

# **Org Manager Guide**

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- Go to https://vgmed-gawda.sabacloud.com
- Enter your username and password, and then click "Sign In"

Welcome to GAWDA Online Learning!
CLICK HERE to view our User Guide.
Need additional assistance? Contact VGM Education at 866-227-8171.
USERNAME
PASSWORD
Keep me signed in Forgot password?
SIGN IN

The first-time logging into the new system, you will be prompted to change your password. You can keep the password the same by retyping it into the "New Password" field, then click 'Activate'.

	Welcome
- About Yo	u
FIRST NAM	E*
LAST NAM	<b>*</b>
NEW PASS	WORD*
	<b></b>
CONFIRM	EW PASSWORD*
	<b></b>
Vour Pro	hite
You can up 150x150 pi	oad a JPG, BMP or PNG file. The image size must be at least xels and the file size must be smaller than 3MB.
Choose	File No file chosen
Brief Bio	
	ACTIVATE

• You are now on the home page. Click on "Your Courses"



• Once on the plan page, you will notice a ring under Learning & Certifications. This is a snapshot of your plan, showing the number of courses: Completed, In Progress or Pending Action. By clicking a section, a list below will filter to courses matching the selection.



- All courses that have not been completed will populate automatically in the list of Learning & Certifications. The courses with a due date will appear at the top of the list.
- To start/resume a course, click on the blue action button that will may say: Launch, view summary or view classes.

Learning & Certifications			
NAME	PROGRESS	DUE	ACTIONS
REG100 - Bloodborne Pathogens and Exposure Control (1.0 HR) Course Version:2024 Nursing Credit	IN PROGRESS		VIEW SUMMARY

• This will open a new window where you can click "Continue" or "Launch" to open the course.

	REG100 - Bloodborne Pathogens an HR) Class   Course ID: REG100   V 2024 In Progress Registered o ***** 5.0 (4)	d Exposure Control (1.0 <u>е</u> д 🧹 ; n: 18-DEC-2024
Progress and Activities	Overview & Other Information	History
English   Nursing Credit   Class ID: REG10 Total duration: 01:00 Hrs Activities	0.24	DROP
-	posure Control Not evaluated	LAUNCH
REG100 - Bloodborne Pathogens and Ex		

## 03 How to take a course

- Navigation: Once in the lesson, use the < > buttons to navigate through each slide. You must view all slides before the test will be available to launch.
- Once all slides have been viewed, click the 'Close Player' button in the upper right-hand corner to close the course.



You will then be able to click on the test (if applicable)
\* Pop up blockers need to be set to "always allow from this site."



• When you see this screen click 'start'



- To successfully complete a course and receive a certificate of completion you must: \* View every slide
  - \* Pass the test with a score of 80% or higher



• On the home page, click on "Your Courses"



• Click on the green section ("completed") of the ring.



- Completed courses will load under Learning & Certifications. Find the appropriate course and click "PRINT CERTIFICATE."
  - \* Pop up blockers need to be set to 'always allow from this site."





### 06

### Printing a Certificate as a Manager

• Click on the menu icon in the top left-hand corner of the screen; then click "My Team."



• Find the name of the employee and click on it.



• Click the green section in the ring under "Learning & Certifications" OR the Completed Learning option on the left-hand side.



Click "Print Certificate" under action.
 \*\*Pop up b lockers need to be set to "Always allow from this site."



• Click on the "Admin" from the menu in the left-hand corner



• Click on 'Analytics Admin'



• Type in what you are looking for in the search box, example: Course Progress

■ ○GAWDA 2. Adm	nin III Browse	Admin 🗸	Enter text to search	٩	Θ
🍰 Admin Home 🛛 🖉 People 🛛 🛃	, Analytics				
	All (140) Course progress	X 🄄	III ()		
	Copy of Course Progress         - All Users/All Courses by Org by Date Range           Created By:         Tammy DeShaw           This report lists all courses assigned with course status for all users during a selected time range. Lists: Last Name   First Name   Username   Organization	Course Title   Co	3 SCHEDULE		
	Course Progress         - All Users/All Active Courses by Org           Created By:         System Admin           This report lists all courses assigned with completion status for all users. Lists: Last Name   First Name   Username   Org   Manager Full Name   Course Title	Course Version	3 SCHEDULE		
	Course Progress         - All Users/All Courses	_			

• To run a report, click on the title of the report, fill out the required info and click Run.

Course Progress - All Users/All Courses					×
	AND operator	applied to all filters			
Person Status*	Equal	~	~		
Is Terminated*	Equal	√ No	× ×		L
				CANCEL SAVE AND RUN	RUN

• You can view the report on the following screen as is, or you can export it by clicking the export button in the top right-hand corner.

Back								
Course Progress - All Users/All Flat List   Report Date: 28-JAN-2025 2:51 PM	Courses					_		[] <sup>+</sup>
± Filters								
I. Chart								
( Last Name								
Last Name First Name	Username	Organization	Course Title	Course Version	Course Activity Status	Completion Date	Course Due Date	
Test Mr.	TEST@TEST.COMGAWDA	GAWDA_1sourcevend_EDP	HR027 - Drug-Free Workplace Supervisor Training	2025	Successful	28-JAN-2025	28-FEB-2025	

• Select the format you want the download and click Download.

Do	ownload Report	×
	CSV PDF Excel	×
r@	Data Only         CSV will only contain the data table. Blank columns and total rows will not be added to the data table. Information related to the reprun details, filters, grouping options, messages related to size and time of data, will be excluded.         CSV Separator	ort like
	CANCEL	ILOAD

• To view a list of our most popular reports, click, the advanced filter option at the end of the search bar, then under Report Category click Popular Reports and click Apply.

=	<b>GAWDA</b>	5 My Team III Brows	e				Le	earning Catalog 🐱 Enter text to se	arch	۹	ŧ	Θ
	Overview		AI	I (145)	Desc	cription / Created By				6	7	
>	Dashboards			Report Category		Report Type		User Name		-	ī	
	Analytics			Select a report category		Select report type	~	Select user		Q		
				Analytics		First Name Enter First Name		Enter Last Name	6			
				Certification	1			[	RESET	યપ	)	
			_	Compliance / Status	ŀ				$\sim$			
				Content								
				Curricula					78 SCHEDULE			
				Dashboard	rtat	tus for all users. Lists: Full Name   Email   Organization   Hire Date   Cours	se Tit	le   Course Version   Course Category	G CONTROLL			

<b>08</b> Editing a Profile	
68 Editing a Profile	

• Select 'Admin' from the left-hand menu.



• Click 'People Admin'.



• Click ' Manage People'.



- Select 'External People' on the left-hand side.
- Search for first name, last name or username, then click Search.
- When the person populates below, click on "Edit Profile Information."

	lmin 🚻 Bro	wse											
🔹 Admin Home 🛛 🚜 People	🔹 Admin Home 📪 People 📑 Analytics												
<ul> <li>Manage People</li> <li>Admin / People / Manage People / External People</li> </ul>													
Internal People Search External People													
External People To search for inactive/terminated users, enter todays date in the 'Terminated Before' search field.													
Proxy Settings	Username				Manager		Q						
Enrollments	First Name	Mr			Last Name	Test							
Completed Courses	Organization			Q	Role		ଭ୍						
Certifications	Job E-mail			୍	Status	-Select One- ~							
Curricula	Terminated Af	fter		]	Terminated Before		Ē						
To-Do Lists	Simple Search	Configure   Sav	ve Search Query	-			SEARCH						
Profile Merge	Search Resul		0		Modify Table								
Profile Activity History	Last Name Test	HIRST NAME	TEST@TEST.COMGAW	/DA	Organization	Edit Profile Ir Profile Snaps Full Profile	formation						



• Click on 'Password' at the top of the user's profile



• Enter a new password, confirm password and click Save.

Main	Contact Information	Address	Password	Preferences	Privileges
Change P	assword				
User Name	)	TEST@TEST.COMG	AWDA		
New Passy	word *				
Confirm Pa	assword *				
	_				
				•	

- 10 Inactivating/Reactivating Profile
- <u>2 step process both ways!</u>
- Set status to "Inactive"

#### Edit Profile Of Mr. Test

Main	Contact Information	Address	Passwo	ord P	references	Privileges
Title	-Select One- ~			Username	e* TEST(	DTEST.COMGAWD
First Name*	Mr.		]	Last Nam	e* Test	
Middle Name	2		]	Suffix		
Domain		_	-	Status	Active	~
Home Domai	in*		€	Gender	-Selec	t One-
Organization			Q		Active Inactive	/e
Home Organization			€	Job Level	Leave	~
Job			€	Person N	0	
Manager			⊙	Person Legal ID		
Additional Approver for Orders			Q	Business Card Title		
Location			€	E-mail	test@	test.com
Start Date		Ē		Person Type	-Selec	t One- v
Terminated C	Dn	ė		Ethnicity	-Selec	t One-
Religion	-Select One-	~	]			

- Enter an "Inactivated On" date.
- Scroll to the bottom of page and click "save."

Edit Profile (	Of Mr. Test							
Main Co	ontact Information	Address	Passy	vord	Prefe	rences	Privileges	
Title	-Select One- ~			Useri	name*	TEST@	TEST.COMGA	WDA
First Name*	Mr.			Last	Name*	Test		
Middle Name				Suffi	c			
Domain				Statu	IS	Active	~	
Home Doma	VGM Ed —	οx	Q	Gend	ler	Not Kn	own	~
Organization—	https://vgmed	d-g A <sup>™</sup>	Q					
Home Organization	S M T W T	F S	Q	Job I	evel	-Select	One-	~
Job	<u>12</u> <u>56789</u>	<u>3</u> <u>4</u> <u>10</u> <u>11</u>	Q	Pers	on No			
Manager	12 13 14 15 16 19 20 21 22 23	17 18 24 25	Q	Perso Lega	on I ID			
Additional Approver for Orders	26 27 28* 29 30 Clear	<u>31</u>	€	Busir Card	ness Title			
Location			Q	E-ma	il	test@te	est.com	
Start Date	ected Date			Perso Type	on	-Select	One- ~	
Terminated On	28-JAN-2025		)	Ethni	city	-Select	One-	~
Religion	-Select One-		-					

#### • To Re-activate a user

- Change status to 'Active'
- Clear out the inactivated-on date by clicking the calendar icon, and then select "Clear" at the bottom of the calendar
- Scroll to the bottom and click "Save"

Edit Profile Of Mr. Test

Main	Contact Information	Address	Passwo	rd Prefe	rences	Privileges	
Title	-Select One- ~			Username*	TEST@1	EST.COMGAV	/DA
First Name*	Mr.		]	Last Name*	Test		
Middle Name			]	Suffix			
Domain	🐺 VGM Ed —			Status	Active	× >	
Home Domain	★ 🗇 https://vgr	med-g A	2	Gender	Not Kno	wn	~
Organization	January ~	2025 ~	2				
Home Organization	5 M T W	2 <u>3</u> <u>4</u> <u>9 10 11</u>	٤	Job Level	-Select (	)ne-	~
Job	<u>12 13 14 15</u> 19 20 21 22	<u>16 17 18</u> 23 24 25	2	Person No	00000873	18	
Manager	<u>26 27 <mark>28*</mark> 29</u>	30 31	2	Person Legal ID			
Additional Approver for Orders	Clea	)	2	Business Card Title			
Location	Selected Date		<b>₹</b> 2	E-mail	test@tes	st.com	
Start Date		Ē		Person Type	-Select (	)ne- ~	]
Terminated On	28-JAN-2025			Ethnicity	-Select (	)ne-	~



#### Reporting over the whole organization

• Click "Admin" from the left-hand corner dropdown.

=		Admin
A	Home	e Ar
0	Ме	n
4	My Team	
20	Admin	uding view

• Click "Analytics Admin"

 People Admin Manages user profiles, including viewing held skills and other activity.	Analytics Admin Manages configuration of Analytics; authoring, execution and scheduling of reports and dashboards.
Go to set More actions set	

• Type in what you are looking for in the search box, example: Course Progress

E CAWDA & My Team III Browse		Learning Catalog 🐱 Enter text to search	۹.	Θ
🛟 Overview	All (153)	× 2 = #	0	
	Course Progress - All Users/All Active Courses by Org     Created By: System Admin     This report lists all courses assigned with completion status for all users. Lists: Last Name   First Name   Username   Org   Management   Org   O	CO SCHEDULE	~	
	Course Progress - All Users/All Courses     Created By: System Admin     This report lists all courses assigned with completion status for all users. Lists: Full Name   Email   Organization   Hire Date   Course	tse Title   Course Version   Course Callegory  _	~	
	Course Progress - All Users/All Courses - With Job and Location			

• To run a report, click on the title of the report, fill out the required info and click Run.

Course Progress - All Users/All Courses					×
	AND operator a	applied to all filters			
Person Status*	Equal	~	~		
Is Terminated*	Equal	V No	× ×		
			C	SAVE AND RUN	RUN

• You can view the report on the following screen as is, or you can export it by clicking the export button in the top right-hand corner.

Course Progr Flat List   Report D	ess - All Users/All Cor ate: 28-JAN-2025 2:51 PM	urses							± iit :
🐩 Filters									*
In Chart									*
Last Name									
Last Name	First Name	Username	Organization	Course Title	Course Version	Course Activity Status	Completion Date	Course Due Da	te 🗊
Test	Mr.	TEST@TEST.COMGAWDA	GAWDA_1sourcevend_EDP	HR027 - Drug-Free Workplace Supervisor Training	2025	Successful	28-JAN-2025	28-FEB-2025	

• Select the format you want the download and click Download.

	Download Report	×
nai	CSV file exceeding 1024 KB size shall be delivered as a zip file	¢
.@.	Data Only CSV will only contain the data table. Blank columns and total rows will not be added to the data table. Information related to the report like run details, filters, grouping options, messages related to size and time of data, will be excluded. CSV Separator ,	3
	CANCEL	

• To view a list of our most popular reports, click, the advanced filter option at the end of the search bar, then under Report Category click Popular Reports and click Apply.