



Admin Job Aid: Add Item to Library

(Revision date: September 9, 2020)

Purpose

The purpose of this job aid is to guide you through the step-by-step process of adding an item to a library.

In this job aid, you will learn how to:

- Task A. Access Item Record
- Task B. Add Item to Library





1 Task A. Access Item Record

- 1. Select Learning Activities to expand the menu of options.
- 2. Select **Items**.
- 3. Enter Search Criteria.
- 4. Select **Search**.

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Learning Administration	
Menu Recents	Items
	Search Saved Searches 🔮
↑- 1≣	Enter a value for each field that you want to use to filter your search. Some fields allow you to select from a list of values. You can also add or remove search criteria to further refine your search.
My Learning	Search Save As Reset
Manage User Learning Learning Activities	Case sensitive search: O Yes No Search All Locales: O Yes No
Classes 2	Item Types: Starts With V T
Programs Curricula	Revision Number: Starts With
Curriculum Requirements	Item Title: Starts With V Online Settings: Has online content
Collections	Security Domains: Starts With
External Links	Orders Enabled: O Yes O No Both
Libraries	Create Date After: (MM/DD/YYYY)
Competencies	Create Date Before: (MM/DD/YYYY)
Class Groups	Add/Remove Criteria 📀
Accreditation	2. Search Save As Reset
> Content	





Task B. Add Item to Library

- 1. Select the Libraries tab in the item record.
- 2. Select the Add Library icon.

	<mark>Item Search</mark> Personal Cor 1276937	mputer Cor	mponents						Actions \checkmark
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	Library ID		Remove fro	om Library On Descripti	ion			Price	
				There are no librarie	es associated wi	th this item.			

- 3. Enter Search Criteria.
- 4. Select Search.

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	Keyword:	4
	Add/Remove Criteria 🕄	Search





- 5. Select the **Add checkboxes** for the Library you want to add the item to.
- 6. Select the **Add** button.

Libraries			
Add Item To	Libraries		
		6	Add
Records per Page 1	0 V Page: 1 2 3 4 5 «Previous Nexts (1,744 total records)	Page 1 Select A	of 175. Go
Library ID	Description	Add Classes	Add
10A-External	VHA 10A External Non VA Staff Catalog		
10A- INTERNAL	VHA 10A INTERNAL NON VA STAFF CATALOG		
10A- STANDARD	VHA 10A STANDARD Employee TMS Catalog		
10A2A1E- EXTERNAL	10A2A1E External Non VA Staff Catalog		
10A2A1E- INTERNAL	10A2A1E Internal Non VA Staff Catalog		
10A2A1E- STANDARD	10A2A1E VA LMS User Catalog		
10A2A8- EXTERNAL	10A2A6 External Non VA Staff Catalog		
10A2A8- INTERNAL	10A2A6 Internal Non VA Staff Catalog	5 ⊻	•
10A2A8- STANDARD	10A2A6 VA LMS User Catalog		
10A2A8A- EXTERNAL	10A2A6A External Non VA Staff Catalog		
Records per Page 1	10 V Page: 1 2 3 4 5 «Previous Next» (1,744 total records)	Page 1 Select A	of 175. Go
			Add

7. You have successfully added the item to the Library you selected.

	Item	Search										Actio	ons 🔻	~
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