



TMS  
2.0

VA

# Admin Job Aid

Configure Approval for user Self-Recorded Event and  
Create a Self-Certify Link

## Admin Job Aid: Configure Approval for User Self-Recorded Event and Create a Self-Certify Link

(Revision date: September 21, 2020)

### Purpose

The purpose of this job aid is to guide you through the step-by-step process of configuring approval for user self-recorded event. Through this process, users can record their own training completion for instructor-led and 'other' items. This will benefit items such as reading a new policy, attending a meeting, or other items the user will be held accountable for in the future.

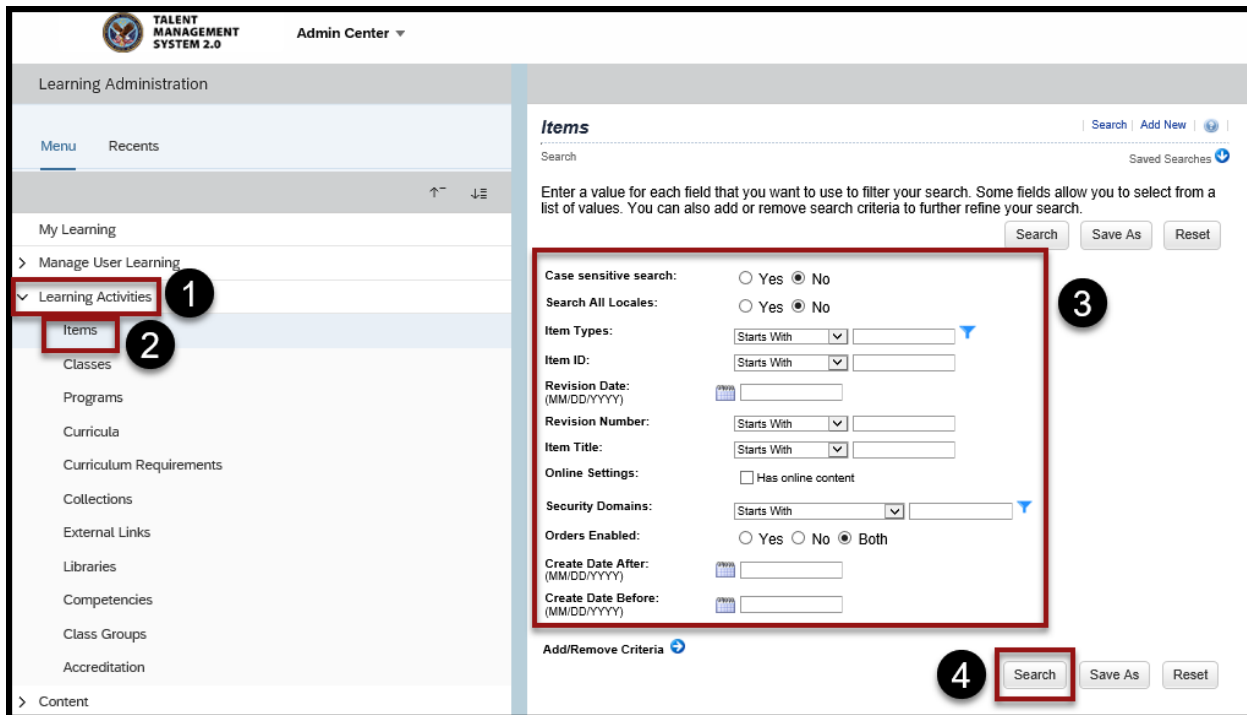
In this job aid, you will learn how to:

- Task A. Locate an Item
- Task B. Modify Item Settings
- Task C. Add Self Certification Content Object



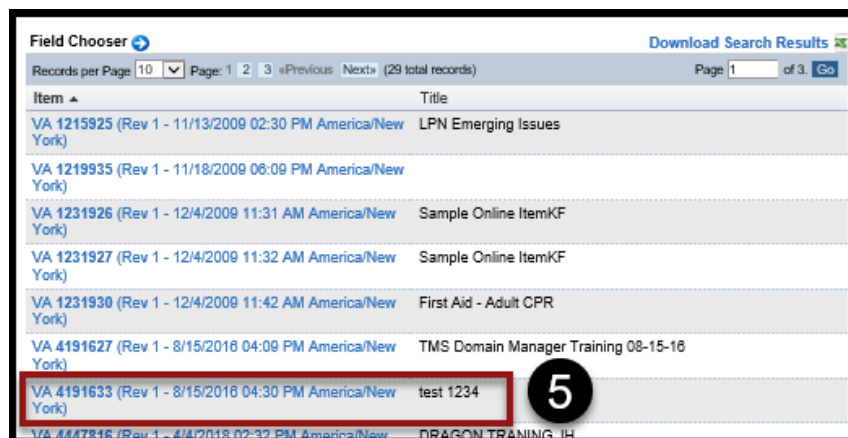
## Task A. Locate an Item

1. Select **Learning Activities** to expand the menu of options.
2. Select **Items**.
3. Enter **Search Criteria**.
4. Select **Search**.



The screenshot shows the 'Items' search configuration page in the TMS Admin Center. The left sidebar is under 'Learning Administration' and 'Learning Activities' is expanded, with 'Items' selected. The main area is titled 'Items' and contains search criteria fields. A red box highlights the search criteria fields, and a red box highlights the 'Search' button. The search criteria fields include: Case sensitive search (radio buttons for Yes/No), Search All Locales (radio buttons for Yes/No), Item Types (Starts With dropdown), Item ID (Starts With dropdown), Revision Date (MM/DD/YYYY), Revision Number (Starts With dropdown), Item Title (Starts With dropdown), Online Settings (checkbox for Has online content), Security Domains (Starts With dropdown), Orders Enabled (radio buttons for Yes/No/Both), Create Date After (MM/DD/YYYY), and Create Date Before (MM/DD/YYYY). The 'Search' button is highlighted with a red box.

5. Select **Item hyperlink** from the search results.



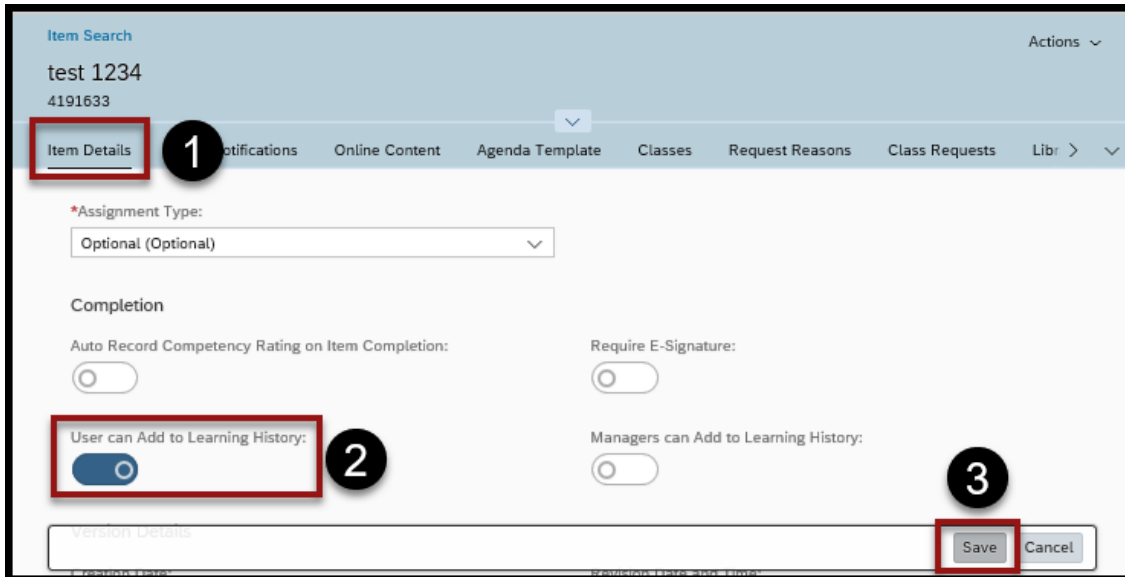
The screenshot shows the search results page. At the top, there is a 'Field Chooser' and a 'Download Search Results' link. Below that, there is a table with columns for 'Item' and 'Title'. The table contains several rows of search results. The row for 'VA 4191633 (Rev 1 - 8/15/2018 04:30 PM America/New York) test 1234' is highlighted with a red box. The 'Item' column contains the item ID, revision, and date, and the 'Title' column contains the item title.

Item	Title
VA 1215925 (Rev 1 - 11/13/2009 02:30 PM America/New York)	LPN Emerging Issues
VA 1219935 (Rev 1 - 11/18/2009 06:09 PM America/New York)	
VA 1231926 (Rev 1 - 12/4/2009 11:31 AM America/New York)	Sample Online ItemKF
VA 1231927 (Rev 1 - 12/4/2009 11:32 AM America/New York)	Sample Online ItemKF
VA 1231930 (Rev 1 - 12/4/2009 11:42 AM America/New York)	First Aid - Adult CPR
VA 4191627 (Rev 1 - 8/15/2018 04:09 PM America/New York)	TMS Domain Manager Training 08-15-18
VA 4191633 (Rev 1 - 8/15/2018 04:30 PM America/New York)	test 1234
VA 4447845 (Rev 1 - 4/4/2018 02:32 PM America/New York)	DRAGON TRAINING 1H



 **Task B. Modify Item Settings**

1. Select **Item Details** tab.
2. Activate **User can Add to Learning History** slider.
3. Select **Save**.

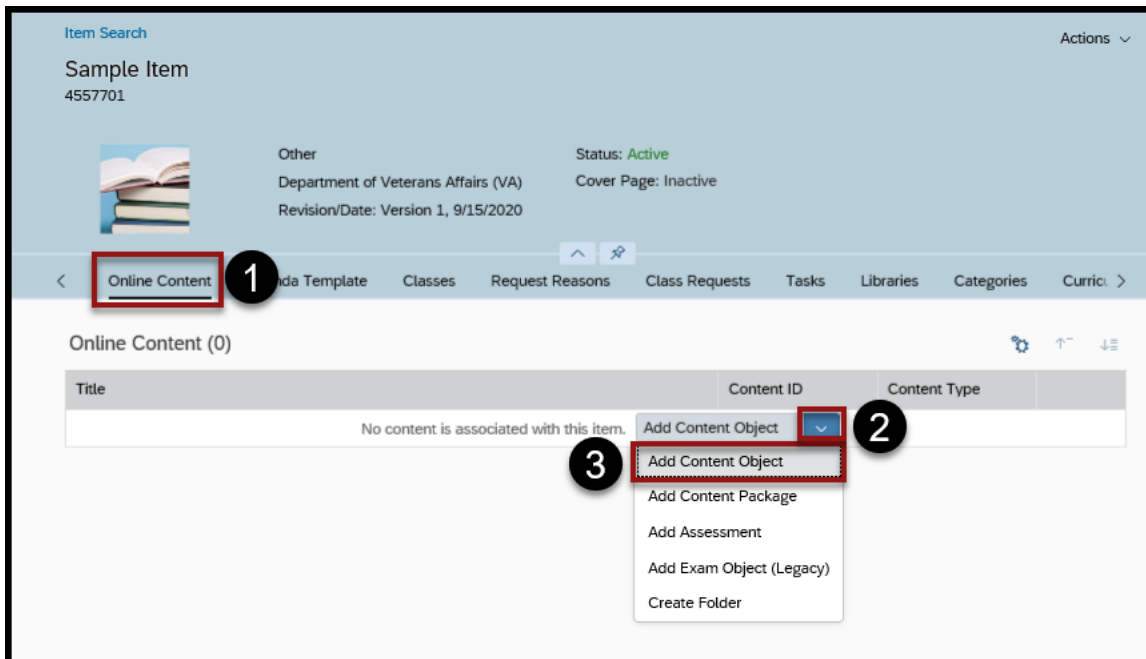


The screenshot displays the 'Item Search' interface for item 'test 1234' (ID: 4191633). The 'Item Details' tab is selected and highlighted with a red box and a circled '1'. Below the tabs, the 'Assignment Type' is set to 'Optional (Optional)'. Under the 'Completion' section, the 'Auto Record Competency Rating on Item Completion' slider is off. The 'Require E-Signature' slider is also off. The 'User can Add to Learning History' slider is turned on, highlighted with a red box and a circled '2'. The 'Managers can Add to Learning History' slider is off. At the bottom right, the 'Save' button is highlighted with a red box and a circled '3', and the 'Cancel' button is visible next to it. A 'Version Details' section is partially visible at the bottom left.

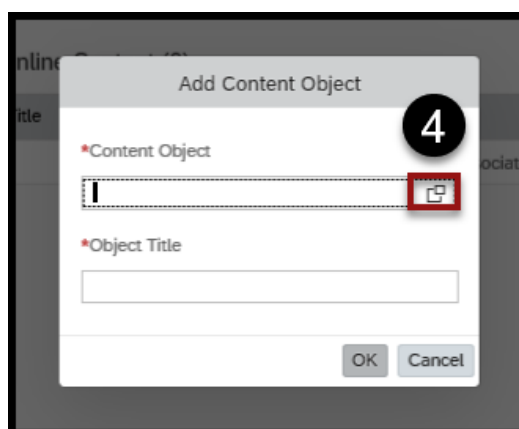


### Task C. Add Self Certification Content Object

1. From the item record, select **Online Content**.
2. Select the **arrow** to view the drop-down menu.
3. Select **Add Content Object**.



4. Select the **icon** in the Content Object field to search for the one you want.



5. Enter **selfcert** in the Title field with the search option of Contains.
6. Select **Search**.



**Content Objects**

Search

Search Results

**Search Content Objects**

Enter a value for each field that you want to use to filter your search. Some fields allow you to select from a list of values. You can also add or remove search criteria to further refine your search.

Case sensitive search:  Yes  No

Content Object ID: Starts With

Title: Contains selfcert

Description: Starts With

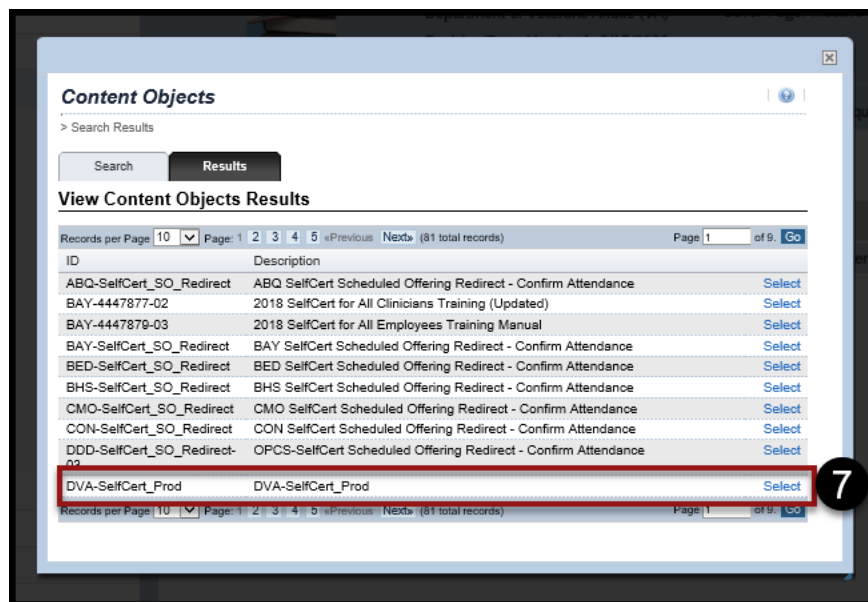
Status:  Active  Not Active  Both

Online:  Is Online  Is Offline  Both

Add/Remove Criteria

Search Reset

7. Choose the **Select link** of the Self-Certification Object that is in the Security Domain you need.



**Content Objects**

> Search Results

Search Results

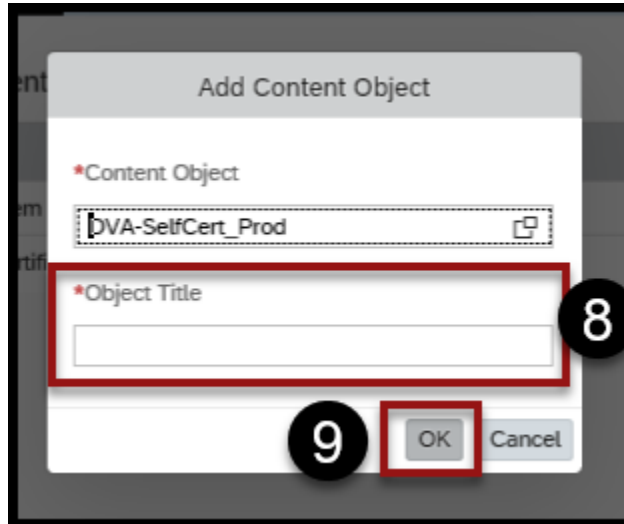
**View Content Objects Results**

Records per Page: 10 Page: 1 of 9. Go

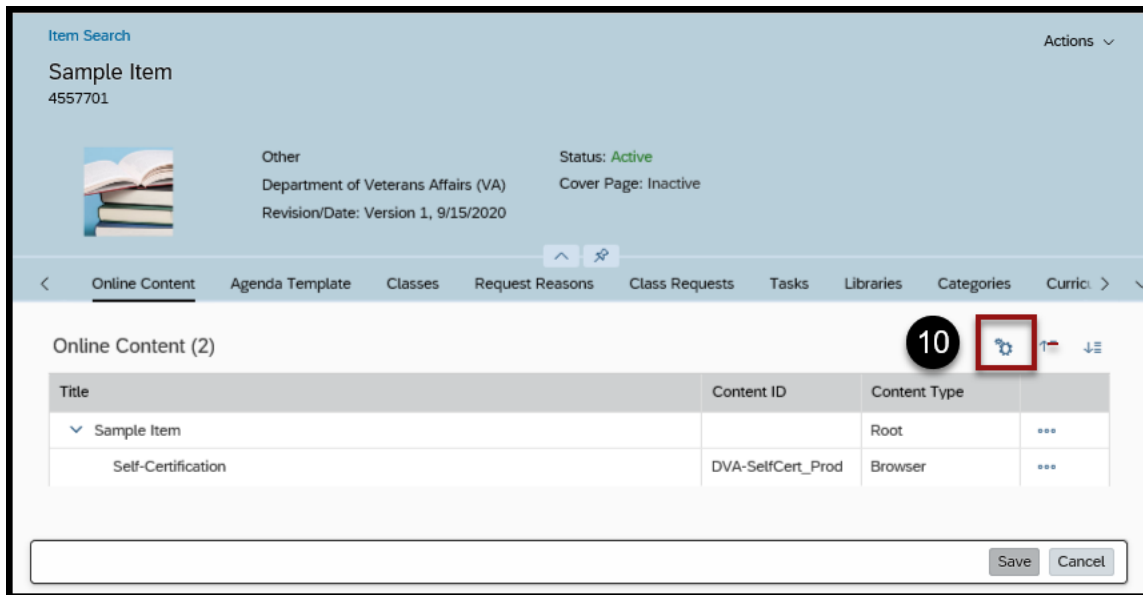
ID	Description	
ABQ-SelfCert_SO_Redirect	ABQ SelfCert Scheduled Offering Redirect - Confirm Attendance	Select
BAY-4447877-02	2018 SelfCert for All Clinicians Training (Updated)	Select
BAY-4447879-03	2018 SelfCert for All Employees Training Manual	Select
BAY-SelfCert_SO_Redirect	BAY SelfCert Scheduled Offering Redirect - Confirm Attendance	Select
BED-SelfCert_SO_Redirect	BED SelfCert Scheduled Offering Redirect - Confirm Attendance	Select
BHS-SelfCert_SO_Redirect	BHS SelfCert Scheduled Offering Redirect - Confirm Attendance	Select
CMO-SelfCert_SO_Redirect	CMO SelfCert Scheduled Offering Redirect - Confirm Attendance	Select
CON-SelfCert_SO_Redirect	CON SelfCert Scheduled Offering Redirect - Confirm Attendance	Select
DDD-SelfCert_SO_Redirect-02	OPCS-SelfCert Scheduled Offering Redirect - Confirm Attendance	Select
DVA-SelfCert_Prod	DVA-SelfCert_Prod	Select

Records per Page: 10 Page: 1 of 9. Go

8. Enter the **Object Title**.
9. Select **OK**.

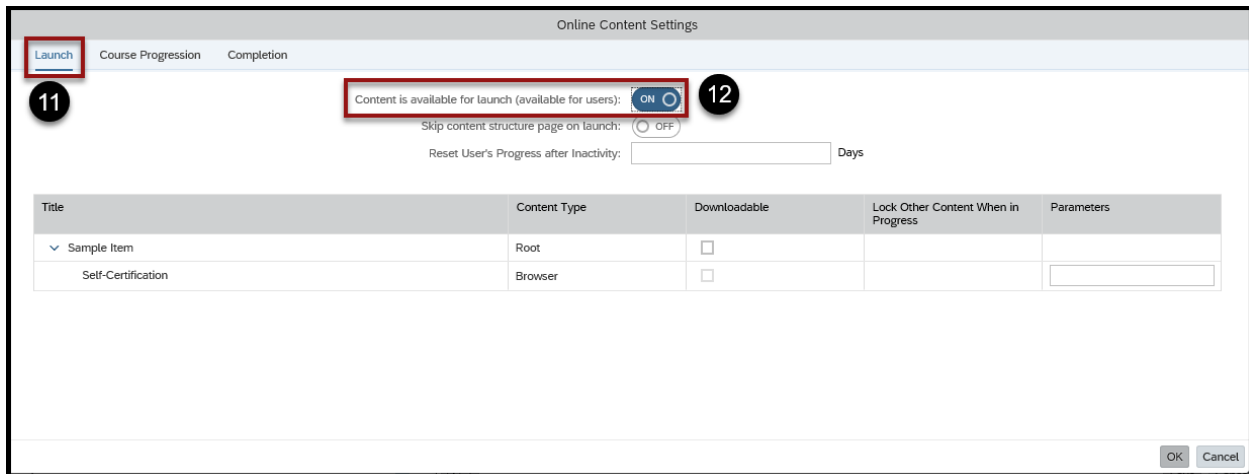


10. Select the **Settings** icon.



11. Select **Launch**.

12. Turn the slider on for **Content is available for launch**.



Online Content Settings

Launch Course Progression Completion

11 Content is available for launch (available for users):  ON 12

Skip content structure page on launch:  OFF

Reset User's Progress after Inactivity:  Days

Title	Content Type	Downloadable	Lock Other Content When in Progress	Parameters
<ul style="list-style-type: none"> <li>Sample Item</li> </ul>	Root	<input type="checkbox"/>		
<ul style="list-style-type: none"> <li>Self-Certification</li> </ul>	Browser	<input type="checkbox"/>		<input type="text"/>

OK Cancel

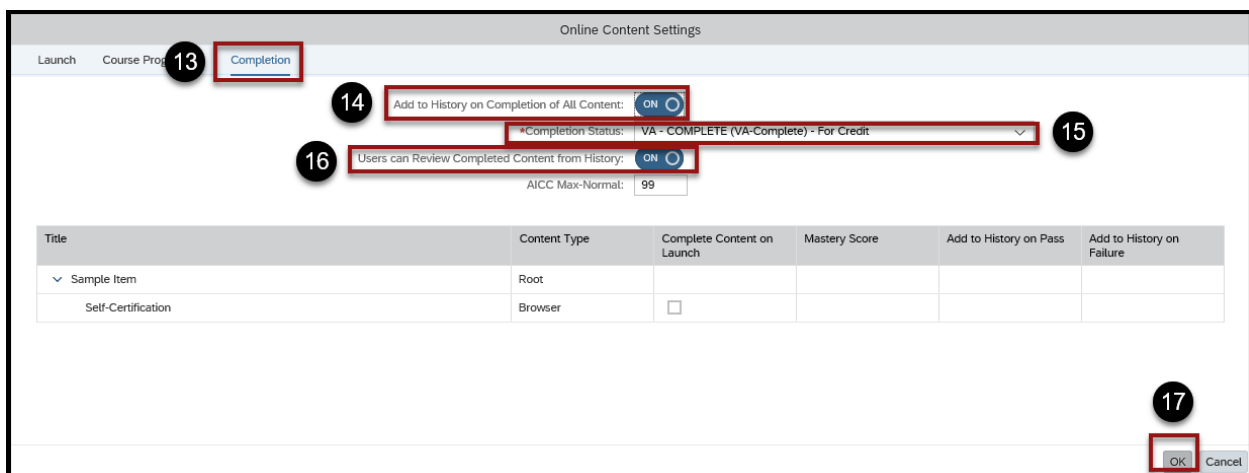
13. Select **Completion**.

14. (Optional) Turn the Slider On to **Add to History on Completion of All Content**.

15. Select a **Completion Status** from the drop-down list.

16. (Optional) Turn the Slider On for **Users can Review Completed Content from History**.

17. Select **OK**.



Online Content Settings

Launch Course Progression 13 Completion

14 Add to History on Completion of All Content:  ON

\*Completion Status: VA - COMPLETE (VA-Complete) - For Credit 15

16 Users can Review Completed Content from History:  ON

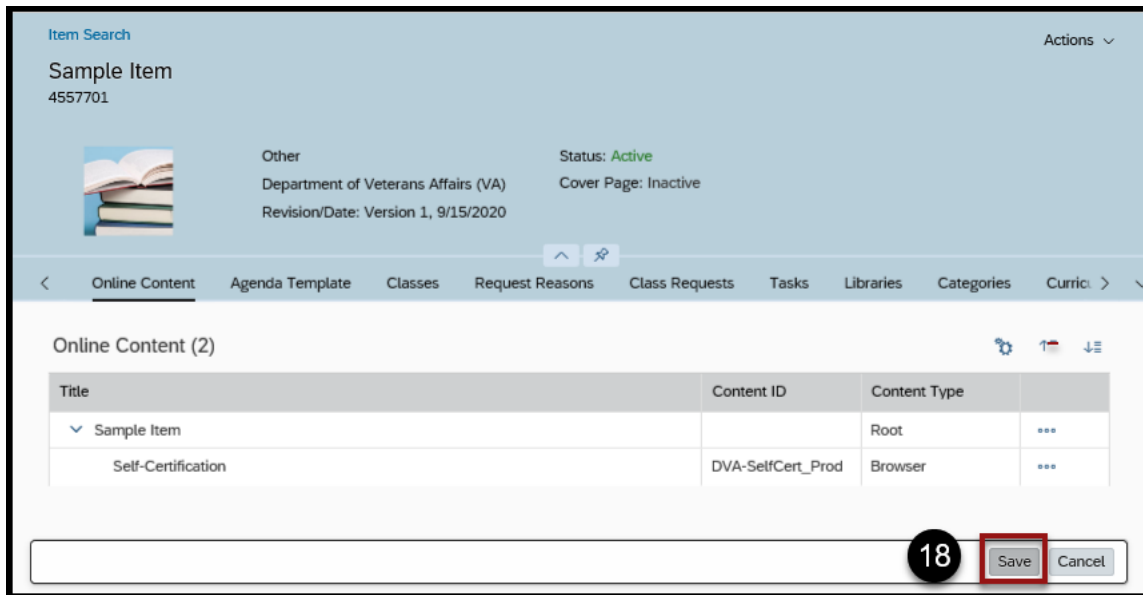
AICC Max-Normal: 99

Title	Content Type	Complete Content on Launch	Mastery Score	Add to History on Pass	Add to History on Failure
<ul style="list-style-type: none"> <li>Sample Item</li> </ul>	Root				
<ul style="list-style-type: none"> <li>Self-Certification</li> </ul>	Browser	<input type="checkbox"/>			

17 OK Cancel



18. Select **Save**.



The screenshot shows the TMS interface for editing an item. At the top, it displays 'Item Search' and 'Sample Item' with ID '4557701'. Below this is a metadata section with a book icon, 'Other' category, 'Department of Veterans Affairs (VA)', 'Revision/Date: Version 1, 9/15/2020', 'Status: Active', and 'Cover Page: Inactive'. A navigation bar includes 'Online Content', 'Agenda Template', 'Classes', 'Request Reasons', 'Class Requests', 'Tasks', 'Libraries', 'Categories', and 'Curric'. Below the navigation bar is a table titled 'Online Content (2)'. The table has columns for 'Title', 'Content ID', and 'Content Type'. The first row is 'Sample Item' (Root) and the second is 'Self-Certification' (DVA-SelfCert\_Prod). At the bottom right, there is a 'Save' button highlighted with a red box and a callout '18', and a 'Cancel' button next to it.

Title	Content ID	Content Type	
Sample Item		Root	...
Self-Certification	DVA-SelfCert_Prod	Browser	...