



TMS
2.0

VA

User Job Aid

Search VA TMS 2.0 Catalog

User Job Aid: Search VA TMS 2.0 Catalog

Purpose

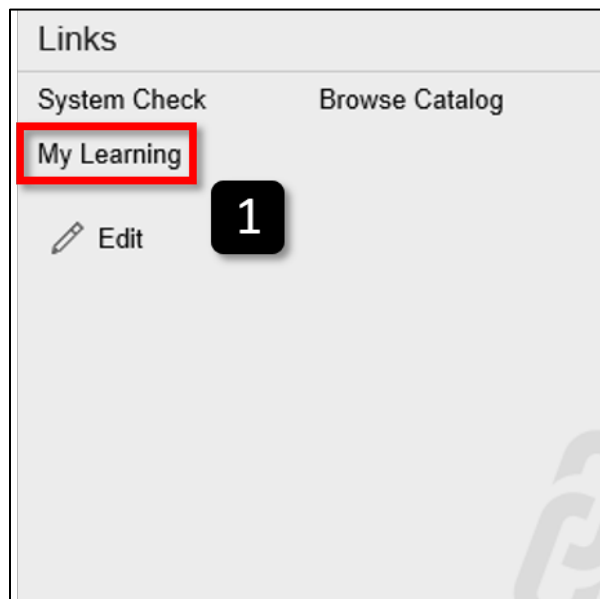
The purpose of this job aid is to guide you as you search the VA TMS 2.0 catalog. The VA TMS 2.0 catalog allows you to locate and self-assign learning items made available in TMS.

In this job aid, you will learn how to:

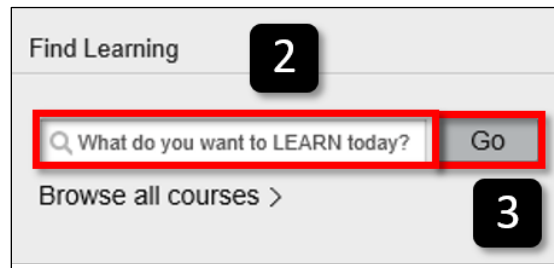
- Conduct Keyword Searches
- Browse the VA TMS 2.0 Catalog

Conduct Keyword Searches

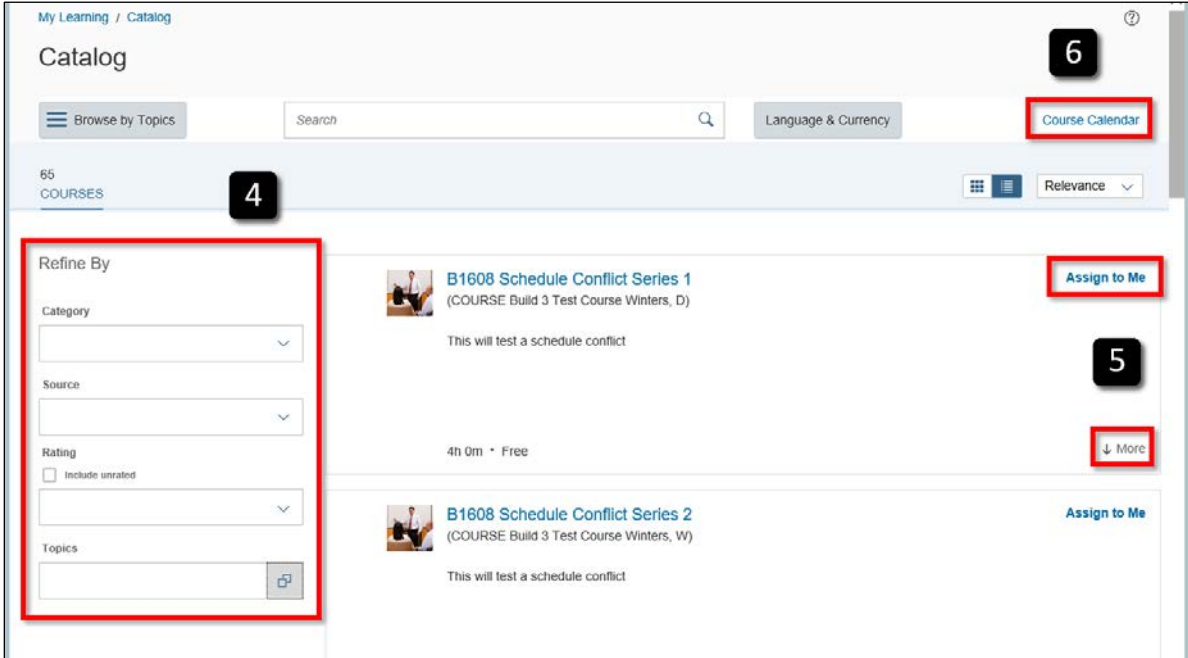
1. After logging in to TMS 2.0, select the **My Learning** link to navigate to your home page.



2. Enter letters, words, or numbers in the **Find Learning** search box to return all catalog items containing that information.
3. Select **Go**.






4. Enter search criteria in the **Refine By** fields to narrow your results.
5. The Catalog Search results display. When you hover over a training course on this page, you can **assign the item to yourself**, and by selecting **More**, you can **request a schedule**, and **assign to others** (if you are a supervisor in TMS 2.0).
6. Select **Course Calendar** to open a calendar of offerings of the courses you searched.




The screenshot displays the 'Catalog' page in the TMS 2.0 interface. At the top, there is a navigation bar with 'My Learning / Catalog' and a search bar. A 'Course Calendar' button is highlighted with a red box and labeled '6'. Below the search bar, there are 'Browse by Topics' and 'Language & Currency' options. The main content area shows a list of courses. On the left, a 'Refine By' sidebar is highlighted with a red box and labeled '4', containing filters for Category, Source, Rating, and Topics. The course list includes 'B1608 Schedule Conflict Series 1' and 'B1608 Schedule Conflict Series 2'. For the first course, an 'Assign to Me' button is highlighted with a red box and labeled '5', and a 'More' button is also highlighted with a red box. The second course also has an 'Assign to Me' button.

7. Select specific time frames by modifying the **month** and **year**.
8. Select **Calendar Search** to search for specific items on the Calendar of Offerings.

Below are the results of your search of the Calendar of Scheduled Offerings. You can view the Calendar in a Monthly or Weekly view.

 Month
  Week
  Day


 Month of: May 2018

Calendar Search
Calendar Options

Calendar of Scheduled Offerings

Monday	Tuesday	Wednesday	Thursday	Friday
30	1	2	3	4 WILLTEST
7	8	9	10	11 WILLTEST
14	15	16	17	18 WILLTEST
21 WILLTEST	22	23	24	25 WILLTEST
28	29	30	31	1 WILLTEST

9. Enter your search criteria by using the **drop-down arrows** and textboxes, and **Select** links.

10. Select **Search**.

Calendar of Scheduled Offerings




Specify the subject area(s), location(s), and delivery method(s) you would like to look for.

Title:	Contains	<input type="text"/>	
Description:	Contains	<input type="text"/>	
Subject Area:	Contains	<input type="text"/>	Select
Facility:	Contains	<input type="text"/>	Select
Delivery Method:	Contains	<input type="text"/>	Select
Source:	Contains	<input type="text"/>	Select

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11. Select **Calendar Options** to update your calendar preferences.

Below are the results of your search of the Calendar of Scheduled Offerings. You can view the Calendar in a Monthly or Weekly view.

 Month
  Week
  Day

 << < Month of: May 2018 > >>

[Calendar Search](#)

Calendar of Scheduled Offerings

Monday	Tuesday	Wednesday	Thursday	Friday
30	1	2	3	4
				WILLTEST

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12. Update your calendar preferences by selecting the **Days Displayed** and by choosing the **First Day of the Week**.

13. Select **Apply Changes**. You have successfully conducted a keyword search in the VA TMS 2.0 catalog.

Update Calendar Preferences

← Back

Days Displayed

- Sunday
- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday

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First Day of the Week

- Sunday
- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday

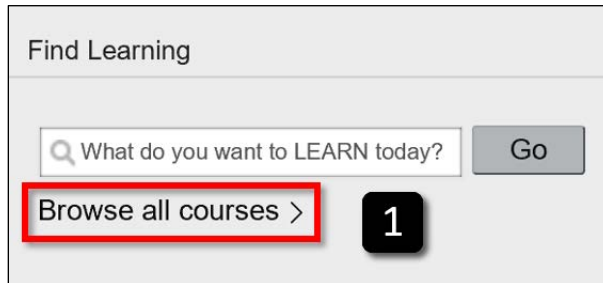
Remember Calendar Mode

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Browse the VA TMS 2.0 Catalog

1. In addition to conducting keyword searches, you can also browse the VA TMS 2.0 catalog. Select **Browse all courses** in the Find Learning pod on your home page.



Find Learning

What do you want to LEARN today? Go

Browse all courses > 1

2. Follow **steps 4-13** in Task A. Conduct Keyword Searches. You have successfully browsed the VA TMS 2.0 catalog.