

## Admin Job Aid: Copy Substitutes When Copying Learning Items

### Purpose

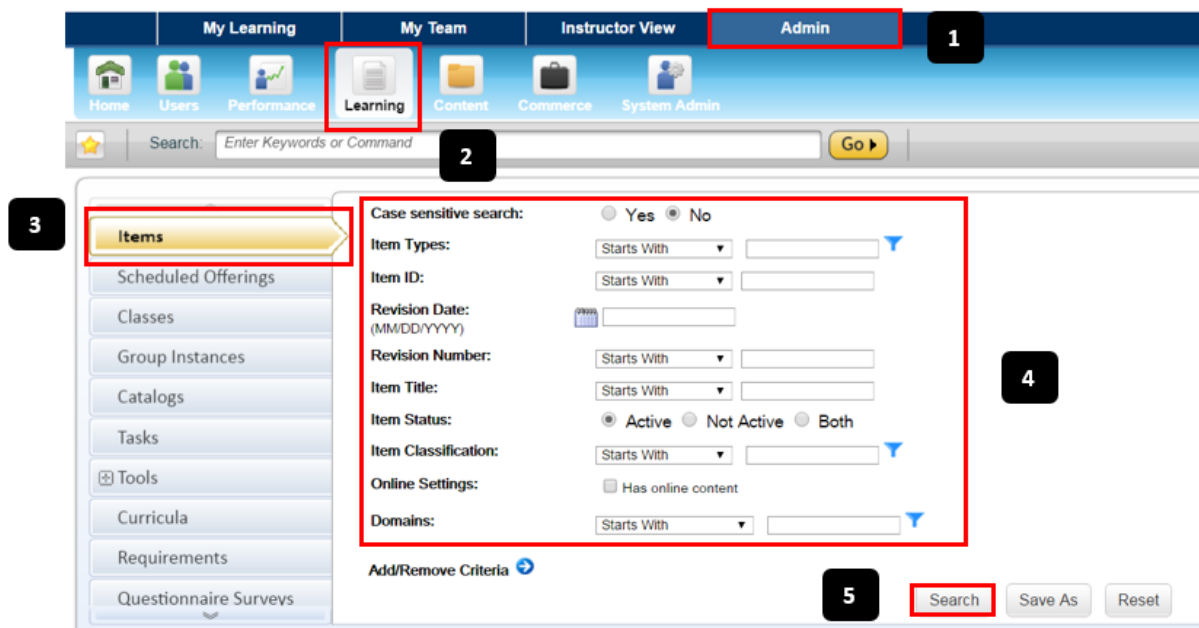
The purpose of this job aid is to guide VA TMS administrators on how to copy the substitutes of learning items when copying the item itself.

In this job aid, you will learn how to:

- Task A. Copy Substitutes When Copying Learning Items

## Task A. Copy Substitutes When Copying Learning Items

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

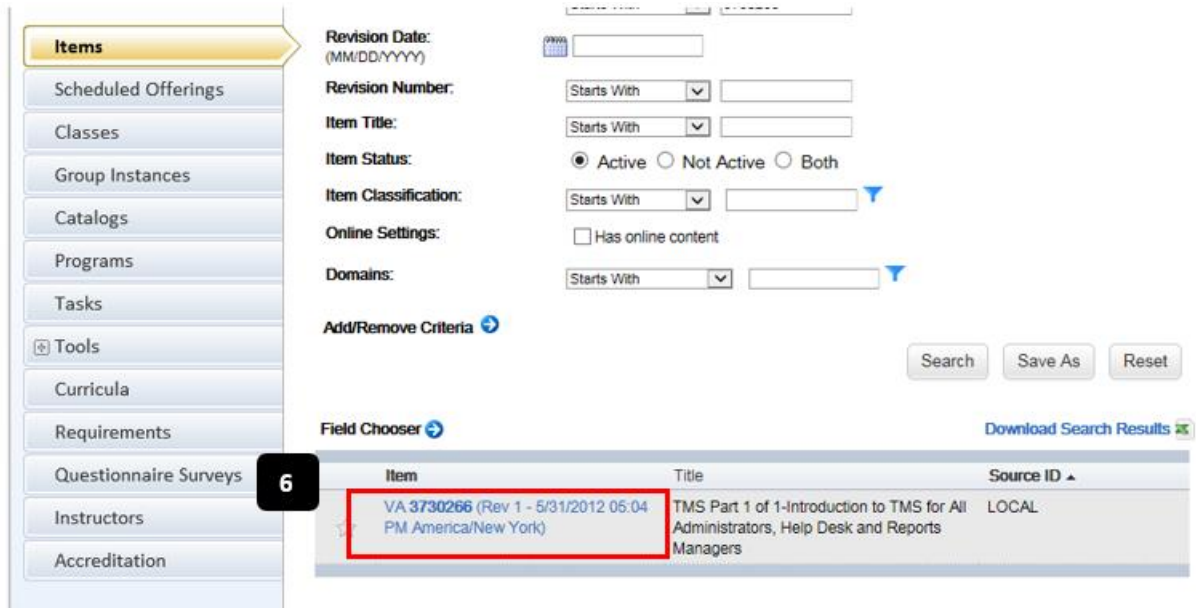


The screenshot displays the TMS Admin interface. At the top, the 'Admin' tab is selected (1). Below the navigation bar, the 'Learning' icon is highlighted (2). On the left sidebar, the 'Items' button is selected (3). The main content area shows search criteria for learning items (4):

- Case sensitive search:  Yes  No
- Item Types: Starts With [ ]
- Item ID: Starts With [ ]
- Revision Date: (MM/DD/YYYY) [ ]
- Revision Number: Starts With [ ]
- Item Title: Starts With [ ]
- Item Status:  Active  Not Active  Both
- Item Classification: Starts With [ ]
- Online Settings:  Has online content
- Domains: Starts With [ ]

At the bottom right, the 'Search' button is highlighted (5), along with 'Save As' and 'Reset' buttons.

6. Select the **item**.



The screenshot shows the TMS search interface. On the left is a navigation menu with 'Items' selected. The main area contains search filters for Revision Date, Revision Number, Item Title, Item Status, Item Classification, Online Settings, and Domains. Below these are buttons for Search, Save As, and Reset. A 'Field Chooser' section is visible above a table of search results. A red box highlights the first row of the table, which is selected. A black circle with the number '6' is placed over the 'Items' menu item.

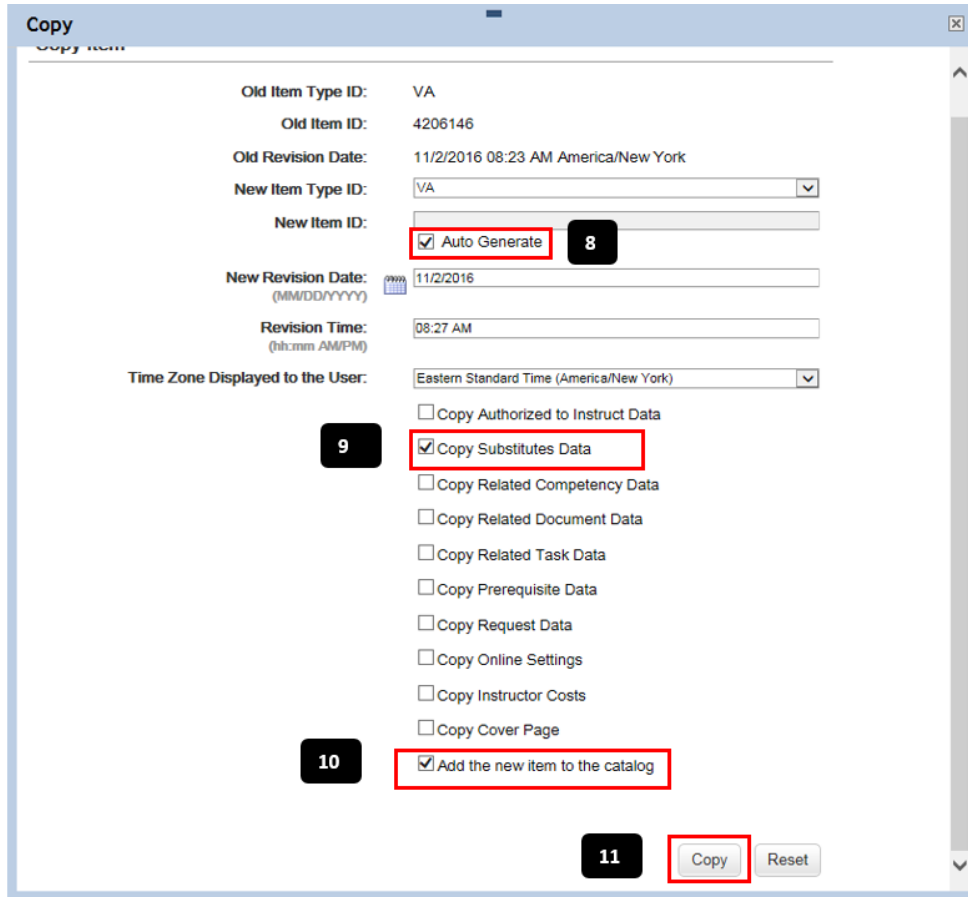
Item	Title	Source ID
VA 3730266 (Rev 1 - 5/31/2012 05:04 PM America/New York)	TMS Part 1 of 1-Introduction to TMS for All Administrators, Help Desk and Reports Managers	LOCAL

7. Select the **Copy** link in the **Actions** area.



The screenshot shows the detail page for the item 'TMS Part 1 of 1-Introduction to TMS for All Administrators, Help Desk and Reports Managers'. The page displays various metadata fields like Classification, Domain, Approval Process, and Assign Type. On the right side, there is an 'Actions' menu with several options. A red box highlights the 'Copy' option in the Actions menu. A black circle with the number '7' is placed over the 'Copy' link.

8. Ensure that the **Auto Generate ID** checkbox in the **New Item ID** section is checked.
9. Check the **Copy Substitutes Data** checkbox.
10. Check the **Add the new item to the catalog** checkbox.
11. Select **Copy**.



**Copy**

Copy Item

Old Item Type ID: VA

Old Item ID: 4206146

Old Revision Date: 11/2/2016 08:23 AM America/New York

New Item Type ID: VA

New Item ID:  Auto Generate 8

New Revision Date: 11/2/2016

Revision Time: 08:27 AM

Time Zone Displayed to the User: Eastern Standard Time (America/New York)

Copy Authorized to Instruct Data

9  Copy Substitutes Data

Copy Related Competency Data

Copy Related Document Data

Copy Related Task Data

Copy Prerequisite Data

Copy Request Data

Copy Online Settings

Copy Instructor Costs

Copy Cover Page

10  Add the new item to the catalog

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