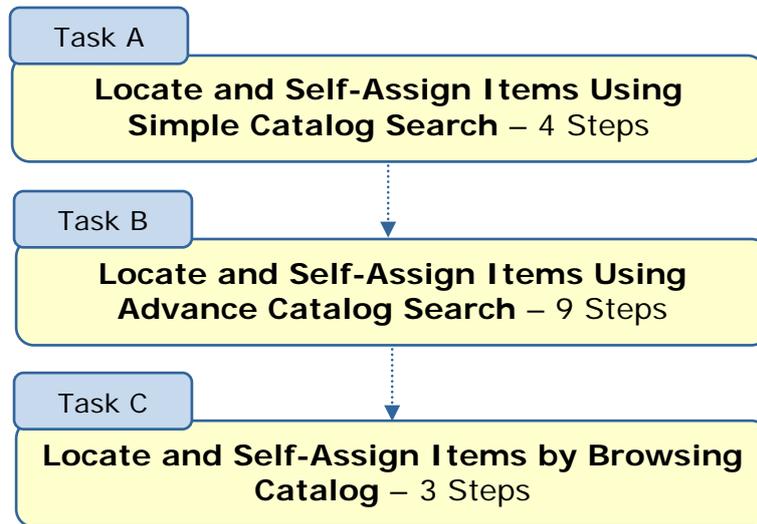


Job Aid: Self-Assign Items

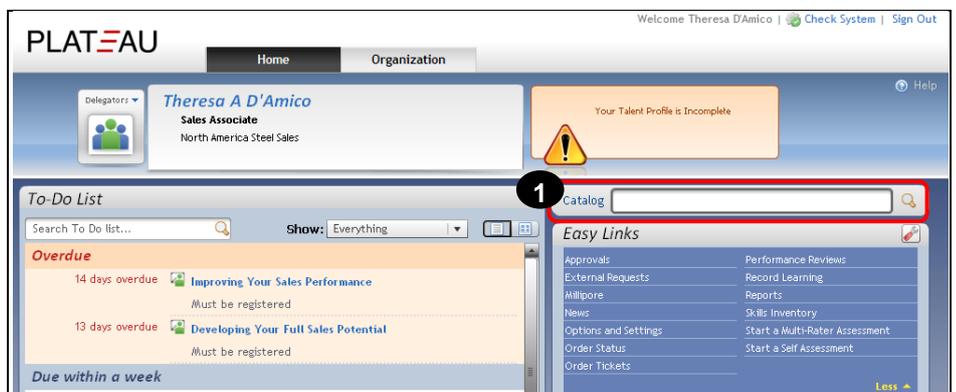
Purpose

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.



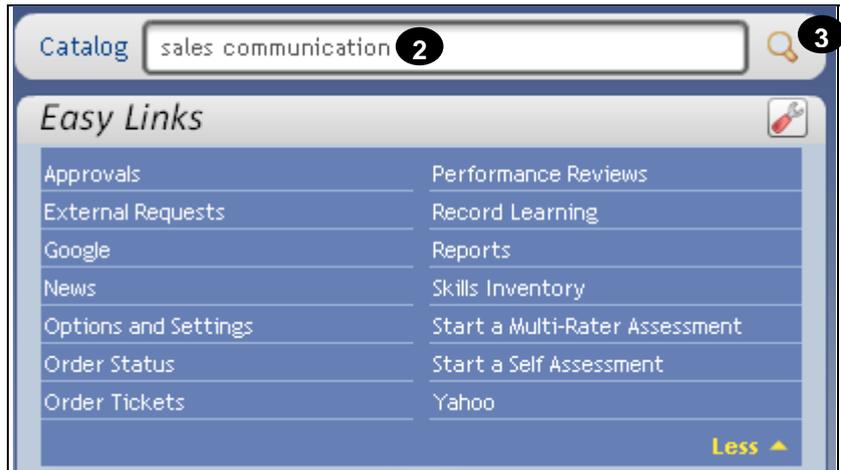
Task A. Locate and Self-Assign Items Using Simple Catalog Search

1 Navigate to the Catalog search box above Easy Links.



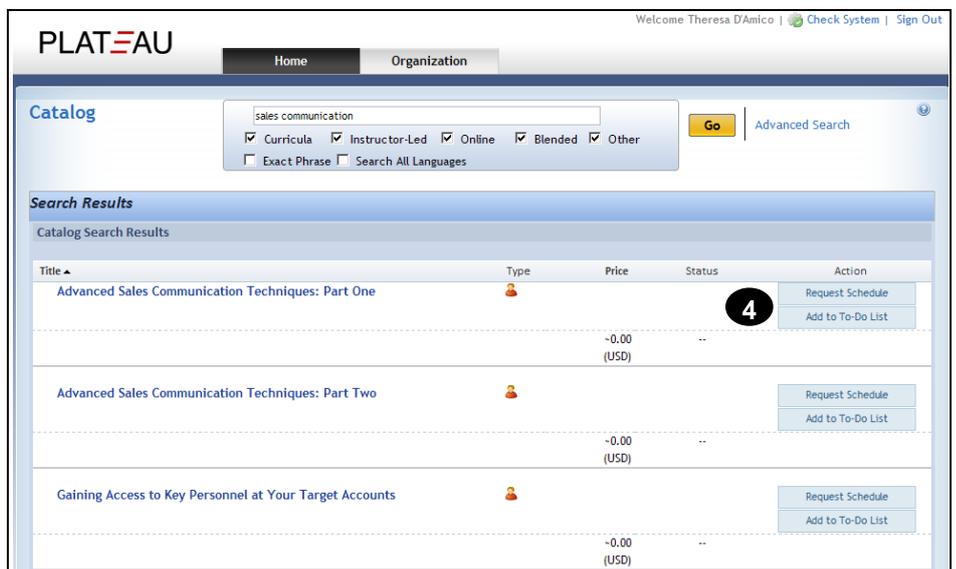
2 Enter *keywords* to search for in the item's title and description.

3 Click the Search icon ().



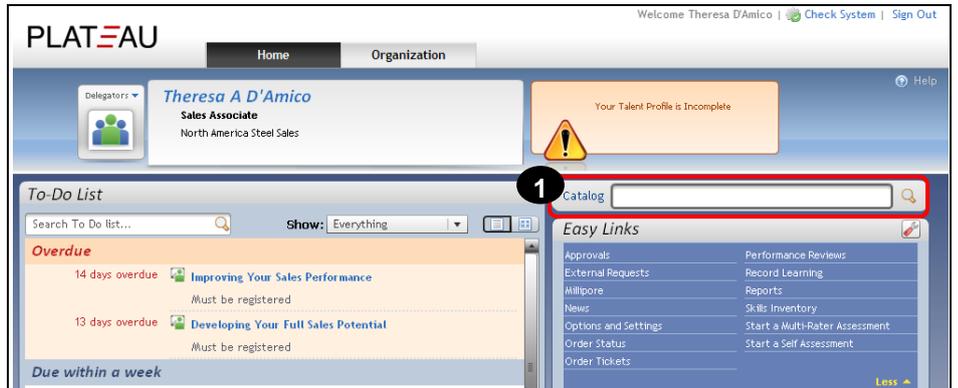
4 Locate the item you want to add and click **Add to To-Do List**.

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.
Click the Search icon (🔍).



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

4 Click Advanced Search.

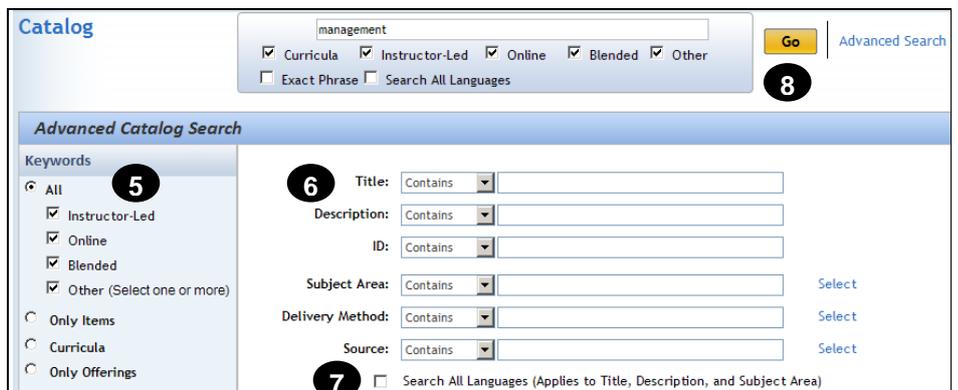


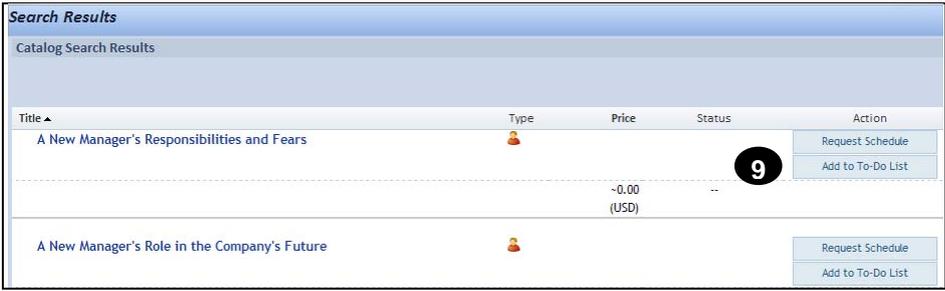
5 Refine the search by selecting the desired **Keywords** radio buttons and checkboxes.

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.

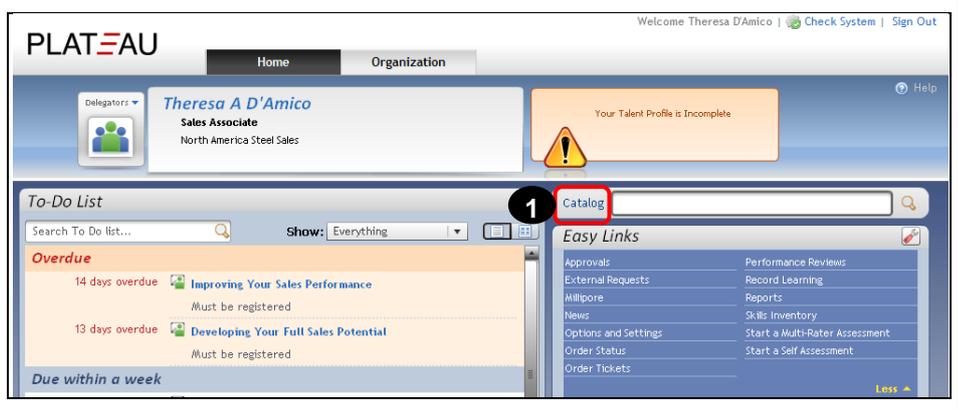
8 Click Go.



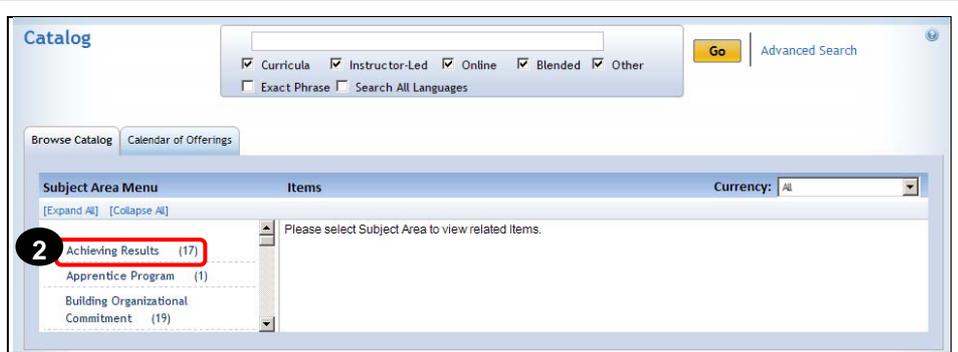
<p>9 Locate the result you want to add and click the associating action button.</p>	 <p>Search Results</p> <p>Catalog Search Results</p> <table border="1"> <thead> <tr> <th>Title</th> <th>Type</th> <th>Price</th> <th>Status</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>A New Manager's Responsibilities and Fears</td> <td></td> <td>-0.00 (USD)</td> <td>..</td> <td> Request Schedule Add to To-Do List </td> </tr> <tr> <td>A New Manager's Role in the Company's Future</td> <td></td> <td></td> <td></td> <td> Request Schedule Add to To-Do List </td> </tr> </tbody> </table>	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
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 Click **Catalog** above Easy Links.

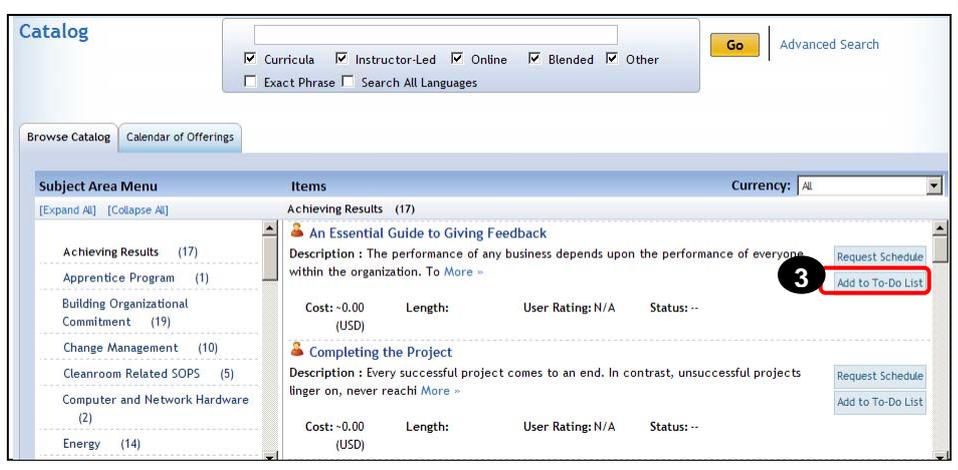


2 Select a subject area to expand.



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 click **Add to To-Do List**.



Notes