



Manager Job Aid: Run Reports

(Revision date: September 16, 2020)

Purpose

The purpose of this job aid is to guide you through the step-by-step process for running managerial 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.

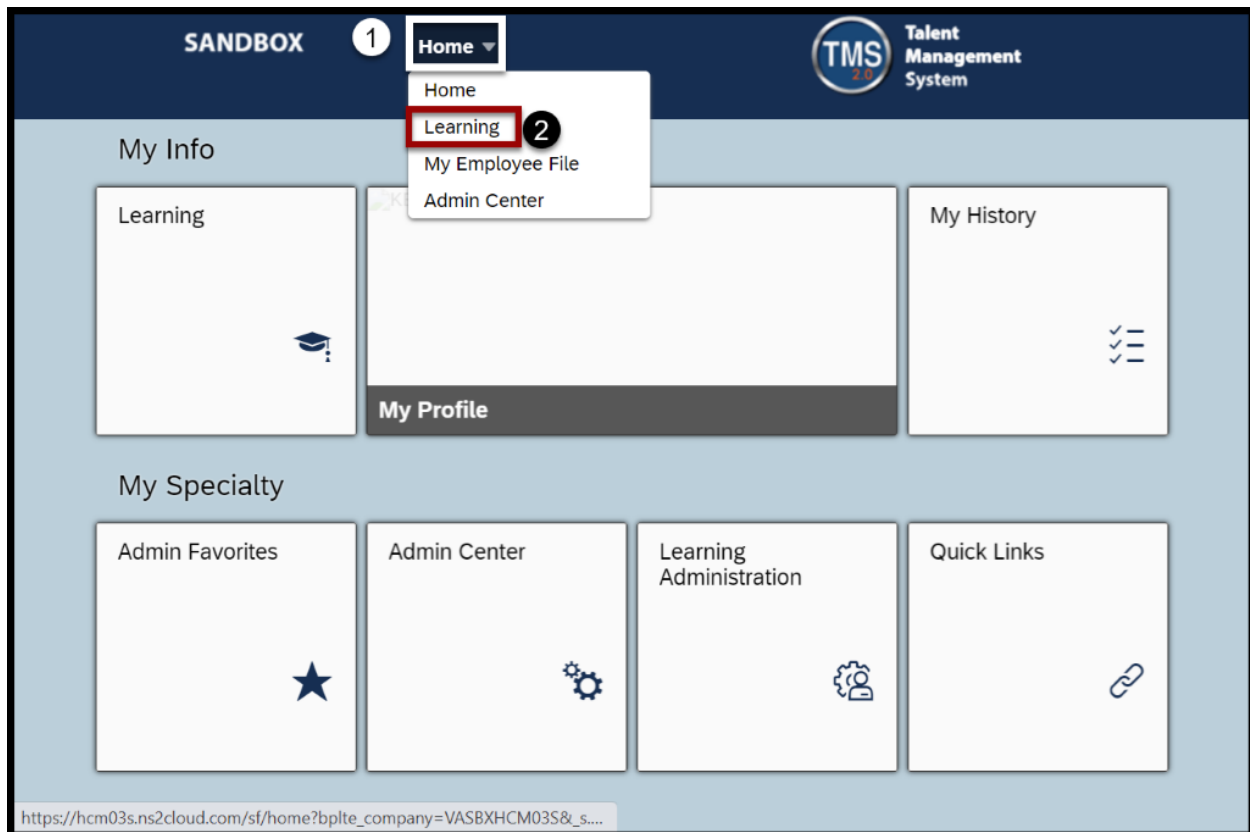
In this job aid, you will learn how to:

- Task A. Run Reports

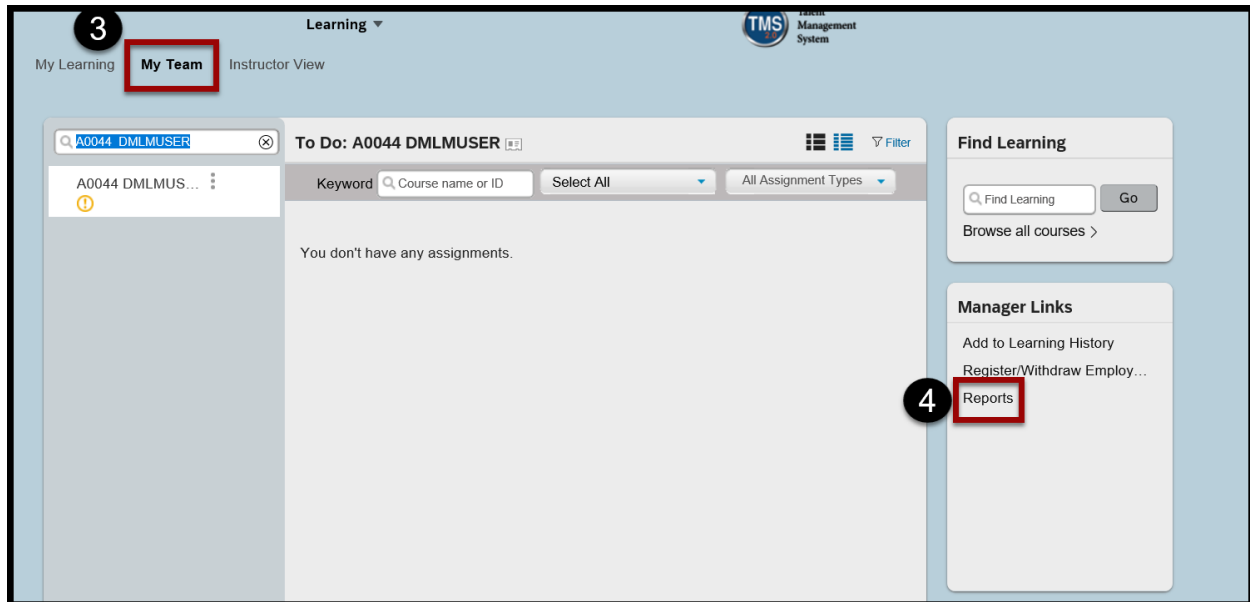


Task A. Run Reports

1. From the VA TMS landing page, select the **Home** dropdown menu.
2. Select the **Learning** option. This will navigate you to the My Learning area of the TMS.

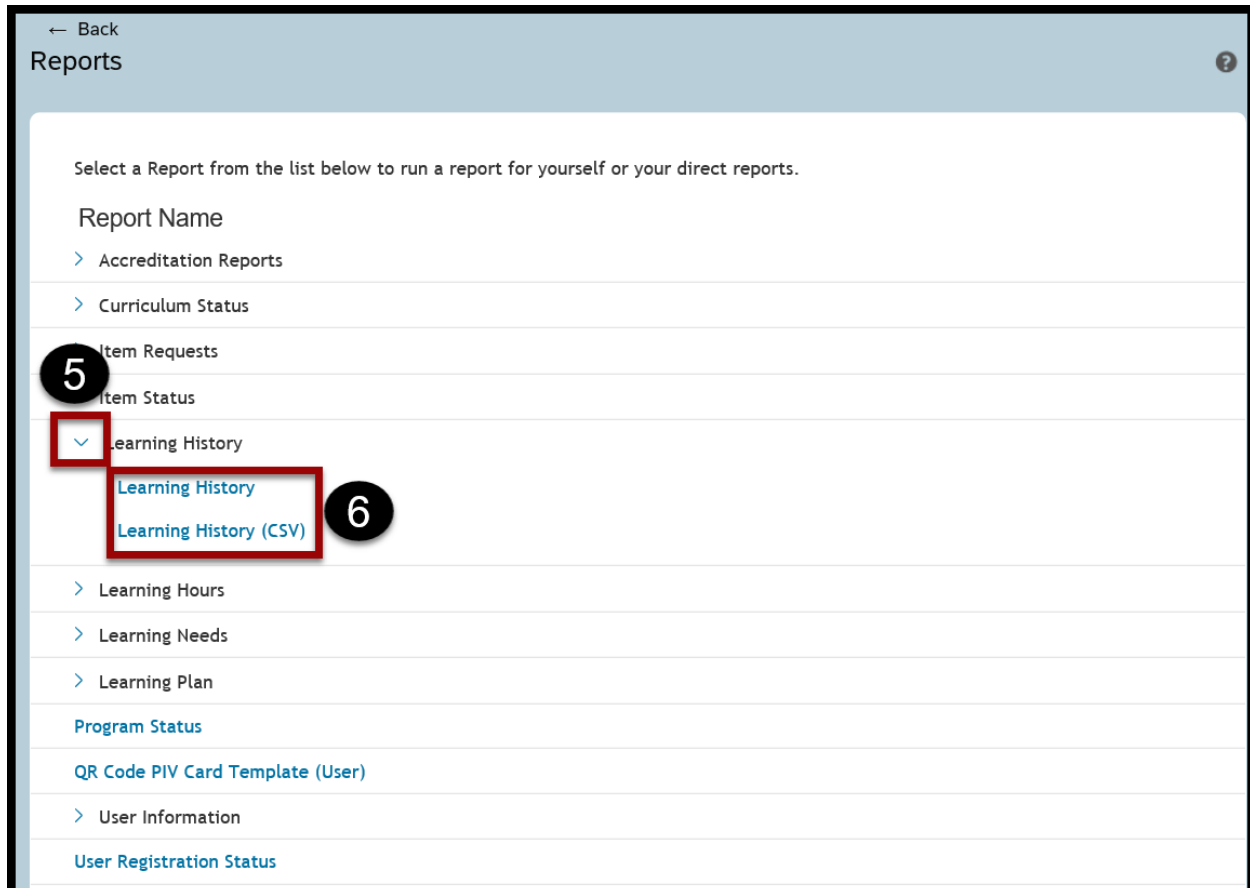


3. Select the **My Teams** tab.
4. Under the Manager Links widget box, choose the **Reports** option.



5. Select the **expand arrow** to view the different versions available.
6. Choose a version **hyperlink**.

Note: CSV stands for Comma-Separated Value and will open in Microsoft Excel.



7. Select an option in the **User** section.
8. Enter the report parameters. Available criteria will vary depending on the report.
9. Select **Run Report**.

Run Learning History

User: ☒ Self ☐ Direct Reports ☐ All Direct Reports ☐ All
☐ Include Alternate Direct Reports

Report Title: Learning History

Report Header:

Report Footer:

Report Destination: Browser

Report Format: HTML

☒ Mask User IDs

☒ Page Break Between Records

Completed Date From: (MM/DD/YYYY)

Completed Date To: (MM/DD/YYYY)

Report Type: ☒ Summary ☐ Detail

Include: ☐ Item Events ☐ External Events ☐ Program Events ☒ All

Print Comments: ☐ Yes ☒ No

Sort By: ☒ Completion Date ☐ Entity ID



10. Depending on what destination and format you chose in the report criteria, your report can open in different programs. You have successfully run a managerial report!

TMS

Talent Management System

Learning History

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User

User ID : ***** Name : [REDACTED]

Item Events	Entity ID	Entity Title	Class ID	Completion Date	Grade	Status
VA 4175768 (Rev 1 - 1/11/2016 10:47 AM America/Chicago)	VA Time & Attendance System - Employees (Interactive)			7/20/2020 06:40 PM America/Chicago		VA-Complete
VA 3901227 (Rev 1 - 1/29/2015 09:15 AM America/Chicago)	VA Core Values Training (I CARE Recommitment)			7/20/2020 12:42 PM America/Chicago		VA-Complete
VA 10203 (Rev 5 - 2/14/2007 02:47 PM America/Chicago)	Privacy and HIPAA Training			4/9/2020 12:42 PM America/Chicago		VA-Complete
VA 10176 (Rev 6 - 2/8/2007 09:53 AM America/Chicago)	VA Privacy and Information Security Awareness and Rules of Behavior			3/13/2020 12:37 PM America/Chicago		VA-Complete
VA 1367006 (Rev 1 - 1/14/2011 08:55 AM America/Chicago)	VA Telework Training Module For Employees			3/13/2020 12:27 PM America/Chicago		VA-Complete
VA 1366994 (Rev 1 - 1/14/2011 08:01 AM America/Chicago)	VA Telework Training Module For Managers			3/13/2020 12:09 PM America/Chicago		VA-Complete
VA 39342 (Rev 1 - 9/5/2019 10:39 AM America/Chicago)	VHIE Overview Course			12/16/2019 10:01 PM America/Chicago		VA-Complete
VA 4157132 (Rev 1 - 10/30/2015 06:35 AM America/Chicago)	White Belt NEO Training			9/17/2019 08:06 PM America/Chicago		VA-Complete
VA 3882316 (Rev 1 - 7/24/2014 06:38 PM America/Chicago)	Culture of Excellence - One Team One Mission (SDC)			9/17/2019 06:55 PM America/Chicago		VA-Complete
VA 3897904 (Rev 1 - 12/29/2014 02:13 PM America/Chicago)	Culture of Excellence: All Employee Team Training SDC			9/17/2019 06:55 PM America/Chicago		VA-Complete
VA 4203124 (Rev 1 - 1/13/2017 12:10 PM America/Chicago)	Veterans Service/Own the Moment			9/17/2019 06:55 PM America/Chicago		VA-Complete
VA 10176 (Rev 6 - 2/8/2007 09:53 AM America/Chicago)	VA Privacy and Information Security Awareness and Rules of Behavior			9/16/2019 11:10 AM America/Chicago		VA-Complete
VA 2673963 (Rev 1 - 1/5/2012 12:50 PM America/Chicago)	New Employee Orientation (NEO) Stage 1 - SDC			9/16/2019 11:10 AM America/Chicago		VA-Complete
VA 66979 (Rev 1 - 2/8/2008 01:40 PM America/Chicago)	Suicide Prevention Guide Training (S.A.V.E.)			9/16/2019 11:10 AM America/Chicago		VA-Complete

User

User ID : ***** Name : [REDACTED]

Item Events	Entity ID	Entity Title	Class ID	Completion Date	Grade	Status
VA 10176 (Rev 6 - 2/8/2007 09:53 AM America/Chicago)	VA Privacy and Information Security Awareness and Rules of Behavior			7/14/2020 08:10 AM America/Chicago		VA-Complete
VA 3812493 (Rev 1 - 6/13/2013 12:25 PM America/Chicago)	Government Ethics - The Essentials			7/13/2020 11:20 AM America/Chicago		VA-Complete
VA 4481925 (Rev 1 - 9/7/2018 03:53 PM America/Chicago)	TMS 2.0 Scheduling Managers Training	3622068		6/15/2020 02:30 PM America/Chicago		VA-Complete
VA 4450696 (Rev 1 - 5/23/2018 02:19 PM America/Chicago)	TMS 2.0 Exam and Quizzes, Surveys & Training Evaluations Training	3622951		6/9/2020 02:30 PM America/Chicago		VA-Complete
VA 4554898 (Rev 1 - 5/5/2020 08:48 PM America/Chicago)	Building Your Resiliency and Capacity During Uncertain Times	3672642		5/12/2020 01:00 PM America/Chicago		VA-Complete
NFED 4480843 (Rev 1 - 9/5/2018 10:43 AM America/Chicago)	VIEW'S Application Training Video			4/22/2020 10:52 AM America/Chicago		NFED-Complete

