



TMS  
2.0

VA

# Manager Job Aid

Run Reports

## Manager Job Aid: Run Reports

(Revision date: September 16, 2020)

### Purpose

The purpose of this job aid is to guide you through the step-by-step process for running managerial reports. When you run a report, the VA TMS consolidates information from a variety of areas into a single document, which allows you to perform a targeted analysis of key data. You can run reports on yourself and your employees.

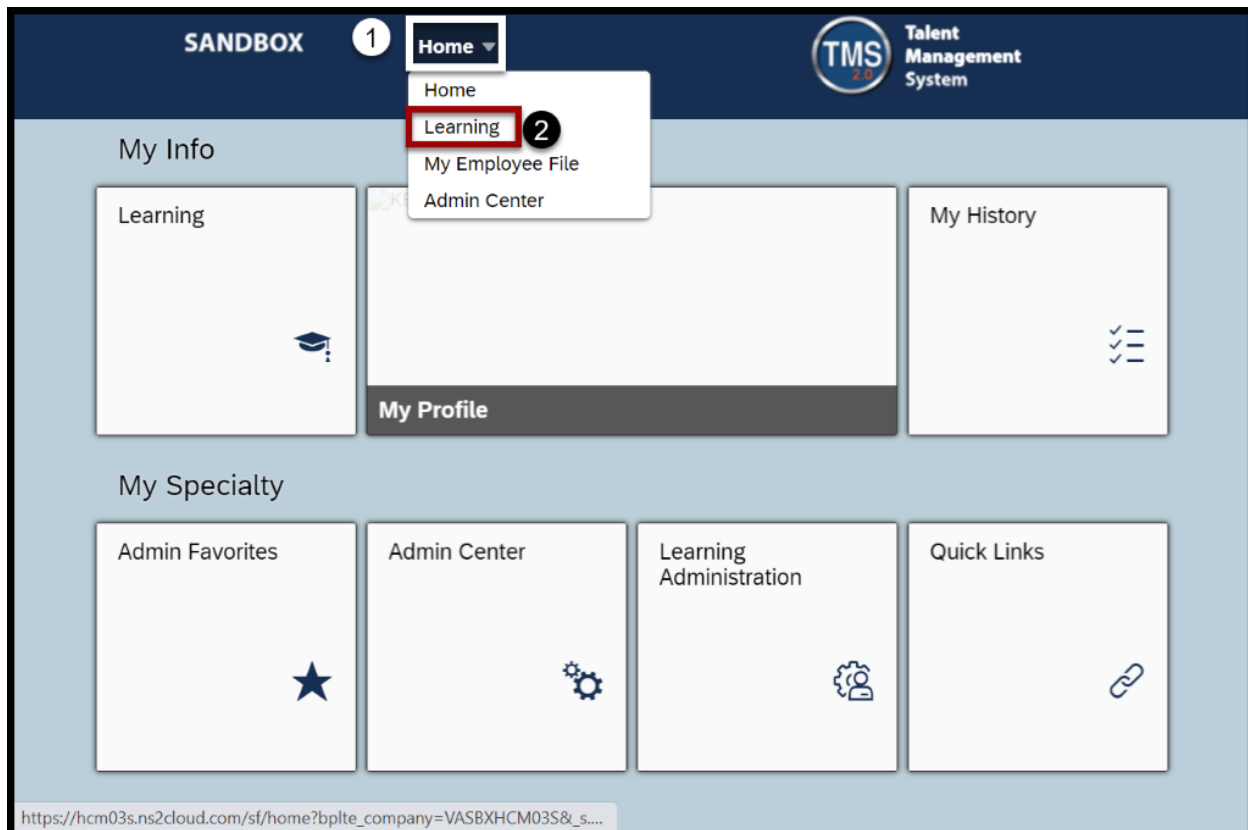
In this job aid, you will learn how to:

- Task A. Run Reports



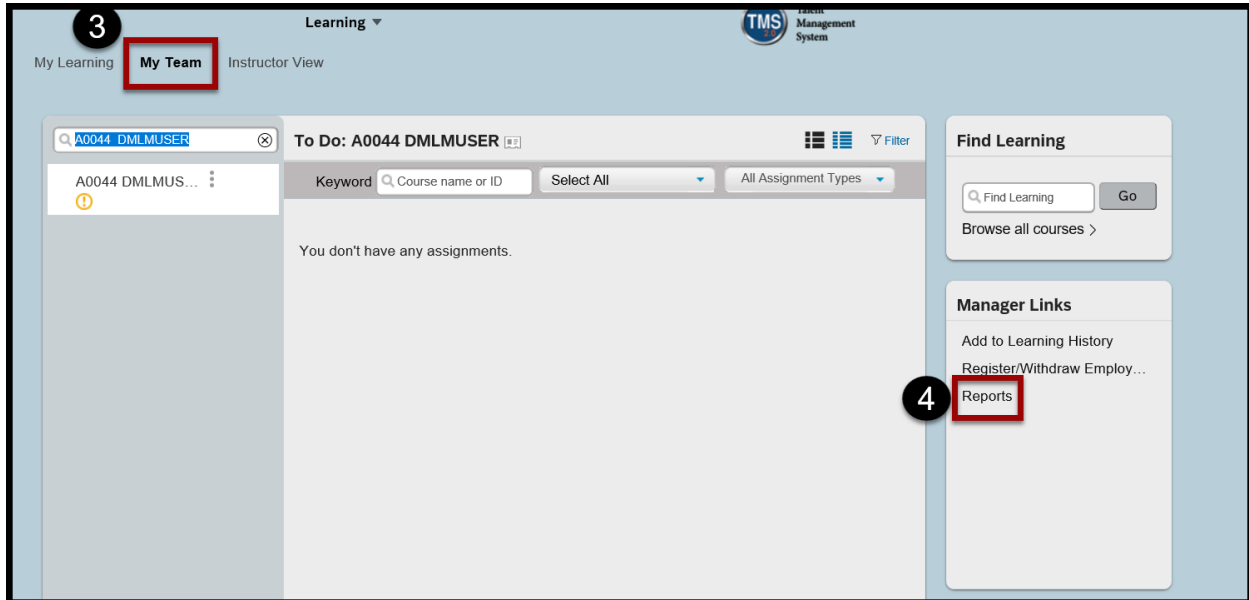
## Task A. Run Reports

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 in a 'SANDBOX' environment. The top navigation bar includes the 'Home' dropdown menu, which is open to show options: 'Home', 'Learning', 'My Employee File', and 'Admin Center'. The 'Learning' option is highlighted with a red box and a circled '2'. A circled '1' is placed next to the 'Home' dropdown menu. The main content area is divided into several sections: 'My Info' (containing 'Learning' and 'My Profile'), 'My Specialty' (containing 'Admin Favorites', 'Admin Center', 'Learning Administration', and 'Quick Links'), and 'My History'. The URL at the bottom of the page is [https://hcm03s.ns2cloud.com/sf/home?bplte\\_company=VASBXHCM03S&s...](https://hcm03s.ns2cloud.com/sf/home?bplte_company=VASBXHCM03S&s...)

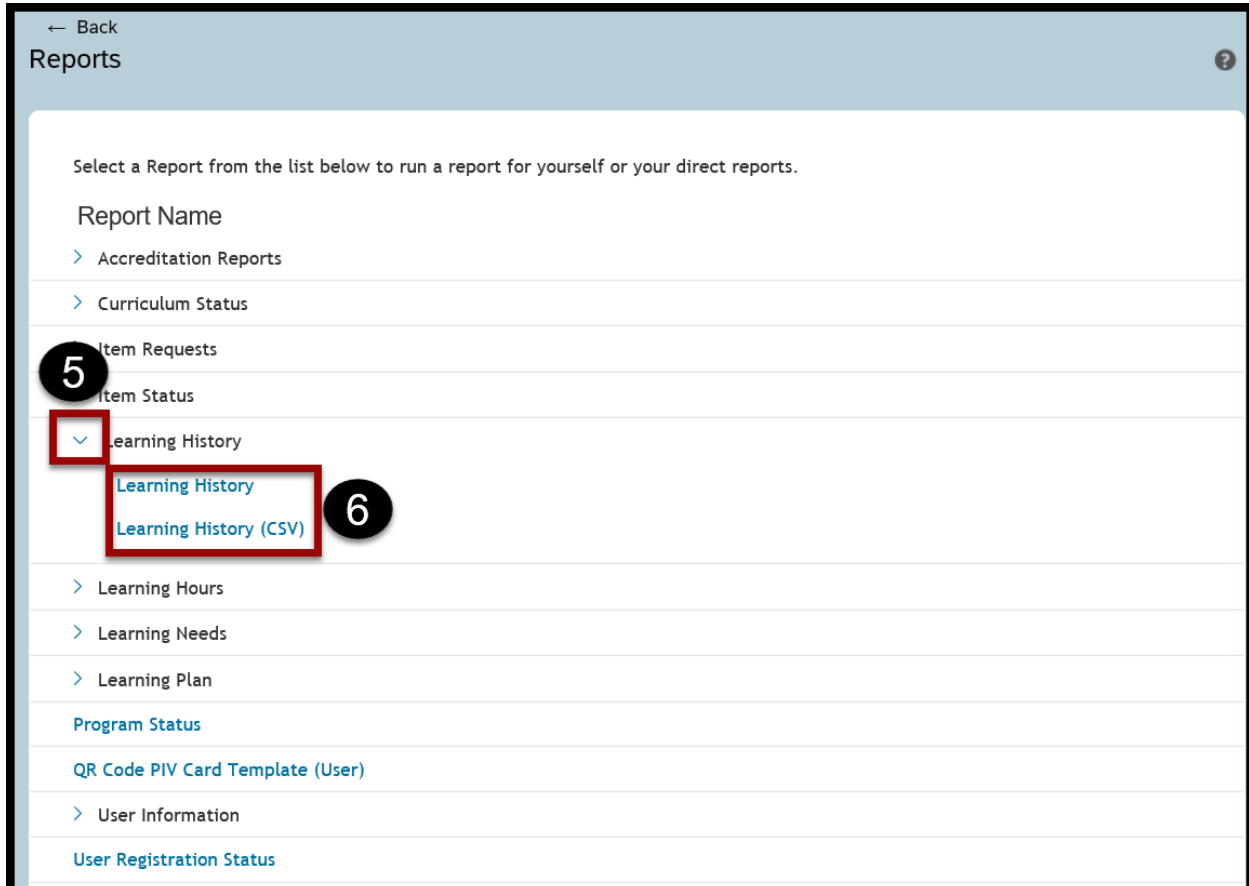
3. Select the **My Teams** tab.
4. Under the Manager Links widget box, choose the **Reports** option.



The screenshot displays the TMS interface. At the top, the 'Learning' dropdown menu is visible. Below it, the 'My Learning' and 'My Team' tabs are shown, with 'My Team' highlighted by a red box and a circled '3'. The main content area shows a search bar with 'A0044 DMLMUSER' and a 'To Do' list for 'A0044 DMLMUSER'. Below the search bar, there is a message: 'You don't have any assignments.' On the right side, there is a 'Find Learning' widget with a search bar and a 'Go' button. Below that is a 'Manager Links' widget with three options: 'Add to Learning History', 'Register/Withdraw Employ...', and 'Reports'. The 'Reports' option is highlighted by a red box and a circled '4'.

5. Select the **expand arrow** to view the different versions available.
6. Choose a version **hyperlink**.

**Note:** CSV stands for Comma-Separated Value and will open in Microsoft Excel.



The screenshot shows the 'Reports' page in the TMS interface. 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 categories with expandable arrows: 'Accreditation Reports', 'Curriculum Status', 'Item Requests', 'Item Status', 'Learning History', 'Learning Hours', 'Learning Needs', 'Learning Plan', 'Program Status', 'QR Code PIV Card Template (User)', 'User Information', and 'User Registration Status'. The 'Learning History' category is expanded, showing two options: 'Learning History' and 'Learning History (CSV)'. A red box highlights the expand arrow next to 'Learning History' (labeled with a '5' in a black circle) and the 'Learning History (CSV)' option (labeled with a '6' in a black circle).

7. Select an option in the **User** section.
8. Enter the report parameters. Available criteria will vary depending on the report.
9. Select **Run Report**.

Run Learning History

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

**Report Title:** Learning History

**Report Header:**

**Report Footer:**

**Report Destination:** Browser

**Report Format:** HTML

Mask User IDs

Page Break Between Records

**Completed Date From:**  (MM/DD/YYYY)

**Completed Date To:**  (MM/DD/YYYY)

**Report Type:**  Summary  Detail

**Include:**  Item Events  External Events  Program Events  All

**Print Comments:**  Yes  No

**Sort By:**  Completion Date  Entity ID



10. Depending on what destination and format you chose in the report criteria, your report can open in different programs. You have successfully run a managerial report!

Talent Management System
Learning History

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**User**

User ID : \*\*\*\*\*
Name :

Item Events	Entity ID	Entity Title	Class ID	Completion Date	Grade	Status
VA 4175768 (Rev 1 - 1/11/2016 10:47 AM America/Chicago)		VA Time & Attendance System – Employees (Interactive)		7/20/2020 06:40 PM America/Chicago		VA-Complete
VA 3901227 (Rev 1 - 1/29/2015 09:15 AM America/Chicago)		VA Core Values Training ( CARE Recommiment)		7/20/2020 12:42 PM America/Chicago		VA-Complete
VA 10203 (Rev 5 - 2/14/2007 02:47 PM America/Chicago)		Privacy and HIPAA Training		4/9/2020 12:42 PM America/Chicago		VA-Complete
VA 10176 (Rev 6 - 2/8/2007 09:53 AM America/Chicago)		VA Privacy and Information Security Awareness and Rules of Behavior		3/13/2020 12:37 PM America/Chicago		VA-Complete
VA 1367006 (Rev 1 - 1/14/2011 08:55 AM America/Chicago)		VA Telework Training Module For Employees		3/13/2020 12:27 PM America/Chicago		VA-Complete
VA 1366994 (Rev 1 - 1/14/2011 08:01 AM America/Chicago)		VA Telework Training Module For Managers		3/13/2020 12:09 PM America/Chicago		VA-Complete
VA 39342 (Rev 1 - 9/5/2019 10:39 AM America/Chicago)		WHIE Overview Course		12/16/2019 10:01 PM America/Chicago		VA-Complete
VA 4157132 (Rev 1 - 10/30/2015 06:35 AM America/Chicago)		White Belt NEO Training		9/17/2019 08:06 PM America/Chicago		VA-Complete
VA 3882316 (Rev 1 - 7/24/2014 06:38 PM America/Chicago)		Culture of Excellence - One Team One Mission (SDC)		9/17/2019 06:55 PM America/Chicago		VA-Complete
VA 3897904 (Rev 1 - 12/29/2014 02:13 PM America/Chicago)		Culture of Excellence: All Employee Team Training SDC		9/17/2019 06:55 PM America/Chicago		VA-Complete
VA 4203124 (Rev 1 - 1/13/2017 12:10 PM America/Chicago)		Veterans Service/Own the Moment		9/17/2019 06:55 PM America/Chicago		VA-Complete
VA 10176 (Rev 6 - 2/8/2007 09:53 AM America/Chicago)		VA Privacy and Information Security Awareness and Rules of Behavior		9/16/2019 11:10 AM America/Chicago		VA-Complete
VA 2673963 (Rev 1 - 1/5/2012 12:50 PM America/Chicago)		New Employee Orientation (NEO) Stage I - SDC		9/16/2019 11:10 AM America/Chicago		VA-Complete
VA 66979 (Rev 1 - 2/8/2008 01:40 PM America/Chicago)		Suicide Prevention Guide Training (S.A.V.E.)		9/16/2019 11:10 AM America/Chicago		VA-Complete

**User**

User ID : \*\*\*\*\*
Name :

Item Events	Entity ID	Entity Title	Class ID	Completion Date	Grade	Status
VA 10176 (Rev 6 - 2/8/2007 09:53 AM America/Chicago)		VA Privacy and Information Security Awareness and Rules of Behavior		7/14/2020 08:10 AM America/Chicago		VA-Complete
VA 3812493 (Rev 1 - 6/13/2013 12:25 PM America/Chicago)		Government Ethics - The Essentials		7/13/2020 11:20 AM America/Chicago		VA-Complete
VA 4481925 (Rev 1 - 9/7/2018 03:53 PM America/Chicago)		TMS 2.0 Scheduling Managers Training	3622868	6/15/2020 02:30 PM America/Chicago		VA-Complete
VA 4450696 (Rev 1 - 5/23/2018 02:19 PM America/Chicago)		TMS 2.0 Exam and Quizzes, Surveys & Training Evaluations Training	3622951	6/9/2020 02:30 PM America/Chicago		VA-Complete
VA 4554898 (Rev 1 - 5/5/2020 08:48 PM America/Chicago)		Building Your Resiliency and Capacity During Uncertain Times	3672642	5/12/2020 01:00 PM America/Chicago		VA-Complete
NFED 4480843 (Rev 1 - 9/5/2018 10:43 AM America/Chicago)		VEWS Application Training Video		4/22/2020 10:52 AM America/Chicago		NFED-Complete

