



## Job Aid: User Reports

### Purpose

The purpose of this job aid is to guide you through the step-by-step process of accessing and running personal reports.

In this Job aid, you will learn how to:

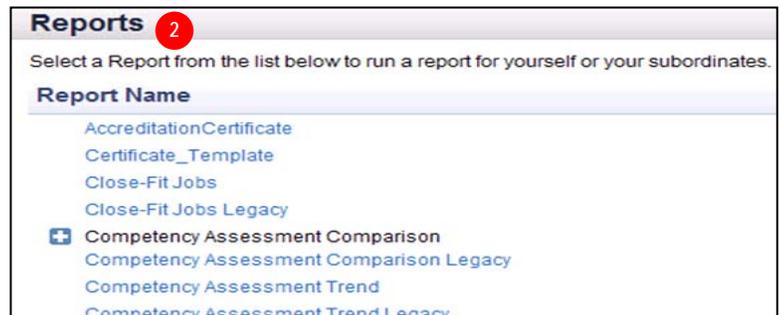
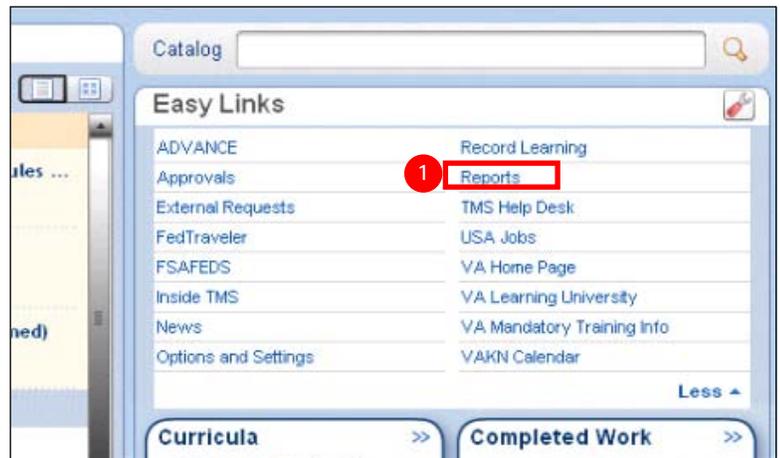
- A. Access reports
- B. Run reports
- C. Export report data to Microsoft Excel



### Task A. Accessing Reports

You can access personal reports from the VA TMS Home page.

1. Click the **Reports** link from the *Easy Links* section of the *Home* page.
2. Locate and click the name of the report you wish to run from the *Reports* page. You may need to expand a report group to access the report you're looking for.





## Task B. Running Reports

Once you have accessed the *Reports* page, you can determine the data output by establishing parameters.

1. Enter your desired report parameters and output preferences on the run report page.
2. Click **Run Report**. This will open your report in a new browser window, in your chosen format.
3. Save or print your report if desired, from the *Learning History* reports page.

**Reports** Back to Browse Reports Help

**Run Learning History**

Report Title:  1

Report Header:

Report Footer:

Report Destination:

Report Format:

Mask User IDs

Page Break Between Records

Completed Date From:

Completed Date To:

Report Type:  Summary  Detail

Include:  Item Events  External Events  Both

Print Comments:  Yes  No

Sort Items:  Completion Date  Item ID

2

**Learning History** My Job Report 3

User:  Name: USCR3, TMS

Item Events	Item ID	Title	Scheduled Offering ID	Completion Date	Grade	Status
RFED 127466 (Rev 1 - 1/29/2010 05:17 PM America/New York)	Risk Assessment and Prevention (RFSC/PHS - 2002 original)			3/2/2011 10:00 AM America/New York	Completed	RFED-Complete
VA 100216 (Rev 1 - 2/1/2009 03:22 PM America/New York)	Emergency Preparedness All Hazards Feb 2009			3/2/2011 12:34 PM America/New York	100	VA-Complete
VA 1 (Rev 12/2/2008 06:39 PM America/New York)	Sarves Recovery			3/2/2011 12:35 PM America/New York	100	VA-Complete
VA 1002 (Rev 3/25/2005 06:44 PM America/New York)	Customer Service for Patient Care Service			3/2/2011 10:54 AM America/New York	100	VA-Complete
RFED 132983 (Rev 1 - 7/6/2010 00:01 AM America/New York)	Managing Diff Through Change			2/25/2011 00:30 AM America/New York	Completed	RFED-Completed for Continuing Education Units
RFED 132912 (Rev 1 - 7/6/2010 09:27 AM America/New York)	Release the Pressure Workout			12/19/11 12:00 PM America/New York	Incomplete	RFED - No Show

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### Task C. Exporting Report Data to Microsoft Excel

Personal reports cannot be exported directly to Microsoft Excel files (.XLS or .XLSX). Instead, reports must be exported as a Comma Separated Values (CSV) file, and then opened in Microsoft Excel.

1. Click the **Reports** link from the *Easy Links* section of the *Home* page.
2. Locate and click the **+** **Expand** icon next to the name of the report group you are looking for. This will expand the report group and change the expand icon to a **-** **Restore** icon.
3. Click the name of the report you wish to run with (CSV) following the report name.
4. Enter your desired report parameters and output preferences on the *Run Learning History (CSV), Reports* page.
5. Click **Run Report**. This will prompt you to open your report in Microsoft Excel.
6. Click **Open** or **Save**, when prompted. Microsoft Excel is the default program used to open this file type. Data can then be sorted and formatted using Microsoft Excel.

