

## Job Aid: Run Reports

### Purpose

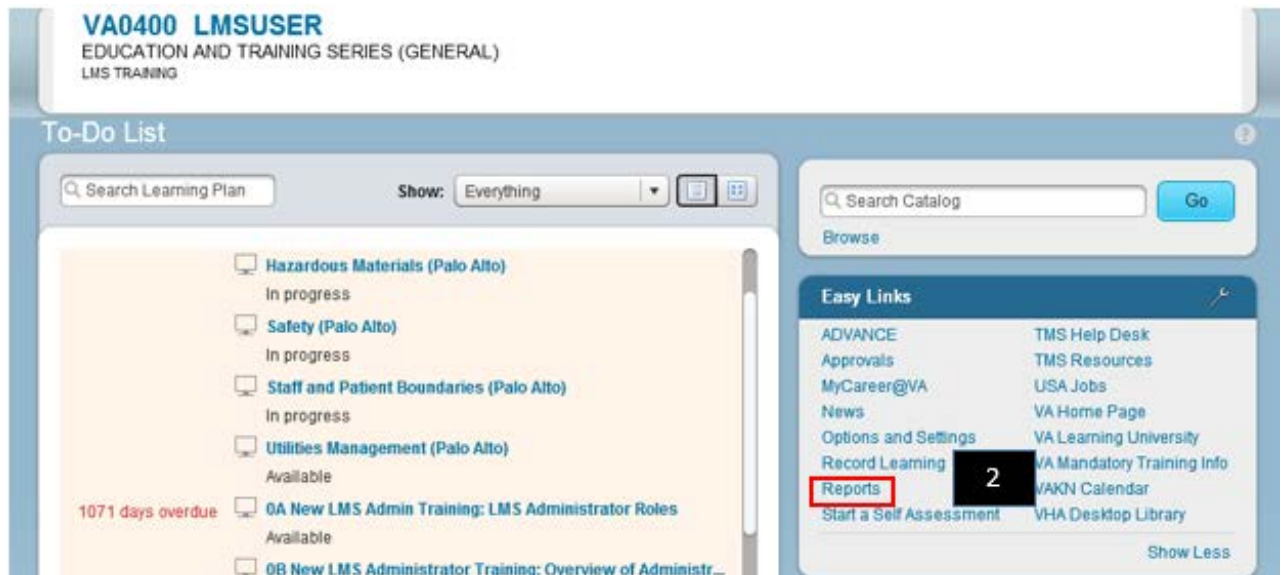
The purpose of this job aid is to guide you through the step-by-step process for running reports for yourself in the VA TMS.

In this job aid, you will learn how to:

- Run reports

 Task A. Run Reports

1. Navigate to the **User** home page.
2. Select the **Reports** easy link.



- This page lists all of the reports that you can run on yourself in the VA TMS. Select the **plus sign** next to **Learning Hours**.

### Reports

< Back

Select a Report from the list below to run a report for yourself or your subordinates.

Report Name	
+ Active Goals <a href="#">Close-Fit Jobs</a>	
+ Competency Assessment Comparison <a href="#">Competency Assessment Trend</a>	
+ Curriculum Status <a href="#">Employee Dropoff</a> <a href="#">Employee/Supervisor Gap</a>	
+ Item Requests	
+ Item Status	
+ Learning History	
+ <b>Learning Hours</b>	3
+ Learning Needs	
+ Learning Plan <a href="#">Multi-Rater Peer Vs User</a> <a href="#">My Alignment</a> <a href="#">Performance Review Comparison</a> <a href="#">Performance Review Exceptions</a> <a href="#">Performance Review History Trend</a>	

- Select the **Learning Hours Group by Employee Status** report.

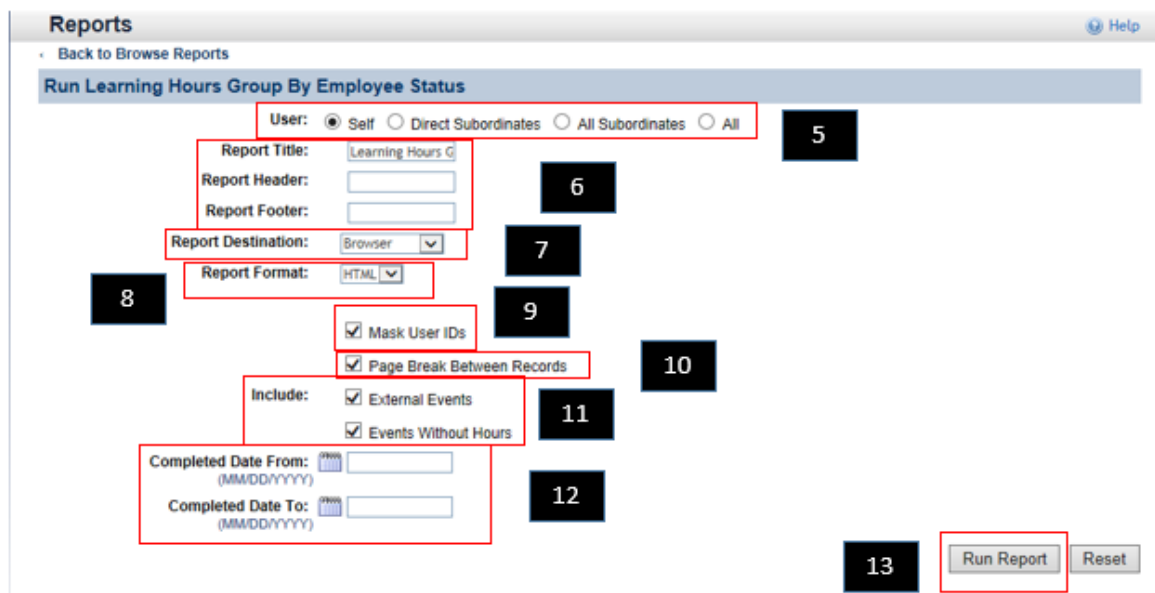
### Reports

< Back

Select a Report from the list below to run a report for yourself or your subordinates.

Report Name	
+ Active Goals <a href="#">Close-Fit Jobs</a>	
+ Competency Assessment Comparison <a href="#">Competency Assessment Trend</a>	
+ Curriculum Status <a href="#">Employee Dropoff</a> <a href="#">Employee/Supervisor Gap</a>	
+ Item Requests	
+ Item Status	
+ Learning History	
- Learning Hours	
<a href="#">Learning Hours (CSV)</a>	
+ <b>Learning Hours Group By Employee Status</b>	4
<a href="#">Learning Hours Group By Employee Type</a>	
<a href="#">Learning Hours Group By Job Code</a>	
<a href="#">Learning Hours Group By Job Location</a>	
<a href="#">Learning Hours Group By Organization</a>	
<a href="#">Learning Hours Group By Supervisor</a>	

5. This page allows you to enter specific criteria in order to filter report results. You can choose to run a report for **Self**, **Direct Subordinates**, **All Subordinates**, or **All**.
6. You can add a **Report Title** and **header** or **footer**.
7. You can send the report to your **browser** or **local file**. The browser is the most common default.
8. You can select the **Report Format** as html or .pdf.
9. In some organizations, users' IDs are classified as sensitive information. To hide user IDs, you can check **Mask User IDs**.
10. You can check **Page Break Between Records** if you want to start each report record on a new page.
11. You can choose to include **External Events** or **Events Without Hours** in your report.
12. You can select the **calendar icon** to enter date ranges for reports.
13. Once you have entered your report criteria, select **Run Report**. You have successfully run a report in the VA TMS.



Reports Help

[Back to Browse Reports](#)

**Run Learning Hours Group By Employee Status**

User:  Self  Direct Subordinates  All Subordinates  All 5

Report Title: Learning Hours G 6

Report Header:

Report Footer:

Report Destination: Browser 7

Report Format: HTML 8

Mask User IDs 9

Page Break Between Records 10

Include:  External Events 11

Events Without Hours

Completed Date From:  (MM/DD/YYYY) 12

Completed Date To:  (MM/DD/YYYY)

13