User Job Aid: Search VA TMS Catalog

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Purpose

The purpose of this job aid is to help Users search 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:

- Task A. Conduct Keyword Searches
- Task B. Browse the VA TMS Catalog
Task A. Conduct Keyword Searches

1. Select the **My Learning** tab to navigate to your home page.

![Image of My Learning tab]

2. Enter letters or words in the **Find Learning** search box to return all catalog items containing that information.

3. Select **Go**.

![Image of Find Learning search box]
4. The Catalog Search results display. When you hover over a training course on this page, you can assign the item to yourself, start the course, assign the course to others, and recommend the course to others.

5. Select Next to proceed to the next page of search results.

6. Select Course Calendar to open a calendar of offerings of the courses you searched.
7. Select specific time frames by modifying the **month** and **year** on the Calendar of Offerings.

8. Select **Calendar Search** to search for specific items on the Calendar of Offerings.
9. Enter your search criteria by typing in the textboxes, and using the drop-down arrows and Select links.

10. Select Search.

11. Select Calendar Options to update your calendar preferences.
12. Update your calendar preferences by changing the **Days Displayed** and the **First Day of the Week**.

13. Select **Apply Changes**. You have successfully conducted a keyword search in the VA TMS catalog.
Task A. Browse the VA TMS Catalog

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

2. Follow steps 4-13 in Task A. Conduct Keyword Searches. You have successfully browsed the VA TMS catalog.