

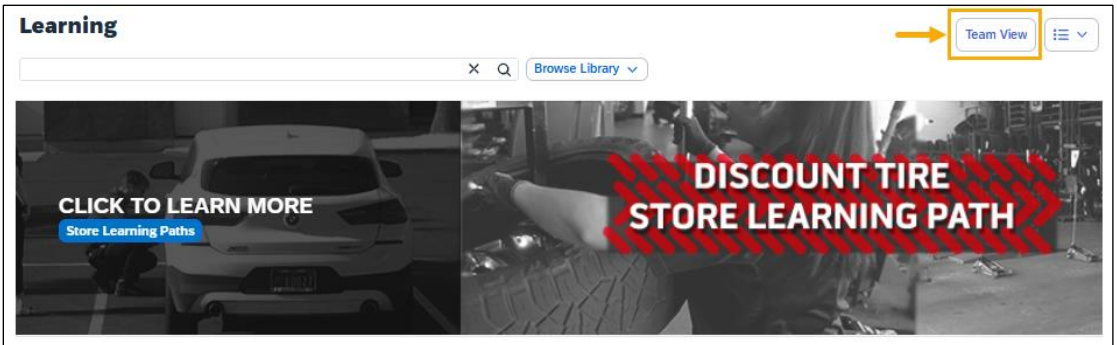
DTU Learning: Assign Vision Courses

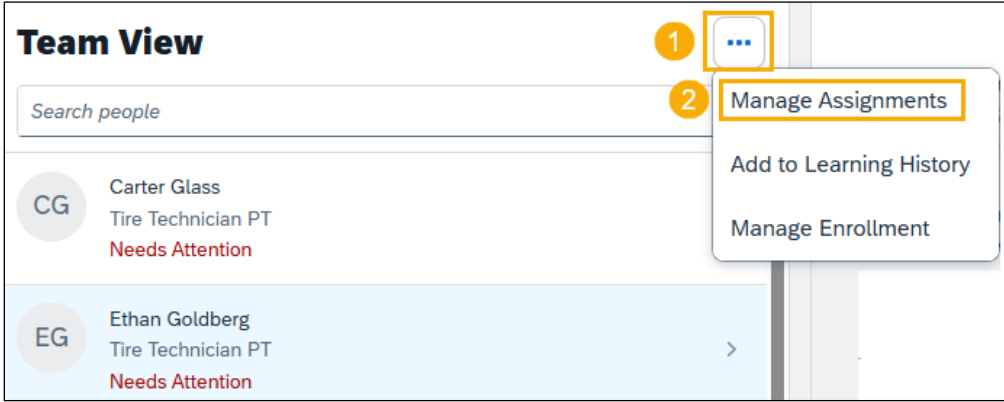
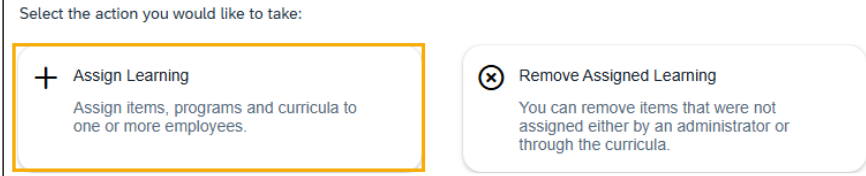
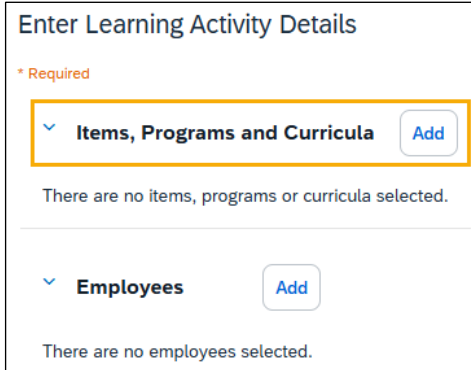
Purpose and Overview

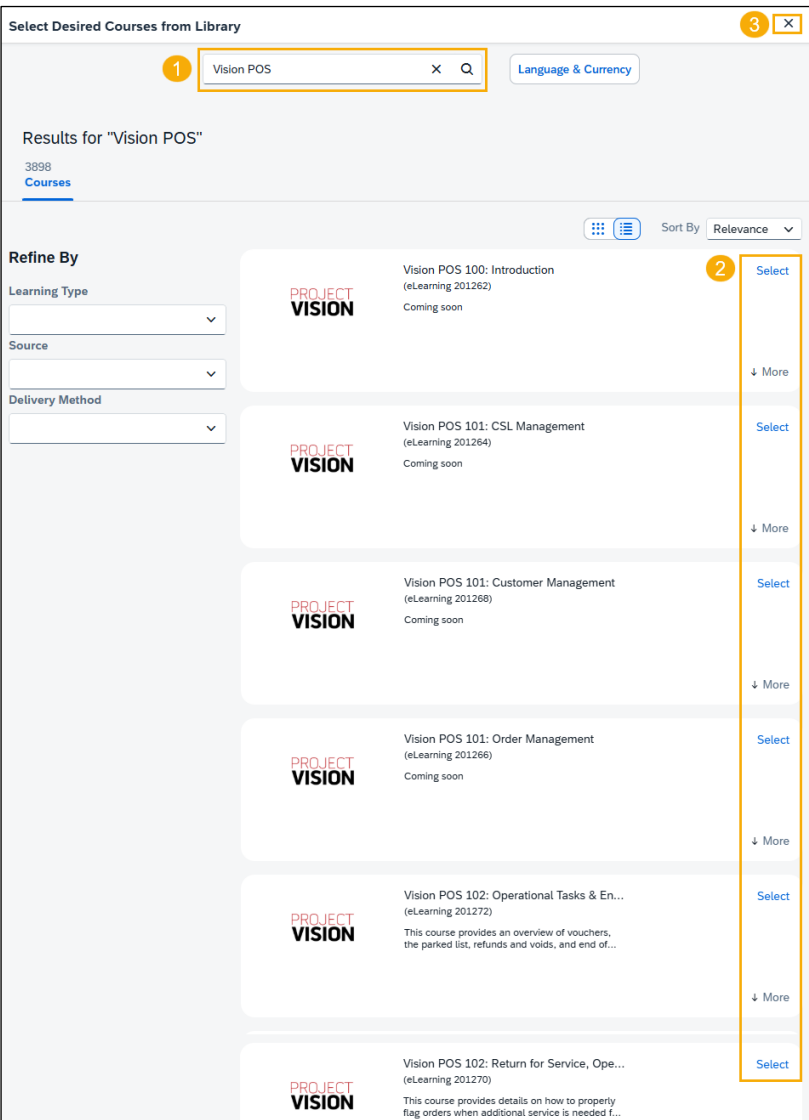
This document details the process for store managers to use when assigning Vision courses.

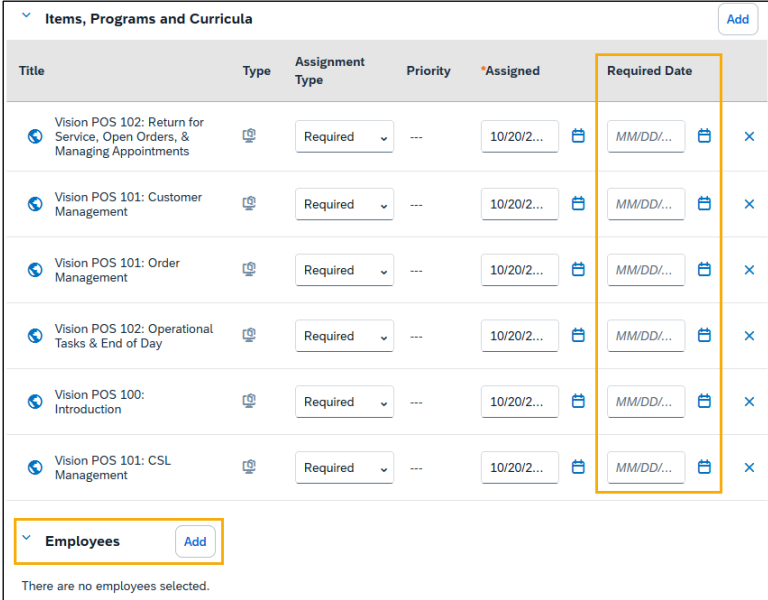
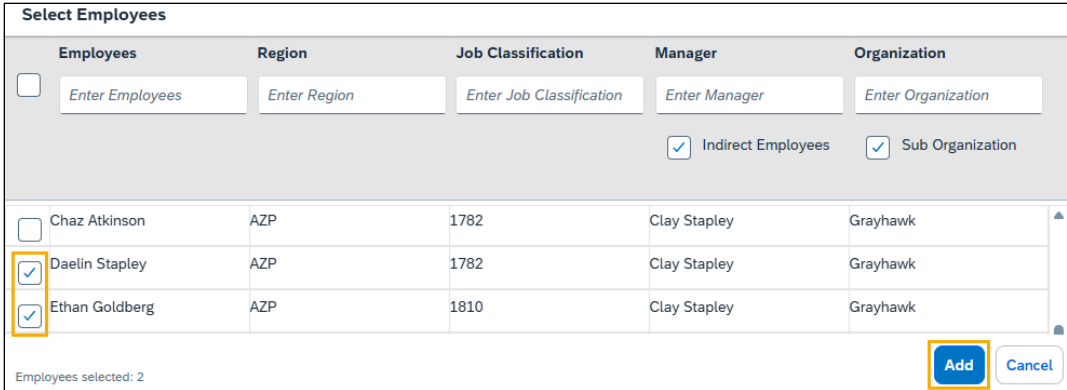
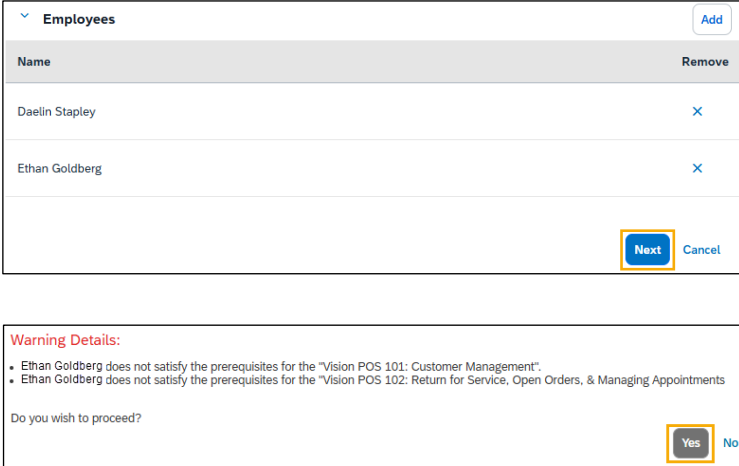
Course Title	Course Description	Role
Vision POS 100: Introduction	This course provides an overview of the Vision POS to include how to log in and the common features used every day.	Store Manager, Sr. Asst. Manager, Asst. Manager, Apprentice, Service Coord, and Crew Chief
Vision POS 101: Order Management	This course provides information on creating a sales order, the basic flow for Fleet customers, ETV, and multi-user sessions.	Store Manager, Sr. Asst. Manager, Asst. Manager, and Apprentice
Vision POS 101: Customer Management	This course provides information on modifying an order, working with adjustments, and using the extended product search for miscellaneous articles.	Store Manager, Sr. Asst. Manager, Asst. Manager, and Apprentice
Vision POS 101: CSL Management	This course provides an overview of the Customer Service List (CSL) and the common features used every day to manage the work being performed on vehicles.	Store Manager, Sr. Asst. Manager, Asst. Manager, Apprentice, Service Coord, and Crew Chief
Vision POS 102: Return for Service, Open Orders, & Managing Appointments	This course provides details on properly flagging return for service orders, as well as appointments, open orders, and BOPIS.	Store Manager, Sr. Asst. Manager, Asst. Manager, and Apprentice
Vision POS 102: Operational Tasks & End of Day	This course provides an overview of vouchers, the parked list, refunds and voids, and end of day tasks in the Vision POS.	Store Manager and Sr. Asst. Manager

Assign Vision Courses

Step	Action
1	Click Team View in the upper-right on the Learning home page. 

Step	Action
2	- On the Team View page, click the three dots on the left located just above the list of team member names. - Click Manage Assignments. 
3	Click the Assign Learning option. 
4	Click the Add button next to Items, Programs, and Curricula. 

Step	Action
5	1. In the search box, type Vision POS and press the Enter key on your keyboard. 2. Click the blue Select link next to the Vision courses you would like to assign. 3. Click the X in the upper-right to close the window after courses have been selected. 

Step	Action	
6	1. The selected courses will be added to the assignment page. If desired, a due date may be added by clicking the blue calendar icon in the Required Date column. 2. Click the Add button next to Employees.	
7	1. Click the check box next to the team member name(s) that will be assigned the desired courses. 2. Click the Add button.	
8	Click the Next button after selecting the team member name(s). Note: If a message displays stating the employee does not satisfy the prerequisites and do you wish to proceed, click the Yes button.	

Step	Action																																											
9	1. On the Confirmation page, confirm the course(s) to be assigned, required date (if added), and the team member name(s). 2. Click the Assign Learning button.	Confirm Details Items, Programs and Curricula <table><thead><tr><th>Title</th><th>Type</th><th>Assignment Type</th><th>Priority</th><th>Assign Date</th><th>Required Date</th></tr></thead><tbody><tr><td>Vision POS 102: Return for Service, Open Orders, & Managing Appointments</td><td></td><td>REQ</td><td>---</td><td>10/20/2025</td><td></td></tr><tr><td>Vision POS 101: Customer Management</td><td></td><td>REQ</td><td>---</td><td>10/20/2025</td><td></td></tr><tr><td>Vision POS 101: Order Management</td><td></td><td>REQ</td><td>---</td><td>10/20/2025</td><td></td></tr><tr><td>Vision POS 102: Operational Tasks & End of Day</td><td></td><td>REQ</td><td>---</td><td>10/20/2025</td><td></td></tr><tr><td>Vision POS 100: Introduction</td><td></td><td>REQ</td><td>---</td><td>10/20/2025</td><td></td></tr><tr><td>Vision POS 101: CSL Management</td><td></td><td>REQ</td><td>---</td><td>10/20/2025</td><td></td></tr></tbody></table> Employees Name Daelin Stapley Ethan Goldberg Assign Learning Cancel	Title	Type	Assignment Type	Priority	Assign Date	Required Date	Vision POS 102: Return for Service, Open Orders, & Managing Appointments		REQ	---	10/20/2025		Vision POS 101: Customer Management		REQ	---	10/20/2025		Vision POS 101: Order Management		REQ	---	10/20/2025		Vision POS 102: Operational Tasks & End of Day		REQ	---	10/20/2025		Vision POS 100: Introduction		REQ	---	10/20/2025		Vision POS 101: CSL Management		REQ	---	10/20/2025	
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10	1. A message will display stating the course(s) have been successfully assigned. 2. Click the Close button.	Successfully Assigned The items/programs/curricula have been successfully added to the specified employees. If the curricula/program were already assigned, they will not be re-assigned Close																																										

Contact

Contact DTU_Learning@discounttire.com if you have any questions.