

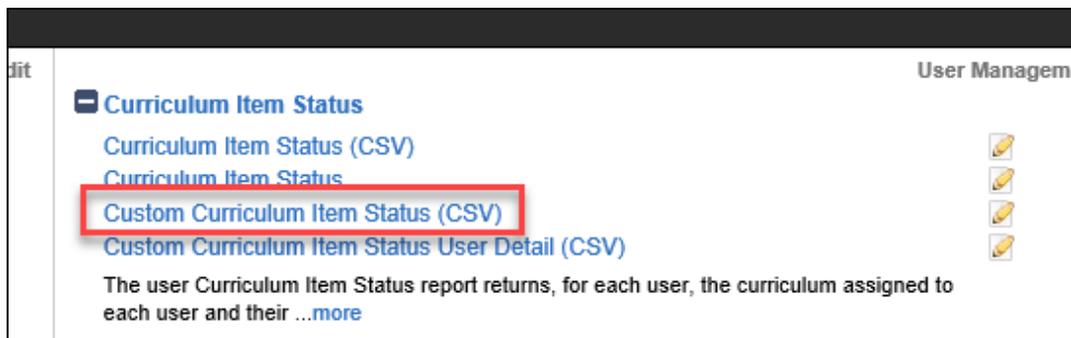
# Tracking Completions of Compensation Service After Challenge Training (ACT) Mandated Items

*A Job Aid for Training Managers (TMs)*

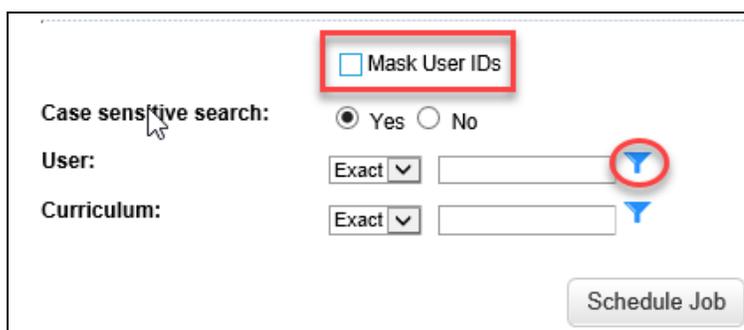
This Job Aid is designed to instruct TMs on running reports to track Compensation Service After Challenge Training (ACT) Mandated Item completions.

## Part 1: Running the Report in TMS

1. Select the **Custom Curriculum Item Status (CSV)** report.



2. Uncheck the **Mask User IDs** box.
3. Click the filter icon next to the **User** field.



4. Within the **Users Filter** pop-up:
  - a. Enter your Domain ID into the **Domain** field.

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b. In the **Curriculum** field, enter one of the following curricula, based on position:

- VSR: VBA-577
- RVSR: VBA-578
- Pre-Discharge MSC: VBA-711

5. Select **Search**.

The screenshot shows a web-based filter interface titled "Users Filter For Custom Curriculum Item Status (CSV)". It contains several sections for filtering users based on various criteria:

- Email Address:** Starts With [dropdown]
- Domains:** Starts With [dropdown] 317 (highlighted with a red box)
- Items Completed:** Exact [dropdown] Type: [dropdown] ID: [text input]
- For Credit:**  For Credit  Not For Credit  No History
- Items Needs:** Exact [dropdown] Type: [dropdown] ID: [text input]
- Required After:** (MM/DD/YYYY) [calendar icon] [text input]
- Required Before:** (MM/DD/YYYY) [calendar icon] [text input]
- Employee Types:** Starts With [dropdown]
- Curricula:** Starts With [dropdown] VBA-577 (highlighted with a red box)
- Classes:** Starts With [dropdown]
- Position ID:** Starts With [dropdown]
- Native Deeplink User:**  Yes  No  Both
- Gamification User ID:** Starts With [dropdown]

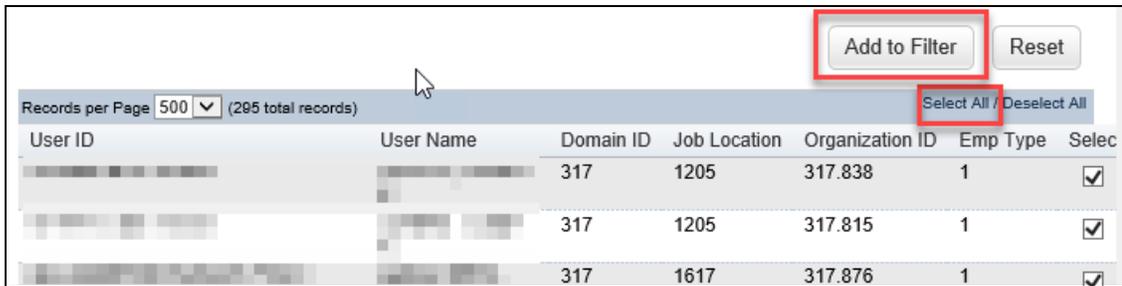
At the bottom, there is an "Add/Remove Criteria" button with a plus icon, and three buttons: "Search" (highlighted with a red box), "Submit Criteria", and "Reset".

6. Select all returned employees.

7. Select **Add to Filter**.

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Records per Page: 500 (295 total records)

User ID	User Name	Domain ID	Job Location	Organization ID	Emp Type	Select
[Redacted]	[Redacted]	317	1205	317.838	1	<input checked="" type="checkbox"/>
[Redacted]	[Redacted]	317	1205	317.815	1	<input checked="" type="checkbox"/>
[Redacted]	[Redacted]	317	1617	317.876	1	<input checked="" type="checkbox"/>

Buttons: Add to Filter, Reset, Select All / Deselect All

## 8. Select **Submit Filter**.



**Custom Curriculum Item Status (CSV)**

Filter: 295 Users

**Submit Filter**

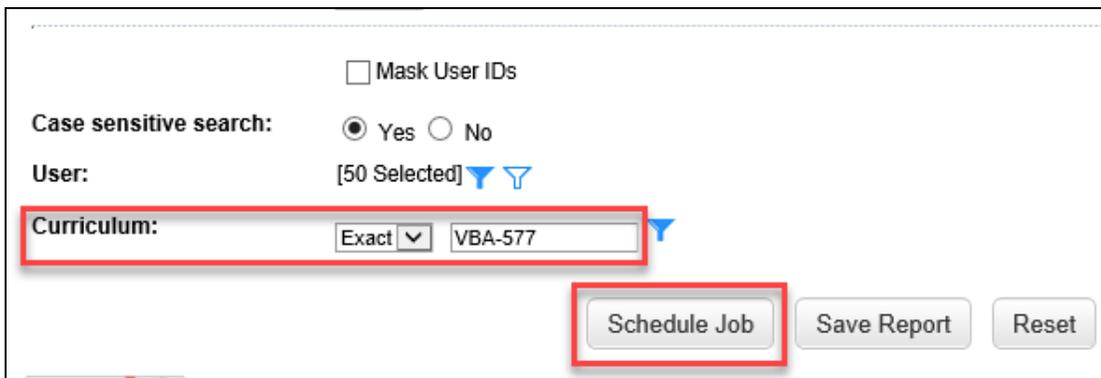
Select Users from list

As you select records to include in your filter, they will appear in the Filter List. Select **Submit Filter** when ready to submit the filter and return to your base search criteria

## 9. In the **Curriculum** field, enter the same curriculum you entered in step 4b:

- VSR: VBA-577
- RVSR: VBA-578
- Pre-Discharge MSC: VBA-711

## 10. Select **Schedule Job**.



Mask User IDs

Case sensitive search:  Yes  No

User: [50 Selected] [Filter Icon]

**Curriculum:** [Exact] [VBA-577] [Filter Icon]

Buttons: Schedule Job, Save Report, Reset

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11. Check the **Email the Report** box and select **Finish**. *Note: If you will be running reports for multiple positions, you may also wish to note the position in the **Job Description** field.*

(hh:mm AM/PM)

Time Zone Displayed to the User: Eastern Standard Time (America/New York) ▼

Job Description: Custom Curriculum Item Status (CSV VSR)

Notify via email upon completion

Email: [Redacted]

Email the Report

Reset Finish

## Part 2: Making the Report Easier to View (optional)

Below is an example of the raw and unedited format you will receive from TMS:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W
1	User	Active	Use	First Name	Last Name	Middle Init	Org ID	Organizati	Curriculur	Curriculur	Completec	Assignment	Days Remi	Item ID	Item Type	Item Revis	Revision N	Item Title	Completio	Completio	Completio	Required C	Learning Hours
2							317.838	CORE 70	VBA-516	Compensa	Y	3/7/2014		1380401	VA	4/12/2011	1	VSR PTSD - 6/18/2014 VA - COMF VA-Compl					5.25
3							317.838	CORE 70	VBA-516	Compensa	Y	3/7/2014		3814513	VA	10/8/2012	1	Individual 3/24/2015 VA - COMF VA-Compl					5
4							317.838	CORE 70	VBA-516	Compensa	Y	3/7/2014		3825367	VA	11/18/201	1	COD WBT: 9/24/2014 VA - COMF VA-Compl					4.5
5							317.838	CORE 70	VBA-516	Compensa	Y	3/7/2014		3884495	VA	8/11/2014	1	PTSD due 17/25/2016 VA - COMF VA-Compl					1
6							317.838	CORE 70	VBA-516	Compensa	Y	3/7/2014		3884498	VA	8/11/2014	1	PTSD due 17/25/2016 VA - COMF VA-Compl					1.5
7							317.838	CORE 70	VBA-516	Compensa	Y	3/7/2014		3884497	VA	8/11/2014	1	PTSD due 17/25/2016 VA - COMF VA-Compl					1
8							317.838	CORE 70	VBA-516	Compensa	Y	3/7/2014		4183894	VA	5/20/2016	1	VSR Dener 6/11/2014 VA - COME VA-Compl					1.5

1. To make the report easier to view, you can hide or delete unneeded columns, such as:
  - First Name
  - Last Name
  - Middle Initial
  - Org ID
  - Organization
  - Item Revision Date

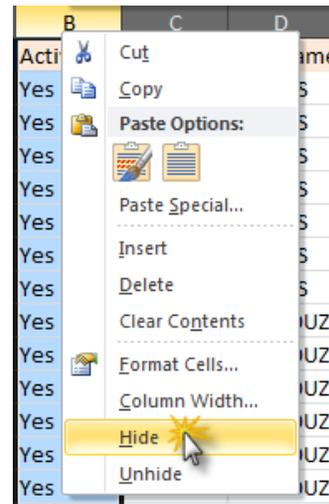
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- Item Revision Number
  - Completion Status ID
2. You may then wish to expand the more important columns:
- User
  - Curriculum Title
  - Item Title
  - Completion Status

1	User	Active Use Curriculum	Curriculum Title	Completed	Assignment Days Remi	Item ID	Item Type	Item Title	Completion Date	Completion Status	Required Date	Learning H
2		Yes	VBA-516 Compensation Service VSR One-Time Mandated Curriculum	Y	3/7/2014	1380401 VA	VSR PTSD - Module 1: Introduction to PTSD		6/18/2014	VA-Complete		5.25
3		Yes	VBA-516 Compensation Service VSR One-Time Mandated Curriculum	Y	3/7/2014	3814513 VA	Individual Unemployability (IU) TPSS		3/24/2015	VA-Complete		
4		Yes	VBA-516 Compensation Service VSR One-Time Mandated Curriculum	Y	3/7/2014	3825367 VA	COD WBT: Character of Discharge (COD) Web-Based Training (WBT)		9/24/2014	VA-Complete		4.5
5		Yes	VBA-516 Compensation Service VSR One-Time Mandated Curriculum	Y	3/7/2014	3884495 VA	PTSD due to MST Lesson 1: Overview		7/25/2016	VA-Complete		1
6		Yes	VBA-516 Compensation Service VSR One-Time Mandated Curriculum	Y	3/7/2014	3884498 VA	PTSD due to MST Lesson 3: Development		7/25/2016	VA-Complete		1.5
7		Yes	VBA-516 Compensation Service VSR One-Time Mandated Curriculum	Y	3/7/2014	3884497 VA	PTSD due to MST Lesson 2: Regulations		7/25/2016	VA-Complete		1
8		Yes	VBA-516 Compensation Service VSR One-Time Mandated Curriculum	Y	3/7/2014	4183894 VA	VSR Dependency 2 (2016): Develop for Dependency Claims		6/11/2014	VA-Complete		1.5

A. Optional Step A: depending on preference, we suggest hiding any columns you don't need. To hide a column, Right click on the Column Letter and select Hide.



B. Optional Step B: adding column highlights (fill color) can also make it easier to read, as shown below.

1	User	Completed	Item ID	Item Title	Completion Date	Completion Status
2		Y	1380397	Basic Ratings - Ancillary Benefits and Special Purposes	10/27/2003 11:00 PM America/New York	VA - COMPLETE
3		Y	1380402	RVSR PTSD - Module 1: Introduction to PTSD	3/8/2012 12:00 AM America/New York	VA - COMPLETE
4		Y	1380387	Basic Ratings - Routine Future Examination	7/25/2003 12:00 AM America/New York	VA - COMPLETE
5		Y	1380385	Basic Ratings - Hospitalization/Convalescence	7/29/2003 12:00 AM America/New York	VA - COMPLETE
6		Y	1380404	RVSR PTSD - Module 2: Rating PTSD Claims	3/8/2012 12:00 AM America/New York	VA - COMPLETE
7		Y	1371104	Pursuing a Service Connection Claim for PTSD Related to Military Sexual Trauma (MST)	7/20/2012 10:34 AM America/New York	VA - COMPLETE
8		Y	1688383	Military Sexual Trauma Sensitivity Training (VHA)	4/19/2012 09:36 AM America/New York	VA - COMPLETE
9		N	1380385	Basic Ratings - Hospitalization/Convalescence		
10		N	1380387	Basic Ratings - Routine Future Examination		
11		N	1380397	Basic Ratings - Ancillary Benefits and Special Purposes		
12		N	1380402	RVSR PTSD - Module 1: Introduction to PTSD	10/27/2003 12:00 AM America/New York	VA - COMPLETE

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## Part 3: Understanding the data.

1. The data in the 'Completed' column indicates if an employee has completed ALL the items within the curriculum.
2. The data in 'Completion Date' column provides the completion date of each *individual* item. If the cell in this column is blank, the employee has not yet completed the item.

A	H	K	O	P	Q
User	Completed	Item ID	Item Title	Completion Date	Completion Status
	Y	1380397	Basic Ratings - Ancillary Benefits and Special Purposes	10/27/2003 11:00 PM America/New York	VA - COMPLETE
	Y	1380402	RVSR PTSD - Module 1: Introduction to PTSD	3/8/2012 12:00 AM America/New York	VA - COMPLETE
	Y	1380387	Basic Ratings - Routine Future Examination	7/25/2003 12:00 AM America/New York	VA - COMPLETE
	Y	1380385	Basic Ratings - Hospitalization/Convalescence	7/29/2003 12:00 AM America/New York	VA - COMPLETE
	Y	1380404	RVSR PTSD - Module 2: Rating PTSD Claims	3/8/2012 12:00 AM America/New York	VA - COMPLETE
	Y	1371104	Pursuing a Service Connection Claim for PTSD Related to Military Sexual Trauma (MST)	7/20/2012 10:34 AM America/New York	VA - COMPLETE
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	N	1380387	Basic Ratings - Routine Future Examination		
	N	1380397	Basic Ratings - Ancillary Benefits and Special Purposes		
	N	1380402	RVSR PTSD - Module 1: Introduction to PTSD	10/1/2003 12:00 AM America/New York	VA - COMPLETE

For questions regarding this job aid, please contact

[VBATMSHelp.VBAVACO@va.gov](mailto:VBATMSHelp.VBAVACO@va.gov)