

Job Aid: Search the VA TMS Catalog

Purpose

The purpose of this job aid is to guide you through the step-by-step process for searching the VA TMS catalog. The main purpose of the VA TMS catalog is to allow you to locate and self-assign learning items that your organization has made available to you.

In this job aid, you will learn how to:

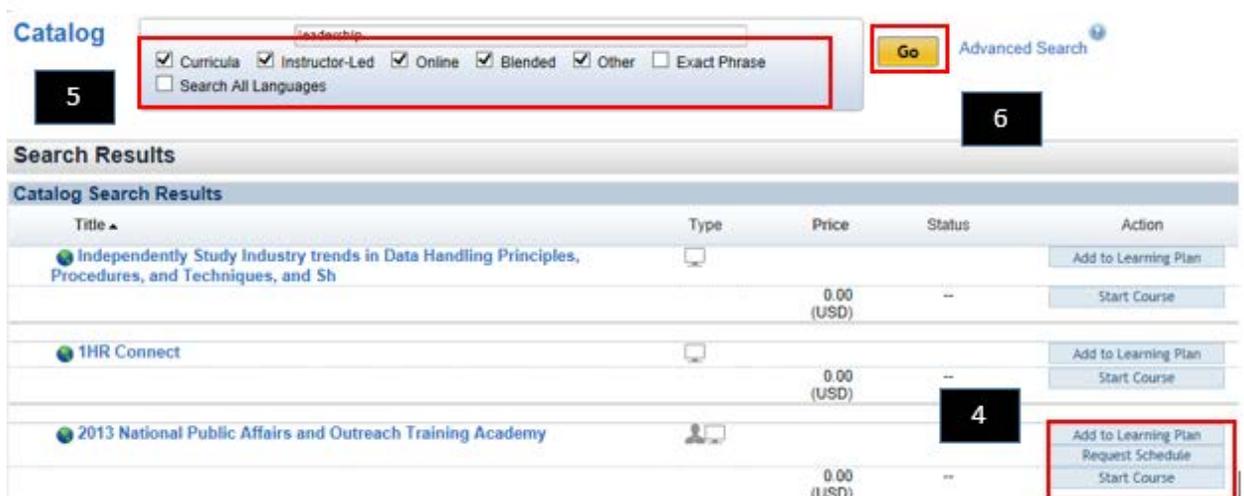
- Conduct keyword searches in the VA TMS catalog
- Browse the VA TMS catalog

Task A. Conduct Keyword Searches in the VA TMS Catalog

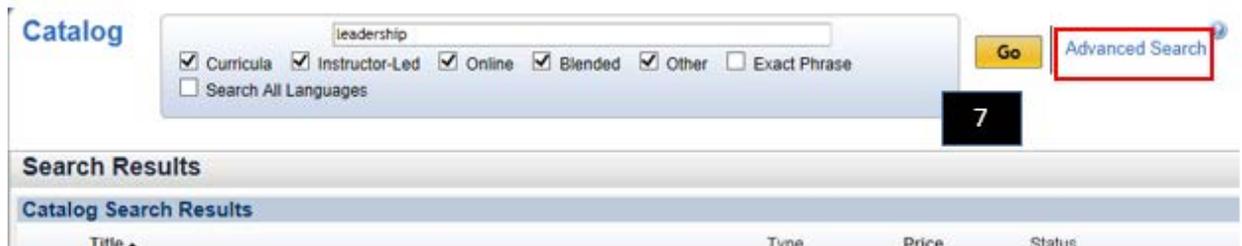
1. Navigate to the **User** home page where there is a textbox for conducting keyword searches in the VA TMS catalog.
2. Enter letters or words in the textbox to return all catalog items containing that information.
3. Select **Go**.



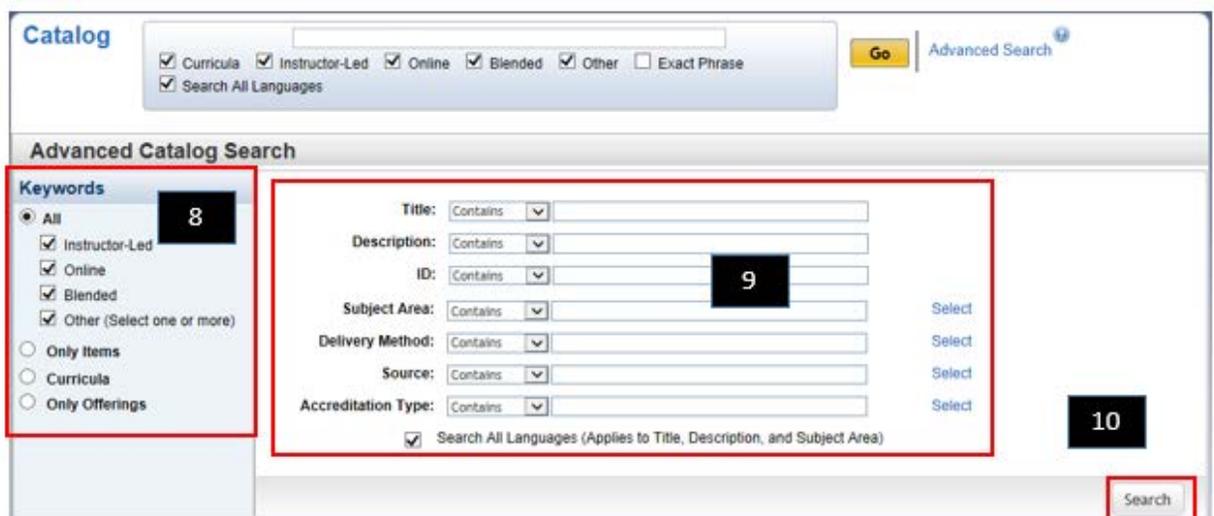
4. From this screen, you can add items to your To-Do List, request schedules, and launch online content. **NOTE:** The To-Do List is sometimes referred to as the Learning Plan in the VA TMS.
5. Refine your search by selecting or deselecting the different types of training listed at the top of the screen.
6. Select **Go**.



7. Select **Advanced Search** to conduct a more in-depth search of the VA TMS catalog.



8. Select **Keywords** for your advanced search.
9. Enter **advanced search criteria** using the drop-down lists and Select links.
10. Select **Search**. You have successfully conducted a keyword search in the VA TMS.

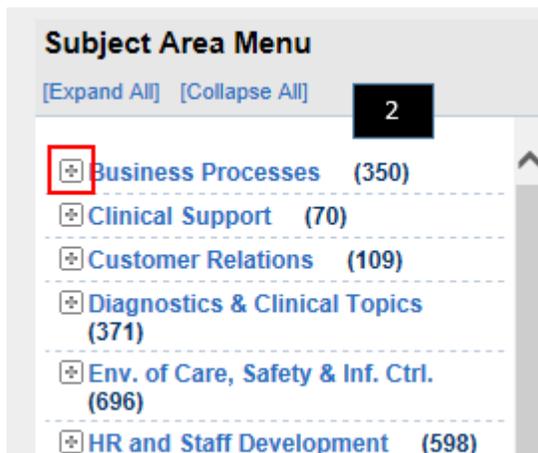


Task B. Browse the VA TMS Catalog

1. In addition to conducting keyword searches, you can also browse the VA TMS catalog. Select **Browse** on your home page.



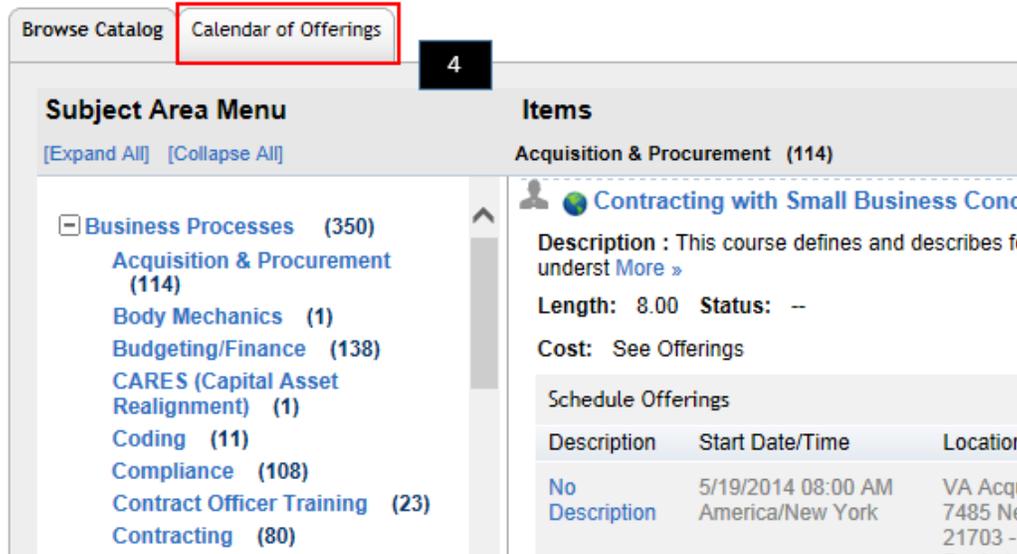
2. Select the **plus sign** to view all topics under a particular subject area.



3. Select a **topic** to view all related catalog items.



4. Select **Calendar of Offerings**.



Subject Area Menu

[Expand All] [Collapse All]

- Business Processes (350)
 - Acquisition & Procurement (114)
 - Body Mechanics (1)
 - Budgeting/Finance (138)
 - CARES (Capital Asset Realignment) (1)
 - Coding (11)
 - Compliance (108)
 - Contract Officer Training (23)
 - Contracting (80)

Items

Acquisition & Procurement (114)

Contracting with Small Business Conc

Description : This course defines and describes for underst [More »](#)

Length: 8.00 Status: --

Cost: See Offerings

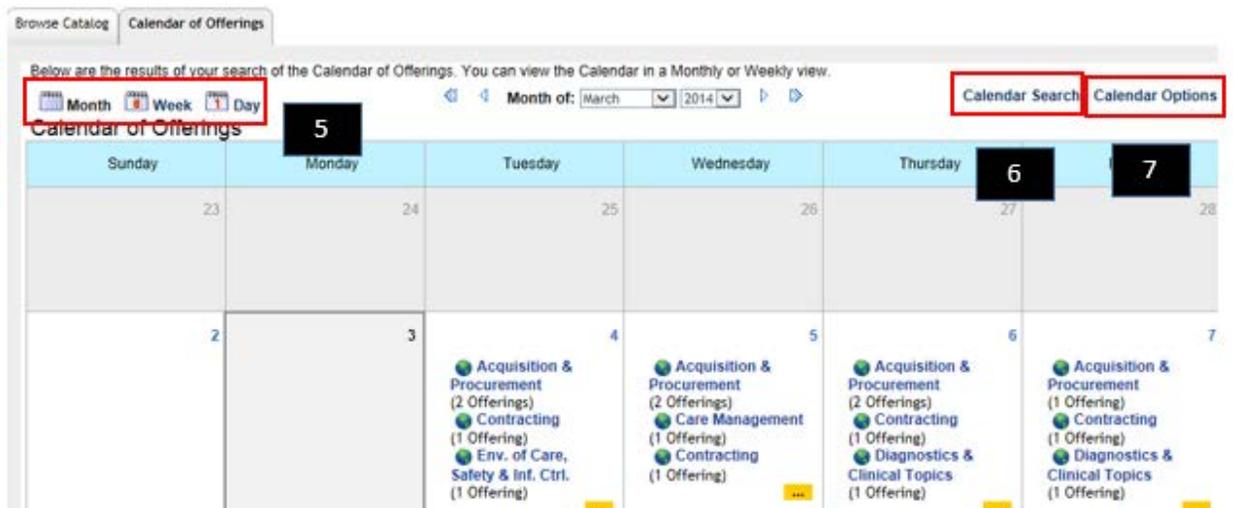
Schedule Offerings

Description	Start Date/Time	Location
No Description	5/19/2014 08:00 AM America/New York	VA Acq 7485 Ne 21703 -

5. This screen displays all scheduled offerings of the topic you've selected according to date. Select **Month**, **Week**, or **Day** to change your calendar view.

6. Select **Calendar Search** to search for catalog items on your calendar.

7. Select **Calendar Options** to update your calendar preferences, such as the first day of the week. You have successfully browsed the VA TMS catalog.



Below are the results of your search of the Calendar of Offerings. You can view the Calendar in a Monthly or Weekly view.

Month Week Day

Calendar of Offerings

Month of: March 2014

Calendar Search Calendar Options

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
23	24	25	26	27	28	
2	3	4	5	6	7	
		<ul style="list-style-type: none"> Acquisition & Procurement (2 Offerings) Contracting (1 Offering) Env. of Care, Safety & Inf. Ctrl. (1 Offering) 	<ul style="list-style-type: none"> Acquisition & Procurement (2 Offerings) Care Management (1 Offering) Contracting (1 Offering) 	<ul style="list-style-type: none"> Acquisition & Procurement (2 Offerings) Contracting (1 Offering) Diagnostics & Clinical Topics (1 Offering) 	<ul style="list-style-type: none"> Acquisition & Procurement (1 Offering) Contracting (1 Offering) Diagnostics & Clinical Topics (1 Offering) 	