



TMS
2.0

VA

Manager Job Aid

Run a Curriculum Status Reports

Manager Job Aid: Run a Curriculum Status Report

(Revision date: September 16, 2020)

Purpose

The purpose of this job aid is to guide you through the step-by-step process of running a Curriculum Status Report within the TMS My Team area.

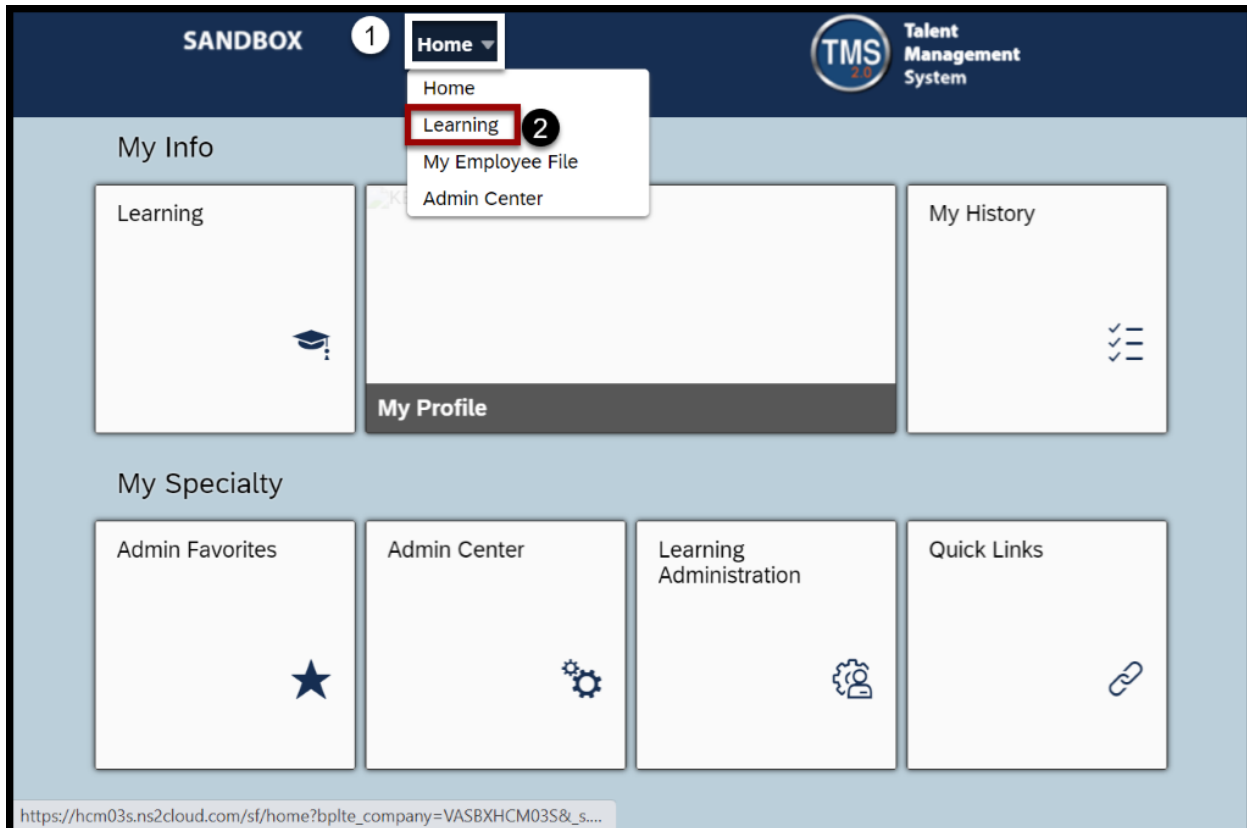
In this job aid, you will learn how to:

- Task A. Navigate to the My Team view
- Task B. Run a Curriculum Status Report



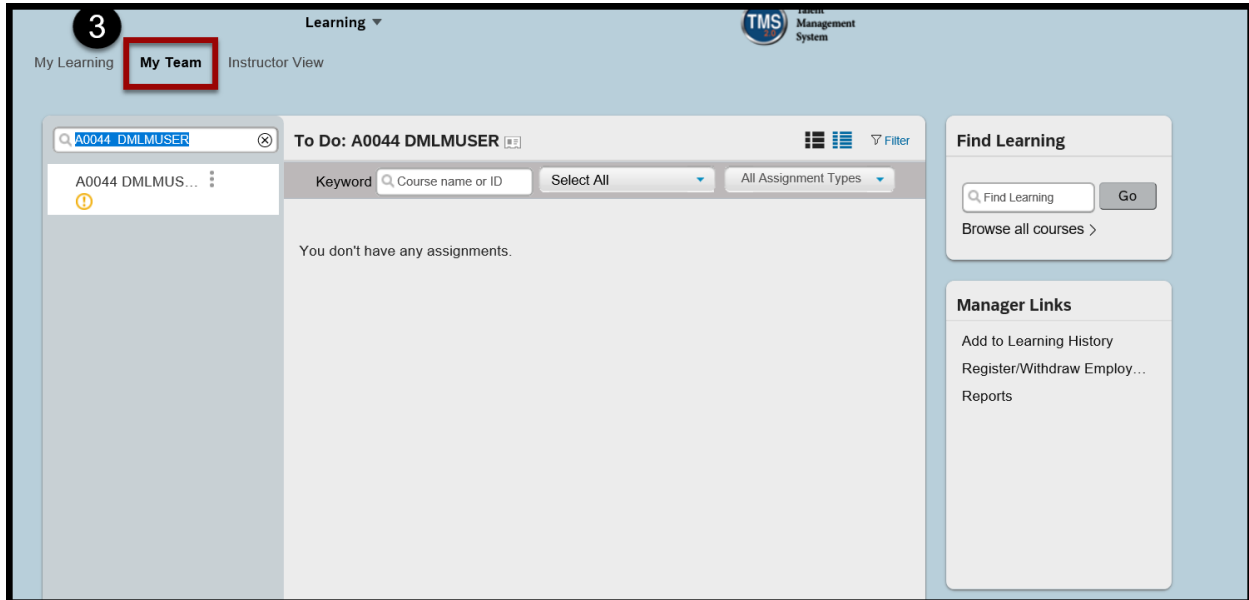
Task A. Navigate to the My Team view

1. From the VA TMS landing page, select the **Home** dropdown menu.
2. Select the **Learning** option. This will navigate you to the My Learning area of the TMS.



The screenshot displays the VA TMS landing page interface. At the top left, the word "SANDBOX" is visible. A "Home" dropdown menu is open, with the "Learning" option highlighted by a red box and a circled "2". A circled "1" is placed next to the "Home" dropdown menu. The page layout includes sections for "My Info" (with a "Learning" tile), "My Profile", "My History", and "My Specialty" (with tiles for "Admin Favorites", "Admin Center", "Learning Administration", and "Quick Links"). The URL at the bottom of the page is https://hcm03s.ns2cloud.com/sf/home?bplte_company=VASBXHCM03S&_s...

3. Select the **My Teams** tab.

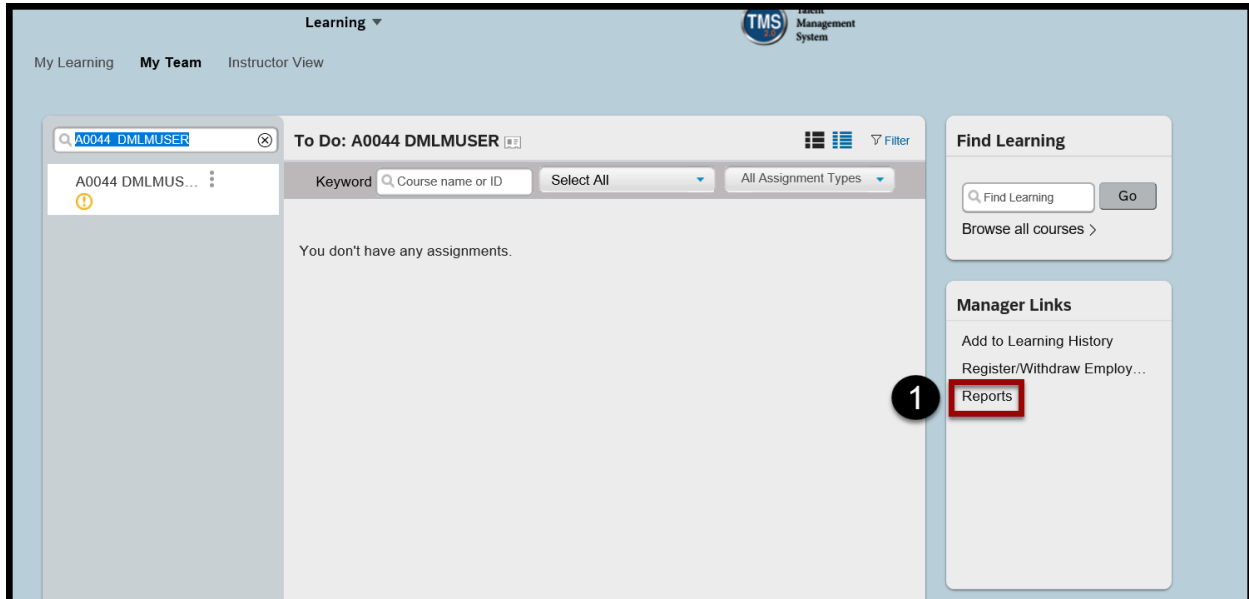


The screenshot displays the TMS Learning Management System interface. At the top left, a circular icon with the number '3' is positioned above the 'My Learning' and 'My Team' tabs. The 'My Team' tab is highlighted with a red rectangular box. To the right of the tabs is the text 'Instructor View'. The main content area features a search bar with 'A0044 DMLMUSER' entered, a 'To Do: A0044 DMLMUSER' header, and a 'Keyword' search field. Below the search bar, a message states 'You don't have any assignments.' On the right side, there are two panels: 'Find Learning' with a search input and a 'Go' button, and 'Manager Links' with a list of options including 'Add to Learning History', 'Register/Withdraw Employ...', and 'Reports'.



Task B. Run a Curriculum Status Report

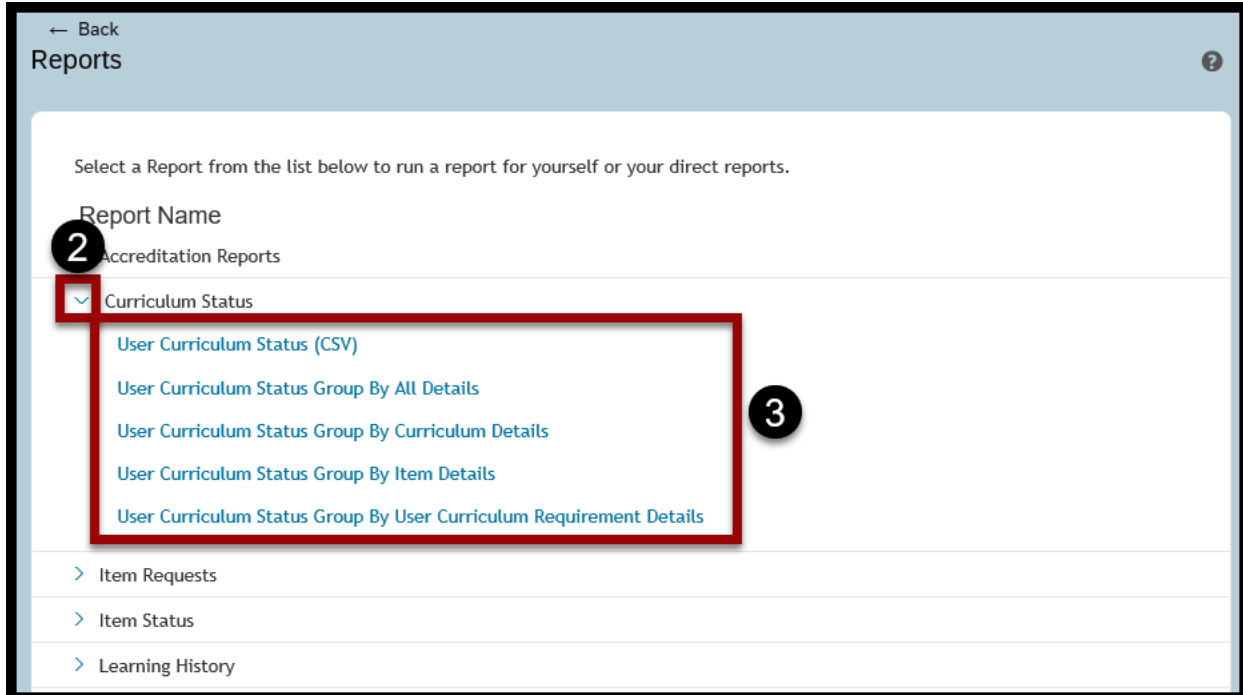
1. Under the Manager Links widget box, choose the **Reports** option.



The screenshot displays the TMS Learning interface. At the top, there is a navigation bar with 'Learning' and 'TMS Talent Management System'. Below this, there are tabs for 'My Learning', 'My Team', and 'Instructor View'. The main content area shows a search for 'A0044 DMLMUSER' with a 'To Do' list. A message states 'You don't have any assignments.' On the right side, there are two widget boxes: 'Find Learning' and 'Manager Links'. The 'Manager Links' widget contains three options: 'Add to Learning History', 'Register/Withdraw Employ...', and 'Reports'. The 'Reports' option is highlighted with a red box and a circled '1' next to it.

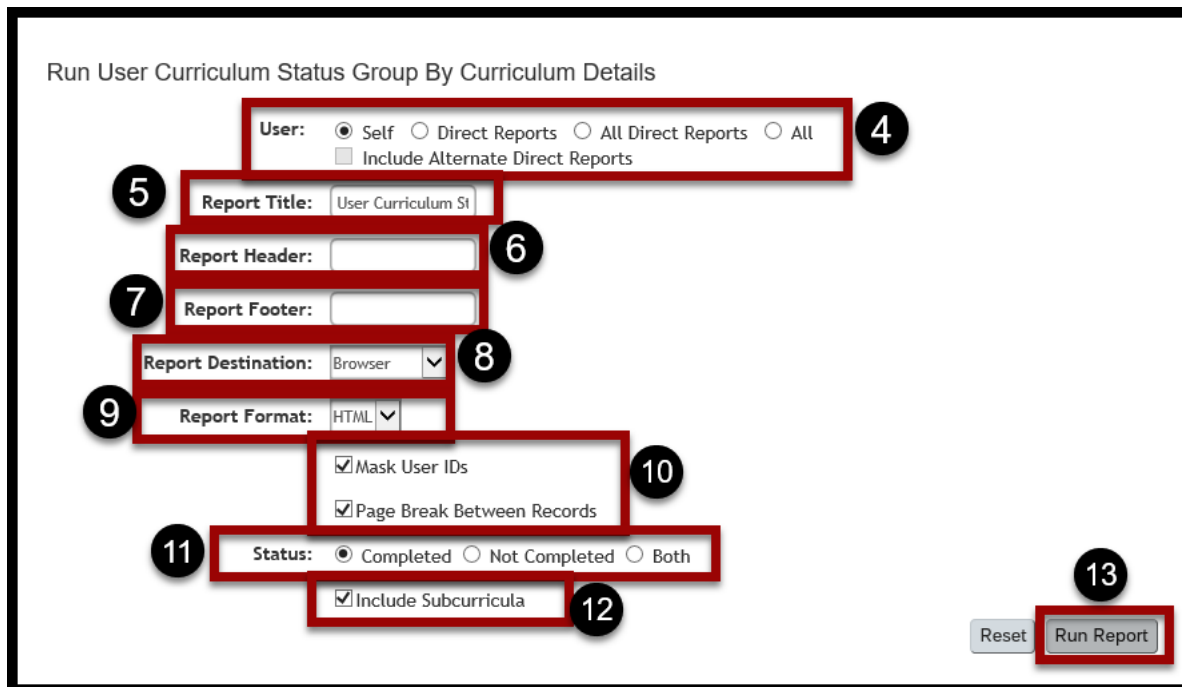
2. There will be a list of reports you can choose. Select the **Expand** icon for the Curriculum Status option.
3. Choose the version of the report you would like to run. The report criteria will vary based on the report type chosen.

Note: CSV stands for Comma-Separated Value, which will open in Microsoft Excel.



The screenshot shows the 'Reports' page in the TMS system. At the top, there is a 'Back' button and a help icon. Below the header, a message states: 'Select a Report from the list below to run a report for yourself or your direct reports.' The 'Report Name' section lists several options. A red box highlights the 'Curriculum Status' option, which is expanded to show a list of sub-reports. A red circle with the number '2' is placed over the 'Curriculum Status' header, and another red circle with the number '3' is placed over the 'User Curriculum Status (CSV)' option. Below the expanded list, there are three more report categories: 'Item Requests', 'Item Status', and 'Learning History', each with a right-pointing chevron icon.

4. Select the correct **User** choice for your query.
5. (Optional) Modify the **Report Title**.
6. (Optional) Enter a **Report Header**.
7. (Optional) Enter a **Report Footer**.
8. Select a **Report Destination** from the dropdown list.
9. Select a **Report Format** from the dropdown.
10. (Optional) Select your choice for the **Mask User ID** and **Page Break Between Records** options.
11. Choose the correct **Status** choice for your query.
12. You can **Include Subcurricula** in your report by selecting the **checkbox**. If the curriculum you include in your query does not have a subcurricula attached, no subcurricula will display on your report.
13. Select **Run Report**.



Run User Curriculum Status Group By Curriculum Details

4 **User:** Self Direct Reports All Direct Reports All
 Include Alternate Direct Reports

5 **Report Title:** User Curriculum St

6 **Report Header:**

7 **Report Footer:**

8 **Report Destination:** Browser

9 **Report Format:** HTML

10 Mask User IDs
 Page Break Between Records

11 **Status:** Completed Not Completed Both

12 Include Subcurricula

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