



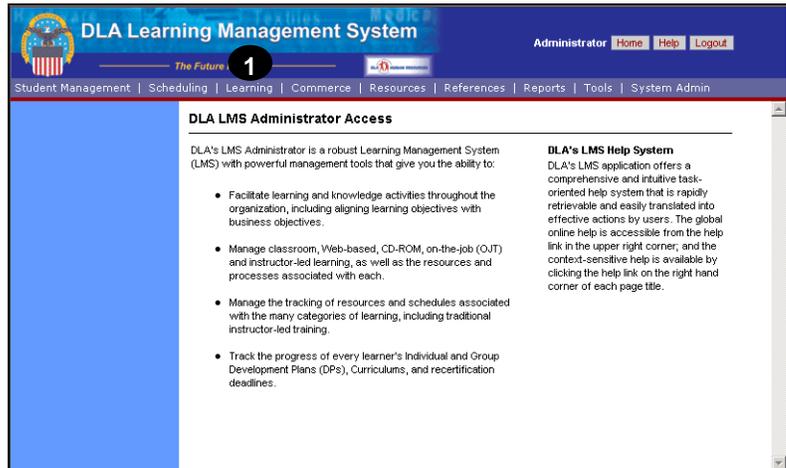
Job Aid: Advanced Search

Description: Use the advanced search tool to search for a Component.

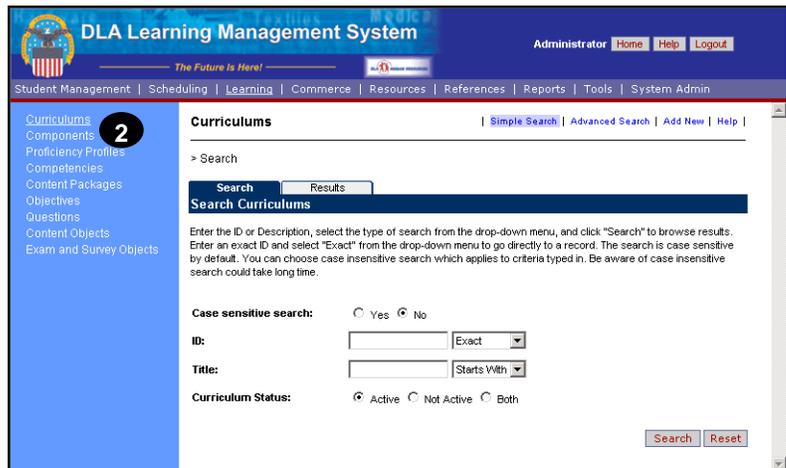
Tasks

Enter Search Criteria

- 1 Click **Learning** in the top menu bar.

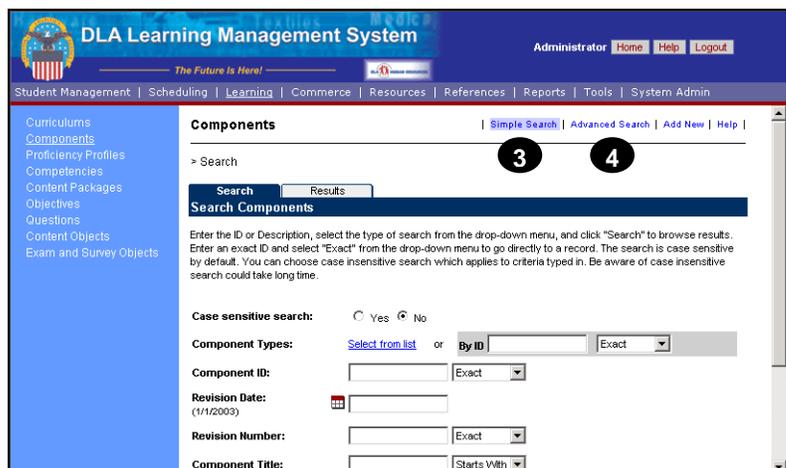


- 2 Click **Components** in the left menu bar.



- 3 Observe **Simple Search** is selected in the top of the content frame.

- 4 Click **Advanced Search**.





5 Toggle the case-sensitivity of the search as needed.

6 Enter **simple search criteria** that you want to include in the search.

Use the drop down list next to the criteria fields to choose from:

- **Exact** (exact phrase)
- **Any** (contains any of the words in a comma-delimited list)
- **Contains** (contains the word)
- **Starts With** (begins with the word(s))

7 **Scroll down** to the Advanced Search criteria.

8 Enter **advanced search criteria** that you want to include in the search.

Clicking on select from list links will open up searches within the current search.

9 **Scroll down** to the Custom Fields.

DLA Learning Management System
Administrator | Home | Help | Logout

Student Management | Scheduling | Learning | Commerce | Resources | References | Reports | Tools | System Admin

Curriculums
Components
Proficiency Profiles
Competencies
Content Packages
Objectives
Questions
Content Objects
Exam and Survey Objects

Components | Simple Search | **Advanced Search** | Add New | Help |

> Advanced Search

Search Results

Search Components

Enter the ID(s) for the entities by which you would like to filter your search and select the type of search from the drop-down menu, or click "Select from list" to select an item from a list. You may choose either a case-sensitive, or a case-insensitive search. Case-insensitive searches may take longer.

Search Reset

Case sensitive search: Yes No

Component Types: [Select from list](#) or By ID Exact

Component ID: Exact

Revision Date: (1/1/2003)

Revision Number: Exact

Component Title: Starts With

Component Status: Active Not Active Both

Component Classification: [Select from list](#) or By ID Exact

Online Settings: Has online content

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Questions
Content Objects
Exam and Survey Objects

Online Settings: Has online content

Domains: [Select from list](#) or By ID Exact

Component Sources: [Select from list](#) or By ID Exact

Subject Areas: [Select from list](#) or By ID Exact

Delivery Methods: [Select from list](#) or By ID Exact

Competencies: [Select from list](#) or By ID Exact

Curriculums: [Select from list](#) or By ID Exact

Documents: [Select from list](#) or By ID Exact

Tasks: [Select from list](#) or By ID Exact

Objectives: [Select from list](#) or By ID Exact

Collateral Components: [Select from list](#) or by Type: ID: Exact

Prerequisite Components: [Select from list](#) or by Type: ID: Exact

Production Ready: Yes No Both

Vendor Catalog: Exact



- 10 The second horizontal rule separates the Advanced Search criteria from the Custom Fields.

Enter any necessary custom field search criteria.

- 11 Click the **Search** button.

- 12 Locate your record in the results.

- 13 To refine your search, click the **Search** tab. The Search tab will return you to the Search page and the original criteria you entered.

Component ID	Title
CONF CHF 004 (Rev 6/15/2004 0942 Eastern Standard Time)	APPROPRIATE CONFERENCE ATTENDANCE
CONF COIF-001 (Rev 5/17/2004 1120 Eastern Standard Time)	Annual Conference for Senior HR Professionals
CONF DOD 001 (Rev 6/15/2004 0855 Eastern Standard Time)	DOD WORLD-WIDE HR CONFERENCE
CONF ELR 001 (Rev 6/14/2004 1354 Eastern Standard Time)	SYMPOSIUM ON EMPLOYEE LABOR RELATIONS
CONF FDR 001 (Rev 6/14/2004 1356 Eastern Standard Time)	FEDERAL DISPUTE RESOLUTION CONFERENCE
CONF LMS 2004 (Rev 5/17/2004 1340 Eastern Standard Time)	Plateau LMS User Conference
CONF PAF 002 (Rev 6/14/2004 1348 Eastern Standard Time)	PUBLIC ADMINISTRATION FORUM MSPB PRACTITIONERS' FORUM
CONF PRG 001 (Rev 6/15/2004 0909 Eastern Standard Time)	OPM SUPERCONFERENCE, BALTIMORE, MD
CONF WIS 001 (Rev 6/15/2004 0940 Eastern Standard Time)	WOMEN'S LEADERSHIP SYMPOSIUM
COURSE 3 10M 001 (Rev 6/15/2004 0900 Eastern Standard Time)	PL 3 MEMBERS WAREHOUSE