



# VA TMS - Item Management Reference Guide

## Purpose

This Reference Guide gives important information and instructions for Item Management, specifically guidance on selected key item entry fields. It is not intended as a substitute for training in Item Management. This guide does not address every field within the TMS. With this guide, VA TMS Item managers will be able to:

- Pre-plan for Item entry
- Use best practices, guidelines, and standards to write effective Titles, descriptions, and comments
- Access the VA TMS to create and edit Items, Scheduled Offerings, and other objects
- Increase the User's ability to search and successfully **locate** Items.

## For More Information

- Refer to VA TMS Online Help and VA TMS Item Management training materials or contact your Domain Manager.

## How to Use this Guide

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Absence of a field from this list indicates that no specific guidance is recommended.

## Conditions for Optimum Performance

1. Pre-plan each Item entry.
2. Enter Items into the VA TMS ONLY when training is ready and available to Users.
3. Post announcements ONLY when the Item and associated content is entered in the VA TMS.
4. Never copy/paste directly from Microsoft Word into the VA TMS.  
Tip: Use Word to compose, spell/grammar check, copy/paste into Windows Notepad, then copy/paste into the VA TMS.
5. Avoid the use of special characters and formatting in titles, descriptions, and comments fields (Specifically avoid: <, >, bullets, tables, bold, underline, etc.).  
Tip: Use asterisks or dashes as bullets to set off content for easier User readability.

## Strong Practices for Writing Item Titles and Descriptions

1. **Avoid duplicate titles within your Domain.** Search the VA TMS for both active and inactive Items to avoid duplication. Consider how your Item might affect existing titles.
2. **Use short, descriptive program titles that provide Users with an idea of the program content.** If the Item is for a specific audience or program, consider adding this to the end of the title.  
*e.g.: Microsoft Project for Engineers*
3. **Titles should not start with a number.**
4. **Group products with similar titles by placing qualifying words at the end of the title** (i.e., Basic, Intermediate, Advanced).  
*e.g.: Safety Training for Supervisors - Basic*
5. **Avoid acronyms and abbreviations in the title.** If necessary, spell out acronyms and abbreviations.  
*e.g.: Post Traumatic Stress Disorder (PTSD)*

## 6. Enter multi-part programs individually.

- Each part/session must be entered into the VA TMS as a separate Item.
- Each description must indicate that it is part of the multipart series and whether all parts must be viewed for credit.  
*Tip: Use the “Special Instructions” field to add pertinent information.*
- The program title should indicate what part it is in the series.  
*e.g.: Tele-radiology, part 1 of 3*

## 7. Titles entered into VA TMS must include the EXACT title of the actual program or product.

If there are multiple components to a program, use the same title for all of the parts (e.g., CD-ROMs, brochures, memos, etc.).  
*e.g.: Safety Training for Supervisors – DVD*

## About Catalogs

The purpose for Catalogs in the VA TMS is to make Items available to groups of Users. Carefully consider the appropriateness of placing required or mandatory Items in a Catalog. It is recommended that mandatory or required Items be assigned by an Administrator to a User's Learning Plan; therefore, these Items should not be placed in Catalogs.

Definitions for Catalog use based on User role:

- **Standard User**, select DVA Standard Catalog which is designed for VA Employee and Staff with full access to the VA TMS
- **Internal User**, select Internal Catalog which is designed for residents, contractors, VSOs who access the VA TMS through the VA Network, but only require access to limited course offerings.
- **External User**, select External Catalog which is designed for Federal, non-Federal, Business Partner staff who access the VA TMS through the Internet to access specific Items in the VA TMS

# VA Talent Management System (TMS) Item Management Reference Guide: Item Entry Guidelines

| Field Name | Status | Purpose | Guideline | Value Definition | Size |
|------------|--------|---------|-----------|------------------|------|
|------------|--------|---------|-----------|------------------|------|

|                                     |   |
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|                            |                               |  |  |   |     |
|----------------------------|-------------------------------|--|--|---|-----|
| <b>Item Type</b>           | R                             | Categories of training activities.   | If the content is VA-produced or VA owns the content, select VA.<br><br><i>Notes:</i> <ul style="list-style-type: none"> <li>This is important for reporting purposes</li> <li>VA-owned content includes custom content produced for VA by a vendor</li> <li>NFED refers to COTS (Commercial, off-the-shelf) content presented by VA under agreement with a vendor.</li> </ul> | Select from list:<br>DOD=Department of Defense<br>IHS=Indian Health Services<br>NFED=Non Federal<br>OFED=Other Federal<br>OPM=Office of Personal Management<br>VA=Dept. of Veterans Affairs |     |
| <b>Auto Generate ID</b>    | BPM                           | When the Auto Generate check box is selected, the Item ID is generated by the system.                | Always leave this box checked.   | Checkbox  |     |
| <b>Item ID</b>             | R                             | The unique ID of the Item.   | Never populated by the Administrator.  | System default  | 30  |
| <b>Revision Date</b>       | R                             | The effective date of the revision.  | Never changed by the Administrator unless the Item is being ported over from another TMS where it has an existing Revision Date.   | Leave as defaulted unless being ported over from another TMS.   |     |
| <b>Revision Number</b>     | O<br>(based on Revision Date) | The current revision number of the Item.<br><br><i>Note:</i><br>An Item can have multiple revisions. | Never changed by the Administrator unless the Item is being ported over from another LMS where it has an existing Revision Number.   | Leave blank unless being ported over from another TMS.  | 30  |
| <b>Title</b>               | R                             | The title of the Item that appears to Users.   | Refer to guidance for writing titles.  | Open text field   | 100 |
| <b>Domain ID</b>           | R                             | The Domain to which the Item belongs.  | The Domain level at which the Item is managed.<br><br>Only Administrators with Roles in this, or a higher, Domain can edit the Item<br><br><i>Exception:</i><br>If you are managing multiple Domains, Catalog ID and Domain ID may be different Domains.   | Select from list:<br>Available values determined by Administrative role in TMS.   |     |
| <b>Approval Process ID</b> | R                             | The approval process assigned to the Item.   | Determined by local business process.  | Select from list  |     |

**Field Status Legend:** R=System Required    BPM=VA Required (Business Process Mandatory)    O=Optional

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| Field Name                     | Status | Purpose   | Guideline   | Value Definition   | Size |
|--------------------------------|--------|---|---|--------------------|------|
| <b>Description</b>             | R      | A description of the Item that appears to Users in the Catalog. Contains specific course information written for Users.<br><br><i>Note:</i><br>For VHA, this field may be scrutinized during a JCAHO visit. | Refer to guidance for writing descriptions.<br><br><i>Notes:</i> <ul style="list-style-type: none"> <li>Carefully consider qualities of a good description (i.e., what is important information to the User about content, purpose of Item).</li> <li>Use the Comments field for specific Administrative information (e.g., See special instructions below, assignment information for mandatory training, other guidance, etc.).</li> <li>Write goals and objectives in the Description field or reference their location in the Item as an attached Document (e.g., "See the related Documents section for goals and objectives").</li> <li>Whenever appropriate, indicate how the User will interface with the content (i.e., what the User expects to find, where, and how).</li> <li>If you want Users to be able to search by audience, then you must include it here.</li> </ul> | Open text field    | 2000 |
| <b>Learning Hours</b>          | R      | Specifies the number of Hours recorded for completion of this Item.   | The Actual Hours the User participates in the learning experience minus lunch, travel, and breaks.  | Numeric only field |      |
| <b>Credit Hours</b>            | R      | Specifies the number of Credit Hours recorded for completion of this Item.  | The number of Credit Hours awarded per the accrediting body.<br><br><i>Notes:</i> <ul style="list-style-type: none"> <li>This field is used by the Accreditation Module in calculation of Accredited Hours.</li> <li>Must be zero value if you <u>personally</u> do not have proper authority to grant credit Hours.</li> </ul>   | Numeric only field |      |
| <b>Training Non Duty Hours</b> | O      | Specifies the number Hours the User is involved in the learning activity outside of normal business Hours.  | Generally left blank.   | Numeric only field |      |
| <b>Subject Area ID</b>         | R      | Placing an Item in one, or more, Subject Areas makes it easier for a User to search for the Item  | Select an appropriate Subject Area for the Item.<br><br><i>Note:</i><br>If the appropriate Subject Area is not on the list, contact the VA TMS Helpdesk to request addition.  | Select from list   |      |

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# VA Talent Management System (TMS) Item Management Reference Guide: Item Entry Guidelines

| Field Name         | Status | Purpose                          | Guideline   | Value Definition  | Size |
|--------------------|--------|----------------------------------|---|---|------|
| Assignment Type ID | R      | The Assignment Type of the Item. | <p>Set to Required in most cases.</p> <p>Important:</p> <ul style="list-style-type: none"> <li>The implications of this setting are far-reaching and complex, therefore it is recommended that Administrators set to "Required" for all Items.</li> </ul> <p>Notes:</p> <ul style="list-style-type: none"> <li>At the time of the assignment of the Item, the Administrator can override this setting.</li> <li>If "Required" is not selected at the time of assignment, you cannot run Compliance/Deficiency reports on the Item.</li> </ul> | <p>Select from list:</p> <ul style="list-style-type: none"> <li>Optional</li> <li>Required</li> </ul> |      |

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| Field Name | Status | Purpose | Guideline | Value Definition | Size |
|------------|--------|---------|-----------|------------------|------|
|------------|--------|---------|-----------|------------------|------|

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| <b>Source ID</b>            | BPM  | The source of this Item. An indicator of the launch platform and/or owner of the Item.  | Select the name of the launch platform from which the Item is launched.<br><br><i>Notes:</i> <ul style="list-style-type: none"><li>If the Item is local, select LOCAL</li><li>TMS Change Control Board (CCB) can add values to this list as needed.</li></ul> | Select from list |  |
| <b>Approval Required</b>    | Mandatory, if an Approval Process ID is selected | This check box, when selected, indicates that approval is required for the Item.  | Determined by local business process.   | Checkbox         |  |
| <b>Method ID</b>            | BPM  | The Delivery Method ID that is associated with the Item. Delivery Methods describe how the Item is delivered to the User (examples: Online, Classroom, Book, CD-ROM, Video).        | Use as appropriate.   | Select from list |  |
| <b>Safety Related</b>       | BPM  | This check box, when selected, indicates that the Item has been specially-designated as being related to Performance Measure on Patient Safety (VHA only).                          | VHA specific. Check the box if the Item applies toward the Performance Measure on Patient Safety Training.<br><br><i>Note:</i><br>If not checked, completions of the Item will NOT be included in the PM Compliance report.                                   | Checkbox         |  |
| <b>Active</b>               | O  | Checking this box indicates that the Item is available for Users.   | Check if the Item is ready for User interaction   | Checkbox         |  |
| <b>Enable User Requests</b> | O  | When this box is checked and the Item is in a Catalog, the Users have the ability to request that the Item be scheduled IF there are no future Scheduled Offerings in their Catalog | Check if you wish Users be able to request scheduling of the Item<br><br><i>Note:</i><br>This is tied to the Minimum Registration field of the Item. Email is sent to the Contact Email when the number of request exceeds the Minimum Registration           | Checkbox         |  |

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| Field Name   | Status | Purpose  | Guideline  | Value Definition   | Size |
|--|--------|--|--|--------------------|------|
| <b>Enable Users to Waitlist</b>                                | O      | When this box is checked a Waitlist is created for the Scheduled Offering so Users can place themselves on the list if the Maximum Registration is met   | Check if you wish for there to be a Waitlist for the Scheduled Offering  | Checkbox           |      |
| <b>User can record Learning Events for themselves</b>          | O      | When checked, allows Users to record a completion of the Item for themselves   | With very rare exception, leave unchecked<br><br><i>Note:</i><br>If checked, Users can record a completion without having taken the course | Checkbox           |      |
| <b>Supervisors can record Learning Events for subordinates</b> | O      | When checked, allows Supervisors to record a completion of the Item for their Subordinates   | With exception, leave unchecked  | Checkbox           |      |
| <b>Auto Fill Registration</b>                                  | O      | Selecting this check box indicates that the system automatically replaces Users who withdraw from the selected Scheduled Offering by Users on the Waitlist.  | Use as appropriate.  | Checkbox           |      |
| <b>Registration Threshold Days</b>                             | O      | The number of days during which the User is not allowed to register again in another Scheduled Offering for the selected Item.<br><br><i>Example:</i><br>A User would not be allowed to register for a Scheduled Offering on two consecutive Mondays if this value was set to greater than 7 days. | Use as appropriate.  | Numeric only field |      |
| <b>Comments</b>  | O      | Comments about the Item for other Administrators.  | Use as appropriate.  | Open text field    | 2000 |

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| <b>Reviser</b>                                     | BPM                                     | The email address of the Item Manager who actually manages this Item in the TMS.  | Item Manager email address.<br><br><i>Note:</i><br>If the primary POC and Item Manager are the same person, enter the Item Manager's email address in this field. | Open text field    |     |
| <b>Audience</b>                                    | BPM                                     | This field should contain a short description of the intended target group of Users for this Item.  | Use as appropriate.   | Open text field    | 100 |
| <b>Default Initial Assignments: Initial Number</b> | O                                       | The values in this field indicates how long, in days, weeks, months, quarters, or years that the Users must complete this Item once it has been assigned to them.<br><br><i>Example:</i><br>If you want the User to complete this Item within 30 days of its assignment, select Days from the Initial Period drop-down list and type 30 in the Initial Number text box. | If the Assignment Type field is set to Required, then leaving this blank will result in the User seeing no required by date on his/her To-Do-List.                | Numeric only field |     |
| <b>Initial Basis</b>                               | Required if Initial Number is populated | Determines the methodology for calculating the Initial Required By Date<br><br><i>Example:</i><br>Event – calculates from the date of assignment<br>Calendar – calculates by chunking the calendar into windows determined by the Initial Period  | Always select Event.<br><br><i>Note:</i><br>Calendar Basis is not recommended for use as it does not meet the needs of the VA.                                    | Radio button       |     |

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| Field Name   | Status                                     | Purpose   | Guideline   | Value Definition   | Size |
|--|--|---|---|--------------------|------|
| <b>Default Retraining Assignments: Retraining Number</b> | O  | The values in this field indicates how long, in days, weeks, months, quarters, or years that the Users must complete this Item again after the initial completion<br><br><i>Example:</i><br>If you want the User to complete this Item every 365 days after their first completion, select Days from the Retraining Period drop-down list and type 365 in the Retraining Number text box. | These settings have no effect on the assignment of the Item. They come into play when the Item is assigned via Curriculum.<br><br><i>Note:</i><br>When the Item is added to a Curriculum, these values pre-populate these same fields for the Item within the Curriculum. However, they can be changed within the Curriculum without any affect on the Item's settings. | Numeric only field |      |
| <b>Retraining Basis</b>                                  | Required if Retraining Number is populated | Determines the methodology for calculating the Retraining Required By Date<br><br><i>Example:</i><br>Event – calculates from the date of completion<br>Calendar – calculates by chunking the calendar into windows determined by the Retraining Period  | Always select Event.<br><br><i>Note:</i><br>Calendar Basis is not recommended for use as it does not meet the needs of the VA.  | Radio button       |      |
| <b>Contact's Email</b>                                   | BPM  | The contact person associated with the design of the selected Item.   | Primary POC email.  | Open text field    | 128  |
| <b>Item Goals</b>  | O  | A text field that can be used to describe the goals of the Item to the User.  |   | Open text field    | 2000 |

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|                             |                                       |  |   |                    |  |
|-----------------------------|---------------------------------------|--|---|--------------------|--|
| <b>Minimum Registration</b> | O                                     | This value is used when Users request the scheduling of an Item when no Scheduled Offerings are listed. Sets the minimum number of scheduling requests before a notification is sent to the Contact's Email address. | Use as appropriate.<br><br><i>Note:</i><br>A value placed in this field does NOT impact registration in a Scheduled Offering. | Numeric only field |  |
| <b>Maximum Registration</b> | Mandatory if User Requests is enabled | If the Enable User Requests checkbox, on the Summary Tab, is checked, this value is used to determine after how many requests an email about the requests is sent to the Contact's Email address                     | Use as appropriate.   | Numeric only field |  |
| <b>Self Registration</b>    | O                                     | If the Assignment Type and Approval Process ID fields are populated, this field must be checked for the User to begin the approval process.  | Use as appropriate.   | Checkbox           |  |

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| <b>Responsible Organization (4)</b>                            | BPM | When the Domain ID is too broad to indicate ownership within the Domain. This field is used to indicate the owner's subgroup and is used for reporting purposes by Administrators. | Use as appropriate.         | Select from list |  |
| <b>HCIP Priority Area (5)</b>                                  | O   | Listing of the HCIP Initiative(s) that apply to this Item  | HCIP field – leave blank    |                  |  |
| <b>HCIP Funding Source (6)</b>                                 | O   | Indication of use of HCIP funds in procuring the training  | HCIP field – leave blank    |                  |  |
| <b>Default Training Code / Training Type Code (1124)</b>       | BPM | Used to indicate the type of training which has been completed by the employee.  | EHRI field mandated by OPM. | Select from list |  |
| <b>Training Accreditation Indicator (1102)</b>                 | BPM | Used to indicate Accreditation by universities, not accrediting bodies such as AMA.  | EHRI field mandated by OPM. | Select from list |  |
| <b>Training Credit Type (1131)</b>                             | BPM | Used to indicate the type of Accreditation credit for the accredited university in the Training Accreditation Indicator field.   | EHRI field mandated by OPM. | Select from list |  |
| <b>Training Credit Designation Type (1127)</b>                 | BPM | Used to indicate the designation type for the accredited university in the Training Accreditation Indicator field.   | EHRI field mandated by OPM. | System default   |  |
| <b>Training Purpose Type / Default Training Purpose (1122)</b> | BPM | Used to indicate the purpose of the training for the accredited university in the Training Accreditation Indicator field.  | EHRI field mandated by OPM. | System default   |  |
| <b>Training Delivery Type (1129)</b>                           | BPM | Used to indicate the method of delivery for the accredited university in the Training Accreditation Indicator field.   | EHRI field mandated by OPM. | Select from list |  |

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|-----------------------------|--------|--|-----------------------------|-----------------------------------|------|
| Training Source Type (1120) | BPM    | Used to indicate the type of organization for the accredited university in the Training Accreditation Indicator field. | EHRI field mandated by OPM. | Default value mapped by Item Type |      |

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|                          |  |   |  |  |     |
|--------------------------|--|---|--|--|-----|
| Online Completion Status | R only if the Item has online components | Populate this field to enable online settings for this Item.  | Select the Online Completion Status, and then check the [Apply Changes] button to create the online settings section. Click the [Restore Online Settings Defaults] button to remove the online settings section.   | Select from list   |     |
| Object Label             | R  | When adding a Content Object to the Online Settings tab, this field is mandatory. The text entered here appears on the User interface as the hyperlink upon which the User clicks to launch the Content Object. | This text is presented to the User and is the actual hyperlink that launches the online content.<br><br><i>Note:</i><br>See VA Directives 1605 and 6102 and Section 508 for further metadata, privacy, and 508 Compliance and guidance on the use of hyperlinks. | Open text field<br><br>Exceptions:<br>Do not use the following characters:<br>< or > | 100 |

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|                    |   |   |  |                  |      |
|--------------------|---|---|--|------------------|------|
| <b>Item Type</b>   | R | Categories of training activities.                                    | Must be populated with the Item Type originally assigned to the Item in question.  | Select from list |      |
| <b>Item ID</b>     | R | The unique ID of the Item.  | Must be populated with the Item ID originally assigned to the Item in question.  | Open text field  | 30   |
| <b>Description</b> | O | Sub-title for the Scheduled Offering                                  | This appears on the Scheduled Offering listing in User Catalogs  | Open text field  | 2000 |
| <b>Domain</b>      | R | The Domain assigned to the Scheduled Offering.                        | Domain of the owner of the Scheduled Offering. It would not be uncommon for a Scheduled Offering and the Item upon which it is based to be in different Domains. | Select from list |      |
| <b>Start Date</b>  | R | The date the first segment of the selected Scheduled Offering begins. | Use as appropriate.  | Date field       |      |
| <b>Start Time</b>  | R | The time the first segment of the selected Scheduled Offering begins. | Use as appropriate.  | Date field       |      |
| <b>Time Zone</b>   | R | The Time Zone associated with the start time above.                   | Set to the Time Zone where the training occurs.  | Select from list |      |

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| Field Name | Status | Purpose | Guideline | Value Definition | Size |
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| <b>Facility</b>            | BPM | Indicates the physical location where the scheduled training will occur.<br><br><i>Note:</i><br>This is the building, not the actual room - see Location for the actual room. | The actual building.<br><br><i>Notes:</i> <ul style="list-style-type: none"> <li>EES and others may input City and State here</li> <li>Data comes from the Facilities table</li> <li>Administrators can populate these values within their Domains.</li> </ul>   | Select from list:<br>Local Administrators can add facilities to this list. |     |
| <b>Approval Process ID</b> | O   | The approval process assigned to the Item.  | Determined by local business process.  | Select from list   |     |
| <b>Approval Required</b>   | O   | This check box, when selected, indicates that approval is required for the Item.  | Determined by local business process.<br><br><i>Note:</i><br>This field must be checked to enforce a selected Approval Process.  | Checkbox   |     |
| <b>Contact Name</b>        | BPM | The name of the contact person associated with the Scheduled Offering.<br><br><i>Note:</i><br>The Contact Name appears in Scheduled Offering email Notifications to Users     | Contact name for Scheduled Offering questions.<br><br><i>Note:</i> <ul style="list-style-type: none"> <li>May be different from the Contact listed in the Item from which the Scheduled Offering was created.</li> </ul>   | Open text field  | 40  |
| <b>Contact Email</b>       | BPM | The email address of the person named in the Contact Name field.<br><br><i>Note:</i><br>The Contact Email appears in Scheduled Offering email Notifications to Users          | Contact email for Scheduled Offering questions.<br><br><i>Note:</i> <ul style="list-style-type: none"> <li>May be different from the Contact listed in the Item from which the Scheduled Offering was created.</li> <li>This email address does NOT receive the automatic notifications regarding registrations for the Scheduled Offering.</li> </ul> | Open text field  | 128 |
| <b>Contact Phone</b>       | BPM | The phone number of the person named in the Contact Name field.<br><br><i>Note:</i><br>The Contact Phone number appears in Scheduled Offering email Notifications to Users    | Contact phone number for Scheduled Offering questions.<br><br><i>Note:</i> <ul style="list-style-type: none"> <li>May be different from the Contact listed in the Item from which the Scheduled Offering was created.</li> </ul>   | Open text field  | 40  |

**Field Status Legend:** R=System Required    BPM=VA Required (Business Process Mandatory)    O=Optional

## VA Talent Management System (TMS) Item Management Reference Guide: Item Entry Guidelines

| Field Name                      | Status | Purpose  | Guideline   | Value Definition   | Size |
|---------------------------------|--------|--|---|--------------------|------|
| <b>Active</b>                   | O      | Indicates that the Scheduled Offering is available for Users   | Must be checked for Users to see a Scheduled Offering in a Catalog  | Checkbox           |      |
| <b>Auto Fill Registration</b>   | O      | This checkbox, when selected, indicates that the system automatically replaces Users who withdraw from the selected Scheduled Offering with Users on the Waitlist.                               | Determined by local business process.   | Checkbox           |      |
| <b>Enable Users to Waitlist</b> | O      | If the box is checked, a Waitlist is created for the Scheduled Offering  | The box is checked by default if it is checked in the associated Item<br><br><i>Note:</i><br>There is no waitlist limit | Checkbox           |      |
| <b>Comments</b>                 | O      | Comments about the Scheduled Offering that describe the Scheduled Offering to other Administrators.  | Use as appropriate.   | Open text field    | 667  |
| <b>Registration Cutoff Date</b> | O      | The last date when enrollments to this Scheduled Offering are allowed.   | Determined by local business process.<br><br><i>Note:</i><br>Users can no longer see the Schedule Offering              | Date field         |      |
| <b>Registration Cutoff Time</b> | O      | The latest time that enrollment to this Scheduled Offering should be allowed.  | Determined by local business process.<br><br><i>Note:</i><br>Users can no longer see the Schedule Offering              | Time field         |      |
| <b>Minimum Registration</b>     | O      | The minimum registration needed in order to conduct the segment.   | Has no function for Scheduled Offerings (See Minimum Registration field for Items).                                     | Numeric only field |      |
| <b>Maximum Registration</b>     | O      | If the Enable User Requests checkbox, on the Summary Tab, is checked, this value is used to determine after how many requests an email about the requests is sent to the Contact's Email address | Determined by local business process.   | Numeric only field |      |
| <b>Self Registration</b>        | O      | If the Assignment Type and Approval Process ID fields are populated this field must be checked for the User to begin the approval process.   | Use as appropriate.   | Checkbox           |      |

**Field Status Legend:** R=System Required    BPM=VA Required (Business Process Mandatory)    O=Optional

# VA Talent Management System (TMS) Item Management Reference Guide: Item Entry Guidelines

| Field Name                     | Status | Purpose  | Guideline   | Value Definition | Size |
|--------------------------------|--------|--|---|------------------|------|
| <b>Email Confirmations To:</b> | BPM    | Unchecked by default. Automatic Notifications are sent to those that are checked whenever self registration occurs | Check appropriate boxes and click the [Apply Changes] button<br><br><i>Note:</i><br>It is recommended that the User checkbox be checked in most situations. | Checkbox         |      |

**Scheduled Offerings: Contacts tab** [Return to Table of Contents](#)

|                              |   |  |   |  |  |
|------------------------------|---|--|---|--|--|
| <b>User/ Instructor Name</b> | O | Contacts are Users or instructors who receive Notification about the Scheduled Offering. | Allows the Administrator to add additional contact information. | Select from list:<br>User ID or Instructor ID selected from the table. |  |
|------------------------------|---|--|---|--|--|

**Field Status Legend:** R=System Required    BPM=VA Required (Business Process Mandatory)    O=Optional

# VA Talent Management System (TMS) Item Management Reference Guide: Item Entry Guidelines

| Field Name | Status | Purpose | Guideline | Value Definition | Size |
|------------|--------|---------|-----------|------------------|------|
|------------|--------|---------|-----------|------------------|------|

## Curricula: Add New Curricula

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|                      |   |  |  |   |  |
|----------------------|---|--|--|---|--|
| <b>Curriculum ID</b> | R | The unique ID of the Curriculum.   | <p>Must follow the mandatory format:</p> <p>XXX-### where XXX is the 3 or 4 digit facility identifier (for example V11, 371, VACO), and is the next number in a local series of these ID numbers ### (001, 002, 003, etc.).</p> <p><i>Examples:</i></p> <ul style="list-style-type: none"> <li>V11-001</li> <li>317-012</li> </ul> <p><i>Note:</i><br/>Perform a search to find the next number in your Domain's sequence.</p> | See guidelines  |  |
| <b>Domain</b>        | R | <p>The Domain to which the Curriculum belongs.</p> <p><i>Exception:</i><br/>If you are managing multiple Domains, Catalog ID and Domain ID may be different.</p> | Domain of the owner of the Curriculum.   | Select from list:<br>Available values determined by Administrative role in TMS. |  |

## Curricula: Summary tab

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|                    |  |   |   |                 |  |
|--------------------|--|---|---|-----------------|--|
| <b>Title</b>       | BPM  | The title of the Curriculum that appears to Users in the Catalog. | Refer to guidance on writing titles.  | Open text field |  |
| <b>Description</b> | BPM if the Curriculum is place in the Catalog, otherwise Optional. | A description of the Curriculum.                                  | <p>Refer to guidance on writing descriptions.</p> <p><i>Note:</i><br/>The description gives the Administrator an opportunity to provide information about the Curriculum to User.</p> | Open text field |  |
| <b>Active</b>      | O  | When checked, Curriculum is available to Users if in a Catalog    | Use as appropriate  | Checkbox        |  |

**Field Status Legend:** R=System Required    BPM=VA Required (Business Process Mandatory)    O=Optional

# VA Talent Management System (TMS) Item Management Reference Guide: Item Entry Guidelines

| Field Name | Status | Purpose | Guideline | Value Definition | Size |
|------------|--------|---------|-----------|------------------|------|
|------------|--------|---------|-----------|------------------|------|

|   |   |
|---|---|
| <b>Requirements: Add New Requirements</b> | <a href="#">Return to Table of Contents</a> |
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|                         |   |   |   |   |  |
|-------------------------|---|---|---|---|--|
| <b>Requirement Type</b> | R | The purpose of this field is to select one of the three Requirement Types. Requirements are used in determining if assigned Curricula are complete.<br><br><i>Note:</i><br>Users are required to meet the defined conditions to be considered complete. | Select the condition related to the number of Hours or Items that the User must complete in order to successfully satisfy the Requirement.  | Select from list: <ul style="list-style-type: none"> <li># Hours of specified Hour Type</li> <li># Hours of specified Hour Type from a Pool of Items</li> <li># Items from a Pool of Items</li> </ul> |  |
| <b>ID</b>               | R | The unique ID of the Requirement.   | Must follow the mandatory format:<br><br>XXX-### where XXX is the 3 or 4 digit facility identifier (for example V11, 371, VACO), and ### is the next number in a local series of these ID numbers (001, 002, 003, etc.).<br><br><i>Examples:</i> <ul style="list-style-type: none"> <li>V11-001</li> <li>317-012</li> </ul> <i>Note:</i><br>Perform a search to find the next number in your Domain's sequence. | See guidelines  |  |
| <b>Domain ID</b>        | R | The Domain assigned to the Requirement.   | Select the Domain of the owner of the requirement.  | Select from list:<br>Available values determined by Administrative role in TMS.   |  |
| <b>Creation Date</b>    | R | Defaults to the date that the Requirement is created.   | Never populated by the Administrator--leave as defaulted.   | System default  |  |

**Field Status Legend:** R=System Required    BPM=VA Required (Business Process Mandatory)    O=Optional

## VA Talent Management System (TMS) Item Management Reference Guide: Item Entry Guidelines

| Field Name                                | Status | Purpose  | Guideline   | Value Definition   | Size |
|---|--------|--|---|--------------------|------|
| <b>Hour Type</b>                          | R      | From this drop-down list, Administrators can select from the hour type as the requirement for the Curriculum.<br><br><i>Note:</i><br>Required only when the Requirement Type ID is set to either Hours of specific hour type or Hours of specific hour type from pool of Items. See purpose. | Set the number of Hours in Required Hours field.                      | Select from list   |      |
| <b>Required Hours</b>                     | R      | The number of Hours of the type specified in the Hour Type field.<br><br><i>Note:</i><br>Required only when the Requirement Type ID is set to either Hours of specific hour type or Hours of specific hour type from pool of Items.  |   | Numeric only field |      |
| <b>Enter the Required Number of Items</b> | R      | Indicates the number of those Items.<br><br><i>Note:</i><br>Required only when the Requirement Type ID is set to Number of Item from Pool of Items. See purpose.   | Ensure that this number is less than the number of Items in the Pool. | Numeric only field |      |
| <b>Description</b>                        | BPM    | A very short description of the selected Requirement.  | Refer to guidance on writing descriptions.                            | Open text field    |      |

**Field Status Legend:** R=System Required    BPM=VA Required (Business Process Mandatory)    O=Optional

# VA Talent Management System (TMS) Item Management Reference Guide: Item Entry Guidelines

| Field Name | Status | Purpose | Guideline | Value Definition | Size |
|------------|--------|---------|-----------|------------------|------|
|------------|--------|---------|-----------|------------------|------|

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| <b>Content: Documents: Add New Document</b> | <a href="#">Return to Table of Contents</a> |
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|----------------------|-----|--|---|---|--|
| <b>Document ID</b>   | R   | A unique ID of the Document.<br><br><i>Examples:</i><br>Instructions to Travelers, Training Memorandum, etc.   | Must follow the mandatory format:<br><br>XXX-### where XXX is the 3 or 4 digit facility identifier (for example V11, 371, VACO), and ### is the next number in a local series of these ID numbers (001, 002, 003, etc.).<br><br><i>Examples:</i><br><ul style="list-style-type: none"> <li>• V11-001</li> <li>• 317-012</li> </ul><br><i>Note:</i><br>Perform a search to find the next number in your Domain's sequence. | See guidelines  |  |
| <b>Domain</b>        | R   | The Domain to which the Document belongs.  | Domain of the owner of the Document.  | Select from list:<br>Available values determined by Administrative role in TMS. |  |
| <b>Title</b>         | BPM | The title of the Document that appears to Users in the Catalog.  | Recommended format is to begin with the Document Type followed by a hyphen and then the title. Refer to guidance on writing titles.<br><br><i>Example:</i><br><ul style="list-style-type: none"> <li>• Brochure - VA Cyber Security Awareness</li> </ul>  | Open text field   |  |
| <b>Document Type</b> | O   | The Document Type under which the Document falls.<br><br><i>Note:</i><br>For Administrator use only, NOT for Users, to group documents to facilitate easy searching by Administrators. | Optional  | Select from list  |  |
| <b>Location</b>      | BPM | The entire file path to the Document (URL).  |   | Open text field   |  |

**Field Status Legend:** R=System Required    BPM=VA Required (Business Process Mandatory)    O=Optional

# VA Talent Management System (TMS) Item Management Reference Guide: Item Entry Guidelines

| Field Name | Status | Purpose | Guideline | Value Definition | Size |
|------------|--------|---------|-----------|------------------|------|
|------------|--------|---------|-----------|------------------|------|

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|---|--|
| <b>Content: Content Objects: Add New Content Object</b> | <a href="#" style="color: white; text-decoration: none;">Return to Table of Contents</a> |
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|                                 |     |   |  |  |     |
|---------------------------------|-----|---|--|--|-----|
| <b>Content Object ID</b>        | R   | The unique identifier of the Content Object.                    | <p>There are two suggested formats to follow:</p> <p>XXX-SSS-#####-NN where XXX is the 3 or 4 digit facility identifier (such as V11, 371, VACO), SSS is the Item Type of the associated Item (such as VA, DOD), ##### is the associated Item ID and NN is the series number for multiple Content Objects of the same Item (01, 02, etc.).</p> <p><i>Example:</i></p> <ul style="list-style-type: none"> <li>DVA-VA-5398-02</li> </ul> <p>XXX-LIIILII, where XXX=3 or 4 digit facility identifier, LIIILII=the object's title with no spaces.</p> <p><i>Example:</i></p> <ul style="list-style-type: none"> <li>IND-ContentObjectName</li> </ul> | See guidelines   |     |
| <b>Title</b>                    | R   | The title of the Content Object that appears to Administrators. | <p>Refer to guidance writing titles.</p> <p><i>Recommended Format:</i><br/>Course Title - Attachment Title</p> <p><i>Example:</i><br/>VA Cyber Security Awareness – Link to Course</p>   | Open text field  | 255 |
| <b>Domain ID</b>                | R   | The Domain to which the Content Object belongs.                 | Domain of the owner of the Content Object.   | Select from list:<br>Available values determined by Administrative role in TMS |     |
| <b>Content Object is Active</b> | BPM | Indicates the Administrative status of the Content Object.      | <p>Checked if available to Administrators to include in Items.</p> <p>Checked by default as Content Object is created.</p>   | Checkbox   |     |
| <b>Content Object is Online</b> | BPM | Indicates the online status of the actual content.              | <p>Checked if the content is online and available for use by the Users.</p> <p>Checked by default as Content Object is created.</p>  | Checkbox   |     |

**Field Status Legend:** R=System Required    BPM=VA Required (Business Process Mandatory)    O=Optional

## VA Talent Management System (TMS) Item Management Reference Guide: Item Entry Guidelines

| Field Name            | Status | Purpose   | Guideline   | Value Definition | Size |
|-----------------------|--------|---|---|------------------|------|
| <b>Description</b>    | BPM    | Brief description of the Content Object.<br><br><i>Note:</i><br>Displayed to the User on the Content Structure page | Critical to enter useful, explanatory information, especially if the course does not communicate to the TMS directly or the User needs special instructions or configuration requirements.<br><br><i>Examples:</i> <ul style="list-style-type: none"> <li>• VPN required for access to this course</li> <li>• Required/optional</li> <li>• Exam information</li> <li>• Passing score information</li> <li>• Contact Administrator to record completion</li> </ul> | Open text field  | 667  |
| <b>Developer Tool</b> | BPM    | Lists the system on which the content resides.  | Set to the Acronym of the hosting site - see Value Definitions.   | Open text field  | 255  |

### Content: Content Object: Launch Method tab

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|                             |     |   |   |   |     |
|-----------------------------|-----|---|---|---|-----|
| <b>Launch Method</b>        | BPM | Used by the system to ensure that the proper launch parameters are passed along with the URL to the Users' workstation. | Set as appropriate for the Content Object.                                      | Radio button:<br>Content Player – Skill Soft<br>Document Type – Documents<br>AICC – AICC compliant Items<br>Browser – HTML<br>SCORM – SCORM Items |     |
| <b>Filename</b>             | BPM | The URL of the opening page of the content.   | Defaults to Content Player – change as appropriate.                             | Open text field   | 512 |
| <b>Enable Mobile Access</b> | O   | Indicates if the content will be offered to Users who access the TMS through a Mobile Device.                           | Set only if the content is specifically formatted for use with a Mobile Device. | Checkbox  |     |
| <b>Mobile Filename</b>      | O   | The URL of the opening page of the Mobile Content.  | Set only if the content is specifically formatted for use with a Mobile Device. | Checkbox  |     |

**Field Status Legend:** R=System Required    BPM=VA Required (Business Process Mandatory)    O=Optional