



Tip Sheet

VA Talent Management System (TMS) Training

VA is upgrading its Learning Management System (LMS) to a Talent Management System (TMS). This tip sheet provides the top 10 tips that users, supervisors and administrators should know about the TMS.

Tip 1. Your previous LMS user ID and password will automatically transfer to the new TMS.

- Your user ID is not case sensitive in TMS.
- You can easily change your password when it expires by going to **Easy Links** and selecting **Options and Settings**, then **Password**.

Tip 2. Your former Learning Plan is now your To-Do List.

- Your **To-Do List** appears directly on your user home page. It shows your complete list of learning tasks in one place.
- Hover over an entry on your list to reveal a pop-up, which shows more details about the learning item and the actions you can take.

Tip 3. There is a new area on your home page called Easy Links.

- Use **Easy Links** to quickly and easily navigate to common tasks and activities.
- Supervisors and administrators may have different Easy Links that are appropriate to their roles.

Tip 4. Your status pods show dashboard views of activities.

- Select a **status pod** from your home page for an at-a-glance view of your progress in completing learning activities.

Tip 5. A Help feature, containing information on every area of the TMS, is available on every page.

- Select the **Help** icon at the top of any page to see helpful information specific to that page.



Tip 6. TMS has enhanced Search features so that you can find information easily and efficiently.

- To find courses or other learning items, search your **To-Do List** or your **Catalog** using the keyword textboxes at the top of your user home page.
- Administrators can use the new **quick command** search to perform common actions.
- Using the new **bookmark** feature, administrators can save frequently searched items directly onto their home page.

Tip 7. Administrators can view reports in their browser or download them as XML, CSV, HTML or PDF.

- Go to **Easy Links** and select **Reports** to create, run or save a report.
- Administrators can run reports on the users to whom they have access. Users may only run reports on themselves.
- Please note that not all types of reports can be viewed in all of the formats listed above.

Tip 8. Supervisors can delegate TMS actions to subordinates.

- To identify a delegate, go to **Easy Links** and select **Options and Settings**, then **Delegates**.
- Supervisors can assign permissions that specify the actions a delegate is allowed to conduct.

Tip 9. Administrators have the ability to launch a proxy into a user's account.

- Launch a **proxy** to see a user's interface exactly the way the user sees it and to fix problems without having to go to the user's desk.

Tip 10. Your browser's Back button functions as normal.

- Select your browser's Back button to return to a previously viewed page.

VA TMS - Learning just got faster, easier and friendlier at VA.

