Manager Job Aid: Run Reports

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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
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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.

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