

Job Aid: Use of Bar Code Scanner to Record Attendance

Purpose

The purpose of this job aid is to guide VA TMS Administrators through the attendance recording process in the VA TMS using a bar code scanner. The ability to scan attendance at learning events prevents:

- Long sign-in lines.
- Time-consuming manual transfers of attendance data.
- Errors due to poor penmanship on hand-written class rosters.

This job aid is organized as follows:

- Task A: Run Reports (User)
- Task B: Run Reports (Admin)
- Task C: Export Scheduled Offering Data from the VA TMS
- Task D: Import Scheduled Offering Data into the Bar Code Scanning Utility (.xlt file)
- Task E: Scan Attendance
- Task F: Export Attendance Data from the Bar Code Scanning Utility
- Task G: Import Attendance Data into the VA TMS
- Appendix: Description of Bar Code Scanner Reports

In order to record attendance with a bar code scanner, QR code labels must be printed prior to the learning event. Follow the steps in **Task A: Run Reports (User)** if you would like your learners to print their own QR code labels to bring to a learning event. Follow **Task B: Run Reports (Admin)** if you would like to print the QR code labels yourself and then distribute them to your learners.

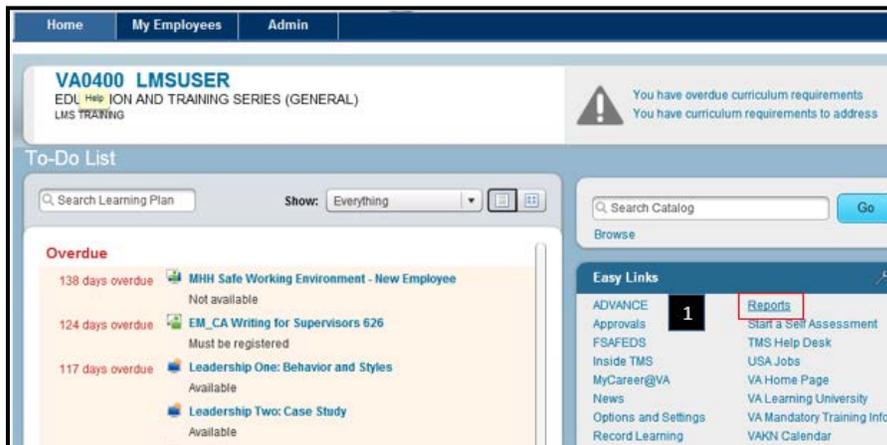
Note: Bar code scanners available in your facility should be compatible with this program.



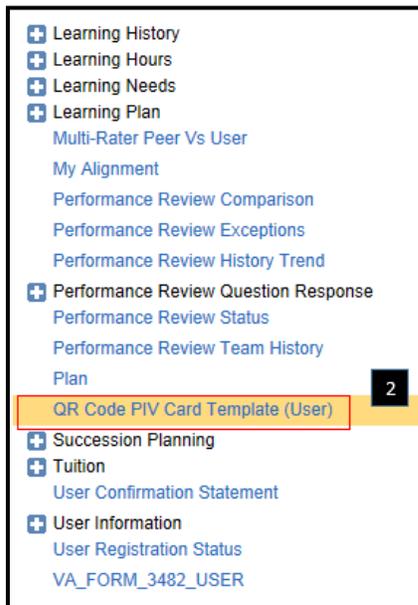
Task A. Run Reports (User)

Have learners follow these steps if you would like them to print their own QR code labels prior to arriving at a learning event.

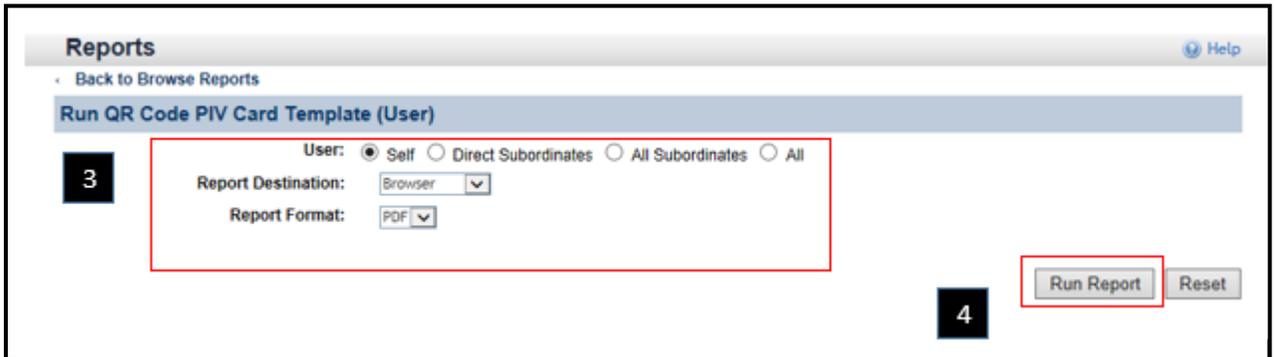
1. Navigate to the **Reports** area.



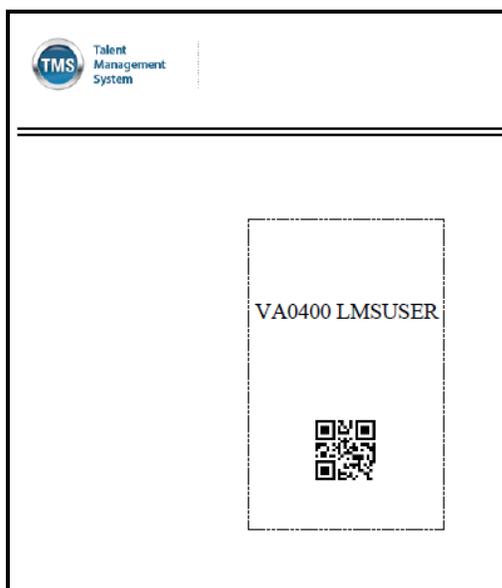
2. Select the User report you want to run.
Note: For this job aid, we have selected the **QR Code PIV Card Template (User)** report.



3. Indicate the **User**, **Report Destination**, and **Report Format**.
Note: These criteria may differ depending on the report you select.
4. Select **Run Report**.



5. Print the report once it displays (sample report shown below).



6. Users can then laminate this card, attach it to their badge holders, and take it to the associated learning event where they will present it to the attendance taker for scanning.



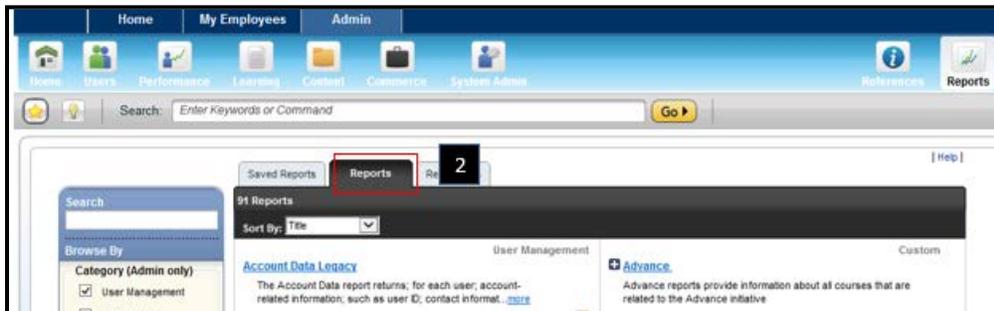
Task B. Run Reports (Admin)

Follow these steps if you want to print the QR code labels and distribute to learners prior to the learning event.

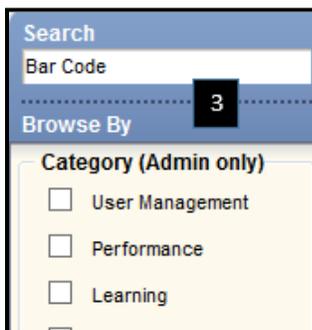
1. Navigate to the **Reports** area.



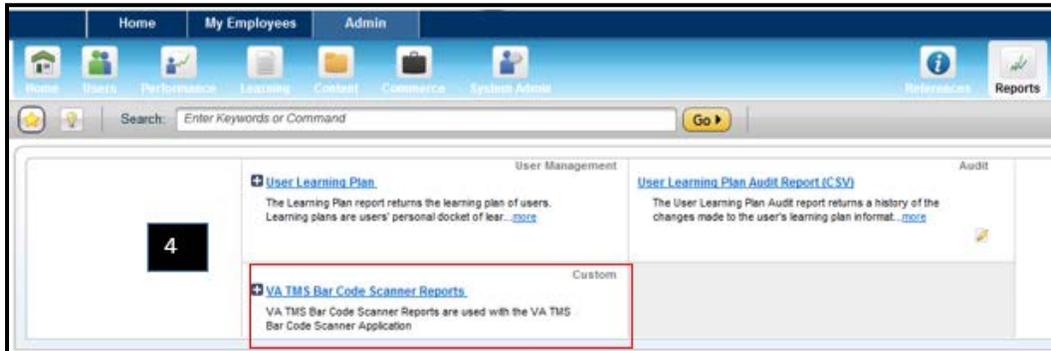
2. Select the **Reports** tab.



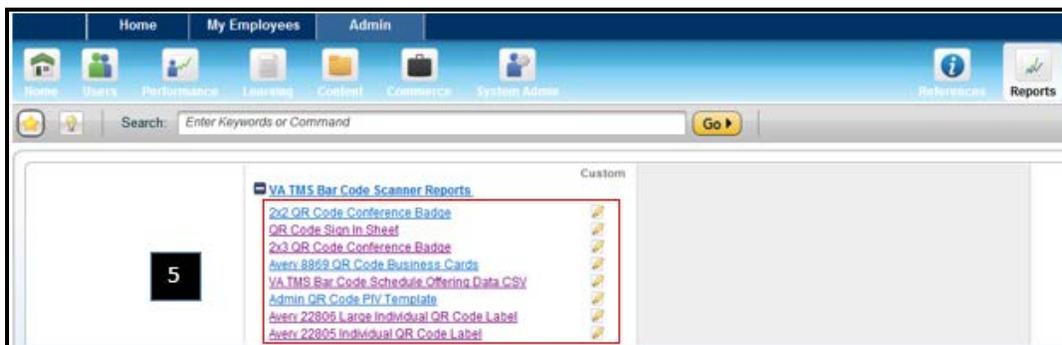
3. Search for the VA TMS Bar Code Scanner Reports by typing **Bar Code** in the Search field and selecting the **Submit** button. **Note:** You only need to enter this search criterion once; the system remembers the criteria and displays the VA TMS Bar Code Scanner Reports link when you return to this page.



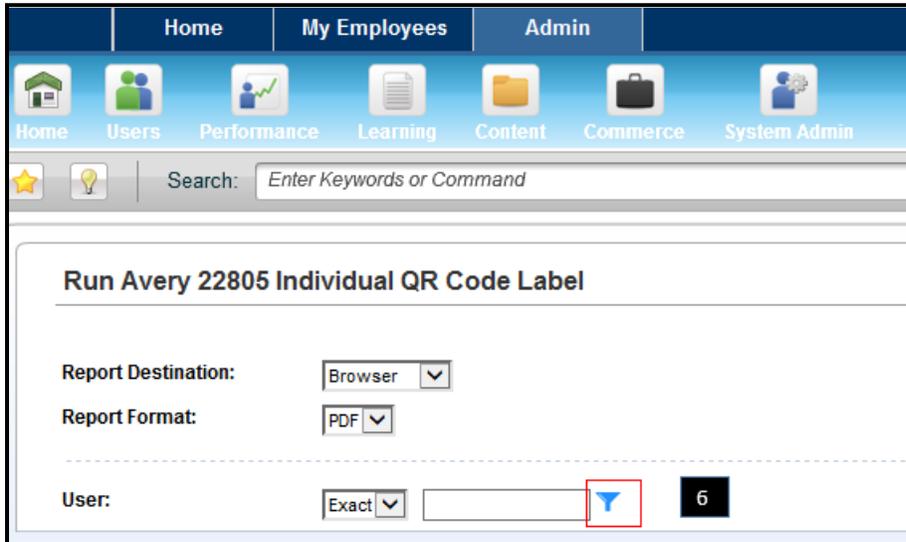
- Select the **VA TMS Bar Code Scanner Reports** link.



- Select the report you want to run.
Note: For this job aid, we have selected the **Avery 22805 Individual QR Code Label** report, which Admins can use to print QR Code labels and distribute to Users to attach to their badge holders. Refer to the appendix for a description of all bar code scanner reports.

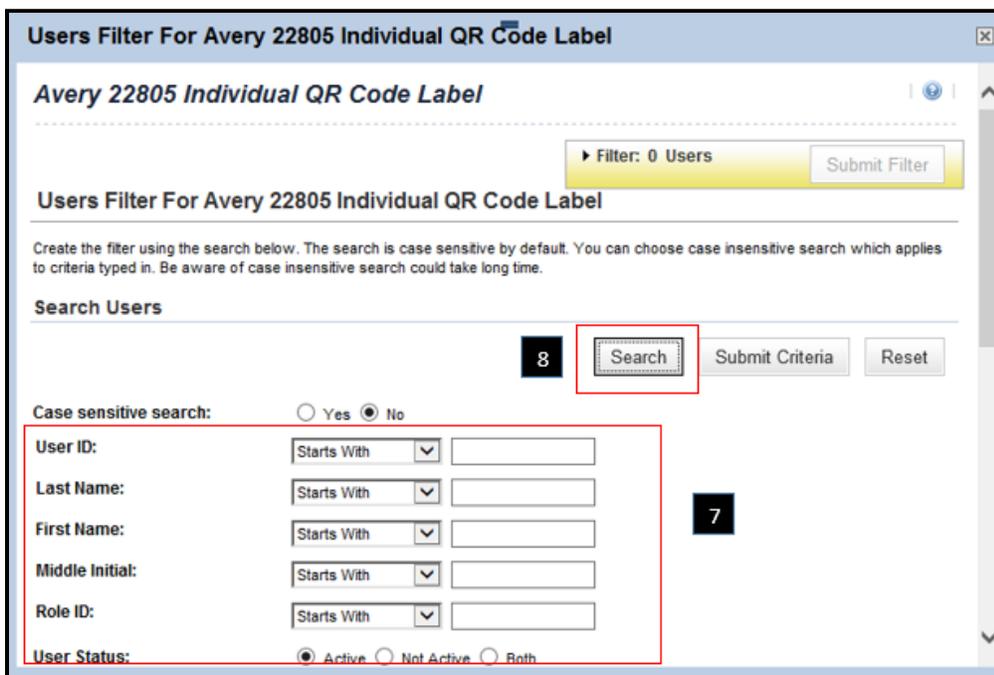


6. Select the **User** filter icon.



7. Enter the search criteria of Users to include in the report.

8. Select **Search**.





9. Select User(s).

Note: For this job aid, we have selected **BARCODEUSER.A0001** and **BARCODEUSER.E0001**.

10. Select **Add to Filter**.

Users Filter For Avery 22805 Individual QR Code Label

As you select records to include in your filter, they will appear in the Filter List. Select Submit Filter when ready to submit the filter and return to your base search criteria

<< Search Again

10 Add to Filter Reset

Records per Page 10 (8 total records) Select All / Deselect All

User ID	User Name	Domain ID	Job Location	Organization ID	Emp Type	Select
BARCODEUSER.A0001	BARCODEUSER, A0001	TEST	82	TEST.044	1	<input checked="" type="checkbox"/>
BARCODEUSER.B0001	BARCODEUSER, B0001	TEST	82	TEST.044	1	<input type="checkbox"/>
BARCODEUSER.C0001	BARCODEUSER, C0001	TEST	82	TEST.044	1	<input type="checkbox"/>
BARCODEUSER.D0001	BARCODEUSER, D0001	TEST	82	TEST.044	1	<input type="checkbox"/>
BARCODEUSER.E0001	BARCODEUSER, E0001	TEST	82	TEST.044	1	<input checked="" type="checkbox"/>
BARCODEUSER.F0001	BARCODEUSER, F0001	TEST	82	TEST.044	1	<input type="checkbox"/>
BARCODEUSER.G0001	BARCODEUSER, G0001	TEST	82	TEST.044	1	<input type="checkbox"/>
BARCODEUSER.H0001	BARCODEUSER, H0001	TEST	82	TEST.044	1	<input type="checkbox"/>

11. Select **Submit Filter**.

Users Filter For Avery 22805 Individual QR Code Label

Avery 22805 Individual QR Code Label

Filter: 2 Users Submit Filter

Select Users from list

11

As you select records to include in your filter, they will appear in the Filter List. Select Submit Filter when ready to submit the filter and return to your base search criteria

<< Search Again

Add to Filter Reset

Records per Page 10 (8 total records) Select All / Deselect All

User ID	User Name	Domain ID	Job Location	Organization ID	Emp Type	Select
BARCODEUSER.A0001	BARCODEUSER, A0001	TEST	82	TEST.044	1	<input checked="" type="checkbox"/>
BARCODEUSER.B0001	BARCODEUSER, B0001	TEST	82	TEST.044	1	<input type="checkbox"/>
BARCODEUSER.C0001	BARCODEUSER, C0001	TEST	82	TEST.044	1	<input type="checkbox"/>
BARCODEUSER.D0001	BARCODEUSER, D0001	TEST	82	TEST.044	1	<input type="checkbox"/>
BARCODEUSER.E0001	BARCODEUSER, E0001	TEST	82	TEST.044	1	<input checked="" type="checkbox"/>

12. Select **Schedule Job**.

Report Destination:

Report Format:

User: [2 Selected]  

12

13. Select the **Run this job immediately, if allowable**.

Schedule Background Job

You have opted to schedule this report to run in the background. Please complete the following information if you want this action to run at a specific date and time. If you choose to be notified by email upon completion, please select "Notify via email upon completion" checkbox and specify an email address. If you wish, the report file can be emailed to you when it has been generated, or you can download the report file once the report is complete from the Background Report Jobs module or, if the report has been scheduled as a recurring job, you can download the report from the Recurring Report Jobs module.

Run this job immediately, if allowable. **13**

Schedule this job to be executed on: [View Available Time Slots](#)

14. Select **Finish**.

Notify via email upon completion

Email:

Email the Report

14



15. Select **Finished**.

Job Title: Report
 Description: Avery 22805 Individual QR Code Label
 Scheduled Start Date: 12/17/2013 06:09 PM America/New York
 Status: Scheduled

You can edit the schedule details and status of this background report job in the [Background Jobs](#) module until it has completed successfully, after which it will appear in your [Report Jobs](#) list.

15 Finished

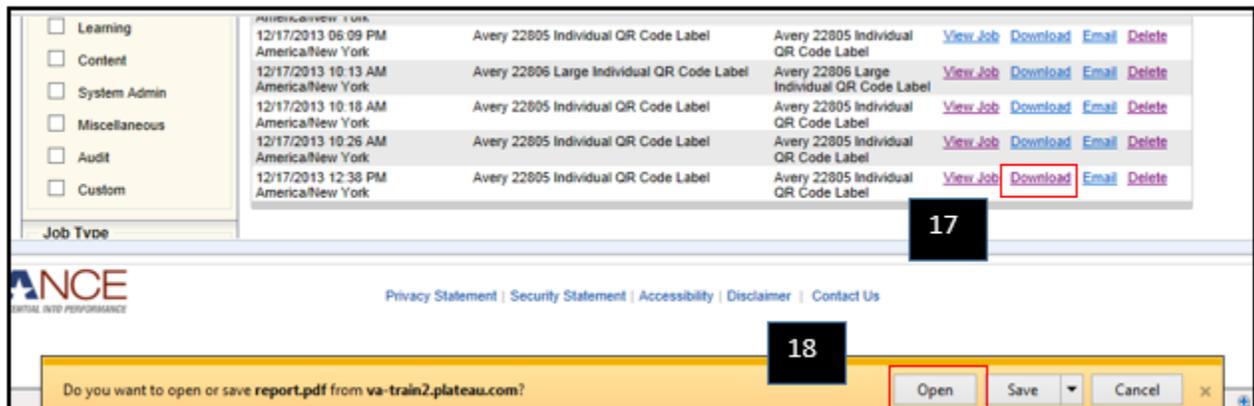
16. Select the **Report Jobs** tab.

Saved Reports Reports Report Jobs 16

8 Report Jobs

Date Scheduled	Title
(none)	(none)
12/17/2013 01:59 PM America/New York	QR Code Sign In Sheet
12/17/2013 02:09 PM	QR Code Sign In Sheet

17. Select the **Download** link for the **Avery 22805 Individual QR Code Label** report.
18. Select **Open**.



The screenshot shows a table of reports with columns for date, report name, and actions. The 'Download' link for the 'Avery 22805 Individual QR Code Label' report is highlighted with a red box. Below the table, a yellow dialog box asks 'Do you want to open or save report.pdf from va-train2.plateau.com?' with 'Open', 'Save', and 'Cancel' buttons. The 'Open' button is also highlighted with a red box.

Learning	Content	System Admin	Miscellaneous	Audit	Custom
<input type="checkbox"/>					

Date	Report Name	Actions
12/17/2013 06:09 PM America/New York	Avery 22805 Individual QR Code Label	View Job Download Email Delete
12/17/2013 10:13 AM America/New York	Avery 22806 Large Individual QR Code Label	View Job Download Email Delete
12/17/2013 10:18 AM America/New York	Avery 22805 Individual QR Code Label	View Job Download Email Delete
12/17/2013 10:26 AM America/New York	Avery 22805 Individual QR Code Label	View Job Download Email Delete
12/17/2013 12:38 PM America/New York	Avery 22805 Individual QR Code Label	View Job Download Email Delete

Job Type

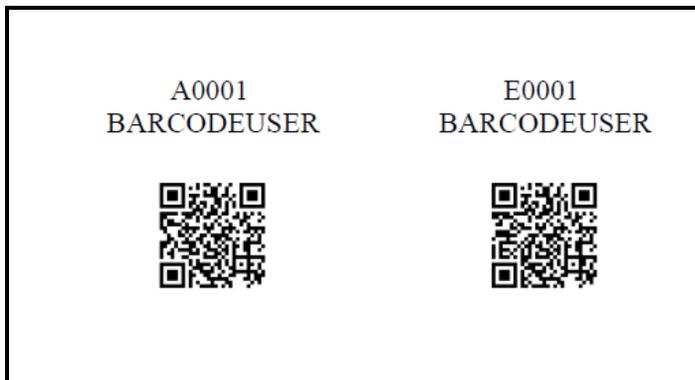
NCE Digital Into Performance

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Do you want to open or save report.pdf from va-train2.plateau.com?

Open Save Cancel

19. Print the report after it displays (sample report shown below).
Note: If “No VA Person Id” displays on the report, that means the User’s account has no value in the VA Person ID field and the QR Code will not scan.

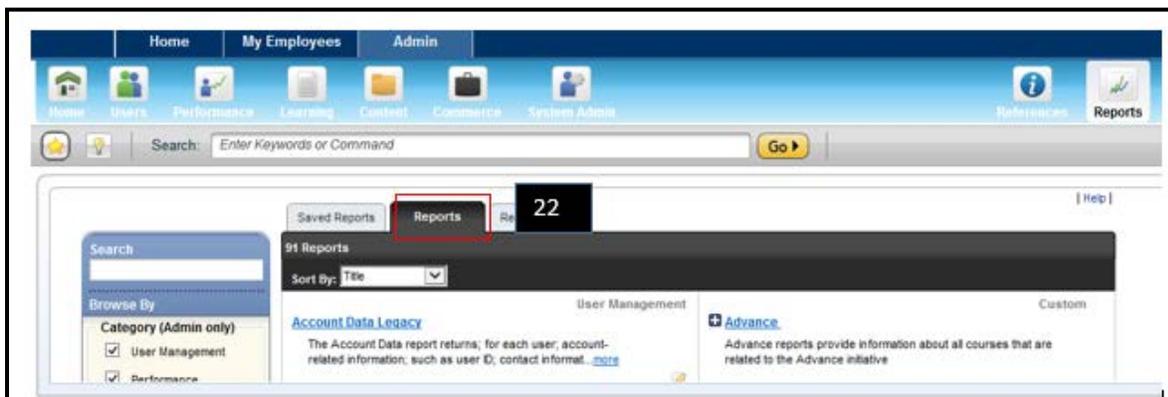


20. Complete **steps 1-19** for any additional QR Code reports you want to run.

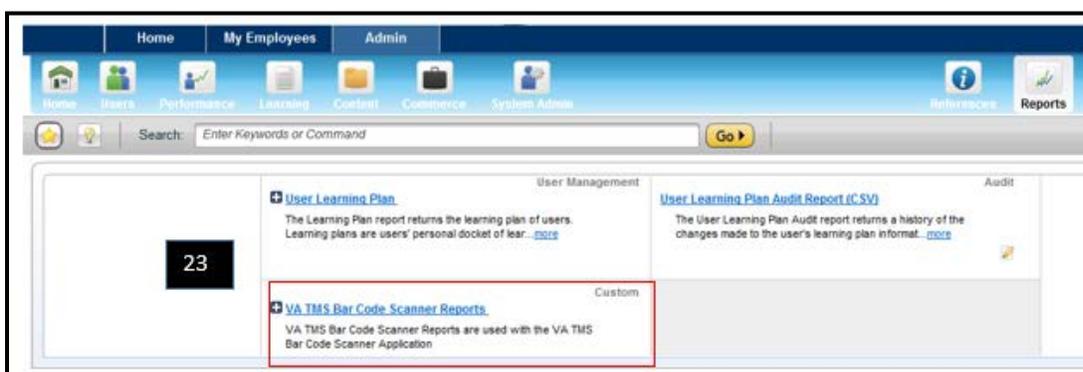
21. Navigate to the **Reports** area again.



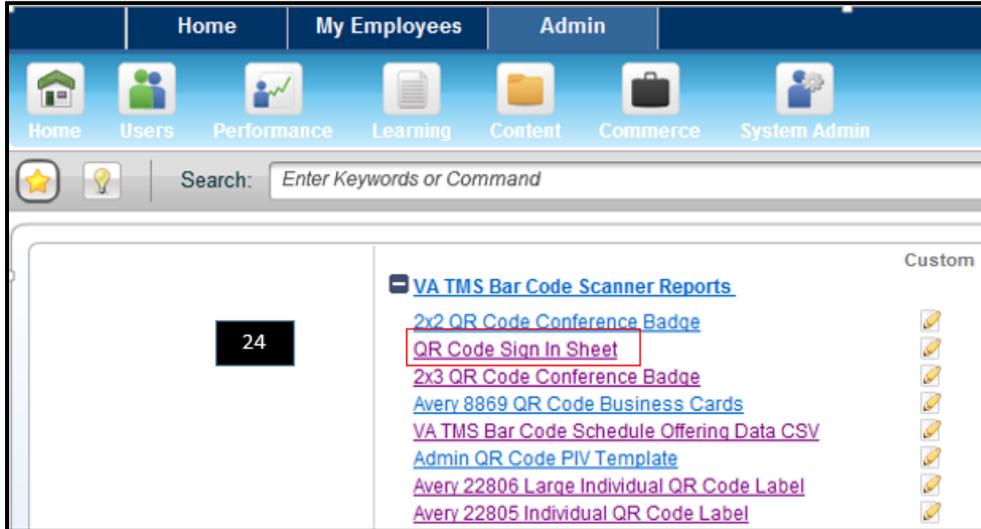
22. Select the **Reports** tab.



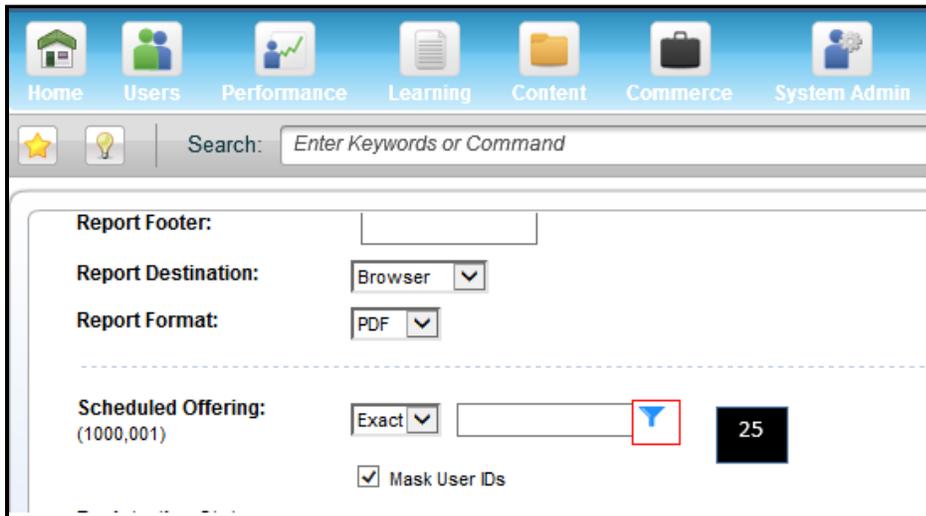
23. Select the **VA TMS Bar Code Scanner Reports** link. Remember, you can search for the VA TMS Bar Code Scanner Reports by typing **Bar Code** in the **Search** field and selecting the **Submit** button.



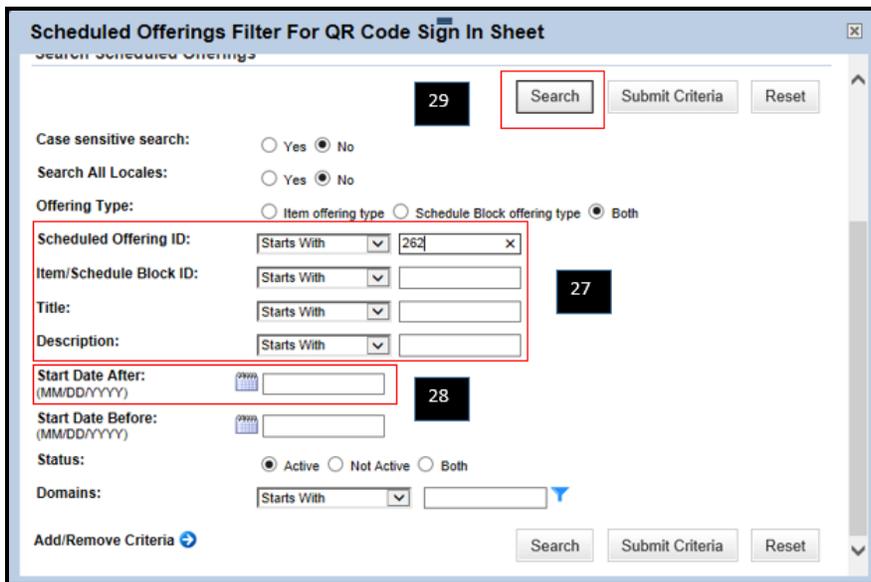
24. Select the **QR Code Sign In Sheet** report.



25. Select the **Scheduled Offering** filter icon.



- 26. The Scheduled Offering search page displays.
- 27. Enter search criteria for your scheduled offering.
- 28. Delete any dates in the **Start Date After** field if the Scheduled Offering is in the past.
- 29. Select **Search**.



Scheduled Offerings Filter For QR Code Sign In Sheet

Search Scheduled Offerings

29

Case sensitive search: Yes No

Search All Locales: Yes No

Offering Type: Item offering type Schedule Block offering type Both

Scheduled Offering ID:

Item/Schedule Block ID:

Title:

Description:

Start Date After: (MM/DD/YYYY) **28**

Start Date Before: (MM/DD/YYYY)

Status: Active Not Active Both

Domains:



30. Select the Scheduling Offering ID(s).

Note: For this job aid, we have selected **2620306** and **2620307**.

31. Select **Add to Filter**.

Scheduled Offerings Filter For QR Code Sign In Sheet

QR Code Sign In Sheet

Filter: 0 Scheduled Offe... Submit Filter

Select Scheduled Offerings from list

As you select records to include in your filter, they will appear in the Filter List. Select Submit Filter when ready to submit the filter and return to your base search criteria

<< Search Again

31 Add to Filter Reset

Records per Page 10 Page: 1 2 3 «Previous Next» (27 total records) Page 30 of 3. Go / Deselect All

Scheduled Offering ID	Title	Item/Schedule Block	Select
2620306	Bar Code Scanning Test Item	VA 3866416 (Rev 1 - 11/21/2013 09:54 AM America/New York)	<input checked="" type="checkbox"/>
2620307	Bar Code Scanning Test Item	VA 3866416 (Rev 1 - 11/21/2013 09:54 AM America/New York)	<input checked="" type="checkbox"/>
2620318	VA-PowerPoint Training	VA 3866412 (Rev 1 - 11/19/2013 10:24 AM America/New York)	<input type="checkbox"/>
2620320	VA-PowerPoint Training	VA 3866412 (Rev 1 - 11/19/2013 10:24 AM America/New York)	<input type="checkbox"/>

32. Select **Submit Filter**.

Scheduled Offerings Filter For QR Code Sign In Sheet

QR Code Sign In Sheet

Filter: 2 Scheduled Offe... Submit Filter

Select Scheduled Offerings from list

As you select records to include in your filter, they will appear in the Filter List. S... return to your base search criteria

<< Search Again

Add to Filter Reset

Records per Page 10 Page: 1 2 3 «Previous Next» (27 total records) Page 1 of 3. Go Select All / Deselect All

Scheduled Offering ID	Title	Item/Schedule Block	Select
2620306	Bar Code Scanning Test Item	VA 3866416 (Rev 1 - 11/21/2013 09:54 AM America/New York)	<input checked="" type="checkbox"/>
2620307	Bar Code Scanning Test Item	VA 3866416 (Rev 1 - 11/21/2013 09:54 AM America/New York)	<input checked="" type="checkbox"/>
2620318	VA-PowerPoint Training	VA 3866412 (Rev 1 - 11/19/2013 10:24 AM America/New York)	<input type="checkbox"/>
2620320	VA-PowerPoint Training	VA 3866412 (Rev 1 - 11/19/2013 10:24 AM America/New York)	<input type="checkbox"/>



33. Select **Schedule Job**.

Registration Status:

- Enrolled
- Waitlisted
- Cancelled
- Pending

33

34. Select **Run this job immediately, if allowable**.

Schedule Background Job

You have opted to schedule this report to run in the background. Please complete the following information if you want this action to run at a specific date and time. If you choose to be notified by email upon completion, please select "Notify via email upon completion" checkbox and specify an email address. If you wish, the report file can be emailed to you when it has been generated, or you can download the report file once the report is complete from the Background Report Jobs module or, if the report has been scheduled as a recurring job, you can download the report from the Recurring Report Jobs module.

Run this job immediately, if allowable. **34**

Schedule this job to be executed on: [View Available Time Slots](#)

35. Select **Finish**.

Notify via email upon completion

Email:

35

Email the Report



36. Select **Finished**.

Job Title: Report
 Description: Avery 22805 Individual QR Code Label
 Scheduled Start Date: 12/17/2013 06:09 PM America/New York
 Status: Scheduled

You can edit the schedule details and status of this background report job in the [Background Jobs](#) module until it has completed successfully, after which it will appear in your [Report Jobs](#) list.

36 Finished

37. Select the **Report Jobs** tab.

Saved Reports Reports Report Jobs 37

8 Report Jobs

Date Scheduled	Title
(none)	(none)
12/17/2013 01:59 PM America/New York	QR Code Sign In Sheet
12/17/2013 02:09 PM	QR Code Sign In Sheet

38. Select the **Download** link for the **QR Code Sign In Sheet** Report.

39. Select **Open**.

Search: QR

8 Report Jobs

Date Scheduled	Title	Description	Actions
(none)	(none)	(none)	
12/17/2013 01:59 PM America/New York	QR Code Sign In Sheet	QR Code Sign In Sheet	View Job Download Email Delete
12/17/2013 02:09 PM America/New York	QR Code Sign In Sheet	QR Code Sign In Sheet	View Job Download Email Delete
12/17/2013 05:19 PM America/New York	QR Code Sign In Sheet	QR Code Sign In Sheet	View Job Download Email Delete
12/17/2013 06:09 PM	Avery 22805 Individual QR Code Label	Avery 22805 Individual	View Job Download Email Delete

38

Do you want to open or save report.pdf from va-train2.plateau.com? 39 Open Save Cancel



40. Print the report once it displays (sample report shown below).

Talent Management System

QR Code Sign In Sheet

40

Schedule

Scheduled Offering ID: 2620306
Title: Bar Code Scanning Test Item
Item: VA 3866416 (Rev 11/21/2013 09:54 AM America/New York)
Facility ID: ### Test (Test Facility)
Phone Number:
Current Registration Status: 4 enrolled, 0 waitlisted
Maximum Registration:

Segment	Start Date/Time	End Date/Time	Instructor	Location
1 Morning Session	Nov 4, 2013 8:00 AM	Nov 4, 2013 12:00 PM	Instructor, Test	Test Location
2 Afternoon Session	Nov 4, 2013 1:00 PM	Nov 4, 2013 5:00 PM	Instructor, Test	Test Location

Talent Management System

QR Code Sign In Sheet

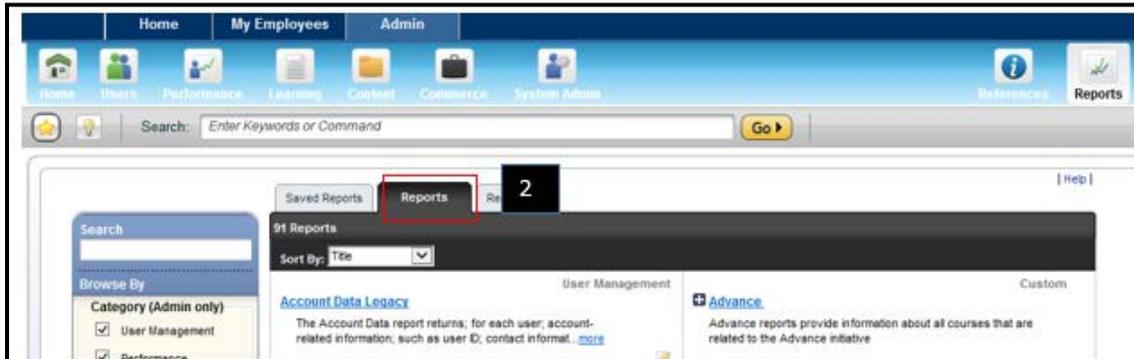
User Name	Preferred Accreditation	Signature	Date
1 BARCODEUSER, A0001		_____	_____
		Last Name, First Name	Last Name
2 BARCODEUSER, B0001		_____	_____
		Last Name, First Name	Last Name
3 BARCODEUSER, C0001		_____	_____
		Last Name, First Name	Last Name
4 BARCODEUSER, D0001		_____	_____
		Last Name, First Name	Last Name

 Task C. Export Scheduled Offering Data from the VA TMS

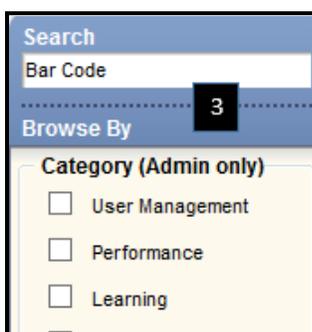
1. Navigate to the **Reports** area.



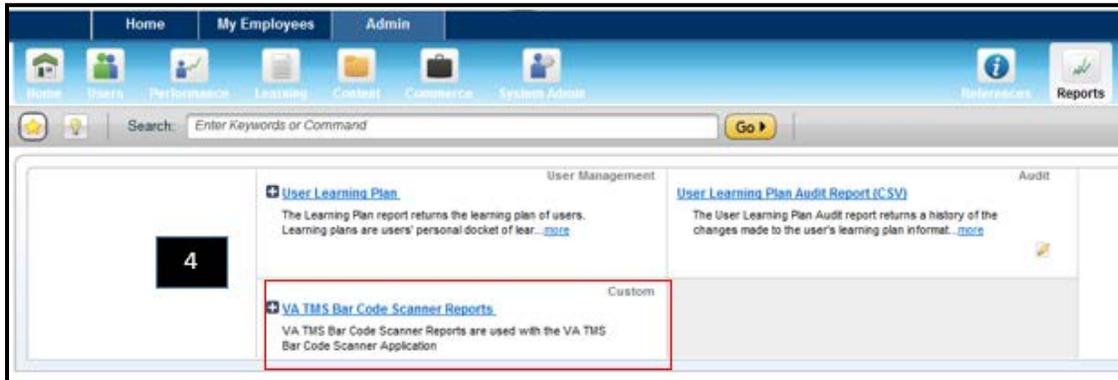
2. Select the **Reports** tab.



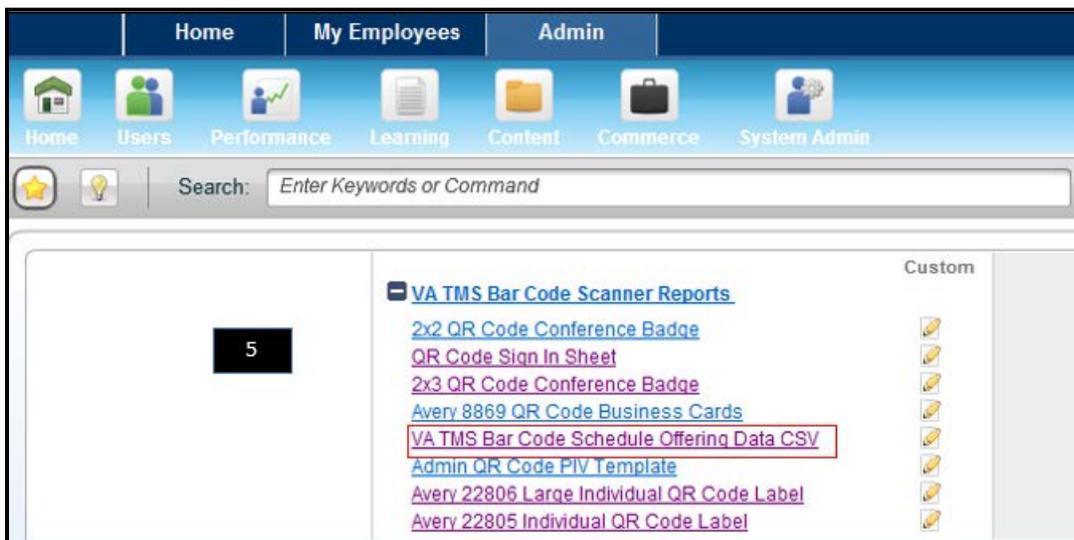
3. Search for the VA TMS Bar Code Scanner Reports by typing **Bar Code** in the **Search** field and selecting the **Submit** button. **Note:** You only need to enter these search criteria once; the system remembers the criteria and displays the VA TMS Bar Code Scanner Reports link when you return to this page.



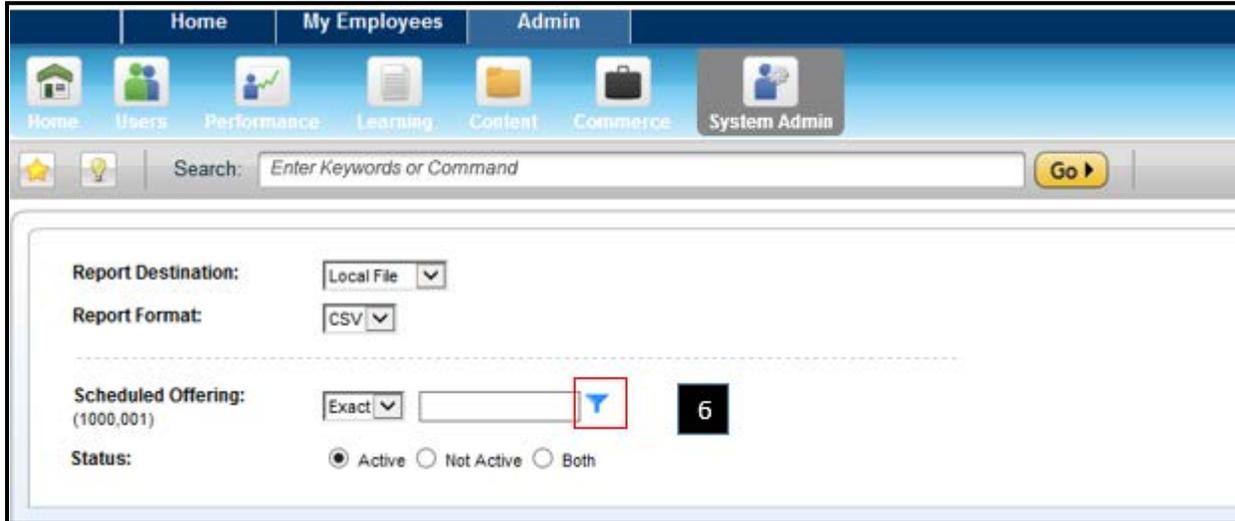
4. Select the **VA TMS Bar Code Scanner Reports** link.



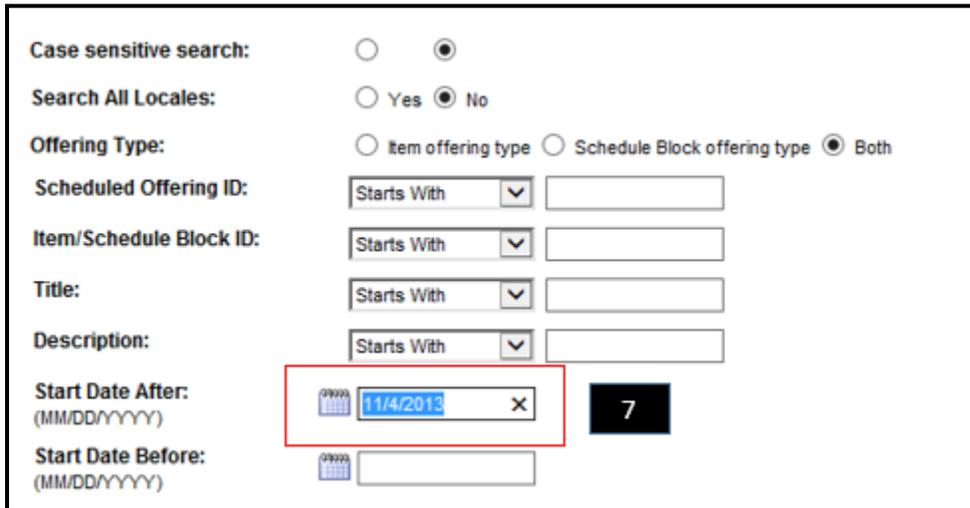
5. Select the **VA TMS Bar Code Scheduled Offering Data CSV** report.



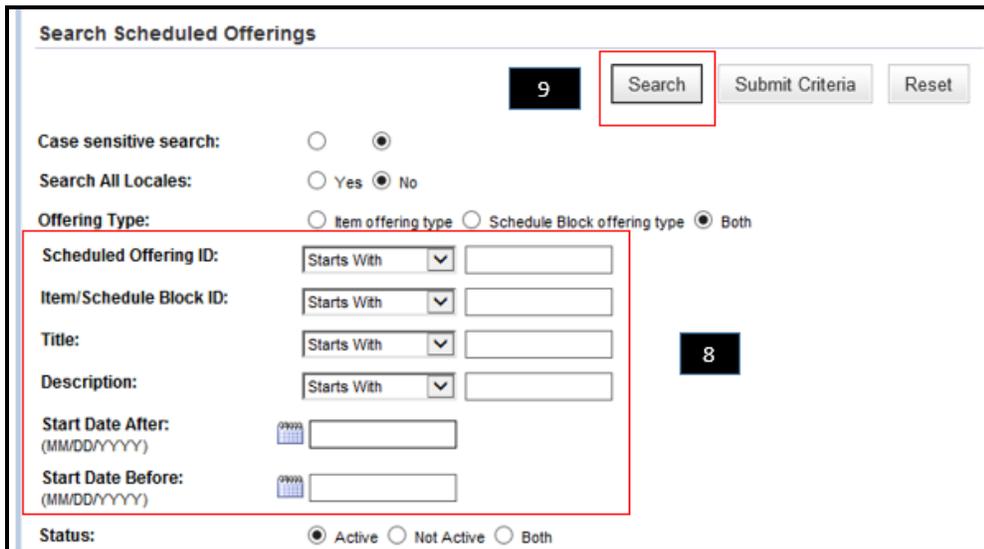
6. Select the **Scheduled Offering** filter icon.



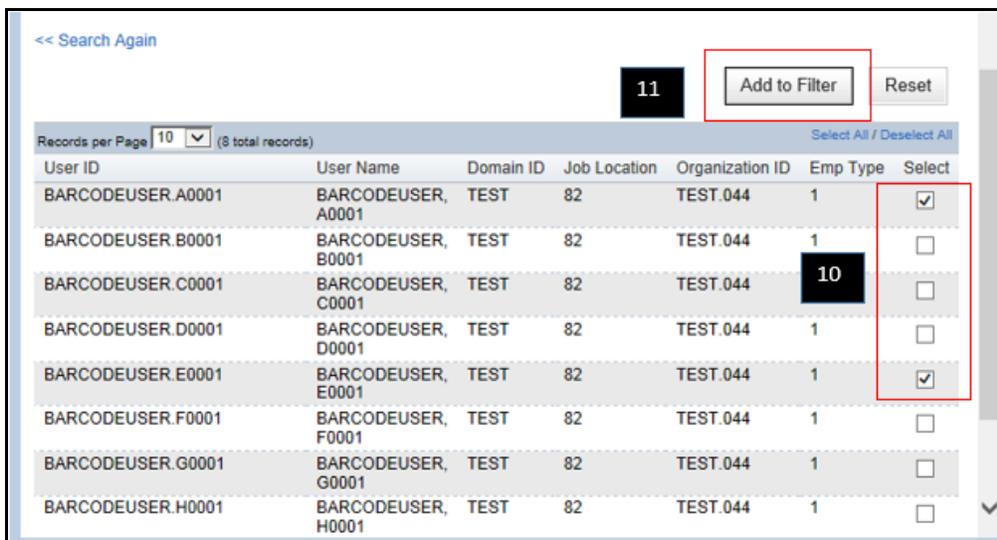
7. Delete any date in the **Start Date After** field if the Scheduled Offering is in the past.



8. Enter search criteria.
9. Select **Search**.



10. Select the Scheduling Offering ID(s).
Note: For this job aid, we have selected **2620306** and **2620307**.
11. Select **Add to Filter**.



User ID	User Name	Domain ID	Job Location	Organization ID	Emp Type	Select
BARCODEUSER.A0001	BARCODEUSER, A0001	TEST	82	TEST.044	1	<input checked="" type="checkbox"/>
BARCODEUSER.B0001	BARCODEUSER, B0001	TEST	82	TEST.044	1	<input type="checkbox"/>
BARCODEUSER.C0001	BARCODEUSER, C0001	TEST	82	TEST.044	1	<input type="checkbox"/>
BARCODEUSER.D0001	BARCODEUSER, D0001	TEST	82	TEST.044	1	<input type="checkbox"/>
BARCODEUSER.E0001	BARCODEUSER, E0001	TEST	82	TEST.044	1	<input checked="" type="checkbox"/>
BARCODEUSER.F0001	BARCODEUSER, F0001	TEST	82	TEST.044	1	<input type="checkbox"/>
BARCODEUSER.G0001	BARCODEUSER, G0001	TEST	82	TEST.044	1	<input type="checkbox"/>
BARCODEUSER.H0001	BARCODEUSER, H0001	TEST	82	TEST.044	1	<input type="checkbox"/>



12. Select **Submit Filter**.

Filter: 2 Scheduled Offerings **12** Submit Filter

Select Scheduled Offerings from list

As you select records to include in your filter, they will appear in the Filter List. Select **Submit Filter** when ready to submit the filter and return to your base search criteria

[<< Search Again](#)

Add to Filter Reset

Records per Page: 10 Page: 1 2 3 4 5 «Previous Next» (124 total records) Page 1 of 13: Go
[Select All / Deselect All](#)

Scheduled Offering ID	Title	Item/Schedule Block	Select
2614497	EMA Two Day Admin Training Class	VA 3868724 (Rev 1 - 9/17/2013 01:04 PM America/New York)	<input type="checkbox"/>
2614495	EMA Two Day Admin Training Class	VA 3868724 (Rev 1 - 9/17/2013 01:04 PM America/New York)	<input type="checkbox"/>
2614498	EMA Two Day Admin Training Class	VA 3868724 (Rev 1 - 9/17/2013 01:04 PM America/New York)	<input type="checkbox"/>
2613517	EMA Two Day Admin Training Class	VA 3868724 (Rev 1 - 9/17/2013 01:04 PM America/New York)	<input type="checkbox"/>
2614496	FMA Two Day Admin Training Class	VA 3868724 (Rev 1 - 9/17/2013 01:04 PM America/New York)	<input type="checkbox"/>

13. Select **Schedule Job**.

Report Format: CSV

Scheduled Offering: (1000,001) [2 Selected]

Status: Active Not Active Both

13 Schedule Job Save Report Reset



14. Select **Run this job immediately, if allowable.**

Schedule Background Job

You have opted to schedule this report to run in the background. Please complete the following information if you want this action to run at a specific date and time. If you choose to be notified by email upon completion, please select "Notify via email upon completion" checkbox and specify an email address. If you wish, the report file can be emailed to you when it has been generated, or you can download the report file once the report is complete from the Background Report Jobs module or, if the report has been scheduled as a recurring job, you can download the report from the Recurring Report Jobs module.

Run this job immediately, if allowable. 14

Schedule this job to be executed on: [View Available Time Slots](#)

15. Select **Finish.**

Notify via email upon completion

Email:

Email the Report

15

16. Select **Finished.**

Job Title: Report

Description: VA TMS Bar Code Schedule Offering Data CSV

Scheduled Start Date: 1/8/2014 09:57 AM America/New York

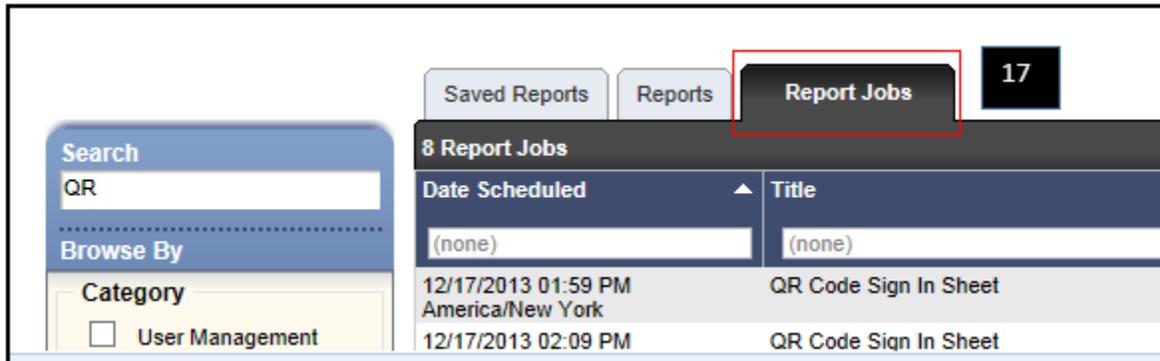
Status: Succeeded

This report job has completed. You can view the results and access the generated report through the [Report Jobs](#) list.

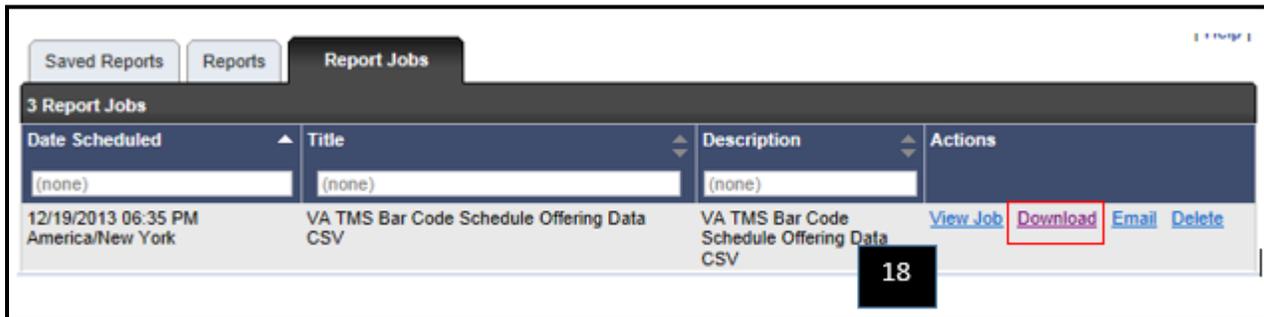
16



17. Select the **Report Jobs** tab.



18. Select the **Download** link for the **VA TMS Bar Code Schedule Offering Data CSV** report.

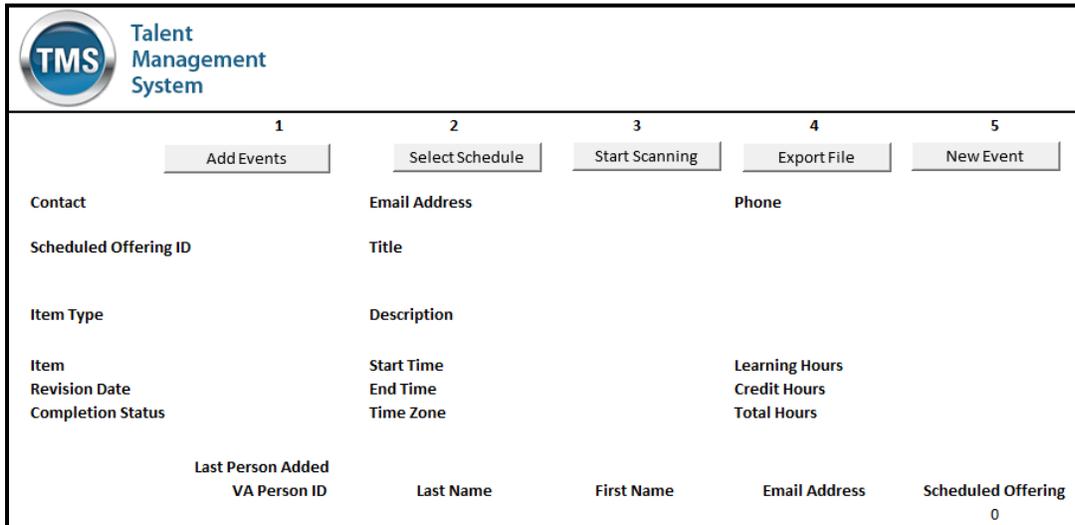


19. Save the **VA TMS Bar Code Scheduled Offering Data CSV** report and note its location.

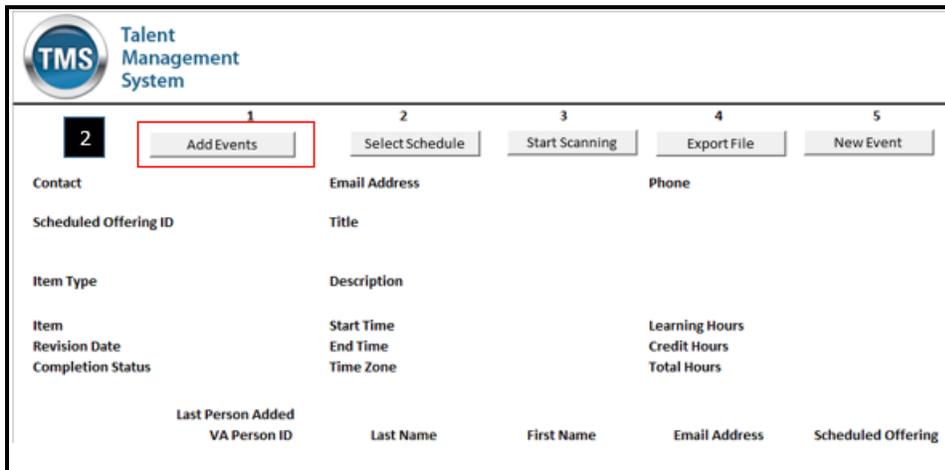


 **Task D. Import Scheduled Offering Data into the Bar Code Scanning Utility (.xlt file)**

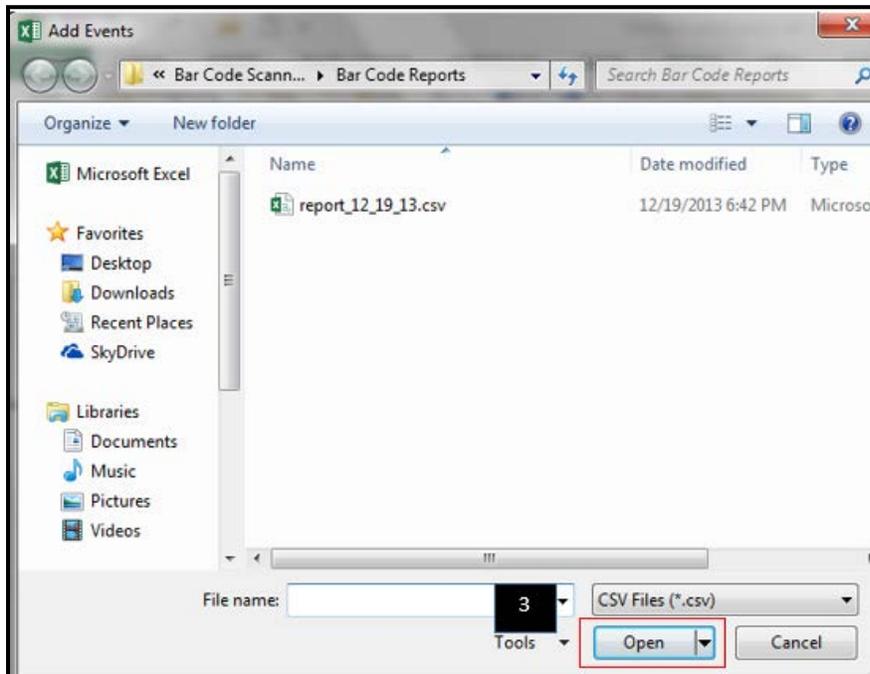
1. Place the **TMSBarCodeScanner.xlt** file in the same folder where you saved the **VA TMS Bar Code Scheduled Offering Data CSV** report. Open the **TMSBarCodeScanner.xlt** file (an example TMSBarCodeScanner.xlt file is shown below).



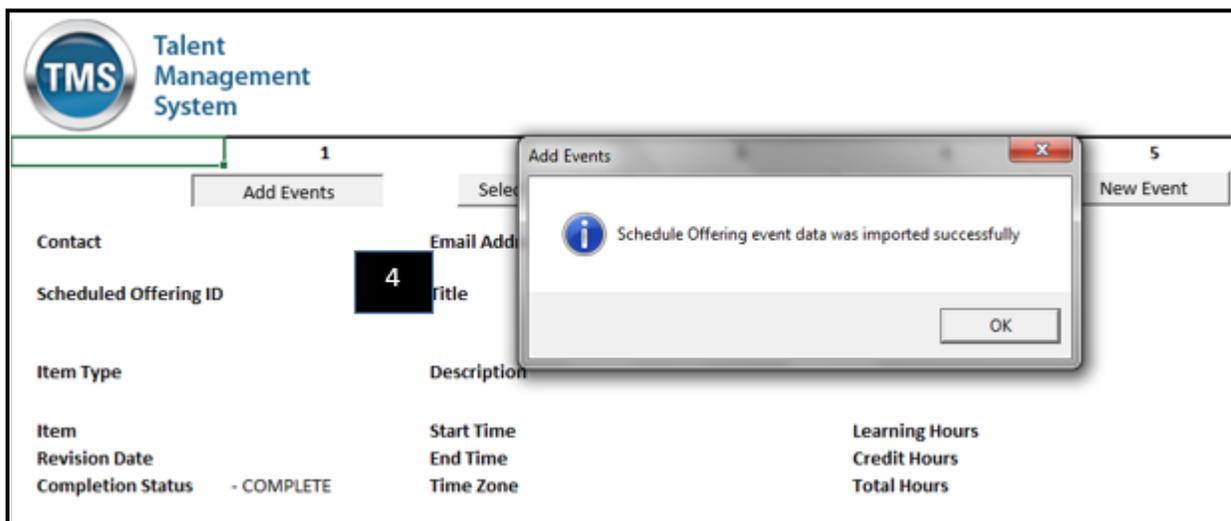
2. Select the **Add Events** button.



3. Navigate to and open the **VA TMS Bar Code Scheduled Offering Data CSV** report.



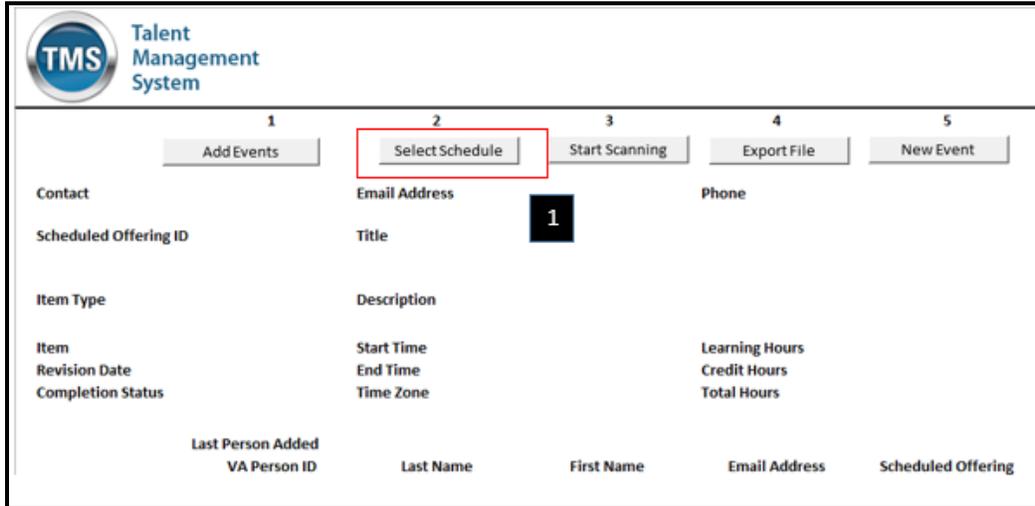
Once you complete this step, you will get the following message saying that the data was imported successfully.



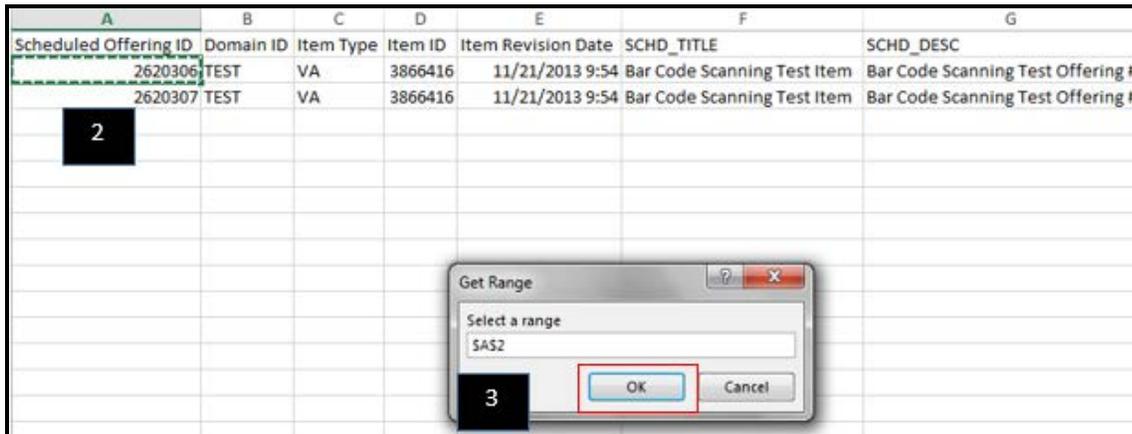


Task E. Scan Attendance

1. Select the **Select Schedule** button on the TMSBarcodeScanner.xlt file.

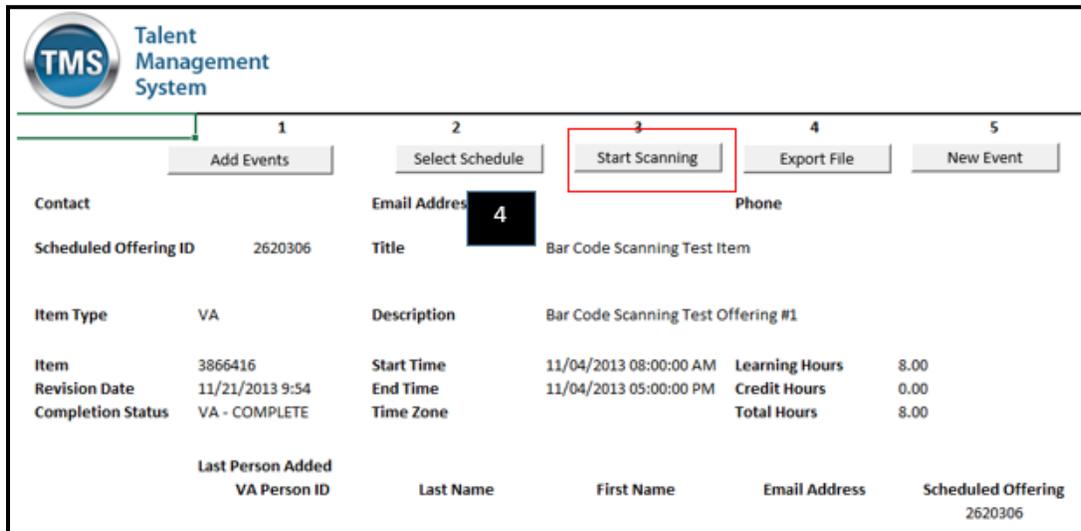


2. Select the first **Scheduled Offering ID**.
3. Select **OK**.



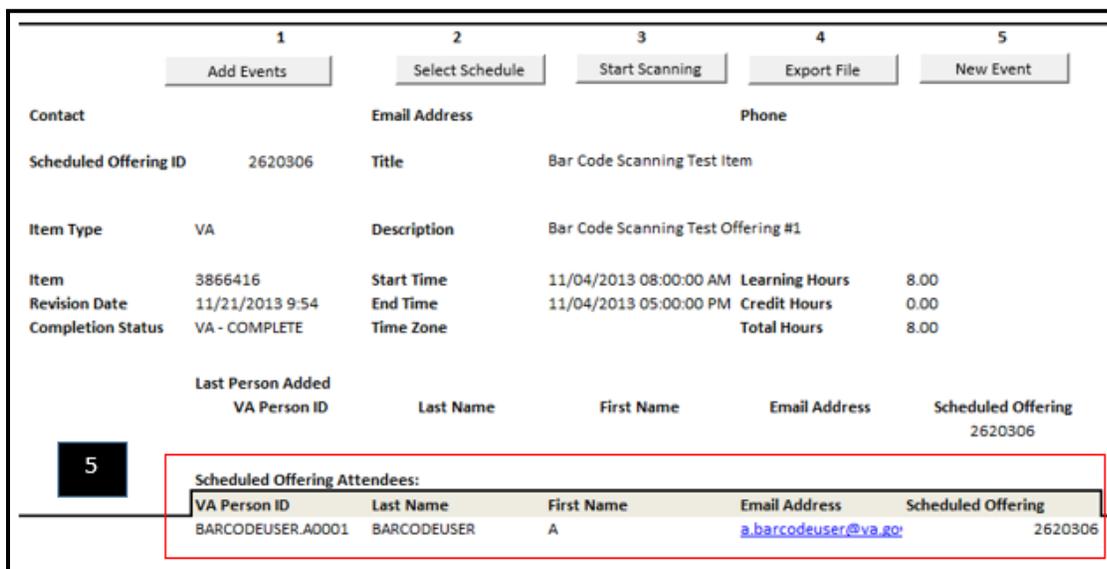
Note: Data fields in the .xlt file are populated with Scheduled Offering data

4. Select the **Start Scanning** button on the TMSBarCodeScanner.xlt file.



5. Scan the first **QR code** from the first scheduled offering report.

Note: As each QR code is scanned, the data is added to the **Scheduling Offering Attendees** section of the TMSBarCodeScanner.xlt file.





- Scan the second **QR code** from the first scheduled offering report.
Note: As each QR code is scanned, the data is added to the **Scheduling Offering Attendees** section of the TMSBarcodeScanner.xlt file.

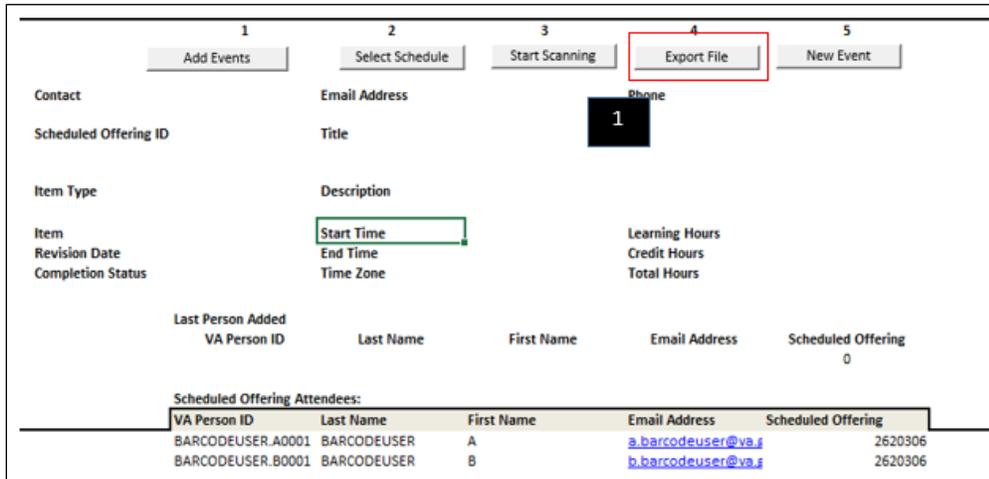
The screenshot shows the TMSBarcodeScanner.xlt interface with five main buttons at the top: 1 Add Events, 2 Select Schedule, 3 Start Scanning, 4 Export File, and 5 New Event. Below these are several data entry fields for event details. A table titled 'Scheduled Offering Attendees' is highlighted with a red box, showing two attendees: 'a.barcodeuser@va.f' and 'b.barcodeuser@va.f', both associated with Scheduled Offering ID 2620306. A black box with the number '6' is positioned to the left of the table.

VA Person ID	Last Name	First Name	Email Address	Scheduled Offering
BARCODEUSER.A0001	BARCODEUSER	A	a.barcodeuser@va.f	2620306
BARCODEUSER.B0001	BARCODEUSER	B	b.barcodeuser@va.f	2620306

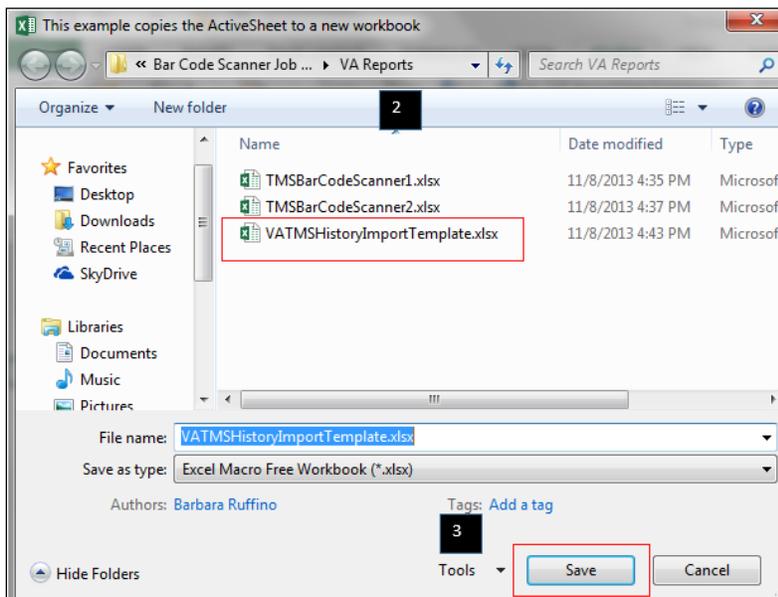
- Continue scanning until all QR codes from the first scheduled offering report are added to the TMSBarcodeScanner.xlt file.
- Complete **steps 1-8** for additional Scheduled Offering IDs.
Note: You don't need to export data after each scheduled offering. You can scan data from all of your scheduled offerings and export at one time.

 Task F. Export Attendance Data from the Bar Code Scanning Utility

1. Select the **Export File** button on the TMSBarCodeScanner.xlt file.



2. Navigate to the folder where you saved the **VA TMS Bar Code Scheduled Offering Data CSV** report.
3. Select the **Save** button.

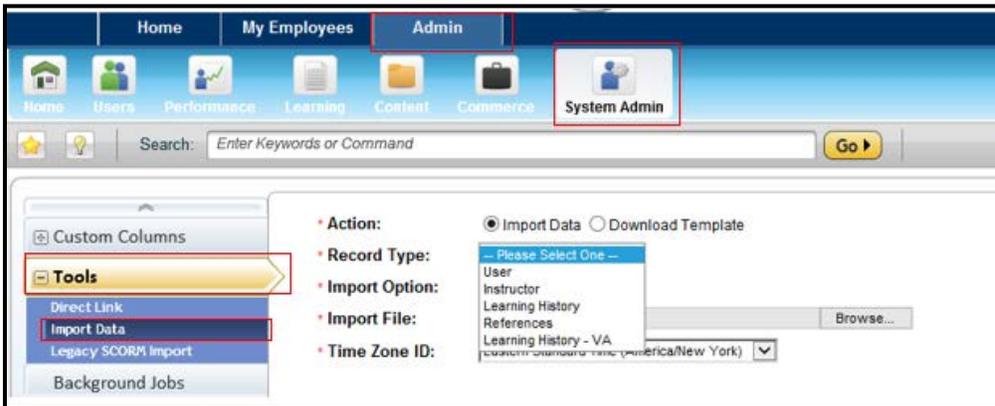


 Task G. Import Attendance Data into the VA TMS

1. Log in to the VA TMS with your Admin account.

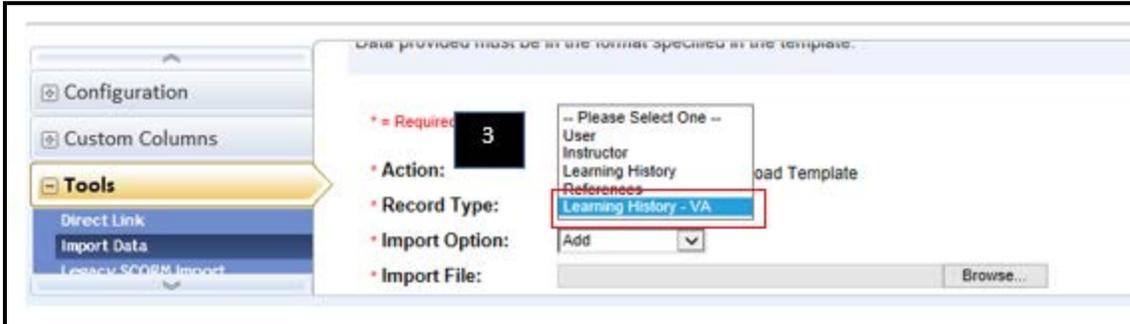


2. Navigate to **Admin>System Admin>Tools>Import Data**.

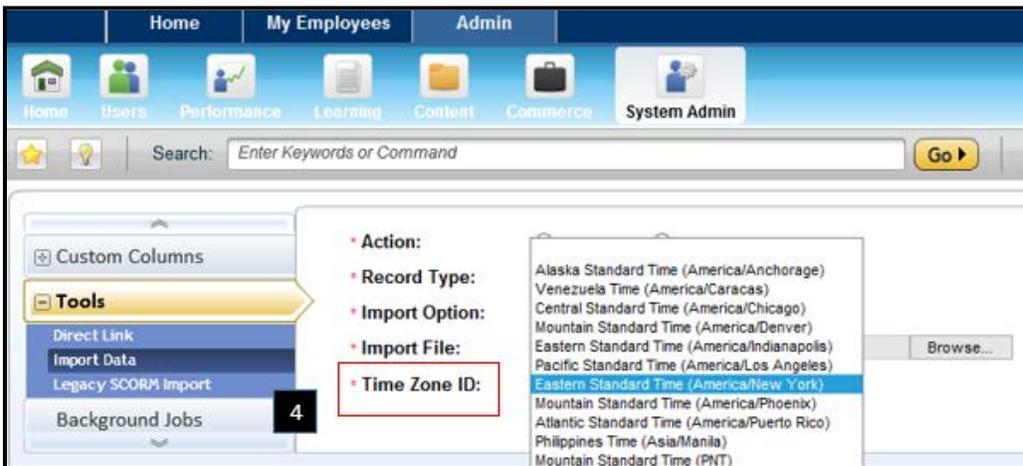




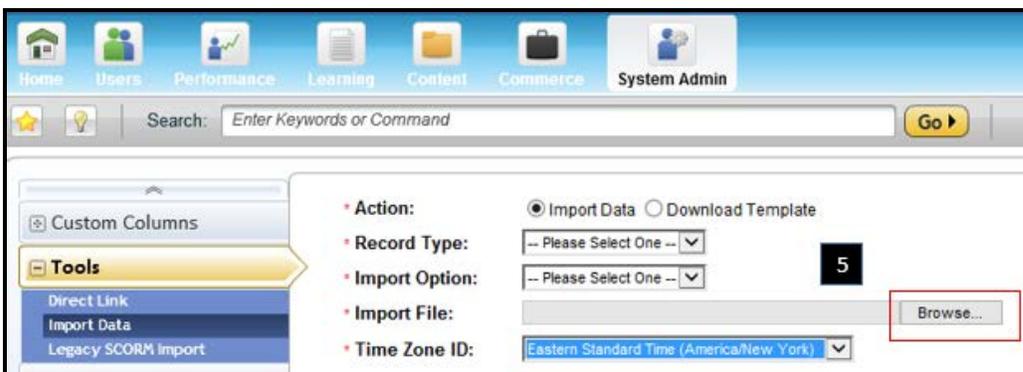
3. Select **Learning History – VA** from the **Record Type** drop-down list.



4. Select your **time zone** from the **Time Zone ID** drop-down list, if needed.

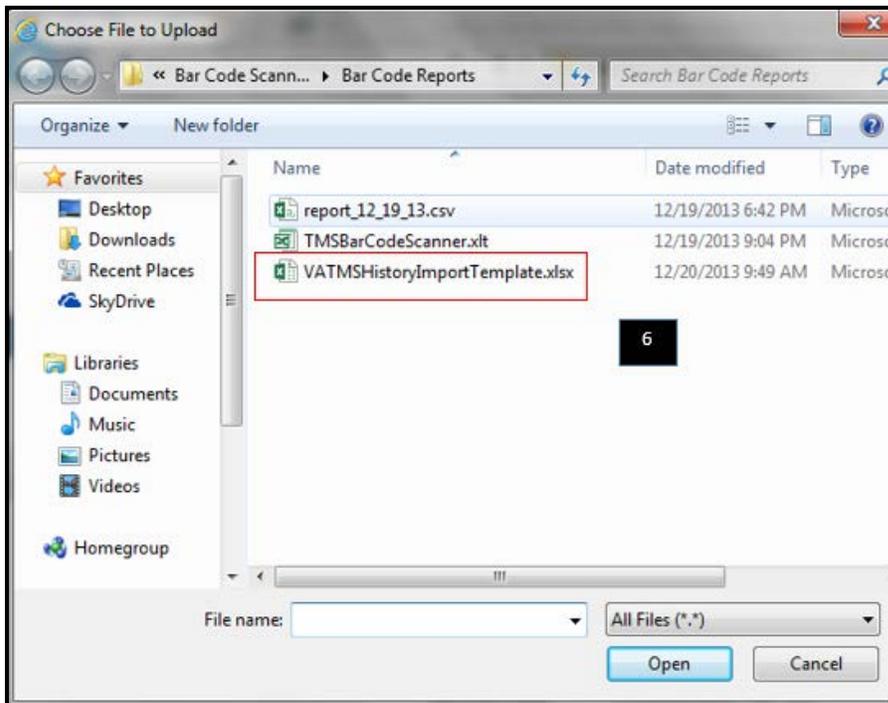


5. Select the **Browse** button.

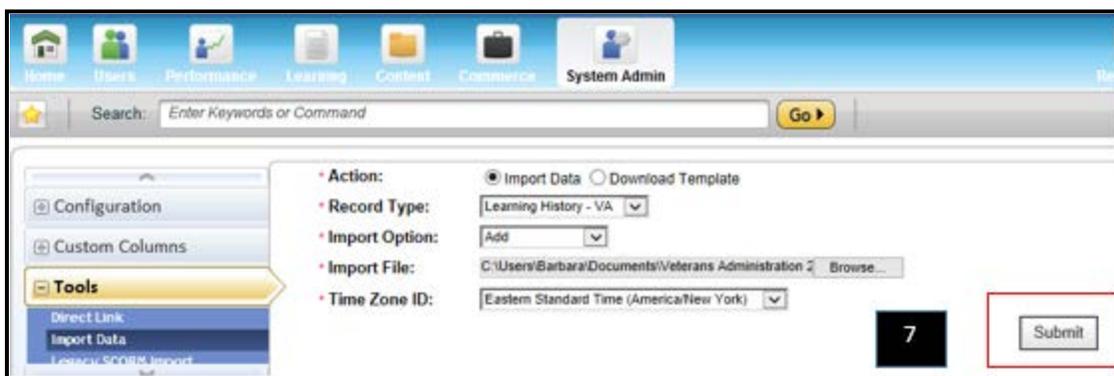




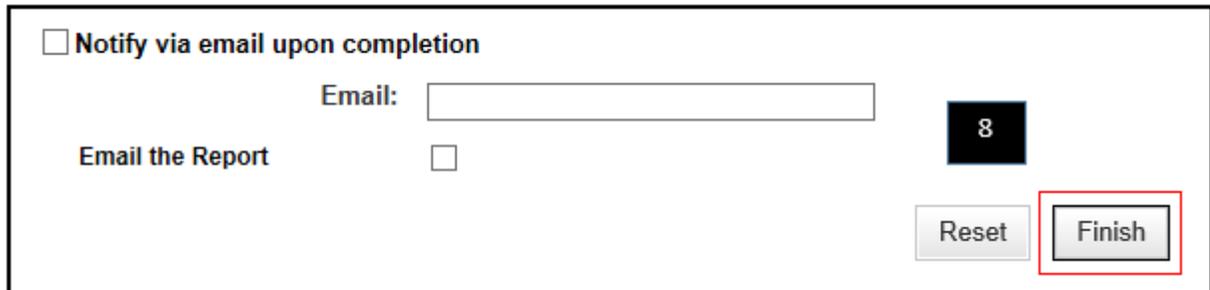
6. Navigate to and select the data export file you created when you exported data from the TMSBarcodeScanner.xlt file.



7. Select the **Submit** button.



8. Select **Finish**.



Notify via email upon completion

Email:

Email the Report

8

Reset **Finish**

9. Select **Users** in the main menu.

10. Select **Tools** on the side sub-menu.

11. Select **Learning Event Editor** from the drop-down list.



Home **Users** 9 Learning Content Commerce System Admin

Search: Go

Organizations

Tools

Record Learning - Financial

Record Learning - Multiple

Learning Event Editor

Merge Users

Learning Event Editor

10

11

Search All Locales: Yes No



- 12. Delete any dates in the **Completed Date Before** field.
- 13. Select **VA** from the drop-down list in the **Item Type** field. Enter the Item ID in the **Item ID** field. For this job aid, we have selected **3866416** which is the Item ID of Schedule Offerings IDs 2620306 and 262307. You must search on the Item ID (not the Scheduled Offering ID) when using the Learning Event Editor. You can locate the Item ID from the Scheduled Offering record.

Completed Date After: (MM/DD/YYYY) [calendar icon] [text box]

Completed Date Before: (MM/DD/YYYY) [calendar icon] [text box] 12

Type of Learning Event: Items External Events Both

Items: [Exact] [v] Type: [VA] [v] ID: [3866416] [funnel icon] 13

- 14. Select **Search**.

ID: [3866416] [x]

Completion Status: [Starts With] [v] [text box] [funnel icon]

Schedules: [Starts With] [v] [text box] [funnel icon]

Add/Remove Criteria [plus icon]

14 [Search] [Save As] [Reset]



15. Once your search results display, verify that all Users you scanned have recorded attendance.

Records per Page (8 total records)

User ID	User Name ▲	Item	Description	Completion Date	Completion Status
BARCODEUSER.A0001	BARCODEUSER, A0001	VA 3866416 (Rev 1 - 11/21/2013 09:54 AM America/New York)	Bar Code Scanning Test Item	1/16/2014 10:37 AM America/New York	Complete
BARCODEUSER.B0001	BARCODEUSER, B0001	VA 3866416 (Rev 1 - 11/21/2013 09:54 AM America/New York)	Bar Code Scanning Test Item	1/16/2014 10:37 AM America/New York	Complete

15

16. Congratulations! You have successfully completed the bar code scanning process to record attendance in the VA TMS.



Appendix: Description of Bar Code Scanner Reports

Report	Description
2x2 QR Code Conference Badge	2x2 Conference Badge with QR code on the left and user name on the right. Includes event code.
QR Code Sign In Sheet	Admin report that includes the following information: <ul style="list-style-type: none"> • Scheduled Offering ID • Title • Item • Facility ID • Phone Number • Current Registration Status • Maximum Registration • Segment Number, Start Date Time, End Date Time, Instructor, and Location
2x3 QR Code Conference Badge	2x3 Conference Badge with QR code on the left and user name on the right. Includes event code.
Avery 8869 QR Code Business Cards	Business cards with QR Code on the left and user name on the right. Does not include an event code.
VA TMS Bar Code Schedule Offering Data CSV	CSV report that includes the following fields: <ul style="list-style-type: none"> • Scheduled Offering ID • Domain ID • Item Type • Item ID • Item Revision Date • SCHD_TITLE • SCHD_DESC • Min Registration • Max Registration • Time Zone • Contact • Email Address • Phone Number • Fax Number • Comments • START_TIME • END_TIME • TOTAL_HRS • LEARNING_HRS • CREDIT_HRS





Report	Description
Admin QR Code PIV Template	User name at the top of the card and QR code centered at the bottom of card. Instructions on bottom of page say: "Print this page, cut out card above and place it in your PIV card holder. Folding card will render it un-scannable."
Avery 22806 Large Individual QR Code Label	Large individual labels with QR code on the left and user name on the right. Includes event code.
Avery Label 22805 Individual QR Code Label	Individual labels for ID with QR code on the left and user name on the right. Does not include an event code.