



TMS
2.0

VA

Admin Job Aid

Add Item to Library



Admin Job Aid: Add Item to Library

(Revision date: September 9, 2020)

Purpose

The purpose of this job aid is to guide you through the step-by-step process of adding an item to a library.

In this job aid, you will learn how to:

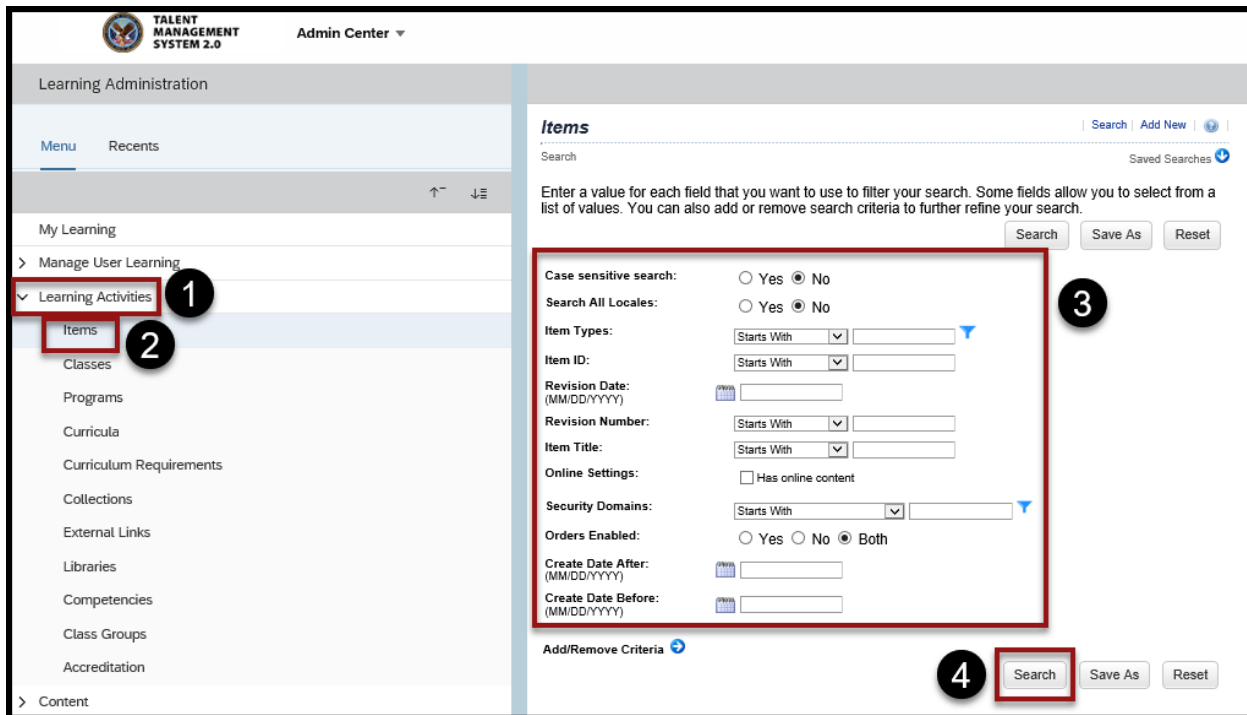
- Task A. Access Item Record
- Task B. Add Item to Library





Task A. Access Item Record

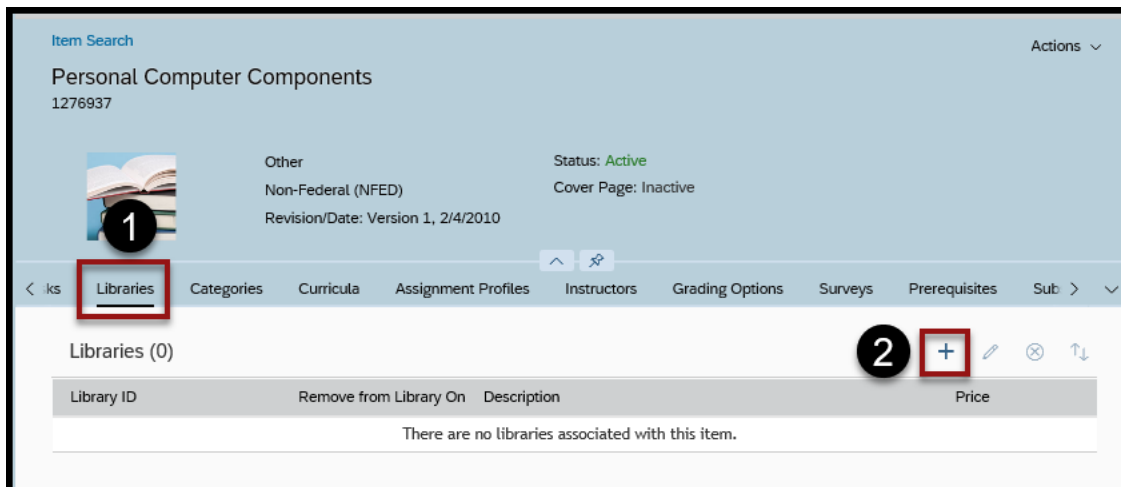
1. Select **Learning Activities** to expand the menu of options.
2. Select **Items**.
3. Enter **Search Criteria**.
4. Select **Search**.



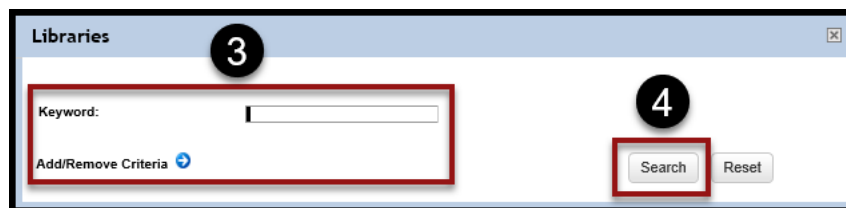
The screenshot displays the TMS Admin Center interface. On the left, the 'Learning Administration' menu is expanded to show 'Learning Activities' (1) and 'Items' (2). The main content area shows the 'Items' search criteria form (3) with fields for Case sensitive search, Search All Locales, Item Types, Item ID, Revision Date, Revision Number, Item Title, Online Settings, Security Domains, Orders Enabled, Create Date After, and Create Date Before. The 'Search' button is highlighted (4).

 **Task B. Add Item to Library**

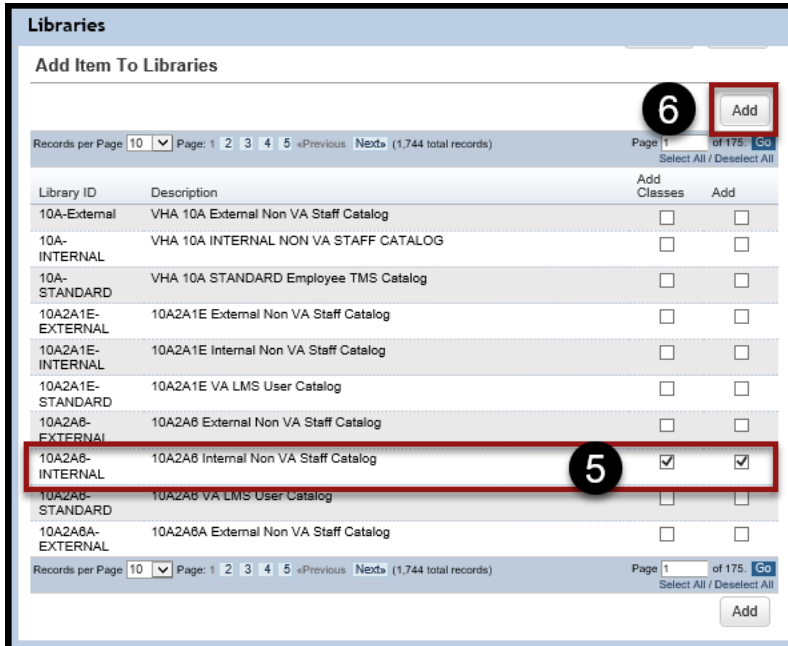
1. Select the **Libraries** tab in the item record.
2. Select the **Add Library** icon.



3. Enter **Search Criteria**.
4. Select **Search**.



5. Select the **Add checkboxes** for the Library you want to add the item to.
6. Select the **Add** button.



Libraries

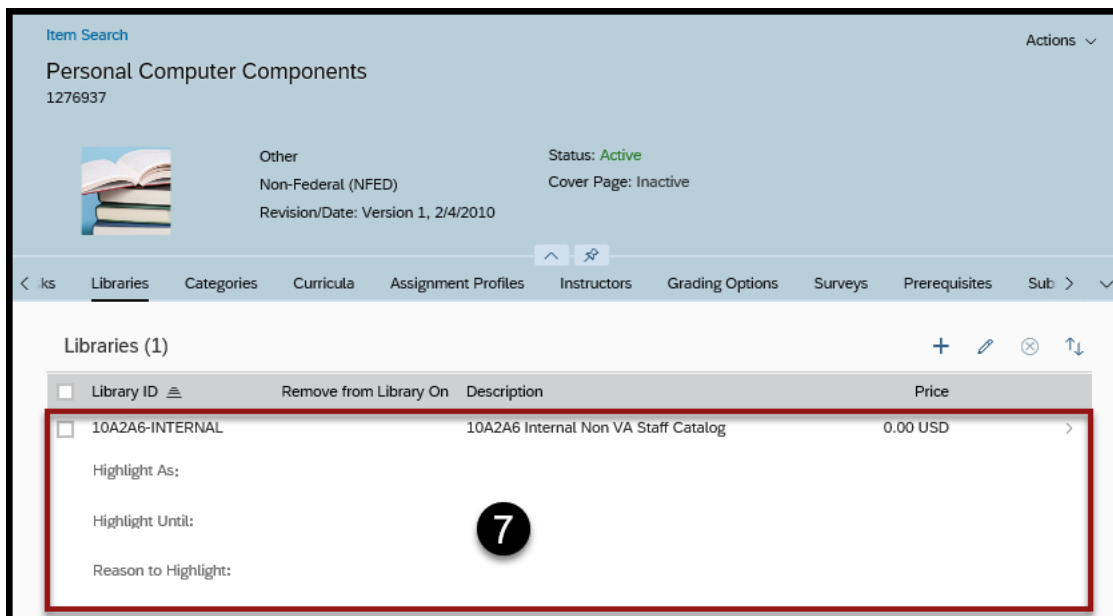
Add Item To Libraries

Records per Page: 10 Page: 1 of 175 (1,744 total records) **6** Add

Library ID	Description	Add Classes	Add
10A-External	VHA 10A External Non VA Staff Catalog	<input type="checkbox"/>	<input type="checkbox"/>
10A-INTERNAL	VHA 10A INTERNAL NON VA STAFF CATALOG	<input type="checkbox"/>	<input type="checkbox"/>
10A-STANDARD	VHA 10A STANDARD Employee TMS Catalog	<input type="checkbox"/>	<input type="checkbox"/>
10A2A1E-EXTERNAL	10A2A1E External Non VA Staff Catalog	<input type="checkbox"/>	<input type="checkbox"/>
10A2A1E-INTERNAL	10A2A1E Internal Non VA Staff Catalog	<input type="checkbox"/>	<input type="checkbox"/>
10A2A1E-STANDARD	10A2A1E VA LMS User Catalog	<input type="checkbox"/>	<input type="checkbox"/>
10A2A6-EXTERNAL	10A2A6 External Non VA Staff Catalog	<input type="checkbox"/>	<input type="checkbox"/>
10A2A6-INTERNAL	10A2A6 Internal Non VA Staff Catalog	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
10A2A6-STANDARD	10A2A6 VA LMS User Catalog	<input type="checkbox"/>	<input type="checkbox"/>
10A2A6A-EXTERNAL	10A2A6A External Non VA Staff Catalog	<input type="checkbox"/>	<input type="checkbox"/>

Records per Page: 10 Page: 1 of 175 (1,744 total records) Add

7. You have successfully added the item to the Library you selected.



Item Search

Personal Computer Components
1276937

Other Status: Active
Non-Federal (NFED) Cover Page: Inactive
Revision/Date: Version 1, 2/4/2010

Libraries (1)

Library ID	Remove from Library On	Description	Price
<input type="checkbox"/> 10A2A6-INTERNAL		10A2A6 Internal Non VA Staff Catalog	0.00 USD

Highlight As:
Highlight Until:
Reason to Highlight: