User Job Aid: Search VA TMS Library

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Purpose

The purpose of this job aid is to guide you through the step-by-step process of searching the VA TMS library. The main purpose of the VA TMS library is to allow you to locate and self-assign learning items that your organization has made available to you.

In this job aid, you will learn how to:

- Task A. Conduct Keyword Searches
- Task B. Browse the VA TMS Library
Task A. Conduct Keyword Searches

1. From My Learning, locate the **Find Learning** widget.
2. In the **Find Learning textbox**, enter letters or words to return all library items containing that information.
3. Select **Go**.
4. Once the Library search results display, select the **More** link to see more details.

5. You have the ability to select **Assign to Me**, **Assign to Others**, or **Start Course**.

6. Select **Calendar View** to open a calendar of classes of the courses for which you searched.
7. You can narrow the search by entering a **keyword** into the search textbox.
8. You can navigate to a different month by using the **arrows** above the calendar.
9. You can filter the search results by selecting a **Learning Type, Source, Delivery Method**, and **Category**.
10. Select **Courses View** to return to the other library search result layout.
Task B. Browse the VA TMS Library

1. In addition to conducting keyword searches, you can browse the VA TMS library. Select **Browse all courses** in the Find Learning widget.

2. From the VA TMS library, you can use the textbox to enter a **keyword**.