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

10. Select Search.

11. Select Calendar Options to update your calendar preferences.
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.
Talent Management System

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](image)

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