



TMS
2.0

VA

Manager Job Aid

Run an Item Status Report



Manager Job Aid: Run an Item 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 an Item Status Report within the TMS My Team area.

In this job aid, you will learn how to:

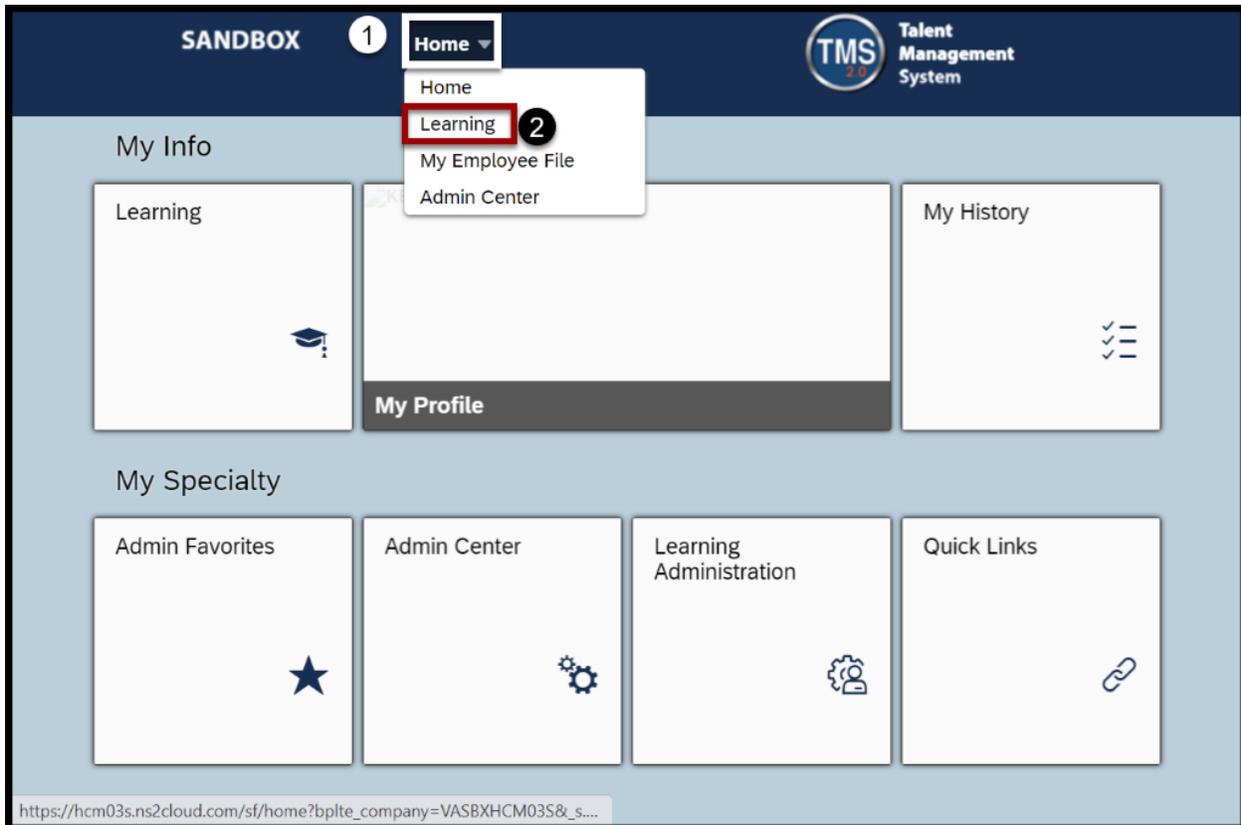
- Task A. Navigate to the My Team view
- Task B. Run an Item Status Report





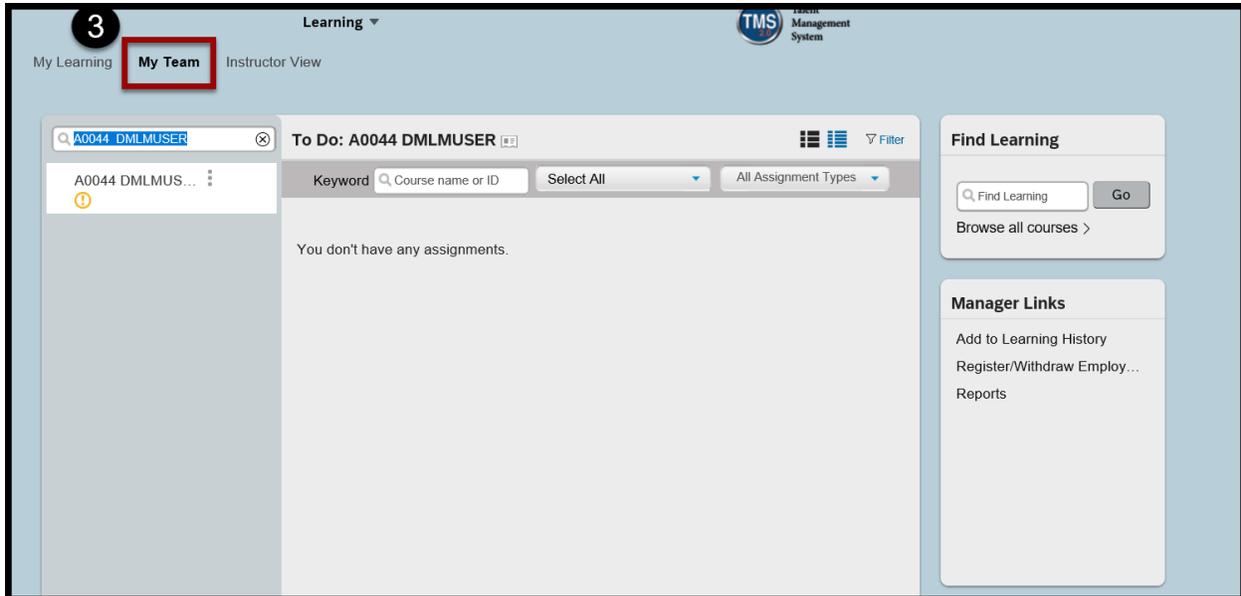
Task A. Navigate to the My Team view

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 button. The main content area is divided into several sections: "My Info" (containing "Learning" and "My Profile" tiles), "My Specialty" (containing "Admin Favorites", "Admin Center", "Learning Administration", and "Quick Links" tiles), and "My History". The "Learning" tile in the "My Info" section features a graduation cap icon. The "Admin Center" tile in the "My Specialty" section features a gear icon. The "Learning Administration" tile features a gear and person icon. The "Quick Links" tile features a link icon. The URL at the bottom of the page is https://hcm03s.ns2cloud.com/sf/home?bplte_company=VASBXHCM03S&_s...

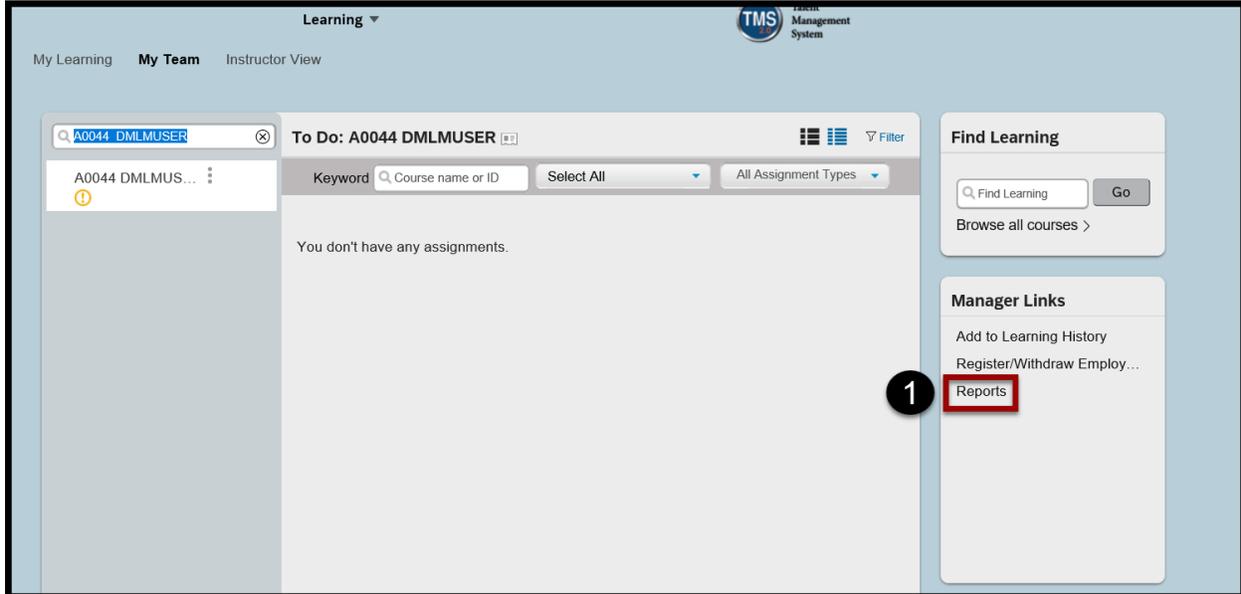
3. Select the **My Teams** tab.



The screenshot shows the TMS Learning interface. At the top left, a circular icon with the number '3' is next to 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 is titled 'To Do: A0044 DMLMUSER'. It features a search bar with 'A0044 DMLMUSER' entered, a 'Keyword' field with 'Course name or ID', a 'Select All' button, and a dropdown menu for 'All Assignment Types'. Below this, a message states 'You don't have any assignments.' On the right side, there are two panels: 'Find Learning' with a search box and a 'Go' button, and 'Manager Links' with a list of links: 'Add to Learning History', 'Register/Withdraw Employ...', and 'Reports'.

 **Task B. Run an Item Status Report**

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



2. There will be a list of reports you can choose. Select the **Expand** icon for Item Status. 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.



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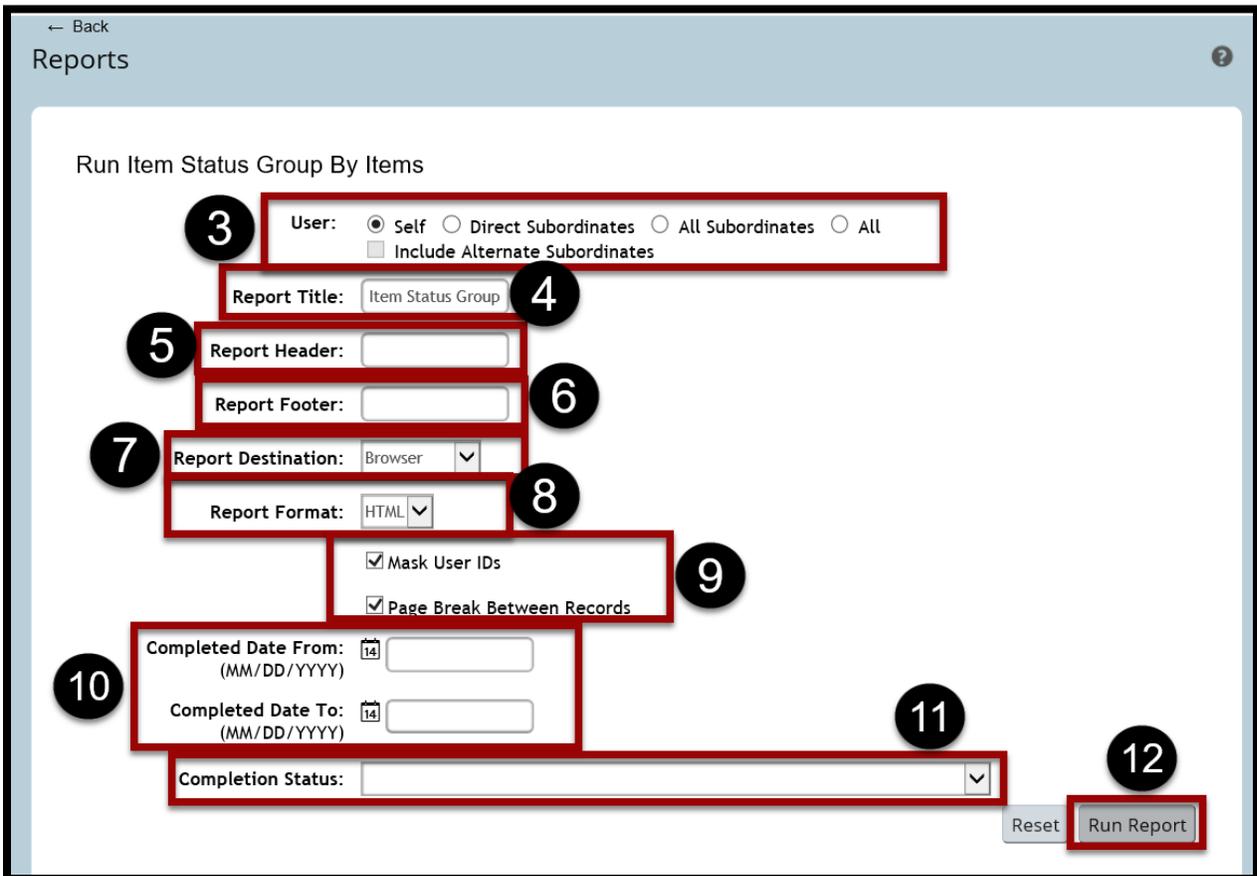
Reports

Select a Report from the list below to run a report for yourself or your subordinates.

Report Name

- > Accreditation Reports
- > Curriculum Status
- > Item Requests
- ▼ Item Status
 - Item Status (CSV)
 - Item Status Group By Items
 - Item Status Group By Users
- > Learning History

3. Select the correct **User** choice for your query.
4. (Optional) Modify the **Report Title**.
5. (Optional) Enter a **Report Header**.
6. (Optional) Enter a **Report Footer**.
7. Select a **Report Destination** from the dropdown list.
8. Select a **Report Format** from the dropdown.
9. (Optional) Select your choice for the **Mask User ID** and **Page Break Between Records** options.
10. (Optional) Enter a date range in the **Complete Date From** and **Complete Date To** fields.
11. To run the report on a particular completion status, select the **Completion Status** from the dropdown menu.
12. Select **Run Report**.



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Reports

Run Item Status Group By Items

3 User: Self Direct Subordinates All Subordinates All
 Include Alternate Subordinates

4 Report Title: Item Status Group

5 Report Header:

6 Report Footer:

7 Report Destination: Browser

8 Report Format: HTML

9 Mask User IDs
 Page Break Between Records

10 Completed Date From: (MM/DD/YYYY)
Completed Date To: (MM/DD/YYYY)

11 Completion Status:

12 Reset Run Report