



Job Aid: Register an Employee

Purpose

The purpose of this job aid is to guide supervisors through the step-by-step process of managing the registration of employees in scheduled offerings.

In this job aid, you will learn how to:

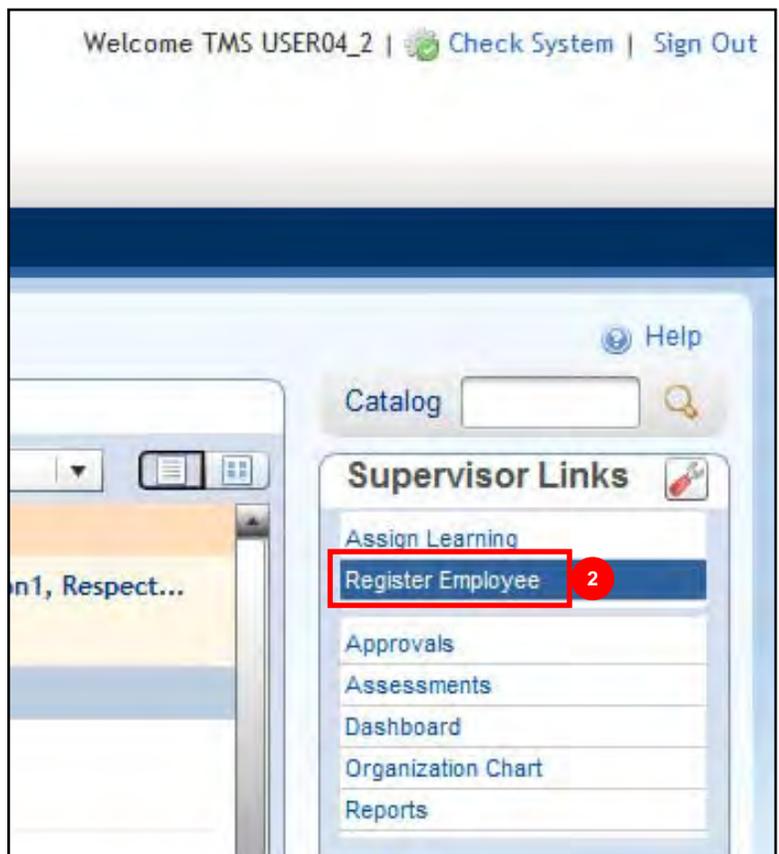
- A. Register an employee in a scheduled offering
- B. Withdraw an employee from a scheduled offering
- C. View an employee's registrations



Task A. Registering an Employee in a Scheduled Offering

As a supervisor, you know your employee's needs based on their performance and are able to register them for specific courses that meet those needs. To register an employee:

1. Click the **My Employees** tab from the VA TMS *Home* page.
2. Click the **Register Employee** link from the *Supervisor Links* section.





3. Select the **Register Users** radio button.
4. Click **Next**.
5. Enter a keyword or keywords into the *Keywords* text field to search for an item.
6. Click **Next**.
7. Click the radio button corresponding with the scheduled offering you are selecting.
8. Click **Next**.
9. Select the checkbox that corresponds with the employee or employees you are registering.
10. Click **Next**.
11. Enter **Comments** in the text field, if applicable.
12. Click **Next**.
13. Skip **Order ID, Account Code, and Price**.
14. Click **Next**.
15. Select the checkbox or checkboxes for those you would like to send an email confirmation.
16. Click **Finish**.

Title	Description	Facility & Location	Start Date/Time	Select
American Heart Association Heartsaver Adult CPR & AED		Northport: Building 5 - Building 5 Lower Level North Nursing	8/9/2011 09:00 AM America/New York	<input type="radio"/>
American Heart Association Heartsaver Adult CPR & AED	Heartsaver AED-non clinical staff	Hines - BLS Room	11/21/2012 09:00 AM America/New York	<input checked="" type="radio"/>
American Heart Association Heartsaver Adult CPR & AED	Heartsaver AED-non clinical staff	Hines - BLS Room	9/19/2012 09:00 AM America/New York	<input type="radio"/>
American Heart Association Heartsaver Adult CPR & AED	Heartsaver AED-non clinical staff	Hines - BLS Room	7/18/2012 09:00 AM America/New York	<input type="radio"/>
American Heart Association Heartsaver Adult CPR & AED	AED Heart Saver	Brooklyn Campus - 2nd Floor Assembly	6/14/2011 08:30 AM America/New York	<input type="radio"/>
American Heart Association Heartsaver Adult CPR & AED	BLS Heartsaver for Healthcare Providers	Broward County VA Clinic	12/9/2011 08:00 AM America/New York	<input type="radio"/>

User	Registration Status ID	Reservation Date (MM/DD/YYYY)	Time (Hours AM/PM)	Time Zone	Select
USER05, TMS	ENROLL(Enrolled)	5/25/2011	04:42 AM	America/New York (Eastern Standard Time)	<input type="checkbox"/>
USER07, TMS	ENROLL(Enrolled)	6/25/2011	04:42 AM	America/New York (Eastern Standard Time)	<input checked="" type="checkbox"/>
USER08, TMS	ENROLL(Enrolled)	5/25/2011	04:42 AM	America/New York (Eastern Standard Time)	<input type="checkbox"/>

User	Slot ID	Order ID	Account Code	Price
USER07, TMS	None			0.00 US Dollar(USD)

User	Registration Status ID	Reservation Date
USER07, TMS	ENROLL(Enrolled)	5/25/2011 04:42 AM America/New York

Price : 0.00 USD

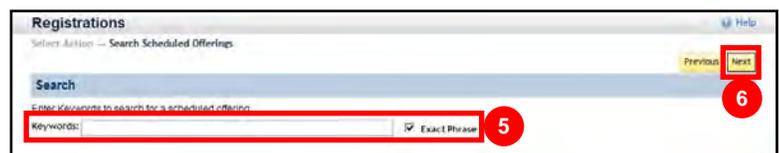
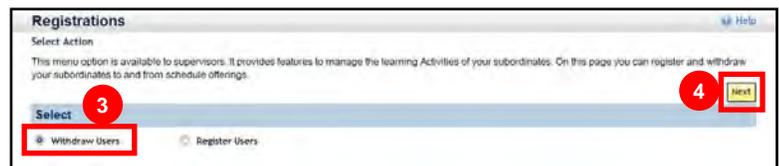
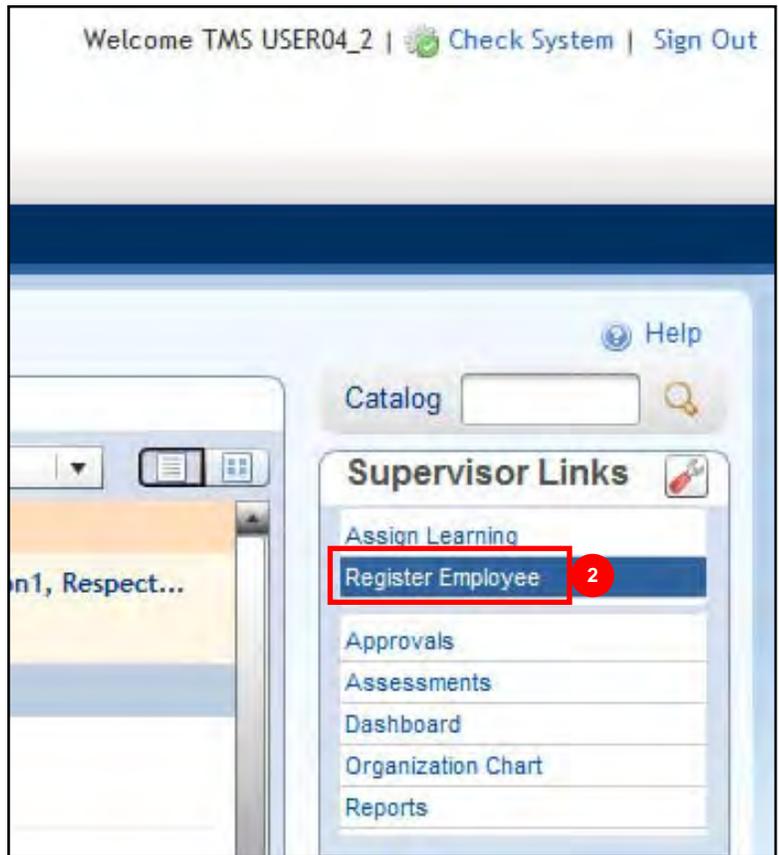




Task B. Withdrawing an Employee from a Scheduled Offering

Just as you can register employees, you can also withdraw them from courses they may be unable to attend.

1. Click the **My Employees** tab from the VA TMS Home page.
2. Click the **Register Employee** link from the *Supervisor Links* section.
3. Select the **Withdraw Users** radio button.
4. Click **Next**.
5. Enter keyword or keywords into the *Keywords* text field to search for an item.
6. Click **Next**.





7. Click the radio button corresponding with the scheduled offering you are selecting.
8. Click **Next**.
9. Click the checkbox to withdraw the selected employee.
10. Click **Next**.
11. Click the checkbox or checkboxes for those you would like to send an email confirmation.
12. Select the **Remove associated item from the To-Do List** checkbox if you choose to remove the item from the employee's To-Do List in addition to withdrawing.
13. Click **Finish**.

Registrations
Select Action → Search Scheduled Offerings → Select Scheduled Offering

Keywords: CPR
Exact Phrase: Yes

Previous Next

Title	Start Date/Time	Select
American Heart Association Heartsaver Adult CPR & AED	8/9/2011 09:00 AM America/New York	<input type="radio"/>
American Heart Association Heartsaver Adult CPR & AED	11/21/2012 09:00 AM America/New York	<input type="radio"/>
American Heart Association Heartsaver Adult CPR & AED	9/19/2012 09:00 AM America/New York	<input type="radio"/>
American Heart Association Heartsaver Adult CPR & AED	7/18/2012 09:00 AM America/New York	<input type="radio"/>
American Heart Association Heartsaver Adult CPR & AED	6/14/2011 08:30 AM America/New York	<input type="radio"/>
American Heart Association Heartsaver Adult CPR & AED	12/9/2011 08:00 AM America/New York	<input type="radio"/>

Registrations
Select Action → Search Scheduled Offerings → Select Scheduled Offering → Select Users

Previous Next

Select All / Deselect All

User	Registration Status ID	Reservation Date	Withdraw
USER07, TMS	ENROLL(Enroll-d)	5/25/2011 04:47 AM America/New York	<input type="checkbox"/>

Select All / Deselect All

Registrations
Select Action → Search Scheduled Offerings → Select Scheduled Offering → Select Users → Record Withdrawal

Scheduled Offering: 550643
Title: American Heart Association Heartsaver Adult CPR & AED
NFED 1181929
Revision: 10/14/2009 01:06 PM America/New York
Start Date: 6/14/2011 08:30 AM America/New York

Email confirmations to: Users Instructors Supervisors Others

Remove associated item from the To-Do List

Previous Finish

User	Item	Title	Scheduled Offering ID	Registration Status ID	Reservation Date
USER07, TMS	NFED 1181929 (Rev 10/14/2009 01:06 PM America/New York)		550643	ENROLL(Enrolled)	5/25/2011 04:47 AM America/New York



Task C. Viewing an Employee's Registrations

Once you complete the registration wizard, you can visit your employee's To-Do List and verify the registration of those courses.

1. Click the **My Employees** tab from the VA TMS *Home* page.
2. Select an employee in the *Employee Tree* to display an employee's *To-Do List*.
3. Select the **Registrations** option from the *Show* drop-down list to see all the courses for which the employee has registered.

