



TMS  
2.0

VA

## User Job Aid

Sort and Filter Library Results

## User Job Aid: Sort and Filter Library Results

(Revision date: September 14, 2020)

### Purpose

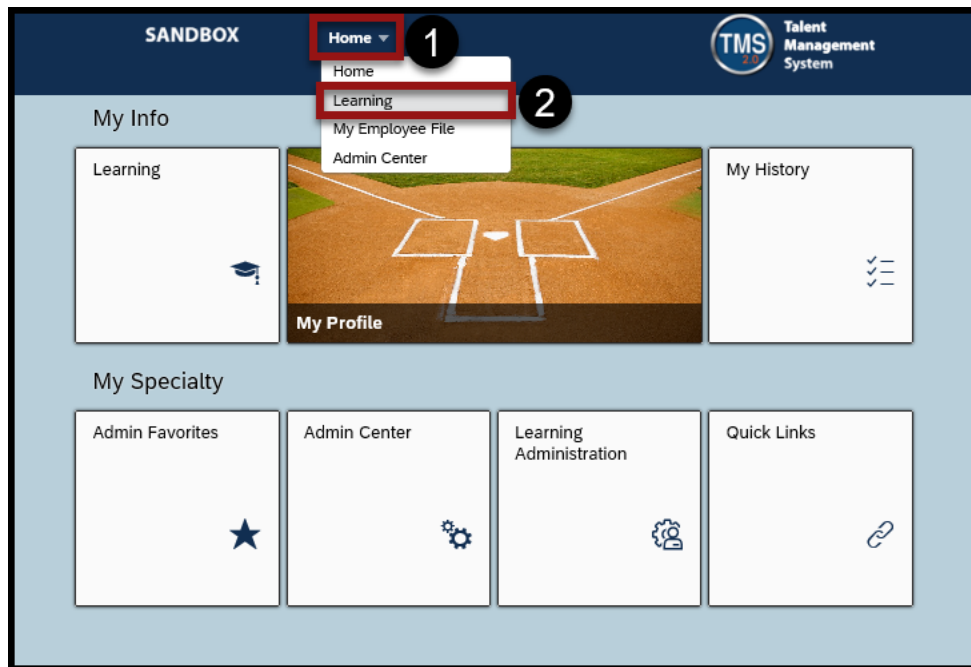
The purpose of this job aid is to guide you through the step-by-step process of sorting and filtering library results.

In this job aid, you will learn how to:

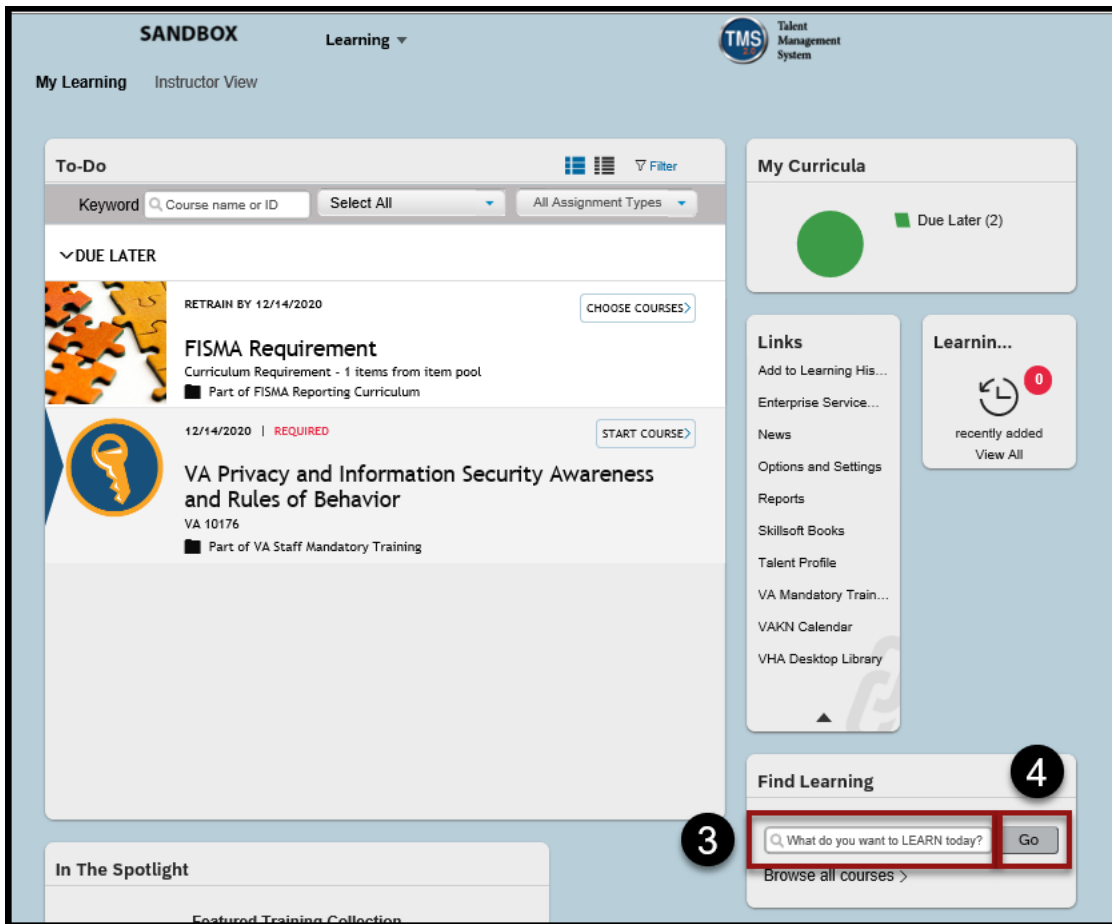
- Task A. Sort and Filter Library Search Results

 **Task A. Sort and Filter Library Search Results**

1. Select the **Home** button.
2. Select **Learning** from the drop-down list.

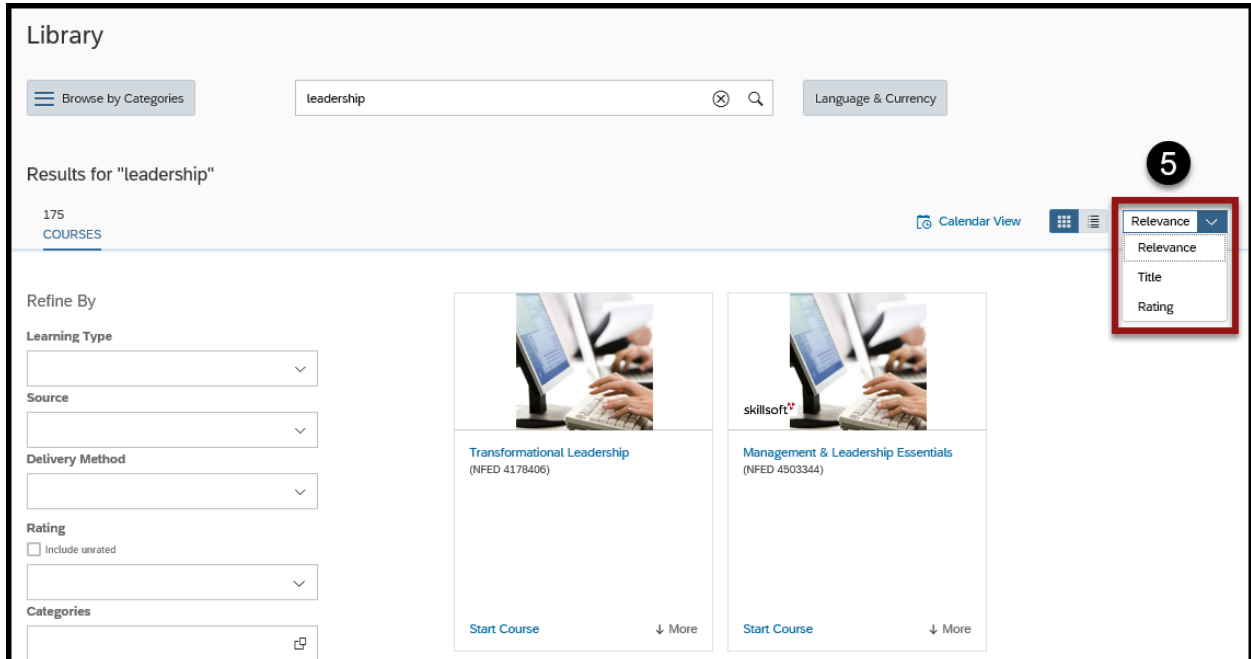


3. Enter keyword(s) in the **Find Learning** search box.
4. Select the **Go** button.



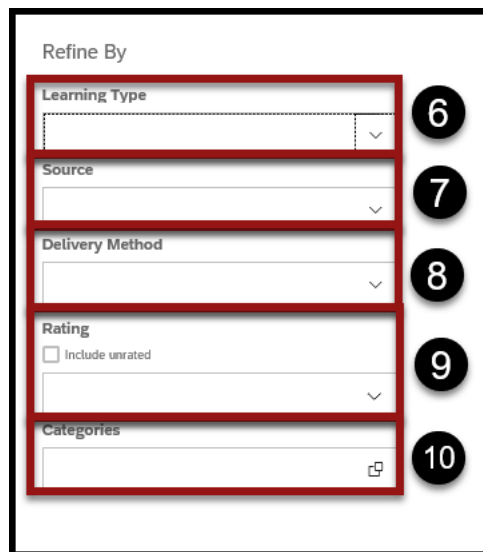
The screenshot displays the TMS Learning interface. At the top, it shows 'SANDBOX' and 'Learning' with a dropdown arrow. Below this, there are tabs for 'My Learning' and 'Instructor View'. The main content area is divided into several sections: 'To-Do' with a search bar for 'Course name or ID' and a 'Filter' button; 'My Curricula' showing 'Due Later (2)'; 'Links' with a list of navigation options; 'Learnin...' with a 'recently added' section and a 'View All' link; and 'Find Learning' at the bottom right, which contains a search input field with the placeholder text 'What do you want to LEARN today?' and a 'Go' button. A red rectangular box highlights the search input field and the 'Go' button. A circled '3' is placed to the left of the search input field, and a circled '4' is placed to the right of the 'Go' button.

5. You can sort the library search results by selecting **Rating**, **Relevance**, **Tier**, or **Title** from the Sort By drop-down list.



The screenshot shows the 'Library' search results page for the term 'leadership'. The page includes a search bar with 'leadership' entered, a 'Language & Currency' button, and a 'Calendar View' toggle. The results section shows '175 COURSES'. On the left, there are 'Refine By' filters for Learning Type, Source, Delivery Method, Rating, and Categories. The main content area displays two course cards: 'Transformational Leadership (NFED 4178406)' and 'Management & Leadership Essentials (NFED 4503344)'. A 'Sort By' dropdown menu is open in the top right corner, with a red box highlighting the options: 'Relevance', 'Title', and 'Rating'. A circled number '5' is placed above the dropdown menu.

6. (Optional) Refine search results by selecting a **Learning Type** from the drop-down list.
7. (Optional) Refine search results by selecting a **Source** from the drop-down list.
8. (Optional) Refine search results by selecting a **Delivery Method** from the drop-down list.
9. (Optional) Refine search results by selecting a **Rating** from the drop-down list or checking the Include unrated box.
10. (Optional) Refine search results by selecting a **Category**.



The image shows a 'Refine By' search filter interface. It contains five main sections, each with a red rectangular callout box and a corresponding numbered circle to its right:

- Learning Type**: A drop-down menu with a downward arrow. Callout 6.
- Source**: A drop-down menu with a downward arrow. Callout 7.
- Delivery Method**: A drop-down menu with a downward arrow. Callout 8.
- Rating**: A section containing a checkbox labeled 'Include unrated' and a drop-down menu with a downward arrow. Callout 9.
- Categories**: A text input field with a small square icon on the right. Callout 10.