



Admin Job Aid: Create Item Cover Pages

Purpose

Administrators can now create custom landing pages for items. The purpose of this job aid is to guide VA TMS administrators in how to create item cover pages. A flexible, WYSIWYG design space gives admins the tools they need to deliver tailored information about an item to end users. A source code view provides added design flexibility. The cover pages can be created in different languages for international audiences.

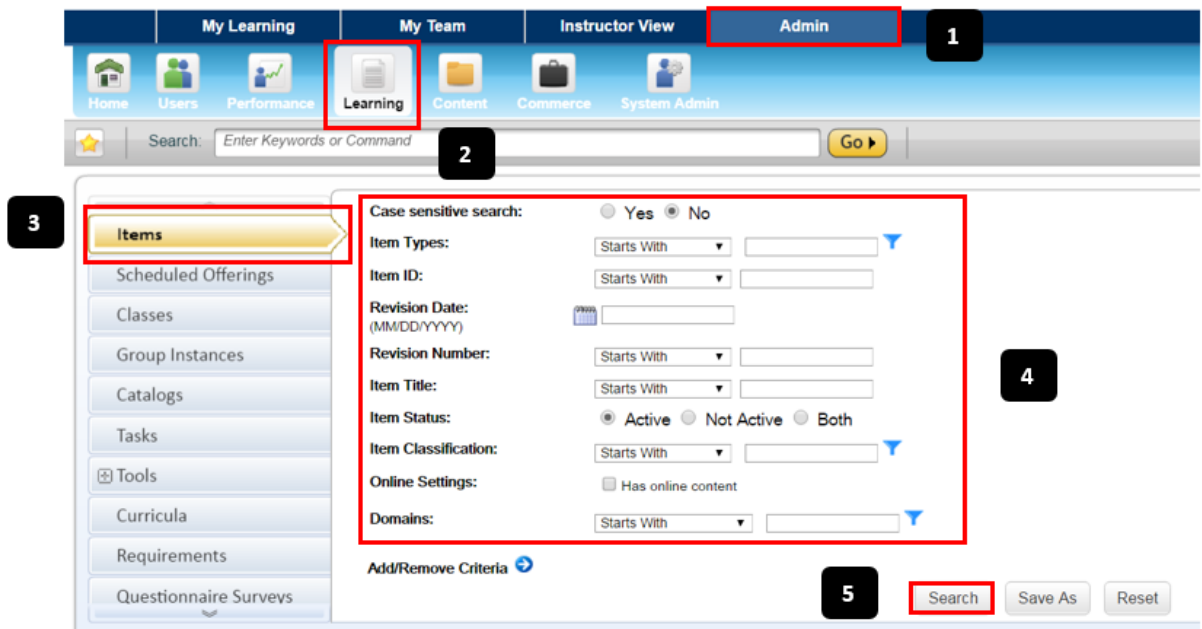
In this job aid, you will learn how to:

- Task A. Create Item Cover Pages



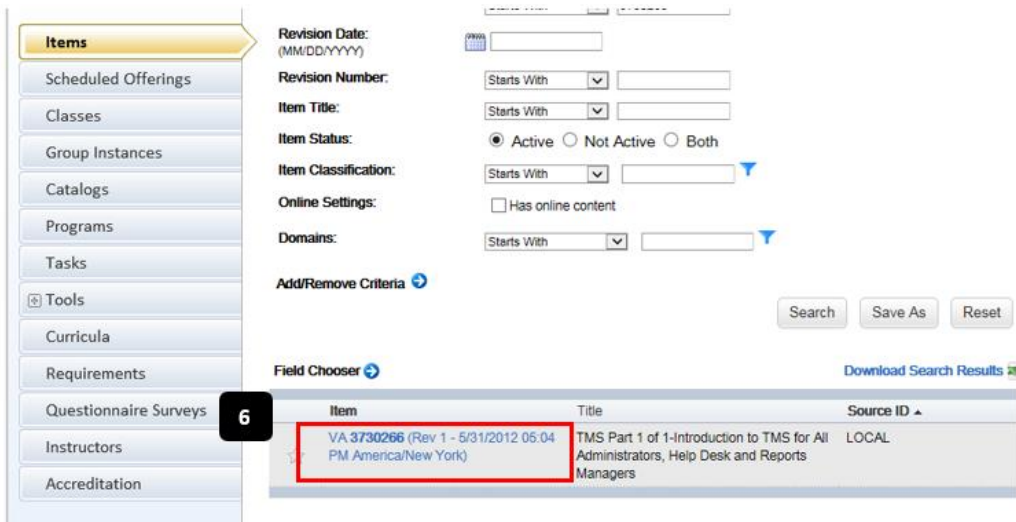
Task A. Create Item Cover Pages

1. Select **Admin**.
2. Select **Learning**.
3. Select **Items**.
4. Enter **search criteria** for an item.
5. Select **Search**.

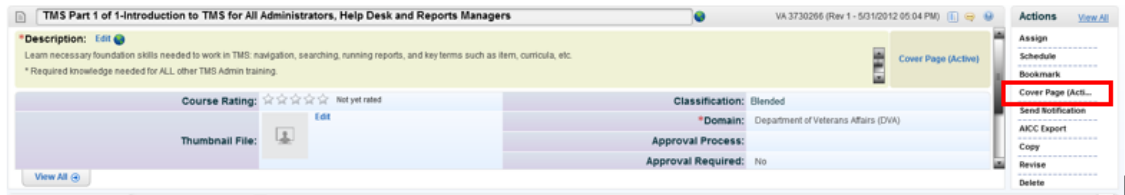


The screenshot displays the TMS Admin interface. At the top, the navigation bar includes 'My Learning', 'My Team', 'Instructor View', and 'Admin' (highlighted with a red box and labeled '1'). Below this, the 'Learning' menu item is highlighted with a red box and labeled '2'. On the left sidebar, the 'Items' menu item is highlighted with a red box and labeled '3'. The main content area shows search criteria for items, including 'Case sensitive search' (Yes/No), 'Item Types', 'Item ID', 'Revision Date', 'Revision Number', 'Item Title', 'Item Status' (Active/Not Active/Both), 'Item Classification', 'Online Settings', and 'Domains'. The 'Search' button is highlighted with a red box and labeled '5'. A 'Search' button is also visible at the bottom right of the search criteria section, labeled '4'.

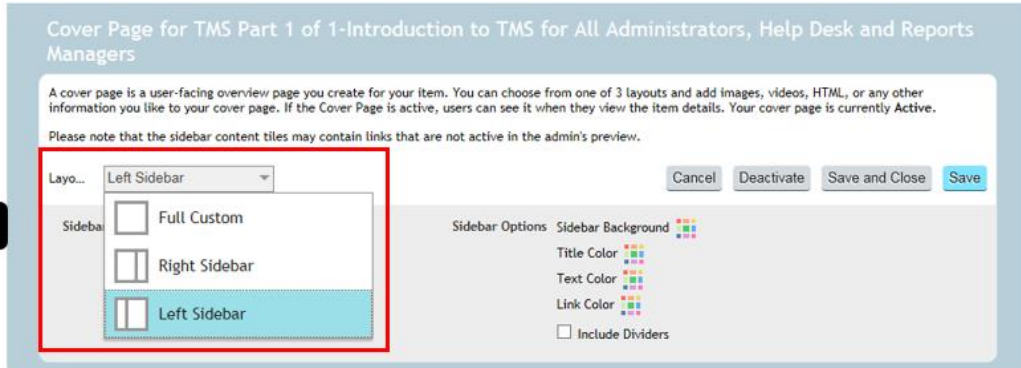
6. Select the **item** from the search results.



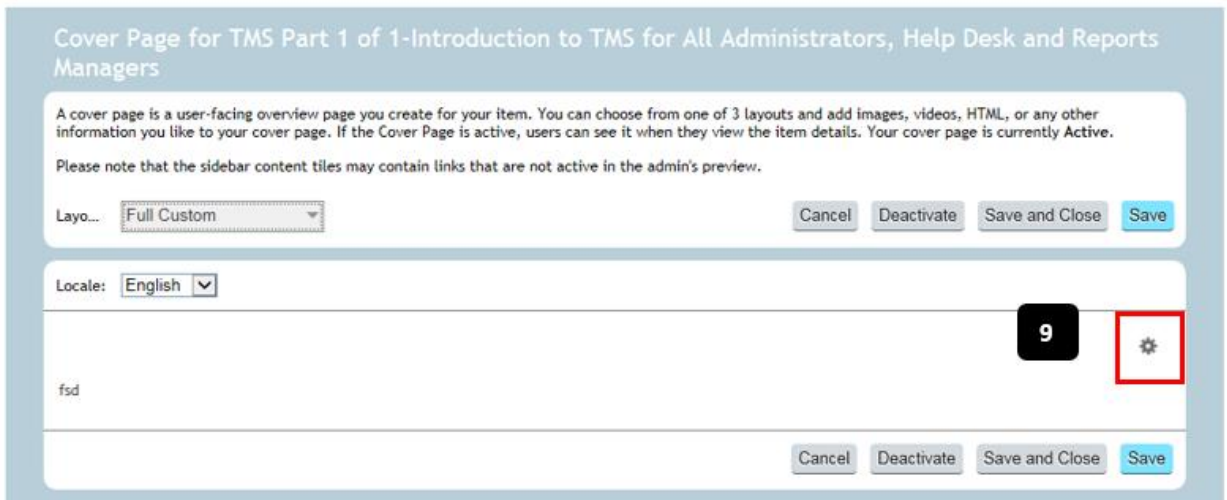
7. Select the **Cover Page (Inactive)** link in the **Actions** area. **Note:** In the Actions menu, the Cover Page link indicates whether the cover page is active or inactive. By default, the cover page is inactive. You can activate and deactivate the cover page as many times as necessary. When you activate custom cover pages, they are visible to users. When you inactivate custom cover pages, users see the standard cover page.



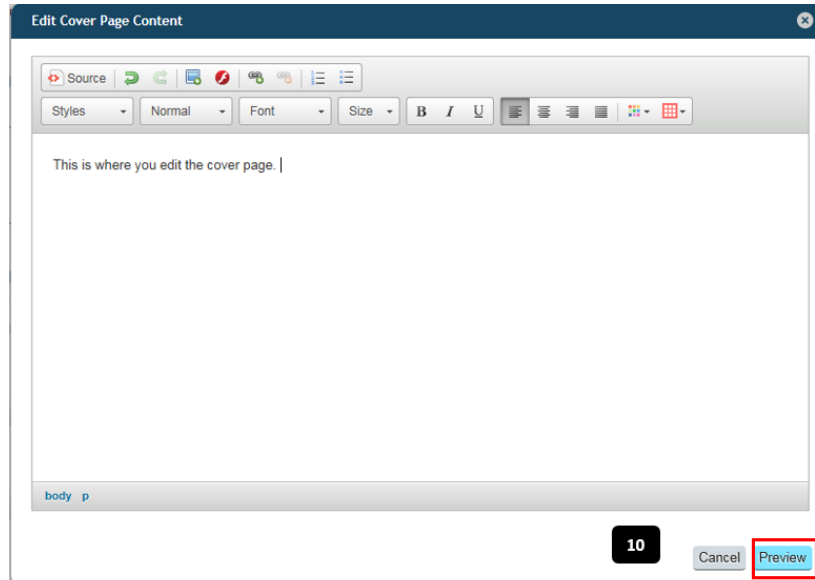
8. Choose a **Layout** from the drop-down menu.



9. Select the **Edit icon (gear)** to enter content for each area of the layout.



10. After making your edits, select the **Preview** button.



11. Select **Save** to submit all of the changes.

12. Select the **Activate** button to make the cover page visible to end users.

13. Select **Save and Close** to exit the Cover Page wizard.

