

Job Aid: Catalog Management

Purpose

The purpose of the Catalog Management job aid is to guide you through the step-by-step process of creating and modifying catalogs, adding items and curricula to catalogs, and associating catalogs to assignment profiles.

In this Job Aid, you will learn how to:

- Add Catalogs
- Add Items to Catalogs
- Add Curricula to Catalogs
- Modify Item/Curriculum Catalog Flags
- Associate a Catalog to an Assignment Profile

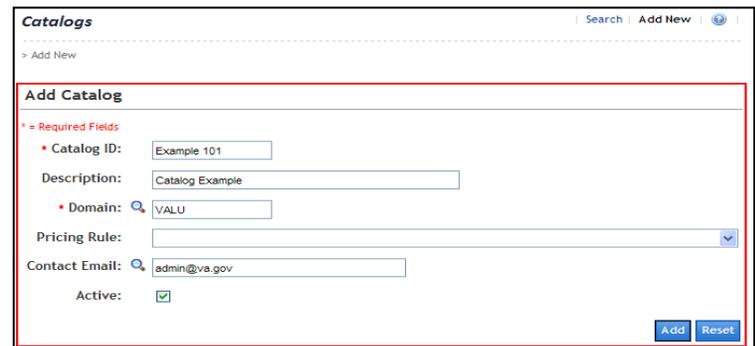
Task A. Add Catalogs

Note: Verify that the **Admin** tab is selected.

1. Navigate to **Learning > Catalogs**.
2. Click **Add New**.



3. Enter a **Catalog ID**.
4. Enter a **Description** of the catalog.
5. Select a **Domain**.
6. Select a **Pricing Rule** from the drop-down menu, if applicable.
7. Enter a **Contact Email** address.
8. Verify the **Active** checkbox is selected.
9. Click **Add**. The new catalog is successfully added.



Task B. Add Items to Catalogs

Note: Verify that the **Admin** tab is selected.

1. Navigate to **Learning > Catalogs**.
2. Search for a catalog by entering criteria in one or more search fields.
3. Enter the catalog ID in the **Catalog ID** field.
4. Click **Search**.

5. Select the catalog by clicking the **Edit** icon.

6. Select the **Items** tab.

Note: Items can be added to the catalog by either entering or searching for an item SKU number, or entering or searching for an item.
7. Select an **Item Type** from the drop-down menu.
8. Enter the exact **Item ID**.
9. Click **Add** or click the **add one or more from list** link to search for and add the item. The item is successfully added to the catalog.

10. Click the **Expand** icon to view any associated scheduled offerings.

SKU	Item	Title	Show in Catalog	Price	Remove
2046462	NFED 1339204 (Rev 1 - 10/17/2010 02:45 PM America/New York)	Effective Communications	Yes	0.00 US Dollar (USD)†	<input type="checkbox"/>

11. Select an offering by clicking the **Add** checkbox.

Scheduled Offering ID	Title	Start Date	Add
533672	Effective Communications	9/21/2011	<input checked="" type="checkbox"/>
534043	Effective Communications	5/19/2011	<input type="checkbox"/>

12. Click **Apply Changes**.



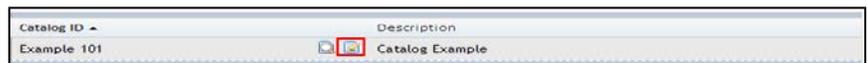
Task C. Add Curricula to Catalogs

Note: Verify that the **Admin** tab is selected.

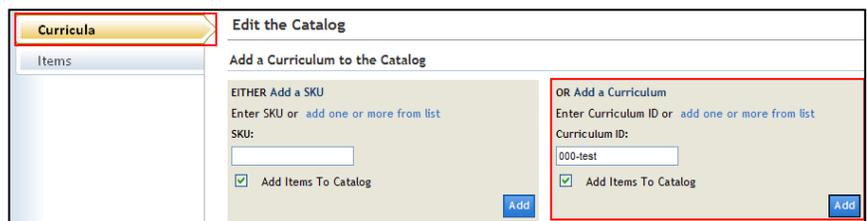
1. Navigate to **Learning > Catalogs**.
2. Search for a **catalog** by entering criteria in one or more search fields.
3. Enter the catalog ID in the **Catalog ID** field.
4. Click **Search**.



5. Click the **Edit** icon to select the catalog.



6. Select the **Curricula** tab.
Note: Curricula can be added to the catalogs by either entering or searching for a curriculum SKU number, or entering or searching for a curriculum.
7. Enter the exact **Curriculum ID**.
8. Verify the **Add items to Catalog** checkbox is checked.
9. Click **Add** or click the **add one or more from list** link to search for and select users. The curriculum has been successfully added to the catalog.



10. Click the **Expand** icon to view all items within this curriculum.

SKU	Curriculum	Title	Show in Catalog	Catalog Options	Remove Items	Remove
SKU-2074100	000-test	Nuts and Bolts Modules (New Supervisor Training)	Yes	Flag: <input type="text"/> Until: (MM/DD/YYYY) Reason: <input type="text"/> Expires: (MM/DD/YYYY)	<input type="checkbox"/>	<input type="checkbox"/>

Directly Related Items(13 found)				
Item	Title	Type	Status	
VA 5531 (Rev 10/2/2007 10:27 AM America/New York)	Module 1 - Your Role as a Supervisor (Nuts and Bolts)	Online Item	Active	
VA 5532 (Rev 10/2/2007 10:56 AM America/New York)	Module 10 - Staffing Practices (Nuts and Bolts)	Online Item	Active	

Task D. Modify Item/Curriculum Catalog Flags

Note: Verify that the **Admin** tab is selected.

1. Complete Steps 1-5 in Task C above.
2. Select the **Items** tab.
3. To modify catalog options per item, click the **Flag** drop-down box and select one of the displayed options.
4. Enter an **Until** date.
5. Enter a **Reason**.
6. Complete the **Expires** field (if desired).
7. Click **Apply Changes**.

SKU	Item	Title	Show in Catalog	Catalog Options	Price	Remove
SKU-2046482	NFED 1339204 (Rev 1-10/7/2010 02:45 PM America/New York)	Effective Communications	Yes	Flag: Revised Until: 04/06/2011 Reason: Example Expires: 06/31/2011	(\$0.00 US Dollar (USD))	<input type="checkbox"/>

Task E. Associate a Catalog to an Assignment Profile

Note: Verify that the **Admin** tab is selected.

1. Complete Steps 1-5 in Task C above.
2. Select the **Assignment Profiles** tab.

Note: Access to catalogs is controlled by assignment profiles.
3. Enter the exact **Assignment Profile ID**.
4. Click **Add** or click the **add one or more from list** link to search for and add an assignment profile.
5. Review the added assignment profile.

Summary	Assignment Profiles
Catalog ID: Example 101 Description: Catalog Example	Edit the Assignment Profile for the Catalog Add an Assignment Profile to Catalog Enter Assignment Profile ID or add one or more from list Assignment Profile ID: <input type="text" value="test_01"/> <input type="button" value="Add"/> There is no assignment profile for this catalog.