create display groups in the Display Group Manager you provide a name and an icon, and then you can assign content.

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To create a display group:

- 1. On the OGL Console homepage, go to the left navigation panel. You see the **Settings** section in the navigation panel.
- 2. Select the **Display Groups** dropdown menu.



Oracle Guided Learning (Premium)
🗅 Home
My Content
翻 Content (33)
面 Archive (25)
Settings ^
Application
Custom Roles
Display Groups
Feedback
Health
Help Panel
Modules
Pages

- 3. Click C New Display Group in the Display Group Manager
- 4. In the Display Group Manager window,
- 5. Enter the Name of the display group IMPORTANT: Your display group name cannot contain any special characters (* | \":<>[]{}`()';&\$)
- 6. Select Save
- 7. Add content to the display group by dragging & dropping to the display group



Display Group Mar	nager		>
GUIDE LIBRARY	₽ FILTERS	ALL ITEMS	
All Display Items	276	🚺 Manage Salary	Interactive Guides
ALL DISPLAY GROUPS	New Display Group	Add Direct Reports	Interactive Guides • PUBLISHED
	Policie II Salary Details	ve Guides • PUBLISHED	Interactive Guides PUBLISHED
2	Interactive Guide 276 🕼 🔘	Promote	Interactive Guides

206

8. Select Save All to save the changes and close the Display Group Manager

Adding Content to Display Groups

You can add content by dragging the item from the right side and dropping the item into the appropriate display group on the left. After the item is added to a display group, the display group association tag is updated next to the item name. To remove items from a display group, simply drag and drop the item into the new display group. To see the contents of a display group, select the group's name on the left of the Display Group Manager.

Display Group Manager			×
GUIDE LIBRARY	≢ FILTERS	ALL ITEMS	
All Display Items	276	Manage Salary	Interactive Guides • PUBLISHED
ALL DISPLAY GROUPS	New Display Group	Add Direct Reports	Interactive Guides • PUBLISHED
Policie Sa	alary Details	ive Guides • PUBLISHED	Interactive Guides • PUBLISHED
Interactive Gui	de 276 🕑 🟛 🜑	Promote	Interactive Guides • PUBLISHED
		6 60	2 4 4 4

Filtering Content for Display Groups

If you have many guides, you can use filtering or search for a guide to place in a display group. To access search and filters, select **Filters** at the top of the Display Group Manager.



Display Group Manager			
GUIDE LIBRARY	≇ FILTERS	ALL ITEMS	Is sort alphabetically
All Display Items	21	Hire an Employee - RespUI Frocess Human Resources	PUBLISHED
ALL DISPLAY GROUPS	New Display Group	Interactive Guides	● DRAFT
1 O test		Rehire an Employee - RespUI	• DRAFT
II 2 I Smoke Test		NTest (Process) Interactive Guides	• DRAFT
testL	0 7 🖻 🖸	Untitled	DRAFT
H 4 Test		Add a Check-in - Employee	DRAFT
1 5 🖶 Human Resources	2 7 🛍 🗨	Ability to Apply Crore Currency Pacalete	
🗜 🙆 🕼 efgh		Ability to Apply close currency receipts Frocess Interactive Guides Slack Issue	DRAFT
		Slack Issue Process Interactive Guides	● INACTIVE
Cancel			Save All

Reordering Display Groups

Use the Display Group Manager to configure the order of display groups and the content within them. You can reorder display groups and guides using drag and drop, or you can specify order by numbering them.

To reorder display groups:

- Drag and drop each display group in the order that you want them to be displayed.
- Edit the display group *and* specify the order by entering numbers in the display group order boxes.

Display Group Manager		×
GUDE LIBRARY	TRAINING	
III Display Items	T Get to know the Oracle Cloud	• DRAFT
ALL DISPLAY GROUPS	New Display Group	
ac 1 My HR Info fa-bullseye	0	
The arrow that is New The Star Star Star Star Star Star Star Star		
E 1 Training fa-grad 1	E Cancel 🗟 🜑	
■ 4 Policies fa-paperclip	• •	
■ 5 Time Off fa-calendar	0	
er = 6 Requisitions farmoney		

To reorder guides:

• Specify guide order by selecting a display group then entering the numeric order of each guide in the order boxes.

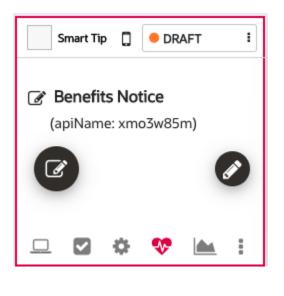


Display Grou	ip Manager	\$ FILTERS		
GUIDE LIBRARY				MY HRINFO
🔠 All Displa	y Items		74	Change Marital Status ORAFT
ALL DISPLAY GROU	PS		O New Display Group	Update My Biographical information
≡ □	My HR Info	fa-bullseye	3 6 8 0	■ 3 View Payslip ● DRAFT
≣ 2	What's New	fa-bullhorn	2710	
≡ 3	Training	fa-graduati		
≡ 4	Policies	fa-paperclip		
≡ 5] Time Off	fa-calendar	2710	
=	Peoulsitions	fa-money		

Health

Developers can review guide issues from either the guide card for an individual guide or a list of all errors from the navigation panel.

If a guide has an error, for example if a smart tip has been incorrectly flagged as a sticky guide, this will show on the guide card as an error, as in the image below.



You can click on the 💎 icon to display the error.



	The followin	g guides have is	fn2kkpnr	hat need to be fixed for the guide	e to work properly.		
Name 🗸	Api Name	Step Id	Date	Error	Severity		
Set Preferences - Smart Tip (Demo)	fn2kkpnn		2021-01-21	Sticky flag on SMT or BCN	Major	HIDE	DISMISS

Clicking on the error link shows details about the reported error and any recommendations to resolve it. You can now make the necessary change to the guide to resolve the issue if needed.

Alternatively, you can also see all guide health issues from the left navigation panel:

My Content	
翻 Content (137)	
面 Archive (17)	
Settings	^
Application	
Custom Roles	
Display Groups	
Feedback	
Health	
Help Panel	
Modules	
Pages	

The Health modal will appear displaying a list of all guide errors identified within the Content library and any details about the errors.

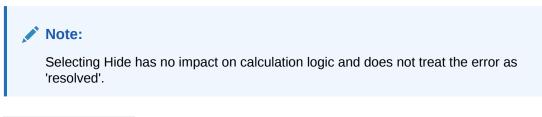


	The fol	lowing guides	C	or errors that need to be fixed for the guide to we Search	vrk properly.	
Name 🗸	<u>Api Name</u>	<u>Step Id</u>	<u>Date</u>	Error	<u>Severity</u>	
20D Prod test	je6ufuav	3	2023-11-06	Branched/guide to launch guide is not active	Critical	HIDE DISMISS
Google Test	v2rmqil4		2023-04- 26	<u>Sticky Smart Tip</u>	Major	HIDE DISMISS
LeviG2 Copy of PG standalone test	a7d1o4u3	1	2023-11-06	Branched/guide to launch guide is not active	Critical	HIDE DISMISS
PG standalone test	pnp555jh	1	2023-11-06	Branched/guide to launch guide is not active	Critical	HIDE DISMISS
Slider test	d9x338dt		2021-02-22	<u>Sticky Smart Tip</u>	Major	HIDE DISMISS

The options available for the Health list are to either Hide or Dismiss the errors.

HIDE

HIDE: Hides the error from the Health list and moves it to a list of hidden errors. You can use the "Show hidden items" checkbox to see all hidden items.



Show hidden items

Show hidden items: Toggles the Health list to show or hide all hidden errors.

UNHIDE

UNHIDE: When "Show hidden items" is checked, any errors that are marked as hidden will be re-displayed in the Health list. Select Unhide to move the hidden error back to the Health list.

DISMISS

DISMISS: Removes the error from the Health list and marks it as resolved.

Note:

Dismissing a health error does not mean that the error has actually been resolved. You will still need to fix or repair the guide, as needed. Any errors that are dismissed will reappear within 24 hours in the Health list if OGL detects that the error still exists in the guide.

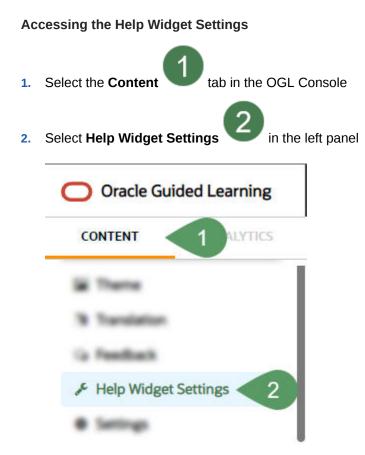


HIDE ALL

HIDE ALL: Hides all errors in the Health list and moves them to a list of hidden errors. Use "Show hidden items" to display all hidden errors.

Issue	Error	Description
Always Activation	ERROR_TYPE.WRONG_ACT	The launching conditions of this content are probably too generic.
		It is problematic because frequent checking the conten in order to decide if it can be launched or not will add overhead and
		will result in slowing down Guided Learning.
		Please avoid displaying content with 'always' conditio and narrow down the launching conditions (e.g. lim to certain pages if possible).
Content Type	ERROR_TYPE.PROBABLY_S MT	This content seems to be a smart tip or beacon but its type is different.
		Smart tips usually have a single step and they are pointing to a certain html element. They appear typical on hover event.
		Please change the type of the content appropriately.
Sticky Guide	ERROR_TYPE.STICKY_FLA G_NOT_EXPECTED	Sticky flag is turned on a smart tip or beacon.
		This is usually not a correct setting because smart tips ar beacons are used on a single page.
		Please turn off sticky flag.
Unpublished Launched	ERROR_TYPE.NOT_PUBLIS HED_AND_LAUNCHED	This content is not published but it was launched somehow
		Typically another content car trigger launching so you should search for dependencies.
		Please either publish this content or find the other one which triggers its launch.

Help Panel





 Help Widget Settings 	
≡ Text Display	
Help Widget Header	
Guided Learning	
Launcher Text	
Help Center	

Advanced Settings

Display help widget even if there are no guides in the list

Process (only for remote widget)

Note: Display help widget even if there are no guides in the list settings will not work as expected on multi-language accounts

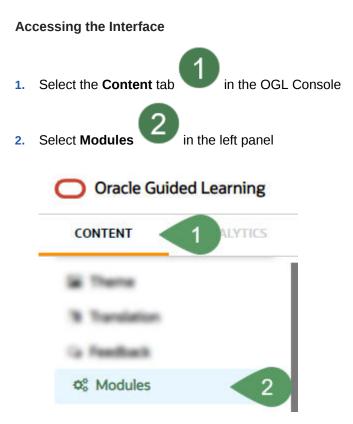
📽 URLS

url	
url	
Add URL	

Publish to Prod Save to Dev



Modules



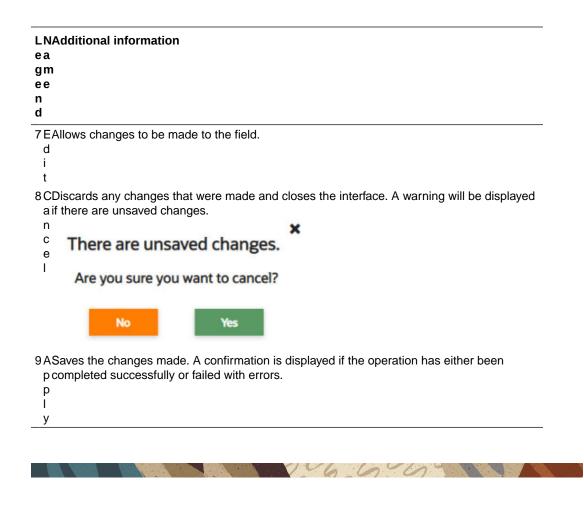
Understanding the Interface

Fusion Modules	×
Q Search	+ New Item
Name	5
Name	🖺 Done 🛍 6
Self Service Procurement	i ∉ Edit 7
	APPLY



LNAdd ea	itional information
g m	
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d	
1 SProv	ides dynamic search functionality.
е	
а	
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c h	
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X	
2 CClos	es the Fusion Modules interface. A warning will be displayed if there are unsaved
l char	
0	-
s 🚬	× There are unsaved changes.
е	i lere dre unsaveu changes.
	Save changes and exit?
	Cancel Don't save Save & Exit
3 NAdd	s a new line to the list.
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	name field cannot be empty. Duplicate values are not allowed.
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5 DSave	es the changes made to the field. The button only becomes active when an acceptable
	e is entered in the field.
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e	the first from Anthen annother announced at 1912 to the training the
	tes the line item. Action cannot be reversed and all linked content items will be
e disa: I	ssociated.
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Pages

A common method to determine when a guide should run or be visible in the Help Panel is to look at the page URL, or for Fusion, the page route. Getting the route in Fusion is not a straightforward task and keeping track of all the pages and their URLs or routes for an application can be a difficult task. In the Pages window, this is made simple for the user.

Configuring Pages

Various pages are automatically captured by OGL while creating OGL items. The page route is added to the list of pages in the Pages interface, some pages will be automatically named and some will remain undefined until an admin provides a name.

Page Manager		×
Defined Pages (25)	Undefined Pages (119)	
Search pages	6	4 NEW PAGE
Name	URL	7 🛍 SAVE
Absence Records - Person Management - Oracle Applications	/FndOverviewTF/FndOverviewPFI/FndFuseTabTF/FndMultiTabsPF/AbsencesAdminLaunchFlow/AbsencesAdminLaunchI/FndFi Preview	
Absence Records - Person Management - Oracle Applications	/FndOverviewTF/FndOverviewPFI/FndFuseTabTF/FndMultiTabsPF/AbsencesAdminLaunchFlow/AbsencesAdminLaunch//FndFi	
Astra Topp - Career Overview - Oracle Applications	/ FndOverviewTF/FndOverviewPFI/FndFuseTabTF/FndMultiTabsPF/PersonSpotLightFlow/DefaultPageI/FndFkkuseTabTF/FndM Preview	UPDATE



	ditional Information
ea	
gm ee	
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d	
1 DThi	s tab lists all the pages with a defined name (i.e. Homepage)
е	
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	s tab lists all the pages without a defined name, this means the page route has is known OGL did not provide a name for the page. The name needs to be manually defined
d	
е	
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3 SPro	ovides dynamic search functionality.
е	
a	
r C	
h	
b	
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x	
4 NUs	e the button to define a new page in Page Manager. To define a page:
e.	Navigate to the page in Fusion (i.e Expenses page)
w	Right-click on the page and select Inspect from the menu.
Р	Select the console tab
а	
g	Enter the following code iridize.master.getRoute() , then press Enter/Return
e•	Copy the returned page route
•	Select New Page in the Page Manager
•	Enter the copied route into the URL field (6)
•	Define a name in the Name field, then select Save



Additional Information	
The name field cannot be empty. Duplicate values are not allowed.	
Note this is the verte sutematically continued by OCL or returned by	
Note this is the route automatically captured by OGL or returned by iridize.master.getRoute()	
nuze.master.getRoute()	
This action cannot be undone, and pages will need to be recaptured.	
Saves the changes made to the field. The button only becomes active when a	n accontable
value is entered in the field.	n acceptable



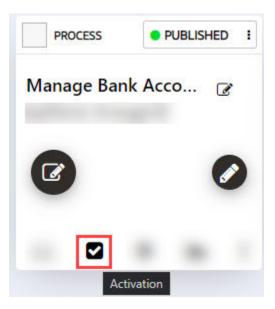
LNAddition	al Information			
ea				
gm				
ee				
n				
d				
9 PThis nam	e has been automatica	lly defined by OGL	-	
а				
g				
е				
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g				
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)				
1 PProvides	a quick view of the cap	tured page route.	Th	
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V				
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W				
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LNAdditional Information e a g m e e n d
1 UThis button is inactive by default and becomes active when updates are made in either the
1 p Name or URL field.
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0
n

Using Pages Info for Activation Settings

From the OGL Console, select the check icon for the guide that you want to access.



By copying the route value for a page (highlighted in the image below), the developer can copy the URL (or route, in the case of Fusion) for use in configuring activation settings.

Guide Name : Adding in Equality and Diversity Information Image: State Condition Image: State Condition	Guide	Activation	×
	Guide Na	me : Adding in Equality and Diversity Information	
Lisplay this Guide in Help Panel When Page has URL matching [/HomePage[EmployeeInfo]Diversity] Active Edit			O TIME CONDITION
	#	Display this Guide in Help Panel When Page has URL matching [/HomePage EmployeeInfo]Diversity]	Active Edit
and		and	
Display this Guide in Help Panel When Role is Employee Active Edit	ø	Display this Guide in Help Panel When Role is Employee	Active Edit



Once the URL has been copied, it is just a matter of pasting that value in the field outlined in red below. Be sure to paste in the value exactly as copied and do NOT enclose the pasted URL in brackets ([]).

Guide Activation			×
Guide Name : Withdraw Direct Report from the Learning Item			
the When Page has URL matching			Edit
Display when Page v has v URL matching v Enter	Value Exact		
Enabled Help Panel Autoload			
CANCEL SAVE CONDITION		DELETE CONDITION	

Important: If a page has been defined in the pages Manager, then the condition can be added as a simple condition (When Page is (or is not)). When a page becomes defined in Page Manager, OGL will update the corresponding guides to reflect the page name.

When Page is

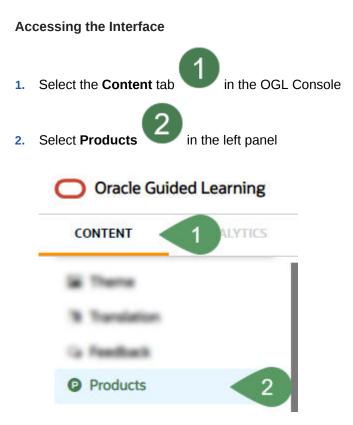
Display When Page 🗸 is	~	Select a Page
Enabled Help Panel		 Absence Records - Person Management - Oracle Applications
CANCEL SAVE CONDITION		 Absence Records - Person Management - Oracle Applications
		 Astra Topp - Career Overview - Oracle Applications
		 Employment Info - Personal Information Oracle Applications
		O Evisting Time Courts

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For more information, refer to Enabling Guide Activation Settings.



Products



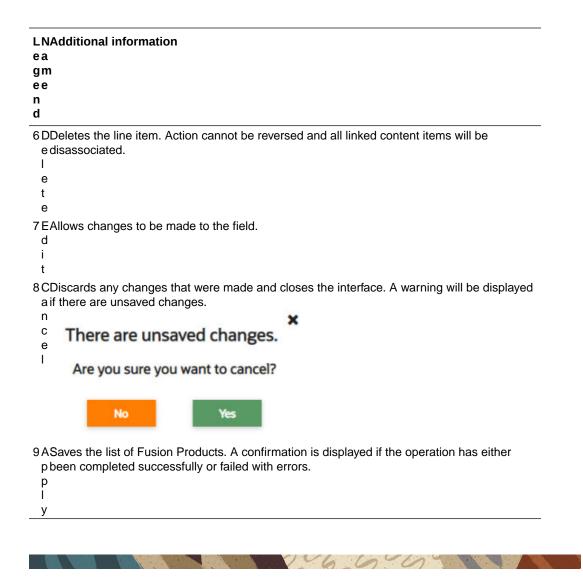
Understanding the Interface

	Fusion Products	× 2
1	Q Search	+ New Item 3
	Name	5
4	Name	Done 🛍 6
	ERP	♂ Edit 7
8	CANCEL	APPLY 9



LNAdditional information
ea
gm
ee
n
d
1 SProvides dynamic search functionality.
e
а
r r
C
h
b
0
X
2 CCloses the Fusion Products interface. A warning will be displayed if there are unsaved
I changes.
0
S
e 📕
There are unsaved changes.
Save changes and exit?
Save changes and exit:
Cancel Don't save Save & Edit
3 NAdds a new line to the list.
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W
t
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m
4 NThe name field cannot be empty. Duplicate values are not allowed.
a
m
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I Contraction of the second seco
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d
5 DSaves the changes made to the field. The button only becomes active when an acceptable
o value is entered in the field.
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Theme

Oracle's Accessibility Program

Please note that modifying the Theme (Design Kit) might impact accessibility. For more information about Oracle's commitment to accessibility, see http://oracle.com/accessibility.

Accessing the Interface

- 1. On the OGL Console homepage, go to the left navigation panel. You can see the **Settings** section in the navigation panel.
- 2. Select the **Settings** dropdown menu.
- 3. Select **Theme** in the left panel.



団 Archive (25)
Settings
Application
Custom Roles
Display Groups
Feedback
Health
Help Panel
Modules
Pages
Products
Theme 2
Training Types
Translations
User Management

Understanding the Interface

You can see two tabs, Theme Gallery and Upload/Download Theme.



Theme Gallery Upload/Download Theme	
Active Theme	All Themes 3
2	Theme: Org object (5762)
$$\times$$ Mirror mirror on the wall, which is the fairest Theme of all?	$$\times$$ Mirror mirror on the wall, which is the fairest Theme of all?
Step / Back Next	Step / Back Next
	Theme: Org object (5762)
	Mirror mirror on the wall, which is the fairest Theme of all?
	Step / Back Next
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5 SSaves the currently selected theme in the Theme Preview pane (7) as the theme for the account.
^a WARNING: This action saves the selection for both development and production environments
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6 CCloses the window,
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Upload/Download Theme

Theme Gallery Upload/Download Theme		
Create New Theme		
Create your own customised theme by downloading and editing the Design Kit (the selected theme), then uploading it to the theme g Download Design Kit HTML	allery.	
Please note that modifying the Theme (Design Kit) might impact accessibility. For more information about Oracle's commitment to ac	cessibility, see <u>https://oracle.com</u>	n/accessibility
Upload your custom design 3		
Design kit file Choose a file No file chosen		
O Create new theme		
Update current theme		
Select theme after upload Choose newly uploaded theme as the theme for this application.		
	Publish current theme	Upload
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Cancel	Restore	Default theme

L NAdditional Information e a g m e e n d
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3 UUpload a custom design kit to the account.

Upload your custom design	
Design kit file Choose a file Croose a file	
Update current theme	
Select theme after upload Choose newly uploaded theme as the theme for this application.	6 6
	Publish current theme Upload
Steps	Description
Choose a file	Select the customized theme file saved in your local directory to upload to the Theme Gallery.
Create a new theme	Create a new custom theme using the OGL Theme Design Kit
Update current theme	Updates the Design Kit for the current (saved) theme selection.
	NA Tenancy - https://guidedlearning.oracle.com/ account/theme/
	EMEA Tenancy - https://guidedlearning- emea.oracle.com/account/theme/
	Note:
	This will download as file iridize_design_kit.ht ml file. Ensure you rename the file accordingly.
Select theme after upload	Automatically applies the newly selected theme to your application
Publish current theme	Publishes changes to the theme to Production
Upload	Uploads the selected



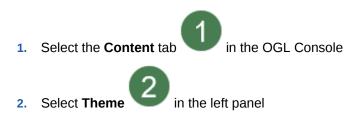
e a g m e e n d	tional Information
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Configuring Themes

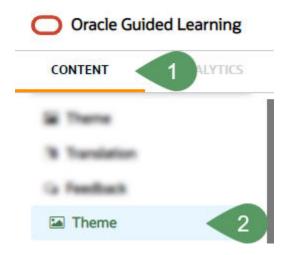
OGL includes several default themes. You can also customize tip colors, fonts, and tip positions as per your branding requirements.

Download the Design Kit

The Design Kit provides the ability to update the theme however you want, this article is meant to provide some basic guidelines and covers updating some of the basic attributes of the theme and does not cover advanced CSS methods.







3. Select the **Download the Design Kit** link



- 4. This will download as file iridize_design_kit.html file. Ensure you rename the file accordingly.
- Save the HTML file to a local directory. Note: Rename the file accordingly, our recommendation is to rename it using the following convention: Design_Kit_ORGNAME_DD_MMM_YYYY

Update the Design Kit

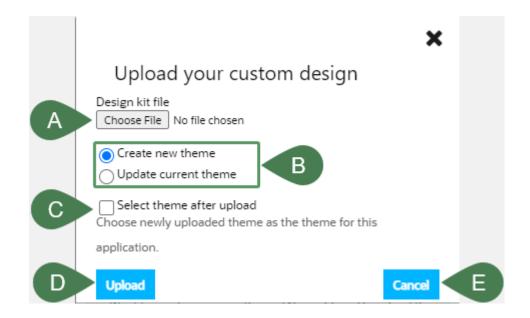
To update the design kit, you will need to use a suitable text/HTML editor.

- 1. Open the Design Kit in a browser
- 2. Open the same file with the HTML/text editor
- 3. Find the CSS class and update the relevant attributes
- 4. Save the changes, then refresh the Design Kit in the browser to preview the changes before uploading them to the OGL Console

Upload the Design Kit

- 1. Select the Content tab in the OGL Console
- 2. Select Themein the left panel
- 3. Select Upload Theme Note: The below interface will show



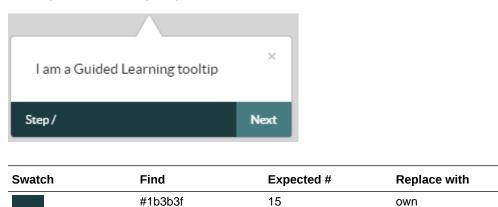


- 4. Select Choose File (A), then select the file saved in your local directory.
- 5. Select **Create new theme** (B). Note: Select Update current theme if you are updating an existing custom theme
- 6. Check the Select new theme after upload check-box



Common CSS Rules in the Guided Learning Theme

This article lists the most common CSS rules which can be updated to change the Guided Learning theme to suit your brand identity. The below CSS rules should be updated/inserted in the design kit. Note: This serves as a guideline.



To update the colors of the Guided Learning tooltips, find the expected Hex codes, then replace them with your preferred codes:



Swatch	Find	Expected #	Replace with
	#477b82	11	own

Note: Perform a Find & Replace to quickly update

Image Reference	CSS Rule
6	/*to change the color of the widget*/
	.ouc-widget { background-color: #ED6B1A; }
	/*change color when you hover over the widget*/
(i)	<pre>.ouc-widget_launch a:hover { background- color: #ED6B1A; }</pre>
✓ O OGL Resources	/*change the widget header background*/
	.ou-panelheader {background-color: #ED6B1A;}
-	/*change the color of the display group, item with focus*/
	<pre>.ou-panelnavlist ul li input:checked + label, .ou-panelnavsearch input:checked + label, .ou-panelnavsearch.active label { background-color: #00AAFF;}</pre>
	.ou-panelnavlist ul li input:checked+.dg-nav, .ou- panelnavsearch.active label, .ou- panelnavsearch input:checked+label { background-color: #00AAFF; border: 1px solid #00AAFF; }
	/*to change the color of the display group icon on hover*/
	.ou-panelnavlist ul li .dg-nav:hover {background-color: #eee;}
×	/*change the color of the Step Guide buttons*/
	.iridizeStepGuideCloserButton a
>	<pre>{background-color: #00AAFF;}</pre>



nage Reference	CSS Rule
×	/*change the color of the Step Guide view border
>	<pre>.iridize-step-guide-frame {border-right: solid 5px #00AAFF;}</pre>
Test To Do List	<pre>/*change color of the task list header*/ .ou-panel_task_header {background- color: #00AAFF;}</pre>
0/1 Completed	COLOI: #UUAAFF;}
O Manage Bank Accounts	
Guide Engagement Definitions	/*change color of the step guide icon*/
Guide Engagement Dennitions	.uc-panelitemstep { color: #00AAFF;}
Guide Engagement Definitions	/*change color of the step guide icon on hover*/
our engagement bennions	.uc-panelitemstep:hover { color: #00b5ff;}
i	/*to change the smart tip to an i with a matching border find div.ir-marker in the theme and replace with the below*/
	<pre>div.ir-marker {</pre>
	/*to change the ? to an i find div.ir-marker:after and replace with the below*/
	div.ir-marker:after{

div.ir-marker:after{
 content: 'i';
 color: #1b3b3f;}

mage Reference	CSS Rule
0	/*change the background color*/
	<pre>div.ir-marker { background-color: #12bc8d; }</pre>
	/*to change the ? to another letter, add the following CSS rule to the design kit if it doesn't already exist*/
	<pre>div.ir-marker:after {content: 'i';}</pre>
	/*to change the ? to my own custom image, add the following CSS rule to the design kit if it does already exist*/
	<pre>div.ir-marker:after {content: none;}</pre>
	<pre>div.ir-marker { background: url(data:[your image goes here]) no-repeat left center; }</pre>
	/*You can use the following service to get the Da URI of your image - https://dopiaza.org/tools/ datauri/index.php*/
×	/*to change the color of the feedback dialog*/
Upload your custom design Design kit file Choose File No file chosen	<pre>.ir-feebackfootersubmit{background- color : #00AAFF;}</pre>
© Create new theme Update current theme Select theme after upload Choose newly uploaded theme as the theme for this	.ir-feebackfooterskip{background- color : #00AAFF;}
application.	

Custom CSS Rules for Guided Learning Theme

Enabling Multiple Styles in the same Guide

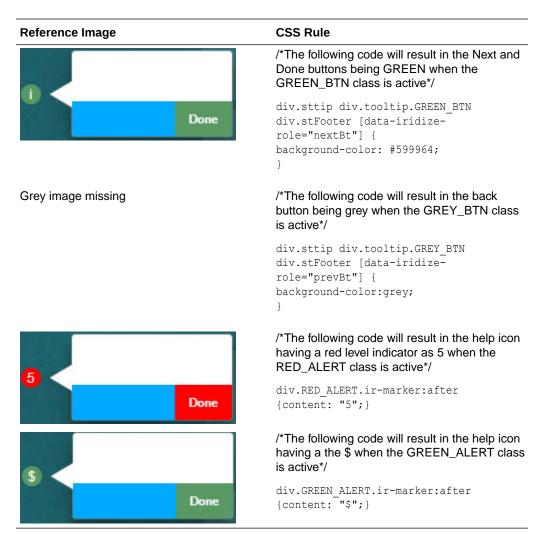
Guided learning allows for custom CSS classes where there is a requirement to have different formatting for tips or help icons within the same guide (or even the same step). An example of this would be having a different look for Smart Tip with varying levels of information, you could have red, amber, and green alerts with varying information.

16600

All of your CSS styles must go between the IRIDIZE_CUSTOM_THEME_START and IRIDIZE_CUSTOM_THEME_END comment lines in the Design Kit. Examples are in the table below. You can set your own class names (i.e. ORG_CUSTOM1 instead of RED_ALERT).



Reference Image	CSS Rule
🛱 Add Absence 🕕	Theme default, no custom CSS
D Publish Video	/*The following code will result in the help icon having a red background when the RED_ALERT class is active*/
	<pre>div.RED_ALERT.ir-marker{background- color: red;}</pre>
O Additional Person Info 🕕	/*The following code will result in the help icon having an amber background when the AMBER_ALERT class is active*/
	<pre>div.AMBER_ALERT.ir-marker{background- color: #F7AC08;}</pre>
관 My Public Info 🕕	/*The following code will result in the help icon having a green background when the GREEN_ALERT class is active*/
	<pre>div.GREEN_ALERT.ir-marker{background- color: #599964;}</pre>
i Done	Theme default, no custom CSS
	/*The following code will result in the Next and Done buttons being RED when the RED_BTN class is active*/
Done	<pre>div.sttip div.tooltip.RED_BTN div.stFooter [data-iridize- role="nextBt"] { background-color: red; }</pre>
Done	<pre>/*The following code will result in the Next and Done buttons being AMBER when the AMBER_BTN class is active*/ div.sttip div.tooltip.AMBER_BTN div.stFooter [data-iridize- role="nextBt"] { background-color: #F7AC08;</pre>



Once the updates have been made, upload the Design kit to Guided Learning (see **Upload the Design Kit** in **Configuring Themes**).

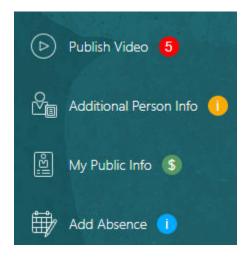
Set the Custom CSS Class for Tooltips

- 1. Open the item with the OGL Full Editor
- 2. Expand the Display Settings section in Step Settings
- Find the Custom classes field and set the custom class for the tooltip Note: Set multiple custom classes by separating the class name with a single whitespace (<custom_class_name_1><whitespace><custom_class_name_2><whitespace><custom _class_name_3>)



Step Settings (API id: 1)	1
Display Settings	2
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Charge New Soliton Inc. Inc. State	
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· Tar and the lines.	
𝕲 Show help icon Without Animation ➤	
	3
Custom classes: RED_ALERT RED_BT	

- 4. Save the changes and close the OGL Editor
- 5. Validate the changes in your test environment



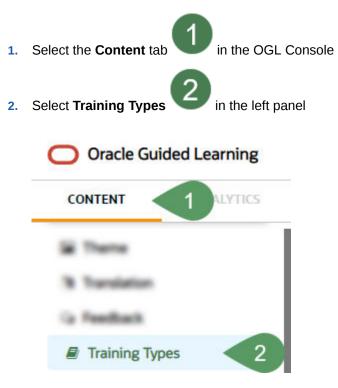
6600



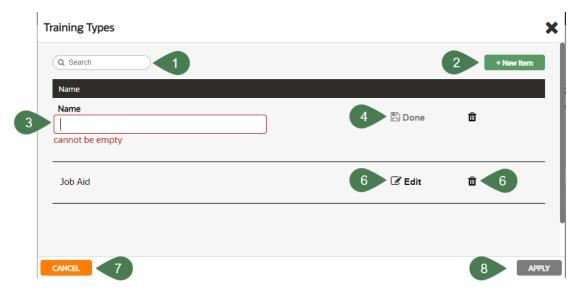
Training Types

Defining Training Types will help you organize your content and more importantly help you understand which items are being accessed the most by users from OGL Analytics.

Accessing the Interface

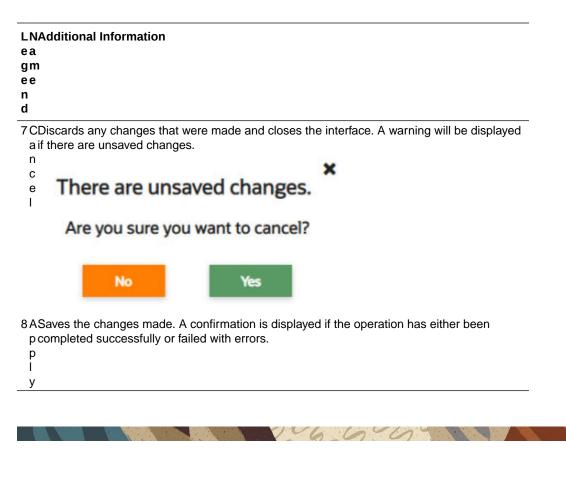


Understanding the Interface





	Iditional Information
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Translation

Oracle Guided Learning is a global platform that caters to users from diverse linguistic backgrounds. It is designed to be inclusive and accessible, allowing you to customize your guides in multiple international languages. The following articles explain the process of translating guides and managing multi-language guide content. Translation of guides allows you to dynamically control which language of the guide will be displayed to the end user. Once the guides are exported you can translate the relevant text in the provided files and import them back to OGL with the new language. You can translate your guides manually using an external translation service or use OGL's new Automated Machine Translation feature. The Translation feature is available only to OGL Premium accounts.

Note:

For information about OGL Premium, visit: https://education.oracle.com/oraclecloud-guided-learning-premium



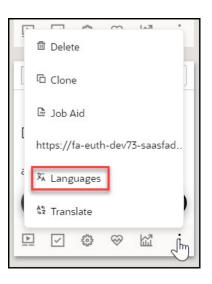
Note:

- Please remember that with OGL, translations are only available from the generic language of English to other languages. It is not possible to use machine or automated translation to translate guides that were originally created in other languages, including US English.
- Please make sure to create all content in the designated folder **Generic** Language.
- The guides in the Generic Language folder are the main guides, and all the edits are done in the main guide, like:
 - Additional steps, adding a smart tip, removing a step.
 - When creating English guides, it is crucial to consider the possibility of them being translated into foreign languages in the future. For this reason, the tip width of each step should be adjusted accordingly.
 - Adding additional selectors for foreign languages.
 - Text updates are done in the respective languages using the OGL Content Editor.
- To ensure a successful translation with Machine Translation and Automated Translation, each step in a guide should not exceed 5000 characters, including HTML tags. If a step is longer than 5000 characters, the translation attempt will fail and result in an error.
- Guides must be published or unpublished in all the foreign languages it was translated into.
- If you deactivate a guide in the default OGL language folder, it will also be deactivated in the foreign languages folder, and vice versa.

Multi-Language Functionality

The **Multi-Language** functionality allows you to create copies of an OGL guide (i.e., process guide, smart tip, etc.) into additional languages. With this feature, the original guide and all translated versions of the guide will all share the same **apiName**. Once the guide has been duplicated, you can export the guide contents and properties into a ZIP file to be translated using an external translation service, such as Oracle's **Go Portal**. Once translated, you will be able to import the guide and properties back into your OGL content library to be deployed in their target languages for end users to consume.





Tip:

OGL's multi-language functionality supports supports over 290 languages.

Machine Translation

Once multi-language guides have been been created in the OGL console, you will need to manually translate the guides into the target languages using an external translation service. With the help of Oracle's **Go Portal**, this Machine Translation method enables you to manually translate guides and properties files into different languages. To use this method, you'll need to export your guides, generate a ZIP file of the guides, then upload it to Go Portal for translation. Once the translation is complete, you can download the file and re-upload it to OGL to deploy the guides in different languages.



0	Oracle Guided Learning Premiu	n
	Home	
My Co	ontent	
	Content (1)	
団	Archive (48)	
٢	Settings ^	
	Application	
	Custom Roles	
	Training Types	
	Translations	

Tip:Machine Translation method supports **30 languages**.

Automated Machine Translation

Beginning in 23C Release, OGL now offers **Automated Machine Translation** as an enhanced translation method. With this method, you can instantly translate guides into provided languages using AI machine translation directly from within the OGL console, without the need to export/import guides.

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See the following subsections to learn more about how to translate your guides.

Multi-Language Functionality

Overview of Multi-Language Functionality

The Multi-Language functionality allows you to create copies of an OGL item (i.e., guide, smart tip, etc.) into additional languages (i.e., An English worded OGL item can be made available in Dutch, French, etc.).

Note:

Kindly note that this feature does not have an automatic translation capability for the guides.

Every account/AppID has a default language set (this will be English for our examples). The default language can be set to any OGL-supported language. In addition to the default language, you will need the multi-language JavaScript line of code added to the OGL JS. Please refer to the javascript in this article.

The screenshot of the OGL console below highlights the default language or the currently selected language if there are multiple options available in the account.





Important:

The Multi-Language functionality:

- Works on an item-by-item basis. Bulk actions are not possible.
- Does not apply to Training Content (Use the properties file to translate these item types. Refer to OGL Console Left Panel Translation.
- Allows use of the **Content Editor** in the alternate language folder to perform quick manual translations without having to wait on/purchase a translation service.
- Updates (OGL item structure & settings) are inherited. You only need to update the text in alternate language OGL item(s).
- Allows you to have different languages for different OGL items (i.e., OGL Item A can have languages EN(default), FR, DE, and OGL Item B can have languages EN(default), ES, NL).

Default Language Setting

Previously Oracle Guided Learning's default language for guides was English. From OGL release 21A, we have the facility to set the default language to any Fusion-OGL-supported language.

Accessing and Using the Multi-Language Functionality

- 1. On the OGL console, go to **Contents**.
- 2. On the target guide, select the ellipsis icon ($\frac{1}{2}$) and then Languages ($\frac{1}{2}$).



The **Languages** modal window is displayed now.



	I OGI News IEDI
Languages	
This Guide will use the default language or can b also add new languages.	be copied to any other language available. You can
Copy to Available Languages	Current Selected Languages
Search	
2 🕞 French	4 Chinese
C Afrikaans	Dutch
3 Asharia	5 Vietnamese
Amharic Arabic	
Cancel	Reset Apply Save & Exit

Language Search Field

Use this field to search for a target language. Search results are filtered dynamically.

2 Existing Languages in the Account/AppID

Languages currently available in the account/appID are displayed in this section (at the top). A horizontal line acts as a divider between 2 and 3.

3OGL Supported Languages

This section lists the OGL supported languages. You can select a language by clicking the green button (C). The selected language will be listed in the Current Selected Languages section (5).

NOT_SUPPORTED:

Although there might be an extensive number of languages listed in OGL, for Fusion only the languages listed below are supported.

- Arabic
- Chinese (Simplified)
- Chinese (Traditional)
- Czech
- Danish
- Dutch



- English
- Estonian
- Finnish
- French
- French (Canadian)
- German
- Greek
- Hebrew
- Hungarian
- Italian
- Japanese
- Korean
- Latvian
- Lithuanian
- Norwegian
- Polish
- Portuguese (Brazilian)
- Portuguese (European)
- Romanian
- Russian
- Slovak
- Spanish
- Swedish
- Turkish

UCurrent Selected Languages - Previously Created

When an OGL item has an existing copy in alternate languages (i.e English) the languages are listed first as read-only.

5Current Selected Languages - To be added

Current language selections are listed below the existing languages for the OGL item. To remove a language from the current selection, click the red button (

⁶Apply and Save and Exit buttons

Once you have made your selections, click on Apply, then Save & Exit to create alternate language copies of the OGL item.

3. Choose the language(s) to which the guide needs to be translated. You can select multiple guides at once.

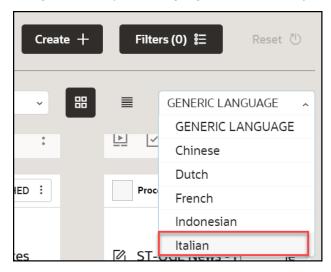


Copy to Available Languages	Current Selected Languages
Search Hungarian Japanese Javanese Kannada Kazakh Korean Kurdish Latvian	Chinese Dutch Indonesian Italian

4. Select Save & Exit.

The guide is now cloned.

5. Navigate to the specific language folder to which you have translated the guide.



The guide is now cloned with same API ID.



My Content Q Search		Filters (0) 🚦 Reset 🖑
	Sort ~	88 🔳 Italian 🗸
Process ORAFT :		
ST-OGL News - First Time		
apiName: 626r9d0v		

Note:

Kindly note that this feature does not have an automatic translation capability for the guides. Once you have cloned the guide, it will remain in the generic language, and you will need to utilize the Go Portal to translate the guide or purchase a translation service. Another option would be to manually translate the guide through a third-party translator such as Google Translate for a quick translation.

- 6. Contact your OGL Account Manager to purchase a translation service.
- **7.** Alternatively, use a third-party translator such as Google Translate for a quick translation.
 - a. Open the content editor of the guide that you want to translate.

	* *		
Content Editor			
ST-OGL News - First Time	d: 08/16/2023 10:24 Guide Comme	nts	۵
1 Oracle Guided Learning News	Comments(0) Steps Commer	nts	۵
May 2023			
Review your OGL Configuration when updating to Fusion Release 23B If the OGL Widge and guides are no longer visible in your Fusion instance(s) following update to Fusion Release 23B, you can resolve it by reenabling Oracle Guided Learning in your Fusion instance(s) using the following instructions: User Guide: Deploying OGL for Oracle Fusion Applications This known issue is being actively addressed. OGL 23B is Live	I		
Cancel		Reset Apply	Save & Exit

- **b.** In a new browser tab, go to Google Translate.
- c. Copy the contents from the content editor and paste it into the Google Translator's input column.
- d. Select the desired output language, and the content is instantly translated.



≡ Google Translate	
English - Detected English Spanish French V	← Italian English Spanish ∨
Oracle Guided Learning News	× Notizie sull'apprendimento guidato Oracle
May 2023	maggio 2023
Review your OGL Configuration when updating to Fusion Release 23B	Rivedi la tua configurazione OGL durante l'aggiornamento a Fusion Release 23B
If the OGL Widget and guides are no longer visible in your Fusion instance(s) following update to Fusion Release 23B, you can resolve it by reenabling Oracle Guided Learning in your Fusion instance(s) using the following instructions:	Se il widget e le guide OGL non sono più visibili nelle tue istanze Fusion dopo l'aggiornamento a Fusion Release 23B, puoi risolverlo riattivando Oracle Guided Learning nelle tue istanze Fusion utilizzando le seguenti istruzioni:

e. Copy the translated content from Google Translate and paste it back into the content editor of the guide.

Content Editor	
ST-OGL News - First Time	Show Step Images C Last Updated: 08/16/2023 10:24 PM
maggio 2023 Rivedi la tua con l'aggiornamento Se il widget e le guide OGI Fusion dopo <u>l'aggiorname</u> riattivando Oracle Guided utilizzando le seguenti istr	buzione di OGL per Oracle Fusion
Cancel	

f. Select Apply and then Save & Exit to save the changes. Now the content is manually translated. You can also update the guide title manually to the desired language.



	Process		• DRAFT	:
Ø	Notizi volta	ie ST-	OGL - Prim	a
api	Name: (626r90	dOv	-
Þ	~			:

WARNING:

Deleting an OGL item from the alternate language folder will delete all copies of the OGL item. You can restore the OGL item by recovering it from the Archive folder.

Understanding the relationship between the default OGL item and its alternate language copies

The OGL items in the default language are the primary data files where critical information relating to the OGL items is stored. An OGL item in an alternate language cannot exist without an OGL item in the default language.

Legend:

Independent

! = Inherits settings/value from the Default Language OGL item

Information Stored	Default Language OGL item (i.e. English)	Alternate Language 1 OGL item (i.e. Dutch)	Alternate Language 2 OGL item (i.e. French)
Display Settings, Activation Settings, and Advanced Settings (incl. Selectors)	0	4	A
OGL item Name	v	v	v
OGL item Step Text	v	v	v
Number of Steps	v	4	1



Information Stored	Default Language OGL item (i.e. English)	Alternate Language 1 OGL item (i.e. Dutch)	Alternate Language 2 OGL item (i.e. French)
Step Sequence	v	4	<u>.</u>
OGL item Status	v	V	v
apiName	v	4	<u>^</u>
OGL item Property: Products	0	<u>^</u>	1
OGL item Property: Modules		1	4
OGL item Property: Sticky Guide	0	Ø	Ø
OGL item Property: Managed Guide	0	<u>^</u>	<u>^</u>
OGL item Property: Labels	v	<u>^</u>	<u>^</u>
OGL item Property: OGL item Type	0	<u>^</u>	<u>^</u>
OGL item Property: Descriptions (Keywords)	0	Ø	<
OGL item Activation Conditions: Role	0	1	1
OGL item Activation Conditions: Time	0	Ø	✓
OGL item Activation Conditions: URL (incl. Autosegmentation)	0	1	4
OGL item Activation Conditions: All other (assuming the condition can be localized)	•	Ø	0
Editing Steps in the Default Language for Multilingual OGL item: Adding a step	0	1	1
Editing Steps in the Default Language for Multilingual OGL item: Deleting a step	<	2	2
Editing Steps in the Default Language for Multilingual OGL item: Text change	<	2 3	Q 3

Note: Inherits the default language text(not auto-translated), needs to be updated using Content Editor in the relevant alternate language. Deletes the step in all copies of the OGL item. Text changes to existing steps are not auto-translated, needs to be updated Content Editor. Important: Creating a new OGL item in the default language does not automatically create the alternate language copies of the OGL item.

Machine Translation

With the help of Oracle's **Go Portal**, the **Machine Translation** method enables you to translate guides into **30 languages**. See the list below for the languages supported.

1 6 6 6 9

- Arabic
- Chinese Simplified
- Chinese Traditional
- Croatian
- Czech
- Danish
- Dutch
- Finnish
- French Canada
- French France
- German
- Greek
- Hebrew
- Hungarian
- Italian



- Japanese
- Korean
- Norwegian
- Polish
- Portuguese Brazil
- Portuguese Portugal
- Romanian
- Russian
- Slovak
- Slovenian
- Spanish Worldwide
- Swedish
- Thai
- Turkish
- Vietnamese

Translating the Guides Using Machine Translation

In the Machine Translation method, you'll need to generate a ZIP file of the guides, then upload it to Go Portal for translation. Once the translation is complete, you can download the file and re-upload it to OGL to access the guides in different languages.

Note:

- You can use machine translation up to four times a year without any cost. Any further translations will be charged.
- The turnaround time is 24-48 hours.
- The best practice is to have the content ready and signed off in the Generic Language (English) before submitting the machine translation.
- Guides will only be tested in the default language. The client is responsible for testing the foreign-translated content (only for Managed Service clients).

This section will guide you on how to translate your guides using machine translation.



Important:

To use Machine Translation, you need:

- Java Runtime Environment installed on your PC.
- Drop Generator installed on your PC.
- Go Portal access.

To translate:

Step 1: Export the OGL content from the Generic Language folder (English folder).

Note:

By default, OGL guides are in English. If you're using an APP ID without translated guides, you will only have a generic folder including all the English guides. As soon as a translation is completed, folders with the translated content in other languages will be created.

1. On the OGL homepage, select **Settings** > **Translations**.

Oracle Guided Learning (Premium)
☐ Home
My Content
I Content (1)
団 Archive (48)
Settings ^
Application
Custom Roles
Training Types
Translations

The Translations modal window is displayed now.

a. Select Export.



Translatio	'ns
Export	
Your guides will	be exported to a ZIP file. The files in the zip file have .properties extension.
Export	
Import	
File to import:	Choose a file No file chosen. Upload a ZIP file with the translated texts.
Encoding:	utf-8-sig 💌
	Keep the default if you are not sure what encoding to use.
Connected Check to create r	netadata for the translated guide
Import	
Cancel	

A ZIP file containing your guides is sent to your email Id.

	queued. You will receive an email with a link to download the guides.	```
Export		
mport		
File to import:	Choose a file No file chosen. Upload a ZIP file with the translated texts.	
Encoding:	utf-8-sig 🔻	
	Keep the default if you are not sure what encoding to use.	
Connected Check to create r	netadata for the translated guide	

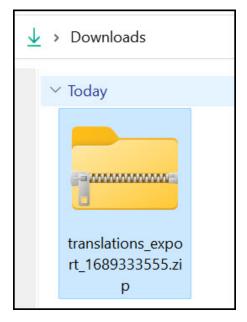
b. Go to your email inbox and select **Download**.



[External] : Your Oracle Guided Learning report is ready
Oracle Guided Learning <noreply_ogl@comm-apps.ou.ocs.oraclecloud.cc To 1 If there are problems with how this message is displayed, click here to view it in a web browser.</noreply_ogl@comm-apps.ou.ocs.oraclecloud.cc
Hello OGL Administrator,
Here is your Oracle Guided Learning (OGL) translation export file that you recently requested.
This is a system-generated email message. Please do not reply directly to this message.
Regards, Oracle Guided Learning Team

The browser now downloads the ZIP file.

c. Navigate to your **Downloads** folder in the local drive and unzip/extract the downloaded file.



After extracting the folder, you will notice three subfolders named **Active**, **Testing**, and **Import** and a **README.html** file.



Name	Date modified	Туре	Size
∨ Today			
C README.html	14-07-2023 11:19	Microsoft Edge HTM	13 KB
testing	14-07-2023 17:14	File folder	
🚞 import	14-07-2023 17:14	File folder	
active	14-07-2023 17:14	File folder	

Note:

Active:

This folder contains the guides with status as published in the OGL dashboard from different languages/ default languages.

Testing:

This folder contains the guides with status as a draft in the OGL dashboard from different languages/ default languages.

Import:

This folder is used to import the translated content to the OGL dashboard in different languages.

Readme:

This is an HTML file that gives insights into export and import.

Step 2: Send the extracted files to Go Portal for translation.

Note:

Please note that **Go Portal** accepts only ZIP files created using the **Drop Generator**. The Drop Generator is a utility used for creating evaluation/translation drops from source files that you have available locally.

1. Navigate to the "testing" folder within the extracted folders.

> Downloads > translations_export_1691608634 >	testing			
Name	Date modified	Туре	Size	
✓ Today				
	8/9/2023 1:18 PM	File folder		



2. Go to the subfolder named "--".



"--" is the default name for generic folders.

You can see the list of existing guides in the English language, identified by their API IDs.

Name ^	Date modified	Туре	Size
01b0ebsr_63A++EVtToeeB6LziciRhQ_N	21-07-2023 10:10	PROPERTIES File	1 KB
0081pmch_63A++EVtToeeB6LzIcIRhQ	21-07-2023 10:10	PROPERTIES File	1 KB
0s9615pb_63A++EVtToeeB6LzIcIRhQ	21-07-2023 10:10	PROPERTIES File	1 KB
0vscp234_63A++EVtToeeB6LzIcIRhQ	21-07-2023 10:10	PROPERTIES File	2 KB
0z9wqyko_63A++EVtToeeB6LzIcIRhQ	21-07-2023 10:10	PROPERTIES File	3 KB
1bwmo602_63A++EVtToeeB6LzicIRhQ	21-07-2023 10:10	PROPERTIES File	1 KB
1clmgotj_63A++EVtToeeB6LzlclRhQ_V	21-07-2023 10:10	PROPERTIES File	2 KB
2rk7992w_63A++EVtToeeB6LzIcIRhQ	21-07-2023 10:10	PROPERTIES File	1 KB
2zzdcv0b_63A++EVtToeeB6LzIcIRhQ_t	21-07-2023 10:10	PROPERTIES File	1 KB
3fylxwua_63A++EVtToeeB6LzIcIRhQ	21-07-2023 10:10	PROPERTIES File	1 KB
3mjkkdiu_63A++EVtToeeB6LzIcIRhQ	21-07-2023 10:10	PROPERTIES File	3 KB
3qzx0awf_63A++EVtToeeB6LzIcIRhQ	21-07-2023 10:10	PROPERTIES File	2 KB
4dahmjom_63A++EVtToeeB6LzIcIRhQ	21-07-2023 10:10	PROPERTIES File	1 KB
4qgrw531_63A++EVtToeeB6LzIcIRhQ	21-07-2023 10:10	PROPERTIES File	2 KB
4qplet55_63A++EVtToeeB6LzIcIRhQ_K	21-07-2023 10:10	PROPERTIES File	1 KB
4rwi5x0x_63A++EVtToeeB6LzlcIRhQ_T	21-07-2023 10:10	PROPERTIES File	1 KB
4te7df76_63A++EVtToeeB6LzIcIRhQ_P	21-07-2023 10:10	PROPERTIES File	2 KB
4vcf0tdu_63A++EVtToeeB6LzIcIRhQ_S	21-07-2023 10:10	PROPERTIES File	1 KB
4vs18zta_63A++EVtToeeB6LzIcIRhQ	21-07-2023 10:10	PROPERTIES File	1 KB
5c3f1vxf_63A++EVtToeeB6LzlclRhQ_F	21-07-2023 10:10	PROPERTIES File	3 KB

3. Select the guides you want to translate, copy and paste them to a new folder.

Tip:

- Use the API names of the guides to identify the exact guides you want to translate.
- Consider renaming the new folder to make it easier to identify.



> Downloads > Guides for translation					
Name	↓ Date modified	Туре			
∼ Today					
i on8coynm_yNmgDBheR8CrWYYAC0cC_w_Test	8/14/2023 1:09 PM	PROPERTIES File			
📔 re8tfjlx_yNmgDBheR8CrWYYAC0cC_w_Redwoo	8/14/2023 1:09 PM	PROPERTIES File			
V9k7oc35_yNmgDBheR8CrWYYAC0cC_w_Goals	8/14/2023 1:09 PM	PROPERTIES File			

4. Copy and paste the application PROPERTIES File (.properties) from the testing folder to the newly created folder. The application PROPERTIES File contains all the basic setups like **Next**, **Back**, **Done**, **Help**, etc.

> Downloads > Guides for translation								
Name	↓ Date modified	Туре						
∼ Today	✓ Today							
with application	8/14/2023 1:09 PM	PROPERTIES File						
on8coynm_yNmgDBheR8CrWYYAC0cC_w_Test	8/14/2023 1:09 PM	PROPERTIES File						
re8tfjlx_yNmgDBheR8CrWYYAC0cC_w_Redwoo	8/14/2023 1:09 PM	PROPERTIES File						
V9k7oc35_yNmgDBheR8CrWYYAC0cC_w_Goals	8/14/2023 1:09 PM	PROPERTIES File						

5. Use the **Drop Generator** to compress the files.



Note: If the Drop Generator is not installed on your computer, you can download it from IPS Shopfront. Alternatively, select here to start the download process. ★ > This PC > System (C:) > Users > > Downloads ✓ Today ✓ Today ✓ Ioday ✓ Io

Note:

To open the **dropgenerator-gui.jar** file on your PC, you must install the **Java Runtime Environment**.

a. Open the Drop Generator.

The below interface is displayed.

🕌 Drop Generator					-	×
File Edit Help						
Scan files Refresh File types Lan	guage tokens	Generate drop	Files	oath 🗸 contains		
No project loaded	Included	File Type	Source File			
Message log Issues						
i [14:46:27] To start, ple	ase choose	a directory by clicking	the "Scan files" button			

- **b.** Generate the ZIP file using the Drop Generator. Follow the below steps:
 - i. Select Scan files.



실 Drop	Generato	r		
<u>F</u> ile <u>E</u> dit	<u>H</u> elp			
	3		15°C	
Scan files	Refresh	File types	Language tokens	Generate drop

ii. Navigate to the directory where translation request files are stored.

실 Choose directory	×					
WIP WIP	-					
Downloads						
ITCSMassMail_00000796871688367355440						
E- translations_export_1689333555						
⊕ testing						
🖭 🕐 Music						
🕀 🜰 OneDrive						
🗈 🔁 Pictures						
🗉 🔁 Videos						
🗄 📻 Oracle Tools						
Path: ers \Downloads\translations_export_1	689333555					
Drop type: 🧿 UI (software messages)						
◯ UA (on-line help & docs)						
Scan type: 🧿 Directory						
O Passport						
ОК	Cancel					

iii. Choose Drop type as **UI** and Scan type as **Directory**.



🛃 Choose directory	×
wip Downloads ITCSMassMail_00000796871688367 translations_export_1689333555 import import Music OneDrive Pictures Videos	355440
🗄 📻 Oracle Tools	
Path: ers' Downloads\translations	_export_1689333555
Drop type: O UI (software messages) UA (on-line help & docs)	
Scan type: O Directory	
	OK Cancel

- iv. Select Ok.
- v. After scanning, the files are displayed as shown below.

translations_export_1689333555 Included File Type ASCII HTML ASCII HTML ASCII HTML InstallSheld InstallSheld	Source File VIREADME.html mport/README.html	
ASCTI HTML ASCTI HTML ASCTI HTML ASCTI HTML InstallShield		
InstallShield	v import/README.html	
Tost all Shield	✓ import//README.txt	
	import/de/README.txt	
InstallShield	import/es/README.txt	
InstallShield	import/fr/README.txt	
Install5hield	import/ja/README.txt	
InstallShield	import/pl/README.txt	
InstallShield	import/pt/README.txt	
Iridize properties	active//4bx20yq7_yNmgDBheR8CrWYYAC0cC_w_Untitled.properties	
Message log Issues		
i [15:12:52] Scanning source directory: C:\Users\	Downloads\translations_export_1689333555	
[15:12:53] Directory scan complete!	ing/error details	

Make sure there are no warnings or errors in the **Issues** tab.



Message log Issues			
File	Issue type	Detail	
🔇 Errors (0)			
🚯 Warnings (0)			

vi. Select Generate Drop.

실 Drop Generator - C:\Users	\ \Dowr	nloads\translatio	ns_export_1689333555
<u>F</u> ile <u>E</u> dit <u>H</u> elp			
Scan files Refresh File types	Language tokens	Generate drop	

vii. Fill in the parameters as follows:

- Product = iridize (all lowercase).
- Version = 2.0.
- Drop nr = 10 (Default value),20, 30.
- Group = iridize (All lowercase).

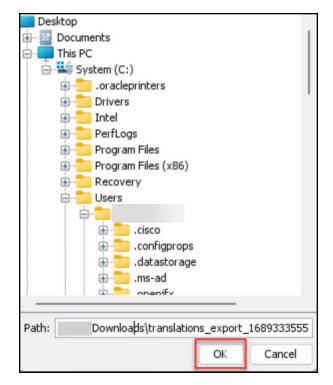


The above values are predefined. They have to be maintained for all the drops.

🛃 Save d	rop	×
Drop inform	ation	
* Product:	iridize	
* Version:	2.0	
* Drop nr:	10	
Group:	iridize	
Origin:		

viii. Select OK.





The ZIP file is now generated.

Name	Date modified	Туре	Size
∽ Today			
🗋 UI.bom	17-07-2023 15:53	BOM File	8 KB
🚾 iridize-iridize-2.0-drop10-ui.zip	17-07-2023 15:53	Compressed (zipped)	35 KB
import	17-07-2023 15:02	File folder	-
\sim Last week			
C README.html	14-07-2023 11:19	Microsoft Edge HTM	13 KB
testing	14-07-2023 17:14	File folder	
active	14-07-2023 17:14	File folder	

- c. Navigate to the Go Portal.
 - i. Login to the Go Portal using your organization's SSO credentials. After logging in, the below interface is displayed.

CRACLE GO Portal 23.07	@ORACLE.COM	æ	0
GO Portal 23.05 Released In the GO Portal 23.05 Released Add or remove files/folders to an existing zip file (re-uploading revised zip file is no longer needed) Configure Reference files Please refer to Rich Media Customer Guidelines for more details. Close Close and turn off this notification	y added to make it easier to:		04:47 PM
Q Search MY PROJECTS - V	New Project	88 8≡	Ģ

ii. Select the project Oracle guided Learning for Fusion Applications from My Projects.



Only projects that you own are accessible to you.

- ORACLE GO Port	al 23.07
Q Search	MY PROJECTS 🝷 🏹
Oracle Guided Learning for Fusion Applications 2.0 (@oracle.com Translation CANCELLED 7/5/23, 2:48 PM ResourceGen IN PROG 1 running	ress

- iii. For automatic translation:
 - i. Select New QA Drop.



	ortal 22.01					ଡଠା	RACLE.COM	× @
rojects 冫 🌣 Oracle Guided Lear	ning for Fusion Ap	plications 2.0 ⇔	A New Trai	nslation Drop	New QA Drop	 C Refr 	esh	Back to Project
Project Owners 1 Watchers 7 Approved Langs (UI/UA) 9/0	Drop Containe	rs Scheduled Drops S	Search Drops	V			G	Refresh
Open Issues 0 Components	RG	Test1JDE Resource Generation		FINISHED	UI 1/1	7/17/23	184346	
Components 1 UI Files/UA Files/Pubs 1/0/0 Word Count (UI/UA) 1.2K/0	RG	OPERA Cloud - OGL Guid 23 Resource Generation .gaines@oracle.com	des 07/14/20	FINISHED		7/15/23	184205	

ii. From the dropdown, select New Resource Generation by uploading file.



New QA Drop 🔻	O Refresh	🔠 Back te
New Resource Gen	eration	
New Resource Gen	eration by uplo	ading file

- iii. Upload and submit your file.
 - Select your file.
 - Add a friendly title.
 - Component: Select iridize
 - Submit drop for: UI
 - Select file: Choose the ZIP file created via Drop Generator.
 - Select Submit.

ton to start resource generation. The reso own in the Drops pane.	burce generation result will be
File	Select File
Friendly Title	
Component iridize	Required

iv. After submitting the file, select the **Refresh** button in the top right corner to view the translation progress.



g 2.0	New Translation Drop New Q	A Drop 🔻 📿 Fefr	esh 🖁 Bac
Drop Containers Scheduled Drops Search Drops			
Q. Search by title ALL - Y			C R
RG Test Resource Generation vidya.shankar.b@oracle.com	TRANSLATING UI	3/24/22	126304 •
RG Auto RG of iridize(UI) from: drop-1355 Resource Generation	THESHED UI	3/23/22	126144 •

Note:

Once the translation process is complete, the status of the uploaded drop will change to **Finished**.

= ORACLE	GO Port	tal 23.07			@ORACL	е.сом 🛱 🕐
rojects 〉 🕁 Oracle Guid	ed Learnir	ng for Fusion Applications 2.0 🖘	${}^{\mathbb{A}_{\eta}}_{\mathfrak{b},\mathfrak{c}}$ New Translation Drop	New QA Drop 👻	C+ Refresh	Back to Project
Project Owners	66	Drop Containers Scheduled Dro	ops Search Drops			
Watchers	60	Q Search by title	ALL 👻 🏹			C+ Refresh
Approved Langs (UI/UA) Open Issues	9/0	RG Resource Generation	FINISHED	(III)	7/17/23	184346 •••
Components		i@oracle.com		0		
Components	1	OPERA Cloud - OGL				
UI Files/UA Files/Pubs Word Count (UI/UA)	14/0/0 1.4K/0	RG 23 Resource Generation @oracle.co	FINISHED	U D	7/15/23	184205 •••

v. Select the Drop Container you named according to the Project or Customer.



vi. Select the Component link - iridize.

		▷ Rerun Drop	⊗ Cancel Drop ⊘ Approve	Remove	🕹 Download 📿 Refre
Container ID	184346 (TVI)	Owner	@oracle.com	Туре	Resource Generation
UI/UA	UI				
Start Date	7/17/23, 4:26 PM	Last Updated	7/17/23, 4:45 PM	Execution Time	18 minutes 51 seconds
Description					
UI Lang	Arabic Chinese - Simpli	ified Chinese - Traditiona	I. Croatian, Czech, Danish, Dutcl	Einnich Erench	Canada Erench Erance
Scope	German, Greek, Hebrew	v, Hungarian, Italian, Jap	anese, Korean, Norwegian, Polis Worldwide, Swedish, Thai, Turk	n, Portuguese - Br	
Scope Overall Status	German, Greek, Hebrew Romanian, Russian, Slo	v, Hungarian, Italian, Jap	anese, Korean, Norwegian, Polis Worldwide, Swedish, Thai, Turk	n, Portuguese - Br	
	German, Greek, Hebrew Romanian, Russian, Slo	v, Hungarian, Italian, Jap vak, Slovenian, Spanish -	anese, Korean, Norwegian, Polis Worldwide, Swedish, Thai, Turk	n, Portuguese - Br	
Overall Status	German, Greek, Hebrew Romanian, Russian, Slo	v, Hungarian, Italian, Jap vak, Slovenian, Spanish -	anese, Korean, Norwegian, Polis Worldwide, Swedish, Thai, Turk	n, Portuguese - Br	
	German, Greek, Hebrew Romanian, Russian, Slo	v, Hungarian, Italian, Jap vak, Slovenian, Spanish -	anese, Korean, Norwegian, Polis Worldwide, Swedish, Thai, Turk	n, Portuguese - Br	

vii. Go to the Artifacts tab.



Status	Artifacts 31	UI Files 14	UA Files 0	Pubs 0	Word Counts for this drop
UI					Status API Log OPT Log OTP
	Status	FINISHED			
	Translated 30	French - France	German, Greek,	Hebrew, Hung	al, Croatian, Czech, Danish, Dutch, Finnish, French - Canada, arian, Italian, Japanese, Korean, Norwegian, Polish, Portuguese - Brazil, ak, Slovenian, Spanish - Worldwide, Swedish, Thai, Turkish, Vietnamese

viii. Select the language links corresponding to your desired language to download the translated content.

ll Download Links	
Language 🗘	Link 🗘
English	iridize-iridize-ui-2.0-s312299.zip
Arabic	iridize-iridize-ui-partial-2.0-s312299-ar_EG.zip
Chinese - Simplified	iridize-iridize-ui-partial-2.0-s312299-zh_CN.zip
Chinese - Traditional	iridize-iridize-ui-partial-2.0-s312299-zh_TW.zip
Croatian	iridize-iridize-ui-partial-2.0-s312299-hr_HR.zip
Czech	iridize-iridize-ui-partial-2.0-s312299-cs_CZ.zip

iv. For manual translation:

i. Select New Translation Drop.

	GO Por	rtal 22.01					ଉତ	RACLE.COM	¤ @
ojects 🔰 🏫 Oracle Gui	ded Learn	ing for Fusion Ap	plications 2.0 🖘	An New Trans	slation Drop	New QA Drop	• C+ Ref	resh	Back to Projec
Project Owners	1	Drop Container	s Scheduled Drops	Search Drops					
Watchers Approved Langs (UI/UA)	7	Q Search	h by title	ALL 🕶	∇			C	Refresh
Open Issues	0	RG	Test1JDE Resource Generation		FINISHED		7/17/23	184346	
Components	1	_	i@oracle.com			U			
Components UI Files/UA Files/Pubs Word Count (UI/UA)	1 1/0/0 1.2K/0	RG	OPERA Cloud - OGL Gu 23 Resource Generation gaines@oracle.com	ides 07/14/20	FINISHED		7/15/23	184205	

ii. Select OK. The latest feature New Resource Generation by uploading file is supported.

rop default options are us sed.	d as initial values except that approved languages in SSOT
	nguage options in project preference, T Scope' option at Languages step.
Item	Value
UI/UA	UI
Components	iridize
UI Languages	Spanish - Worldwide
Schedule	Now

iii. Add Basic Information.

- Enter a friendly title.
- Enter a meaningful drop number or accept the default.
- Add drop description if required.

= C	RACLE	GO Portal 22	.01				@ORACLE.COM	₿ Ø
Projects > 🏠	Autonomous I	Oata Platform	1.0				O Refresh	Back to Projects
New Tra	anslation Dr	op					Creat	ce Cancel
Prev	1					(5)	6	Next
	Basic Info	rmation	UI/UA	Components	Languages	Schedule	Summary	
Basio	Friendly Title	drop-64		Ow	ner	•		
	Description							

Select Next.

iv. Choose **UI only** and select **Next**.

	CLE GO Portal 2	2.01				ORACLE.C	ом 🛱 🍖
Projects 🔰 🕁 Aut	onomous Data Platforn	n 1.0				O Refresh	Back to Projects
New Transl	lation Drop						Create Cancel
Prev	Basic Information	2 UI/UA	Components	Languages	Schedule	Summary	Next
UI/UA		di on	components	congouges	Schedule	Summary	
	UI/UA 🔿 Both	● UI only 〇 U	IA only				

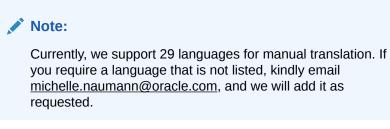
v. Choose the **Components** and select **Next**.



	RACLE GO Portal 2	2.01					@ORACLE	сом.	₿	0
ects > 🏠 🗚	utonomous Data Platforn	n 1.0					O Refresh	88 6	Back to	Project
lew Tran	slation Drop							Create	C	ancel
Prev	Ø	Ø							Ne	ext
	Basic Information	UI/UA	Components		Languages	Schedule	Summary			
Comp	onents									
Q Filt	er by component name									
	Component 🗊	Filter by component name	- File	es 1↓	Last Reso	urce Gen 1	Last Extraction 1	L		
				1	0	INISHED	6/30/21			
									-	_

vi. Add the languages that you would like to translate and select Next.

	ACLE GO Portal 22	.01				JORA	CLE.COM	₿	Q
:ts 🕻 🖒 🛆 🗛	itonomous Data Platform	1.0				○ Refres	h 🔡	Back to	Projec
ew Trans	slation Drop						Creat	e C	ancel
Prev	0	Ø	0	0	(5	6)	N	ext
	Basic Information	UI/UA	Components	Languages	Schedule	Sumn	ary		
UI Language	d language(s) will be applic		mponents using SSOT lan		€ nese × Korean ×				
(ese - Brazil × Spanish - V	Worldwide ×							



vii. Set the translation frequency and select Next.



viii. Review the summary and select the **Create** button.



ORACLE	GO Portal 22.01					@ORACLE.COM	X 📀
cts 🔪 🖒						O Refresh ■	Back to Project
ew Translation D	rop					Crea	ite Cancel
Prev		Ø	•	O	0	6	Next
Basic Inf	ormation	UI/UA	Components	Languages	Schedule	Summary	
Summary Friendly Title UI/UA	drop-64 Ul only		0	wner			
Components	Component adp	UI scop		source Gen Last I	Extraction		
UI Lang Scope		ed, Chinese - Tra	ditional, French - Frar	nce, German, Italian, Ja	·		
Schedule Plan	Now						

ix. After submitting the file, select the **Refresh** button in the top right corner to view the translation progress.

ng 2.0		St New Translation Drop	New QA Drop	• Q Fet	resh 🔠 Bac
Containers Scheduled Drops	Search Drops				Q R
RG Test Resource Generation vdya.shankar.b@oracle.com		TRANSLATING	UI 0/1	3/24/22	126504 •
Auto RG of iridize(UI) from Resource Generation	: drop-1355	FIRSHED	(III)	3/23/22	126144 •

Note:

Once the translation process is complete, the status of the uploaded drop will change to **Finished**.

= ORACLE	GO Por	rtal 23.07					@ORACL	е.сом 🛱 🕐
Projects 🔰 🏠 Oracle Guide	ed Learni	ing for Fusion A	pplications 2.0 🖘	요학 방국 New Translation	n Drop N	ew QA Drop 🔻	⊖ Refresh	🔠 Back to Proje
Project		Drop Contai	ners Scheduled D	rops Search Drops				
Owners	66							
Watchers	60	Q Sea	arch by title	A11	• 7			O Refresh
Approved Langs (UI/UA)	9/0				-			
Open Issues	1	RG	Test1JDE Resource Generation		FINISHED	G	7/17/23	184346
Components		KG	i@oracle.com			(i)	.,,20	
			OPERA Cloud - OG	L Guides 07/14/20				
Components	1	RG	23	ic Guides 077 14720	FINISHED		7/15/23	184205
UI Files/UA Files/Pubs	14/0/0	RG	Resource Generation		TIMISHED	1/1	//15/25	104205
Word Count (UI/UA)	1.4K/0		@oracle.	com				

x. Select the Drop Container you named according to the Project or Customer.



xi. Select the Component link - iridize.

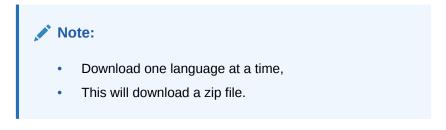


		▷ Rerun Drop	S Cancel Drop	e 🛄 Remove	Download 📿 Refe
Container ID	184346 (TVI)	Owner	@oracle.com	Туре	Resource Generation
UI/UA	UI				
Start Date	7/17/23, 4:26 PM	Last Updated	7/17/23, 4:45 PM	Execution Time	18 minutes 51 seconds
Description					
Description UI Lang Scope	German, Greek, Hebrew,	Hungarian, Italian, Jap	al, Croatian, Czech, Danish, Duto Ianese, Korean, Norwegian, Polis - Worldwide, Swedish, Thai, Turl	sh, Portuguese - Br	
UI Lang	German, Greek, Hebrew,	Hungarian, Italian, Jap ak, Slovenian, Spanish	anese, Korean, Norwegian, Polis - Worldwide, Swedish, Thai, Turl	sh, Portuguese - Br	
UI Lang Scope	German, Greek, Hebrew, Romanian, Russian, Slov	Hungarian, Italian, Jap ak, Slovenian, Spanish	anese, Korean, Norwegian, Polis - Worldwide, Swedish, Thai, Turl	sh, Portuguese - Br	
UI Lang Scope Overall Status	German, Greek, Hebrew, Romanian, Russian, Slov	Hungarian, Italian, Jap ak, Slovenian, Spanish	anese, Korean, Norwegian, Polis - Worldwide, Swedish, Thai, Turl	sh, Portuguese - Br	

xii. Go to the Artifacts tab.

Status	Artifacts 31	UI Files 14	UA Files 0	Pubs 0	Word Counts for this drop
UI					Status API Log OPT Log OTP
	Status	FINISHED			
	Translated 30	French - France,	German, Greek,	Hebrew, Hung	al, Croatian, Czech, Danish, Dutch, Finnish, French - Canada, arian, Italian, Japanese, Korean, Norwegian, Polish, Portuguese - Brazil, rak, Slovenian, Spanish - Worldwide, Swedish, Thai, Turkish, Vietnamese

xiii. Select the language links corresponding to your desired language to download the translated content.



anguage 🗘	Link 🗘
English	iridize-iridize-ui-2.0-s312299.zip
Arabic	iridize-iridize-ui-partial-2.0-s312299-ar_EG.zip
Chinese - Simplified	iridize-iridize-ui-partial-2.0-s312299-zh_CN.zip
Chinese - Traditional	iridize-iridize-ui-partial-2.0-s312299-zh_TW.zip
Croatian	iridize-iridize-ui-partial-2.0-s312299-hr_HR.zip
Czech	iridize-iridize-ui-partial-2.0-s312299-cs_CZ.zip

Step 3: Import the translated guides to OGL.



1. Open the downloaded machine translated Zip file & keep it ready for copying. (In the following example, we have retrieved the translated content in Czech.)

Name	Date modified	Туре	Size	
∼ Yesterday				
≔ iridize-iridize-ui-partial-2.0-s312299-cs_CZ.zip	18-07-2023 15:09	Compressed (zipp	oed)	15 KB

2. Navigate to the folder where you first downloaded the ZIP file from the OGL Dashboard.

Name	Date modified	Туре
\sim Yesterday		
≔ iridize-iridize-2.0-drop10-ui.zip	17-07-2023 15:53	Compressed (zipped)
🗋 UI.bom	17-07-2023 15:53	BOM File
📜 import	17-07-2023 15:02	File folder
$^{\!$		
C README.html	14-07-2023 11:19	Microsoft Edge HTM
active	14-07-2023 17:14	File folder
testing	14-07-2023 17:14	File folder

3. Open the **import** folder and create a new folder. Name the folder with the language code for which you translated.



To import French guides, the folder should be named "fr," while for Czech, it should be named "cz," and so on.

Name	✓ Date modified	Туре
 Yesterday cz Earlier this week 	18-07-2023 15:46	File folder
	17-07-2023 15:02	File folder
📒 de	17-07-2023 15:02	File folder
es 📃	17-07-2023 15:02	File folder
📜 fr	17-07-2023 15:02	File folder
📒 ja	17-07-2023 15:02	File folder
📜 pl	17-07-2023 15:02	File folder
📜 pt	17-07-2023 15:02	File folder
\sim Last week		
C README.html	14-07-2023 11:19	Microsoft Edge HTM

4. Copy and paste the translated content to the specific language folder.

	« Users » > Downloads > New folder	r > translations_export_16	89333555 > import > cz	
	Name ~ Yesterday	Date modified	Туре	Size
Ŀ	iridize-iridize-ui-partial-2.0-s312299-cs_CZ.zip	18-07-2023 15:09	Compressed (zipped)	15 KB

5. Compress/Zip the **import** folder alone.

Name	Date modified	Туре
∨ Today		
🚈 import.zip	19-07-2023 14:27	Compressed (zipped)
✓ Yesterday		
📒 import	18-07-2023 15:46	File folder

- 6. Navigate to the OGL dashboard.
- 7. Go to Settings > Translations.



0	Oracle Guided Learning Premium
	Home
My Co	ontent
	Content (34)
団	Archive (54)
3	Settings ^
	Application
	Translations

The **Translations** modal window is displayed now.

8. Under the Import section, select Choose a file and choose the file named"import.ZIP".

home(modalOutlet:translations)	🔮 Open		
Started v	\leftarrow \rightarrow \checkmark \uparrow	« New > translatio ∨ C	Search translations_export_1 🔎
Translations	Organize New fold	ler	≣ • 🔲 🌘
Export Your guides will be exported to a ZIP file. The files in the zip file have	∽ ■ Desktop	Name	Date modified
Export	∽ 🛓 Downloads	✓ Today import.zip	19-07-2023 14:27
File to Import: Choose a file No file chosen. Upload a Z	∽ 🚬 New folder	 Yesterday 	
Encoding: utf-8-sig Keep the default if you are not sure what encoding	> 📜 translations	 import Yearlier this week 	18-07-2023 15:46
Connected Check to create metadata for the translated guide	> 🚈 iridize-iridiz	📰 iridize-iridize-2.0-drop10-ui.zip	17-07-2023 15:53
Import	.zip	✓ Last week	14-07-2023 17:14
Cancel	2 200		
	File <u>n</u> a	ame: import.zip	Compressed (zipped) Folder (*.: ~
변 Launcher I I Message 의 Pr			<u>Q</u> pen Cancel

9. Set the encoding to **utf-8-sig**.



Import	
File to import:	Choose a file No file chosen. Upload a ZIP file with the translated texts.
Encoding:	utf-8-sig Keep the default if you are not sure what encoding to use.
Connected Check to create	metadata for the translated guide
Import	
Cancel	

10. Check in the **Connected** checkbox.

(If this option is not checked, any additional modification cannot be made in the guide.)

Import	
File to import:	Choose a file No file chosen. Upload a ZIP file with the translated texts.
Encoding:	utf-8-sig Keep the default if you are not sure what encoding to use.
Connected Check to create n	netadata for the translated guide
Import	
Cancel	

11. Select the **Import** button.

Translatio	ons
Export	
Your guides will	be exported to a ZIP file. The files in the zip file have .properties extension.
Export	
Import	
File to import:	Choose a file import.zip
Encoding:	utf-8-sig
	Keep the default if you are not sure what encoding to use.
Connected Check to create	metadata for the translated guide
Import	
Cancel	

The translated content is now imported.

12. Verify all the translated guides are available in the respective language folders.



- a. On the OGL console, select Contents.
- **b.** Select the **GENERIC LANGUAGE** dropdown and choose the desired language.

		UAT (i)
Filters (0) 📒 Reset 🖑		Filters
≡	GENERIC LANGUAGE	پ ^م م ^د Product ~
Surv	Czech	Enterprise Resource Plan Fusion Common
apiName	Japanese	Human Capital Managem Procurement Cont Assigned 2
	Polish Postuguese] ۞ ♡ ㎢ :	Not Assigned> Module ~ Benefits

The translated guides are now displayed.

My Content Q Search.	
Process ORAFT :	Message DRAFT :
🖄 Testování	🖄 Nový test zprávy o cestě 4
apiName: 46gzazuh	apiName: 3vdekgh4

c. Launch any guide in the Fusion Application by changing the language in the Application login screen.

(Normally, the guide will progress similarly to the default language guide. If the translation guide does not progress like the default language guide, follow the steps in the troubleshooting tips.)



Automated Machine Translation

Improving upon OGL's existing multi-language support capabilities, this new functionality now instantly translates guides into provided languages using machine translation directly from within the OGL console, without the need to export/import guides. This feature is available only to OGL Premium accounts.

16600

Note:

For information about OGL Premium, visit: https://education.oracle.com/ oracle-cloud-guided-learning-premium

This initial release of the Automated Machine Translation feature is being introduced in an early developmental stage with the intent to provide you with early access to this emerging functionality. The following are known limitations of this feature in 23C release:

- Not all languages are supported at this time. Future enhancements are planned to improve upon this feature's capabilities, performance, and expand the library of available languages.
- This feature will only translate guide contents, not application properties or selectors.
- Each translation is subject to a character limit of 5,000 characters per step (including HTML tags).
- If the selected Generic Language is not on the list of available languages as listed in the Translation dialog box, the translation will fail and return an unspecified error message.

Note:

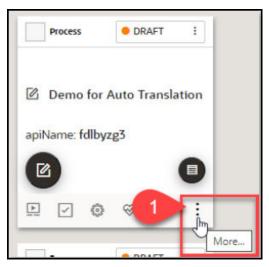
This feature requires the following OGL security role and permissions: **Owner role** \rightarrow **Change Application Settings permissions**



Viewer	Editor	Developer	Owner	
Oetails 🗸	Details 🗸	Oetails 🗸	Oetails ~	
Oetails 🗸	Details 🗸	Oetails 🗸	⊖ Details ~	
Oetails 🗸	Details 🗸	Oetails 🗸	Oetails ^	
Oetails 🗸	Oetails ~	-	 Manage Display Groups Manage Roles 	
📀 Details 🗸	📀 Details 🗸	_		
		🗹 Man	age Products & Modules	
		🔽 Man	age Training Types	
		🗹 Man	age Themes	
		🖬 Char	nge Application Settings	
		🔽 Crea	te Managed Guides	
		🔽 Man	age Comments	
		- Poco	t and usor usago data	

Translating Individual Guides

1. From the **My Content** page, select the "**More...**" icon in the lower right corner of the guide you wish to translate.



2. Select **Translate** from the actions menu.





3. The **Translation** modal opens.

Translation 😨			
Guide can be translated from GENERIC LANGUAGE to any of the languages listed below in the available languages. For more help on translation please click here.			
Note: Oracle Gulded Learning uses OCI Language Translation service accuracy, reliability, or timeliness of the machine translations. Users	. Oracle does not guarantee or make any representations regarding the rely on the machine translations at their own risk.		
Q Search languages	Target Languages		
+ Arabic			
+ Czech			
+ Danish			
+ Dutch			
+ English			
+ Finnish			
Cancel	Reset Save and Exit		

4. Select the "+" button next to the language(s) you wish to translate the guide from the list of available languages on the left. Any selected languages will appear in the Target Languages, then select **Save and Exit** when done.



Translation 🔞			
Guide can be translated from GENERIC LANGUAGE to any of the languages listed below in the available languages. For more help on translation please click here.			
Note: Oracle Guided Learning uses OCI Language Translation service accuracy, reliability, or timeliness of the machine translations. Users	e. Oracle does not guarantee or make any representations regarding the s rely on the machine translations at their own risk.		
Q Search languages	Target Languages		
+ Norwegian	French		
+ Polish	- Spanish		
+ Romanian			
+ Swedish			
+ Turkish			
+ Chinese - China			
Cancel	Reset Save and Exit		

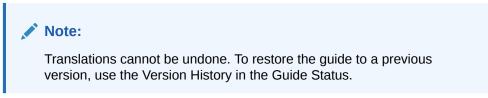
5. A confirmation dialog box will appear (read carefully) and will prompt you to confirm the action.

Create new translations	
Are you sure you want to continue? This will overwrite and replace any existing translations	5.
Cancel	Save & Exit

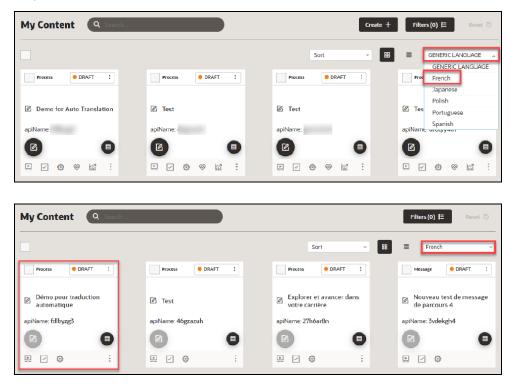
6. Once the translation is complete, a confirmation message will appear at the top of the Translation modal to confirm that the guide has been translated.



Translation 💿			
Selected guide has been translated.	×		
Note: Oracle Guided Learning uses OCI Language Translation service accuracy, reliability, or timeliness of the machine translations. User	e. Oracle does not guarantee or make any representations regarding the s rely on the machine translations at their own risk.		
Q Search languages	Target Languages		
+ Romanian	French		
+ Swedish	Spanish		
+ Turkish			
+ Chinese - China			
+ Chinese - Taiwan			
+ French - Canada			
Cancel	Reset Save and Exit		



7. The translated guides will now appear in their respective language folders in the My Content page. To toggle between each language folder, select the language dropdown menu.





8. If you make any content changes to the original guide and then translate the guide again, you will be prompted with an option to retranslate the guide for all target languages.

Translation 😰			
Selected guide has been translated.	×		
Note: Oracle Guided Learning uses OCI Language Translation service. C accuracy, reliability, or timeliness of the machine translations. Users re			
Q Search languages	Target Languages		
+ Romanian	French		
+ Swedish	Spanish		
+ Turkish			
+ Chinese - China			
+ Chinese - Taiwan			
+ French - Canada			
Cancel	Reset Save and Exit		

Translating Multiple Guides (Bulk Action)

1. From the **My Content** page, select one or more guides that you wish to translate, then select **Translate** from the Bulk Actions dropdown menu.

My Content Q Searchu		Create +	Filters (0) 🗮 Reset 🖑
Select an Action V 4 / 29		Sort ~ #	GENERIC LANGUAGE V
Managed Service : Publish	Process • DRAFT :	Process • DRAFT :	Process DRAFT :
Resolve All Comments mo	🖉 Test	🖄 Test	Test Sim 2
Self-Service apit Translate	apiName:	apiName:	apiName:
Unpublish Update Editing Url			
Update Selector	Process	Process • DRAFT :	Process DRAFT :
🖉 Test	Test Simulation	Create Requisition from Catalog - Redwood	Bad Target Element Demo
apiName:	apiName:	apiName:	apiName:

2. The Translation modal opens.



Translation 😰			
Guides can be translated from GENERIC LANGUAGE to any of the languages listed below in the available languages. For more help on translation please click here.			
Note: Oracle Guided Learning uses OCI Language Translation service accuracy, reliability, or timeliness of the machine translations. Users	. Oracle does not guarantee or make any representations regarding the rely on the machine translations at their own risk.		
Q Search languages	Target Languages		
+ Arabic			
+ Czech			
+ Danish			
+ Dutch			
+ English			
+ Finnish			
+ French			
- Comment			
Cancel	Reset Save and Exit		

Note:

With bulk translations, any pre-existing translated languages will not be displayed in the Target Languages column. Any translations applied using Bulk Actions will affect all selected guides and will overwrite any existing translations. To translate specific guides into specific languages, consider translating the guide(s) individually.

3. Select the "+" button next to the language(s) you wish to translate the guide from the list of available languages on the left. Any selected languages will appear in the Target Languages, then select **Save and Exit** when done.



Translation 💿					
Guides can be translated from GENERIC LANGUAGE to any of the languages listed below in the available languages. For more help on translation please click here.					
Note: Oracle Guided Learning uses OCI Language Translation service. Oracle does not guarantee or make any representations regarding the accuracy, reliability, or timeliness of the machine translations. Users rely on the machine translations at their own risk.					
Q Search languages	Target Languages				
+ English	German				
+ Finnish					
+ French					
+ Greek					
+ Hebrew					
+ Italian					
+ Japanese					
Cancel	Reset Save and Exit				

4. Once the translation is complete, a confirmation message will appear at the top of the Translation modal indicating that the job has been scheduled and that an email will be sent to notify you when completed.

Translation 😰						
Job has been scheduled and an email will be sent out shortly once translation finishes.						
Note: Oracle Guided Learning uses OCI Language Translation service. Oracle does not guarantee or make any representations regarding the accuracy, reliability, or timeliness of the machine translations. Users rely on the machine translations at their own risk.						
Q Search languages	Target Languages					
+ English	German					
+ Finnish						
+ French						
+ Greek						
+ Hebrew						
+ Italian						
+ Japanese						
Cancel	Reset Save and Exit					

5. Check your email inbox for a message from Oracle Guided Learning <noreply_ogl@comm-apps.ou.ocs.oraclecloud.com>. The message should look like this:



[External] : Oracle Guided Learning translation has completed					
Orade Guided Learning <noreply_ogl@comm-apps.ou.ocs.oracledoud.com> To To Translation_1689656376.xlsx</noreply_ogl@comm-apps.ou.ocs.oracledoud.com>	← Reply	≪ Reply All	→ Forward ····		
Hello OGL Administrator,					
Your translation request has been completed. Please review the attached translation report for details.					
For more help on translation please click <u>here.</u>					
Thank you. Guided Learning Product Team					

6. Open the attached Excel spreadsheet to view the translation status of all selected guides.

	A	В	С	D
1	Guide Name	Guide Id	German	
2	Test	46gzazuh	Success	
3	Test	gomzc6u5	Success	
4	Test Sim 2	dr8qiy4m	Success	
5	Updated changes to Demo for Auto Translation	fdlbyzg3	Success	
6				
7				

7. The translated guides will now appear in their respective language folders in the **My Content** page. To toggle between each language folder, select the language dropdown menu.





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Using the Multi Language Widget

A user may choose to select an alternative language available on the OGL widget. Here is an easy way to do this:

1. Open the Guided Learning widget.



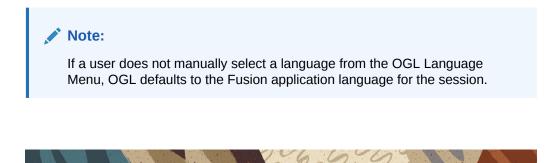
2. At the bottom-left of the open widget, click the **Language Selection** icon ($\frac{x_A}{a}$) then select the desired language from the menu.

OGL Training Guides	×			
Q Search				
 My Content Getting Started Manager Self Service Guides Employee Self Service Guides Oracle Customer Success 				
Need additional Support? Training Support	 Default Afrikaans German Spanish French Somali 			

All guides available in the selected language will now display in the widget. For example, if you selected Dutch from the available languages, all Dutch guides will now display in the widget.



Once you sign out of the Fusion application and sign back in, the widget language will default to the language you have previously chosen.



User Management

Once your OGL account is created, you can add new users with different permission levels. The new users can create, publish, delete guides, edit content, view analytics, etc. We recommend you follow the **Least Privilege** principle when granting permissions to new OGL users, especially the permission to publish guides.

You can set up multiple types of users depending on the level of access you want each user to have. Each user is identified by their name, email address, and the permissions assigned to them.

Introduction to OGL Roles

Before you set up users in OGL, you should understand the roles and permissions that you can assign to a user.

Note:

The roles discussed below only apply to the OGL Console and are not related to the application roles.

Roles & Permissions

Viewer: Executive sponsors are the common target audience for this role which only requires the ability to see what guides exist and view the Analytics Dashboard.

Permission	Detail
Preview a guide	Preview Guides
View Analytics	View Analytics

Editor: The Editor role addresses users who only need to work with the copy/text in the guides and messages to end-users. This allows writers to be able to get into the system and provide content without exposing them to publishing and other mission-critical capabilities.



Permission	Detail				
Access Content Editor	•	Edit OGL item text via Content Editor			
Manage Messages	•	Create, Update, Clone, and Delete Messages			

Developer: This role enables admins who should be working with the detailed features within individual guides, while not opening up system-wide settings that would affect all Editors and Developers.

Permission	Detail
Edit Guides	Update OGL item name(s)
	View Guide in Full Editor
	 Edit Guide, Video, Links, Tasks Lists via Full Editor
	 Edit Settings for Guide, Video, Links, Tasks Lists in Dashboard
	 Edit Activation Settings for Guide, Video, Links, Tasks Lists in Dashboard
Create Guides	Create/clone OGL item(s)
Delete Guides	Delete/recover OGL item(s)
Publish Guides	 Activate/inactivate OGL item(s)
	 Publish/unpublish OGL item(s)
	• Publish unpublished revisions of OGL item(s)
Edit Managed Guides	 Edit OGL items classified as managed by Oracle University

Owner: Within each organization, there should only be 2-3 people with this level of access. The permissions included in this role enable the admin to make changes to the system that will affect every user and guide therein.

Permission	Detail
Manage Users	Add/delete users from the appID
	 Assign/revoke user permissions
Manage Help Widget Settings	 Update the help widget sort order
	 Update the OGL Widget settings for development and production
Manage Display Groups	 Create, update, and delete display group(s)
Manage Roles	 Create, update, and delete simplified role(s)
Manage Pages	 Create, update, and delete OGL pages for use in conditioning content in the library
Manage Products & Modules	 Create, update, and delete OGL Products and Modules which are used in OGL analytics and as content filters
Manage Training Types	Create, update, and delete training type(s)



Permission	Detail
Manage Themes	Can update the theme to any of the available themes in the OGL Console.
	 Can download the available Design Kit(s) in the appID
	Can update the theme via the appID's Design Kit
	 Can upload modified Design Kit(s) to the appID
Change application settings	Enable feedback
	 Manage feedback settings for development and production
	 Update the application(sub-account) name
Create Managed Guides	Set a guide as a managed guide
Manage Comments	 Manage comments in the full editor
Reset end-user usage data	Reset user analytics data
Manage Cloud Configuration	 Manage Cloud Configuration in the OGL Console
Manage Oracle Content	 Manage Oracle Content in the OGL Console.
Batch Update Guides	 This feature enables you to update guides in batches.

Assigning Roles and Permissions

You can assign all of the permissions within a role to a user, or assign specific permissions. Depending on your approach, the role icons will change so you can quickly see which roles and permissions a user has:

ALL of the permissions within the OGL role are assigned to the user.

I = **SOME** of the permissions within the OGL role are assigned to the user.

E NONE of the permissions within the OGL role are assigned to the user.

- To revoke all user permissions for a particular OGL role simply click on to make it
- To assign all user permissions for a particular OGL role simply click on make it
- To assign some user permissions for a particular OGL role simply click on



then proceed to assign/revoke the required permissions

Adding Users



Use the user's email address to add them to the OGL.

To add users:

1. On your OGL console's navigation menu, select **Settings** > **User Management**.

Oracle Guided Learning (Premium)
🛆 Home
My Content
🗱 Content (19)
団 Archive (37)
Settings ^
Application
Custom Roles
Training Types
Translations
User Management

The User Management modal window appears.

2. Select the Add Users button.



	User Manage	ement dd Users	button	511		≛ EXPORT
	Name	Email	Viewer	Editor	Developer	Owner
nt	@0I	@01	Oetails ~	Oetails ~	Oetails ~	Oetails ~
			Oetails ~	Oetails ~	Oetails ~	Details ~
			Oetails ~	Oetails ~	Oetails ~	Oetails ~
l						
l						
	Cancel					

3. The Enter the new user's email address in the Email field, assign the user permissions, then select Save..

User	Management								_					×
Ð	CANCEL SAVE	3						2	2				▲ EXP	ORT
	Name	Email		Viewer			Editor			Developer			Owner	
	ogl.student01@	ogl.student01@	\bigcirc	Details	•	\bigcirc	Details	•	\bigcirc	Details	•	8	Details	•
		1												



4. Select Close (X) to exit the User Management modal window.

Removing Users

To remove Users:

- 1. Navigate to the User Management modal window.
- 2. Check in the checkbox at the beginning of the line that lists the user you want to remove. Once checked in, the **Delete** button appears.



Usei	r Manage	ment	/			
Ð	DELETE					LEXPORT
	Name	Email	Viewer	Editor	Developer	Owner
~	@୦୲	@oi	Oetails ~	Oetails ~	Details ~	Oetails ~
			Oetails ~	Oetails ~	Details ~	Oetails ~
			Oetails ~	Oetails ~	Oetails ~	Oetails ~
Cance						
Cance						

3. Select the **Delete** button. The user is now removed from OGL.

Exporting the OGL User Matrix

You can export the OGL user matrix in ".*xlsx*" format with a single click/selection.

- 1. Navigate to the User Management modal window.
- 2. Select the **Export** button (to download the user matrix.

User Manag	ement		_11V		
•					± EXPORT
Name	Email	Viewer	Editor	Developer	Owner
		Oetails ~	Oetails ~	Oetails ~	Oetails ~
		Oetails ~	Oetails ~	Oetails ~	Oetails ~
		Oetails ~	Oetails ~	Oetails ~	Oetails ~
Cancel					

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The browser now downloads the *.xlsx* file.



6 OGL Analytics & Reports

Users who have been granted the **View Analytics** viewer permission can access the **Analytics & Reports** tab in the OGL Console.

Note:

OGL analytics data can take up to 24 hours to process before it is presented in the Analytics Dashboards and Reports. Guide data collected today will not appear in analytics until the following day.

Dashboards

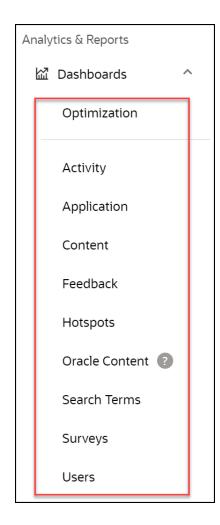
Accessing the Dashboards

- 1. On the OGL Console homepage, go to the left navigation panel. You can see the **Analytics & Reports** tab on the navigation panel.
- 2. Select the Dashboards dropdown menu.

Oracle Guided Learning	(Premium)
🛆 Home	
My Content	
🎬 Content (154)	
面 Archive (217)	
Settings	~
Analytics & Reports	
🖾 Dashboards	, ₽
Reports	

All the Analytics **Dashboards** are now displayed under the dropdown menu.



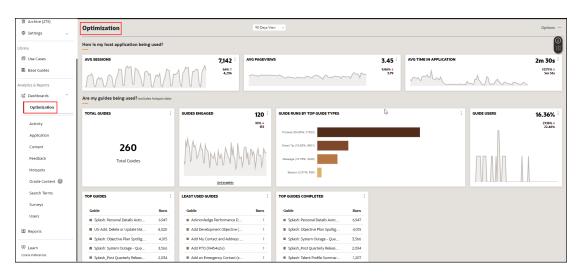


Overview of Analytics Dashboards

The Analytics Dashboards provide data on the consumption of OGL content for a specified account and for a designated time frame. There are various analytics dashboards available, each providing different analyses and visualizations of consumption data and host application usage.

Example of the **Optimization** dashboard:





With Oracle Guided Learning Analytics, administrators can easily filter and generate reports on OGL metric data, allowing you to monitor the usage and consumption of OGL content. OGL Analytics provides 9 standard dashboards with customizable filtering options and the ability to download data, where applicable. Each of the analytics dashboards are covered in more detail in this document.

- Optimization Dashboard: Highlights key daily/weekly measures organized by content health and the target application traffic.
- · Activity Dashboard: Guide activity and the consumption of OGL content.
- Application Dashboard: View traffic on specific pages. An expanded set of filters is now
 provided along with three new Dashboards covering User, Content, and Application, in
 addition to the Activity Dashboard.
- **Content Dashboard**: How many of each type of guide are available in the Console.
- Feedback Dashboard: View and analyze user feedback on OGL content items.
- Hotspots: View analytics on Launchers and Hotspots.
- **Oracle Content Dashboard**: Adds a new dashboard to the OGL Analytics and Reports capabilities to provide guide activity data of Oracle Content.
- Search Terms Dashboard: View frequently searched terms and analyze ease of access to OGL content items.
- **Surveys Dashboard:** The Reports dashboard lets OGL administrators see survey results and download a report that includes end-user responses.
- Users Dashboard: Detail from a user perspective on Oracle Guided Learning activity.

Reports

The Analytics **Reports** lets OGL administrators download a customized report that includes end-user responses and data captured by Surveys.

You can access the **Reports** from the main navigation menu.



🛆 Home	
My Content	
III Content (265)	
団 Archive (275)	
Settings	~
Library	
I Use Cases	
🖾 Base Guides	
Analytics & Reports	
🖾 Dashboards	~
Reports	
^ල Learn	

Below is an example of the **Reports** interface.

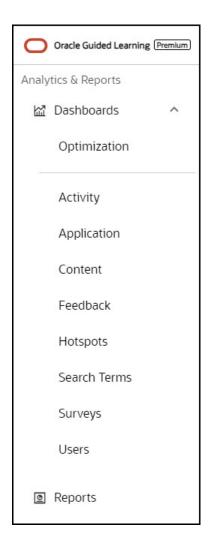
But Guides Feedback Fee	Cases	HOME							
Cancel Content Perfere Maintent 1 The provide frage is sample of your report, displaying a mainum of 25 secods. You can samage the columns by cloking and dragging the column backings in the other you sunt them Maintent 0 and e Content • The provide frage is your clock displaying a mainum of 25 secods. You can samage the columns by cloking and dragging the column backings in the other you sunt them Maintent 0 and transmission • The provide frage is your clock displaying a mainum of 25 secods. You can samage the columns by cloking and dragging the column backings in the other you sunt them Maintent 0 and transmission • The provide frage is your clock displaying a mainum of 25 secods. You can samage the columns by cloking and dragging the column backings in the other you sunt them Maintent 0 and transmission • The provide frage is your clock displaying a mainum of 25 secods. The provide frage is your clock displaying a mainum of 25 secods. The provide frage is your clock displaying a mainum of 25 secods. The provide frage is your clock displaying a mainum of 25 secods. The provide frage is your clock displaying a mainum of 25 secods. The provide frage is your clock displaying a mainum of 25 secods. The provide frage is your clock displaying a mainum of 25 secods. The provide frage is your clock displaying a mainum of 25 secods. The provide frage is your clock displaying a mainum of 25 secods. The provide frage is your clock displaying a mainum of 25 secods. The provide frage is your clock displaying a mainum of 25 secods. The provide frage is your clock displaying a mainum of provide frage is your clock displaying a mainum of provide frage is your clock dis a mainthe provide frage is your clock displaying a mainthe prov	_								Filters
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Spentializion Des Ranges 10/15/2023 - 10/14/2023, Application(c); Linkitzad, f(E), Environment: Production, Export Formatz 2.1.2. Science Science </td <td>boards</td> <td></td> <td></td> <td></td> <td>, joo oj cinon.</td> <td></td> <td></td> <td></td> <td>Guide Type</td>	boards				, joo oj cinon.				Guide Type
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Immediate American Strates Manael L. Strates Club et albeing mathematic American American Strates American	dback						-		Select Product(s)
Option Market Market<									Select Product(s)
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And Control Contr	de Content								Select Module(s)
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Annologia Annologia	/ch Terms	UK-Add, Delete or Update Ma	hnihcodr	Hilton Domestic 23 C Live	cv2h5eUXT_gatn(ElpscVQ	Published	Process	2023-03-28T06:11:45	0 //
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kers Notes Selection of the report displays "active/engaged" data in the selected date range, if it is not used, then it displays "active/engaged" data of all times.		Row Count: 25							Display Group
eports 0 When date range is used, the report displays "active/engaged" data in the selected date range, if it is not used, then it displays "active/engaged" data of all times.	rs								Select Display Group(s)
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 Select dude(s) and Select ose(s) diopodilis in the sideoal amays display total data, so you can search amongst an existing guides/ dsels. 								100 guides/users can be selected.	
A The maximum number of guides/users listed in the addear's drogdown is 100. You can search for additional guides/users by (partial) name. Also note, that maximum 100 guides/users can be selected. and H you need to work with more, please select. This provides it and filter as needed.		If you need to work with r	nore, please select 'All	option, then download it and filter i	t as needed.	es, esers ey (jor cas) carr		Bunnel and a second second	
Alteración de la construcción de la	trences								Clear

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Navigating Through the Analytics Dashboards

To navigate through the various Analytics Dashboards, you can use the Navigation Panel on the left. Simply go to the **Analytics & Reports** tab and select the Dashboard you want to view.



Optimization Dashboard

The Optimization dashboard is designed to provide a comprehensive analytics overview of recent host application activity and guide utilization over a fixed timeframe. The dashboard is comprised of data tiles called "widgets" that display analyses of various metrics, such as, top user roles, events based on activation conditions, feedback trends, and highlights any potential guide issues. The Optimization dashboard also provides second-level drill-down

16600



tables that allow you to get insights about guides with just one click, enabling you to quickly filter selected guides for efficient guide management.

Accessing the Optimization Dashboard

- O Orade O Optimization ☐ Home How is my host app E Content (15-1,950 1.00 5m 43s 自 Archive (217 10% 4 0.54% 5.84% 1 G Settings 🛞 Use Cases Base Guide 91 6.93% 28.57% 145 75 44 34 32 25 Surveys Step 3: Access OGL Digita Users . Artistes B Report
- On the left Navigation Panel, select Dashboards > Optimization. The Optimization dashboard is now displayed.

Tip:

By default, the Optimization dashboard shows analytics data for the last **7 days**. Beginning in release 23C, you will also have the option to select timeframes of 30 or 90 days for an extended view.

To view the Optimization data for an extended period, choose the filter at the top of the page and select the desired timeframe (Valid from release 23C onwards).

Optimization	7 Days View 7 Days View	
How is my host application being used?	30 Days View 90 Days View	
AVG SESSIONS	AVG PAGEVIEWS	
No data to display		No data to display

The Optimization dashboard offers insights on important daily and weekly metrics sorted by content health and target application traffic. It identifies areas that need improvement and provides detailed information on their health status.

What You Can See on the Optimization Dashboard



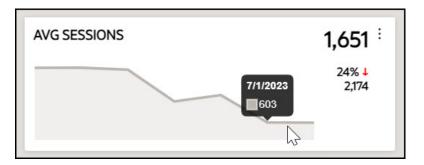
How is my host application being used?

Optimization		Past 7 Days		Op	otions …
How is my host application being used?					
AVG SESSIONS	1,950 [:] 10% 1 2,161	AVG PAGEVIEWS	1.00 [÷] 0.14% ± 1.00	5.	43s [:] .84% † 5m 24s

In this section, you will find graphs that display **Average Sessions**, **Average Page Views**, and **Average Time In Application**. These graphs provide insight into how users interact with your host application.

Average Sessions

A session is defined as the continuous period of user activity within a chosen host application, such as HCM or ERP. The **Average Session** is calculated by taking the average of all the sessions recorded within the past chosen interval.



Average Page Views

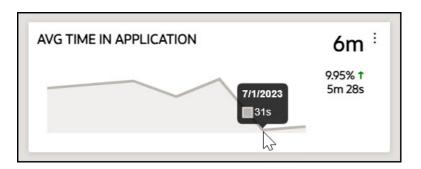
The **Average Pageview** is the average number of times a unique page is visited in the selected host application within the past chosen interval.

AVG PAGEVIEWS		1.00 [÷]
	6/30/2023 1	0.14% J 1.00

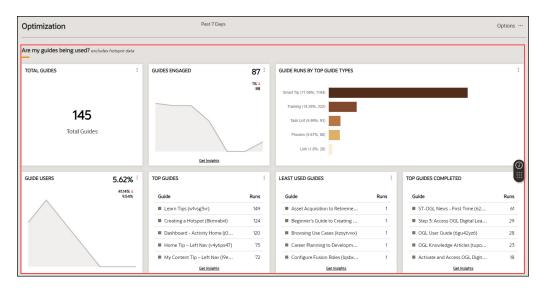
Average Time In Application

The **Average Time in Application** is the average amount of time that users have spent in the selected host application during the past chosen interval.





Are my guides being used?



In this section, you will find graphs, charts, and statistics that display **Total Guides**, **Guides Engaged**, **Guide Runs by Top Guide Types**, **Guide Users**, **Top Guides**, **Least Used Guides**, and **Top Guides Completed**. These data provide insight into how users engage with your OGL guides.

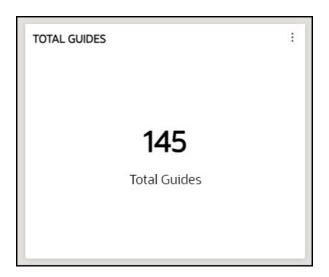
Note:

The information gathered by hotspots is not used to generate insights in this section.

Total Guides

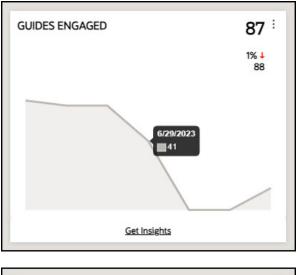
The total number of guides in an account, including those in draft, published, and inactive status.

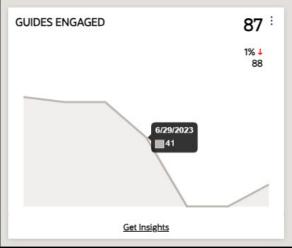




Guides Engaged

This refers to the number of guides the user has interacted with within the past chosen interval.







You can get detailed insights by selecting Get Insights.

Select here to learn more about detailed insights.

Guide Runs By Top Guide Types

This is a graphical representation of the top five most used guide types in the order of their usage. The chart shows the total number of times each guide type has been run and its percentage in relation to the total number of guides run.

GUIDE RUNS BY TOP G	UIDE TYPES	:
Smart Tip (71.09%; 1104)		
Training (14.29%; 222)	Training	
Task List (5.99%; 93)	μ ²	
Process (5.67%; 88)		
Link (1.8%; 28)		

Guide Users

Guide Users refers to the percentage of host application users that engaged a guide within the chosen interval, and it displays the latest trends.

GUIDE USERS	5.62% [:]
	41.14% ↓ 9.54%
6/28/2023 2%	
	<u> </u>

Top Guides

The Top Guides displays the five most used guides, listed in order of their usage.



P GUIDES	
Guide	Runs
Learn Tips (wfvsg3vr)	149
Creating a Hotspot (8kmrabxl)	124
Dashboard - Activity Home (j0	120
Home Tip – Left Nav (v4y6ps47)	75
My Content Tip – Left Nav (19e	72
Get Insights	

You can get detailed insights by selecting Get Insights.

Select here to learn more about detailed insights.

Least Used Guides

The Least Used Guides displays five least used guides, listed in order of their usage.

EAST USED GUIDES	
Guide	Runs
Capture Transactions - Journa	1
Career Planning to Developm	1
Create a Fusion Sandbox to co	1
Creating a Training Item (szce	1
Customer Invoice to Receipt (x	1
Get Insights	

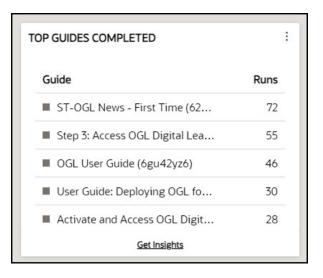
You can get detailed insights by selecting Get Insights.

Select here to learn more about detailed insights.

Top Guides Completed

The **Top Guides Completed** shows the five most used guides that have been successfully completed till the final step.





Who is using my guides?

Guide Runs by Top User Roles

This feature shows the insights related to the user roles, including the percentage of runs completed by each role and the total number of runs completed by each specific role.

Important: The user roles must be enabled in all the selected applications for insights related to roles.

GUIDE RUNS BY TOP USER ROLES

Enable user role in all selected applications for role-related insights

Do I have any upcoming guide management events?

This section displays insights related to guide management events.



÷

Do I have any upcoming guide management even	nts?			
GUIDES LAUNCHING	:	GUIDES EXPIRING	GUIDES WITH ACTIVATION	:
0		0	125	
Guides Launching		Guides Expiring	Guides with Activation	

Guides Launching

The **Guides Launching** shows the number of guides coming up soon based on their "display date start" conditions.

GUIDES LAUNCHING	:
0	
Guides Launching	

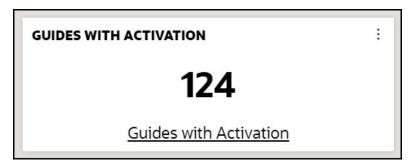
Guides Expiring

The **Guides Expiring** shows the number of guides expiring soon based on their "display date end" conditions.



Guides With Activation

The **Guides with Activation** shows the number of guides with at least one activation condition (e.g., simple, advanced, time).



Select the **Guides with Activation** link to display a filterable table of guides along with their associated activation conditions.



UIDES WITH ACTIVATION		-		COLU	MNS		
Edit Selected		Grouped Conditions					
APPLICATION NAME	GUIDE NAME	CONDITIONS	LAST RUN		TREND		
	▼ ▼	▼	mm/dd/yyyy 📋 🛛	▼	V		
		Display this Guide in Autoload When User has seen guide Home Tip – Left Nav less than 3 times (Active)					
	🗌 Learn Tip – Left Nav	Display this Guide in Autoload When User has seen guide (timed) Learn Tip – Left Nav 86400 seconds (Active)	7/27/2023, 4:01:12 PM	43	53% 4		
		Display this Guide in Autoload When User has seen guide Learn Tip – Left Nav less than 3 times (Active)					
	Oracle Content-Inside	Display this Guide in Autoload (Active) Display this Guide in Autoload When Page has URL matching (/account/console/content(modalOutlet:oracle- content)) [Auto Generated] (Inactive)	7/27/2023, 4:24:41 PM	42	51% 🕇		
	Creating a Smart Tip	Display this Guide in Autoload When Page is {/account/home}[Auto Generated] (Active)	7/27/2023, 9:12:59 PM	37	36% 4		
	Deploy Guided Learni	Display this Guide in Help Panel (Active)	7/27/2023, 3:49:29 PM	35	55% 🛓		
	Version History	Display this Guide in Autoload When User has seen guide Version History less than 3 times (Active)	7/27/2023, 6:37:55 PM	33			

Are my guides helpful?

This section displays insights related to user experience.

Feedback

The **Feedback** tab displays the user feedback for user experience insights.



FEEDBACK

Enable user feedback for user experience insights

Are there any potential problems with my guides?

This section displays the potential problems with the guides if found any.



re there any potential probl	ems witl	n my guides?				
GUIDES WITH ERRORS	:	GUIDES W/O ACTIVATION	SEARCHES W/O RESULT	:	TOP SEARCH TERMS WITH RESULT	оит
					Search Term	Used
		_			SSO	1
13		7	12		publish	1
Guides with Errors		Guides w/o Activation	Searches w/o Result		publish sand	1
					publish sandbox	1
					ogl gi	1

Guides with Errors

The **Guides with Errors** tab shows the total count of guides that have experienced errors, which OGL has identified.

GUIDES WITH ERRORS	:
13	
Guides with Errors	

Select Guides with Errors to see the detailed Guide Health.

Afterward, you can choose particular guides and hide or dismiss the error report.

IDE HEALTH								COLUMNS
Edit Selected								8 Selected
APPLICATION NAME			GUIDE TYPE	OBSERVED	ERROR NAME	SEVERITY	HIDDEN 🗸	DISMISS
	∇		▽	dd-mm-yyyy 🗖 ⊽		▼	False	V
OGL 3.0		Auto Translation - New	Smart Tip	6/28/2023, 2:44:27 AM	Always Activation		Hide	Dismiss
OGL 3.0		Custom Roles caution	Process	6/22/2023, 2:44:40 AM	Not published and launch		Hide	Dismiss
OGL 3.0		Display Group Not Help Widget	Smart Tip	2/22/2021, 2:42:06 AM	Always Activation		Hide	Dismiss
OGL 3.0		Domain Validation	Smart Tip	4/5/2023, 2:44:04 AM	Always Activation		Hide	Dismiss
OGL 3.0		Learn Tips	Smart Tip	4/5/2023, 2:44:04 AM	Always Activation		Hide	Dismiss

Example:

If you activate the **Sticky Guide** function for a Smart-Tip, the border around the content tile will turn red, indicating that the guide's health has been compromised. This will be considered an error, and the guide will be included in the tally of **Guides with Errors**.



Affected Guide	Vs. Healthy Guide
Smart Tip ORAFT :	Process
☑ Survey-NPS	
apiName: zpzelds2	apiName: t5d1r3so

Guides Without Activation

The **Guides Without Activation** tab shows the total number of guides that currently exist without any activation conditions.

GUIDES W/O ACTIVATION	:
_	
7	
Guides w/o Activation	

Select **Guides Without Activation** to see the detailed list of guides without activation conditions.

IDES WITHOUT ACTIVATIO	u la	COLUMNS 3 Selected
APPLICATION NAME		GUIDE TYPE
	V	2
DGL 3.0	Back To Analytics	Hotspot
DGL 3.0	Edit Selected Button	Hotspot
OGL 3.0	Guides Expiring	Hotspot
OGL 3.0	Guides Launching	Hotspot
DGL 3.0	Guides with Activation	Hotspot
DGL 3.0	Guides with Errors	Hotspot
OGL 3.0	Recent Reviews	Hotspot

Searches Without Result



The **Searches Without Result** tab shows how many times users' searches did not yield any results.

SEARCHES W/O RESULT	:
0	
Searches w/o Result	

Top Search Terms Without Result

The **Top Search Terms Without Results** tab displays the most commonly searched terms by users that did not produce any results.

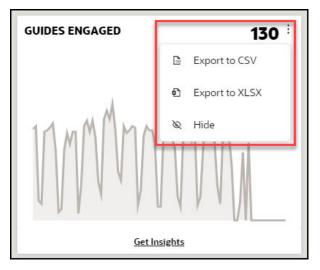
TOP SEARCH TERMS WITHOUT RESULT	:
No data to display	

Exporting the Detailed Analytics Report

You can easily export a comprehensive analytics report in CSV and XLSX formats with just one click.

- **1**. Navigate to the desired tab to export its data.
- 2. Select the ellipsis icon on the top-right corner of the tab.





3. Choose the output format for the detailed report that you wish to export. The detailed report is now downloaded.

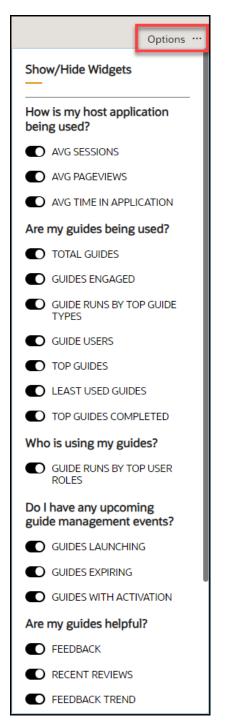
	А	В
1	Guides Engaged	
2		
3		
4	Date	# of Guides Engaged
5	2023-04-20T00:00:00.000Z	66
6	2023-04-21T00:00:00.000Z	68
7	2023-04-22T00:00:00.000Z	14
8	2023-04-23T00:00:00.000Z	12
9	2023-04-24T00:00:00.000Z	64
10	2023-04-25T00:00:00.000Z	65
11	2023-04-26T00:00:00.000Z	67
12	2023-04-27T00:00:00.000Z	70
13	2023-04-28T00:00:00.000Z	50
14	2023-04-29T00:00:00.000Z	6
15	2023-04-30T00:00:00.000Z	8
16	2023-05-01T00:00:00.000Z	51
17	2023-05-02T00:00:00.000Z	63
18	2023-05-03T00:00:00.000Z	55
19	2023-05-04T00:00:00.000Z	64
20	2023-05-05T00:00:00.000Z	64
-	Guides Engaged Details	+

Customizing the Optimization Dashboard

You can customize the Optimization dashboard by choosing which of the dashboard widgets you want to be displayed.

1. Select **Options** in the top-right of the page to open the **Show/Hide Widgets** panel.





2. Enable or disable any of the dashboard widgets you wish to display by using the toggle switches.

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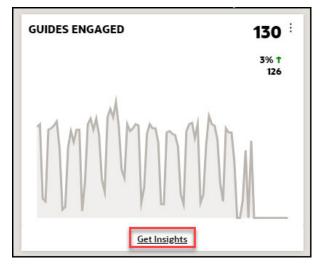


Get Insights

The Optimization dashboard displays various tiles, or "widgets", that provide analyses of OGL consumption data and host application activity. Some of the widgets on the Optimization dashboard offer additional in-depth data analysis allowing you to get insights about your guides and how they are being consumed. These insights can help you make data-driven decisions about content development, guide maintenance, and even process innovation.

To get detailed insights on a tab:

- 1. Navigate to the Optimization dashboard.
- 2. To view insights for a specific tab, choose the tab and select **Get Insights**.



The detailed insight is now displayed.

	d? exclude:	s hotspot data									
IDF RUNS										COLUMNS	
Edit Selected										8 Selected	
APPLICATION NAME		GUIDE NAME	GUIDE TYPE		# OF RUNS	COMPLETED		STARTED +	LAST RUN	AVG FEEDBACK	
	▽			V	▼		∇	▽	dd-mm-yyyy 🗂 🛛		1
OGL 3.0	0	Custom Roles caution	Process		10,105		1,010	10,122	6/21/2023, 7:10:50 PM	****	
OGL 3.0		Dashboard - Activity Home	Smart Tip		1,747		0	8,495	7/5/2023, 8:40:58 PM	****	
OGL 3.0	0	ST-OGL News - Hoverover	Smart Tip		346		0	6,515	7/5/2023, 10:11:33 AM	***	
OGL 3.0	C	Domain Validation	Smart Tip		316		0	3,352	7/5/2023, 11:09:38 AM	***	
OGL 3.0	C	Learn Tips	Smart Tip		2,882		0	2,911	7/5/2023, 8:21:17 PM	****	
OGL 3.0		ST-OGL News - First Time	Process		1,100		1,100	1,725	7/5/2023, 8:07:59 PM	***	
OGL 3.0		Creating a Hotspot	Smart Tip		1,708		0	1,717	7/5/2023, 8:40:27 PM	***	
OGL 3.0		Use Case Libraries Release 4	Beacon		391		0	1,436	7/5/2023, 7:54:25 PM	***	
OGL 3.0	C	Use Cases Tip – Left Nav	Smart Tip		1,360		0	1,369	7/5/2023, 7:54:25 PM	****	
OGL 3.0		My Content Tip – Left Nav	Smart Tip		1,349		0	1,359	7/5/2023, 7:54:25 PM	***	
OGL 3.0	C	Home Tip – Left Nav	Smart Tip		1,118		0	1,137	7/5/2023, 7:55:29 PM	****	
OGL 3.0	0	Oracle Content - SMT	Smart Tip		101		20	1,068	5/26/2023, 7:12:25 PM	****	
OGL 3.0		Deploy Guided Learning to your Clou	Task List		590		133	1,031	7/5/2023, 8:47:39 PM	***	
OGL 3.0		Version History	Beacon		208		0	953	7/5/2023, 8:58:15 PM	***	
OGL 3.0	C	Learn Tip – Left Nav	Smart Tip		901		0	911	7/5/2023, 8:31:09 PM	***	
OGL 3.0		Oracle Fusion 23A Update	Process		257		6	808	4/25/2023, 1:33:13 PM	***	
OGL 3.0	C	23A Release Notification	Message		598		598	775	5/19/2023, 10:37:04 PM	****	
OGL 3.0		Console Tours	Task List		378		21	763	7/5/2023, 12:25:52 PM	***	
OGL 3.0	0	Creating a Process Guide	Smart Tip		722		0	733	7/5/2023, 8:47:54 PM	***	

3. You may choose multiple guides and select **Edit Selected** to edit several guides at once.



Optimization				90 Days View	×					
re my guides being use	ed? exc	ludes hotspot data								
GUIDE RUNS										COLUMNS
Edit Selected										8 Selected
APPLICATION NAME				GUIDE TYPE	# OF RUNS		COMPLETED	STARTED 4	LAST RUN	AVG FEEDBACK
	V		∇	V		V	V	V	dd-mm-yyyy 📋 🛛	
OGL 3.0		 Custom Roles caution 		Process		10,105	1,010	10,122	6/21/2023, 7:10:50 PM	***
OGL 3.0	- 1	 Dashboard - Activity Home 		Smart Tip		1,747	0	8,495	7/5/2023, 8:40:58 PM	***
OGL 3.0	- 1	ST-OGL News - Hoverover		Smart Tip		346	0	6,515	7/5/2023, 10:11:33 AM	***
OGL 3.0		Domain Validation	_	Smart Tip		316	0	3,352	7/5/2023, 11:09:38 AM	***
OGL 3.0		 Learn Tips 		Smart Tip		2,882	0	2,911	7/5/2023, 8:21:17 PM	***
OGL 3.0		ST-OGL News - First Time		Process		1,100	1,100	1,725	7/5/2023, 8:07:59 PM	00000

This will open a filtered window where you can access the selected guides to edit them.

My Content Q 529pvki9,j0/mrds6,whw	vlaczg S	Create +	Filters (1) 語 Reset 🖑
		Sort ~ BB	GENERIC LANGUAGE V
Filtered items: 3			
Smart Tip PUBLISHED : Process Unpublished Revision	INACTIVE : Smart Tip PUBLISHED :		
ST-OGL News - Hoverover Custom R	Roles caution Dashboard - Activity Home		
apiName: whw1aczg apiName: 529p	pvki9 apiName: j0fmrds6		
) 🗞 🐺 🗉 🗖 🗧 🖉 🖉 🗧		



Analytics Filtering

Apply data filters by selecting the **Filter** (Funnel icon) and then apply the desired filter from the available filter types. Use these filters to refine the data and the selected data gets displayed in the dashboard.



Filters		×
Environment *		
Production		~
Platform		
Select Platform(s)		~
Guide Type		
Select Guide Type(s)		~
Guide Status		
Select Guide Status(es)		~
Service Type		
Select Service Type(s)		~
Product		
Select Product(s)		~
Module		
Select Module(s)		~
Training Type		
Select Training Type(s)		~
Display Group		
Select Display Group(s)		~
Language		
Select Language(s)		~
Clear	Apply	

Once a user has applied a filter, the number of filters will be displayed. Hover the mouse pointer over the filters links to display which filters have been applied:



<u>1 filter(s) applied</u> <u>Clear</u> \times Filters

The following is a list of the available filters:

- Environment: Development/ Production
- Platform: Desktop/Mobile
- Guide Type: Smart-Tip/Process/Message/Beacon/Link/Process/Task List/Training/Video

1

- Guide Status: Draft/Published/Inactive/Unpublished Revision
- Service Type: Managed/Unmanaged services.
- **Product:** Only available if the Products & Modules have been defined and items assigned. Refer to the *Defining Products and Modules* section
- **Module:** Only available if the Products & Modules have been defined and items assigned. Refer to the *Defining Products and Modules* section
- Training Type: Available if the OGL instance has been configured to track different training guide types
- **Display Group:** All Display Groups created in the Display Group Manager. Refer to the *Display Groups* section.

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• **Languages:** Filter based on the supported languages. This is only available for multilanguage deployments.

Activity Dashboard

Accessing the Activity Analytics dashboard:

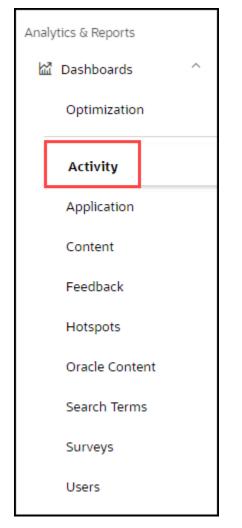
- 1. On the OGL Console homepage, go to the left navigation panel. You can see the **Analytics & Reports** section in the navigation panel. in the OGL Console
- 2. Select the **Dashboards** dropdown menu.



🛆 Home
My Content
翻 Content (265)
団 Archive (275)
Settings ~
Library
卽 Use Cases
🛋 Base Guides
Analytics & Reports
🖾 Dashboards 🗸 🗸
Reports
ố Learn

3. Select Activity in the Dashboards area.





Activity Dashboard is displayed

Archive (275)	C HOME			8/15/20	25 - 11/14/2023				V
Settings ~									0
Library	122 Guides Encoured	✓ 57.3% Guides Used	E 11,141 Active Users	۲	41.3% © User Engagement	34,865 Guide Runs		- Avg Feedback	0
Base Guides	GUIDE RUNS BY TYPE			i.	TOP 5 GUIDES	1	FEEDBACK		1
Analytics & Reports			Process (63.75%; 22236)		Guide	Runs			
			Interactive (100%; 2223)		Splash: Personal Details Auto-Approval .	6,952			
Dashboards ^			 Job Aid (0%; 0) Video (0%; 0) 	Message (12.0%; 4394) Beacon (3.25%; 1134)	Splash: Objective Plan Spotlight Instructi	4,698			
Optimization			- Simulation (0%; 0)	Caston (22274, 1104)	 US-Add, Delete or Update Manage Person 	o 4,145		No data to display	
			Smart Tip (20.37%; 7101)		Splash: System Outage - Quarterly Main	t 3,566			
Activity					Splash_Post Quarterly Release (s8qimuv	rj) 2,034			
Application		VIEW ALL			VEWALL				
Content	GUIDE RUNS							View - Days	
Feedback	2,000								
Hotspots	1.500		\sim						- 1
Oracle Content 🔞	600	V ·······	~ 1	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	a man	\bigwedge	\sim	men prese	\sim
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Users				VEV	CALL.				

• **Guides Engaged**: A guide with which a user has engaged during the defined period. The definition of "engagement" varies for different Guide types.

(Note: For more information about how guide engagement is calculated, see the **Guide Engagement Definitions** section below)

• **Guides Used**: Guides Engaged/Total Guides



- Active Users: Unique users that have interacted with a guide during the reporting period
- User Engagement: Active Users/Host App Users during the reporting period
- Guide Runs: The number of times any guide has been engaged during the reporting period. A single guide engaged multiple times will count multiple times in this number.
- Average Feedback: Total Feedback Score/Total Feedback Responses

The center of the dashboard displays OGL consumption data in a graphical format:

- Guide Runs by Type: Pie chart with a detailed legend distinguishes the percentage of type of OGL items consumed
- Top 5 Guides: List of most-used guides by views. API Name is displayed in parenthesis
- Feedback: View and analyze user feedback on OGL content items.

Guide Runs Chart

The bottom of the Dashboard displays the chart of Daily Guide Runs for the selected reporting period; now you can also toggle the Trend Line over for the reporting period or use the daily, weekly, and monthly views.



Guide Runs by Type

To view guide runs by type within the Activity Analytics dashboard:

- 1. On the OGL Console homepage, go to the left navigation panel. You can see the **Analytics & Reports** section in the navigation panel. in the OGL Console
- 2. Select the Dashboards dropdown menu.



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🖾 Base Guides
Analytics & Reports
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Reports
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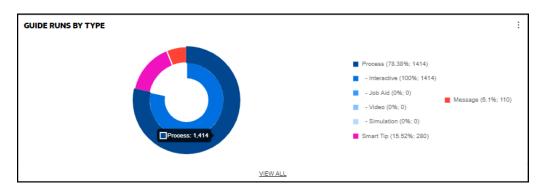
3. Select Activity in the Dashboards area.



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	Optimization	
	Activity	
	Application	
	Content	
	Feedback	
	Hotspots	
	Oracle Content	
	Search Terms	
	Surveys	
	Users	

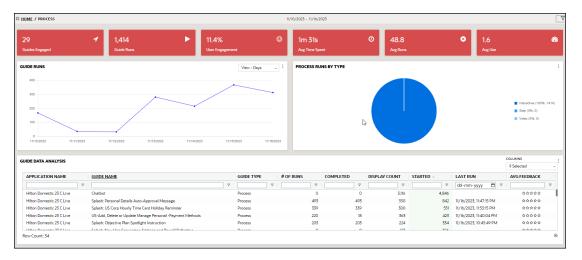
4. Select the guide type by clicking on the color matching the guide type in the pie chart.

For example, place your cursor on \blacksquare color which is a Process Guide type.



The detailed process guide analytics is displayed.





- Guides Engaged: Number of engaged guides during the time period. This number includes all content. Use the Filter button in the upper right-hand corner to view Process guides or Smart Tip guides only.
- **Guide Runs:** Number of times a guide has been run. "Guide" includes all content, including:
 - <u>Process Guide Engagement</u>: When a user launches a process guide from the Help Panel, this is recorded as guide engagement. This typically involves a step-by-step walkthrough of a specific process or task.
 - <u>Auto Launch Process Guide Engagement</u>: When a user advances to the second step of an auto-launched process guide or selects "Done" in a splash guide, this is recorded as guide engagement.
 - <u>Message Engagement</u>: When the user selects "Done" after interacting with the message, this action is recorded as a guide engagement.
 - <u>Video and Training Engagement</u>: When a user selects "Done" after interacting with a video, or training guide, it is recorded as guide engagement.
 - <u>Smart Tip Engagement</u>: When a user interacts with a smart tip, such as hovering over the tooltip or clicking on the help icon, it is recorded as guide engagement.
 Smart tips are one-step guides that include one or more tips presented as tooltips (element-based) or icons.
 - <u>Beacon Engagement</u>: When a user interacts with a beacon, such as hovering over the tooltip or clicking on the help icon, this is recorded as guide engagement.
 Beacons are one-step guides that provide guidance using visual cues or indicators.
- **Users Engagement:** Number of users who have engaged with OGL divided by the total number of users active in the host application during the selected time period
- Average Time Spent: Average time users have spent in a guide
- Average Runs: Number of guides run (see # in second red box) divided by the number of active guides (see # in first red box)

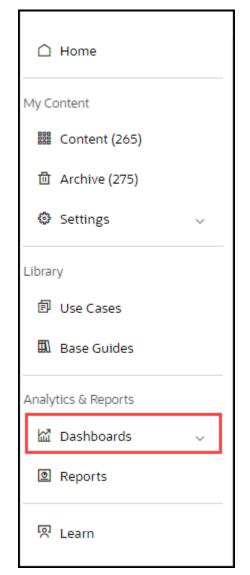
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• Average Use: Number of all guide runs (second red box) divided by active users

Users Dashboard

Accessing the Users Analytics dashboard:

- 1. On the OGL Console homepage, go to the left navigation panel. You can see the **Analytics & Reports** section in the navigation panel. in the OGL Console.
- 2. Select the Dashboards dropdown menu.

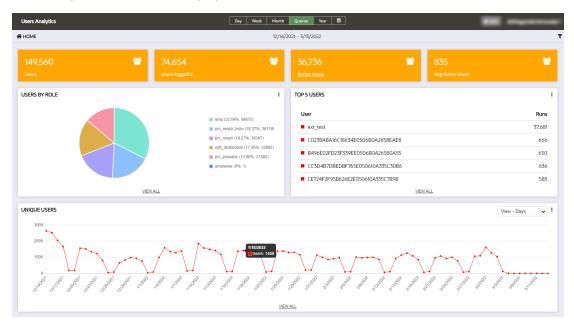


3. Select **Users** in the Dashobards area.



Analytics & Reports
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Optimization
Activity
Application
Content
Feedback
Hotspots
Oracle Content
Search Terms
Surveys
Users

User Analytics dashboard is displayed.





The User Dashboard provides detail from a user perspective on Oracle Guided Learning activity. This Dashboard displays the following:

- **Users**: Number of all-time users logged in to the host app (not affected by the reporting period)
- Users Logged in: Users logged in to the host app during the reporting time period
- Active users: Users that have engaged with OGL during the reporting time period
- Average Active Users: The average number of users that have engaged with OGL per day for the reporting period

If roles have been defined in the Oracle Guided Learning account, the number of users by role is also displayed.

Please note the username can be displayed if local data regulations and our client's own data rules allow for the capture of the username in OGL. For clients bound by regulations such as GDPR, the username is not displayed because this data is not captured in Oracle Guided Learning.

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Content Dashboard

Accessing the Content Analytics dashboard:

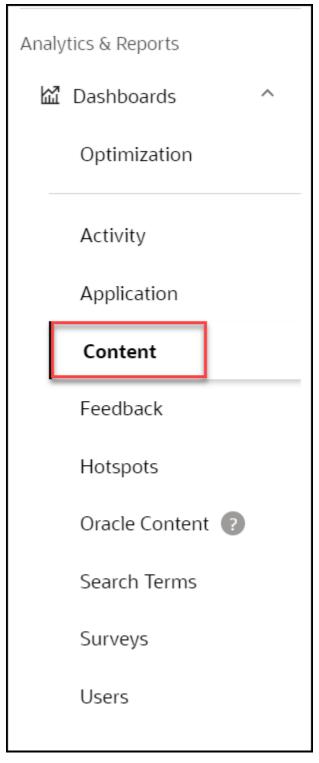
- 1. On the OGL Console homepage, go to the left navigation panel. You can see the **Analytics & Reports** section in the navigation panel. in the OGL Console
- 2. Select **Dashboards** dropdown menu.



🗅 Home
My Content
🗱 Content (265)
団 Archive (275)
Settings ~
Library
🗊 Use Cases
🖾 Base Guides
Analytics & Reports
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Reports
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3. Select **Content** in the Dashboards area.





The Content Dashboard replaces the information previously delivered in the left panel of the dashboard. The Content Dashboard provides data on how many of each type of guide is available in the Console (not including guides in the Archive section). There have been many requests to be able to download into a spreadsheet a list of the guides in the Console. This is now possible, along with useful information on each guide, by downloading the table on the Content Dashboard. The Content Dashboard



table is fully sortable and can be filtered in many ways, allowing users to easily find information.

ME							This page do	pes not use date			_	-			1	filter(s) ap	oplied Clea	ar :
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		THOUGH		_	to conside				Debeority 24						NUM CLAN			
DE DATA ANALYSIS							-								c	OLUMINS		
								Analytics/Guid	e Runs							12 Selected	1	
APPLICATION NAME	GUIDE NAME		GUIDE TYPE		GUIDE STATUS	1	RCHIVED	PRODUC	т	MODULE	0	DISPLAY GROUP	TRAINING TYPE	LAST UPDATED	MANAGED SERVIC	E D	MOBILE	
▽				Δ.		V					V	V		dd-mm-yyyy 🗂 🔻		7		7
EGRESSION_ACOUNT_DO_N	videoGuide		Video		inactive	F	alse							9/18/2022, 6:08:25 AM	False		False	
EGRESSION_ACOUNT_DO_N	training guide		Training		inactive	F	alse						Link	9/18/2022, 6:16:52 AM	False		False	
EGRESSION_ACOUNT_DO_N	test		Beacon		inactive	F	alse							9/18/2022, 6:30:25 AM	False		False	
EGRESSION_ACOUNT_DO_N	test		Process		inactive	F	alse							9/18/2022, 6:29:20 AM	False		False	
EGRESSION_ACOUNT_DO_N	taskList		Process		inactive	F	alse							10/18/2022, 6:25:20 AM	False		False	
GRESSION_ACOUNT_DO_N	smartTip		Smart Tip		inactive	F	alse							9/18/2022, 6:35:22 AM	False		False	
GRESSION_ACOUNT_DO_N	rmr		Process		Draft	F	alse							11/9/2023, 4:22:32 AM	False		False	
EGRESSION_ACOUNT_DO_N	nSssr		Survey		Draft	F	alse							11/9/2023, 4:22:32 AM	False		False	
EGRESSION_ACOUNT_DO_N	msgGuide		Message		inactive	F	alse							9/18/2022, 5:53:44 AM	False		False	
EGRESSION_ACOUNT_DO_N	linkGuide		Link		inactive	F	alse							9/18/2022, 6:03:08 AM	False		False	
GRESSION_ACOUNT_DO_N	Welcome Experience		Process		inactive	F	alse	Fusion Co	mmon					9/18/2022, 5:52:06 AM	False		False	
EGRESSION_ACOUNT_DO_N	Welcome 21.C		Process		Inactive	F	alse							9/18/2022, 6:10:13 AM	False		False	
EGRESSION_ACOUNT_DO_N	Untitled		Launcher		inactive	F	alse							9/18/2022, 6:33:07 AM	False		False	
EGRESSION_ACOUNT_DO_N	Untitled		Link		Draft	F	alse							5/24/2023, 9:53:21 AM	False		False	
GRESSION_ACOUNT_DO_N	Untitled		Process		Draft	F	alse							10/26/2023, 11:00:47 AM	False		False	
EGRESSION_ACOUNT_DO_N	Testing		Process		Inactive	F	alse							9/18/2022, 6:34:53 AM	False		False	
EGRESSION_ACOUNT_DO_N	Test_msg		Process		Draft	F	alse							1/20/2023, 2:45:07 AM	False		False	
EGRESSION_ACOUNT_DO_N	Test_HotSpot		Hotspot		Inactive	F	alse							9/18/2022, 6:23:12 AM	False		False	
EGRESSION_ACOUNT_DO_N	Test Msg Guide		Message		inactive	F	alse							9/18/2022, 6:37:40 AM	False		False	
EGRESSION_ACOUNT_DO_N	TEST		Survey		Draft	F	alse							5/29/2023, 9:22:48 AM	False		False	
EGRESSION_ACOUNT_DO_N	Smart_tip_test		Process		Inactive	F	alse							1/23/2023, 3:50:05 AM	False		False	
GRESSION_ACOUNT_DO_N	SmartTip		Smart Tip		Draft	F	alse							12/6/2023, 4:56:18 AM	False		False	
GRESSION_ACOUNT_DO_N	Slack Issue		Process		inactive	F	alse							10/18/2023, 12:41:39 PM	False		False	
GRESSION_ACOUNT_DO_N	New Guide		Process		Draft	F	alse							8/23/2023, 5:21:16 AM	False		False	
EGRESSION_ACOUNT_DO_N	NTest		Process		Draft	F	alse							11/9/2023, 4:24:34 AM	False		False	
EGRESSION_ACOUNT_DO_N	MyMess		Message		Draft	F	alse							11/9/2023. 4:22:32 AM	False		False	

- Guides: Total number of OGL items
- Process: Total number of process guides
- Message: Total number of messages
- Beacon/Smart-Tip: Total number of beacons & smart-tips
- Training: Total number of training content
- Task List: Total number of task lists

Application Dashboard

Accessing the Application Analytics dashboard:

1. On the OGL Console homepage, go to the left navigation panel. You can see the **Analytics & Reports** section in the navigation panel. in the OGL Console

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2. Select Dashboards dropdown menu.



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My Content
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Settings ~
Library
🗊 Use Cases
Base Guides
Analytics & Reports
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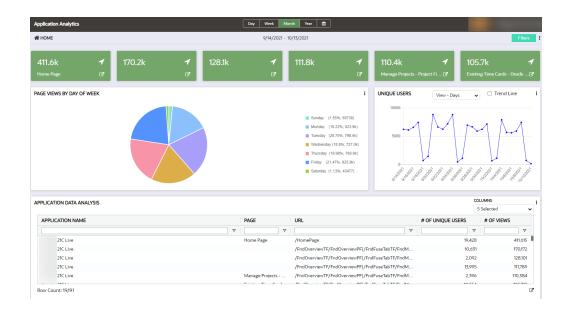
3. Select **Application** in the Dashboards area.



Analytics & Reports
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Application
Content
Feedback
Hotspots
Oracle Content ?
Search Terms
Surveys
Users

The Application Dashboard allows analysts to view traffic on specific pages. This dashboard leverages the pages documented in the Pages manager and provides traffic information for those pages. Across the top of the dashboard, up to six of the most viewed pages are displayed. The second row displays the distribution of page views by day of the week and unique user numbers during the reporting time period. Finally, the table at the bottom provides the ability to download the data as well as filter and sort on an ad-hoc basis using multiple criteria.





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Feedback Dashboard

Accessing the Feedback Analytics dashboard:

1. On the OGL console homepage, go to the left naigation panel. You can see the **Analytics & Reports** section in the navigation panel. in the OGL Console

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	Library	
	Use Cases	
	Base Guides	
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- 2. Select Dashboards dropdown menu.
- 3. Select Feedback in the Dashboards area.



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Reviews allow you to gain valuable feedback from your users, use this to improve product and service offerings. OGL deployments with the feedback functionality enabled will enjoy the added benefit of having access to the new feedback dashboard to analyze user satisfaction and where content can be improved. The dashboard allows you to drill down into the feedback detail. Use this facility to further understand where and how to improve OGL items, address user concerns, and improve decisionmaking in building and provisioning OGL items.

edback Analytics				Day Wee	sk Month	Quarter Year 🛱							
DME					12/14/20	21 - 3/13/2022							
1.5 😞	1,1 Rati	38 ng <u>- 5 stars</u>	*	292 Rating <u>-4 stars</u>	¥	128 _{Rating _ 3} stars		\$	34 Rating - 2 stars	*	53 _{Rating}	<u>: – 1 star</u>	Ł
EDBACK ANALYSIS												LUMNS 5 Selected	
USER		APPLICATION NA	ME	GUIDE NAME		TIME		FEED	BACK 4			RATING	
	7		V		7	dd yyyy 🗂	7				7		7
B90528DA3CBB698AE0506B0A2	6584D59			What's new		1/3/2022, 9:56:48 AM		yes, it	is helpful			****	
359D442912D0B242E0506B0A2F	5879E5	100.0		Creating an expense rep	port	12/15/2021, 9:51:29 AM	I	rsonal fairne	vas, I thought I had it right th (as it was for Christmas mea as to the guide, the guide did I have left it alone.	il) but I shouldn't h	nave. In	****	
D1315EA343D94443E050610A335	5C26F0			Expenses Dashboard To	ur	1/13/2022, 8:40:55 AM		yes				*****	
CC3D4B9014EEF1F8E050610A335	5C30EB			Setting up your bank ac	count details	2/16/2022, 12:47:38 PM	4	yes				*****	
A5BBFB98355EDF2BE0506B0A2	6582A6F			Expenses Dashboard To	ur	1/4/2022, 12:42:59 PM		yes	lies			****	
B905293C11D776D1E0506B0A265	584D8D			Expenses Dashboard To	ur	12/28/2021, 10:16:27 AI	м	yes				****	
469A5328369A6F01E0506B0A2F	5805A1			What's new		12/15/2021, 4:35:50 AM	4	yes				****	
D6286A0B3379644FE050610A33	5C3DAF			Expenses Dashboard To	ur	2/25/2022, 9:20:03 AM	4		good to let us have the pape refer to it as and when we n	-	e could	****	
AFA2B43A9D4126F0E0506B0A26	558D128			Procurement Dashboard	d Tour	1/11/2022, 9:51:05 PM		very ir	formative			*****	



Search Terms Dashboard

Accessing the Search Terms Analytics dashboard:

1. On the OGL Console homepage, go to the left navigation panel. You can see the **Analytics & Reports** section in the navigation panel.

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Select the Dashboards dropdown menu. in the OGL Console

		🛆 Home
		My Content
		🛗 Content (265)
		🛍 Archive (275)
		Settings
		Library
		Use Cases
		🖾 Base Guides
		Analytics & Reports
		🖾 Dashboards 🗸 🗸
		Reports
		Learn
2. 3	Select Dashboards dropdown menu.	





3. Select Search Terms in the Dashboards area.

Whenever users search for content in the widget, OGL actively tracks all the search terms. Searches with results returned and those without results are reported to OGL analytics. This information is used to improve keywords associated with specific OGL items to maximize how easily users can locate and utilize items in the content library. Setup weekly/monthly/quarterly reviews of the search-term analytics to ensure the content library is continually aligned to what users are searching in the Widget. Since this feature provides visibility into the kind of help users are after, the dashboard becomes a valuable source of ideas on what content needs to be added by identifying gaps in the offering.



earch Terms Analytics		Day Week Mor	th Year 🛗			
¥ HOME		06/17/2020 - 0	6/16/2021			Filters
778 Q # of Searches	353 # of Searches (same	Q	173 # of Searches (other page)	Q	413 # of Searches w/o result	Q
OP 5 SEARCH TERMS	1	TOP 5 SEARCH TERMS WITH RESULT	I	TOP 5 SEARCH TER	RMS W/O RESULT	I
Search Term	Used	Search Term	Used	Search Term		Used
bank	23	bank	23	cambio		4
ba	10	ba	10	contraseña		3
■ b	8	■ b	8	parking		3
history	8	history	8	jabra		2
ban	8	ban	8	head		2
EARCH TERMS DATA ANALYSIS		# OF SEARCHES WITH RESUL	T ↓ # OF SEARCHES W/O RES	ULT SUCCE	COLUMNS 5 Selected SS RATE (%) LAST SUCCESSFUL	v SEARCH
		▼	▼	▽	✓ dd yyyy	
I am trying to claim expenses for a chair purchased for w	orking from home but there	e ar	0	1	0	0
添加账户			0	1	0	
REVEW			0	1	0	
cambio de passwo			0	1	0	
manage requisi			0	1	0	
contrase			0		U	
Row Count: 566						C.

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Hotspots Dashboard

Accessing the Hotspots Analytics dashboard:

- 1. On the OGL Console homepage, go to the left navigation panel. You can see the **Analytics & Reports** section in the navigation panel. in the OGL Console
- 2. Select Dashboards dropdown menu.



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⊞/	Base Guides
Analy	tics & Reports
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3. Select **Hotspots** in the Dashboards area.



Analytics & Reports
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Feedback
Hotspots
Oracle Content 🕐
Search Terms
Surveys
Users

The Hotspots and Launcher capabilities introduce a new dashboard in analytics to provide key information relating to the activity being tracked by Launchers and Hotspots. You can maximize impact by continually monitoring and improving your hotspot tracking to make informed decisions and create highly effective content. This improves possible exposure to users based on user traffic. The dashboard highlights top-performing Hotspots, Launchers, and allows for a detailed analysis of user behavior.



199		3		144				377,854 O	5		0	408		
Hotspot Interactions		Unique Hotspot		Hotspot	t Users			Launcher Interactions	Unique Launc	her		Launcher Us	ers	
OP 5 HOTSPOTS						I	Т	TOP 5 LAUNCHERS						
Name						Interactions		Name					Inter	action
MaPS Top Tips						122		 Launcher for Vacation Messa 	ge					333,11
New MaPS Functionality	y - Deleg	gating your appr				63		Launcher for Vacations mess	age					43,99
 MaPS Accessibility State 	ement					14		Launcher for Vacation Messa	ge					43
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MaPS Accessibility State	ement					14		Launcher for Vacation Messa; Launcher for Vacation messa; Launcher for Vacation messa;	ge					20
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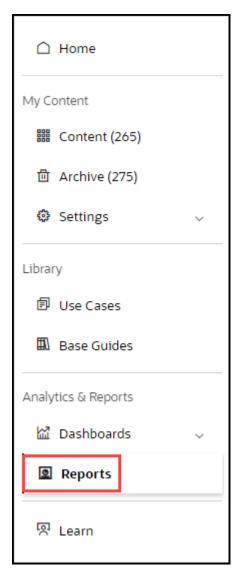
6

Reports Dashboard

Accessing the Reports dashboard:

- On the OGL Console homepage, go to the left navigation panel.
 You can see the Analytics & Reports section in the navigation panel.
- 2. Select the **Reports** dropdown option.





Reports Dashboard is displayed.

🗅 Home								Filters	
My Content Content (215)	Preview						Email Report Update Preview	Archive Include archived guides	
Content (215) Archive (63) O Settings ~	Report Type: Guide (all Guid	les) [Guide Level 1]	, displaying a maximum of 25 rec ccess the full report will be sent to <u>selected /[1]</u> , Environment: Prod			agging the column headings	in the order you want them to	Date Range Day Week Quarter Year From: 2023-01-01 To: 2023-07	Month
Library Ø Use Cases	-						All Items ~	Use Date Range	
Base Guides	GUIDE NAME	GUIDE ID	APPLICATION NAME	APPLICATION ID	GUIDE STATUS	GUIDE TYPE	CREATED	○ CSV ○ JSON ●	XLSX
Analytics & Reports	Edit or Update a Workforce He Configure Modeling	8wmdypki fshz3xe6			Draft Draft	Process Process	2021-05-05T05:56:07 2021-05-05T05:55:59	Reset	
监 Dashboards 🗸	Adjust Individual Balance Manage Enterprise HCM Infor	g4ry8q9n huirbil8			Published Published	Process	2021-05-05705:56:04	Environment *	
Reports	Create Positions Add a Contingent Worker	1(gu05)0 rdx7ok2w			Published	Process	2021-05-05105:55:57	Production	×
	Create Service Request Complete the Assigned Tasks	zhihbuq8 4oeb2ae0			Published	Process	2021-05-05705.56:07 2021-05-05705.56:07	Select Platform(s)	×
	Request Position Change - HR				Published	Process	2021-05-05705:56:08	Guide Type	
	Row Count: 17							Select Guide Type(s) Guide Status	Ť
	Notes	ho roport displays "activ	e/engaged" data in the selected d	ate range, if it is not used	then it displays "active (opga	aged" data of all times		Select Guide Status(es)	•
	"Select Guide(s)" and "Sele	ct User(s)" dropdowns ir	n the sidebar always display "total"	data, so you can search a	mongst all existing guides/u	users.	100 guides/users can be selected.	Service Type Select Service Type(s)	v
Cookie Preferences	ir you need to work with in	iore, piease select 'All' op	ption, then download it and filter if	as needed.				Product	
Coone rieleiences								Select Product(s)	v

There are 4 main types of Reports that can be downloaded:



- Guide
- User
- Feedback
- Bulk

Guide	User	Feedback	Bulk		
Filters	Filters	Filters	Filters		
Туре	Туре	Туре	Туре		
Guide Us	Guide Us	e Guide Use	r Guide Use	r Feedb	back
 All Guides 	● All Users ○	Guide(s)	Category		
Category		_	Regular Guides	 Hotsp 	ots
Regular Guides	• Category • Regular Guides	User(s)	Date Range		
Archive		- 💿 All 🔍	Day	Week	Mon
Include arch	Date Range		Quarter	Year	*
	Day	Archive	From: 2021-03-14	To: 202	2-03-13
Date Range	Quarter	Include archiv	🛚 🌕 Use Date Rar	ige	
Day Quarter	From: 2021-03-14	Date Range	Export Format	ISON	○ XLSX
From: 2021-03-14		Quarter	Reset		
Export Format O CSV	Reset	Use Date Ran	ge		
		CSV © CSV	SON O XLSX		



Guide	User	Feedback	Bulk
 data in the selecter "active/engaged" d "Select Guide(s)" a always display "tota guides/users. The maximum num dropdown is 100. Y (partial) name. Also can be selected. If 	e is used, the report disp d date range, if it is not u lata of all times. and "Select User(s)" drop al" data, so you can sea nber of guides/users liste fou can search for additio o note, that a maximum you need to work with m wonload it and filter it as	ased, then it displays odowns in the sidebar rch amongst all existing ed in the sidebar's onal guides/users by of 100 guides/users nore, please select the	Note: • Bulk data is provided in a gzipped file. Processing the request might take a longer time. The browser will display a notification when the download is complete. If you leave the page, then the request will be canceled.

Once the options are selected, preview the data set by clicking on the **Update Preview** button in the main section of the window:

					Туре		
Preview			✓ Update	Preview	Guide	User Fe	edback I
	column headings in t	ort, displaying a maximum of 25 re he order you want them to appear ill.			All Guides Category	○ Select	.,
Report Type: Guide (all Guid Date Range: 1/1/2023 - 7/31		: <u>1 selected /(1)</u> , Environment: Pro	duction, Export Format: XLSX			uides O Hots	pots
			COLUMNS		Archive		
			All Items	~	Include	archived guide	s
					Date Range		
GUIDE NAME	GUIDE ID	APPLICATION NAME	APPLICATION ID	GUIDE	Day	Week	Mon
Submit a Flow	Oyc1lvsd	23C WIP	bS3b8fGxSmalBcZtHgOoUA	Publis	Quarter	Year	Ë
Create Time	4x8gs3ay	23C WIP	bS3b8fGxSmalBcZtHgOoUA	Publis	From: 2023-0	01-01 To: 20	023-07-31
Manage Locations	8bsk9otb	23C WIP	bS3b8fGxSmalBcZtHgOoUA	Publis	Use Dat	e Range	
Manage Assignment Statuses	i96ofocd	23C WIP	bS3b8fGxSmalBcZtHgOoUA	Draft			
Enter Default Expense Accoun	zf7nx59y	23C WIP	bS3b8fGxSmalBcZtHgOoUA	Publis	Export Forma	at	
Change Preferred Mode of Co	6pfc17el	23C WIP	bS3b8fGxSmalBcZtHgOoUA	Draft	○ CSV	O JSON	XLSX
Update My Contact and Addre	93xz8ils	23C WIP	bS3b8fGxSmalBcZtHgOoUA	Unpul			
Manage Action Reasons	edhqlhiv	23C WIP	bS3b8fGxSmalBcZtHgOoUA	Draft	Reset		
N 01 (5 1 1	0.01	0761/00	1.671.070.0 10.701.0 10	11 1			

Report Type: Guide (all Guides) [Guide Level 1]		
Date Range: 1/1/2023 - 7/31/2023, Application(s): <u>1selected /(1)</u> , Environment: Production, Export Format: XLSX		
	COLUMNS	
	All Items	~

A summary of the criteria used for the report is presented above the preview table:



Select the **Email Report** button to request the required data report to be sent to your email address.

7 Accessibility

OGL is designed with accessibility features to support assistive technologies, such as screen readers, as well as keyboard navigation. For more information about Oracle's commitment to accessibility, see http://oracle.com/accessibility.

Navigation & Keyboard Shortcuts

Users can navigate within OGL, transition between OGL and the host application, and access all relevant functionality using only the keyboard. Assistive technology is not required to use keyboard-only navigation. When a guide is running and a tip appears, the focus will be placed on the tip and then the Tab key may be used to navigate within the tip. Tabbing accesses the OGL Launcher as the last item on a page's Tab order. Using the keyboard shortcut below to open and close the Help Panel is a quicker method to access OGL.

Keyboard shortcuts enable user interface actions without a mouse. Following is a list of shortcuts available for OGL and their function:

Windows Keyboard Shortcut	Mac Keyboard Shortcut	Description
Alt+Ctrl+H	Control+Option+H	Opens and closes the Help Panel. When opened, use the Tab key to move the focus through the Help Panel items from left to right, top to bottom, and press Enter to select the desired choice (For launch guide/ Job Aid options) use arrow keys, then Enter.
Alt+Ctrl+G	Control+Option+G	 Toggle the focus from the tip on the screen to the element to which it is associated. The same shortcut is used for toggling focus on the Feedback modal. Please see below for variations for Splash tips with the target element "body": For splash without overlay: Give focus to the first focusable element in the page For splash with overlay: Screen reader will read "Unable to switch focus from splash tip with overlay"
Alt+Ctrl+L	Control+Option+L	Use this shortcut to open or close the language selection menu in the Help Panel.
Alt+Ctrl+M	Control+Option+M	For Legacy Help Panel only, this shortcut moves the focus to the first display group on the display group menu in the Help Panel.



Windows Keyboard Shortcut	Mac Keyboard Shortcut	Description
Alt+Ctrl+T	Control+Option+T	Enter/Exit task list mode for autoloaded task lists Enterin into task list mode will select th first task list on the screen and use the tab key to select any action items. Use '[' or ']' to switch between multiple task lists. When using some screer reader you may need to use 'A +]' or 'Alt +]' . When you laun a task list item, it automatically exits from task list mode so the other guide shortcuts should r be get blocked
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Alt+Ctrl+B	Control+Option+B	Toggle the pulsing of active beacons on the page on or of

Windows Keyboard Shortcut	Mac Keyboard Shortcut	Description
Alt+Ctrl+S	Control+Option+S	Use this shortcut to switch on/off hover mode. When this mode is switched on, the first hover tip in the page will appear. The "[" (left bracket) or "]" (right bracket) will navigate the user around all the hover tips available on the page. (Smart tip and Beacon tip are considered hover tips). Use the same Alt+Ctrl+S shortcut to exit this mode. NB: Navigation keys vary from one screen reader (like JAWS) to another.
Alt+Ctrl+C	Control+Option+C	Toggle the focus from the element to smart tip it is associated with. the same shortcut can be used to navigate back to element.
Esc Key	Esc Key	If the focus is on the Help Panel, the Esc button will close the Help Panel and return focus to the host application. If the focus is on a tip, the Esc button will close the tip AND close the guide.

To disable or adjust keyboard shortcuts apply/embed the following scripts:

Action	Script to Embed
Disable the keyboard shortcut	iridize.allowKeyboardShortcuts = false;
Override the default keyboard shortcut	iridize.hotKeys = {guideFocus : 'Alt+G', showOrHideBeacon : 'Ctrl+Alt+B' }
Disable a specific keyboard shortcut (Set an empty string as per the example)	iridize.hotKeys = {guideFocus : 'Alt+G', showOrHideBeacon : " }

Here is the complete list of hot key names which can be used in embed JS as explained above $% \left({{{\rm{D}}_{\rm{T}}}} \right)$

Hotkey name	Default value(Windows)	Default Value (Mac)
helpWidget	Alt+Crtl+H	Control+Option+H
languageSelection	Alt+Ctrl+L	Control+Option+L
displayGroupFocus	Alt+Ctrl+M	Control+Option+M
guideFocus	Alt+Ctrl+G	Control+Option+G
hoverTipMode	Alt+Ctrl+S	Control+Option+S
taskList	Alt+Ctrl+T	Control+Option+T
showOrHideBeacon	Alt+Ctrl+B	Control+Option+B
currentSmartTip	Alt+Ctrl+C	Control+Option+C





8 OGL for Non-Fusion Applications

Fusion Cloud applications have uniform object IDs, referred to as selector IDs in OGL. In a non-Fusion application, the selector IDs vary. Hence, the OGL JavaScript used for non-Fusion applications is slightly different to enable it to call the required functions from the OGL server.

OGL deployment for non-Fusion applications depends on the type of the application. For Fusion applications, OGL JavaScript is installed as a sandbox and published for users. However, for non-Fusion applications, you need to install non-Fusion Java script to enable OGL. Once installed, the OGL features remain the same for both Fusion and non-Fusion applications.

Here are some examples of non-Fusion applications where OGL has been deployed:

- Salesforce.com
- Oracle Peoplesoft applications
- Oracle Enterprise Planning Cloud
- Oracle CPQ Cloud
- Oracle JD Edwards EnterpriseOne

Please contact OGL Support for more details.





9 Troubleshooting

NOT_SUPPORTED:

Please note that the information related to troubleshooting has been moved to the OGL Knowledge Articles.



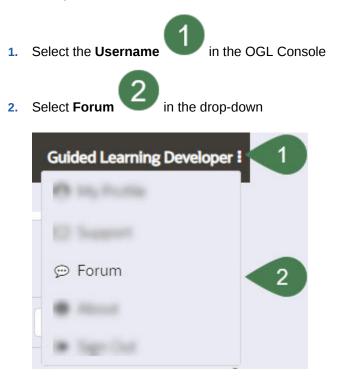


10 Support

Cloud Customer Connect

Use Cloud Customer Connect as a place to connect with Oracle Guided Learning (OGL) product experts and other users. We encourage you to pose questions and share your knowledge, best practices, and experiences with OGL. Visit https://community.oracle.com/ customerconnect/categories/oracle-guided-learning to start connecting.

Accessing Cloud Customer Connect from the OGL Console:



To submit product ideas, visit the Oracle Guided Learning Idea Lab by visiting https:// community.oracle.com/customerconnect/categories/idealab-oracle-guided-learning.

Guided Learning in the Console

Look out for the Guided Learning Widget in the OGL Console for resources, messages, and important information.

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Learning Resources

Description	Link
Guided Learning User Guide	https://docs.oracle.com/en/education/oracle- university/guided-learning/ogl-faq/
Guided Learning Knowledge Articles	https://docs.oracle.com/en/education/oracle- university/guided-learning/user-guide/ index.html
Guided Learning Training Subscription	https://learn.oracle.com/ols/home/oracle- guided-learning-training-subscription/75977

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