



TMS
2.0

VA

User Job Aid

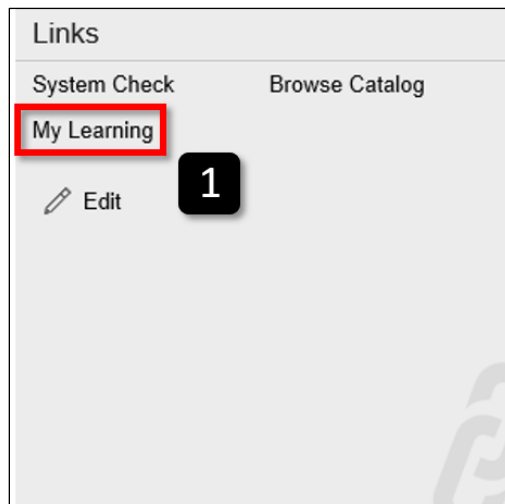
Run Reports

User Job Aid: Run Reports



Run and Print Your Learning History Report

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



2. Select the **Reports** easy link.



- Links**
- Accomplishments
 - Approvals
 - Enterprise Service...
 - News
 - Options and Settings
 - Record Learning
 - Reports** **2**
 - SF-182
 - Skillssoft Books
 - Talent Profile
 - USA Jobs
 - VA Home Page
 - VA Mandatory Train...
 - VAKN Calendar
 - VHA Desktop Library





- This page lists all the reports you can run on yourself in the VA TMS 2.0. Select the **arrow** next to **Learning History**.

Reports

Select a Report from the list below to run a report for yourself or your subordinates.

Report Name

- > Accreditation Reports
- > Competency Assessment Comparison
- Competency Assessment Trend
- > Curriculum Status
- > Item Requests
- > Item Status
- > **Learning History** **3**
- > Learning Hours
- > Learning Needs
- > Learning Plan
- QR Code PIV Card Template (User)
- > User Information
- User Registration Status
- VA FORM 3482

- Select **Learning History (CSV)** from the drop-down list.
NOTE: The CSV option will generate your report in an Excel format.

Reports

Select a Report from the list below to run a report for yourself or your subordinates.

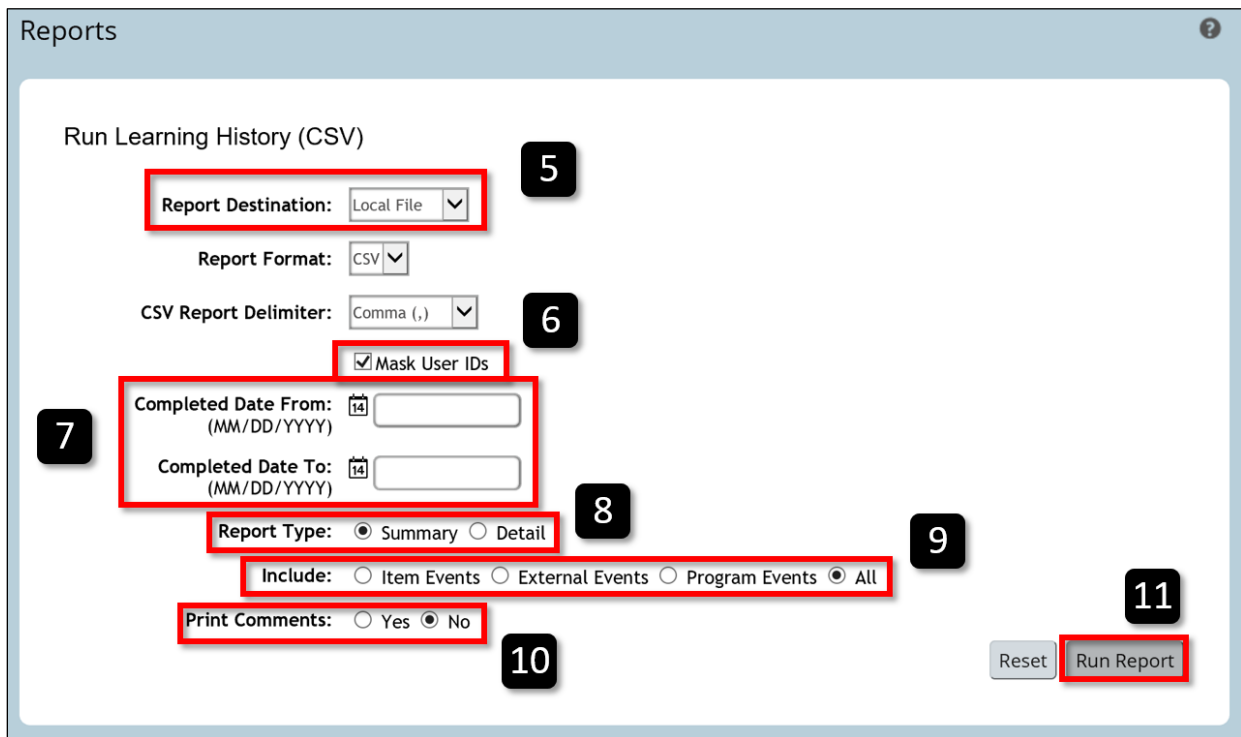
Report Name

- > Accreditation Reports
- > Competency Assessment Comparison
- Competency Assessment Trend
- > Curriculum Status
- > Item Requests
- > Item Status
- > Learning History **4**
 - Learning History (CSV)**
 - My History

- This page allows you to enter specific criteria to filter report results. You can choose to send the report to a **Local File** or **Remote File**.

Note: If you are a supervisor, you will also have the option to run a report for **Self**, **Direct Subordinates**, **All Subordinates**, or **All**.

- In some organizations, users' IDs are classified as sensitive information. To hide user IDs, you can check **Mask User IDs**.
- Select the **calendar icon** to enter date ranges for reports.
- Select the **Report Type** as Summary or Detail.
- You can choose to include **Item Events**, **External Events**, **Program Events** or **All** in your report.
- You can choose to **Print Comments** in your report.
- Once you have entered your report criteria, select **Run Report**. You have successfully printed your Learning History report.



Reports

Run Learning History (CSV)

Report Destination: Local File **5**

Report Format: CSV

CSV Report Delimiter: Comma (,) **6**

Mask User IDs

Completed Date From: (MM/DD/YYYY) **7**

Completed Date To: (MM/DD/YYYY)

Report Type: Summary Detail **8**

Include: Item Events External Events Program Events All **9**

Print Comments: Yes No **10**

Reset Run Report **11**