



TMS
2.0

VA

Admin Job Aid

Create a Task



Create a Task

(Revision date: September 11, 2020)

Purpose

A Task is something that you expect a user to be able to do after completing relevant training. The purpose of this job aid is to guide you through the step-by-step process of creating and configuring a Task in the TMS.

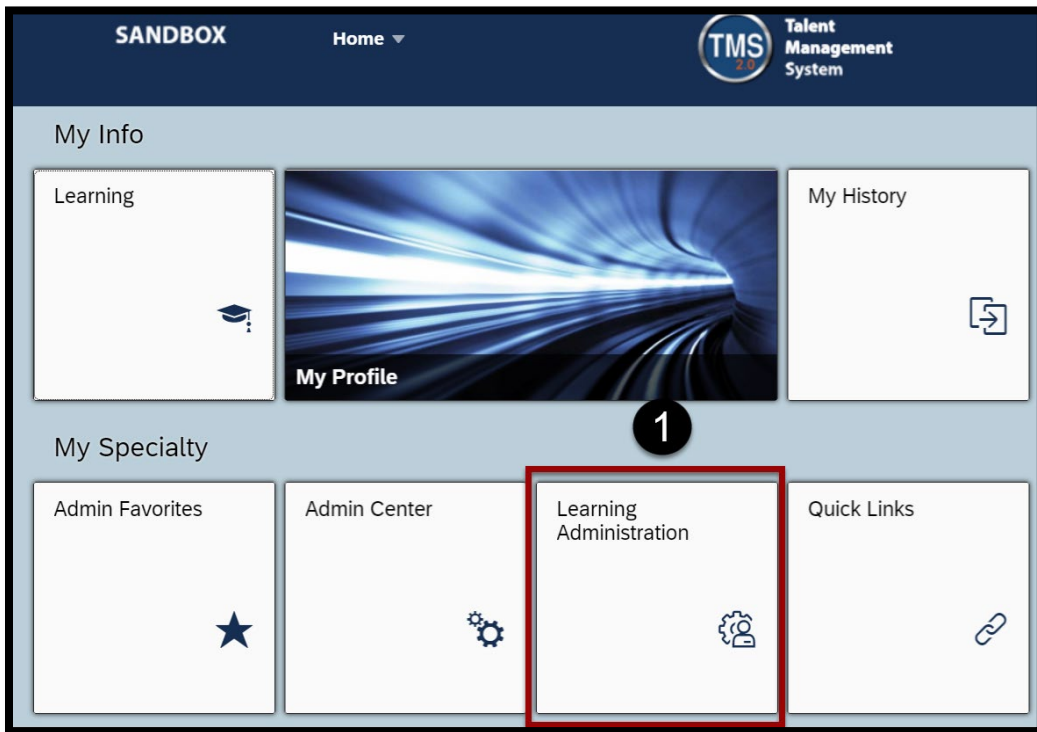
In this job aid, you will learn how to:

- Task A. Add a New Task

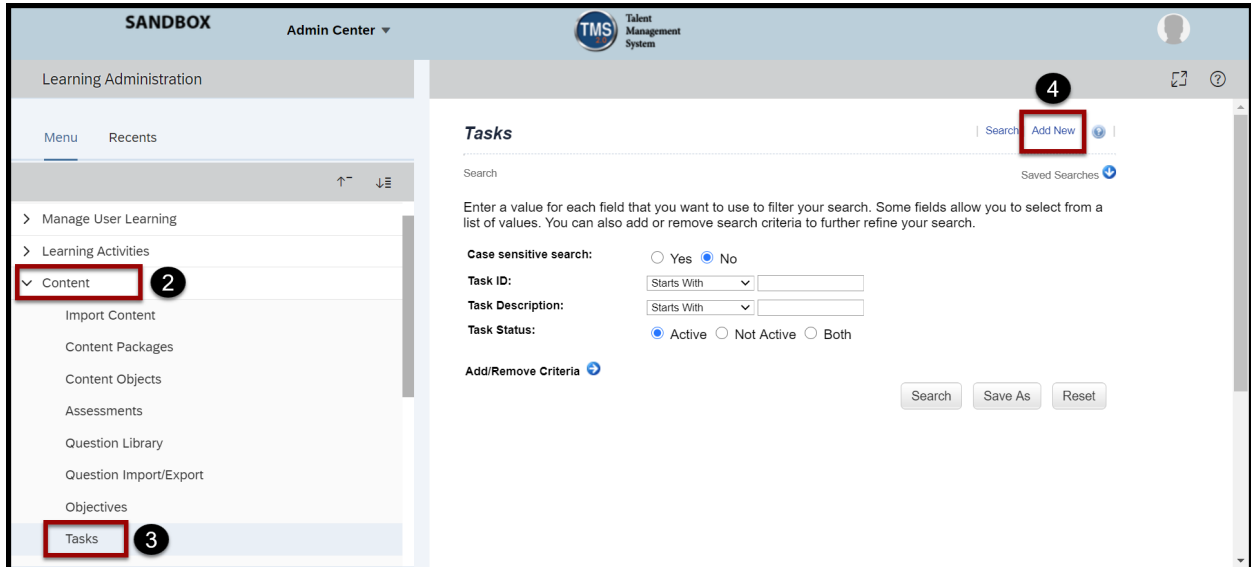


 Task A. Add a New Task

1. Select the **Learning Administration** link.

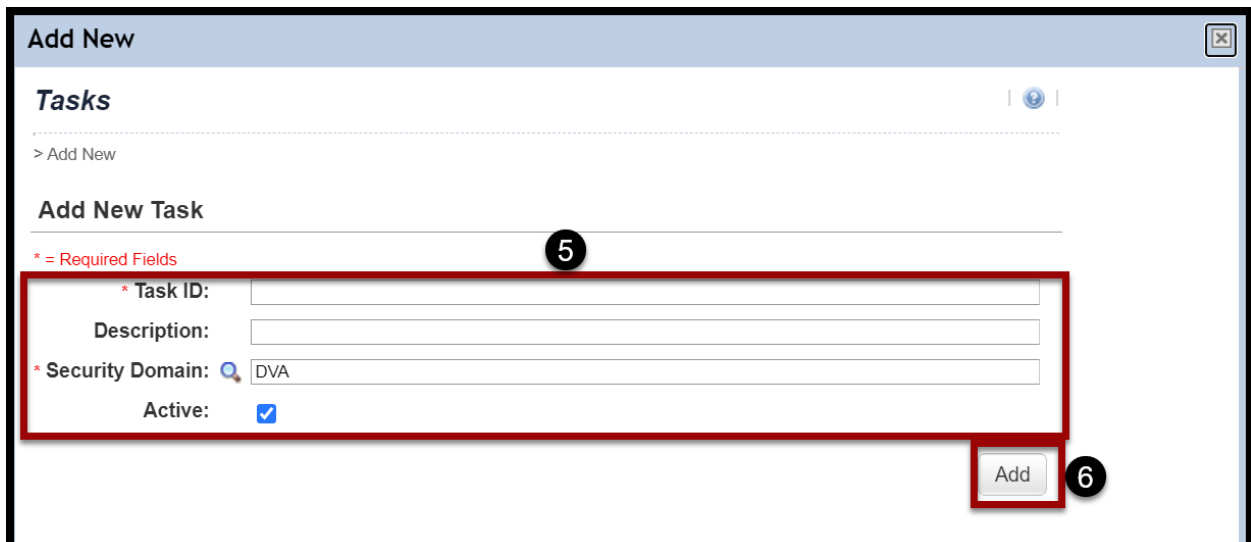


2. Select **Content**.
3. Navigate to the **Tasks**.
4. Select **Add New**.



The screenshot shows the TMS Admin Center interface. On the left sidebar, under 'Learning Administration', the 'Content' menu item is selected (2). Below it, the 'Tasks' menu item is selected (3). In the main content area, the 'Add New' button is highlighted with a red box and a circled '4'.

5. Fill in the **Task ID**, **Description**, **Security Domain**, and **Active** status for the new Task.
6. Select **Add**.




The screenshot shows the 'Add New Task' form. The form fields are:

- * Task ID:** (Required field, empty text input)
- Description:** (Text input)
- * Security Domain:** (Required field, dropdown menu with 'DVA' selected)
- Active:** (Checkbox, checked)

 A red box highlights the entire form area (5). The 'Add' button at the bottom right is also highlighted with a red box and a circled '6'.

7. Add any necessary **Competencies, Document Links, ISD Analysis** information, **Job Codes, Job Locations, or Objectives**. Associating these entities with your task will automatically add the task to any user record that earns them.
8. Select **add one ore more from list** if you don't know the entity ID. This will allow you to search the TMS for your entity.

Tasks | Search | Add New | 

> Search > **Search Results** > Edit Competencies

Task ID: Test Task

Description: 7

ISD Analysis

Objectives

Job Codes

Job Locations

Document Links

Competencies

Edit the Task

Add a Competency to the Task

Enter Competency ID or add one or more from list. 8

Competency ID: Add

Update the Competencies for the Task

[Select All / Deselect All](#)

Competency ID	Description	Type	Remove
JAW_test_7/25/2015	This is a test	All Employee	<input type="checkbox"/>

[Select All / Deselect All](#)

Apply Changes
Reset