



TMS  
2.0

VA

# Admin Job Aid

Copy Substitutes



## Admin Job Aid: Copy Substitutes When Copying Items

(Revision: September 10, 2020)

### Purpose

The purpose of this job aid is to guide VA TMS administrators on how to copy the substitutes of learning items when copying the item itself.

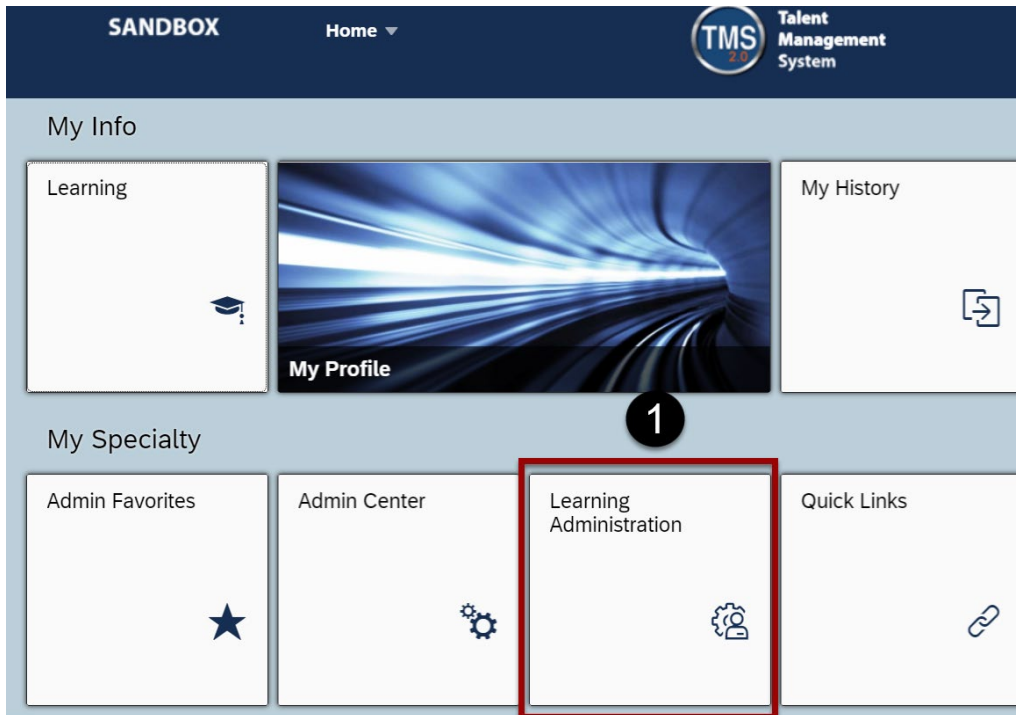
In this job aid, you will learn how to:

- Task A. Copy Substitutes When Copying Learning Items

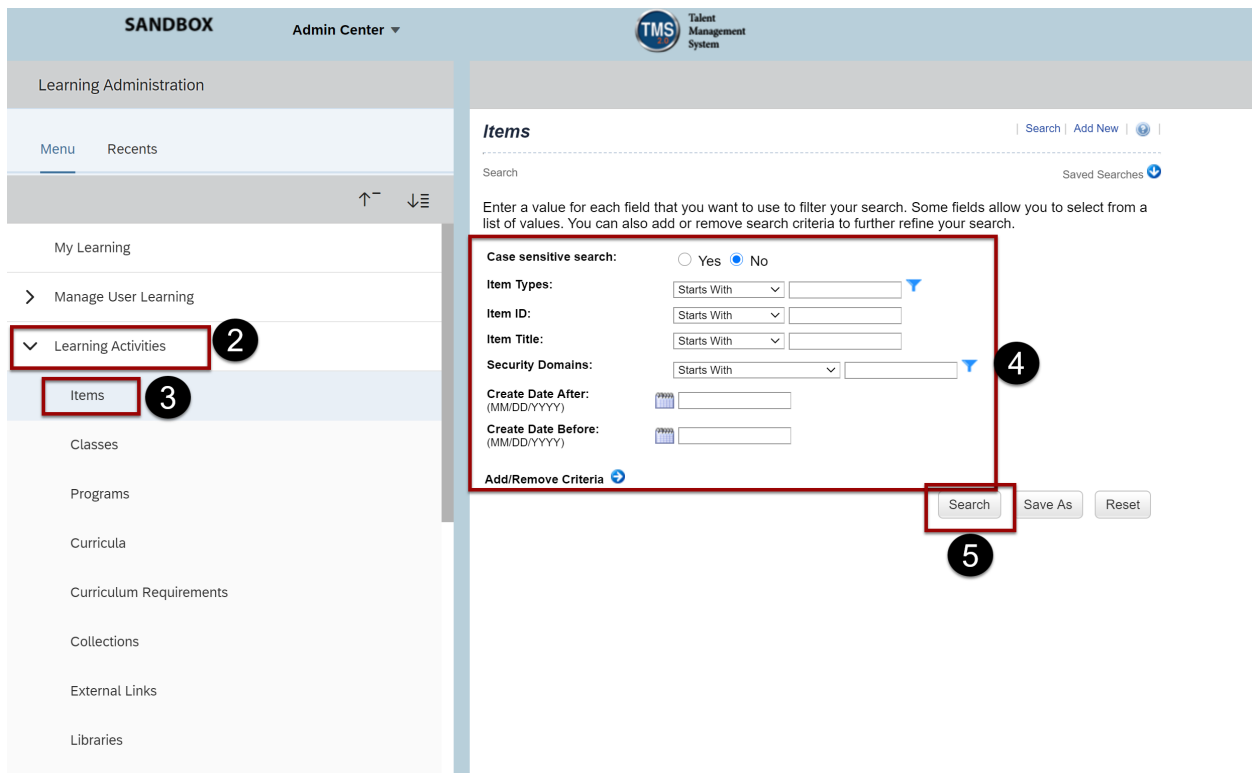


 **Task A. Copy Substitutes When Copying Learning Items**

1. Select the **Learning Administration** link.




2. Select **Learning Activities**.
3. Select **Items**.
4. Enter **search criteria** for an item.
5. Select **Search**.




The screenshot displays the TMS Admin Center interface. On the left, the 'Learning Administration' menu is visible, with 'Learning Activities' (2) and 'Items' (3) highlighted. The main content area shows the 'Items' search page. A search criteria form is highlighted with a red box, containing the following fields: 'Case sensitive search' (radio buttons for Yes and No, with 'No' selected), 'Item Types' (Starts With dropdown), 'Item ID' (Starts With dropdown), 'Item Title' (Starts With dropdown), 'Security Domains' (Starts With dropdown), 'Create Date After' (MM/DD/YYYY date field), and 'Create Date Before' (MM/DD/YYYY date field). A 'Search' button (5) is located at the bottom right of the form, along with 'Save As' and 'Reset' buttons. The 'Add/Remove Criteria' link is also visible at the bottom left of the form.

6. Select the **item** from the search results.


**Items** | Search | Add New | 

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Search > Search Results Saved Searches 


Enter a value for each field that you want to use to filter your search. Some fields allow you to select from a list of values. You can also add or remove search criteria to further refine your search.


**Case sensitive search:**  Yes  No


**Item Types:** Starts With  


**Item ID:** Starts With



**Item Title:** Starts With


**Security Domains:** Starts With  

**Create Date After:** (MM/DD/YYYY) 

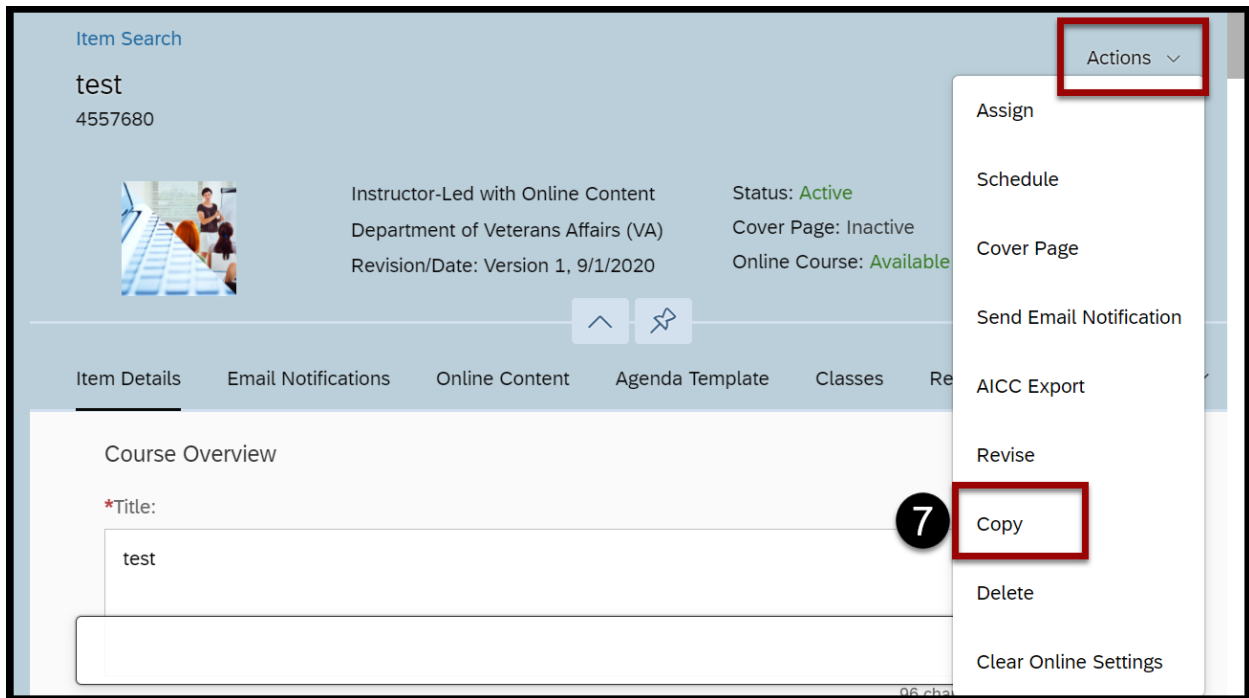
**Create Date Before:** (MM/DD/YYYY) 

**Add/Remove Criteria** 

**Field Chooser**  [Download Search Results](#) 

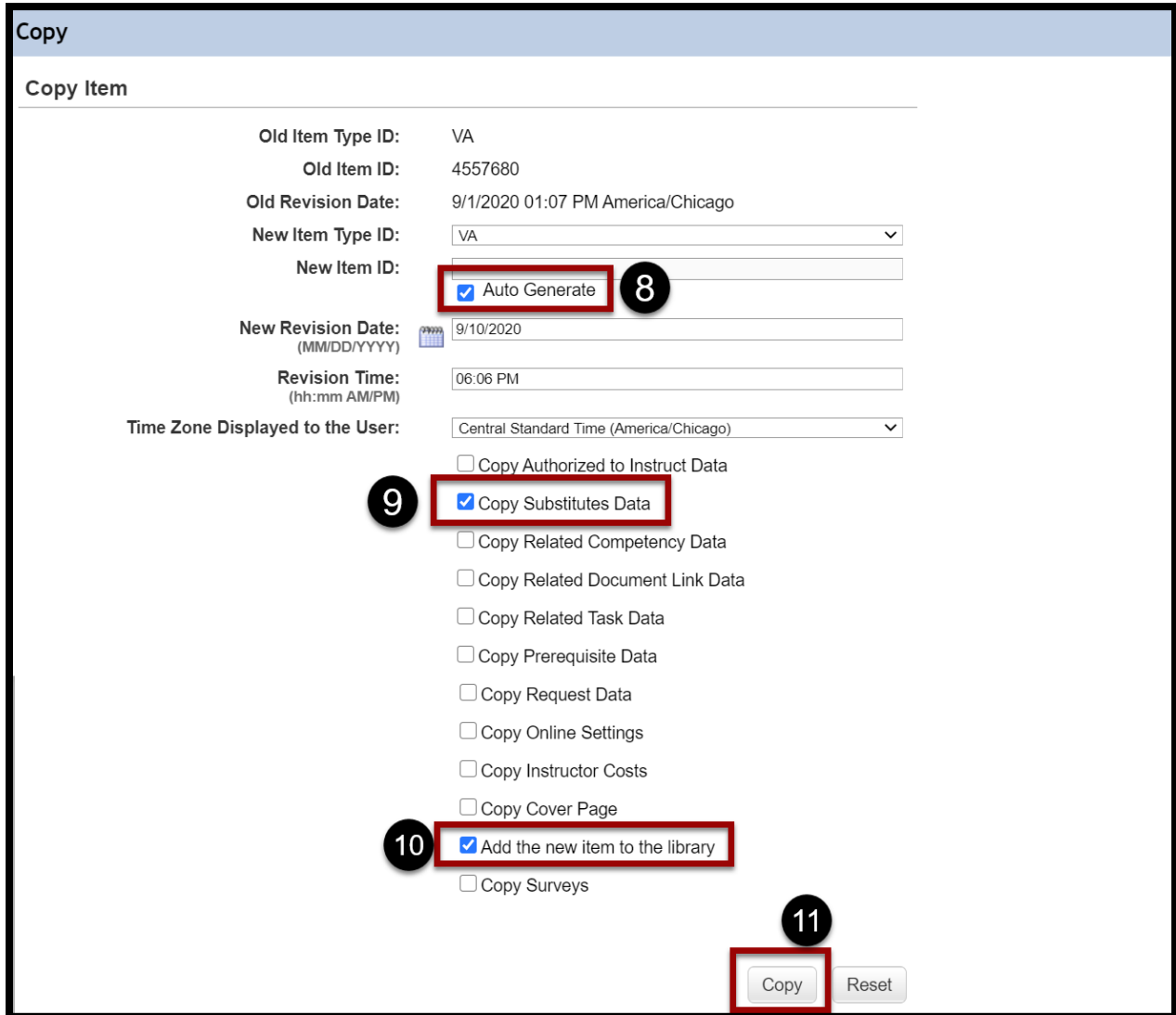
| Item  | Title |
|--|-------|
| VA 4557680 (Rev 1 - 9/1/2020 01:07 PM America/Chicago)                                   | test  |

7. Select the **Copy** link in the **Actions** area.




The screenshot displays the TMS interface for a course item. At the top left, there is an 'Item Search' field containing the text 'test' and the ID '4557680'. Below this is a course overview card with a thumbnail image of a classroom, the title 'Instructor-Led with Online Content', and details: 'Department of Veterans Affairs (VA)', 'Revision/Date: Version 1, 9/1/2020', 'Status: Active', 'Cover Page: Inactive', and 'Online Course: Available'. A navigation bar below the card includes tabs for 'Item Details', 'Email Notifications', 'Online Content', 'Agenda Template', 'Classes', and 'Re'. The 'Item Details' tab is active, showing a 'Course Overview' section with a '\*Title:' label and a text input field containing 'test'. On the right side, an 'Actions' dropdown menu is open, listing options: 'Assign', 'Schedule', 'Cover Page', 'Send Email Notification', 'AICC Export', 'Revise', 'Copy', 'Delete', and 'Clear Online Settings'. The 'Copy' option is highlighted with a red box, and a black circle with the number '7' is placed over it. The 'Actions' dropdown menu itself is also highlighted with a red box at the top.

8. Ensure that the **Auto Generate ID** checkbox in the **New Item ID** section is checked.
9. Check the **Copy Substitutes Data** checkbox.
10. Check the **Add the new item to the library** checkbox.
11. Select **Copy**.



**Copy**

**Copy Item**

Old Item Type ID: VA  
Old Item ID: 4557680  
Old Revision Date: 9/1/2020 01:07 PM America/Chicago  
New Item Type ID: VA  
New Item ID:  Auto Generate **8**  
New Revision Date:  9/10/2020  
Revision Time: 06:06 PM  
Time Zone Displayed to the User: Central Standard Time (America/Chicago)

Copy Authorized to Instruct Data  
**9**  Copy Substitutes Data  
 Copy Related Competency Data  
 Copy Related Document Link Data  
 Copy Related Task Data  
 Copy Prerequisite Data  
 Copy Request Data  
 Copy Online Settings  
 Copy Instructor Costs  
 Copy Cover Page  
**10**  Add the new item to the library  
 Copy Surveys

**11**