



TMS
2.0

VA

User Job Aid

Navigate My History

User Job Aid: Navigate History

Purpose

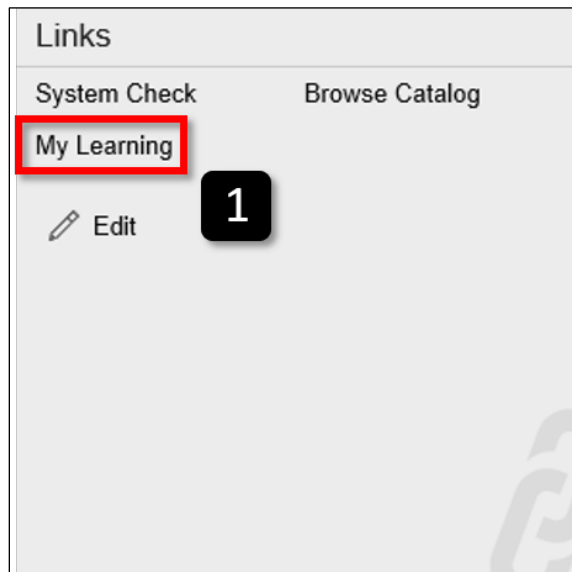
The purpose of this job aid is to help you understand and navigate the different features and functions of the History section on your home page.

In this job aid, you will learn how to:

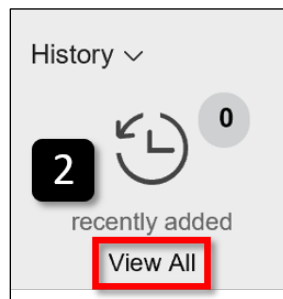
- Access and Filter Completed Work
- Print Completion Certificates

 **Access and Filter Completed Work**

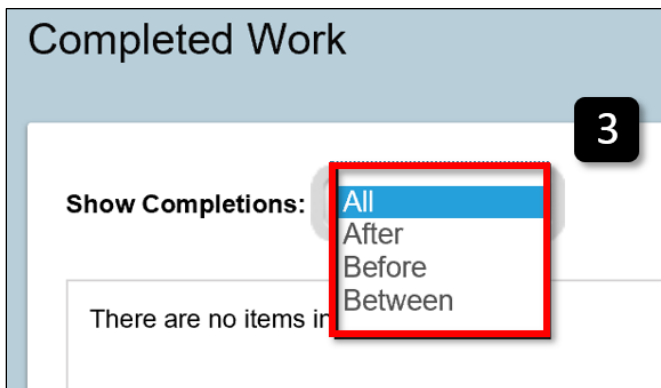
1. After logging in to TMS 2.0, select the **My Learning** tab to navigate to your home page.



2. Select the **View All** link in the **History** section on your **My Learning** page.



- This page lists all the learning events you have completed, along with each status and completion date. Select the **drop-down arrow** next to **Show Completions** to filter the view of your completed work. This feature allows you to display completed work **After**, **Before**, or **Between** certain dates.

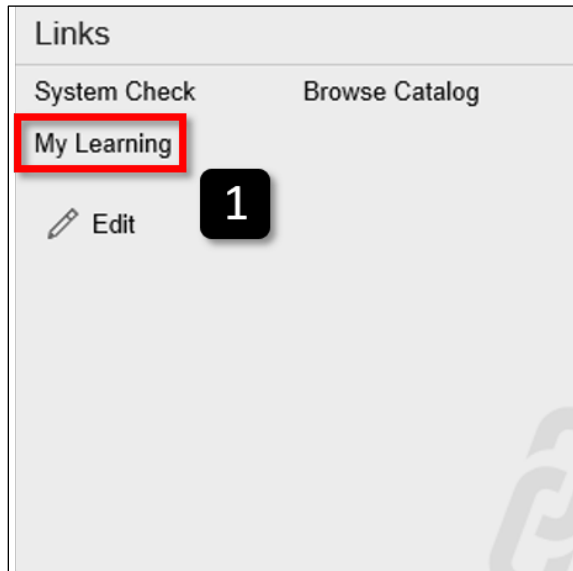


- For example, if you select **Between** from the drop-down list, you need to enter a specific date range and then select **Find**. Only those completed items within the date range appear. You have successfully accessed and filtered your completed work.

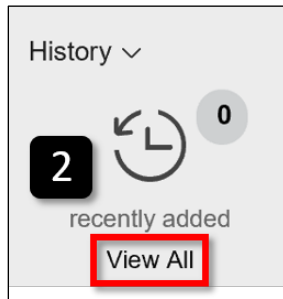


 **Print Completion Certificates**

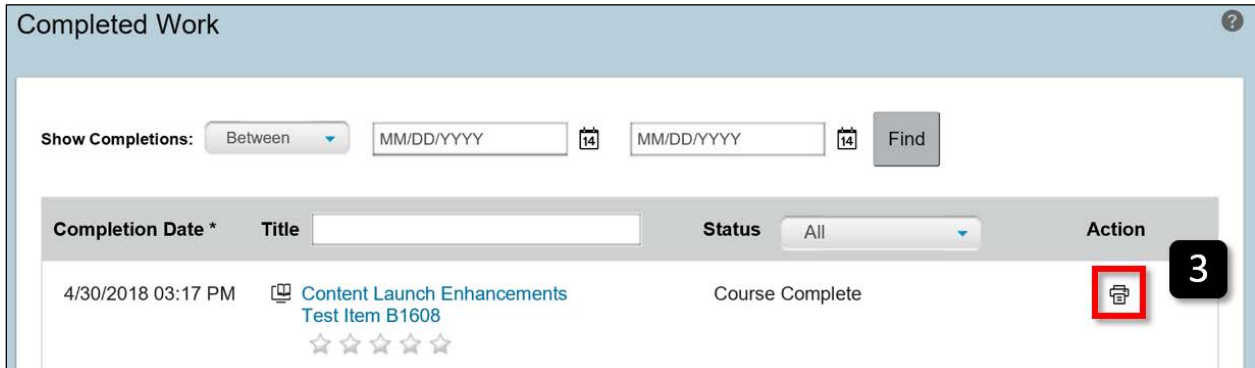
1. Select the **My Learning** link to navigate to your home page.



2. Select the **View All** link in the **History** section on your **My Learning** page.





3. If you hover over an item on your **Completed Work** page, you can choose to view details, print a completion certificate, or review content. Select **Print Certificate**.



Completed Work

Show Completions: Between Find

Completion Date *	Title	Status	Action
4/30/2018 03:17 PM	 Content Launch Enhancements Test Item B1608 ☆☆☆☆☆	Course Complete	 3

4. The certificate displays in a new window.