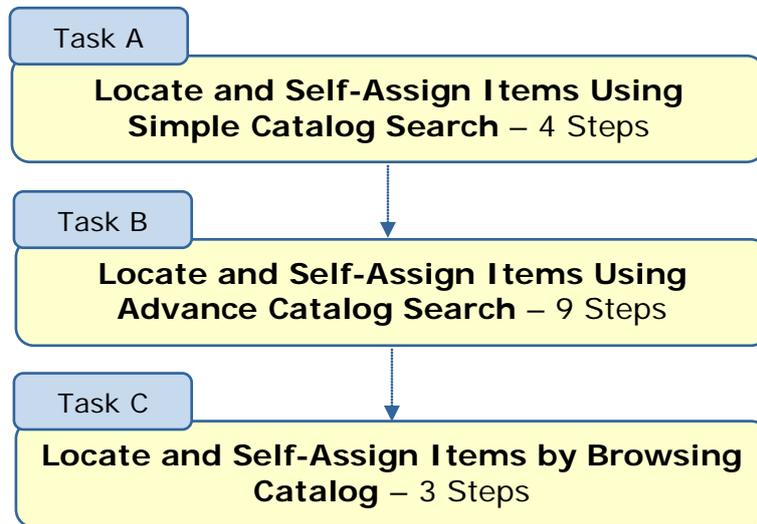


Job Aid: Self-Assign Items from Catalog

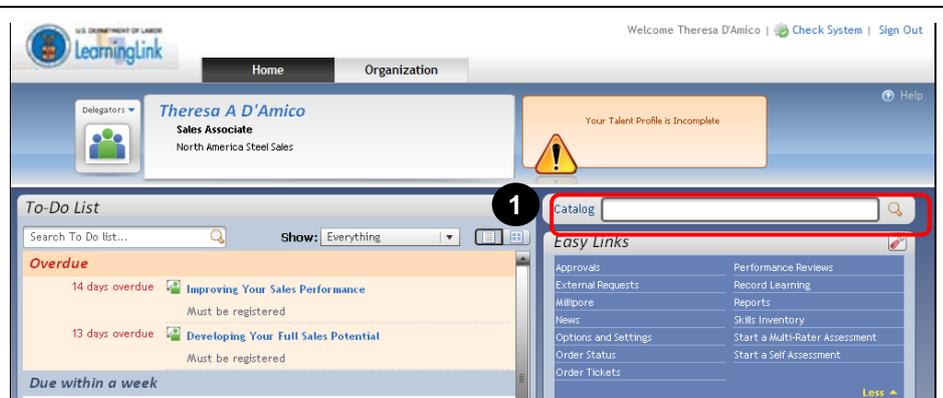
Purpose

The purpose of this job aid is to guide users through the step-by-step process of using the catalog to locate and assign items to their To-Do List. Each task demonstrates a different method of searching the catalog.



Task A. Locate and Self-Assign Items Using Simple Catalog Search

1 Navigate to the Catalog search box above Easy Links.



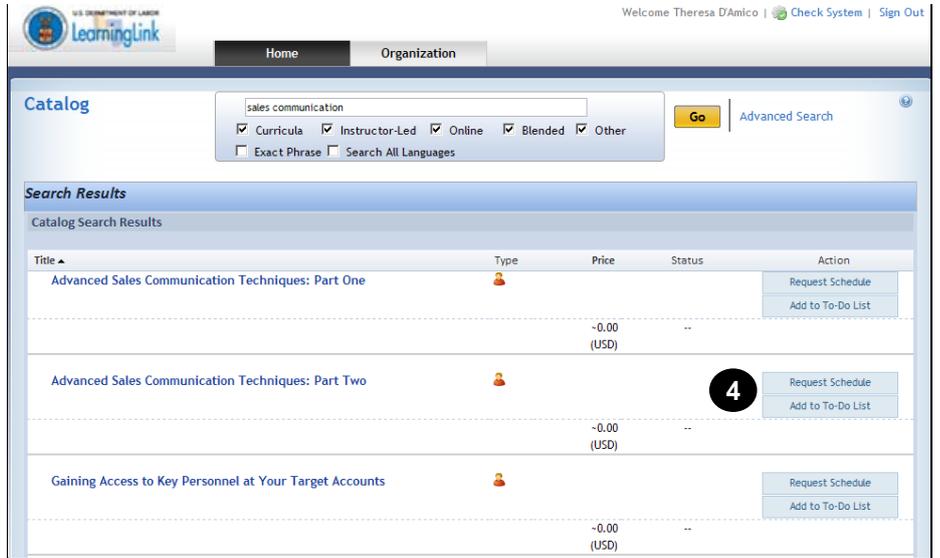
2 Enter *keywords* to search for in the item's title and description.

3 Select the Search icon ().



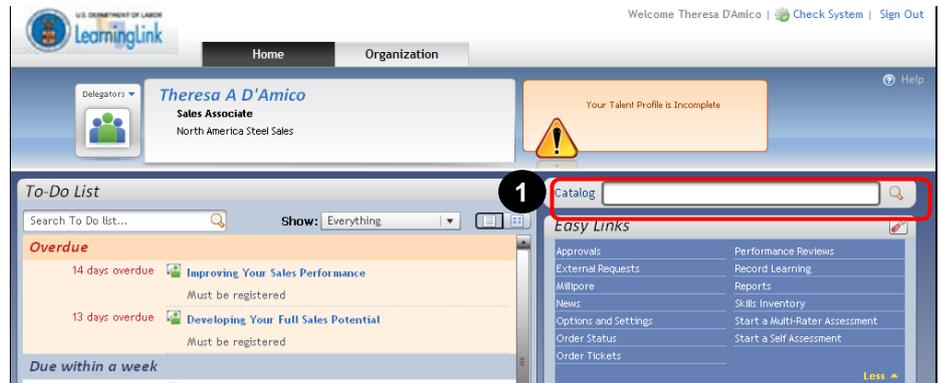
4 Locate the item you want to add and select **Add to To-Do List**.

Note: To revise the search, enter new keywords or check/uncheck search criteria checkboxes at the top of the Search Results page.



Task B. Locate and Self-Assign Items Using Advanced Catalog Search

1 Navigate to the Catalog search box above Easy Links.

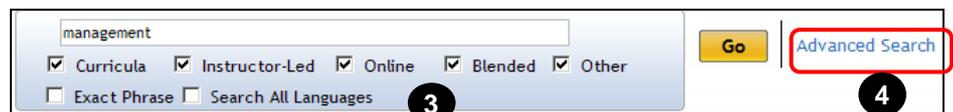


2 Enter *keywords* to search for in the item's title and description.
Select the Search icon ().



3 Select or de-select the checkboxes to refine your search.

4 Select **Advanced Search**.

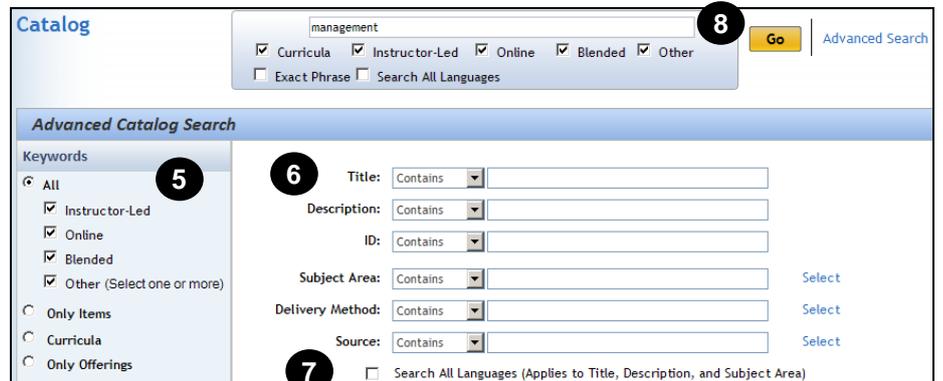


5 Refine the search by selecting the desired **Keywords** radio buttons and checkboxes.

6 Enter any other defining keywords for title, description, ID, subject area, delivery method, and source.

7 Select the **Search All Languages (Applies to Title, Description, and Subject Area)** checkbox, if applicable.

8 Select **Go**.



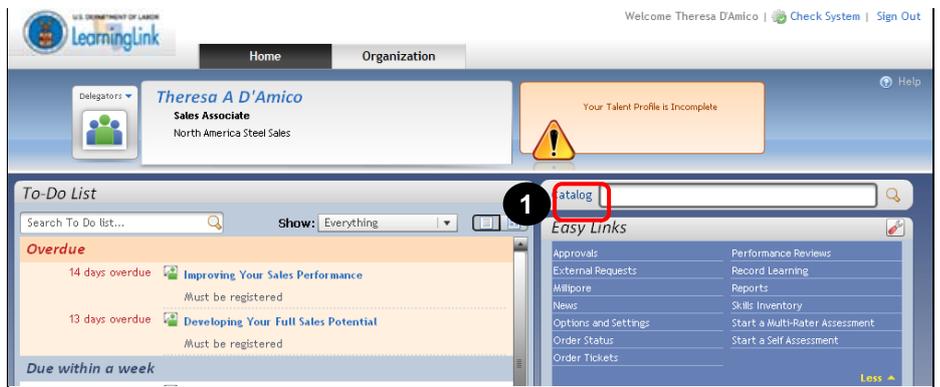
9 Locate the result you want to add and select the associating action button.

Search Results
Catalog Search Results

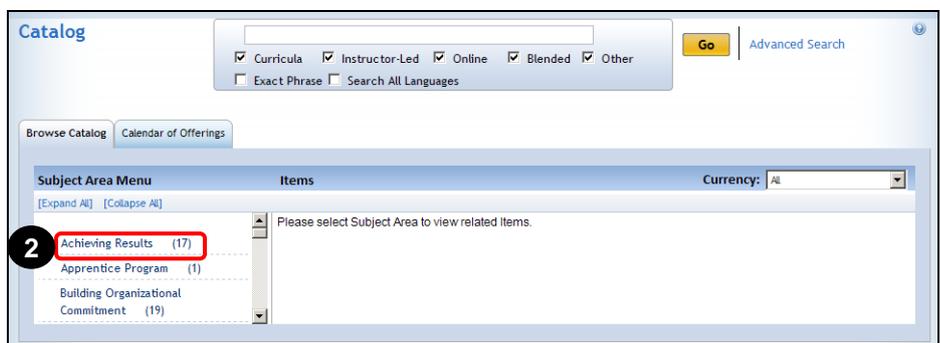
Title	Type	Price	Status	Action
A New Manager's Responsibilities and Fears		-0.00 (USD)	..	Request Schedule Add to To-Do List
A New Manager's Role in the Company's Future				Request Schedule Add to To-Do List

Task C. Locate and Self-Assign Items Using Browse Catalog

1 Select Catalog above Easy Links.

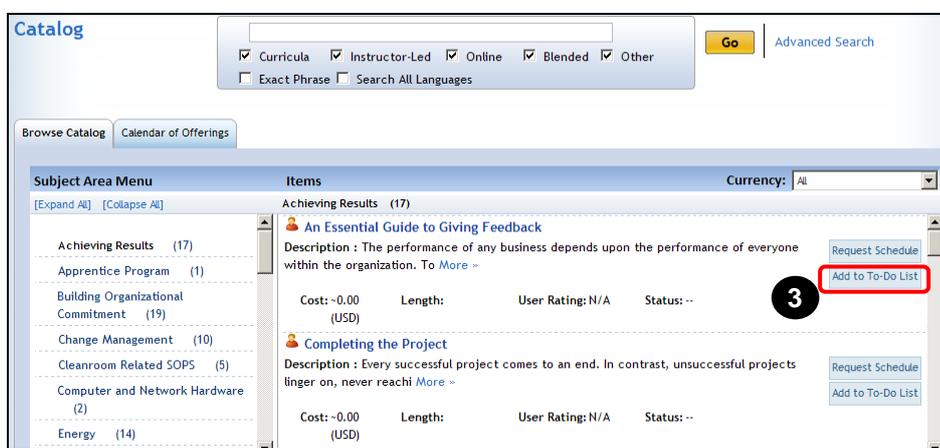


2 Select a subject area to expand.



Note: The number in parenthesis indicates how many items are currently available for that subject area.

3 Locate the item you want to add and select **Add to To-Do List**.



Notes