Job Aid: Run Reports

Purpose

The purpose of this job aid is to guide you through the step-by-step process for running supervisory reports. When you run a report, the VA TMS consolidates information from a variety of areas into a single document, which allows you to perform a targeted analysis of key data. You can run reports on yourself and your employees.

In this job aid, you will learn how to:

- Run Reports
Task A. Run Reports

1. Select My Employees from the VA TMS home page.

2. Select the Reports supervisory link.

3. Select a report to run on yourself or your subordinates.
4. Enter the report parameters. Available criteria will vary depending on the report.

5. Select **Run Report**.

6. Select the **Back to Browse Reports** link to return to the reports list.