



Supervisor User Guide

Revised 2/2021

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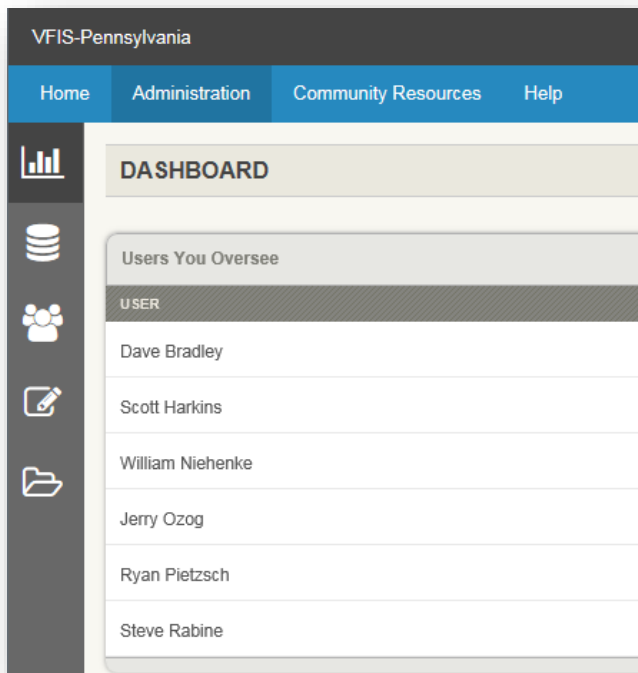


Access the Supervisor Dashboard

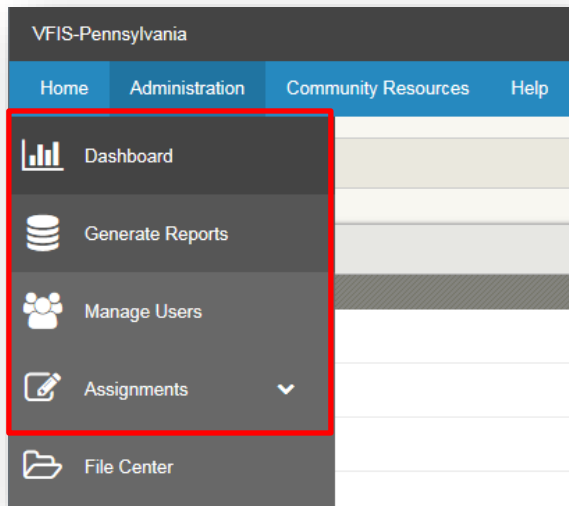
1. Those receiving “Supervisor” rights have a feature at the top of their dashboard called “Administration”.



2. Clicking “Administration” will display the “Supervisor Dashboard”.



3. Hovering to the left will show the available options.



Generate Reports

1. Access “Generate Reports”.
2. Click the “Create New Report” button to start.



3. Choose a report type.



New Report

Select the type of report to run or schedule

Type *

Select Report Type

Select Report Type

Assignments - Exception

Assignments - Incomplete

Completions

4. Customize the report as necessary.
5. Click the “Run” button to be directed to the main “Reports” screen.
6. Click the title of the report.

Reports

Create New Report

Reports

Schedules

Show 10 entries

<input type="checkbox"/>	Title	Type	Shared with
<input checked="" type="checkbox"/>	Completions	Completions	

Showing 1 to 1 of 1 entries

7. Select download, print, email, or delete a report.

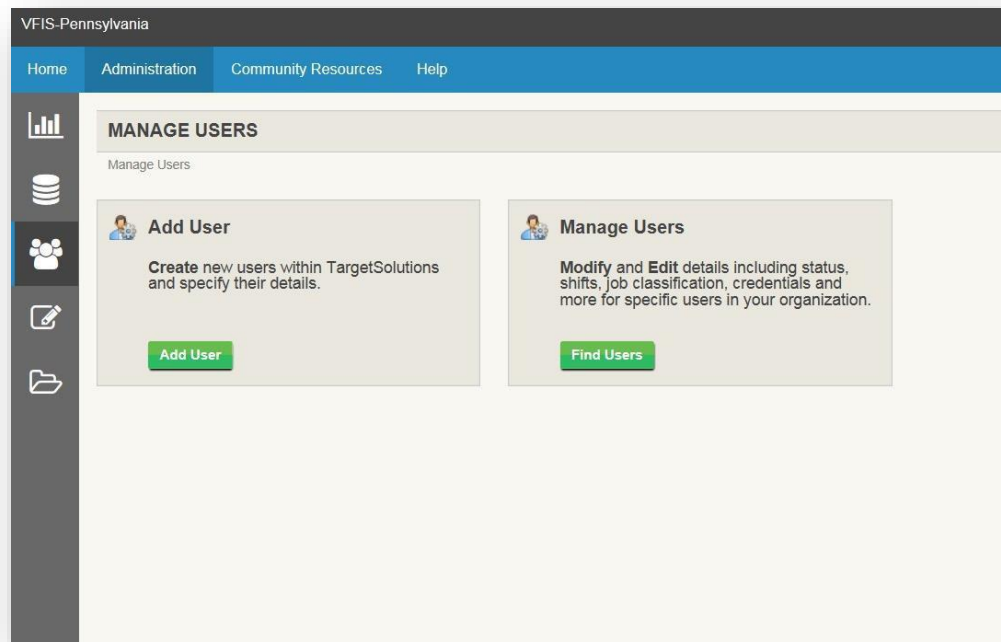
Completions

Details Download Print Email Copy Delete

Add Users

Note

To purchase additional courses for your members, add the member via the “Get Started” section at www.vfis.com and accounts require verification by VFIS.



1. Access “Manage Users”.
2. Click “Add User”.

3. Enter the following information for each user:
 - a. First Name
 - b. Last Name
 - c. Email Address
 - d. Password
 - e. Confirm Password
 - f. Employee ID (required for some states)
 - g. Select department name
 - h. Leave Location as the default*
 - i. Leave VFIS Enterprise as the default*
 - j. Select "Send login instructions to user"
 - k. Enter additional instructions (optional)
4. Click Save.

*May not be present in all instances.

ADD USER
Manage Users > Add User

First Name *

Last Name *

Email *
 Use email as username

Username

Password *
Passwords must be at least 6 characters long

Confirm Password *

Employee ID

Department

Location

VFIS Enterprise

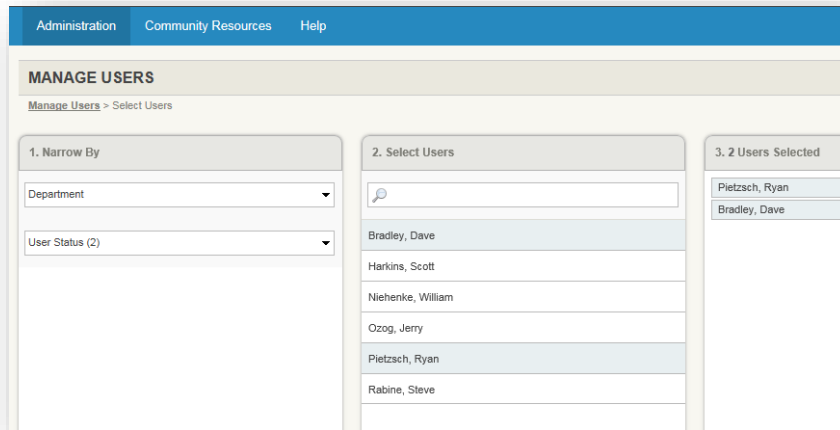
Department

Notification Email Send login instructions to user
Additional Instructions:

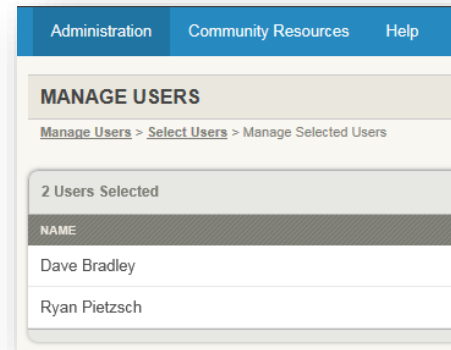
[Save](#) [Go Back](#)

Manage Users

1. Access “Manage Users”.
2. Click “Find Users”.
3. Click on the names of the profiles to view and/or change.
4. Once a name has been selected, it will show under the “Users Selected” column.
5. If select a name in error, simply click on a name in the “Users Selected” column to have it removed
6. Once ready, choose “Continue”.



7. Open a user profile by clicking on the name.



8. Click “Edit” to deactivate a user, resend a validation email, and to edit a username, password or email address.

Manage Users > Select Users > Manage Selected Users > View User: Ryan Pietzsch

Account Organization

Name	Ryan Pietzsch	Edit
Username	rpietzsch@vfis.com	Edit
Password	••••••••	Edit
Email	rpietzsch@vfis.com (Validated)	Edit
User Type	Supervisor	
User Status	Active	Edit

Account Validation Emails

1. If a new user has not clicked on the link to verify their account, user status will be “Pending Validation”.

Administration Community Resources Account Help

VIEW USER: JANE DOE

Manage Users > Select Users > Manage Selected Users > View User: Jane Doe

Account Organization Access

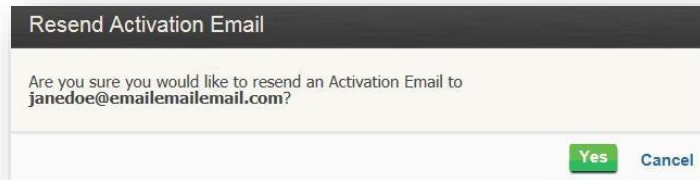
Name	Jane Doe	Edit
Username	janedoe@emailemail.com	Edit
Password	••••••••	Edit
Email	janedoe@emailemail.com (Pending Validation)	Edit
User Type	User	
User Status	Offline	Edit

2. Select Edit next to the email section.
3. Click “Resend validation email”.

Email janedoe@emailemail.com Delete | Resend validation email

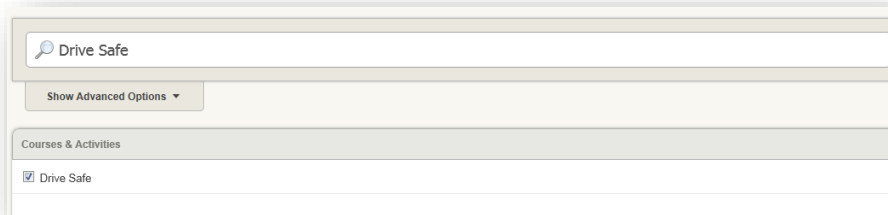
Add a new email

4. Click the “Yes” button.



Create or Manage Assignments

1. From the “Assignments” section, select “Create New Assignments”.
2. Search for the course which will be assigned.



3. Select the course by selecting the checkbox (one or more courses).
4. Click “Continue”.
5. Select the name(s) of the user(s) to assign the course.

2. Select Users

3. 1 Users Selected

Bradley, Dave

Harkins, Scott

Niehenke, William

Ozog, Jerry

Pietzsch, Ryan

Rabine, Steve

Select all visible Clear all visible

Pietzsch, Ryan

Sort List Clear all

Continue Go back

6. Click the “Continue” button.
7. Select “Email when the assignments are available”.

Note

In order for a user to receive assignment verification emails, the user must have logged into their account and validated their email.

8. Select other email notification options, as necessary.
9. Select a Start Date, Start Time, Due Date, and Due Time; as necessary.
10. Click the “Submit” button.

The user will find the assigned course on their Schedule located on their homepage.

Manage Assignments

1. From within the “Assignments” section, select “Manage Assignments”.
2. Select the name(s) of the user(s), currently assigned a course.

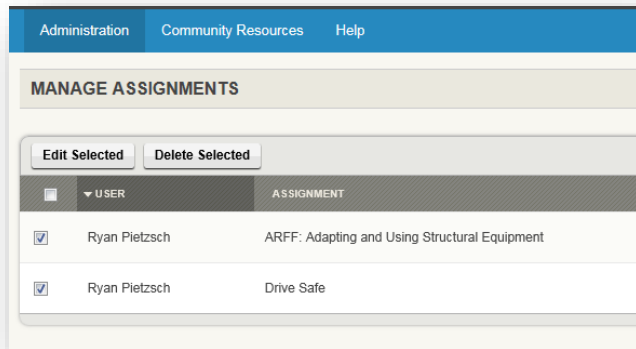
Search	Pietzsch, Ryan
<input type="checkbox"/> Bradley, Dave	
<input type="checkbox"/> Harkins, Scott	
<input type="checkbox"/> Niehenke, William	
<input type="checkbox"/> Ozog, Jerry	
<input checked="" type="checkbox"/> Pietzsch, Ryan	
<input type="checkbox"/> Rabine, Steve	

Select all visible Clear all visible Sort List Clear all

Continue

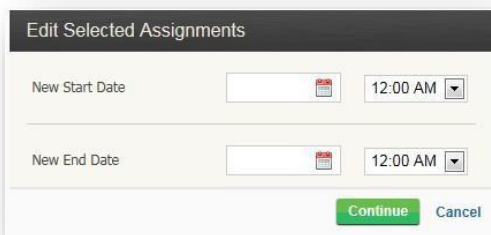
3. Click the “Continue” button.
4. Select the assignment(s) you want to manage by checking the box next to the assignment title.
5. Click the “Continue” button.

6. Select the appropriate lines.



7. Choose “Delete” to remove this course from the user’s schedule or choose “Edit” to amend the details.

8. Start and due dates can be amended by clicking “Edit”.



9. Click the “Continue” button.

Note

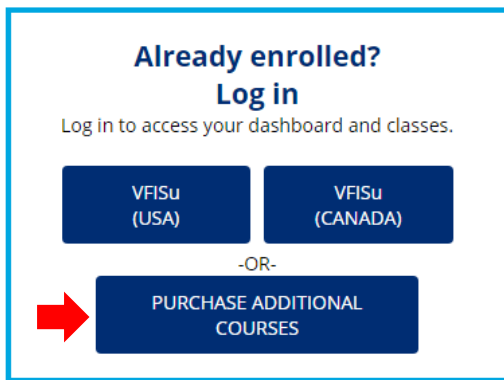
When editing start and due dates through “Manage Assignments”, notification emails are not regenerated to the user. To have a notification email re-sent to a user, delete the current assignment and create a new assignment. A new assignment can trigger an email notification.

Purchase Additional Courses

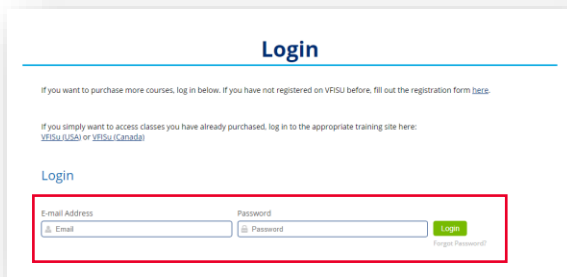
Note

Users must have been registered and have confirmed their account (by clicking the link in their confirmation email) in order to purchase and assign courses.

1. Go to www.vfis.com.
2. Click the “Purchase Additional Courses” button.



3. Login with your username and password.



4. Search for the course.
5. Click on the cost of the course (green text).

Course filter: All [v] NFPA

NFPA 1584 Firefighter Rehabilitation (MOD #2)
NFPA 1584 Firefighter Rehabilitation (MOD #2) \$6

NFPA 1584 Firefighter Rehabilitation (MOD #1)
NFPA 1584 Firefighter Rehabilitation (MOD #1) \$6

6. Supervisors can assign a course to selected users.

Select Users for which you want to purchase course

Status: All [v] Member Type: All [v] []

Position: All [v] State: All [v]

Email	Name	Position / Organization	State / Type	Member Type	Action
jozog@vfis.com	Jerry Ozog	Chief Officer Hampden	Pennsylvania Site user	VFIS client	<input type="checkbox"/>
wnichenko@vfis.com	William Nichenko	Paramedic/EMT VFIS	Pennsylvania Site user	VFIS client	<input type="checkbox"/>
dbradley@vfis.com	Dave Bradley	Paramedic/EMT VFIS	Pennsylvania Site user	VFIS client	<input type="checkbox"/>

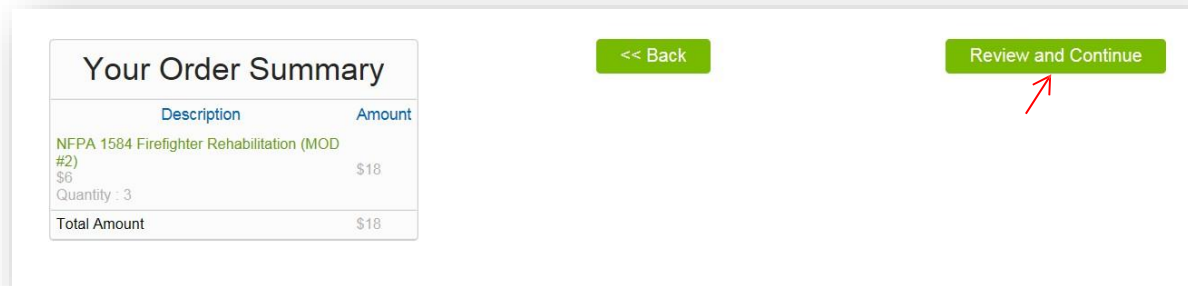
[<-Back] [Next->]

Note

If a user within your organization does not appear and you are designated as a supervisor, contact VFIS University Account Support for assistance.

7. Click the “Next” button.

8. Review Order Summary.
9. Click the “Review and Continue” button.



Your Order Summary

Description	Amount
NFFPA 1584 Firefighter Rehabilitation (MOD #2) \$6 Quantity : 3	\$18
Total Amount	\$18

<< Back Review and Continue

10. Process payment using the *PayPal* check-out.
11. A supervisor and assigned members will receive confirmation and copies of the receipt.
12. After processing payment, a member can navigate to the course by clicking the “Access Your Dashboard” button.
13. Members can access the purchased course by clicking on the title in the schedule.

Additional Information

Vector Solutions User Guide

<https://help.targetolutions.com/hc/en-us/articles/204284685-User-Homepage-Guide>

Vector Solutions Administrator Support & FAQ's

<https://help.targetolutions.com/hc/en-us/categories/200348195-Administrator-Support>



Need Assistance?

VFIS University Account Assistance

csapps@vfis.com

1.800.233.1957 ext. 7228

For Assistance with:

Login Information

Supervisor Access

Billing/Payment

Content within a VFIS University course

Vector Solutions Technical Support

support@vectorsolutions.com

1.800.840.8048

For Assistance with:

Technical Issues

Content within a Vector Solutions course

