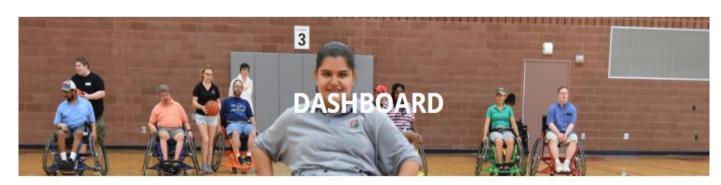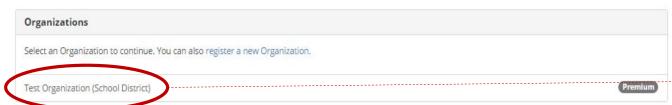# Sending a VFA-W
(Vocational Fit Assessment-Worker)

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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*)
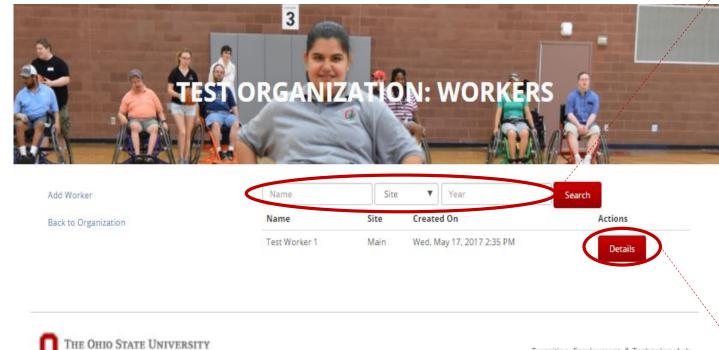- Click on your Organization

Step 2: Click "Manage Workers"

- In this tutorial we will be focusing on sending a worker assessment
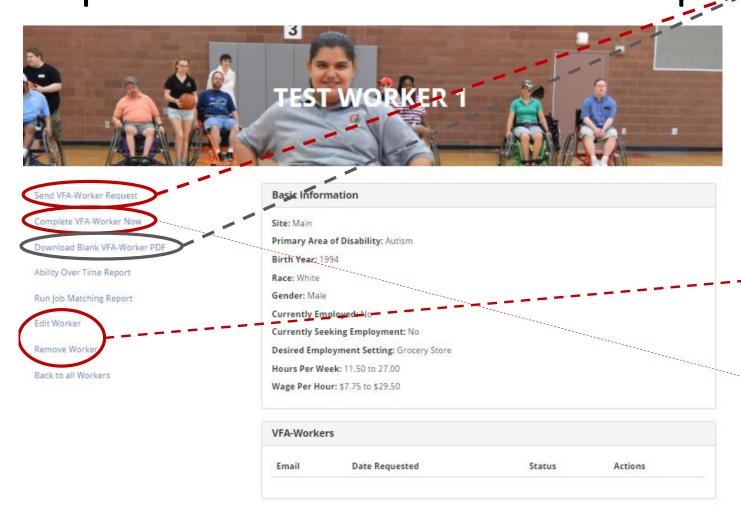- To send a worker assessment of a (VFA-W) select "Manage Workers" button on the left of the screen

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Step 3: Click "Details"

- All created workers will populate in this section (refer to "Adding a Worker" module)
- If you want to search for a particular worker, you can search for their profile by looking up either their "Name", "Site", or "Year" and clicking the "Search" button
- Once a worker is created, **a VFA- W must be completed to finish the worker profile (refer to "Completing a VFA-W")**
- A VFA-W is an assessment completed by someone who knows the individual's skill sets and limitations (i.e. caretaker, staff member, vocational rehabilitation team). It evaluates them in the 10 different areas.
- To send a VFA-W to a third party to complete select "Details"

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Step 4: Click "Send VFA-Worker Request"

In this webpage, you can complete a VFA-W (refer to "Completing a VFA-W"), print out a blank hard copy of the VFA-W to have someone else fill out in person, or send the VFA-W to someone who may know the individual's abilities in more depth

- You can also edit a workers profile or remove a worker on this page
- If you are NOT the individual filling out the VFA-W and want to send it to someone who knows the individual's abilities better select "Send VFA-Worker Request"
- You will be prompted to enter the individual's email address and a space to enter the text of the email that will be sent with the VFA-W form.
- When completed online, it will automatically be listed under this worker information

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