

### **SFS Coach Training Improvements**



### **SFS Coach Training**

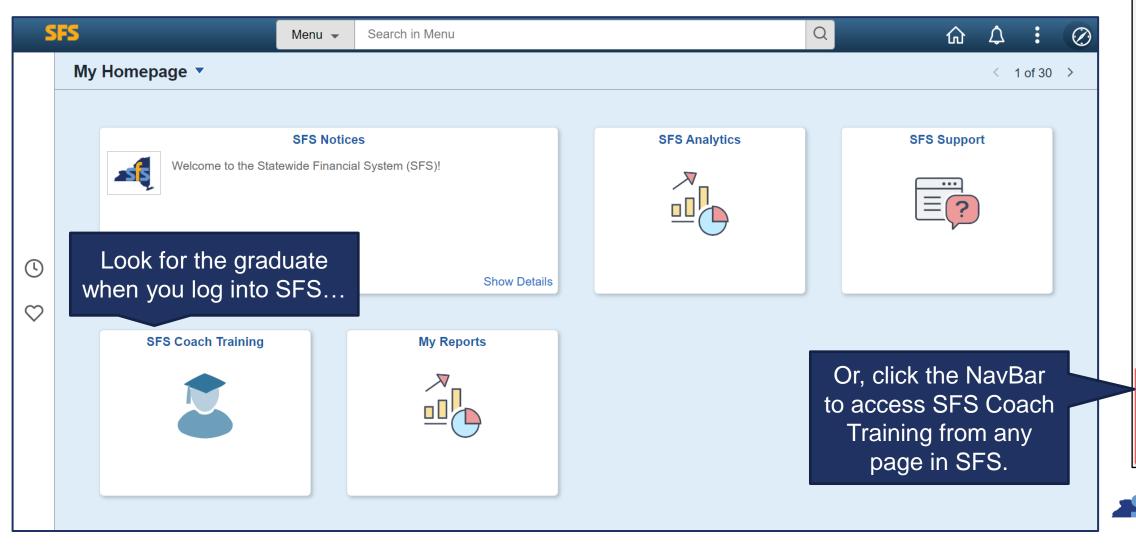
### SFS Coach Training – Overview

- 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



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SFS Coach Training

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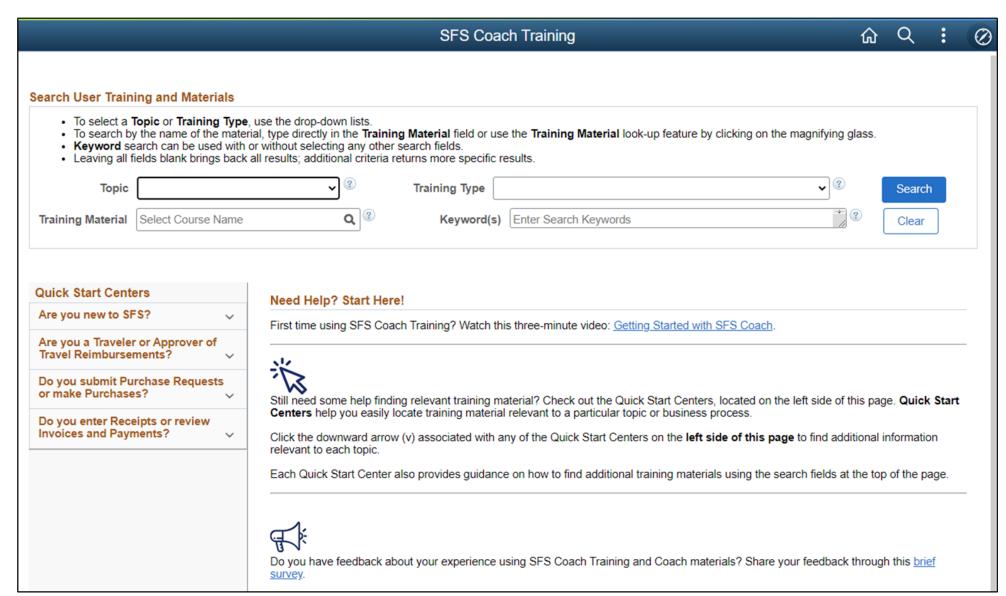
- Additional search instructions have been added to the SFS Coach Training Search section to provide clearer direction on how to search for training material.
- There are four different ways to search for training:
  - Topic
  - Training Material
  - Training Type
  - Keyword(s)
- New training material 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.

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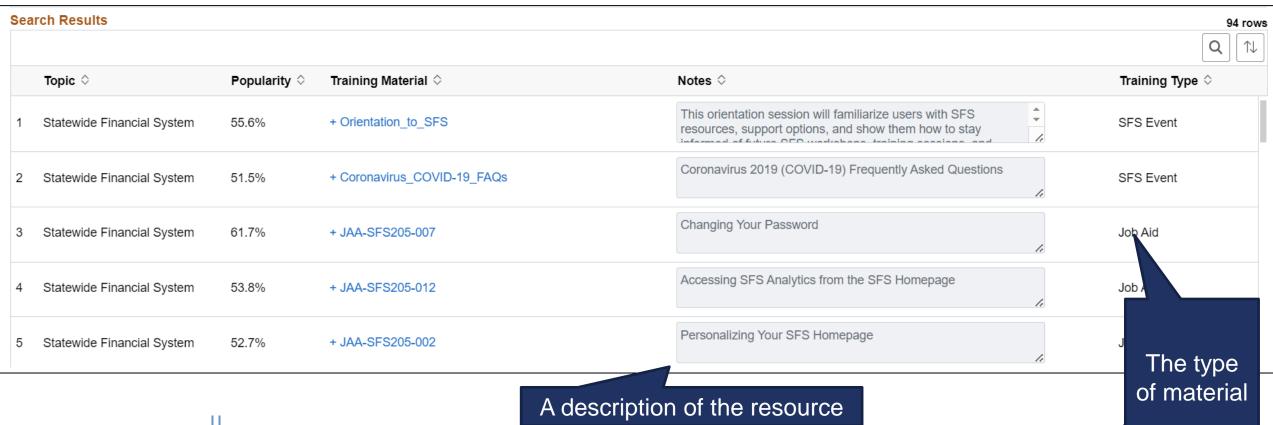






### SFS Coach Training – A Multimedia Resource

- 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.



Contents subject to change.



### **SFS Coach Training Demonstration**

#### **Questions and Answers**

