

## Admin Job Aid: User Search Selector Update

### Purpose

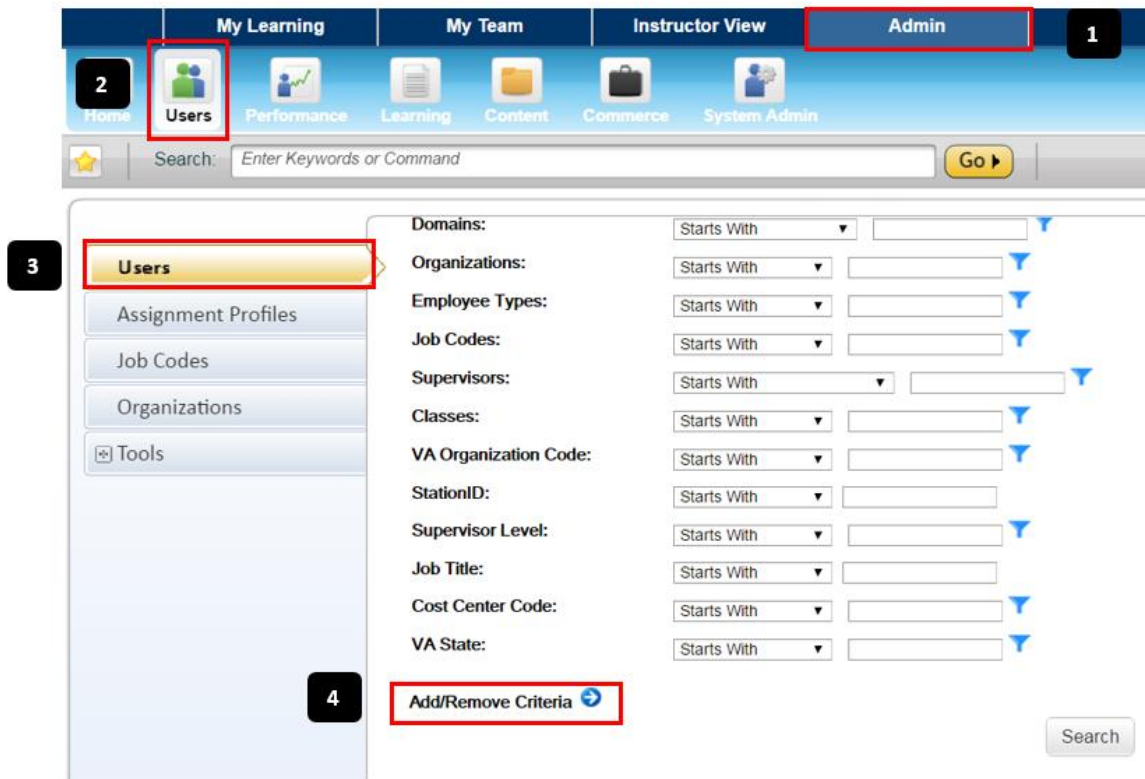
The purpose of this job aid is to show VA TMS administrators two new selectors when searching for users. Previously, in the User Search Selector, administrators could search for users by their item needs. Two new search parameters have been added: “required after” and “required before.” These parameters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

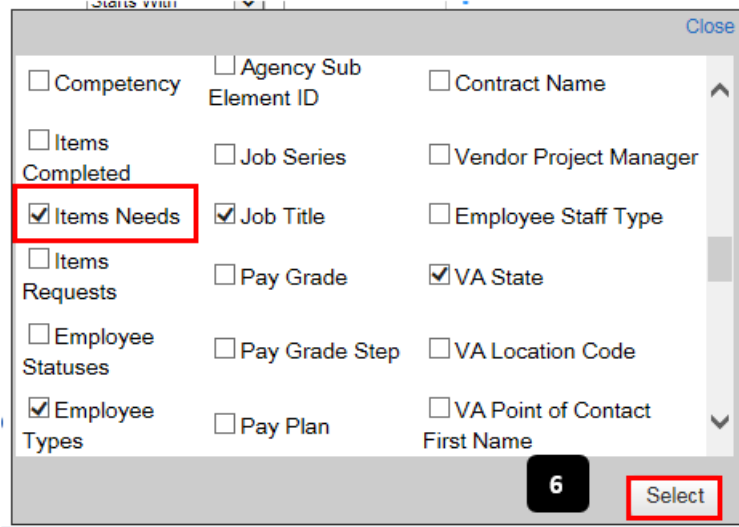
## Task A. Use New User Search Selectors

1. Select **Admin**.
2. Select the **Users** button.
3. Select the **Users** tab.
4. Select **Add/Remove Criteria**.



The screenshot displays the TMS Admin interface. At the top, the navigation bar includes tabs for My Learning, My Team, Instructor View, and Admin (highlighted with a red box and labeled '1'). Below the navigation bar, a search bar is present with the placeholder text 'Enter Keywords or Command' and a 'Go' button. The main content area is divided into a left sidebar and a main panel. The sidebar contains a 'Users' tab (highlighted with a red box and labeled '3') and other options like Assignment Profiles, Job Codes, Organizations, and Tools. The main panel shows search selectors for various criteria: Domains, Organizations, Employee Types, Job Codes, Supervisors, Classes, VA Organization Code, StationID, Supervisor Level, Job Title, Cost Center Code, and VA State. Each selector consists of a 'Starts With' dropdown menu and an input field. At the bottom of the main panel, there is an 'Add/Remove Criteria' button (highlighted with a red box and labeled '4') and a 'Search' button.

5. Select **Item Needs**.
6. Select **Select**.



Close

Competency     Agency Sub Element ID     Contract Name

Items Completed     Job Series     Vendor Project Manager

**5**  **Items Needs**     Job Title     Employee Staff Type

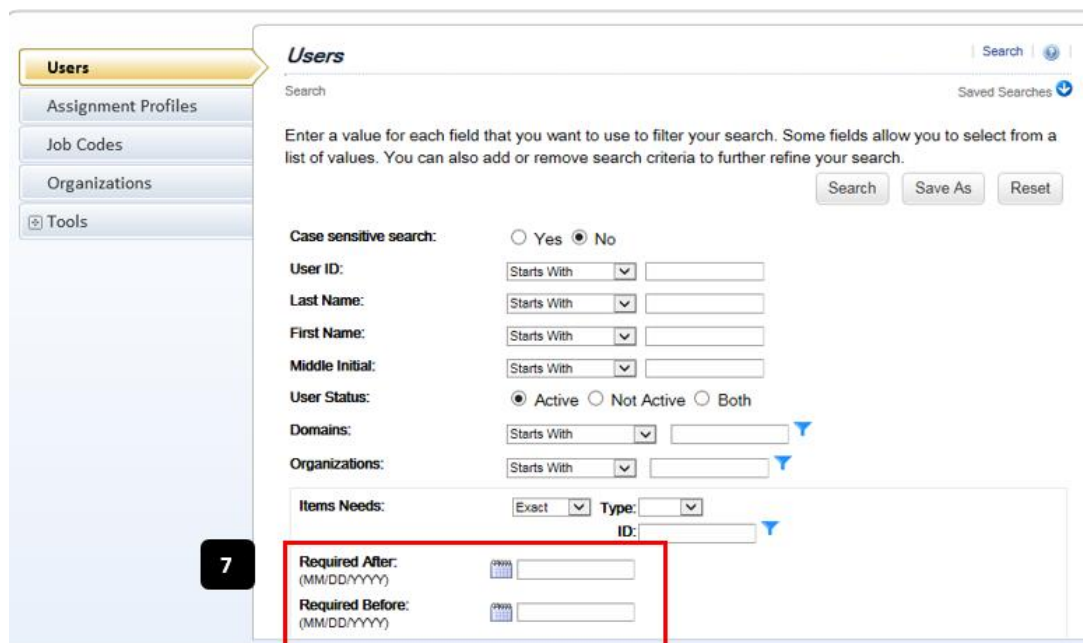
Items Requests     Pay Grade     VA State

Employee Statuses     Pay Grade Step     VA Location Code

Employee Types     Pay Plan     VA Point of Contact First Name

**6**

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.



Users

Assignment Profiles

Job Codes

Organizations

Tools

**Users** Search Saved Searches

Enter a value for each field that you want to use to filter your search. Some fields allow you to select from a list of values. You can also add or remove search criteria to further refine your search.

Search Save As Reset

Case sensitive search:  Yes  No

User ID: Starts With [ ]

Last Name: Starts With [ ]

First Name: Starts With [ ]

Middle Initial: Starts With [ ]

User Status:  Active  Not Active  Both

Domains: Starts With [ ]

Organizations: Starts With [ ]

Item Needs: Exact [ ] Type: [ ] ID: [ ]

**7**