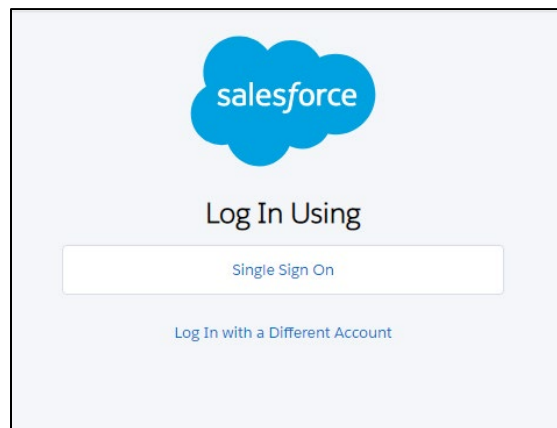


# Job Aid: How to Log in and Navigate TrackForce

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

## INSTRUCTIONS

1. Access the TrackForce application via [https://va.lightning.force.com/lightning/o/VBA\\_COS\\_Tracker\\_c/list?filterName=Recent](https://va.lightning.force.com/lightning/o/VBA_COS_Tracker_c/list?filterName=Recent). 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 not 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.
3. 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

