



TMS
2.0

VA

User Job Aid

Run Reports



User Job Aid: Run Reports

(Revision date: September 21, 2020)

Purpose

The purpose of this job aid is to guide you through the step-by-step process of running reports.

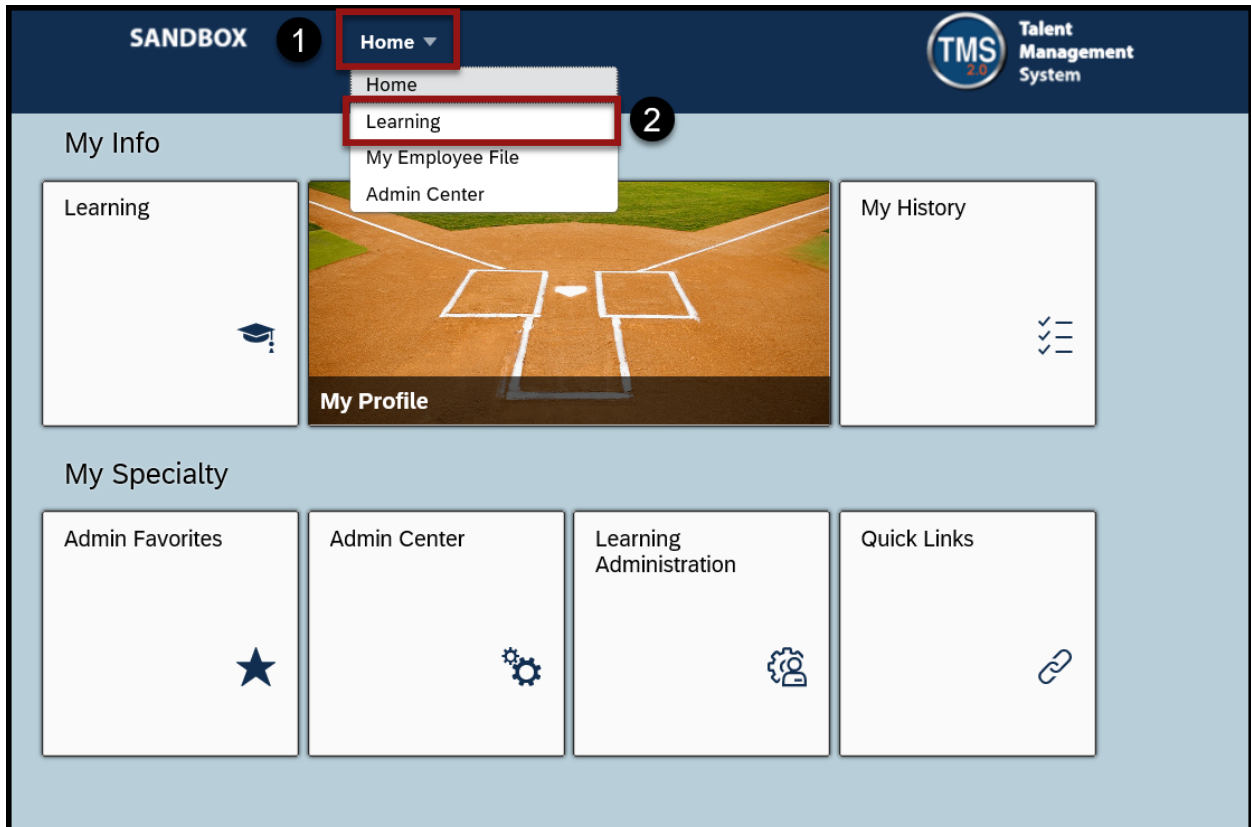
In this job aid, you will learn how to:

- Task A. Print Your Learning History Report



 **Task A. Print Your Learning History Report**

1. Select the **Home** drop-down menu.
2. Select the **Learning** option.



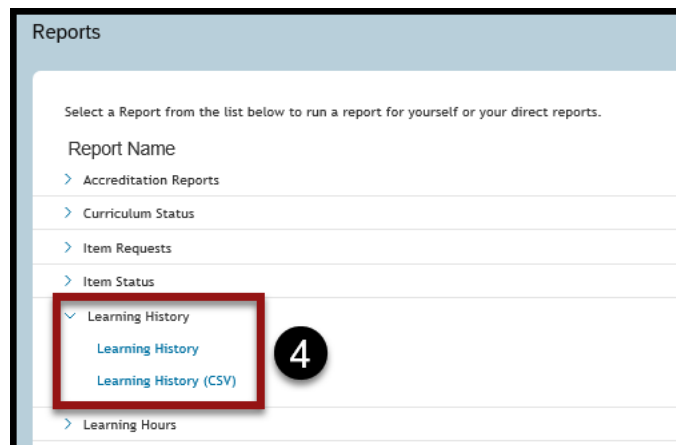
3. Select **Reports** under the Links widget.



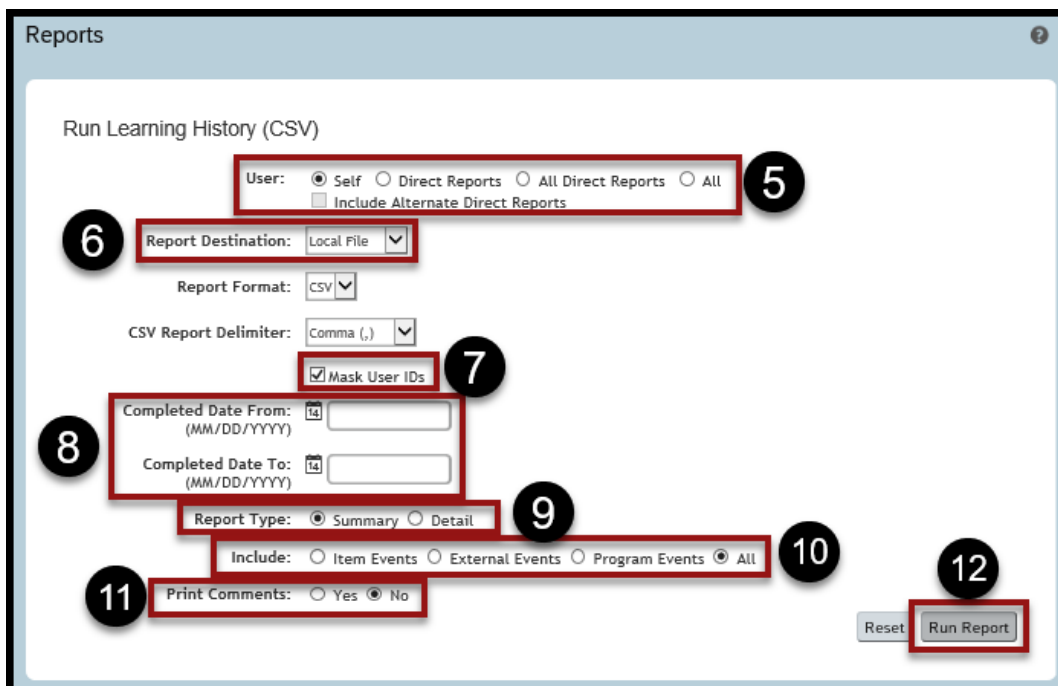
The screenshot shows the TMS interface in 'Sandbox' mode. The main content area is titled 'My Learning' and 'Instructor View'. It features a 'To-Do' section with a search bar and filters, and a list of items under 'DUE LATER'. The first item is 'FISMA Requirement' with a 'RETRAIN BY 12/14/2020' deadline and a 'CHOOSE COURSES' button. The second item is 'VA Privacy and Information Security Awareness and Rules of Behavior' with a '12/14/2020 | REQUIRED' deadline and a 'START COURSE' button. On the right side, there are three widgets: 'My Curricula' showing 'Due Later (2)', 'Links' with a list of navigation options, and 'Learnin...' showing 'recently added' items. The 'Reports' link in the 'Links' widget is highlighted with a red box and a circled number '3'.

4. There will be a list of reports you can choose. Select the **Expand** icon for Learning History. Choose the version of the report you would like to run.

NOTE: Select **Learning History (CSV)**, and it will generate your report in an Excel format.



5. This page allows you to enter specific criteria in order to filter report results. You can choose to run a report for **Self**, **Direct Reports**, **All Direct Reports**, or **All**. You can also choose to Include Alternate Subordinates.
6. Select **Local File** for Report Destination.
7. In some organizations, user IDs are classified as sensitive information. To hide user IDs, you can check **Mask User IDs**.
8. Select the **Calendar Icon** to enter date ranges for reports.
9. You can select the **Report Type** as Summary or Detail.
10. You can choose to include **Item Events**, **External Events**, **Program Events**, or **All** in your report.
11. You can choose to **Print Comments** in your report.
12. Once you have entered your report criteria, select **Run Report**.



Reports

Run Learning History (CSV)

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

Report Destination: Local File

Report Format: CSV

CSV Report Delimiter: Comma (,)

Mask User IDs

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

Reset Run Report