



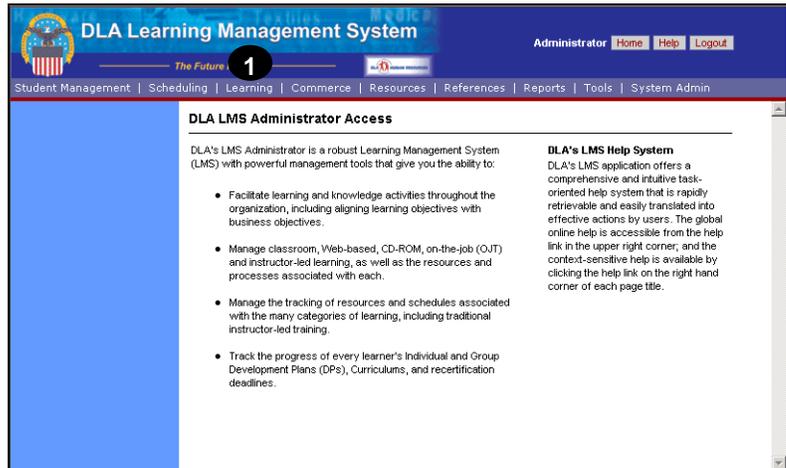
Job Aid: Simple Search

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

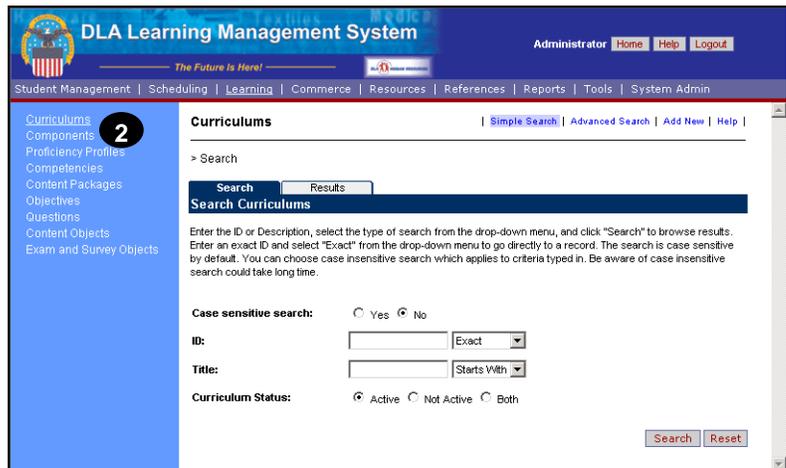
Tasks

Enter Search Criteria

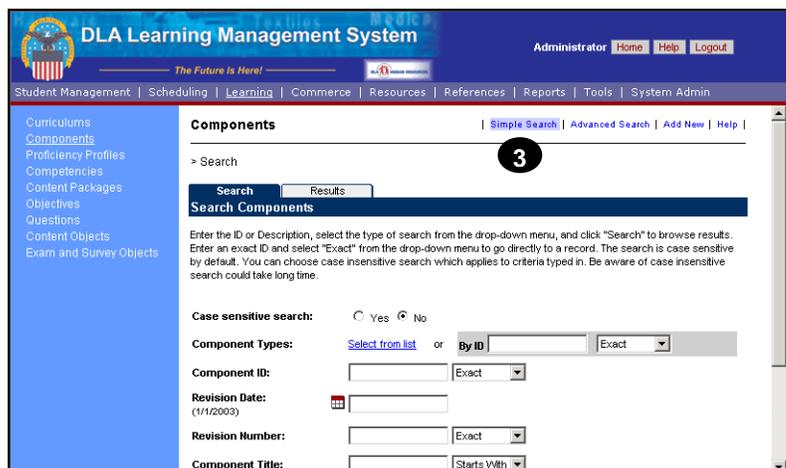
- 1 Click **Learning** in the top menu bar.



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



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





- 4 Toggle the case-sensitivity of the search as needed.
- 5 Enter **search criteria** to narrow the search results.
- 6 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))

Leaving all fields blank will return every Component in the LMS that you are permitted to view.

- 7 Click the **Search** button.
- 8 Locate your record in the results.
- 9 To refine your search, click the **Search** tab. The Search tab will return you to the Search page and the original criteria you entered.

DLA Learning Management System

Administrator Home Help Logout

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> Search

Search Results

Search Components

Enter the ID or Description, select the type of search from the drop-down menu, and click "Search" to browse results. Enter an exact ID and select "Exact" from the drop-down menu to go directly to a record. The search is case sensitive by default. You can choose case insensitive search which applies to criteria typed in. Be aware of case insensitive search could take long time.

4 Case sensitive search: Yes No

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

Component ID: Exact

Revision Date: (1/1/2003) 5

Revision Number: Exact

Component Title: customer support Contains 6

Component Status: Active Not Active Both

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

Online Settings: Has online content

7 Search Reset

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

9

Components | [Simple Search](#) | [Advanced Search](#) | [Add New](#) | [Help](#) |

> Search

Search Results

View Component Results

Component ID	Title
COURSE BSM-OF 206 (Rev 1/1/2000 0000 Eastern Standard Time)	CUSTOMER SUPPORT SPECIALIST View Edit Delete Copy
COURSE BSM-OF 402 (Rev 1/1/2000 0000 Eastern Standard Time)	CUS 8 SUPPORT View Edit Delete Copy
COURSE DOD-SAM-CS (Rev 1/1/2000 0000 Eastern Standard Time)	SECURITY ASSIST. MGMT COURSE - LOGISTICS/CUSTOMER SUPPORT View Edit Delete Copy