# theSource Resources

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**Description:** An index of all theSource references for theSource users is provided.

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| theSource Web Based Training |

theSource self-paced Web Based Training Modules can be accessed in below:

[99103019](https://cvshealth.sabacloud.com/Saba/Web_spf/NA10P1PRD006/common/leclassview/dowbt-0000521971) - **theSource - New Hire Introduction**

**Become familiar with theSource by walking through the following topics:**

* Logging in to theSource
* Setting your Profile
* Basic Navigation
* Searching for Documents
* Sending Feedback
* Client Information Form

[TSRC-PROD-063028](https://thesource.cvshealth.com/nuxeo/thesource/#!/view?docid=3628e355-c9d7-43b0-b74f-390432ce215f) - **Index of theSource Quick Mini Refreshers**

**The Idea:**

* Boost your knowledge on theSource topics that will make your work easier.
* Refresh and revisit topics quickly and at your leisure.
* Jog your memory on your existing knowledge.
* Improve your success with theSource and feel most confident.

[90000191](https://cvshealth.sabacloud.com/Saba/Web_spf/NA10P1PRD006/common/leclassview/dowbt-90000191_WBT) - **The Documentation Process**

**Upon completion of this course, the learner will be able to:**

* Describe the documentation process.
* Explain the Business Partner's role in the documentation process.
* Understand how the documentation team works with curriculum design and delivery.

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| Become a Certified theSource Wizard |

This set of resources provides education about the features and functions to help users become experts with using theSource. It includes brief announcements and quizzes, with a final challenge to become a certified theSource Wizard!

Find all theSource Wizard topics here: [Become a Certified theSource Wizard: Index](https://thesource.cvshealth.com/nuxeo/thesource/#!/view?docid=729fd738-b7e2-4f20-8786-395b58bc2dc4)

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| Videos and Other Media |

These documents describe the key features of theSource.

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| **Title** | **Description** |
| theSource Insider: Myths About Using Work Instructions Podcast   * [Podcast (audio only)](https://thesource.cvshealth.com/nuxeo/thesource/#!/view?docid=1d997bde-2e26-4ae9-a198-4314e351e721) * [Job Aid](https://thesource.cvshealth.com/nuxeo/thesource/#!/view?docid=a4b26c7a-9876-4d80-ae22-e0aa121b7262) | Learn the five myths about using work instructions, available in audio and job aid formats. |
| [Importance of Using Work Instructions: Keep Learning Alive (KLA) Index](https://thesource.cvshealth.com/nuxeo/thesource/#!/view?docid=4b265cab-1c11-477b-bdf4-4a49825377b3) | A collection of games and quizzes to improve your skills and knowledge of theSource. |
| [Establishing a Profile in theSource - Landing Page](https://thesource.cvshealth.com/nuxeo/thesource/#!/view?docid=c8109d50-8161-4f7c-9ed3-82d54250cd1a) (video) | A recorded walk through of how to establish a profile in theSource, available with and without text captions. |

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| General Work Instructions and Job Aids |

These documents describe the key features of theSource.

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| **Title** | **Description** |
| [theSource- Feature User Guide](https://thesource.cvshealth.com/nuxeo/thesource/#!/view?docid=91d29dc8-0333-4222-9668-725dcb81305d) | The purpose of this document is to provide information about theSource and its features. theSource is a document repository providing access to a variety of documentation to help you in your role, such as announcements, work instructions, job aids, training material and client information. |
| [theSource FAQs & Access Log In Troubleshooting Tips](https://thesource.cvshealth.com/nuxeo/thesource/#!/view?docid=9e45eaa9-bea2-4e82-8795-59e89a755510) | This document provides answers to Frequently Asked Questions on theSource. |
| [theSource - Profile Settings Reference Guide (Personal Settings)](https://thesource.cvshealth.com/nuxeo/thesource/#!/view?docid=d2e37c4f-7320-473f-95cb-cf06e42e8104) | The purpose of this document is to assist users with personalizing profile settings in theSource. |
| [Searching on theSource Troubleshooting Guide](https://thesource.cvshealth.com/nuxeo/thesource/#!/view?docid=c7985b5e-7d46-4660-a185-99e90d7ff494) | Use these troubleshooting tips when you are unable to find the document you are looking for on theSource. |
| [theSource Bookmarks in Google Chrome](https://thesource.cvshealth.com/nuxeo/thesource/#!/view?docid=3eb68d2a-1f2b-4bef-8ef1-fbba50790e85) | This document details the process for using bookmarks in Google Chrome to "favorite" theSource documents for quick access. |
| [Submitting Feedback in theSource Job Aid](https://thesource.cvshealth.com/nuxeo/thesource/#!/view?docid=e5c2ef71-408c-42f0-9686-bbf05b6f711c) | This document provides information on when to submit feedback into theSource. |
| [Tableau - Acknowledgement Reports for Leaders](https://thesource.cvshealth.com/nuxeo/thesource/#!/view?docid=7aab9c39-2706-4335-af83-5c1ac784773c) | **For Leaders Only:** This work instruction describes how to use Tableau to access Acknowledgement Reports for theSource.  Tableau provides acknowledgement data for the past 90 days with a variety of options to view and filter the data. |

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| CIF Work Instructions and Job Aids |

These documents describe the Client Information Forms (CIF) found in theSource. These are primarily used by Customer Care.

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| **Title** | **Description** |
| [Locating a CIF in theSource](https://thesource.cvshealth.com/nuxeo/thesource/#!/view?docid=3e485d3f-7188-4e8f-9758-277698f363da) | This work instruction explains how to locate a CIF within theSource. |
| [Submitting Feedback and Reporting Client Issues](https://thesource.cvshealth.com/nuxeo/thesource/#!/view?docid=e454e036-8be6-420e-81d2-10b8a1394af4) | This work instruction explains how to submit feedback for a CIF and the process for submitting a client issue form. |
| [theSource CIF Commercial](https://thesource.cvshealth.com/nuxeo/thesource/#!/view?docid=e9ac1707-ae22-4882-be7c-6bffbc2a68fd) | This job aid provides information about how the CIF will display in theSource and the many enhancements that have been made to it. Sections have been added, removed and re-organized to make it easier to find and identify client specific processes.  Not all sections/categories apply to all clients. Sections or categories that are not populated, will not display. This means that theSource will only show content relevant to the client. |
| [theSource CIF - MED D EGWP](https://thesource.cvshealth.com/nuxeo/thesource/#!/view?docid=2364cba3-d5a2-489b-b9c7-838431b8ad5f) | This job aid provides information about how the CIF will display in theSource and the many enhancements that have been made to it. Sections have been added, removed and re-organized to make it easier to find and identify client specific processes.  Not all sections/categories apply to all clients. Sections or categories that are not populated, will not display. This means that theSource will only show content relevant to the client. |
| [Aetna - Locating a Client Information Form (CIF) in theSource](https://thesource.cvshealth.com/nuxeo/thesource/#!/view?docid=96701111-48ac-4c6d-ae09-b42f663fe24e) | Use to locate a CIF in theSource. |
| [Aetna - theSource CIF Commercial](https://thesource.cvshealth.com/nuxeo/thesource/#!/view?docid=05357230-9998-4b4d-8ef7-62a8cd88f954) | Information about how the CIF will display in theSource and the many enhancements that have been made to it. Sections have been added, removed and re-organized to make it easier to find and identify client specific processes. |

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