



Job Aid: Access Completed Work

Purpose

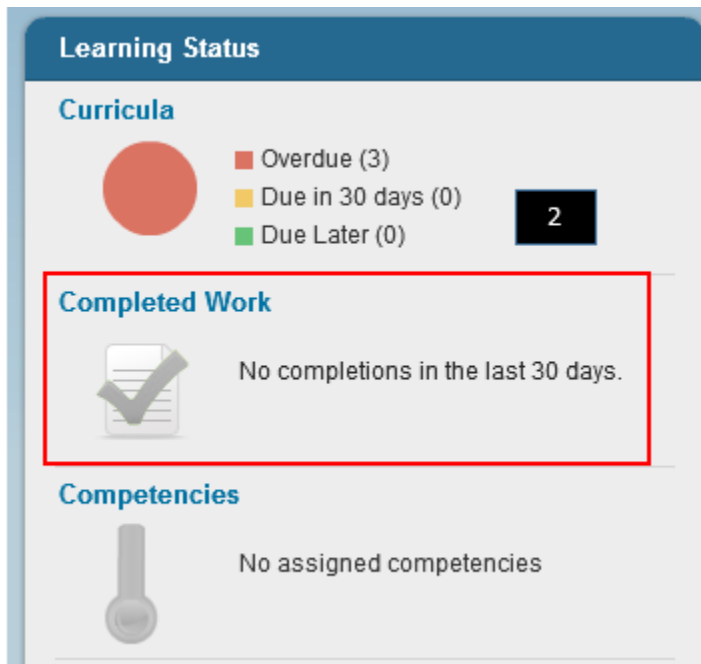
The purpose of this job aid is to guide you through the step-by-step process for accessing completed work in the VA TMS.

In this job aid, you will learn how to:

- Access and filter completed work
- Print completion certificates

 Task A. Access and Filter Completed Work

1. Navigate to the **User** home page.
2. Select the **Completed Work** tab in the Learning Status section of your home page.



- This page lists all of the learning events that you have completed, along with their status and completion dates. Select the **drop-down arrow** next to **Show Completions** to filter the view of your completed work. This feature allows you to display completed work after, before, or between certain dates.

The screenshot shows the 'Completed Work' interface. At the top right, there are links for 'Competency History' and 'Help'. Below these is a 'Show Completions:' dropdown menu which is currently set to 'All'. A red box highlights this dropdown menu, which lists options: 'All', 'After', 'Before', and 'Between'. Below the dropdown is a table with columns: 'Type', 'Title', 'Status', and 'Completion Date'. The table contains several rows of learning events, all with a status of 'Complete'. A black box with the number '3' is positioned over the 'Status' column header.

Type	Title	Status	Completion Date
Learning	Annual Government Ethics Training	Complete	11/26/2013
Learning	Contractors in the Workspace w/OGC	Complete	11/18/2013 02:00 PM
Learning	VALU Employee FedTraveler.com User and Alternate Pr...	Complete	9/19/2013 01:26 PM
Learning	Award Preparation/Award/Post-Award/Closeout	Complete	9/18/2013 04:34 PM
Learning	TMS Part 2 of 3 Training for Domain Mgr, Learning Mgr, I...	Complete	9/18/2013 04:30 PM
Learning	Proposal Evaluations	Complete	9/18/2013 04:17 PM
Learning	Unauthorized Commitments (UAC)	Complete	9/18/2013 04:13 PM

- For example, if you select **Between** from the drop-down list, you will enter specific date range and then select **Find**. Only those completed items within the date range will appear. You have successfully accessed and filtered your completed work.

The screenshot shows the 'Completed Work' interface with the 'Show Completions:' dropdown menu set to 'Between'. A red box highlights the 'Between' dropdown and the date input fields. The date input fields are labeled 'MM/DD/YYYY' and are followed by an 'and' label and another 'MM/DD/YYYY' field. A 'Find' button is located to the right of the second date field. A red error message 'The date input is not valid' is displayed above the first date field. A black box with the number '4' is positioned over the 'Show Completions:' dropdown menu.

Task B: Print Completion Certificates

1. If you hover over an item on your Completed Work page, you can choose to view details, print a completion certificate, or review content. Select **Print Certificate**.



2. You have successfully printed a completion certificate. Below is a sample **Certificate of Completion**.

Certificate of Completion

This certifies that

Has successfully completed

Annual Government Ethics Training

Completed on Nov 26, 2013 12:21 PM

Instructor