TMS 2.0

VA

User Job Aid

Sort and Filter Library Results

User Job Aid: Sort and Filter Library Results

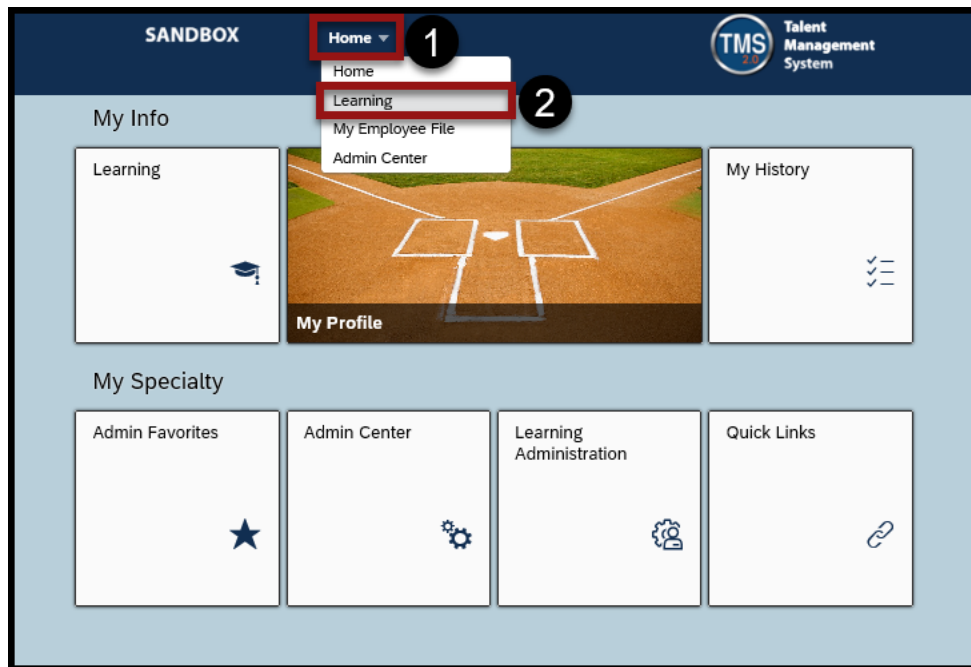**(Revision date: September 14, 2020)**

Purpose

The purpose of this job aid is to guide you through the step-by-step process of sorting and filtering library results.
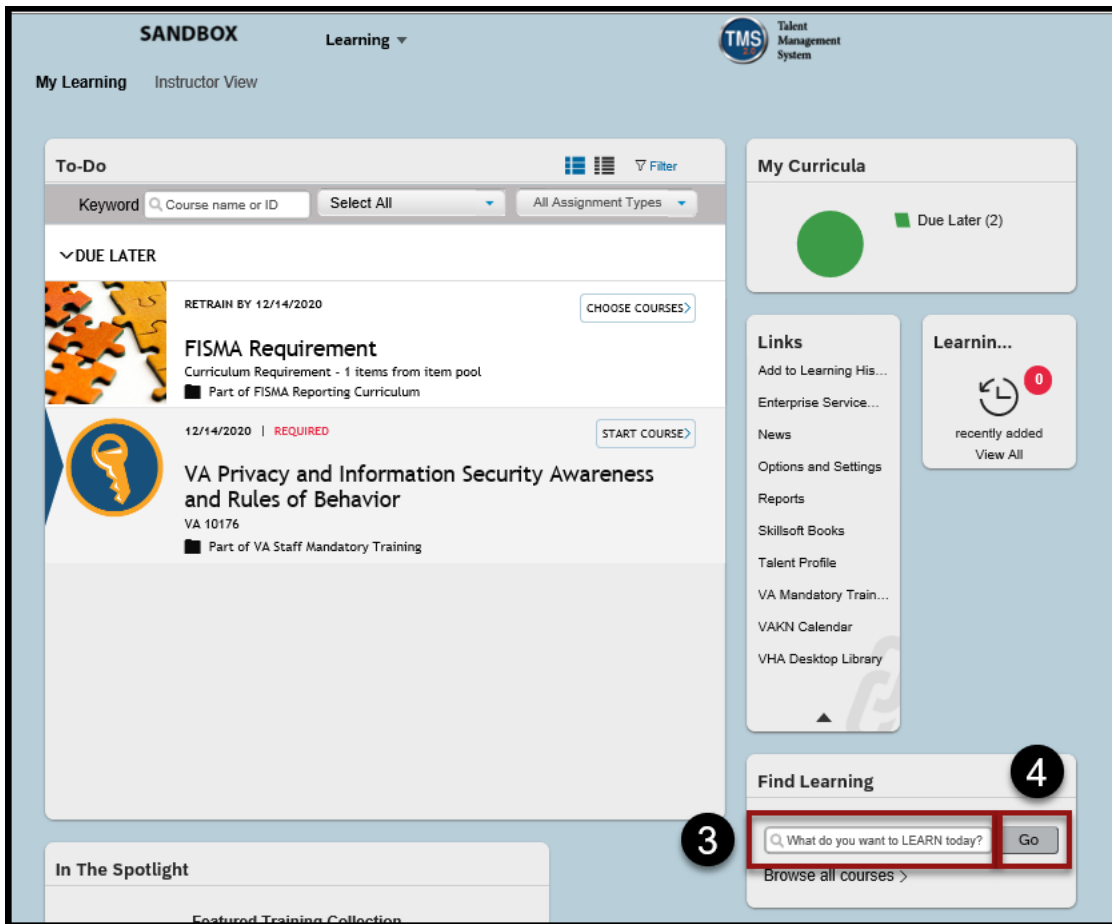
In this job aid, you will learn how to:

- Task A. Sort and Filter Library Search Results

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Task A. Sort and Filter Library Search Results

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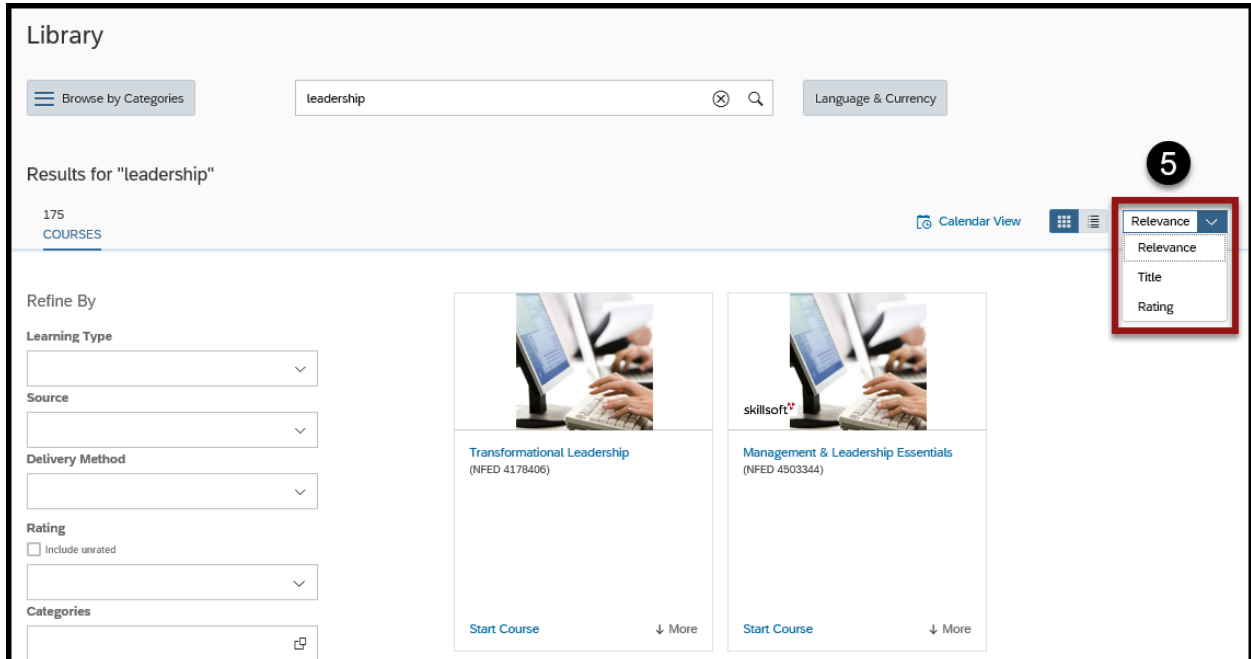2. Select **Learning** from the drop-down list.

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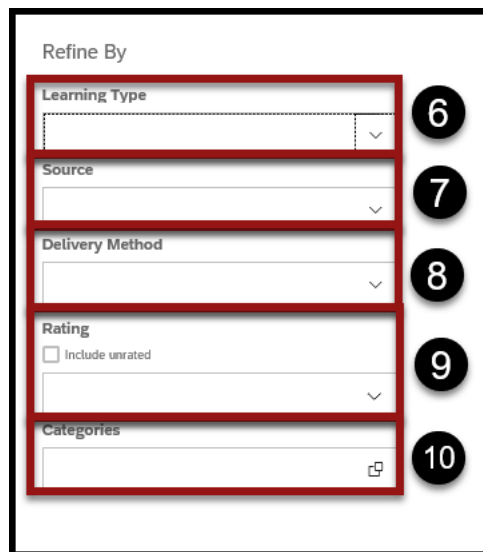
4. Select the **Go** button.

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

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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**.