Example of how VocFit.com Works.....

Jane Doe is a special education teacher with Test School District at North High School. She is working with a vocational rehab team in her high school and searching for a tool to assist in customized employment for a number of her students. Jane discovered Vocfit.com and decided to use this free online service with the rest of the vocational rehab team to help. Jane was given the job to create their organization on Vocfit.com, and in doing so, she automatically becomes the organization admin. She decides to name her organization the name of the school district she is involved with (Test School District) and the “Main” site is automatically created with it.

Jane then adds more users to her organization as “instructors” so they can all work together and view their first site (“Main”, automatically created).

After the team begins using Vocfit.com, they decide they want to use this tool with other high schools in their school district. Jane creates two more sites, East High School and West High School, within her Test School. As the organization admin, Jane has access to all of these sites and their data, but is able to separate the data for each high school by having different sites for them. She can also control which “instructors” have access to which site and has the option to assign another user the same “organization admin” role that she has.

Jane (Organization Admin)

Test School District (Organization)

West High School (2nd site)

Main (Site automatically created with organization)

East High School (3rd site)
Creating an Account

VocFit.com
Step 1: Click “Login”

- After typing [www.vocfit.com](http://www.vocfit.com) into the web search bar, you will be taken to the VocFit.com homepage.

- Click “Login” in the upper right hand corner of the homepage as shown in the red circle.
Step 2: Click “Create an Account”

- If you do not already have an email associated with an account, you will need to create a new account.
- Click on the red button at the top right of the screen that says “Create an Account” as shown in the screenshot to the left.
Step 3: Click “Register”

- Once taken to the next page, fill out all of your information including the email that you would like your account to be under.
- Once you have entered the information, click the red “Register” button at the bottom left of the screen.
- If you complete registration and get an error there may be a few issues:
  1. There may be an account already created with the email you are using.
  2. Try logging in with that email and clicking “forgot password” if you do not remember the password associated with this account.

VocFit.com
Customized Employment Support
Creating an Organization

VocFit.com
Step 1: Click “register a new Organization”

- After creating your account, you will be brought to your dashboard. This is your homepage for your account where you can access all of the organizations you are a part of.
- If you ever need to return to your dashboard click on the button that says dashboard in the right hand corner.
- To create a new organization, click the blue “register a new Organization” button.
Step 2: Click “Create”

- You will be taken to the register organization page. Follow the steps to fill out all of the information about your organization. You will be given an error if some of the fields are not filled in (except “line two” and “line three”)
- Leave the checked “opt in to the discovery job bank”. This will give you a mock job to practice using vocfit.com and present you with an example of how it can be used.
- Once all fields are filled out, click the red “Create” button to finish the registration
Adding and Editing Users in your Organization

VocFit.com
Step 1: Select your organization from your “Dashboard”

• After creating an organization you should see it listed underneath “Organizations” in your dashboard screen (you can return to dashboard at any time by clicking “Dashboard” at the top right of the website *not shown in this image*)

• Select your Organization
Step 2: Click “Manage Organization”

- Any time you would like to edit your organization’s information, add users, or add sites you can do so through the “Manage Organization” button.
- In this tutorial we will be focusing on adding users to your organization.
- To add a user to your organization, select the “Manage Organization” button on the far left of the screen.
Step 3: Click “Manage Users”

- To add a user or edit your existing users in your organization, select the blue “Manage Users” button on the far left of the screen.
Step 3: Click “Add User to Organization”

- You will then be directed to the following page titled “Manage Users: (name of organization)”.  
- You should see your name, email address and role listed as “Organization Admin” if you were the creator of the organization.  
- Select “Add User to Organization” on the far left corner of the screen to continue adding new users.
Step 4: Type email, select role of user, sites, and click “Add”

- You will then be directed to the following page titled “Add User to (Name of Organization)”
- Type in the email of the user you would like to add to your organization. If they do not have an account with VocFit.com, they will be sent an email to create one.
- Select what role you would like this user to have.
  - “Instructor” gives the user the ability to create jobs, workers, and run job matching reports.
  - “Organization Admin” gives the user the same abilities as the individual who created the organization. Can add users and edit organization settings.
- Next, select which sites you would like that user to have access to. “Main” is the site that automatically populates when you create an organization. **WITHOUT SELECTING SITES, USER WILL NOT HAVE ACCESS TO ANY DATA.** Once you add more sites to your organization (go to “Adding Sites” tutorial to learn how), users can be added to multiple sites or just one.
- Once finished, select “Add”
Step 5: Viewing users

- If user was successfully added, the following page should pop up with their email under the list of users in your organization as shown in the image to the left.
- If the user was new to vocfit.com and an email request was sent to create an account, you will not see their name. You will only see their “Email” and “Role” until they create their account.
- You will know once they have activated their account because their name will be listed under the “Name” section as shown in this example.
Step 6: Editing users

- You can repeat the same process to add more users to your organization.
- In the manage users screen you also have the option to “Edit” your users.
- Select “Edit” of the user you would wish to edit.
Step 7: Select “Update” or “Remove User from Organization”

In this window you can edit the “Role” of the user to either “Instructor” or to “Organization Admin”

Select “Update” when finished editing role

You can also select “Remove User from Organization” if you would not longer like this user to be in your organization
Step 8: Click “Back to organization”

- You can repeat the same process to add more users to your organization.
- When you are finished adding or editing users, select “Back to Organization” to continue managing your organization.

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Role</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:testuser@gmail.com">testuser@gmail.com</a></td>
<td>Instructor</td>
<td></td>
<td>Edit</td>
</tr>
<tr>
<td>Test Test</td>
<td><a href="mailto:test@test.com">test@test.com</a></td>
<td>Organization Admin</td>
<td>Edit</td>
</tr>
</tbody>
</table>
Adding and Editing Sites in your Organization

VocFit.com
Step 1: Select your organization from your “Dashboard”

- After creating an organization you should see it listed underneath “Organizations” in your dashboard screen (you can return to dashboard at any time by clicking “Dashboard” at the top right of the website *not shown in this image*)
- Select your Organization
Step 2: Click “Manage Organization”

- Any time you would like to edit your organization’s information, add users, or add sites you can do so through the “Manage Organization” button.
- In this tutorial we will be focusing on adding sites to your organization.
- To add a site to your organization, select the “Manage Organization” button on the far left of the screen.
Step 3: Click “Manage Sites”

When an organization is created, a “Main” site is automatically created. However, you have the option to add more sites to your organization.

To add or edit a site in your organization, select the blue “Manage Sites” button on the far left of the screen.
Step 4: Click “Add sites to Organization”

- To add a site to your organization, select the blue “Add Site to Organization” button on the far left of the screen.
Step 5: Click “Add sites to Organization”

- Create a name for the site you are wishing to create
- Next, you have the option of selecting the “Job Bank Enable” for your site. The “Job Bank” is a list of around 50 jobs that already have been created and are ready to be used for a job match. By selecting this button, these jobs can be automatically uploaded to your site. If you would like to only have jobs that you have created in your site, do not check this box. You can undo this function at any time.
- Select “Add” when you are finished.

**ADD SITE TO TEST ORGANIZATION**
Step 6: Adding/Removing users in your sites

- You will then be redirected to the “Manage Sites: Name of your Organization” page
- Here you should see the “Name” of each of your sites, the amount of “Users” in each site, and the “Actions” you can do with each site
- Through the “Manage” function, you can ADD/REMOVE users from a site or EDIT a site
- EVEN IF YOU ARE THE CREATOR OF A SITE, YOU MUST ADD YOURSELF AND ANY OTHER USERS TO THE SITE IN ORDER TO ACCESS AND SEE THE DATA
- Select the “Manage” button to ADD/REMOVE USERS
Step 7: Adding/Removing users in your sites

- You will then be redirected to the “Manage Site: Name of your Site” page
- Here you can add a user who is ALREADY part of your organization to a particular site by typing in the individuals email (it should pop up in the drop down menu if they are part of your organization) and select “Add”
- You must add a user to your organization before you can add them to a site (go to “Adding and Editing Users in Your Organization” to learn how to do this)
- You can also remove current users by selecting “Remove User” next to their name
Step 8: Editing your sites

- In this webpage, you can also select “Edit Site” to further edit the details of this particular site
Step 9: Editing your sites

- You will then be redirected to the “Edit Site For: Name of your Site” page
- Here you can change the “Name” of the selected site
- You can also remove the “Job Bank Enabled” option to get rid of the sample jobs from your job list
- Finally, you can “Remove Site from Organization” to delete site completely
- Click “Update” button when finished
Adding a Worker

VocFit.com
Step 1: Select your organization from your “Dashboard”

- After creating an organization you should see it listed underneath “Organizations” in your dashboard screen (you can return to dashboard at any time by clicking “Dashboard” at the top right of the website *not shown in this image*)
- Select your Organization
Step 2: Click “Manage Workers”

- In this tutorial we will be focusing on adding workers to your organization.
- To input worker profiles into your organization select “Manage Workers” button on the left of the screen.
Step 3: Click “Add Worker”

Select “Add Worker” to add workers to your organization.
Step 4: Click “Add”

- Fill out the following information on the worker
- Make sure the individual is added to the correct site
- In the “Desired Employment Setting” and “Desired Hours Per Week”, move the left ends of the bar to set the minimum and the right side to set the maximum
- Click “Add” when information is completed
Completing a VFA-W (Vocational Fit Assessment- Worker)
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 completing a worker assessment.
- To complete a worker assessment of a (VFA-W) select “Manage Workers” button on the left of the screen.
Step 3: Click “Details”

- All created workers will populate in this section.
- 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 (refer to “Adding a Worker” module), a **VFA-W must be completed to finish the worker profile**.
- 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 run a VFA-W select “Details”.
Step 4: Click “Complete VFA-Worker Now”

In this webpage, you can complete a VFA-W, print out a blank hard copy of the VFA-W to have someone else fill it out, or send the VFA-W to someone who may known the individual in more depth (more information on this tool will be described in “Sending a VFA-W Request”). You can also edit a worker’s profile or remove a worker on this page. If you are the individual filling out the VFA-W, select “Complete VFA-Worker Now”.

VocFit.com
Customized Employment Support
Step 5: Click “Next”

- Fill out YOUR information in all of the following fields and select “Next” when finished.
Step 6: Click “Next "until Prompted to “Submit”

• Based on the workers abilities, continue to fill out the following questions by choosing either “High”, “Some” or “Low” in accordance with the question being asked on the left of the page

• Select “Next” after filling out ALL questions on each page and the assessment will prompt you through all sections until you reach “Submit” at the bottom of the last screen
Sending a VFA-W (Vocational Fit Assessment-Worker)

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
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.
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”
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 worker’s 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.
Adding a Job

VocFit.com
Step 1: Select your organization from your “Dashboard”

- After creating an organization you should see it listed underneath “Organizations” in your dashboard screen (you can return to dashboard at any time by clicking “Dashboard” at the top right of the website *not shown in this image*)
- Select your Organization
Step 2: Click “Manage Jobs”

- In this tutorial we will be focusing on adding jobs to your organization.
- To input job profiles into your organization select “Manage Jobs” button on the left of the screen.
Step 3: Click “Add Job”

- Select “Add Job” to add jobs to your organization
- If you have opted into the “Job Bank Enabled” you will see all of those jobs listed in your list of jobs as “DJB-name of job” (refer to “Adding and Editing Sites in your Organization” or “Discovery Job Bank” module to learn more about this)
Step 4: Click “Add”

- Make sure the job is added to the correct site
- Select at category for this job to be associated with on vocfit.com
- Select what O*NET category this job is associated with
- Write in a description of the job
- In the “Hours Per Week” and “Wage Per Hour”, move the left end of the bar to set the minimum and the right end of the bar to set the maximum
- Fill out all sections of this page until you reach the end of the screen where there is a red button that says “Add” (not shown in picture). Add when all sections are completed
Completing a VFA-J (Vocational Fit Assessment- Job)

VocFit.com
Step 1: Select your organization from your “Dashboard”

- After creating an organization you should see it listed underneath “Organizations” in your dashboard screen (you can return to dashboard at any time by clicking “Dashboard” at the top right of the website *not shown in this image*)
- Select your Organization
Step 2: Click “Manage Jobs”

- In this tutorial we will be focusing on completing a worker assessment
- To complete a worker assessment of a (VFA-J) select “Manage Jobs” button on the left of the screen
Step 3: Click “Details”

• All created jobs will populate in this section
• If you want to search for a particular job, you can search for their profile by looking up either their “Name”, “Site”, or “Year” and clicking the “Search” button
• Once a job is created, a VFA-J must be completed to finish the job profile
• A VFA-J is an assessment completed by someone who knows the job’s required skills (i.e. manager, current worker, boss) and evaluates the job in the 10 different areas
• To run a VFA-J select “Details” on the job you would like to complete
Step 4: Click “Complete VFA-Job Now”

In this webpage, you can complete a VFA-J, print out a blank hard copy of the VFA-J to have someone else fill it out, or send the VFA-J to someone who may known the job in more depth (more information on this tool will be described in “Sending a VFA-J Request”)

• You can also edit a job profile or remove a job on this page
• If you are the individual filling out the VFA-J, select “Complete VFA-Job” now
Step 5: Click “Next”

• Fill out YOUR information in all of the following fields and select “Next” when finished.
Step 6: Click “Next "until Prompted to “Submit”

- Based on the job demands, continue to fill out the following questions by choosing either “High”, “Some,” or “Low” in accordance with the question being asked on the left of the page
- Select “Next” after filling out ALL questions on each page and the assessment will prompt you through all sections until you reach “Submit” at the bottom of the last screen

### Physical Abilities

To what degree does the Worker demonstrate the ability to:

<table>
<thead>
<tr>
<th>Activity</th>
<th>High</th>
<th>Some</th>
<th>Low</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stand?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Run?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Twist the body?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bend the body?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Keep or regain balance?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Work low to the ground (e.g., crouch, stoop, kneel)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Perform physical activities (e.g., working on an assembly line) repetitively</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lift heavy materials (i.e., 40 pounds)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Work in awkward positions?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Work in cramped work spaces?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Work for prolonged periods (e.g., 30 minutes) without a break</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

[Next]
Sending a VFA-J
(Vocational Fit Assessment- Job)

VocFit.com
Step 1: Select your organization from your “Dashboard”

• After creating an organization you should see it listed underneath “Organizations” in your dashboard screen (you can return to dashboard at any time by clicking “Dashboard” at the top right of the website *not shown in this image*)

• Select your Organization
Step 2: Click “Manage Jobs”

- In this tutorial we will be focusing on completing a worker assessment
- To complete/send a job assessment to be completed (VFA-J) select “Manage Jobs” button on the left of the screen
Step 3: Click “Details”

- All created jobs will populate in this section
- If you want to search for a particular job, you can search for their profile by looking up either their “Name”, “Site”, or “Year” and clicking the “Search” button
- Once a job is created, a VFA-J must be completed to finish the job profile
- A VFA-J is an assessment completed by someone who knows the job’s requirements (i.e. manager, current worker, boss) and evaluates the job in the 10 different areas
- To run a VFA-J select “Details” on the job you would like to complete

<table>
<thead>
<tr>
<th>Name</th>
<th>Site</th>
<th>Created On</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dishwasher</td>
<td>New Site</td>
<td>Fri, May 12, 2017 2:16 PM</td>
<td>Details</td>
</tr>
<tr>
<td>Hotel Front Desk Clerk</td>
<td>New Site</td>
<td>Fri, May 12, 2017 2:16 PM</td>
<td>Details</td>
</tr>
<tr>
<td>Landscaping Worker</td>
<td>Main</td>
<td>Wed, May 17, 2017 2:36 PM</td>
<td>Details</td>
</tr>
<tr>
<td>Usher</td>
<td>Main</td>
<td>Wed, May 17, 2017 2:36 PM</td>
<td>Details</td>
</tr>
<tr>
<td>Carpenter Assistant</td>
<td>Main</td>
<td>Wed, May 17, 2017 2:36 PM</td>
<td>Details</td>
</tr>
<tr>
<td>Bank Teller</td>
<td>Main</td>
<td>Wed, May 17, 2017 2:36 PM</td>
<td>Details</td>
</tr>
<tr>
<td>Patient Care Assistant</td>
<td>Main</td>
<td>Wed, May 17, 2017 2:36 PM</td>
<td>Details</td>
</tr>
<tr>
<td>Administrative Assistant</td>
<td>Main</td>
<td>Wed, May 17, 2017 2:36 PM</td>
<td>Details</td>
</tr>
<tr>
<td>Food Science Technicians</td>
<td>Main</td>
<td>Wed, May 17, 2017 2:36 PM</td>
<td>Details</td>
</tr>
<tr>
<td>Retail Salesperson</td>
<td>Main</td>
<td>Wed, May 17, 2017 2:36 PM</td>
<td>Details</td>
</tr>
</tbody>
</table>
Step 4: Click “Send VFA-Job Now”

- In this webpage, you can also edit a job profile or remove a job on this page.
- You can also complete a VFA-J, print out a blank hard copy of the VFA-J to have someone else fill it out, or send the VFA-J to someone who may known the job in more depth (more information on this tool will be described in “Sending a VFA-J Request”).
- If you are wanting to send the VFA-J to someone else to out, select “Send VFA-Job” and type in the individuals email with the note explaining what you would like them to do.

**VocFit.com**

Customized Employment Support
Running a JMR
(Job Matching 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
Step 2: Select “Run a New JMR”

- A “JMR” stand for Job Matching Report. You will be able to run a JMR once you have entered your worker, added your jobs, and run VFA-J’s for those jobs (or have the Discovery Job Bank enabled).
- The “JMR” is what is used to compare the worker’s abilities (as filled out in the VFA-W) to the job’s demands (as filled out in the VFA-J)
- Once you have created a JMR you will be able to see it here
- Select “Run a New JMR” to begin

VocFit.com
Customized Employment Support
Step 3: Select “Run a New JMR”

- Select which worker you would like to run the JMR on
- Select which VFA-W you would like to use for that worker
  - If you have run more than one VFA-W they will all be listed
  - VFA-W’s can not be deleted once they have been completed. You can run a new VFA-W if you want to update their VFA-W (i.e. the individual has improved certain abilities that you would like to be shown)
- Select “Next” to continue
Step 4: Select which jobs you would like to include in your JRM

- The graph shown under each job description is calculated using a data driven formula taking the workers abilities and the job demands.
- The colors represent the Pros, Strengths, areas for improvement, Needs, and Cons of the jobs match with that particular worker. The bigger the color, the more abilities there are in that area.
- You can hover over each color with your mouse to see how many there are in each section.
- Select which VFA-J you would like to use for the JMR.
- Select which jobs you would like to include in your JMR by checking the box at the bottom of each job.
- Select “Generate JMR” at the bottom of the page to continue (Not shown).
Step 5: Viewing JMR

- Here you can edit your JMR to include only certain jobs by clicking the check boxes.
- You can download the PDF and print it if it is needed in paper format.
- The Vocational Fingerprint summarizes each job’s demands and its comparison with the workers abilities in one chart.
- You can hover over each color with your mouse to see what demands are in each section. Click on the color you would like to view and a complete list will populate of the demands that are included in that section.
Step 6: Viewing JMR

- The Vocational Fingerprint summary can also be seen as a pie chart and details on which demands are listed under each color.
- Hover over each color and click in order to see these demands
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
Step 2: Select “Manage Workers”
Step 3: Click “Details” on Specific Worker

• 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.
Step 5: Select two time points to compare

- 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.
Discovery Job Bank

VocFit.com
Step 1: Refer to “Adding and Editing Sites in your Organization”

- Refer to “Adding and Editing Sites in your Organization” to learn how to turn on the Job Bank function in your site.
- In order to update to the most recent version of the Discovery Job Bank you must turn this function on, off, and then back on again.
Step 2: Select “Manage Jobs”

To view all of the Job Bank jobs select “Manage Jobs”
Step 3: Show or hide the DJB jobs

- When viewing your list of jobs, you will see that any job that comes from the Discovery Job Bank will have “DJB- name of job”
  - This is to allow for easy differentiation between jobs you have entered and ones that have come from the Discovery Job Bank
- When you turn this off within “Manage Jobs”, it will only HIDE the Discovery Job Bank jobs from your list unlike when you check this function in “Edit Sites” where it removes this feature
Step 4: Select “Run a new JMR”

- You can also choose to show and hide the Discovery Job Bank Jobs while running a new JMR
- Select “Run a new JMR”
Step 5: Select from the drop down menu

- When running a new JMR, you can choose to show the Discovery Job Bank jobs to run with the worker or only use your own created jobs to run with the worker.
- Select in this drop down menu either “Show” or “Do not show” DJB jobs in this JMR.
Step 6: Select from the drop down menu

You can still choose to show or hide the DJB jobs throughout making the JMR at the side bar as well as whether or not you want to check them to include in the JMR.
Step 7: Viewing the JMR with the DJB jobs

- Here you can see the difference between jobs that were manually entered by the organization admin/instructors and the ones that were from the Discovery Job Bank.