

## Locating Courses and Agendas

You'll find a large library of educational resources in the Epicor Learning Center. We'll show you how to use some of our simple tools to make locating what you need quick and easy!

You can:

- Find a course using the Browse option
- Find a course using the Search function
- Search for and locate agendas

### BROWSE

One way to find a course in Epicor Learning Center is the Browse option. Click Course Catalog, then Browse. This list shows all the courses you can access, organized by category and subcategory.

Each folder can be opened to see the courses available in that topic. For example, select the Epicor Learning Center folder to see the available ELC specific content. Click a course name once and a pop-up displays. If you are a learner, you can choose to launch the course from here or you can go to the details screen to view the course description and download any related documentation.

If you are a learning or education administrator or if you are a system administrator, you have these options plus another that allows you to assign the course to a user.

One more thing, be sure to check out the Recently Added folder. This is a great place to look for our newest courses and content.

### SEARCH

You can easily find content by using the Search function. Expand the Course Catalog option and choose Course Listing slash Search.

Use the filters available to locate courses you want to take.

To search by keyword, enter a keyword or two – such as “learning center” – and select the Search button. ELC returns results that match the search and lists those courses in the lower part of the screen.

Let's try another search. A quick way to clear the filters is to select the Clear Filters button. Then we can try again.

This time let's search by role. This will return results based on the learner role that is assigned to each course. So, for example, if you want to find all the courses written for the Sales Manager role, simply select that role from the dropdown and then press Search. Any content that is associated with the sales manager role is returned in the results.

Note that you can use any combination of filters to limit the results in your search. The results can be sorted by Course Title and by Category. The list can also be exported to Excel.

## QUICK VIEWS

Agendas are bundles of courses, tasks, and tests that create a curriculum. Learning administrators can assign the whole bundle of assignments at the same time.

Navigate to Course Catalog > Quick Views. Then select Agendas. The Browse Training Agendas screen displays.

This screen is set up just like the course search we saw in the last segment. You enter criteria for the search in the top of the screen, select Search, and the results display in the bottom.

Again, you can perform a search by keyword. You can also search by role and find agendas that are associated with a specific role. For example, to find all the agendas created for the Inventory Manager role, select Inventory Manager and select Search. The results display in the lower part of the screen.

Choose an agenda from the list. As a standard learner, you can assign the Agenda to yourself. Learning or Education Administrators along with System Administrators, can assign it to other users.

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