Admin Job Aid: User Search Selector Update

Purpose

The purpose of this job aid is to show VA TMS administrators two new selectors when searching for users. Previously, in the User Search Selector, administrators could search for users by their item needs. Two new search parameters have been added: “required after” and “required before.” These parameters allow administrators to search for users who have learning needs that are required within a specific date range.

In this job aid, you will learn how to:

- Task A. Use New User Search Selectors
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1. Select **Admin**.
2. Select the **Users** button.
3. Select the **Users** tab.
4. Select **Add/Remove Criteria**.
5. Select **Item Needs**.

6. Select **Select**.

7. Notice the two new user selectors: **Required After** and **Required Before**, which are located in the Item Needs area. Enter dates in these fields to search for users who have learning needs that are required within a specific date range.