



# SFS Coach Training Improvements



# SFS Coach Training

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# SFS Coach Training – Overview

- SFS Coach Training contains the core, foundational training for new and experienced SFS users.
- SFS Coach Training is available to all individuals with an SFS Agency Portal login.
- Train while you work:
  - Keep SFS Coach Training open in a separate tab while you continue your work in SFS.
- The SFS Coach Training repository includes over 1000 topics and materials.



# SFS Coach Training – Available from Anywhere in SFS

The screenshot shows the SFS homepage interface. At the top left is the SFS logo. To its right is a 'Menu' dropdown and a search bar labeled 'Search in Menu'. Further right are icons for home, notifications, and a settings menu. Below this is a 'My Homepage' section with a '1 of 30' indicator. The main content area contains five tiles: 'SFS Notices' (with a 'Show Details' link), 'SFS Analytics', 'SFS Support', 'SFS Coach Training' (highlighted by a callout), and 'My Reports'. A vertical sidebar on the right, labeled 'NavBar', contains icons for 'Homepages', 'Recently Visited', 'Favorites', 'Menu', and 'SFS Coach Training' (highlighted by a callout).

Look for the graduate when you log into SFS...

Or, click the NavBar to access SFS Coach Training from any page in SFS.



# SFS Coach Training Improvements

- Additional search instructions have been added to the SFS Coach Training Search section to provide clearer direction on how to search for training material.
- There are four different ways to search for training:
  - Topic
  - Training Material
  - Training Type
  - Keyword(s)
- New training material formats are available, including Handbooks and Presentations.
  - Handbooks and Presentations have replaced the existing self-paced trainings (See it, Try it).
  - SFS Coach Training will continue to contain job aids, tools and templates to process transactions, quick reference guides, videos, and featured queries and report listings.

# SFS Coach Training Improvements: Introducing Quick Start Centers

- Quick Start Centers (QSCs) organize popular training material in an approachable and intuitive way to help users quickly and easily find materials they need to perform their work in SFS.
- There are four available Quick Start Centers:
  - Are you new to SFS?
  - Are you a Traveler or Approver of Travel Reimbursements?
  - Do you submit Purchase Requests or make Purchases?
  - Do you enter Receipts or review Invoices and Payments?
- Each QSC includes introductory information about the topic and links to Featured Trainings such as handbooks, job aids, and videos.
- Each Quick Start Center also provides guidance on how to find additional training materials using the search fields in the SFS Coach Training search.

# SFS Coach Training

SFS Coach Training

Search User Training and Materials

- To select a **Topic** or **Training Type**, use the drop-down lists.
- To search by the name of the material, type directly in the **Training Material** field or use the **Training Material** look-up feature by clicking on the magnifying glass.
- **Keyword** search can be used with or without selecting any other search fields.
- Leaving all fields blank brings back all results; additional criteria returns more specific results.

Topic  Training Type  Search

Training Material  Keyword(s)  Clear

**Quick Start Centers**

- Are you new to SFS?
- Are you a Traveler or Approver of Travel Reimbursements?
- Do you submit Purchase Requests or make Purchases?
- Do you enter Receipts or review Invoices and Payments?

**Need Help? Start Here!**

First time using SFS Coach Training? Watch this three-minute video: [Getting Started with SFS Coach](#).

Still need some help finding relevant training material? Check out the Quick Start Centers, located on the left side of this page. **Quick Start Centers** help you easily locate training material relevant to a particular topic or business process.

Click the downward arrow (v) associated with any of the Quick Start Centers on the **left side of this page** to find additional information relevant to each topic.

Each Quick Start Center also provides guidance on how to find additional training materials using the search fields at the top of the page.

Do you have feedback about your experience using SFS Coach Training and Coach materials? Share your feedback through this [brief survey](#).



# SFS Coach Training – A Multimedia Resource

- Did you know that SFS Coach Training includes SFS Handbooks, job aids, training videos, PowerPoint presentations, reference materials, resource tools, and Report and Query guides?
- Once you search, keep an eye on the training type, as well as the description for detailed information about that particular resource.

## Search Results

94 rows

	Topic	Popularity	Training Material	Notes	Training Type
1	Statewide Financial System	55.6%	+ <a href="#">Orientation_to_SFS</a>	This orientation session will familiarize users with SFS resources, support options, and show them how to stay informed of future SFS webinars, training sessions, and	SFS Event
2	Statewide Financial System	51.5%	+ <a href="#">Coronavirus_COVID-19_FAQs</a>	Coronavirus 2019 (COVID-19) Frequently Asked Questions	SFS Event
3	Statewide Financial System	61.7%	+ <a href="#">JAA-SFS205-007</a>	Changing Your Password	Job Aid
4	Statewide Financial System	53.8%	+ <a href="#">JAA-SFS205-012</a>	Accessing SFS Analytics from the SFS Homepage	Job A
5	Statewide Financial System	52.7%	+ <a href="#">JAA-SFS205-002</a>	Personalizing Your SFS Homepage	J

A description of the resource

Contents subject to change.

The type of material





# SFS Coach Training Demonstration

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# Questions and Answers