User Job Aid: Access and Navigate VA TMS Help

(Revision date: February 13, 2017)

Purpose

The purpose of this job aid is to help Users locate and use the VA TMS help feature.

In this job aid, you will learn how to:

• Task A. Use VA TMS Help
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1. Select the **Help question mark icon** which is located in the upper right portion on every VA TMS page.

2. Scroll through the **index** on the left side of the page to view Help on specific VA TMS topics.

3. Select the **plus and minus icons** to collapse and expand the index.

4. Select the **arrows** to move forward and back between pages and topics. You have successfully accessed and navigated the VA TMS Help.
Helpful Hint:

- Select the **TMS Help Desk** easy link on your home page to locate contacts for additional assistance with the VA TMS.