

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](#).

Useful Links

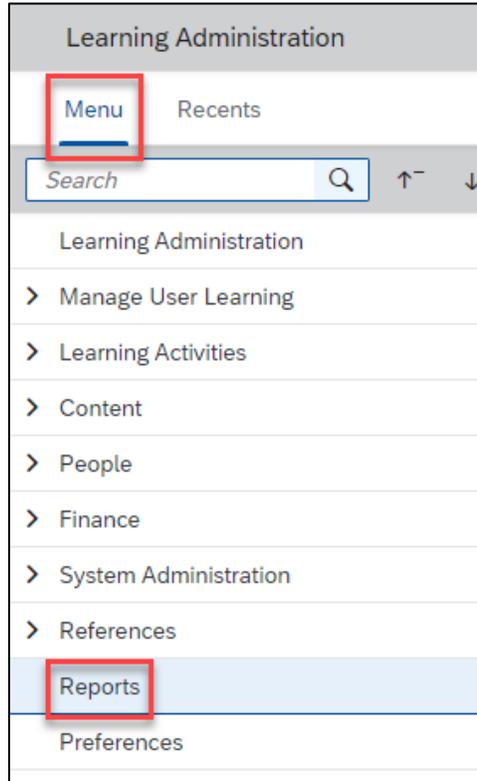
- ➔ **Documents**
 - [Compensation Service FY24 Mandated Courses Released](#)
 - [Fiduciary Service FY24 Mandated Courses Released](#)
 - [OAR FY24 Mandated Courses Released](#)
 - [Pension Service FY24 Mandated Courses Released](#)
 - [Veteran Readiness and Employment Service FY24 NTC Checklist](#)
 - Find links to the VBA Services’ latest NTC SOPs below:

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.

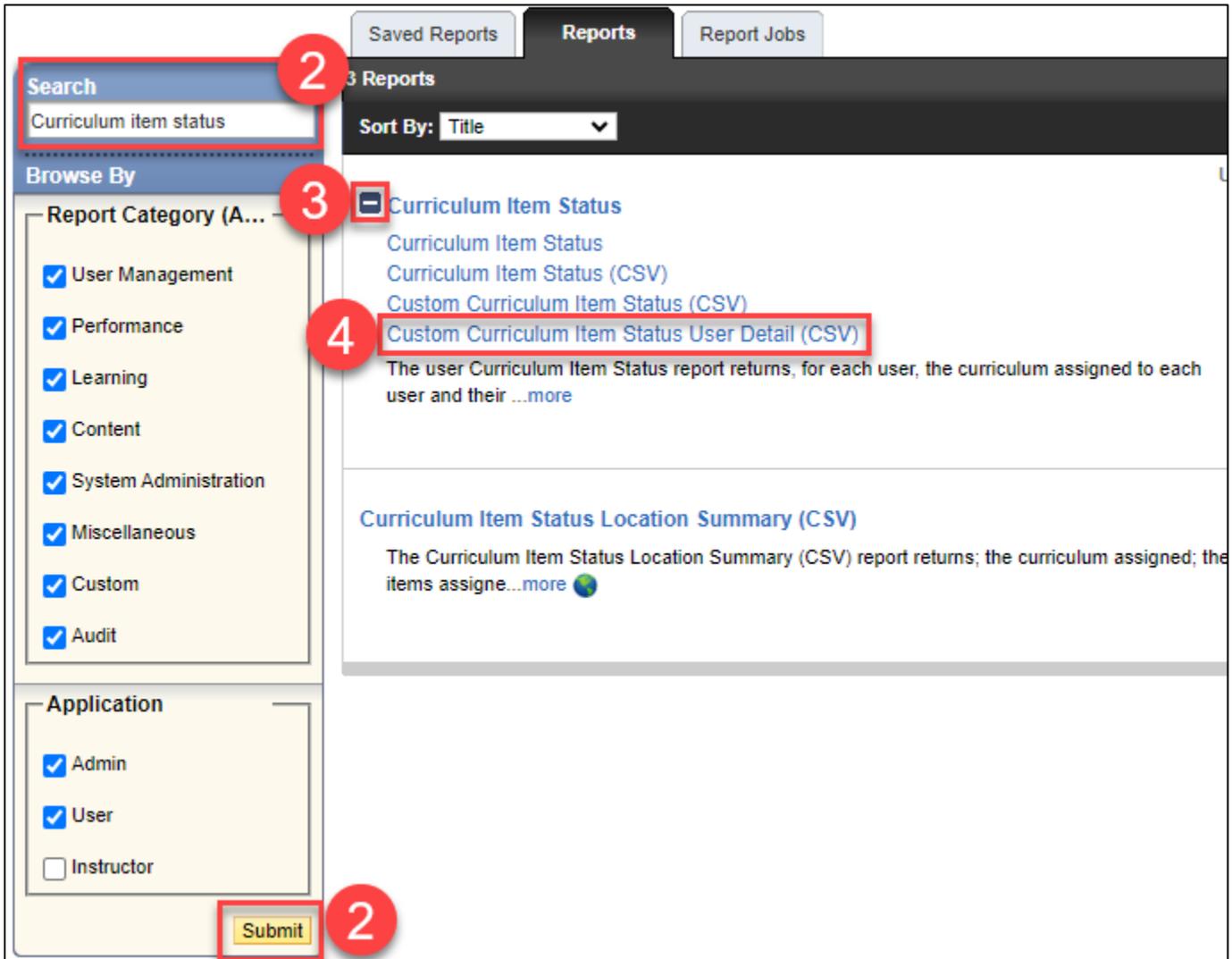
When running/scheduling curriculum compliance reports for large audiences, due to the size of the output/results, it is recommended to set up a separate report for each curriculum.

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.)

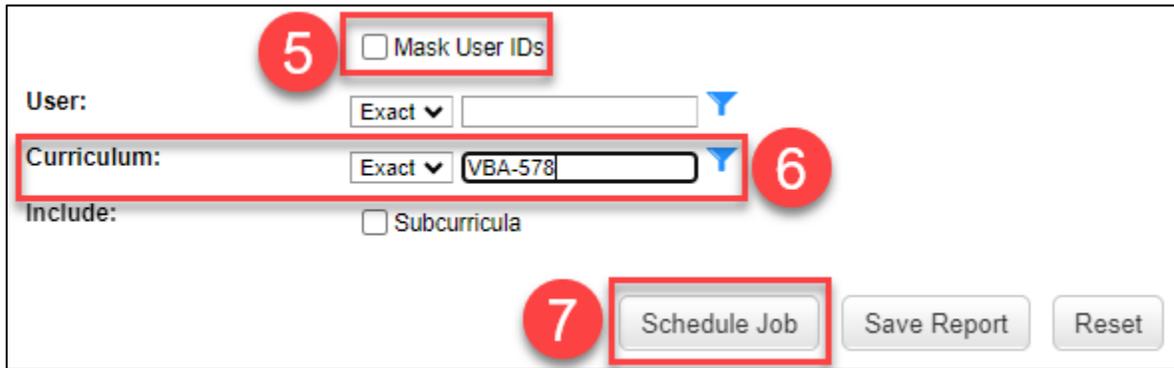


5. Uncheck the **Mask User IDs** box.
6. Enter the curriculum ID into the **Curriculum** field or select the filter button to search for the curriculum or to run the report on multiple curricula at once.

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**.



The screenshot shows a web form for scheduling a report. It includes the following elements:

- 5**: A red circle highlighting the Mask User IDs checkbox.
- 6**: A red circle highlighting the Curriculum dropdown menu, which is set to "VBA-578".
- 7**: A red circle highlighting the "Schedule Job" button.

Other visible elements include: "User:" with an "Exact" dropdown and an empty text field; "Include:" with an unchecked "Subcurricula" checkbox; and "Save Report" and "Reset" buttons.

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.

Schedule Background Job

You have opted to schedule this report to run in the background. Please complete the following information if you want this action to run at a specific date and time. If you choose to be notified by email upon completion, please select "Notify via email upon completion" checkbox and specify an email address. If you wish, the report file can be emailed to you when it has been generated, or you can download the report file once the report is complete from the Background Report Jobs module or, if the report has been scheduled as a recurring job, you can download the report from the Recurring Report Jobs module.

Run this job immediately, if allowable.
 Schedule this job to be executed on: [View Available Time Frames](#)

Date: (MM/DD/YYYY)
Time: (hh:mm AM/PM)
Time Zone Displayed to the User: Eastern Standard Time (America/New York)

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Schedule this job to recur as follows:

- Daily
- Weekly **Day:**
- Monthly **Date:**

10 **Time of Day:** (hh:mm AM/PM)
Time Zone Displayed to the User: Eastern Standard Time (America/New York)

12 **Job Description:** Custom Curriculum Item Status User Detail (CSV) Compensation RVSr VAT (VBA-577) Monthly Compliance Report **11**

Notify via email upon completion
Contact Email Address: **13**
Email the Report **14**

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15. Click the **Done** button.

Recurring Report Job Scheduled

Background Report Job Status

Job Title: Report
Description: Custom Curriculum Item Status User Detail (CSV) Compensation RVSr VAT (VBA-577) Monthly Compliance Report
Scheduled Start Date: 3/1/2021 07:00 AM America/New York
Status: Scheduled

You can edit the schedule details and status of this background report job in the [Report Jobs](#) module.

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.

The screenshot shows the TMS interface with the 'Report Jobs' tab selected. The 'Recurring' checkbox is checked, and the 'Submit' button is highlighted. The 'Edit Schedule' link is also highlighted for a report job.

Date Scheduled	Title	Description	Status	Actions
2/5/2020 03:23 PM America/New York	Cohorts User Audit (CSV)	Class User Audit (CSV) VBA-675 Compensation Service NTC VSR MST Processor Specialized Class	Scheduled	Edit Schedule Delete
2/5/2020 03:24 PM America/New York	Cohorts User Audit (CSV)	Class User Audit (CSV) VBA-674 Compensation Service NTC RVSR MST Processor Specialized Class	Scheduled	Edit Schedule Delete
2/11/2020 01:05 PM America/New York	Cohorts User Audit (CSV)	Class User Audit (CSV) VBA-703 Compensation Service ALS Processor Class	Scheduled	Edit Schedule Delete

4. Select the **Results** tab.

The screenshot shows the 'Recurring Report Jobs' page with the 'Results' tab selected. The 'Summary' and 'Results' tabs are visible, with 'Results' highlighted.

Report: Cohorts User Audit (CSV)
Description: Class User Audit (CSV) VBA-675 Compensation Service NTC VSR MST Processor Specialized Class
Scheduled: 2/5/2020 03:23 PM America/New York

Summary **Results**

Edit Recurring Report Job

Status

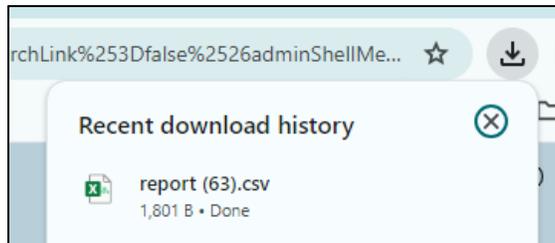
Last Execution Result: Succeeded
Last Execution: 2/22/2021 08:01 AM America/New York [View Errors](#)

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.

Date Completed	Status	Duration	View	Download	Contact Email Address	Delete
2/24/2020 08:02 AM America/New York	Succeeded	34 second(s)	View	Download	Contact Email Address	Delete
3/2/2020 08:01 AM America/New York	Succeeded	50 second(s)	View	Download	Contact Email Address	Delete
3/9/2020 08:02 AM America/New York	Succeeded	1 minute(s), 116 second(s)	View	Download	Contact Email Address	Delete

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.

Date Scheduled	Title	Description	Status	Actions
2/5/2020 03:23 PM America/New York	Cohorts User Audit (CSV)	Class User Audit (CSV) VBA-675 Compensation Service NTC VSR MST Processor Specialized Class	Scheduled	Edit Schedule Delete
2/5/2020 03:24 PM America/New York	Cohorts User Audit (CSV)	Class User Audit (CSV) VBA-674 Compensation Service NTC RVSR MST Processor Specialized Class	Scheduled	Edit Schedule Delete
2/11/2020 01:05 PM America/New York	Cohorts User Audit (CSV)	Class User Audit (CSV) VBA-703 Compensation Service ALS Processor Class	Scheduled	Edit Schedule Delete
2/24/2021 04:30 PM America/New York	Custom Curriculum Item Status User Detail (CSV)	Custom Curriculum Item Status User Detail (CSV) Compensation RVSR VAT (VBA-577) Monthly Compliance Report	Scheduled	Edit Schedule Delete

4. Click the **OK** button.

Message from webpage

Are you sure you want to delete this Recurring Report Job?
Warning, all results for this Recurring Report Job will be deleted as well.

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