

Ability Over Time Report

VocFit.com

Step 1: Select your organization from your “Dashboard”



- On your dashboard, select which organization you would like to enter (you can return to dashboard at any time by clicking “Dashboard” at the top right of the webpage *not shown in this image*)
- Click on your Organization

Organizations

Select an Organization to continue. You can also [register a new Organization](#).

Test Organization (School District) Premium

Step 2: Select “Manage Workers”

Manage Organization

Manage Organization

You are a member of the following Sites

Main	1 Worker, 22 Jobs
New Site	0 Workers, 2 Jobs

Workers and Jobs

Manage Workers Manage Jobs

Job Matching Reports

Run a New JMR

Show 10 entries Search:

Worker	Site	Run On	Status	Actions
No data available in table				

Showing 0 to 0 of 0 entries

Previous Next

- Select “Manage Workers”

Step 3: Click “Details” on Specific Worker



Add Worker

[Back to Organization](#)

Name	Site	Year	Search
Name	Site	Created On	Actions
Test Worker 1	Main	Wed, May 17, 2017 2:35 PM	Details

- All created workers will populate in this section (refer to “Adding a Worker” module)
- In order to get to the “Ability Over Time” function, select “Details” on the particular worker you would like to view this data on

Step 4: Click “Ability Over Time Report”



In this webpage, you can select “Ability Over Time Report” as shown to the left of the screen

- Send VFA-Worker Request
- Complete VFA-Worker Now
- Download Blank VFA-Worker PDF
- Ability Over Time Report**
- Run Job Matching Report
- Edit Worker
- Remove Worker
- Back to all Workers

Basic Information
Site: Main
Primary Area of Disability: Autism
Birth Year: 1994
Race: White
Gender: Male
Currently Employed: No
Currently Seeking Employment: No
Desired Employment Setting: Grocery Store
Hours Per Week: 11.50 to 27.00
Wage Per Hour: \$7.75 to \$29.50

VFA-Workers			
Email	Date Requested	Status	Actions

Step 5: Select two time points to compare



[Back to Worker](#)

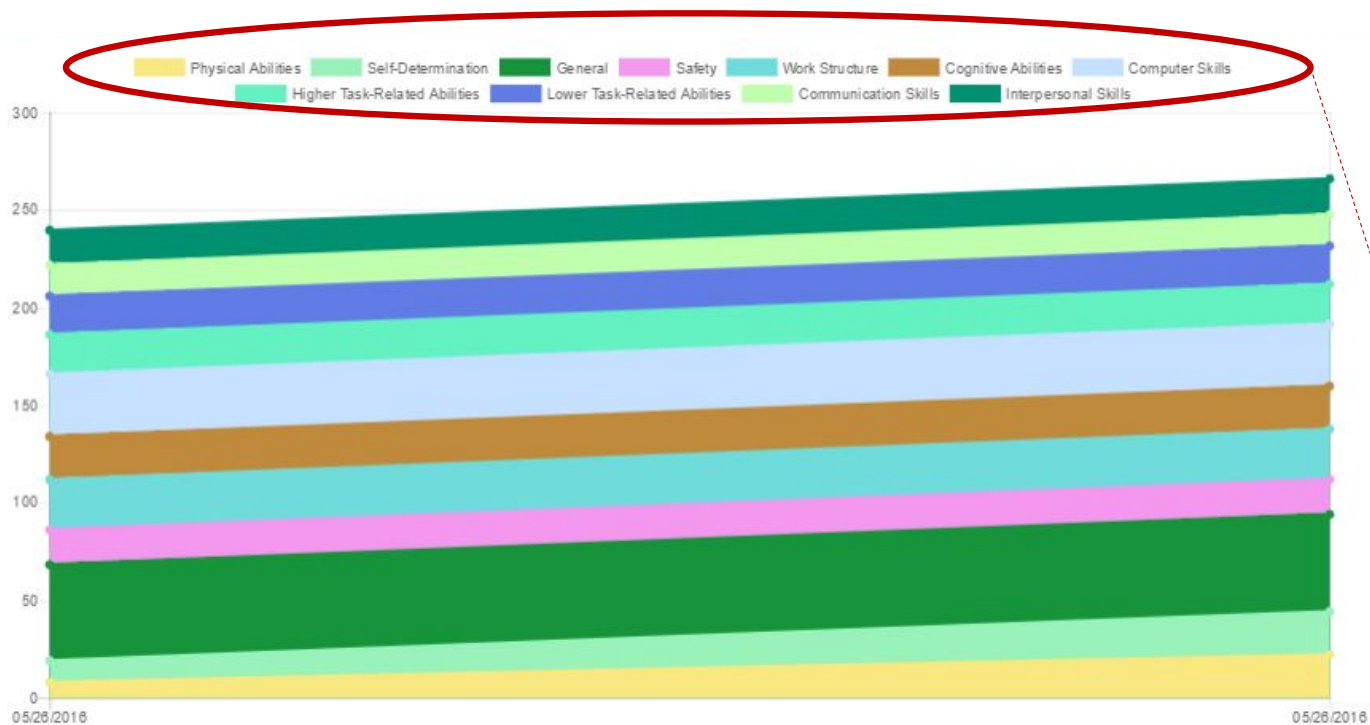
VFA-Workers To Include

Thu, May 26, 2016 4:10 PM by Buckii Developer Thu, May 26, 2016 4:00 PM by Buckii Developer

Run

- Make sure to check the two different time points in which you would like to compare
- You will not be able to run a report unless you have two time points. The purpose of this data is to compare the individuals skills and abilities at two different time points and look for improvements
- Select “Run” once these are checked

Step 6: Viewing the “Ability Over Time Report”



- The different abilities are listed at the top of the screen
- They are associated with different colors and you can view their progress in the chart below
- If you are interested in looking at only a few select skills, you can click on the specific abilities at the top and this will remove them from the graph below