

Job Aid: Navigate an Employee's To-Do List

Purpose

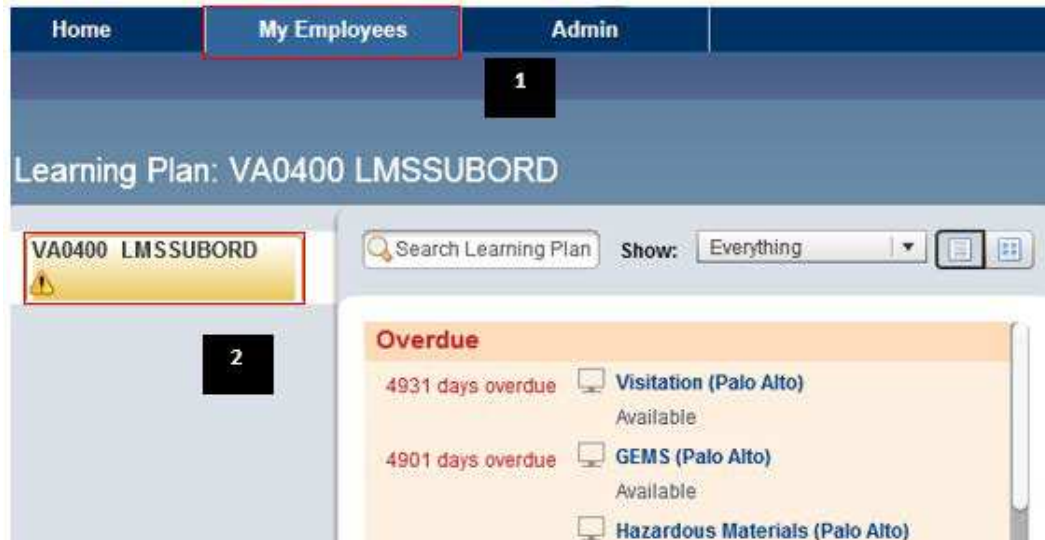
The purpose of this job aid is to guide you through the step-by-step process for accessing and navigating an employee's To-Do list.

In this job aid, you will learn how to:

- Access an employee's To-Do List
- Change the view of an employee's To-Do List
- Search an employee's To-Do List

Task A. Access Employee To-Do List

1. Select the **My Employees** tab from the VA TMS home page.
2. Select an employee card to display that user's To-Do List.



3. Hover over an employee card to perform the available supervisor actions without loading the user's To-Do List.

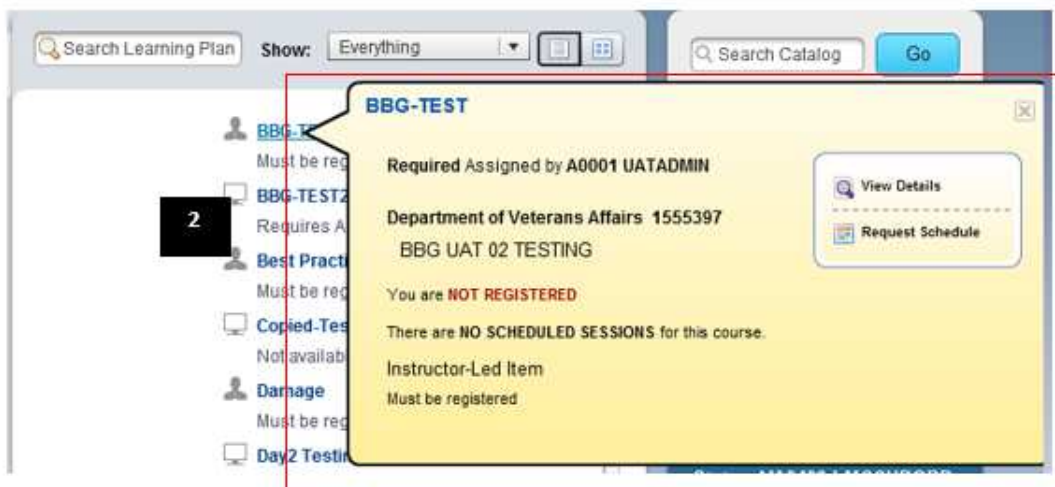


Task B: Change the View of Employee To-Do List

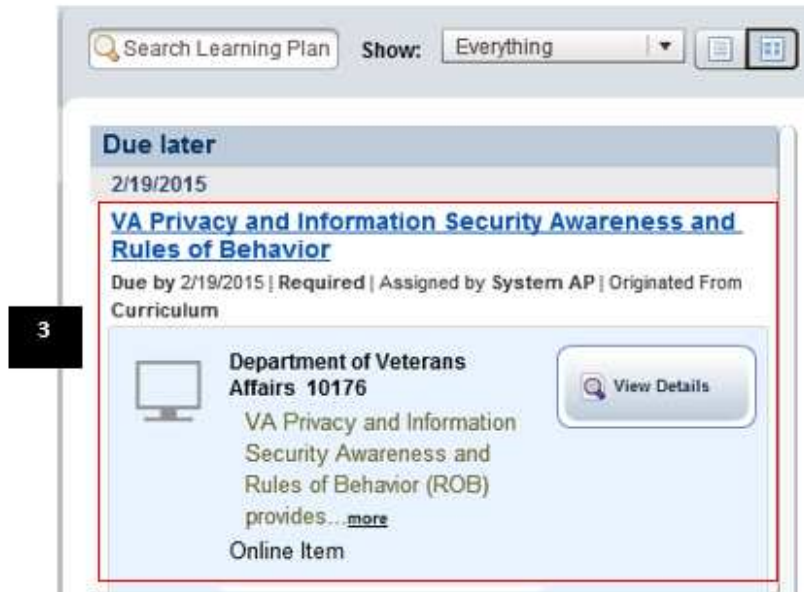
1. Select the **List View** or **Card View** icons in the upper right corner of the employee To-Do List to change the view of a user's To-Do List.



2. In **List View**, items are displayed as a list. When you place your cursor over an item on the list, a new window appears, displaying information about the item and links to the various actions.



3. In **Card View**, items are displayed as cards. Each card provides information about the item and links to different actions.



Task C: Search Employee To-Do List

1. Search for items on an employee's To-Do List by entering keywords in the **Search Learning Plan** textbox. **Note:** Learning Plan is now called To-Do List in the VA TMS.



2. Customize your search by selecting different items in the **Show drop-down menu**. For example, you can search for online courses only or just those courses for which the user is currently registered.

