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.
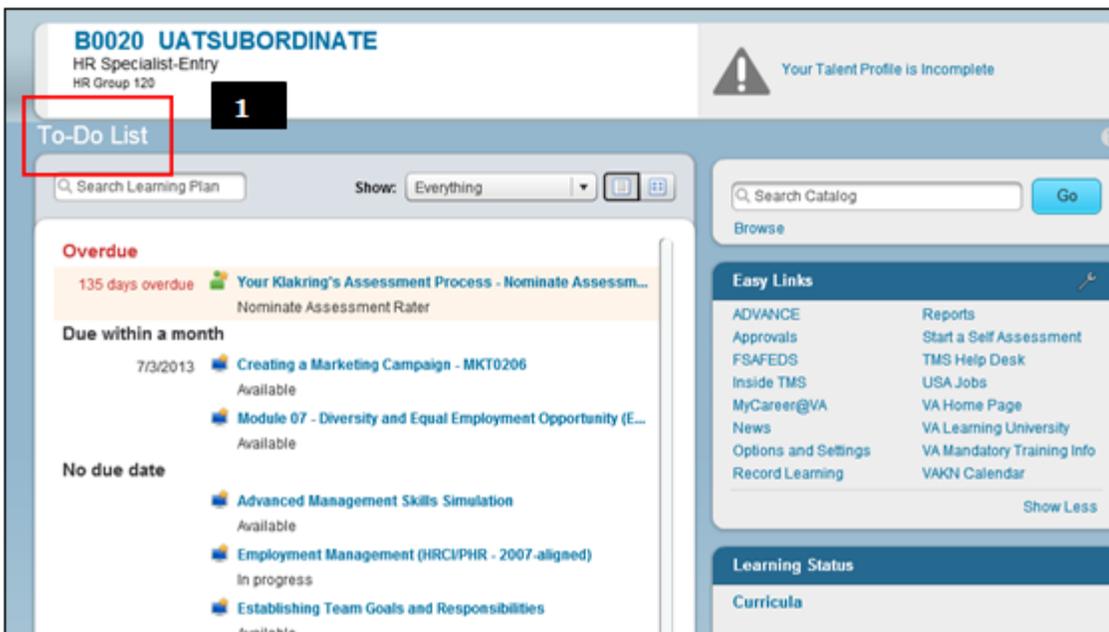
2. Enter a keyword or keywords in the *Search To-Do List* text field.

Or

3. Click the **Show** drop-down list and select a filter option to filter the *To-Do List*.

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.

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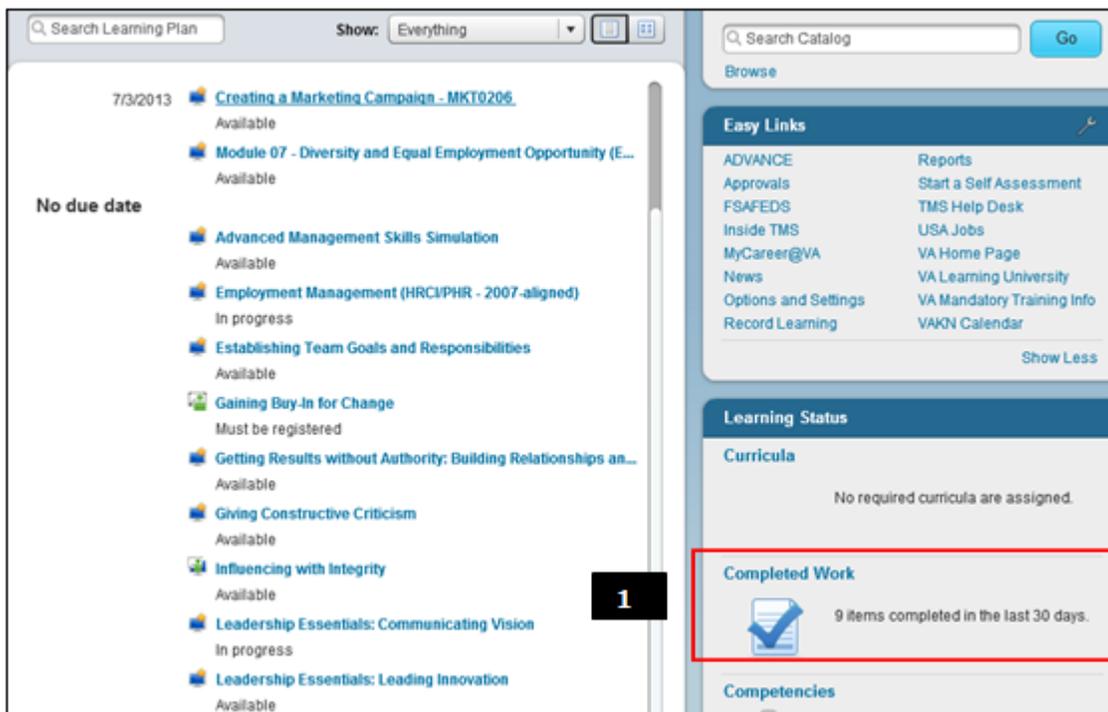
2. Click any column header to sort the display based on *Type, Title, Status,* or *Completion Date.*

3. Select the **Type** drop-down list to filter the Completed Work list by type.

4. Enter keywords into the **Title** text field to filter the table by title.

5. Select the **Status** drop-down list to filter the table by status.

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

7. Select the **Title** link to choose the *View Details*, *Print Certificate*, or *Review Content* options.
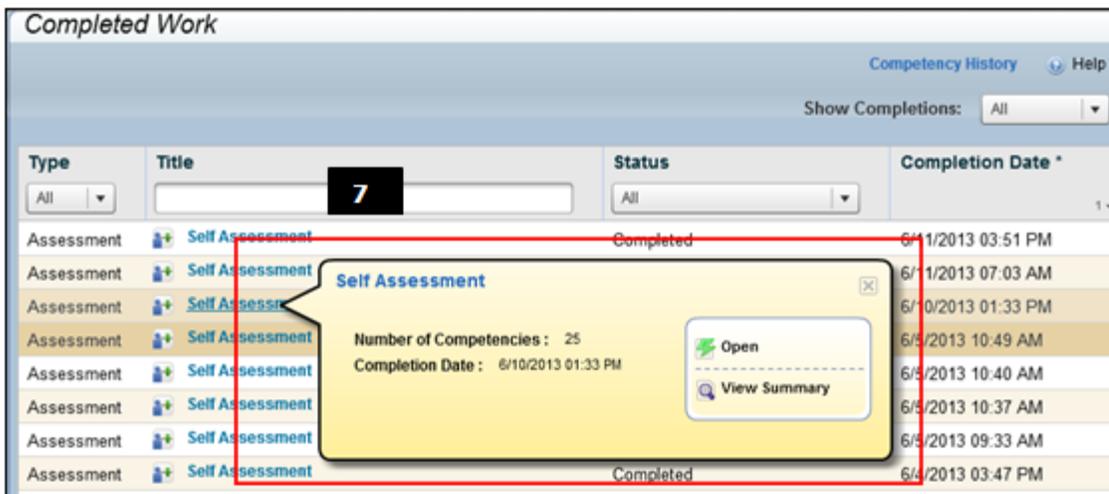
Task C. View Your Curriculum Status and Details

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.

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.

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