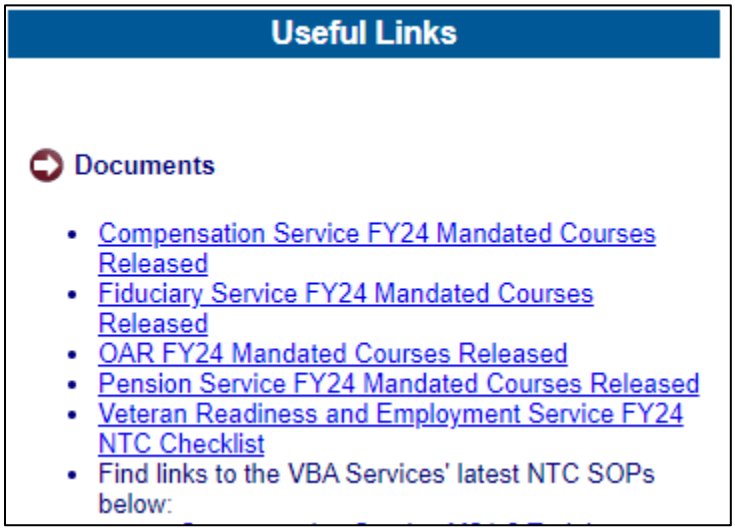
INTRODUCTION

Many service lines include current curricula IDs in their NTC SOPs. Compensation, Pension and Fiduciary, and OAR services, current curricula IDs are also included on the "Cohorts & Curricula" tabs in their FY mandated courses lists. VR&E's curricula IDs are listed in the position tabs of their FY NTC checklist. These documents as well as links to the VBA service lines' NTC SOPs are located on the homepage of the VBA Learning Catalog.

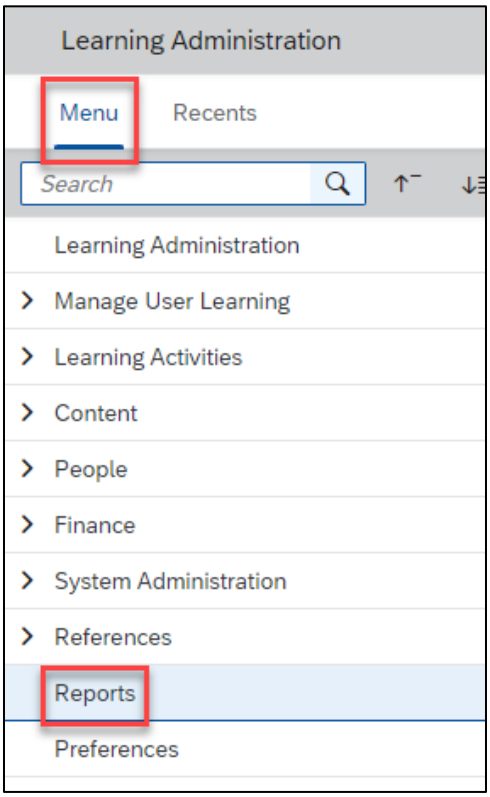


However, if you are unable to locate the needed NTC curricula IDs, you may request them from the VBA Curriculum Support Team at VBATMSHELP.VBAVACO@va.gov.

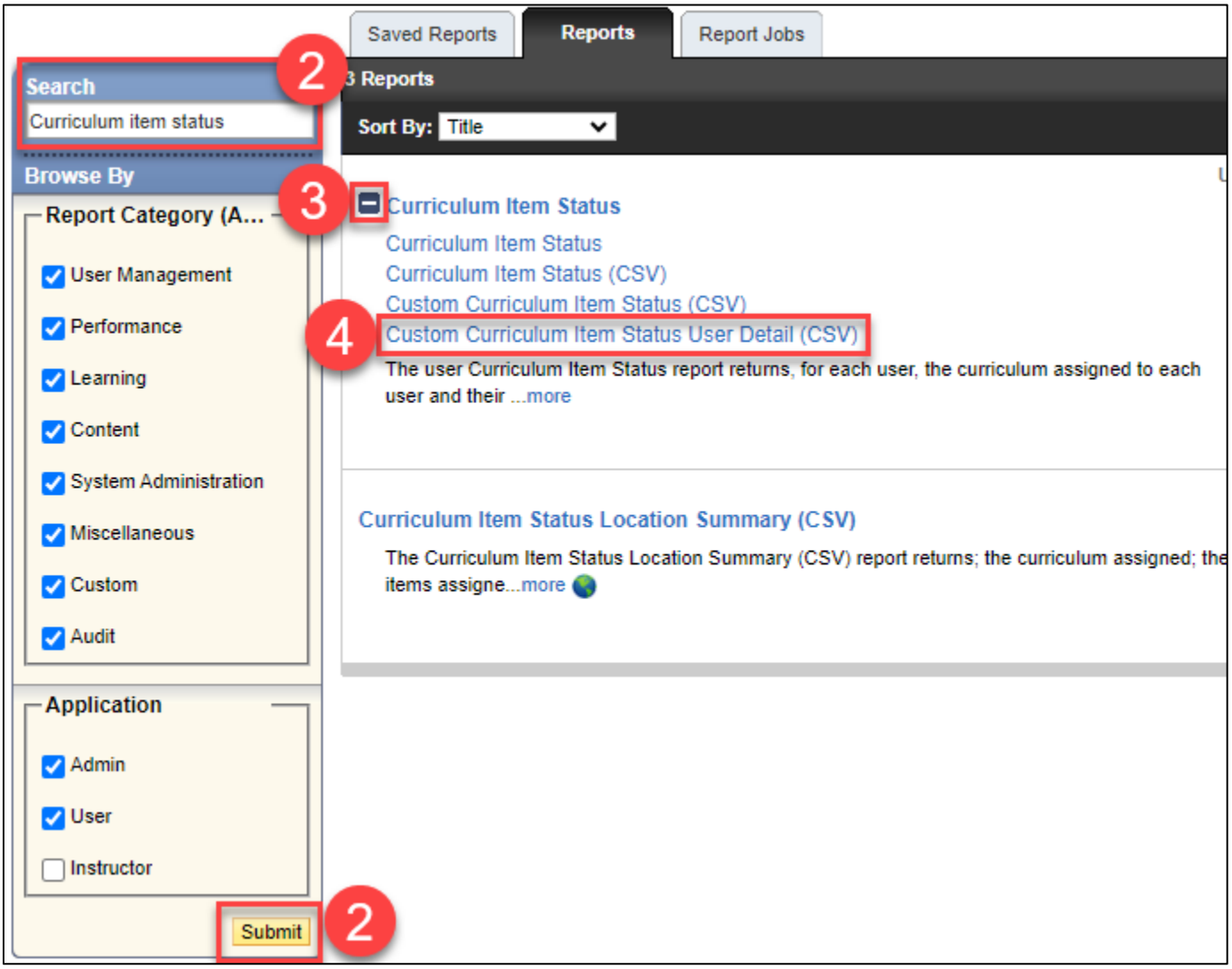
When running/scheduling curriculum compliance reports for large audiences, due to the size of the output/results, it is recommended to set up a separate report for each curriculum.

Scheduling the Reports

1. The administration side of TMS, select **Menu** and click on **Reports**.



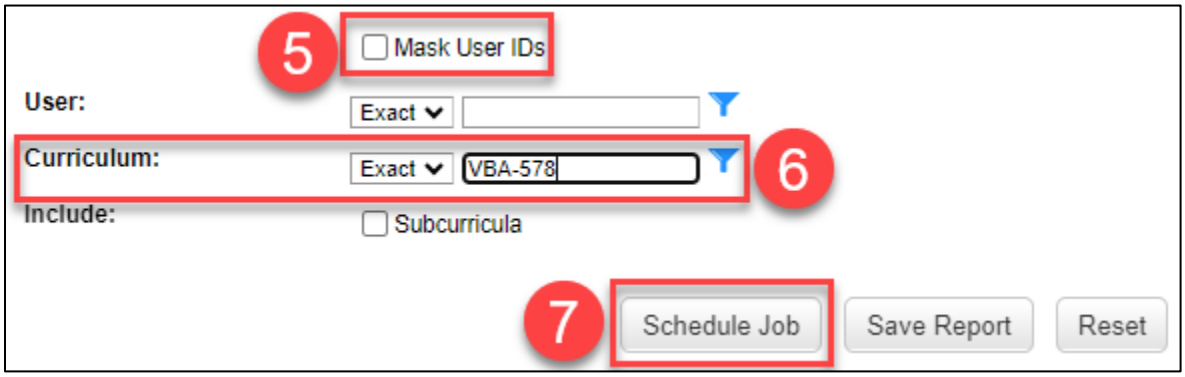
2. Search for “Curriculum Item Status”.
3. Expand the Curriculum Item Status menu.
4. You can select any of the CSV reports in this section, but only the **Custom Curriculum Item Status User Detail (CSV)** report will return user domain/RO info, so it is recommended to use that report over the others. (Note: This report will also include supervisor information as well.)



5. Uncheck the **Mask User IDs** box.
6. Enter the curriculum ID into the **Curriculum** field or select the filter button to search for the curriculum or to run the report on multiple curricula at once.

   Notes:

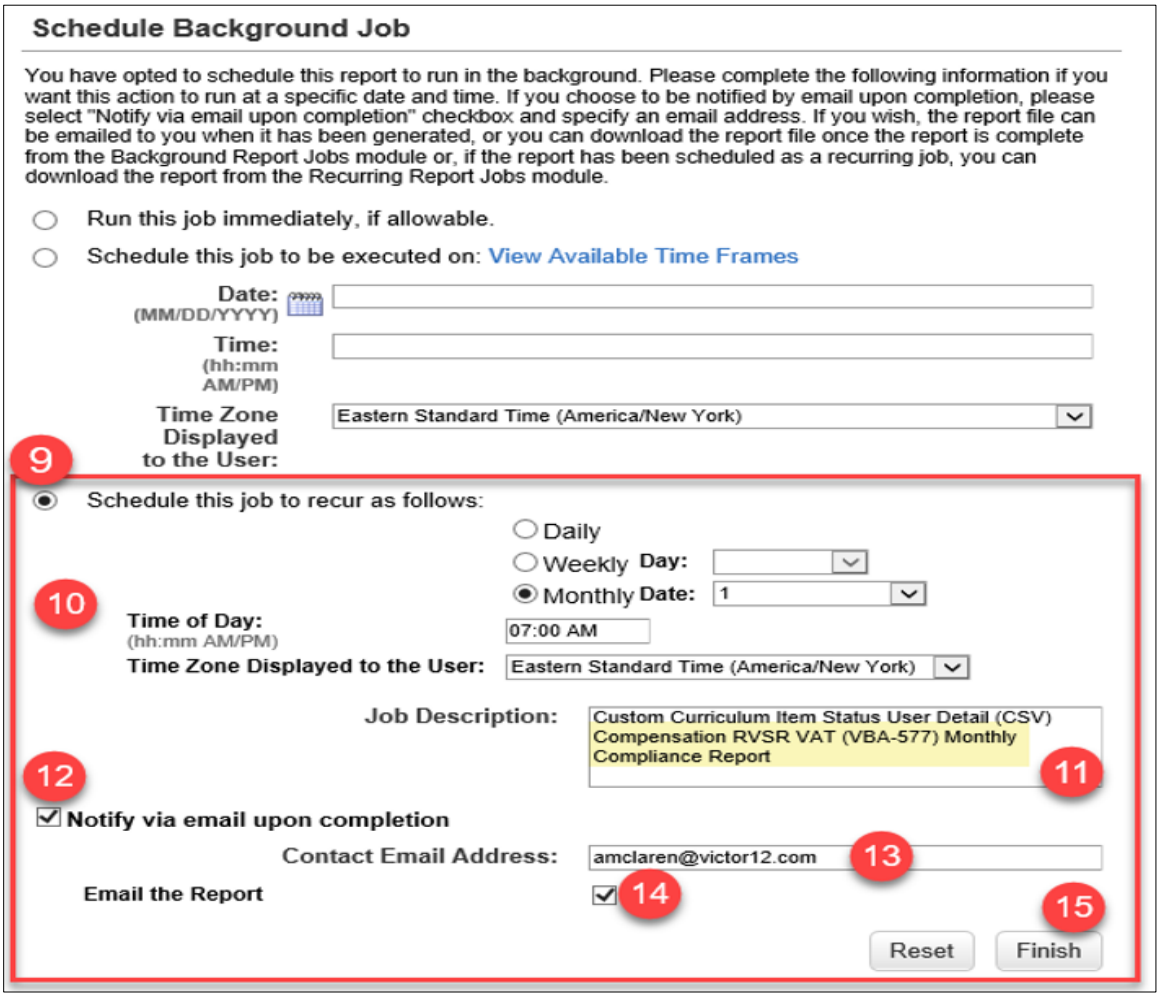
   - If the curricula are assigned to large groups of employees, it is not recommended to report on multiple curricula at once as the report may be too large for TMS to email or run.
   - If running reports for Compensation, Education, Fiduciary, Pension, or OFO-NCC, do not check the **Subcurricula** box. If you are running reports for OAR and wish to report on both the OAR and Compensation curricula requirements, you will need to check the **Subcurricula** box. VR&E also utilizes subcurricula in some of their one-time mandated curricula as well but they do not use them in their FY mandated curricula.
7. Click **Schedule Job**.



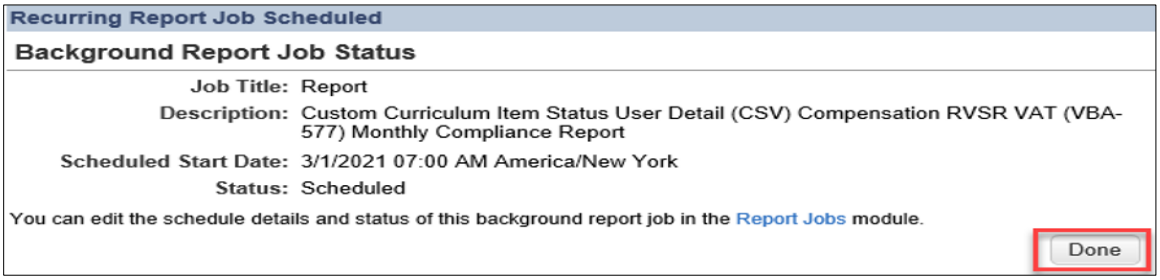
8. Select **Schedule this job to recur as follows** and select your desired reporting frequency. In the example below, this report is being scheduled to occur on the first day of each month. There is also an option to select the last day of each month as well.

   Note: You also have the option to run the report now or to schedule a single report to run in the future. However, you can only select one of the three options at a time.

9. Enter the time of day that you would like the report run in the HH:MM AM/PM format. Note: you must enter the "AM" or "PM" text.
10. If you will be scheduling multiple reports, you may wish to add a report description in the **Job Description** field so that you can identify each report when they arrive in your email or you retrieve them from TMS.
11. Ensure that the **Notify via email upon completion** box is **checked**.
12. It will likely prepopulate with your email address that is associated with your TMS account. However, if you want TMS to send the report to a different email or more email addresses, you can add them into the **Contact Email Address** box. The emails will need to be separated by semicolons. If you are working with a large list of emails, you may use the Comma Widget to put them into a semicolon separated list for you.
13. Check the **Email the Report** box.
14. Click the **Finish** button.



15. Click the **Done** button.

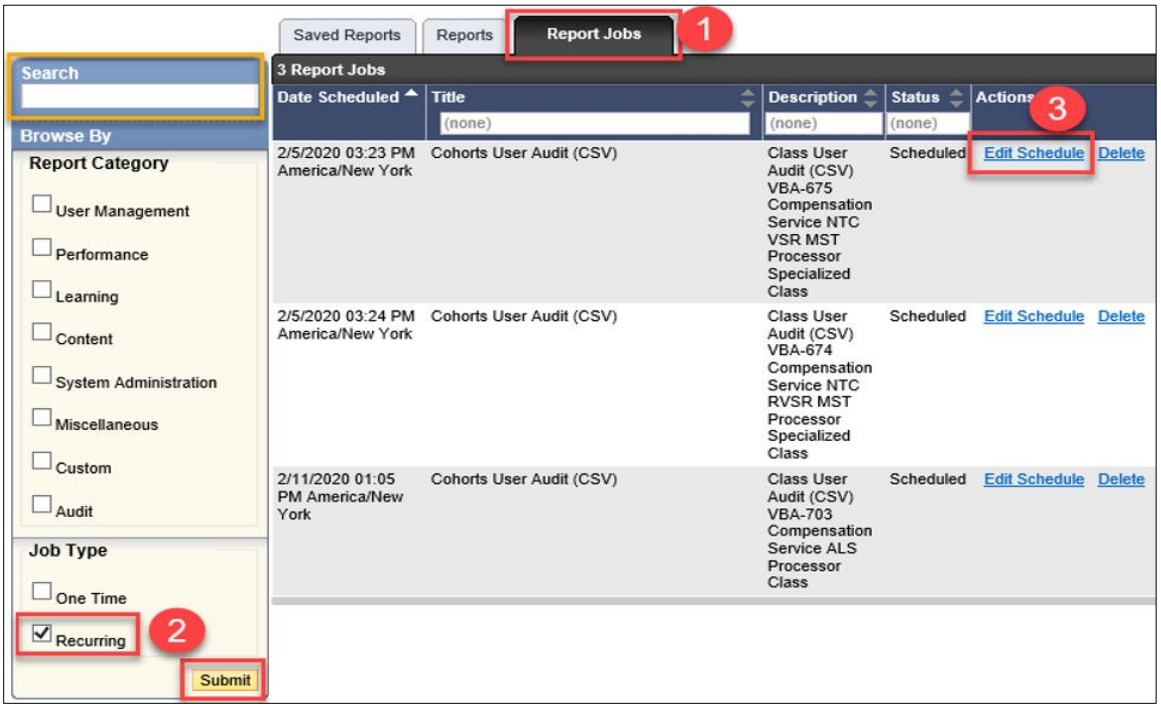


TMS should now automatically email the reports to the email address(es) as scheduled. However, if assigned to a large audience, some reports may be too big for TMS to email. In this case, you will need to retrieve them from your TMS account. Below are the instructions for doing so. You may also find that there are some occasions where TMS issues may have prevented the automated reports from running or the reports may come back blank even though you know the curricula are assigned to employees. In these cases, you will need to manually re-run the report a single time, but you will not need to edit your existing scheduled reports unless there has been a TMS update that requires it. If scheduled reports need to be redone, the VA TMS Team usually provides that information via an email or the TMS Administrator SharePoint.

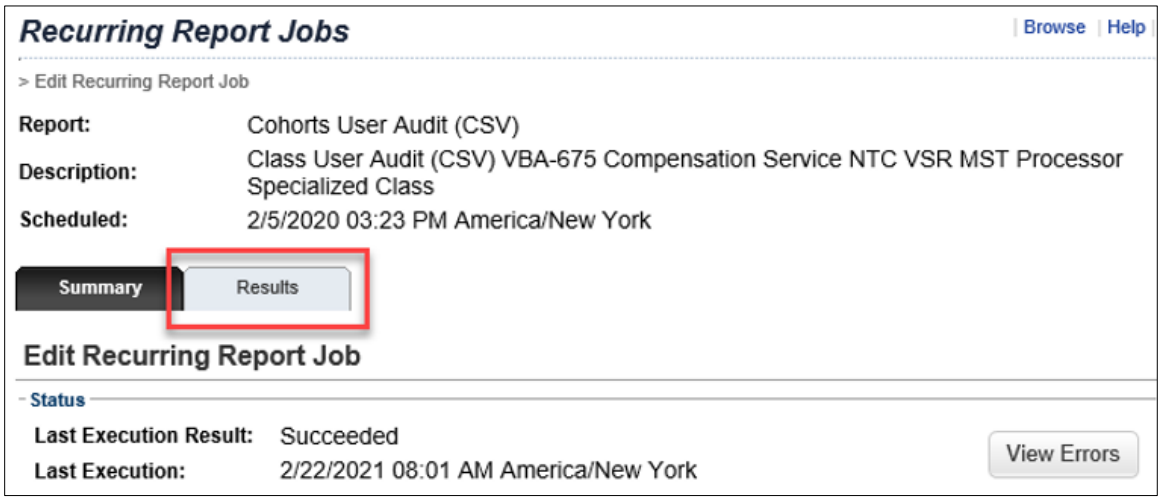
Retrieving TMS Reports that were Too Large to Email

1. Within the **Reports** section of TMS, click on the **Report Jobs tab.**
2. **Check** the **Recurring** box and click **Submit.**

   Note: If you have any text in the **Search** box, it will apply to the results that you will see to the right.
3. Click on **Edit Schedule** for the desired report.

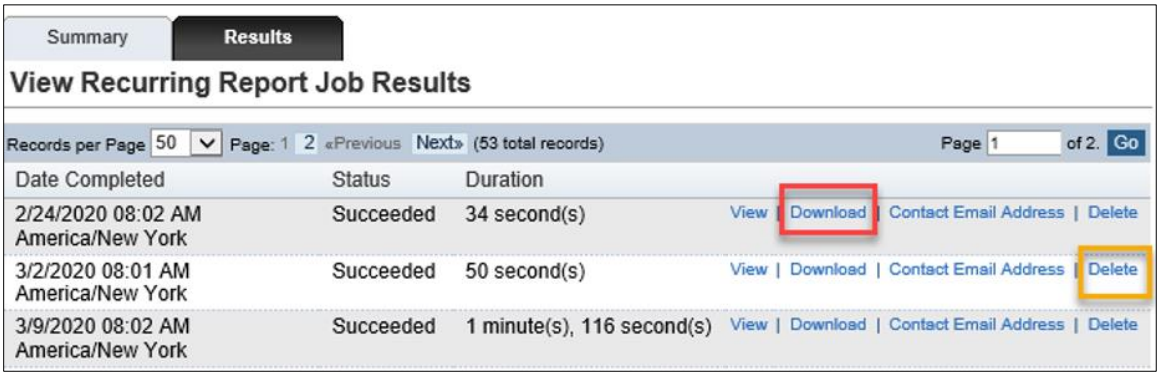


4. Select the **Results** tab.

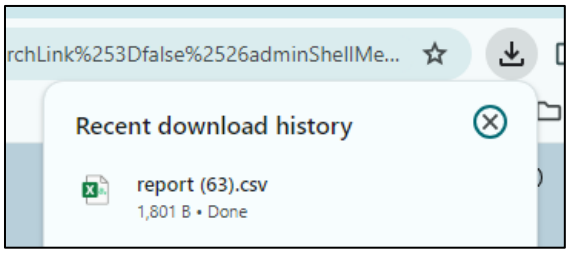


5. Click on **Download** for the desired report.

   Note: If you will need to retrieve reports in this manner often, you may wish to periodically delete some of the older reports so that this list does not become too long. You can delete reports by clicking on **Delete** for the dates that are no longer needed.



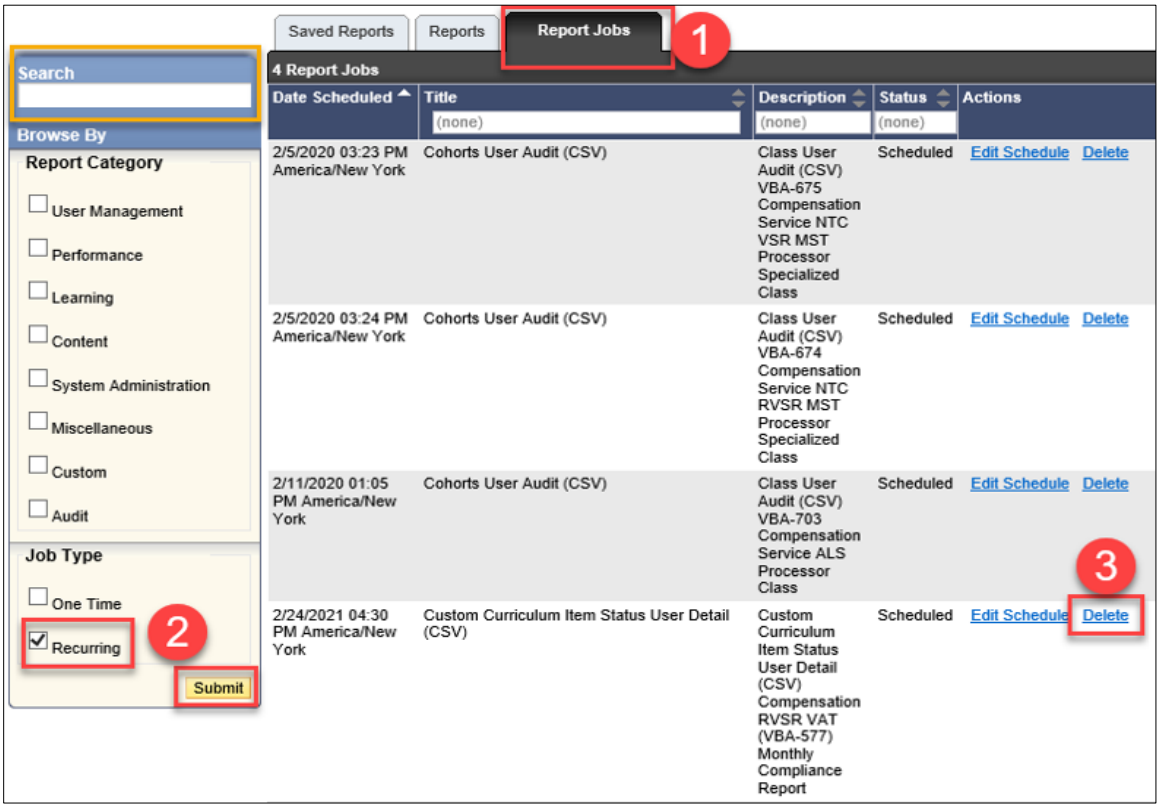
6. Depending on the browser used, you should see an option to download and/or open the report.



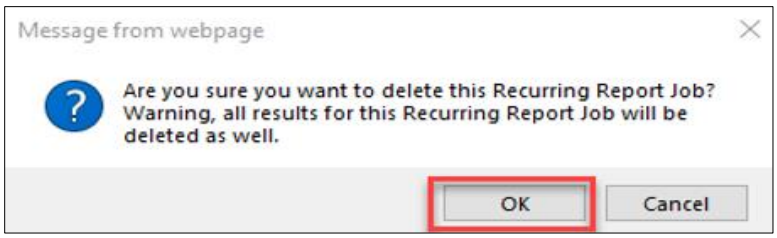
Cancelling Automated Reports

1. Within the Reports section of TMS, click on the Report Jobs tab.
2. Check the Recurring box and click Submit.

   Note: If you have any text in the **Search** box, it will apply to the results that you will see to the right.
3. Click on **Delete** for the desired report.



4. Click the **OK** button.



5. Once the page refreshes, the selected report will disappear from the list.

Questions

Questions regarding the instructions in this job aid can be sent to the VBA Curriculum Support Team at VBATMSHELP.VBAVACO@va.gov