Manager Job Aid
Run an Item Status Report
Manager Job Aid: Run an Item Status Report

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