



Org Manager Guide

GAWDA Support: 954-367-7728

Email: hpappaconstantine@gawda.org

Document last updated on: 03/20/2025

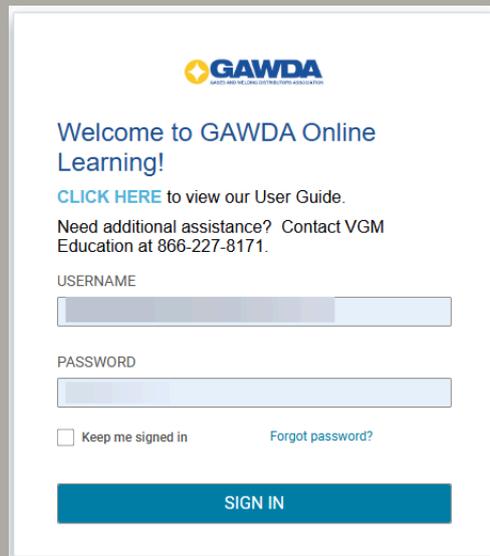
01

Table of Contents

<u>Employee Guide</u>	
Getting Started Guide	02
How to Take a Course	03
Printing a Certificate	04
<u>Management Guide</u>	
Printing a Certificate as a Manager	06
Reports	07
Adding New Users	See Portal Guide
Editing a Profile	08
Change a User's Password	09
Inactivating/Reactivating Profile	10
Reporting over the whole organization	11

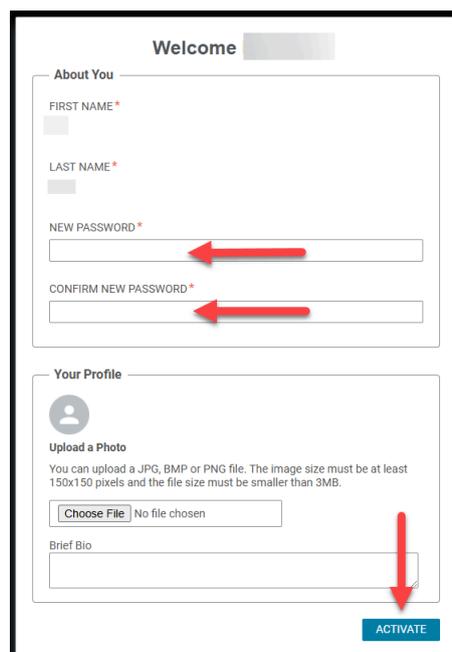
Getting Started Guide

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



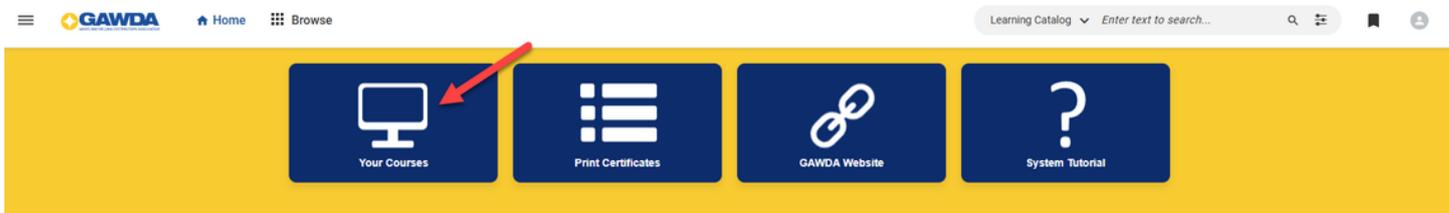
The screenshot shows the GAWDA Online Learning login interface. At the top is the GAWDA logo with the tagline 'BASED AND BELIEVED TO BELIEVE ASSOCIATION'. Below the logo, it says 'Welcome to GAWDA Online Learning!' and provides a link to the User Guide. Contact information for VGM Education is also listed. The login form includes fields for 'USERNAME' and 'PASSWORD', a 'Keep me signed in' checkbox, a 'Forgot password?' link, and a prominent blue 'SIGN IN' button.

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’.

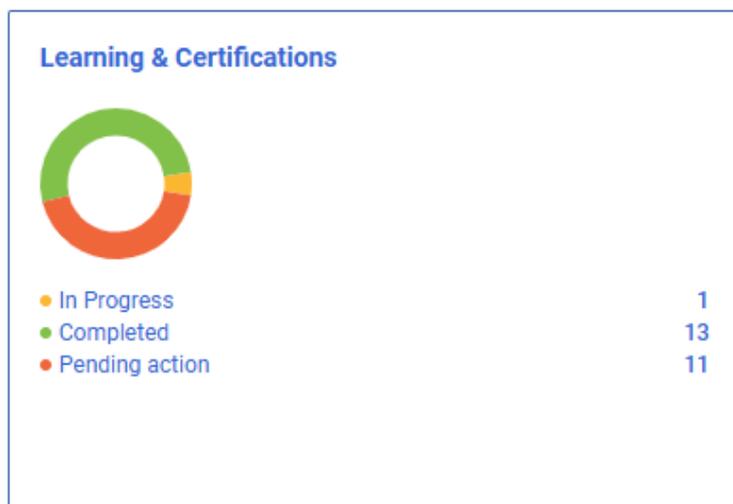


The screenshot displays the 'About You' registration form. It contains fields for 'FIRST NAME *', 'LAST NAME *', 'NEW PASSWORD *', and 'CONFIRM NEW PASSWORD *'. Red arrows point to the password fields. Below these is the 'Your Profile' section, which includes a photo upload area with a 'Choose File' button and a 'Brief Bio' text area. A red arrow points to the 'ACTIVATE' button at the bottom right of the form.

- 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 | Filters

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.

< Back

REG100 - Bloodborne Pathogens and Exposure Control (1.0 HR)

Class | Course ID: REG100 | V 2024

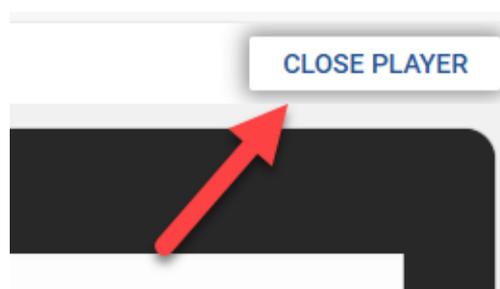
In Progress Registered on: 18-DEC-2024

★★★★★ 5.0 (4) → CONTINUE

Progress and Activities	Overview & Other Information	History						
<p>English Nursing Credit Class ID: REG100.24 Total duration: 01:00 Hrs DROP</p> <p>Activities</p> <table border="1"> <tr> <td>REG100 - Bloodborne Pathogens and Exposure Control</td> <td>Not evaluated</td> <td>LAUNCH ↓</td> </tr> <tr> <td>REG100 Test</td> <td>Not evaluated</td> <td></td> </tr> </table>			REG100 - Bloodborne Pathogens and Exposure Control	Not evaluated	LAUNCH ↓	REG100 Test	Not evaluated	
REG100 - Bloodborne Pathogens and Exposure Control	Not evaluated	LAUNCH ↓						
REG100 Test	Not evaluated							

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.



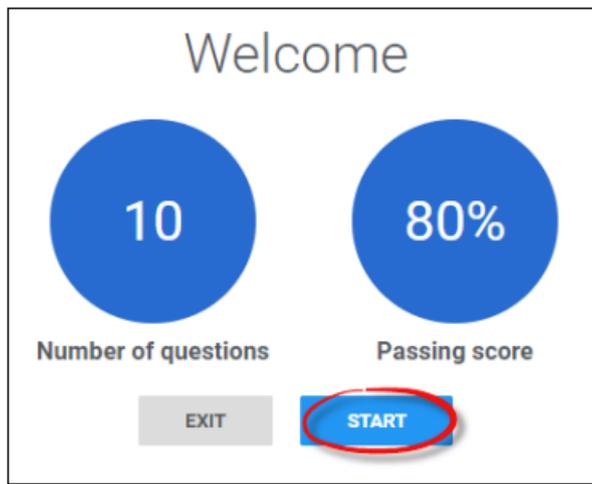
- You will then be able to click on the test (if applicable)
* Pop up blockers need to be set to "always allow from this site."

BILL104 - Claims Filing and Processing Claims

Activities

- ✓ BILL104 - Claims Filing and Processing Claims
- BILL104 Test →

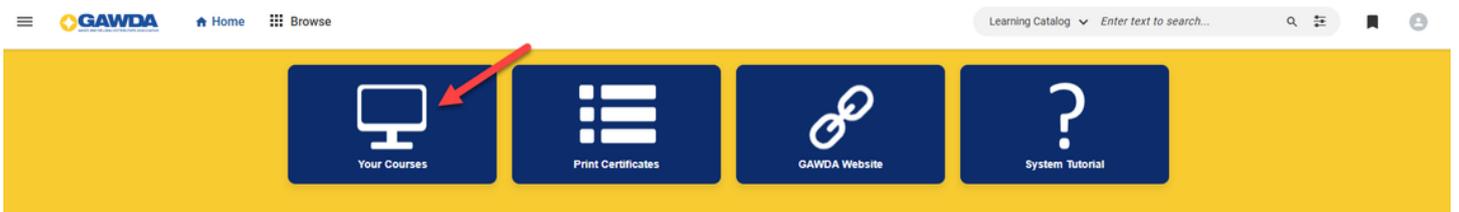
- When you see this screen click 'start'



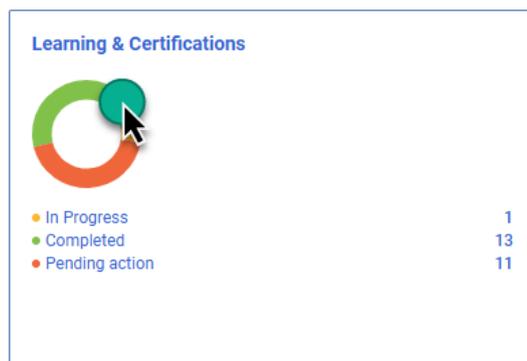
- To successfully complete a course and receive a certificate of completion you must:
 - * *View every slide*
 - * *Pass the test with a score of 80% or higher*

04 Printing a Certificate

- 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.’

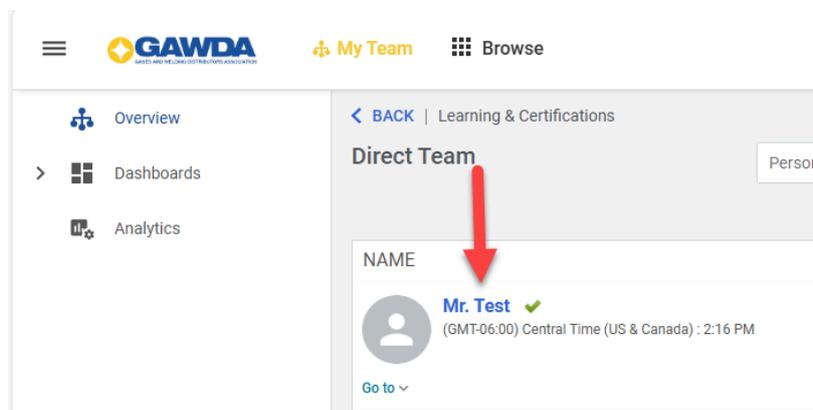
NAME	PROGRESS	DUE	ACTIONS
 ACC003 - Therapeutic Shoe Competency Course Version:2020 VGMU Source:	SUCCESSFUL On 01-SEP-2020 Score: 80	-----	<input type="button" value="PRINT CERTIFIC..."/>

Printing a Certificate as a Manager

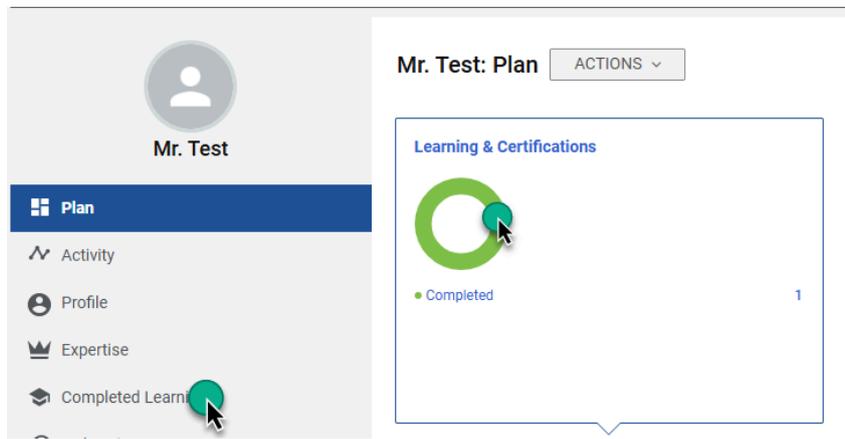
- Click on the menu icon in the top left-hand corner of the screen; then click “My Team.”



- 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.

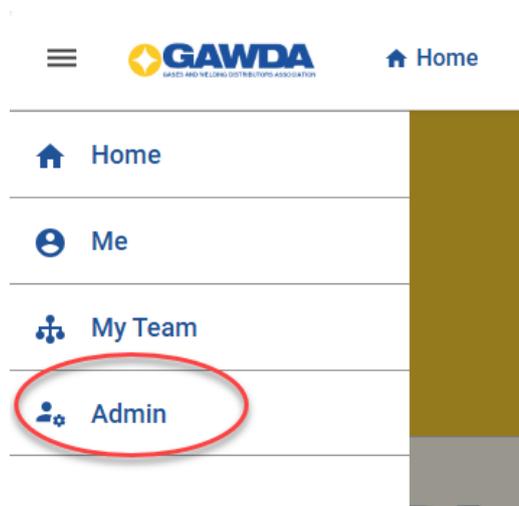


- Click “Print Certificate” under action.
 **Pop up blockers need to be set to “Always allow from this site.”

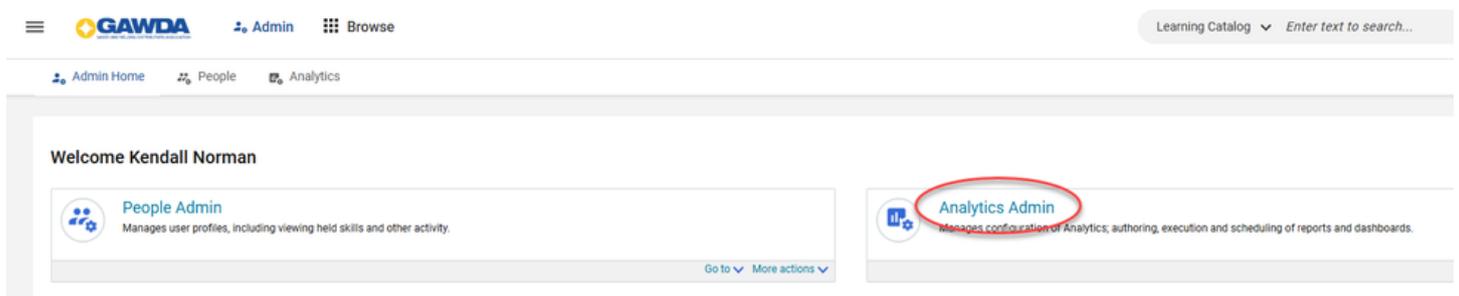
NAME	PROGRESS	DUE	ACTIONS
 HR027 - Drug-Free Workplace Supervisor Training Course Version:2025 Web-Based Source : Mr. Test	SUCCESSFUL On:28-JAN-2025 Score: 0	-----	PRINT CERTIFIC... 

07 Reports

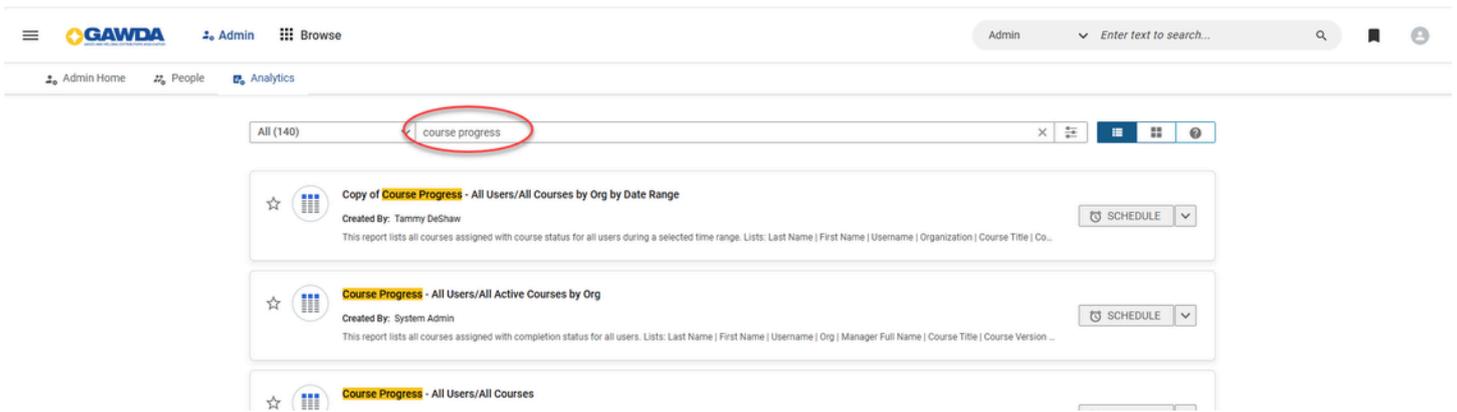
- Click on the “Admin” from the menu in the left-hand corner



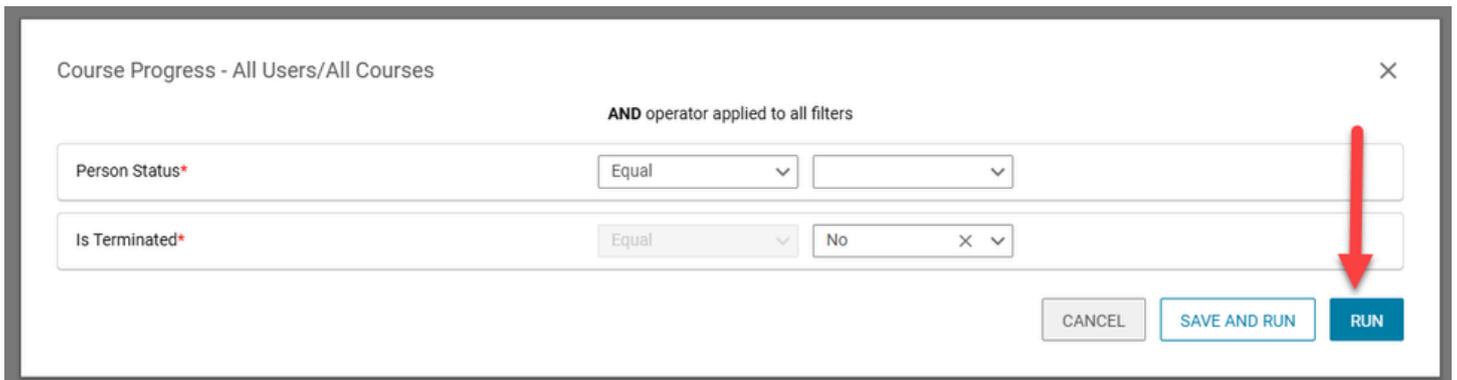
- Click on ‘Analytics Admin’



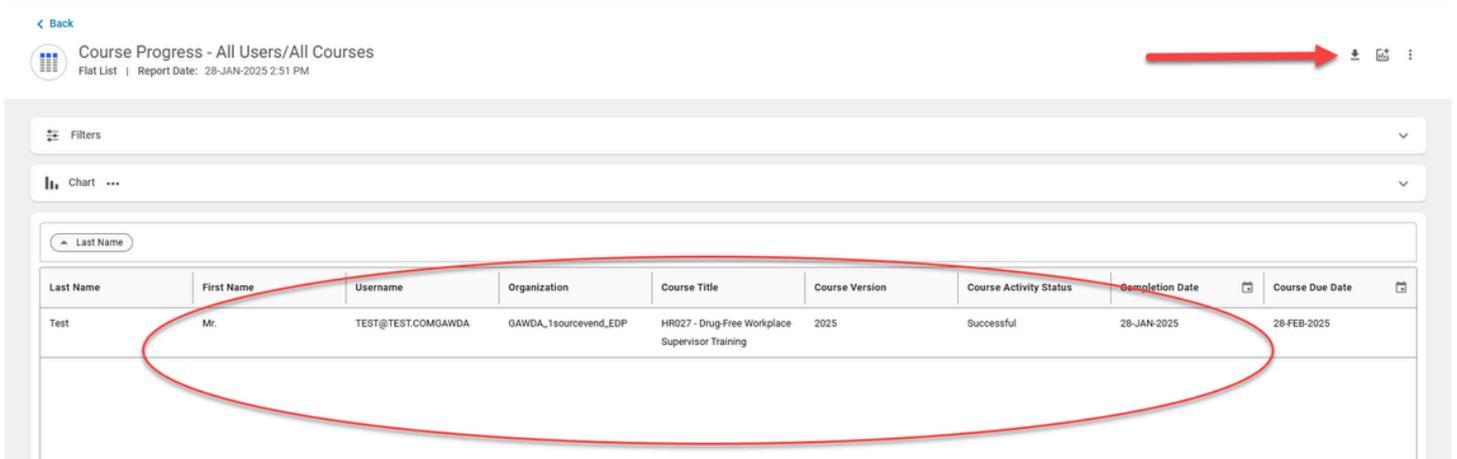
- Type in what you are looking for in the search box, example: *Course Progress*



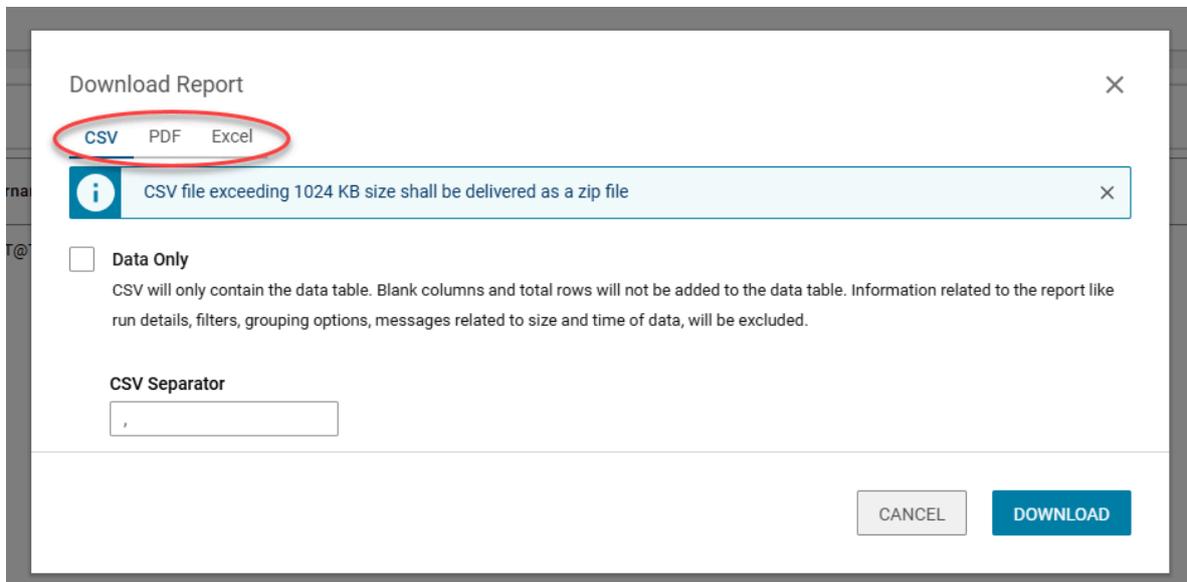
- To run a report, click on the title of the report, fill out the required info and click Run.



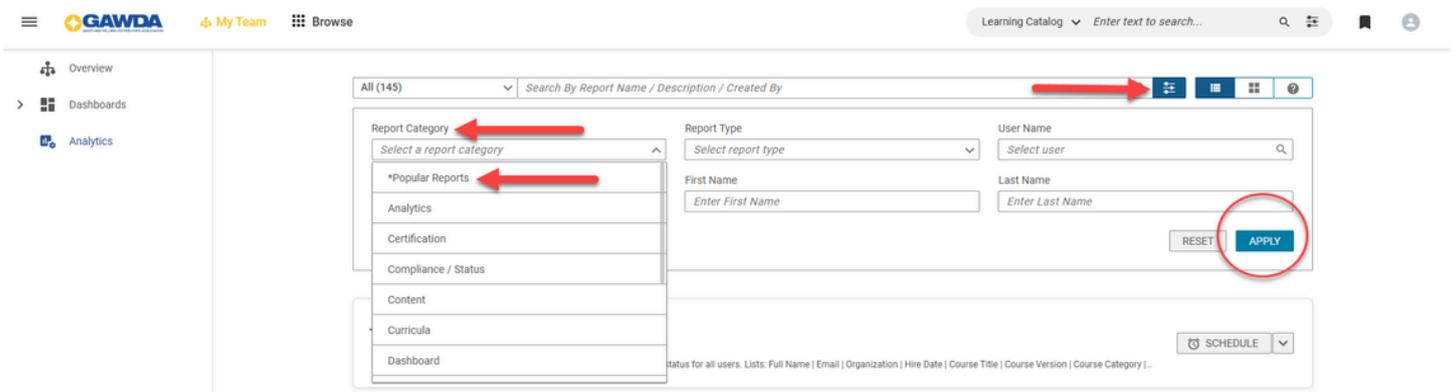
- You can view the report on the following screen as is, or you can export it by clicking the export button in the top right-hand corner.



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

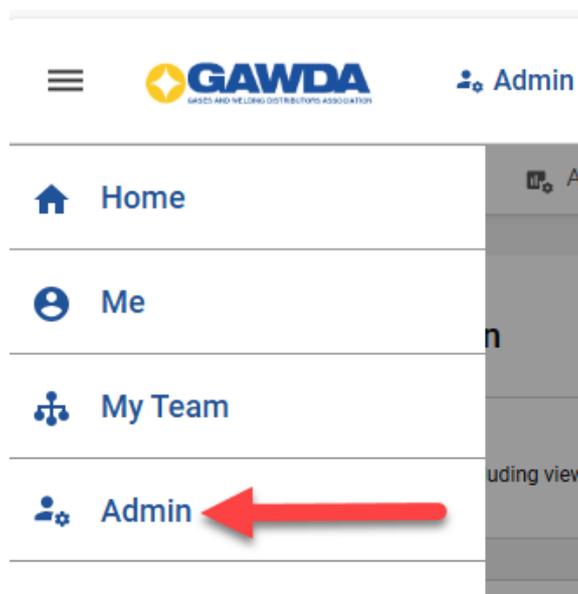


- To view a list of our most popular reports, click, the advanced filter option at the end of the search bar, then under Report Category click Popular Reports and click Apply.

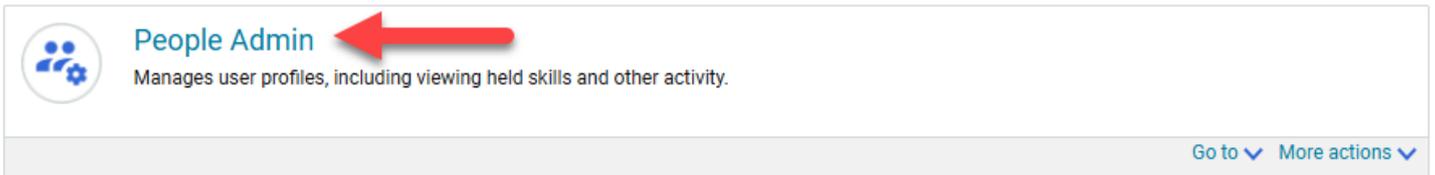


08 Editing a Profile

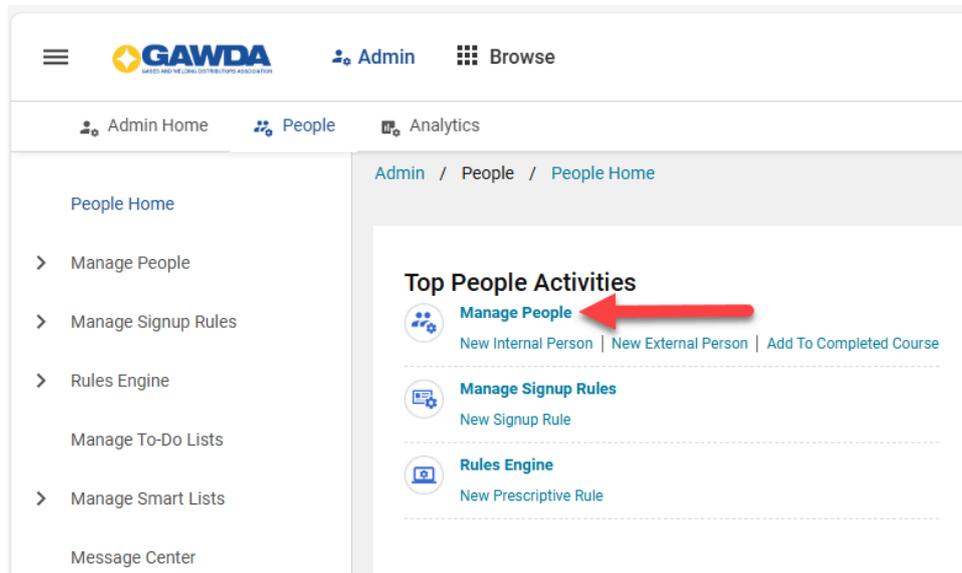
- Select 'Admin' from the left-hand menu.



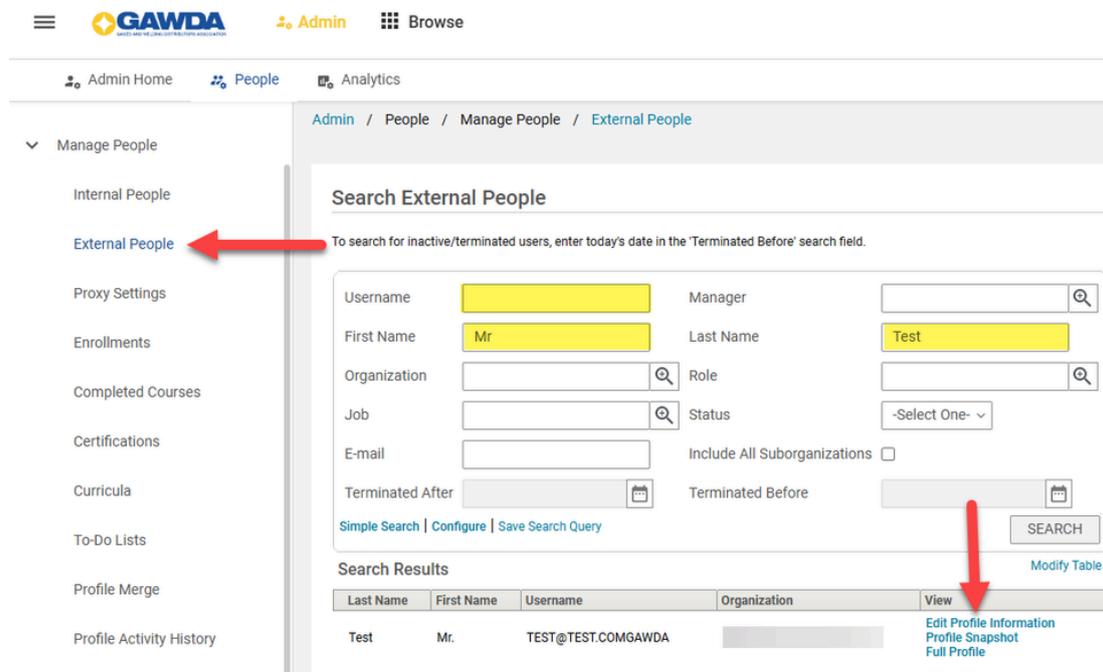
- Click 'People Admin'.



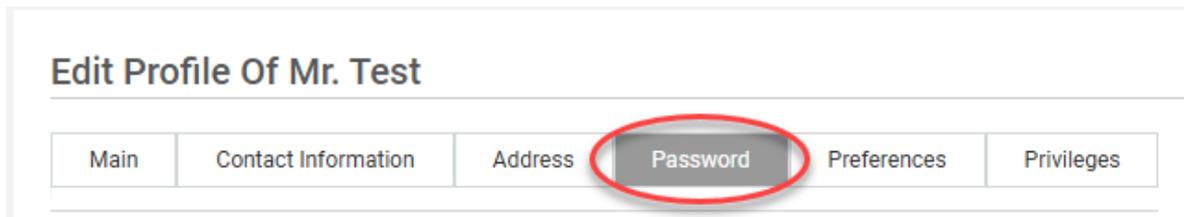
- Click 'Manage People'.



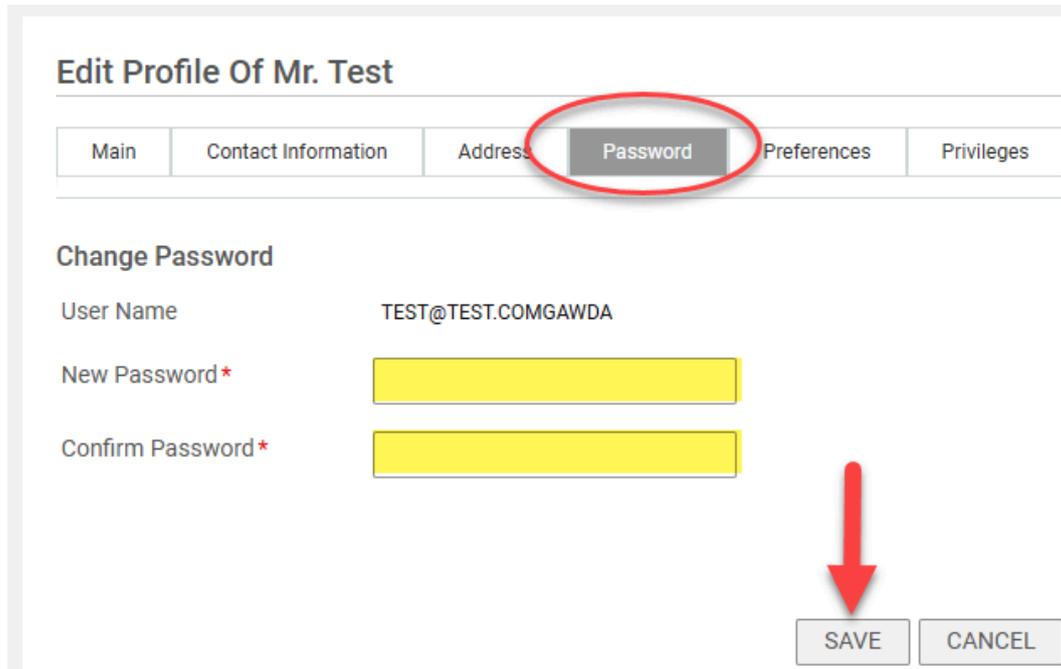
- Select 'External People' on the left-hand side.
- Search for first name, last name or username, then click Search.
- When the person populates below, click on "Edit Profile Information."



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



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



10 Inactivating/Reactivating Profile

- **2 step process both ways!!**
- Set status to "Inactive"

Edit Profile Of Mr. Test

Main Contact Information Address Password Preferences Privileges

Title

First Name*

Middle Name

Domain

Home Domain*

Organization

Home Organization

Job

Manager

Additional Approver for Orders

Location

Start Date

Terminated On

Religion

Username*

Last Name*

Suffix

Status

Gender

Job Level

Person No

Person Legal ID

Business Card Title

E-mail

Person Type

Ethnicity

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

Edit Profile Of Mr. Test

Main Contact Information Address Password Preferences Privileges

Title

First Name*

Middle Name

Domain

Home Domain*

Organization

Home Organization

Job

Manager

Additional Approver for Orders

Location

Start Date

Terminated On

Religion

Username*

Last Name*

Suffix

Status

Gender

Job Level

Person No

Person Legal ID

Business Card Title

E-mail

Person Type

Ethnicity

- **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

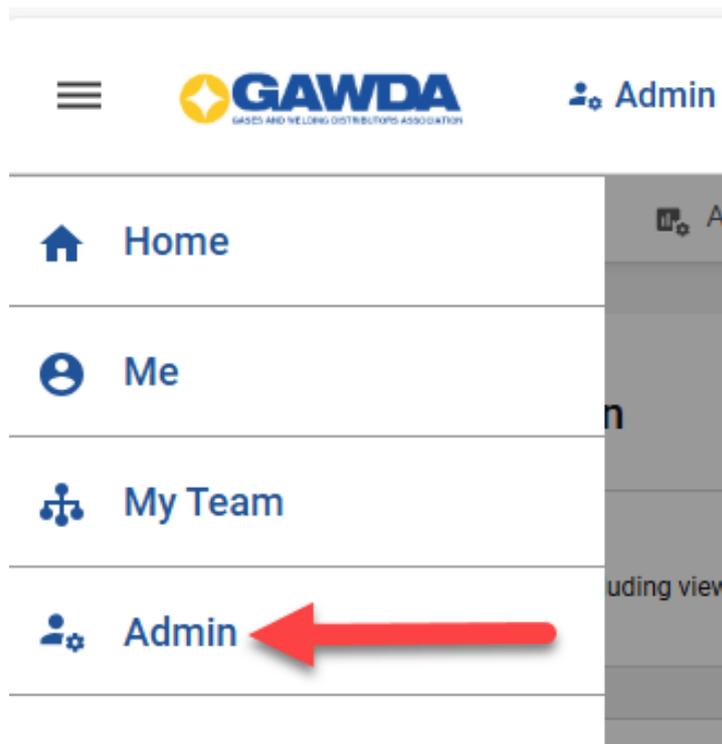
Main Contact Information Address Password Preferences Privileges

Title: -Select One- Username*: TEST@TEST.COMGAWDA
First Name*: Mr. Last Name*: Test
Middle Name: Suffix:
Domain: VGM Ed... Status: Active
Home Domain*: https://vgmed-g... Gender: Not Known
Organization: January 2025
Home Organization: S M T W T F S
Job: 1 2 3 4
Manager: 5 6 7 8 9 10 11
Additional Approver for Orders: 12 13 14 15 16 17 18
Location: 19 20 21 22 23 24 25
Start Date: 26 27 28* 29 30 31
Terminated On: 28-JAN-2025
Job Level: -Select One-
Person No: 0000087318
Person Legal ID:
Business Card Title:
E-mail: test@test.com
Person Type: -Select One-
Ethnicity: -Select One-

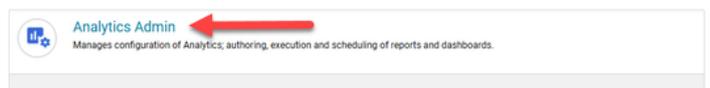
11

Reporting over the whole organization

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



- Click "Analytics Admin"



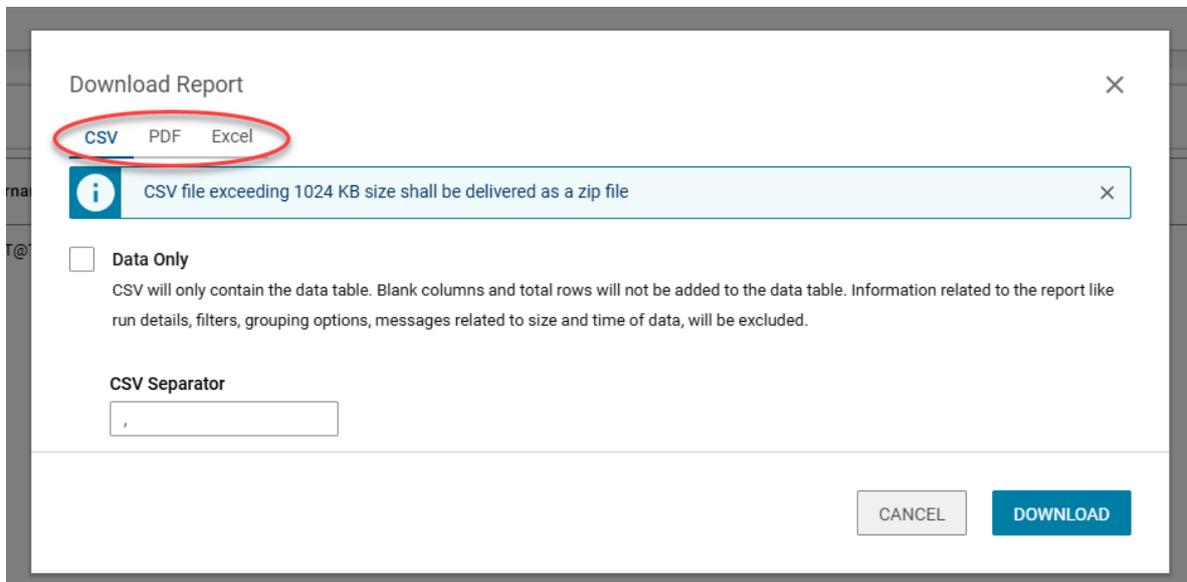
- Type in what you are looking for in the search box, example: *Course Progress*

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

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.



- 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.