



Job Aid: View User Records

Purpose

The purpose of this job aid is to guide you through the step-by-step process of viewing records, including your To-Do List, Completed Work, and Curriculum status and details.

In this job aid, you will learn how to:

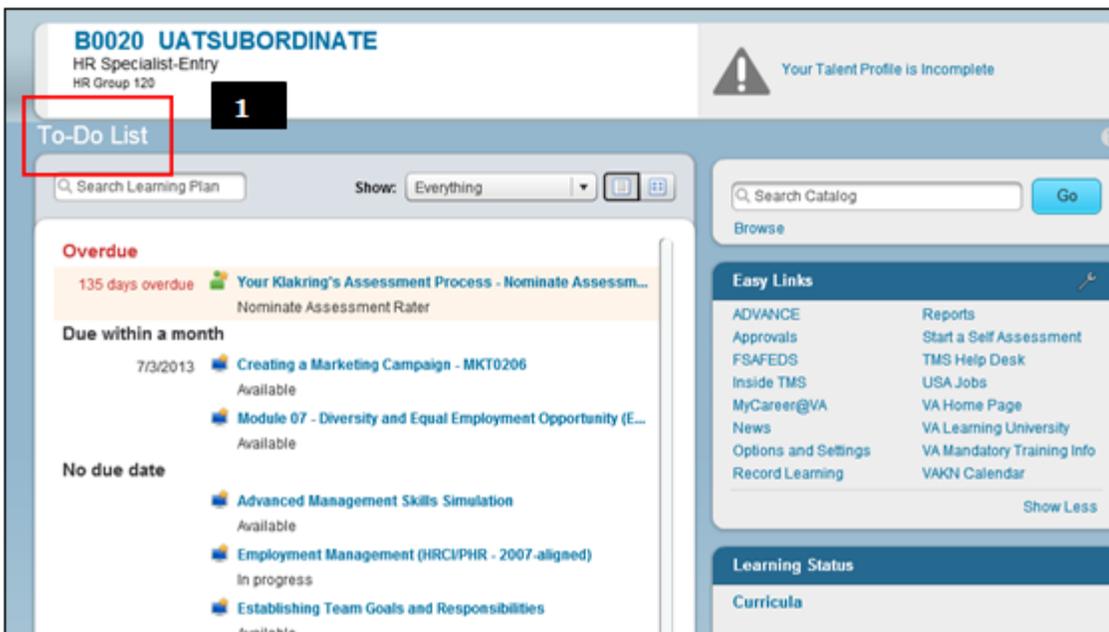
- A. View your To-Do List
- B. View your Completed work
- C. View your Curriculum status and details



Task A. Viewing Your To-Do List

Your To-Do List shows a consolidated list of the things that you need to act on, grouped by the due date of the list item.

1. View the *To-Do list* on the VA TMS Home page, displaying a consolidated view of tasks that require action.





2. Enter a keyword or keywords in the *Search To-Do List* text field.
- Or
3. Click the **Show** drop-down list and select a filter option to filter the *To-Do List*.

B0020 UATSUBORDINATE
HR Specialist-Entry
HR Group 120

Your Talent Profile is Incomplete

To-Do List

Search Learning Plan

Show: Everything

Search Catalog

Go

Browse

Easy Links

- ADVANCE
- Approvals
- FSAFEDS
- Inside TMS
- MyCareer@VA
- News
- Options and Settings
- Record Learning
- Reports
- Start a Self Assessment
- TMS Help Desk
- USA Jobs
- VA Home Page
- VA Learning University
- VA Mandatory Training Info
- VAKN Calendar

Show Less

Learning Status

Curricula

Overdue

135 days overdue

2

3

Nominate Assessment Rater

Due within a month

7/3/2013

- Creating a Marketing Campaign - MKT0206
Available
- Module 07 - Diversity and Equal Employment Opportunity (E...
Available

No due date

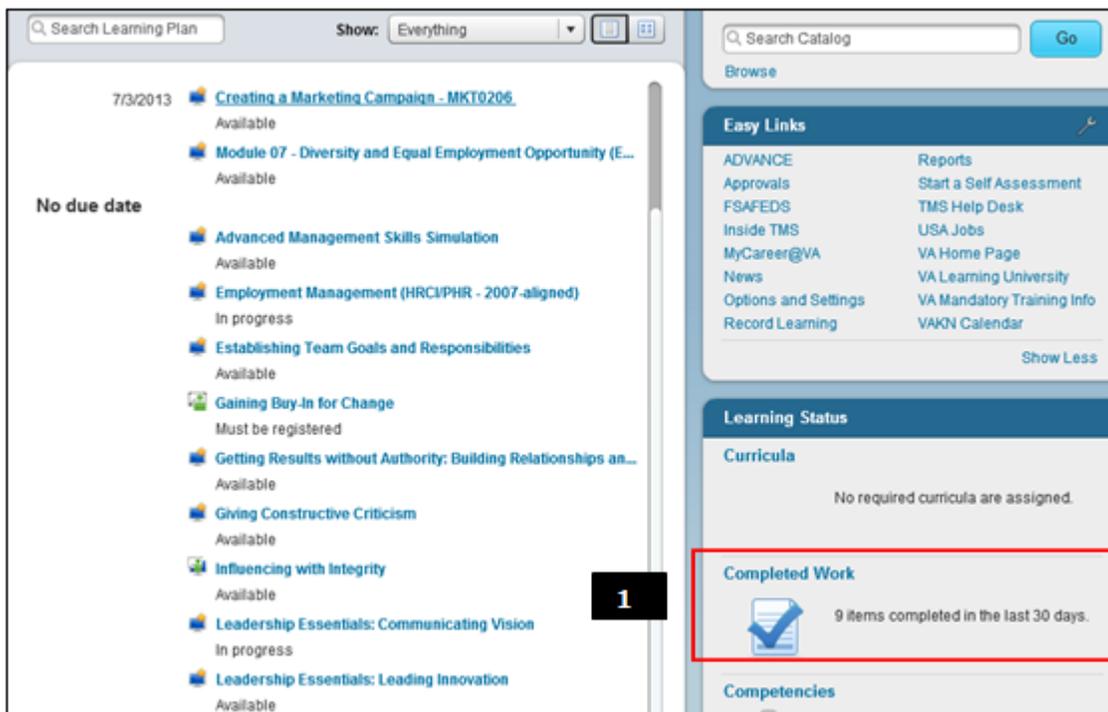
- Advanced Management Skills Simulation
Available
- Employment Management (HRCUPHR - 2007-aligned)
In progress
- Establishing Team Goals and Responsibilities
Available



Task B. View Your Completed Work

Your Completed Work displays a combined list of all tasks completed. It combines learning and performance activities, such as courses, performance reviews, and competency assignments. There are several ways to view your completed history.

1. Click the **Completed Work** status pod from the VA TMS *Home* page.





- Click any column header to sort the display based on *Type*, *Title*, *Status*, or *Completion Date*.

Completed Work

2

Competency History Help

Show Completions: All

| Type | Title | Status | Completion Date * |
|------------|-----------------|-----------|--------------------|
| All | | All | 1 - |
| Assessment | Self Assessment | Completed | 6/11/2013 03:51 PM |
| Assessment | Self Assessment | Completed | 6/11/2013 07:03 AM |
| Assessment | Self Assessment | Completed | 6/10/2013 01:33 PM |
| Assessment | Self Assessment | Completed | 6/5/2013 10:49 AM |
| Assessment | Self Assessment | Completed | 6/5/2013 10:40 AM |
| Assessment | Self Assessment | Completed | 6/5/2013 10:37 AM |
| Assessment | Self Assessment | Completed | 6/5/2013 09:33 AM |
| Assessment | Self Assessment | Completed | 6/4/2013 03:47 PM |
| Assessment | Self Assessment | Completed | 6/4/2013 03:45 PM |

- Select the **Type** drop-down list to filter the Completed Work list by type.
- Enter keywords into the **Title** text field to filter the table by title.
- Select the **Status** drop-down list to filter the table by status.

Completed Work

3

4

5

Competency History Help

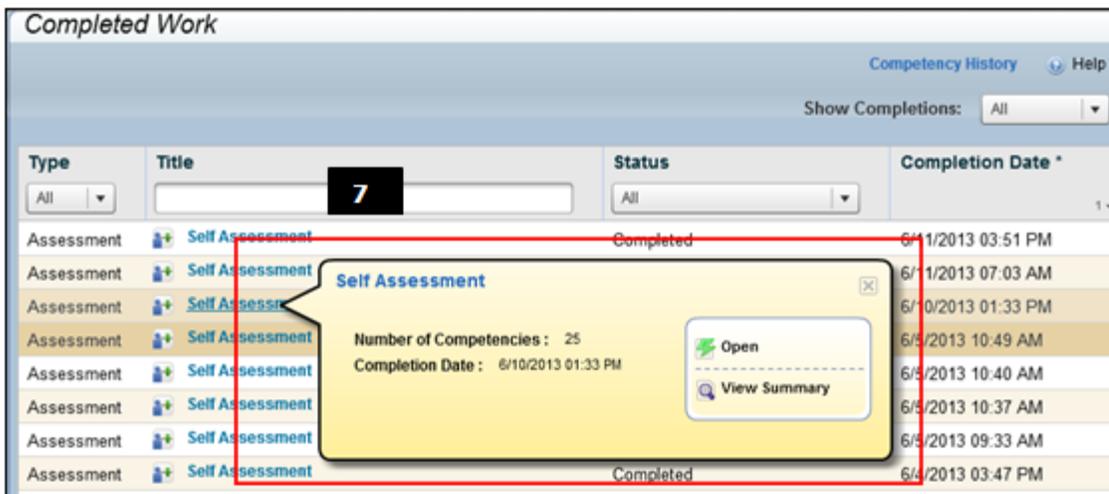
Show Completions: All

| Type | Title | Status | Completion Date * |
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| Assessment | Self Assessment | Completed | 6/5/2013 10:37 AM |
| Assessment | Self Assessment | Completed | 6/5/2013 09:33 AM |
| Assessment | Self Assessment | Completed | 6/4/2013 03:47 PM |
| Assessment | Self Assessment | Completed | 6/4/2013 03:45 PM |

- Select the **Show Completions** drop-down list to filter the table by after, before, or between selected dates.



- Select the **Title** link to choose the *View Details*, *Print Certificate*, or *Review Content* options.





Task C. View Your Curriculum Status and Details

This page displays all assigned curricula, the next action date, if applicable, and who assigned the curricula.

1. Click the **Curricula** status pod from the VA TMS Home page.

To-Do List

Search Learning Plan Show: Everything

Due within a month
6/28/2013 Time and Materials Contracts, CLC060

Due later
7/19/2013 Buy American Act, CLC027
9/4/2013 Tim's 6.4 Go-Live Test Item#3
Must be registered
2/2/2014 Human Resources Orientation
Must be registered

No due date
EM_CA_Test01
Must be registered

Search Catalog Go

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Show Less

Learning Status

Curricula

- Overdue (0)
- Due in 30 days (1)
- Due Later (2)

Completed Work



2. Click any column header to sort the curricula list by *Curriculum Title*, *Next Action Date*, or *Expiration Date*.
 - The **Check** icon indicates a completed curriculum item.
 - The **Folder** icon indicates an in progress curriculum item.
3. Click **Title** to view curriculum details.

Curriculum Status

This page includes a list of curricula that have been assigned to you. Each curriculum title links to the Curriculum Details page which includes a list of the curriculum's items and Action items. The Action items are the items where you can register for or request items. On this page you can also view the sub-curricula associated with each curriculum and access the items on items as well.

| Curriculum Title | Next Action Date | Expiration Date | Assigned By | Remove |
|--|------------------|-----------------|--------------------------|--------|
| KKA DMLM Admin Training | 6/28/2013 | Does not apply | Admin (VA 0400 LMSADMIN) | |
| DFAS | 9/4/2013 | Does not apply | Admin (VA 0400 LMSADMIN) | |
| bwl Period-Based Curricula | 2/1/2014 | Does not apply | Admin (VA 0400 LMSADMIN) | |

4. Click the **Expand** icon to view additional curriculum information from the *Curriculum Details* page.

Curriculum Details

bwl Period-Based Curricula Incomplete

Curriculum ID: bwl Period Based Curricula
Assigned By: Admin (VA 0400 LMSADMIN)
Description: bwl - practice

Due by: 2/1/2014

View by: Suggested Order

Human Resources Orientation