
Job Aid: Run Reports

Purpose

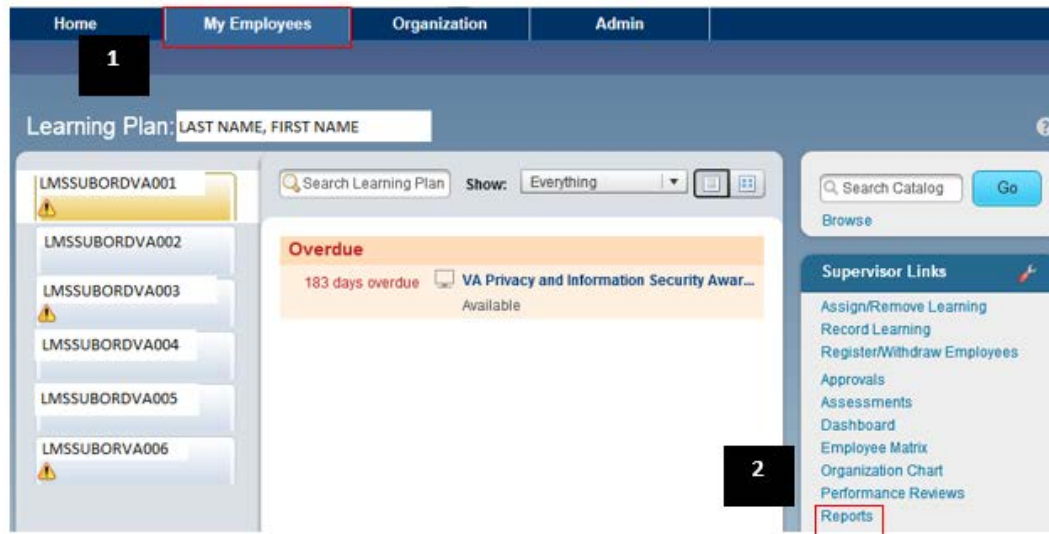
The purpose of this job aid is to guide you through the step-by-step process for running supervisory reports. When you run a report, the VA TMS consolidates information from a variety of areas into a single document, which allows you to perform a targeted analysis of key data. You can run reports on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

In this job aid, you will learn how to:

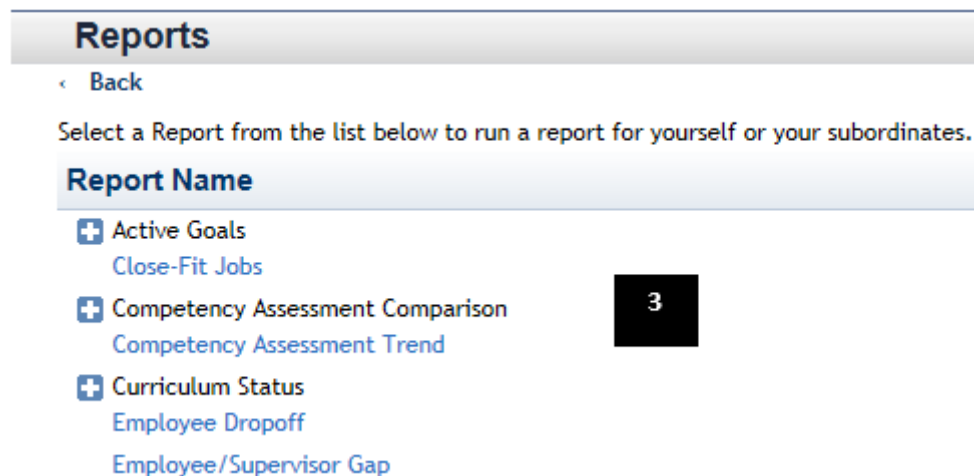
- Run Reports

Task A. Run Reports

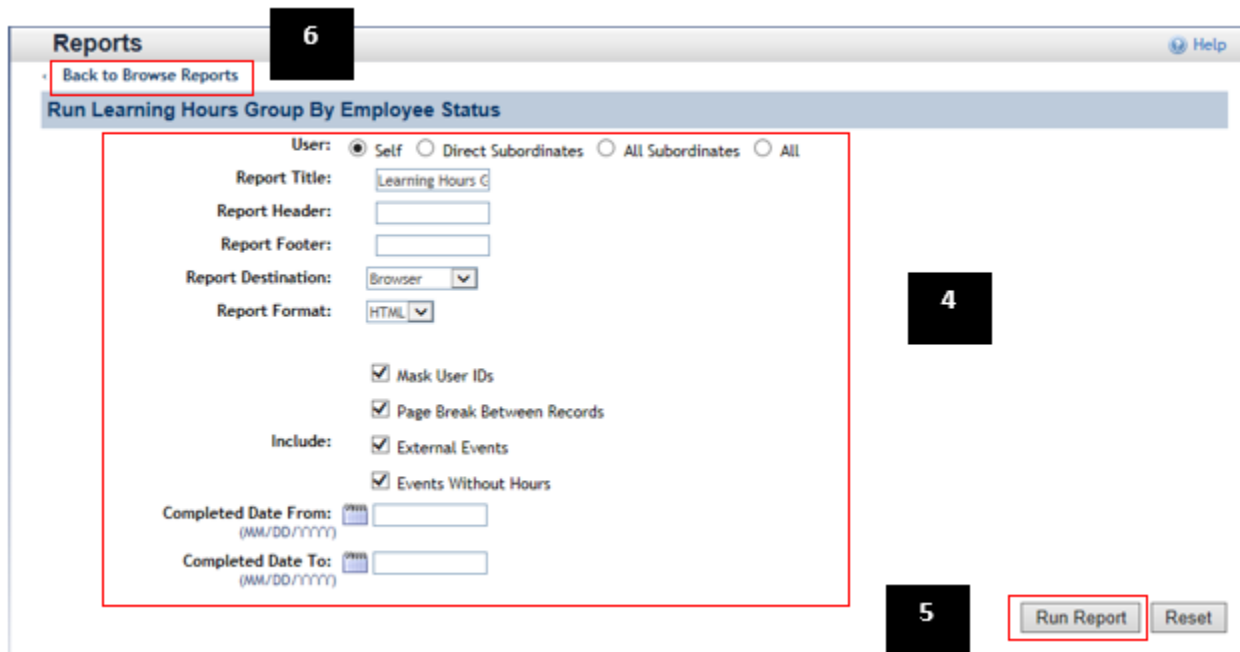
1. Select **My Employees** from the VA TMS home page.
2. Select the **Reports** supervisory link.



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.



The screenshot shows the 'Reports' section of the TMS interface. A black box with the number '6' is positioned over the 'Back to Browse Reports' link. The main report configuration area is titled 'Run Learning Hours Group By Employee Status'. It contains several input fields and checkboxes. A red box highlights the 'Report Title' field (containing 'Learning Hours G'), 'Report Header', 'Report Footer', 'Report Destination' (set to 'Browser'), and 'Report Format' (set to 'HTML'). To the right of this area, a black box with the number '4' is present. Below the main configuration area, there are checkboxes for 'Mask User IDs', 'Page Break Between Records', 'Include: External Events', and 'Events Without Hours'. At the bottom, there are date pickers for 'Completed Date From' and 'Completed Date To'. A black box with the number '5' is positioned over the 'Run Report' button, which is also highlighted with a red box. A 'Reset' button is located to the right of the 'Run Report' button.