



Job Aid: Self-Assign Items from Catalog

Purpose

The purpose of this job aid is to guide you through the step-by-step process of locating and assigning items found in the VA TMS Catalog to your To-Do List (Learning Plan).

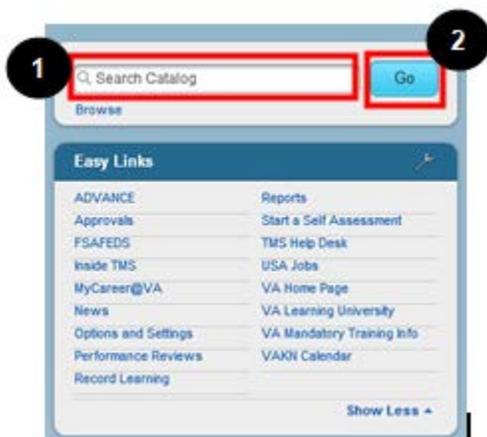
In this job aid, you will learn how to:

- A. Locate and assign items using a simple catalog search
- B. Locate and assign items using an advanced catalog search
- C. Locate and assign items by browsing the catalog

Task A. Locating and Assigning Items Using a Simple Catalog Search

Your Home page provides easy-access to conduct a simple keyword search of the VA TMS catalog for items you wish to assign to your Learning Plan. To locate and assign items using a simple catalog search:

1. Enter a search keyword in the *Search Catalog* text field.
2. Click the **Go** button.



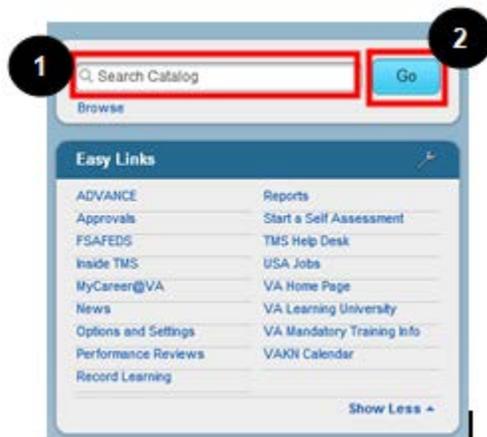
3. Locate the item you want to add from the *Catalog Search Results* page and click that item's **Add to To-Do List** button. The item is added to your To-Do List (Learning Plan).



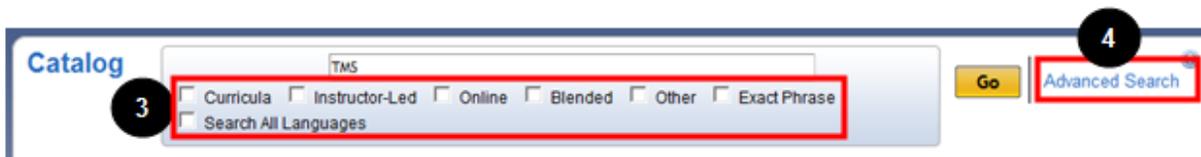
Task B. Locating and Assigning Items Using an Advanced Catalog Search

Advanced catalog searches allow you to specify additional search criteria to provide you with more precise search results. To locate and assign items using an advanced catalog search:

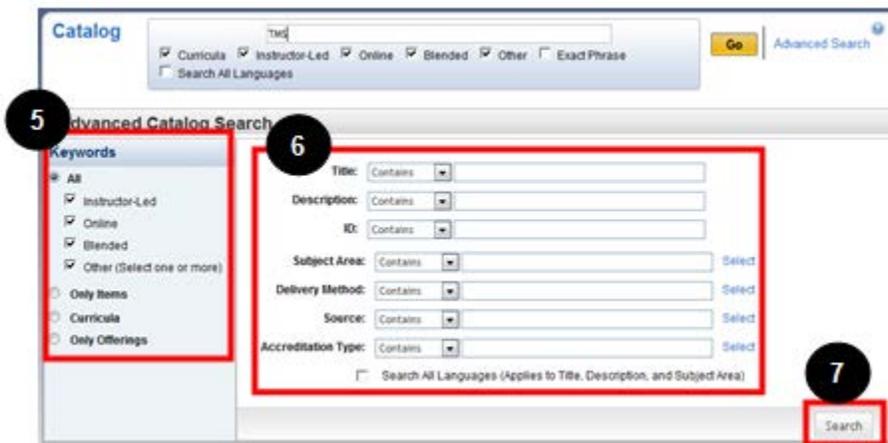
1. Enter a search keyword in the *Search Catalog* text field.
2. Click the **Go** button.



3. Select or de-select the applicable checkboxes to refine or expand your search
- Or
4. Click the **Advanced Search** link.



5. Refine your search by selecting the applicable radio buttons and checkboxes within the *Keywords* section.
6. Enter any other defining keyword or keywords for title, description ID, subject area, delivery method and source.
7. Click **Search**.



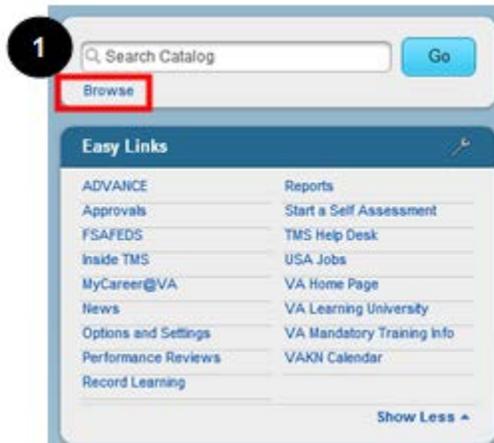
8. Locate the item you want to add from the *Catalog Search Results* page and click that item's **Add to To-Do List** button. The item is added to your To-Do List (Learning Plan)..



Task C. Locating and Assigning Items by Browsing the Catalog

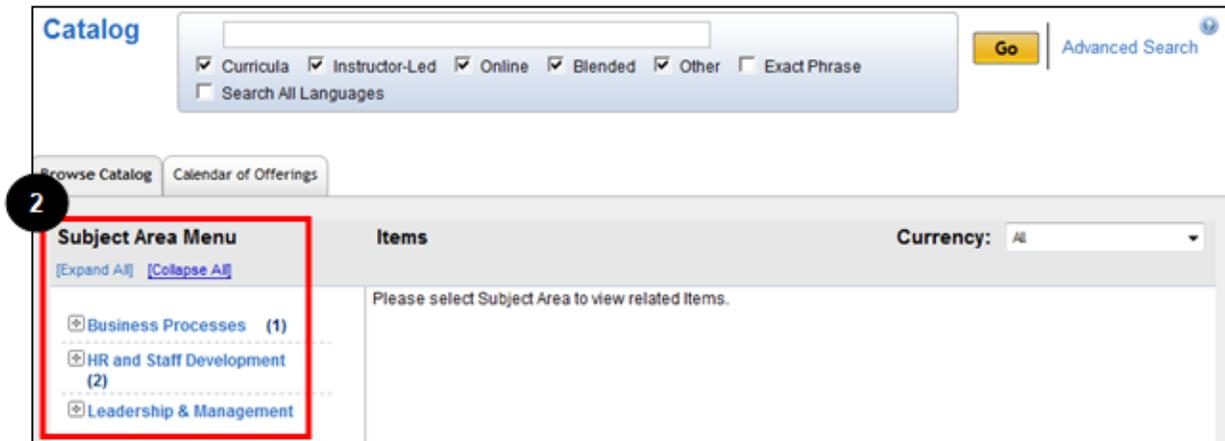
Use the Browse Catalog feature to search the VA TMS catalog for items within a particular subject area, for example human resources or information technology. To locate and assign items using the Browse Catalog feature:

1. Click **Browse** under the *Search Catalog* field.



2. Select a subject area to expand.

Note: The number contained within parenthesis of a subject area indicates the number of items available for that subject area.





3. Locate the item you want to add from the Item Results area and click that item's **Add to To-Do List** button. The item is added to your To-Do List (Learning Plan)..

The screenshot displays the TMS interface. On the left is the 'Subject Area Menu' with categories like Business Processes, HR and Staff Development, and Leadership & Management. The 'Budgeting/Finance' category is expanded, showing sub-items: 'AMA's Budgeting Workshop', 'Budget Analysis Workshop', and 'Budgeting/Finance (4)'. The main 'Items' section shows details for 'AMA's Budgeting Workshop', including its description, length, status, and cost. A red box highlights the 'Add to To-Do List' button for this item, with a black circle containing the number '3' next to it. Another 'Add to To-Do List' button is visible for the 'Budget Analysis Workshop' item below it.