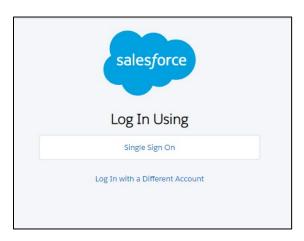
Job Aid: How to Log in and Navigate TrackForce

OBJECTIVETrain users to log in and navigate the TrackForce application.**AUDIENCE**All Users

INSTRUCTIONS

 Access the TrackForce application via <u>https://va.lightning.force.com/lightning/o/VBA_COS_Tracker_c/list?filterName=Recent</u>. Log in by clicking Single Sign On. The user must select Accept under Authorized Use Only. Upon successful log-in, users will automatically be taken to their homepage. A pop-up message may appear requesting your phone number; however, it is <u>not</u> necessary to provide a phone number to access TrackForce.

Note: The application works best using Google Chrome.



- 2. The **Search Bar** allows you to type in any key terms or phrases to pull up all related results within the system. Use the Search Dropdown menu to specify the search criteria.
- Click Favorites to see your list of favorited items.
 Note: Add favorites by clicking on the star when on that specific page.
- 4. Salesforce Help allows users to access available resources and documentation.
- 5. See **Notifications** for any requests or actions that need to be taken.
- 6. Users can view and update settings by clicking on **Account Information**.
- 7. The tabs bar can be used to navigate and execute various actions in TrackForce:
 - Taskers: Create, edit, search, and view details of a tasker
 - Work Items: Create, edit, and view details of a work item
 - **Reports:** Create and search reports





- **Dashboards:** View and search dashboards (Note: The majority of the TrackForce homepage will already be populated by dashboards that are customized to each individual's role requirements)
- Contacts: Search list of contacts by name, phone, and email

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Welcome to VA TrackForce A collaborative tool for managing tasks					
VA TrackForce Dashboards					\$
Dashboard VEWS GAO Dashboard for OIT - CLICK REFRESH TO UPDATE ▲ Last refreshed 7 days ago. Refresh this dashboard to see the latest data. As of May 2, 2022 5:21 PM-Viewing as Salesforce Administrator					•
Open OIT Tasks in OIT Cases Responsible Org. is OIT - Case is Open	55	Open OIT Tasks in Non-OIT Cases Responsible Org. is NOT OIT-Case is Open		Open OIT Tasks BY CASE STATUS	×

