

- APPLICABLE TO:
- ☒ Admin

☒ Manager

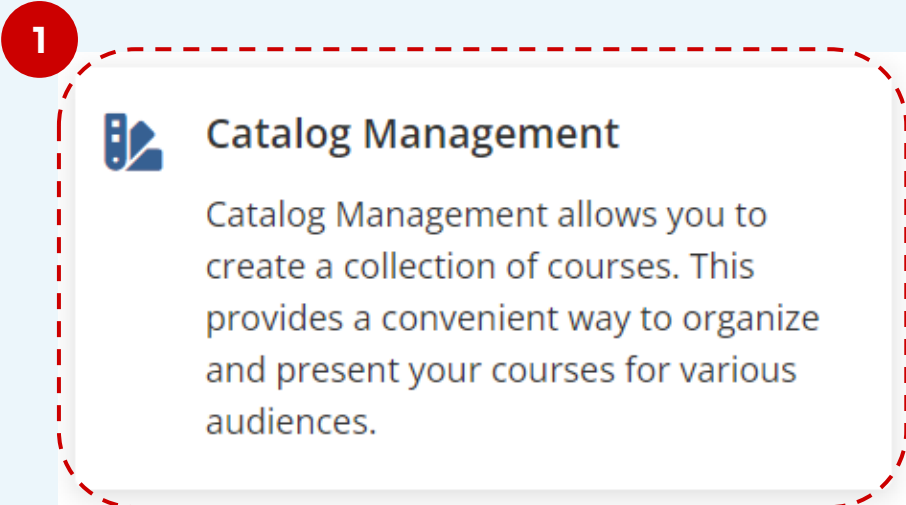
☒ Instructor

☐ Learner

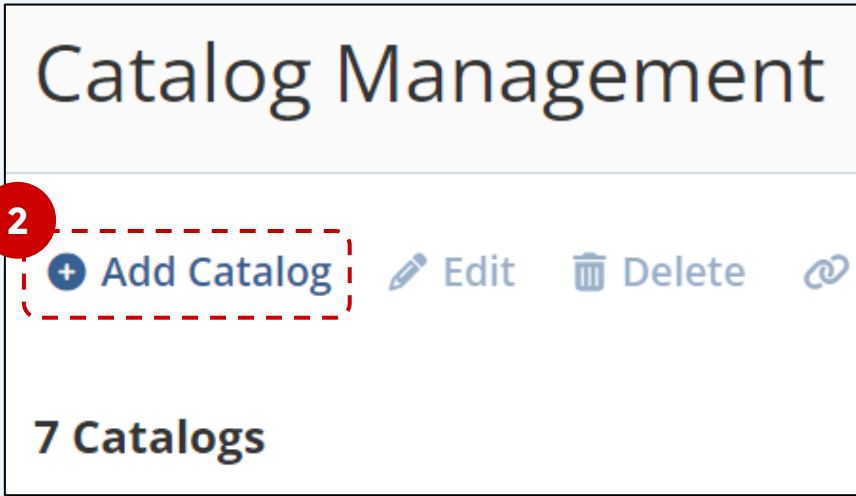
☒ GlobalLearn

*Catalogs allow administrators to store courses in separate logic units, that then can be assigned to different users or departments. Courses can appear in multiple catalogs.*

1 Log in to Global Learn and navigate to the **Company Dashboard**. Select **Catalog Management**.



2 Click on **Add Catalog**.



3 Give a **name** to the new Catalog. You can make a catalog not visible if you're not ready for users to browse or use it. Click **Save**.

Add Catalog

3.1

Name\*

All Departments - Onboarding

Visible

Yes

3.2

Save

Cancel

- 4

The atalog will now be listed in **Catalog Management**.
- 5

Select the catalog and click on either **Site Catalog Mapping** or **Training Group Catalog Mapping** I you wish to assign pools of users to the catalog.

5

+ Add Catalog

Edit

Delete

Site Catalog Mapping

Training Group Catalog Mapping

8 Catalogs

1 Selected

Search by Catalog Na

<input type="checkbox"/>	Name ▾	Added By ▾	Date ▾	Sites
<input checked="" type="checkbox"/>	All Departments - Onboarding	Michael Scott	5 Sep 2024	0

- 6

Click to select Sites/Groups from the right-hand panel then click **Add**.
- 7

Click **Finish** to lock in your selection.

Site Catalog Mapping

Catalogs: All Departments - Onboarding

Search Site

Current Sites (2)

No Sites

London - 104

Site A - 116

Potential Sites (10)

- 44

Bathgate - Scotland - 105

Cape Town - 104

Company A - 116

Edinburgh - Covid 19

Jon Rivers - 116

London - 105

Scotland - Edinburgh - 105

Sitedummy - 116

Test SiteA - 104

<< Add

Remove >>

6

7

Finish

Cancel

TRANSPERFECT

LIFE SCIENCES

Page 2 of 2

September 2024

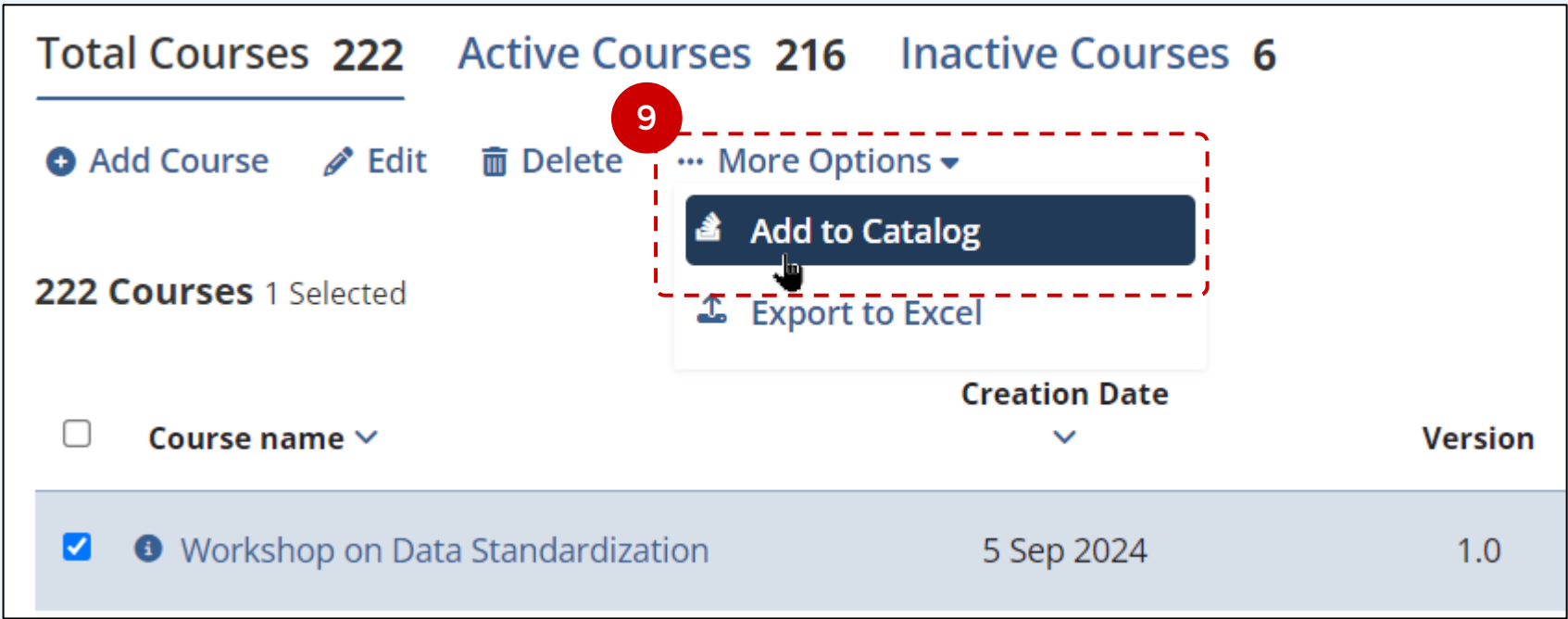
8 If you want to add an existing course to a Catalog, head to **Course Management**.



New courses will be added to a catalog during course creation.



9 Select the Course then expand **More Options** and click **Add to Catalog**.



10 Click to select any catalog from the right-hand panel, then click **Add**.

11 Click **Finish** to lock in your selection and conclude the process.

