

**Job Aid: Resource Management**

**Course: Scheduling Management**

Lab 12: Create and Authorize an Instructor

Lab 13: Add Equipment

Lab 14: Add Material

Lab 15: Create a Facility

Lab 16: Create a Location

**Prerequisite Courses**

- Introduction to Plateau Learning Administration
- Learning Needs Management
- Scheduling Management

**Description**

The purpose of this job aid is to guide administrators through the step-by-step process of creating resource-related records in Plateau Learning.

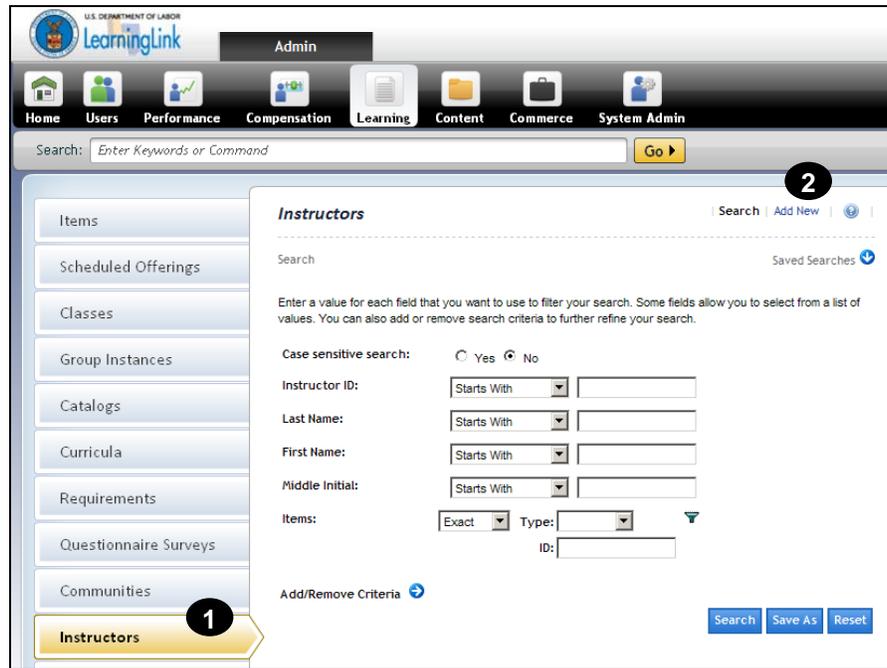
**Tasks**

- A. Add Instructor
- B. Add Equipment
- C. Add Materials
- D. Add Facility
- E. Add Location
- F. Add Region

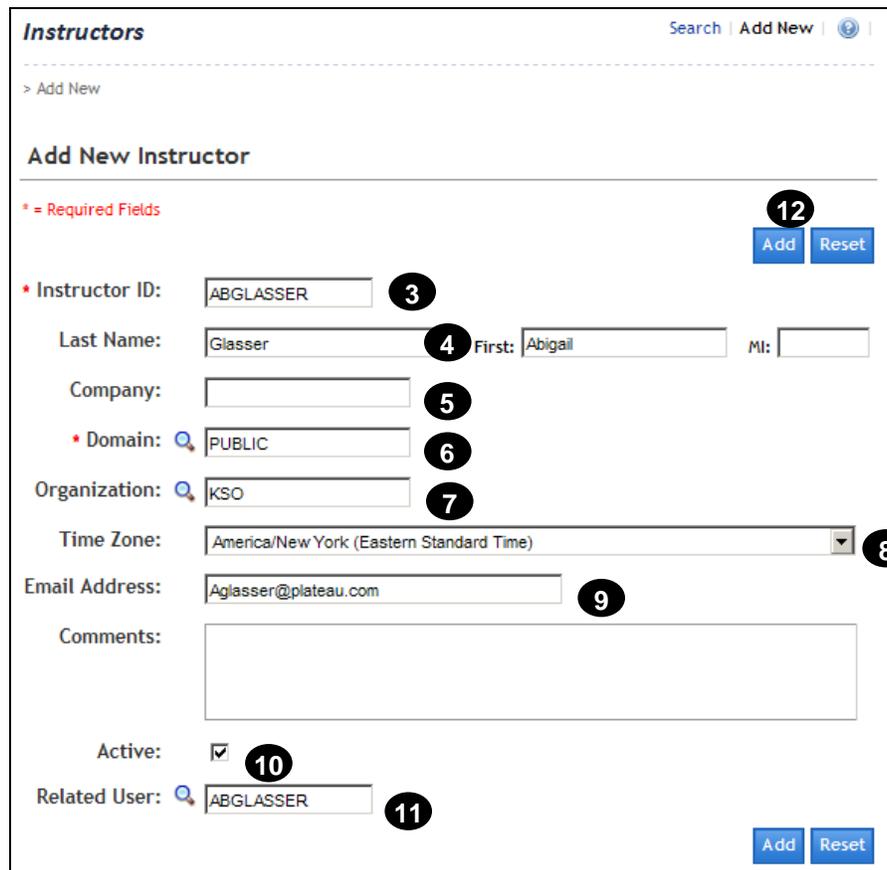
### Task A. Add Instructors

*Note: Verify the Admin tab is selected.*

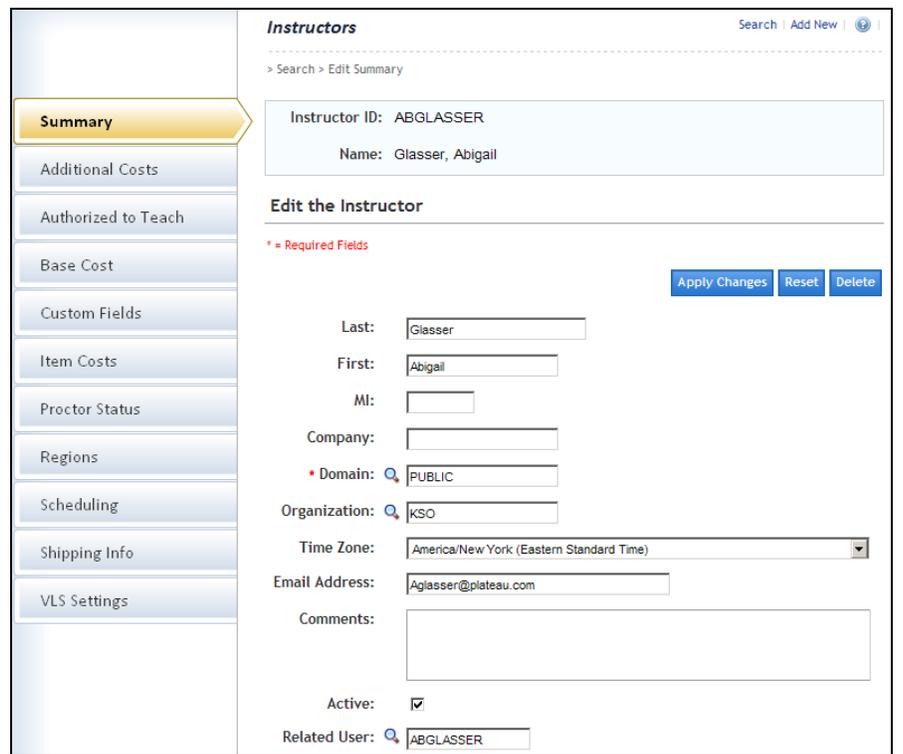
- 1 Navigate to Learning > Instructors.
- 2 Select the Add New link.



- 3 Enter an instructor ID.
- 4 Enter the instructor's first and last name, and middle initial.
- 5 Enter the company the instructor works for, if applicable.
- 6 Select the select icon (🔍) to choose a domain.
- 7 Select the select icon (🔍) to choose an organization.
- 8 Select a time zone from the drop-down menu.
- 9 Enter contact email.
- 10 Ensure the Active check box is selected.
- 11 Select Related User, if applicable.
- 12 Select Add.



The new instructor is successfully added.



**Instructors** Search | Add New | 

> Search > Edit Summary

Instructor ID: ABGLASSER  
Name: Glasser, Abigail

**Edit the Instructor**

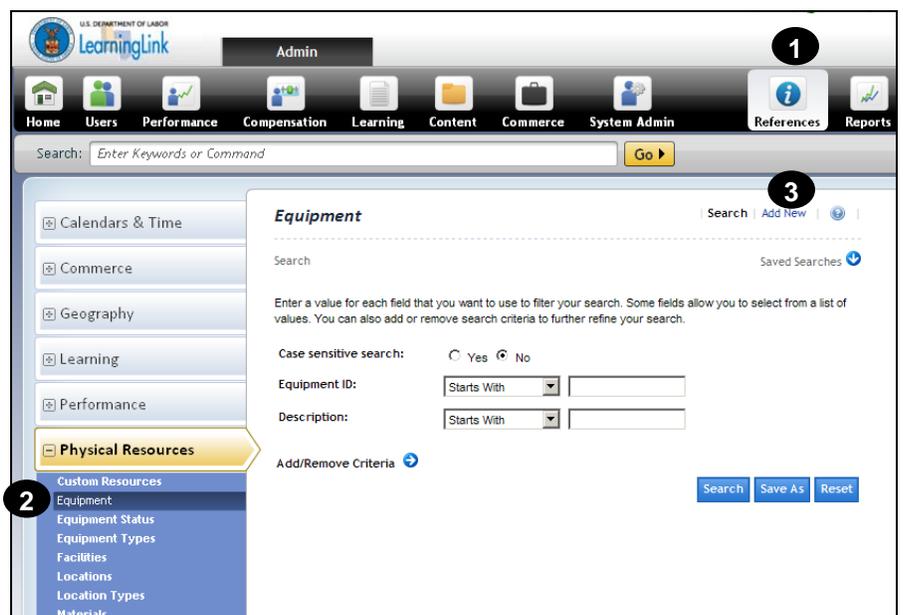
\* = Required Fields

Apply Changes | Reset | Delete

Last:   
First:   
MI:   
Company:   
\* Domain:   
Organization:   
Time Zone:   
Email Address:   
Comments:   
Active:   
Related User:

### Task B. Add Equipment

- 1 Select the **References** button on the button bar.
- 2 Navigate to **Physical Resources > Equipment**.
- 3 Select the **Add New** link.



U.S. DEPARTMENT OF LABOR LearningLink Admin

Home Users Performance Compensation Learning Content Commerce System Admin **References** Reports

Search:

Calendars & Time  
Commerce  
Geography  
Learning  
Performance  
**Physical Resources**  
Custom Resources  
Equipment  
Equipment Status  
Equipment Types  
Facilities  
Locations  
Location Types  
Materials

**Equipment** Search | Add New | 

Search Saved Searches 

Enter a value for each field that you want to use to filter your search. Some fields allow you to select from a list of values. You can also add or remove search criteria to further refine your search.

Case sensitive search:  Yes  No  
Equipment ID:    
Description:    
Add/Remove Criteria 

Search | Save As | Reset

- 4 Enter equipment ID.
- 5 Enter a description for the equipment.
- 6 Select the select icon to choose a domain.
- 7 Enter the equipment's serial number.
- 8 Select equipment type from drop-down menu.
- 9 Select equipment status from drop-down menu.
- 10 Select assigned location from drop-down menu.
- 11 Select facility from drop-down menu.
- 12 Enter contact email.
- 13 Add comments, if necessary.
- 14 Select Add.

**Equipment** Search | Add New | ?

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> Add New

**Add New Equipment**

\* = Required Fields 14

Add Reset

\* Equipment ID:  4

Description:  5

\* Domain:  6

Serial Number:  7

Equipment Type:  8

Equipment Status:  9

Assigned Location:  10

Facility:  11

Contact:  12

Comments:

Add Reset

The new equipment is successfully added.

**Equipment** Search | Add New | ?

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> Search > Edit Summary

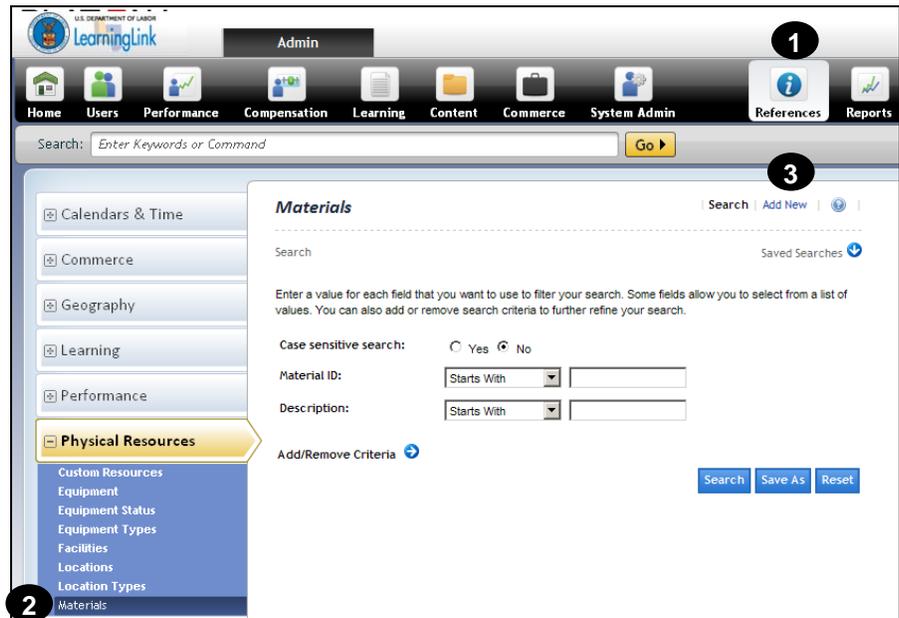
Equipment ID: TRI-001A

Description: Tricorder Overhead

Summary
Offerings
Base Cost
Additional Costs

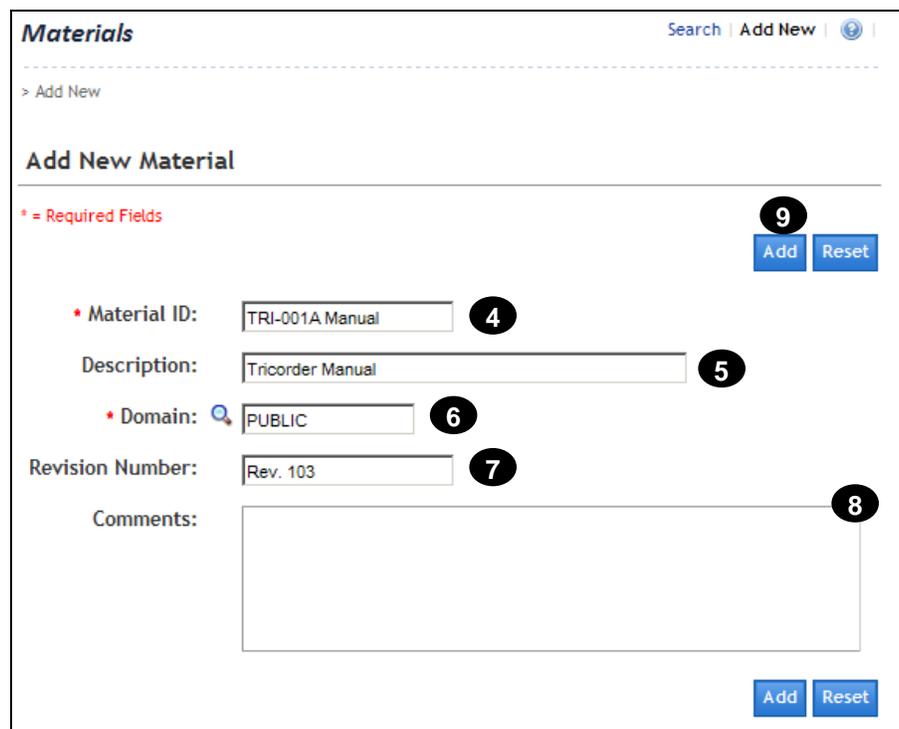
### Task C. Add Materials

- 1 Select the References button on the button bar.
- 2 Navigate to Physical Resources > Materials.
- 3 Select the Add New link.



The screenshot shows the LearningLink Admin interface. At the top, there is a navigation bar with buttons for Home, Users, Performance, Compensation, Learning, Content, Commerce, System Admin, References, and Reports. The 'References' button is circled with a '1'. Below the navigation bar is a search bar with the text 'Enter Keywords or Command' and a 'Go' button. On the left side, there is a sidebar menu with categories: Calendars & Time, Commerce, Geography, Learning, Performance, Physical Resources, Custom Resources, Equipment, Equipment Status, Equipment Types, Facilities, Locations, Location Types, and Materials. The 'Physical Resources' category is highlighted with a yellow arrow, and the 'Materials' sub-item is circled with a '2'. The main content area shows the 'Materials' page with a search bar, a search button, and a 'Add New' link circled with a '3'. There are also 'Search', 'Save As', and 'Reset' buttons at the bottom right of the search area.

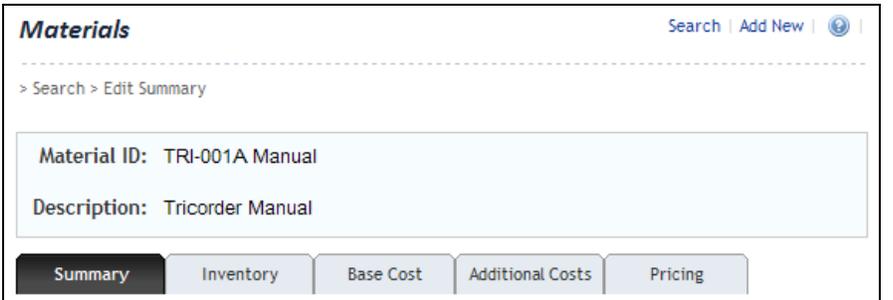
- 4 Enter material ID.
- 5 Enter a description for the equipment.
- 6 Select a domain.
- 7 Enter the material's revision number.
- 8 Enter comments, if necessary.
- 9 Select Add.



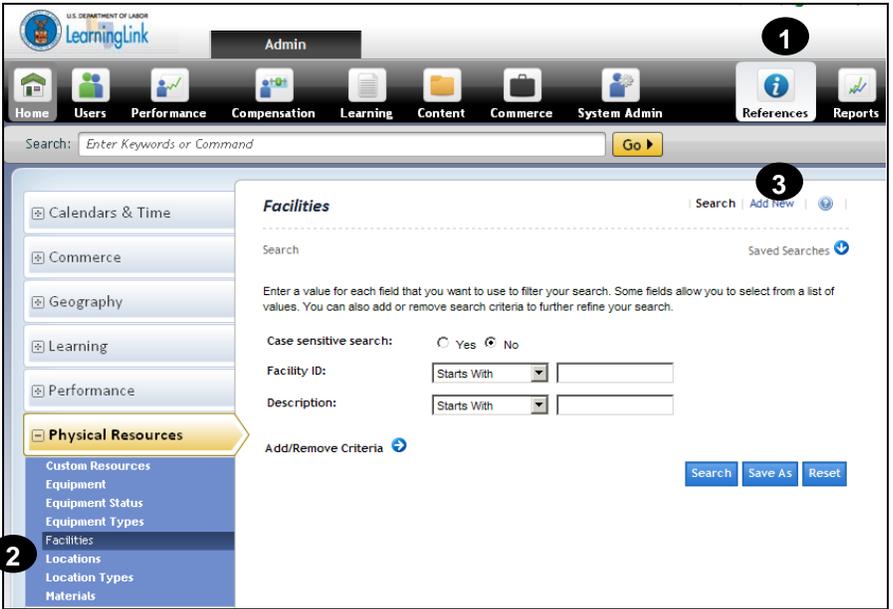
The screenshot shows the 'Add New Material' form in the LearningLink Admin interface. The form has a title 'Add New Material' and a subtitle '> Add New'. There is a legend indicating that fields with an asterisk (\*) are required. The form contains the following fields:
 

- Material ID:** A text input field containing 'TRI-001A Manual', circled with a '4'.
- Description:** A text input field containing 'Tricorder Manual', circled with a '5'.
- Domain:** A dropdown menu with 'PUBLIC' selected, circled with a '6'.
- Revision Number:** A text input field containing 'Rev. 103', circled with a '7'.
- Comments:** A large text area for entering comments, circled with an '8'.

 At the top right of the form, there are 'Add' and 'Reset' buttons, with the 'Add' button circled with a '9'. At the bottom right of the form, there are also 'Add' and 'Reset' buttons.

<p>The new material is successfully added.</p>	
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**Task D. Add Facility**

<ol style="list-style-type: none"> <li>1 Select the References button on the button bar.</li> <li>2 Navigate to Physical Resources &gt; Facilities.</li> <li>3 Select the Add New link.</li> </ol>	
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- 4 Enter facility ID.
- 5 Enter the facility description.
- 6 Select a domain.
- 7 Select a region to which the facility belongs.
- 8 Select a holiday profile.
- 9 Select a time zone.
- 10 Select a work week.
- 11 If this facility is an external facility, ensure the checkbox is selected.
- 12 Enter any comments.
- 13 Select Add.

**Facilities** Search | Add New |

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> Add New

**Add New Facility**

\* = Required Fields 13 **Add** **Reset**

\* Facility ID:  4

\* Description:  5

\* Domain:  6

Region:  7

Holiday Profile:  8

Time Zone:  9

Work Week:  10

External Facility:  11

Comments:

12 **Add** **Reset**

The new facility is successfully added.

**Facilities** Search | Add New |

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> Search > Search Results > Edit Summary

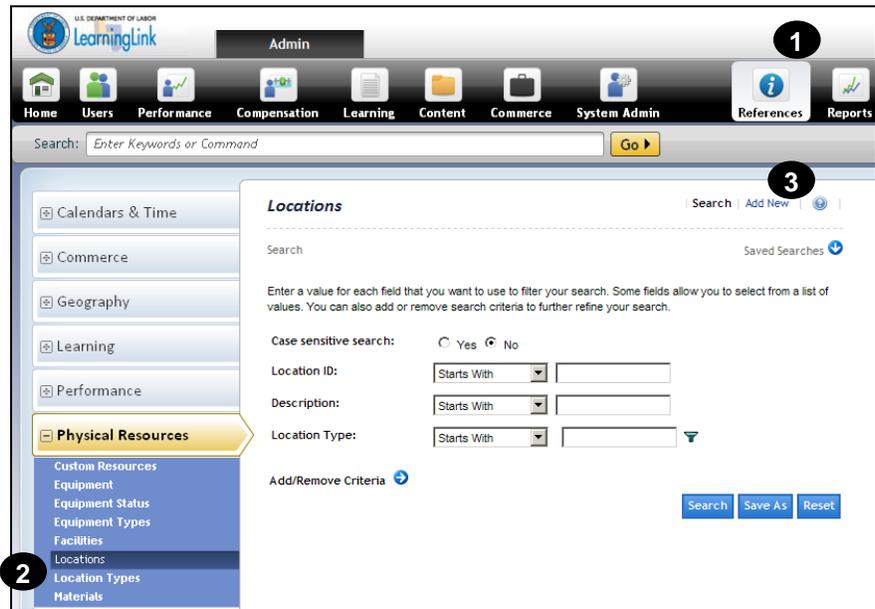
Facility ID: ATL

Description: Atlanta Office

Summary
Contact
Locations
Equipment
Materials
Base Cost

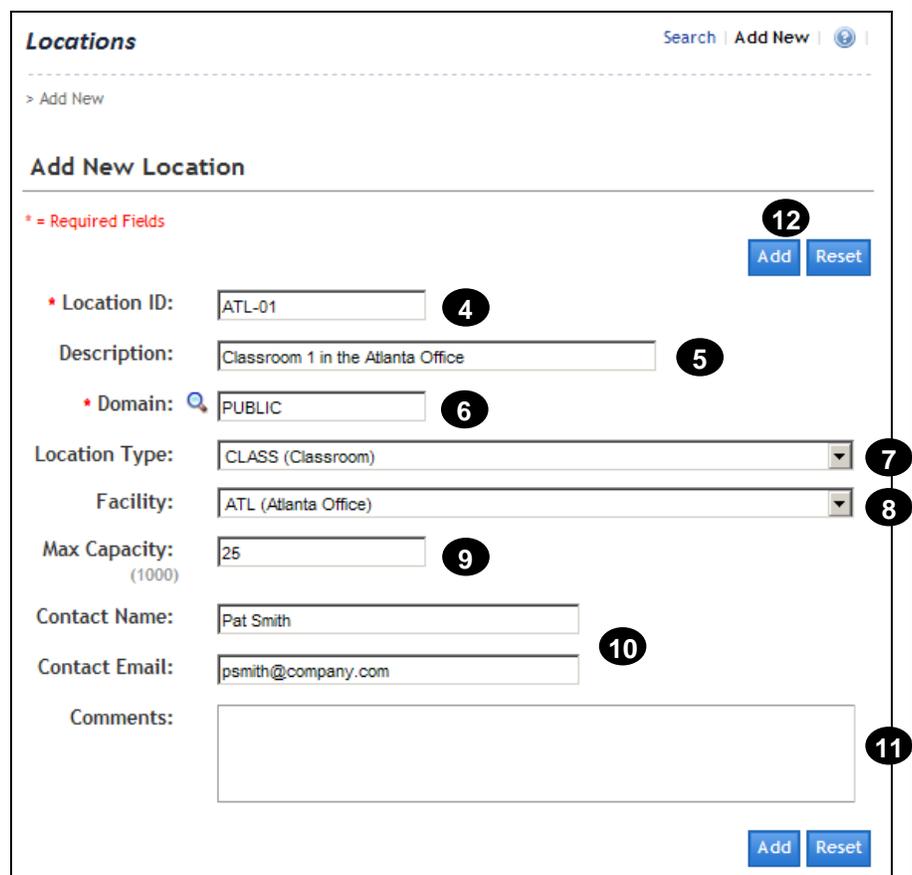
### Task E. Add Location

- 1 Select the References button on the button bar.
- 2 Navigate to Physical Resources > Locations.
- 3 Select the Add New link.



The screenshot shows the LearningLink Admin interface. At the top, there is a navigation bar with icons for Home, Users, Performance, Compensation, Learning, Content, Commerce, System Admin, References, and Reports. The 'References' icon is circled with a '1'. Below the navigation bar is a search bar with the text 'Enter Keywords or Command' and a 'Go' button. On the left side, there is a sidebar menu with categories: Calendars & Time, Commerce, Geography, Learning, Performance, and Physical Resources. The 'Physical Resources' category is highlighted with a yellow arrow and circled with a '2'. Under 'Physical Resources', there is a sub-menu with items: Custom Resources, Equipment, Equipment Status, Equipment Types, Facilities, Locations, Location Types, and Materials. The 'Locations' item is circled with a '3'. The main content area shows the 'Locations' page with a search bar and a 'Add New' link. There are also search filters for Case sensitive search, Location ID, Description, and Location Type, each with a 'Starts With' dropdown and an input field. At the bottom right, there are 'Search', 'Save As', and 'Reset' buttons.

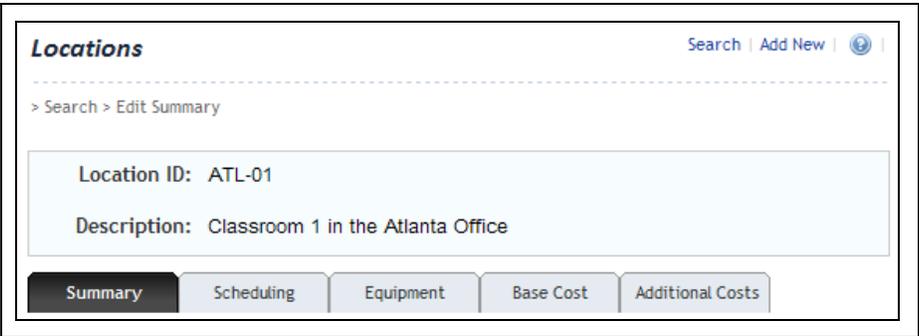
- 4 Enter a location ID.
- 5 Enter a description for the location.
- 6 Select a domain.
- 7 Select the location type from the drop-down menu.
- 8 Select the facility to which the location is associated.
- 9 Enter the maximum capacity for the location.
- 10 Enter contact name and email for the location.
- 11 Enter any comments.
- 12 Select Add.

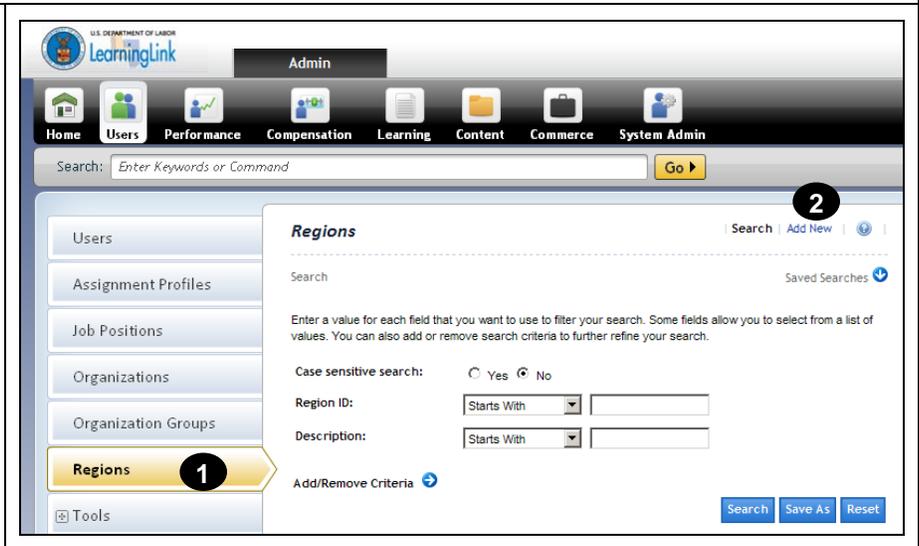
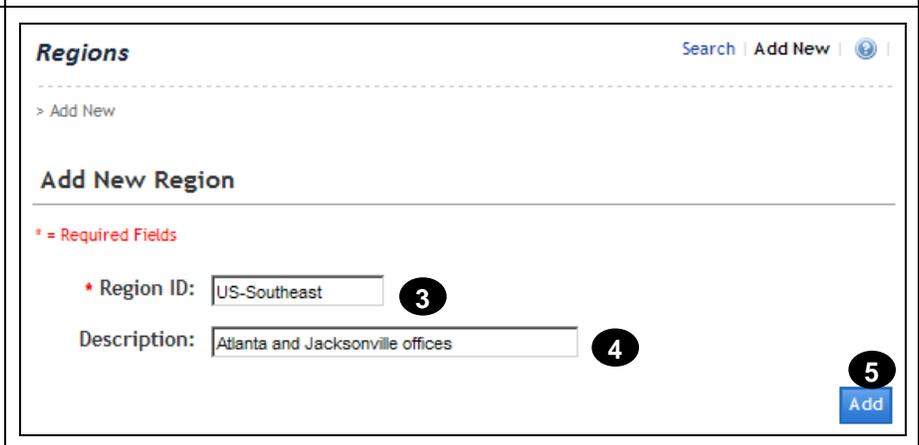


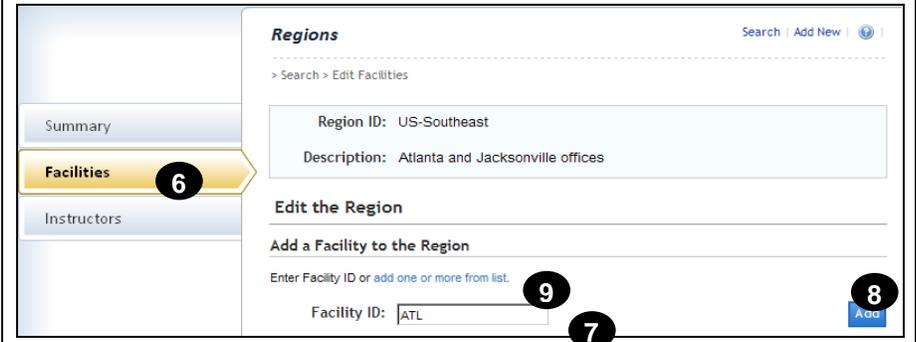
The screenshot shows the 'Add New Location' form in the LearningLink Admin interface. The form is titled 'Add New Location' and has a red asterisk indicating required fields. The form contains the following fields:
 

- Location ID:** A text input field containing 'ATL-01', circled with a '4'.
- Description:** A text input field containing 'Classroom 1 in the Atlanta Office', circled with a '5'.
- Domain:** A text input field containing 'PUBLIC', circled with a '6'.
- Location Type:** A dropdown menu with 'CLASS (Classroom)' selected, circled with a '7'.
- Facility:** A dropdown menu with 'ATL (Atlanta Office)' selected, circled with an '8'.
- Max Capacity:** A text input field containing '25', circled with a '9'.
- Contact Name:** A text input field containing 'Pat Smith', circled with a '10'.
- Contact Email:** A text input field containing 'psmith@company.com', circled with a '10'.
- Comments:** A large text area for entering comments, circled with an '11'.

 At the top right of the form, there are 'Add' and 'Reset' buttons, with the 'Add' button circled with a '12'. At the bottom right, there are also 'Add' and 'Reset' buttons.

<p>The new location is successfully added.</p>	 <p><b>Locations</b> Search   Add New   ?</p> <p>&gt; Search &gt; Edit Summary</p> <p>Location ID: ATL-01</p> <p>Description: Classroom 1 in the Atlanta Office</p> <p>Summary   Scheduling   Equipment   Base Cost   Additional Costs</p>
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<p><b>Task F. Add Region</b></p>	
<p>1 Navigate to Users &gt; Regions.</p> <p>2 Select the Add New link.</p>	 <p>U.S. DEPARTMENT OF LABOR LearningLink Admin</p> <p>Home Users Performance Compensation Learning Content Commerce System Admin</p> <p>Search: Enter Keywords or Command Go</p> <p>Users Regions Assignment Profiles Job Positions Organizations Organization Groups Tools</p> <p><b>Regions</b> Search   Add New   ?</p> <p>Search Saved Searches</p> <p>Enter a value for each field that you want to use to filter your search. Some fields allow you to select from a list of values. You can also add or remove search criteria to further refine your search.</p> <p>Case sensitive search: <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Region ID: Starts With [ ]</p> <p>Description: Starts With [ ]</p> <p>Add/Remove Criteria</p> <p>Search Save As Reset</p>
<p>3 Enter a Region ID.</p> <p>4 Enter a description for the region.</p> <p>5 Select Add.</p>	 <p><b>Regions</b> Search   Add New   ?</p> <p>&gt; Add New</p> <p><b>Add New Region</b></p> <p>* = Required Fields</p> <p>* Region ID: US-Southeast</p> <p>Description: Atlanta and Jacksonville offices</p> <p>Add</p>

<p>The new region record has been created.</p> <p><b>6</b> Select the <b>Facilities</b> tab to associate a facility with this region.</p> <p><b>7</b> Enter a Facility ID.</p> <p><b>8</b> Select <b>Add</b>.</p> <p><b>or</b></p> <p><b>9</b> Select the <b>add one or more from list</b> link to search for and select a facility.</p>	
<p><b>10</b> Select the <b>Instructors</b> tab to associate an instructor with this region.</p> <p><b>11</b> Enter an Instructor 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 for and select an instructor.</p>	