

**Job Aid: Use the Required Dates Editor Tool**

**Course: Learning Needs Management  
 Topic Lab: Use the Required Dates Editor**

**Prerequisite Courses**

- Introduction to Plateau Learning Administration
- Learning Needs Management

**Description**

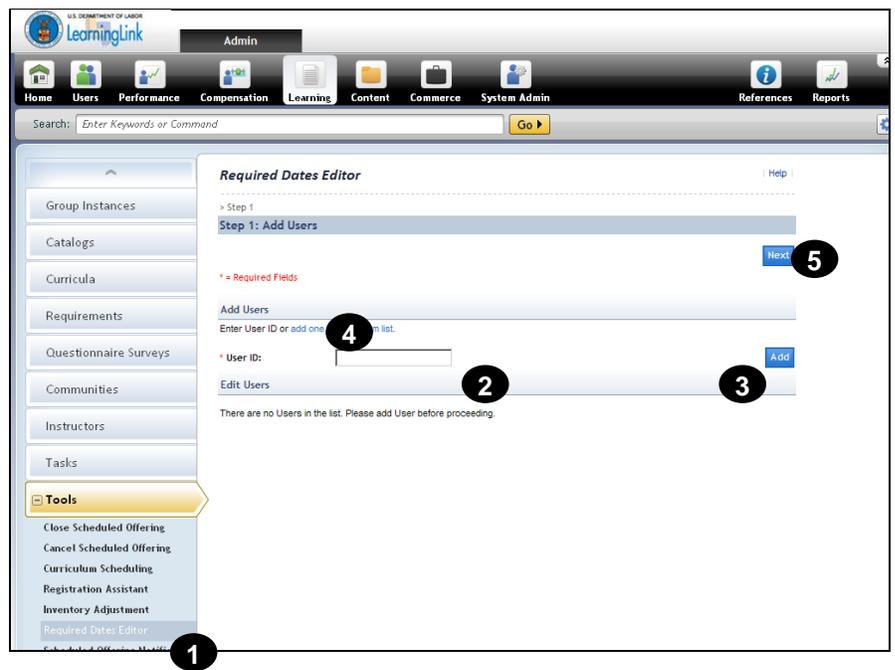
The purpose of this job aid is to guide administrators through the step-by-step process of using the Required Dates Editor tool.

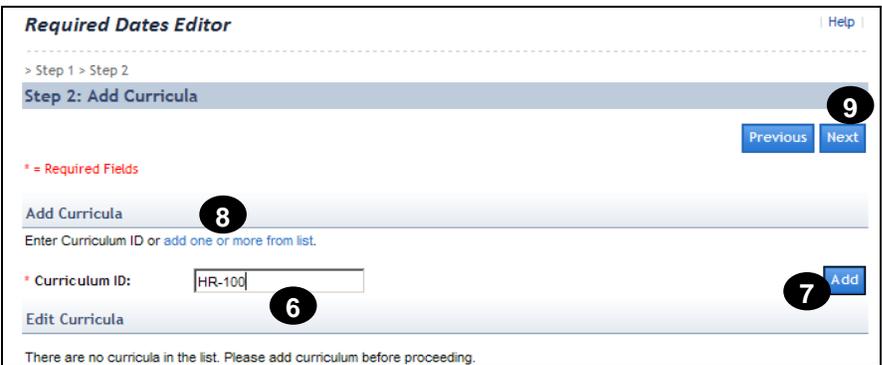
**Tasks**

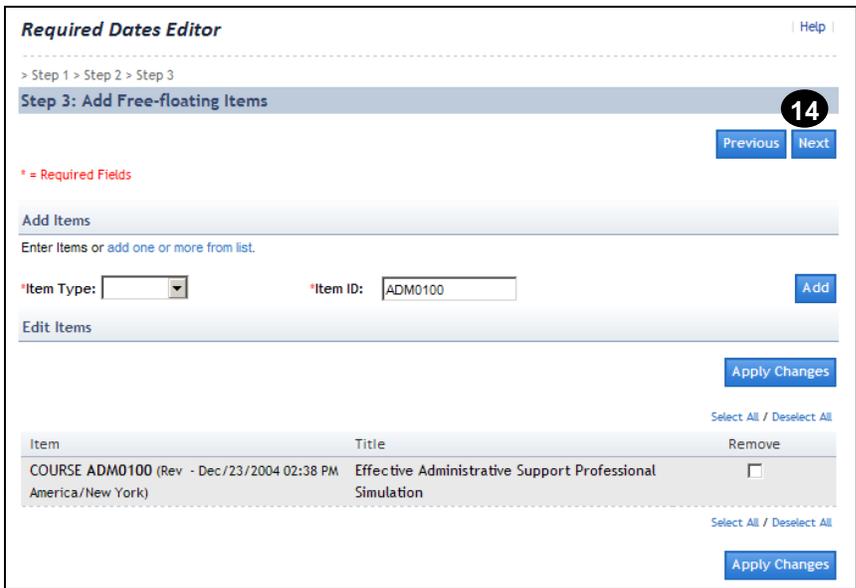
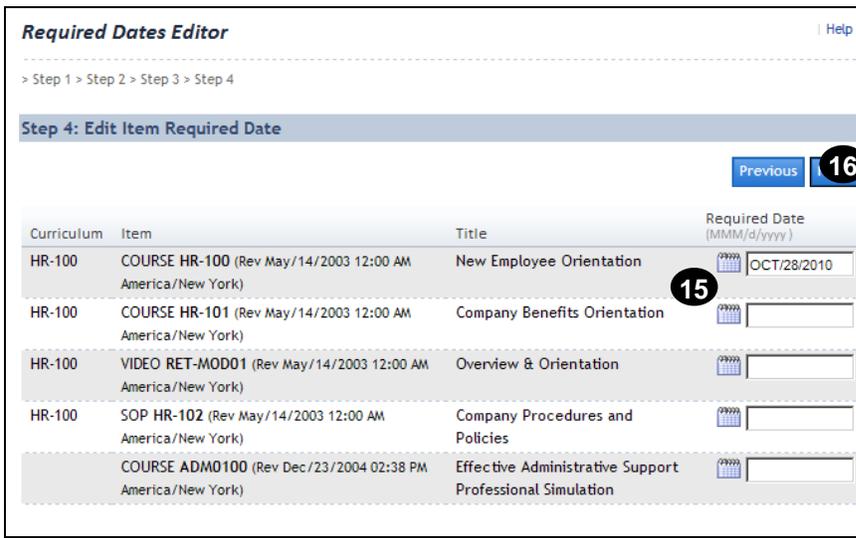
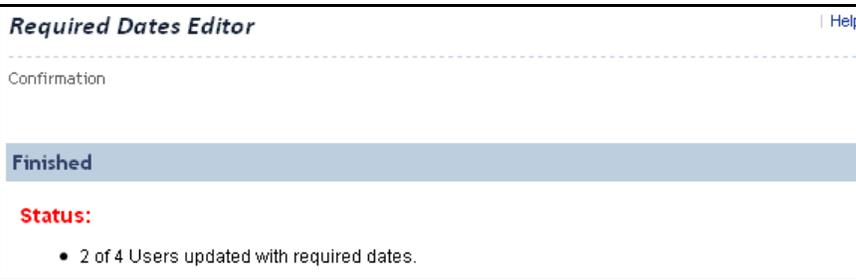
- A. Use the Required Dates Editor Tool to Adjust Due Dates

**Task A. Use the Required Dates Editor Tool to Adjust Due Dates**

- 1 Verify the **Admin** tab is selected.
- 1 Navigate to **Learning > Tools > Required Dates Editor**.  
*Step 1: Add Users* of the Required Dates Editor wizard displays.
- 2 To add a user, enter the exact user ID in the **User ID** textbox.
- 3 Select **Add**.
- or
- 4 Select the **add one or more from list** link to search for and select users.
- 5 Select **Next**.



|   |   |
|---|---|
| <p><b>6</b> Step 2: Add Curricula of the Required Dates Editor wizard displays.</p> <p><b>7</b> To add a curriculum, enter the exact curriculum ID in the Curriculum ID textbox.</p> <p><b>8</b> Select <b>Add</b>.</p> <p><b>or</b></p> <p><b>8</b> Select the <b>add one or more from list</b> link to search for and select one or more curricula.</p> <p><b>9</b> Select <b>Next</b> to continue.</p> |  <p><i>Note: At least one item should be selected. An item could be selected either by choosing a curriculum or free-floating items. Step 2 of the Required Dates Editor adds curricula; Step 3 adds free-floating items.</i></p> |
| <p><b>10</b> Step 3: Add Free-floating Items of the Required Dates Editor wizard displays.</p> <p><b>10</b> To add items, select the item type from the drop-down menu.</p> <p><b>11</b> Enter the exact item ID.</p> <p><b>12</b> Select <b>Add</b>.</p> <p><b>or</b></p> <p><b>13</b> Select the <b>add one or more from list</b> link to search and select one or more items.</p>                      |    |

| <p>For this example, we added the course <i>Effective Administrative Support Professional Simulation</i>. One or more items can be added.</p> <p>Now that we have an item, we can continue with the tool.</p> <p><b>14</b> Select Next.</p> |  <p><b>Required Dates Editor</b>   Help  </p> <p>&gt; Step 1 &gt; Step 2 &gt; Step 3</p> <p><b>Step 3: Add Free-floating Items</b> <b>14</b></p> <p>Previous Next</p> <p>* = Required Fields</p> <p>Add Items</p> <p>Enter Items or add one or more from list.</p> <p>*Item Type: <input type="text"/> *Item ID: <input type="text" value="ADM0100"/> Add</p> <p>Edit Items</p> <p>Apply Changes</p> <p>Select All / Deselect All</p> <table border="1"> <thead> <tr> <th>Item</th> <th>Title</th> <th>Remove</th> </tr> </thead> <tbody> <tr> <td>COURSE ADM0100 (Rev - Dec/23/2004 02:38 PM America/New York)</td> <td>Effective Administrative Support Professional Simulation</td> <td><input type="checkbox"/></td> </tr> </tbody> </table> <p>Select All / Deselect All</p> <p>Apply Changes</p>  | Item   | Title  | Remove | COURSE ADM0100 (Rev - Dec/23/2004 02:38 PM America/New York) | Effective Administrative Support Professional Simulation | <input type="checkbox"/>                                  |                          |  |        |   |                              |                      |        |   |                        |                      |        |  |                                 |                      |  |  |  |                      |
|---|---|--|--|--------|--|--|---|--------------------------|--|--------|---|------------------------------|----------------------|--------|---|------------------------|----------------------|--------|--|---------------------------------|----------------------|--|--|--|----------------------|
| Item  | Title   | Remove   |  |        |  |  |   |                          |  |        |   |                              |                      |        |   |                        |                      |        |  |                                 |                      |  |  |  |                      |
| COURSE ADM0100 (Rev - Dec/23/2004 02:38 PM America/New York)  | Effective Administrative Support Professional Simulation  | <input type="checkbox"/>                                 |  |        |  |  |   |                          |  |        |   |                              |                      |        |   |                        |                      |        |  |                                 |                      |  |  |  |                      |
| <p><i>Step 4: Edit Item Required Date</i> of the Required Dates Editor wizard displays.</p> <p><b>15</b> Select the calendar icon (📅) to select a required date for the item listed.</p> <p><b>16</b> Select Finish.</p>                    |  <p><b>Required Dates Editor</b>   Help  </p> <p>&gt; Step 1 &gt; Step 2 &gt; Step 3 &gt; Step 4</p> <p><b>Step 4: Edit Item Required Date</b> Previous <b>16</b></p> <table border="1"> <thead> <tr> <th>Curriculum</th> <th>Item</th> <th>Title</th> <th>Required Date (MMM/d/yyyy)</th> </tr> </thead> <tbody> <tr> <td>HR-100</td> <td>COURSE HR-100 (Rev May/14/2003 12:00 AM America/New York)</td> <td>New Employee Orientation</td> <td><input type="text" value="OCT/28/2010"/> <b>15</b></td> </tr> <tr> <td>HR-100</td> <td>COURSE HR-101 (Rev May/14/2003 12:00 AM America/New York)</td> <td>Company Benefits Orientation</td> <td><input type="text"/></td> </tr> <tr> <td>HR-100</td> <td>VIDEO RET-MOD01 (Rev May/14/2003 12:00 AM America/New York)</td> <td>Overview &amp; Orientation</td> <td><input type="text"/></td> </tr> <tr> <td>HR-100</td> <td>SOP HR-102 (Rev May/14/2003 12:00 AM America/New York)</td> <td>Company Procedures and Policies</td> <td><input type="text"/></td> </tr> <tr> <td></td> <td>COURSE ADM0100 (Rev Dec/23/2004 02:38 PM America/New York)</td> <td>Effective Administrative Support Professional Simulation</td> <td><input type="text"/></td> </tr> </tbody> </table> | Curriculum   | Item   | Title  | Required Date (MMM/d/yyyy)                                   | HR-100   | COURSE HR-100 (Rev May/14/2003 12:00 AM America/New York) | New Employee Orientation | <input type="text" value="OCT/28/2010"/> <b>15</b> | HR-100 | COURSE HR-101 (Rev May/14/2003 12:00 AM America/New York) | Company Benefits Orientation | <input type="text"/> | HR-100 | VIDEO RET-MOD01 (Rev May/14/2003 12:00 AM America/New York) | Overview & Orientation | <input type="text"/> | HR-100 | SOP HR-102 (Rev May/14/2003 12:00 AM America/New York) | Company Procedures and Policies | <input type="text"/> |  | COURSE ADM0100 (Rev Dec/23/2004 02:38 PM America/New York) | Effective Administrative Support Professional Simulation | <input type="text"/> |
| Curriculum  | Item  | Title  | Required Date (MMM/d/yyyy)                         |        |  |  |   |                          |  |        |   |                              |                      |        |   |                        |                      |        |  |                                 |                      |  |  |  |                      |
| HR-100  | COURSE HR-100 (Rev May/14/2003 12:00 AM America/New York)   | New Employee Orientation                                 | <input type="text" value="OCT/28/2010"/> <b>15</b> |        |  |  |   |                          |  |        |   |                              |                      |        |   |                        |                      |        |  |                                 |                      |  |  |  |                      |
| HR-100  | COURSE HR-101 (Rev May/14/2003 12:00 AM America/New York)   | Company Benefits Orientation                             | <input type="text"/>                               |        |  |  |   |                          |  |        |   |                              |                      |        |   |                        |                      |        |  |                                 |                      |  |  |  |                      |
| HR-100  | VIDEO RET-MOD01 (Rev May/14/2003 12:00 AM America/New York)   | Overview & Orientation                                   | <input type="text"/>                               |        |  |  |   |                          |  |        |   |                              |                      |        |   |                        |                      |        |  |                                 |                      |  |  |  |                      |
| HR-100  | SOP HR-102 (Rev May/14/2003 12:00 AM America/New York)  | Company Procedures and Policies                          | <input type="text"/>                               |        |  |  |   |                          |  |        |   |                              |                      |        |   |                        |                      |        |  |                                 |                      |  |  |  |                      |
|   | COURSE ADM0100 (Rev Dec/23/2004 02:38 PM America/New York)  | Effective Administrative Support Professional Simulation | <input type="text"/>                               |        |  |  |   |                          |  |        |   |                              |                      |        |   |                        |                      |        |  |                                 |                      |  |  |  |                      |
| <p>The users' learning plans were successfully updated.</p>   |  <p><b>Required Dates Editor</b>   Help  </p> <p>Confirmation</p> <p><b>Finished</b></p> <p><b>Status:</b></p> <ul style="list-style-type: none"> <li>2 of 4 Users updated with required dates.</li> </ul>  |  |  |        |  |  |   |                          |  |        |   |                              |                      |        |   |                        |                      |        |  |                                 |                      |  |  |  |                      |

## Notes