

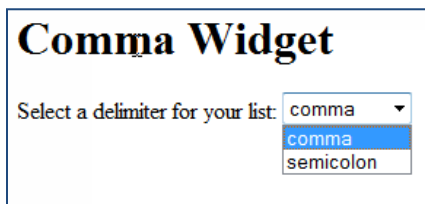
Using the “Comma Widget” Tool to Create Comma-/Semicolon-Separated Lists

A Job Aid for TMS Administrators and VBA Employees

Comma-separated lists enable TMS Administrators to quickly and easily submit multi-item and multi-user reports in TMS. Semicolon-separated lists are useful in certain applications, including creating email distribution lists. This job aid instructs VBA employees on how to convert lists of usernames, email addresses, etc., into comma- or semicolon-separated lists.

Step 1:

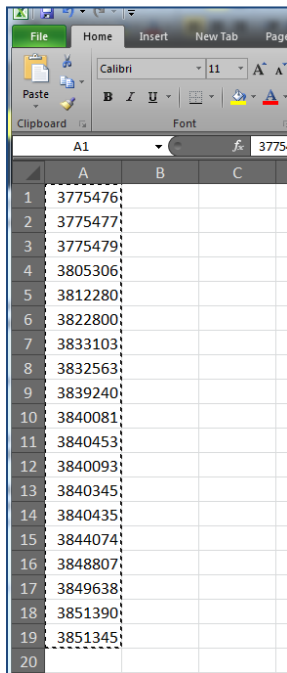
Select the desired delimiter from the delimiter selection drop-down box.



Step 2:

Select the desired item IDs or usernames within your document (e.g., Word document, Excel spreadsheet, etc.).

Press **CTRL+C** to copy the data.



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Step 3:

- a. Place your cursor in the first text box and press **CTRL+V** to paste your copied data into the field.
- b. Select the **Make List** button. The comma- or semicolon-separated list will appear in the box below. You may select the **Clear All Data** button if you wish to paste in a new list of items.

Put your list of values to be joined here:

```
1371104
1380401
1688383
2162964
3330967
3814513
```

Your output will appear below:

```
1371104,1380401,1688383,2162964,3330967,3814513,
```

Make List **Clear Data**

Step 4:

Paste the comma- or semicolon-separated list into the desired application. In the example to the right, we pasted a comma-separated list into a TMS Item Status (CSV) report.

From the **Reports** tab in TMS, select the report you wish to run.

Select the **Filter** icon next to the Item field.

Run Item Status (CSV)

Report Destination: Local File
Report Format: CSV

Mask User ID

Case sensitive search: Yes No

User: Exact [] [Filter]

Item: Exact Type: [] ID: [] [Filter]

Completion Status: Exact [] [Filter]

Completed Date From: (MM/DD/YYYY) [] [Filter]

Completed Date To: (MM/DD/YYYY) [] [Filter]

Schedule Job Save Report Reset

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When the Item Filter For Item Status (CSV) pop-up screen appears (see screenshot below), select **Any** next to the Item ID field.

Press **CTRL+V** to paste your comma-separated list into the neighboring field.

Select the **Submit Criteria** button.

The screenshot shows a dialog box titled "Items Filter For Item Status (CSV)". It contains several search criteria fields: "Case sensitive search" (radio buttons for Yes/No), "Search All Locales" (radio buttons for Yes/No), "Item Types" (dropdown menu set to "Starts With"), "Item ID" (dropdown menu set to "Any" and a text field containing "0,3173981,3361966"), "Revision Date" (calendar icon and text field), and "Revision Number" (dropdown menu set to "Starts With"). At the bottom right, there are three buttons: "Search", "Submit Criteria" (circled in red), and "Reset". A "Submit Filter" button is also visible at the top right.

When you return to the main screen of the Item Status Report, you will notice the text **(Criteria Specified)** appears next to the Item field, and you are ready to run your report.

The screenshot shows the "Custom User Item Status (CSV)" report configuration screen. It includes a "Run Report" button and a "Run Custom User Item Status (CSV)" section. The "Report Destination" is set to "Local File" and "Report Format" is set to "CSV". There are checkboxes for "Mask User IDs" and "Case sensitive search" (radio buttons for Yes/No). The "User" field is highlighted in yellow and contains the text "(Criteria Specified)". The "Item" field has a dropdown menu set to "Exact" and a "Type" dropdown menu. The "ID" field is empty. The "Completion Status" field has a dropdown menu set to "Exact". The "Completed Date From" and "Completed Date To" fields have calendar icons and text input fields. At the bottom, there are three buttons: "Schedule Job", "Save Report", and "Reset".

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For questions regarding this job aid, please contact

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