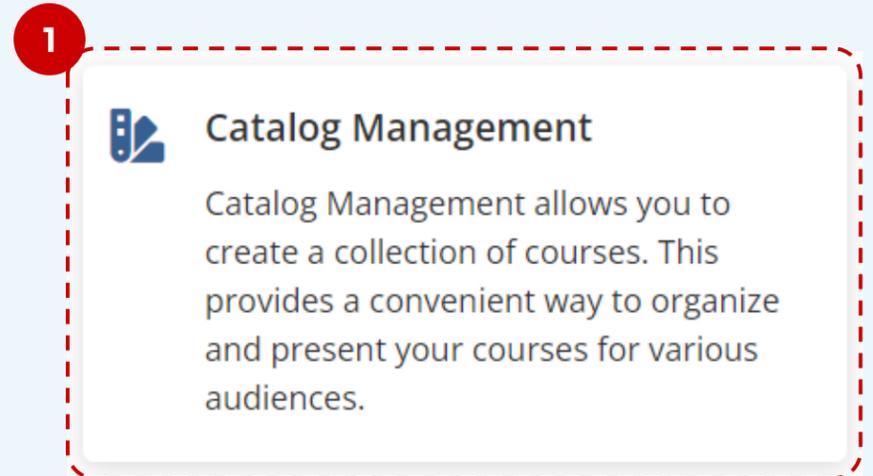


APPLICABLE TO:

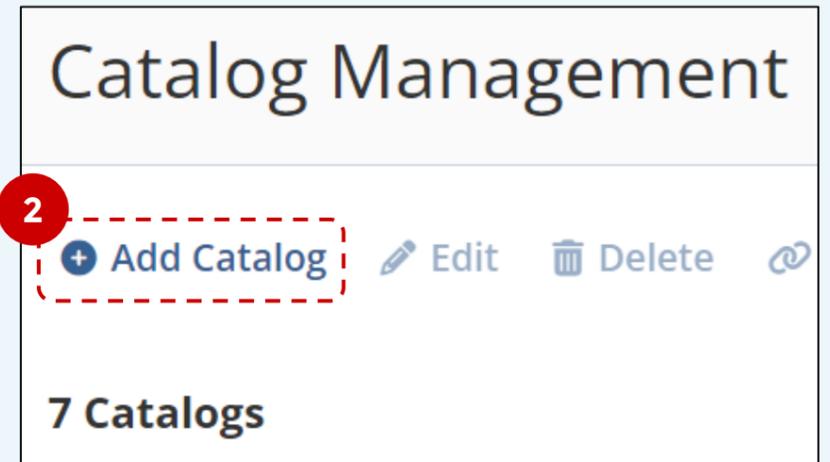
- Company Admin
- Manager
- Instructor
- Learner
- GlobalLearn

Catalogs function as containers for courses, with each catalog capable of being assigned to different users or departments. Courses can appear in multiple catalogs. Study/Site courses are not affected.

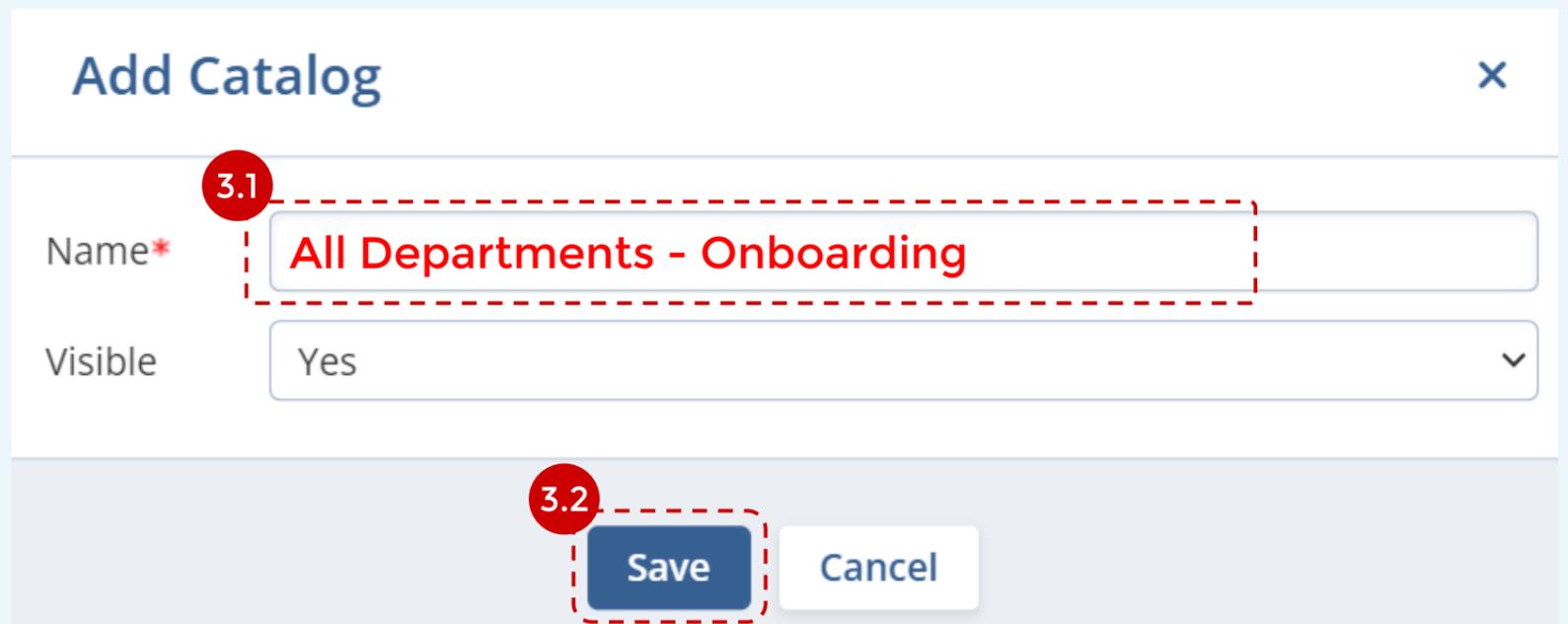
1 Log in to Global Learn and navigate to the **Company Dashboard**. Select **Catalog Management**.



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**.



A screenshot of the 'Add Catalog' form. The title 'Add Catalog' is at the top right. There are two input fields: 'Name*' and 'Visible'. The 'Name*' field contains the text 'All Departments - Onboarding' and is highlighted with a red dashed box and a red circle containing '3.1'. The 'Visible' field is set to 'Yes'. At the bottom, there are two buttons: 'Save' and 'Cancel'. The 'Save' button is highlighted with a red dashed box and a red circle containing '3.2'.

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** if you wish to assign pools of users to the catalog.

The screenshot shows the 'Catalog Management' interface. At the top, there are buttons for '+ Add Catalog', 'Edit', 'Delete', 'Site Catalog Mapping', and 'Training Group Catalog Mapping'. A red dashed box highlights the 'Site Catalog Mapping' and 'Training Group Catalog Mapping' buttons, with a red circle containing the number '5' next to it. Below the buttons, there is a search bar labeled 'Search by Catalog Name'. The main area displays '8 Catalogs 1 Selected' and a table with the following data:

<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.

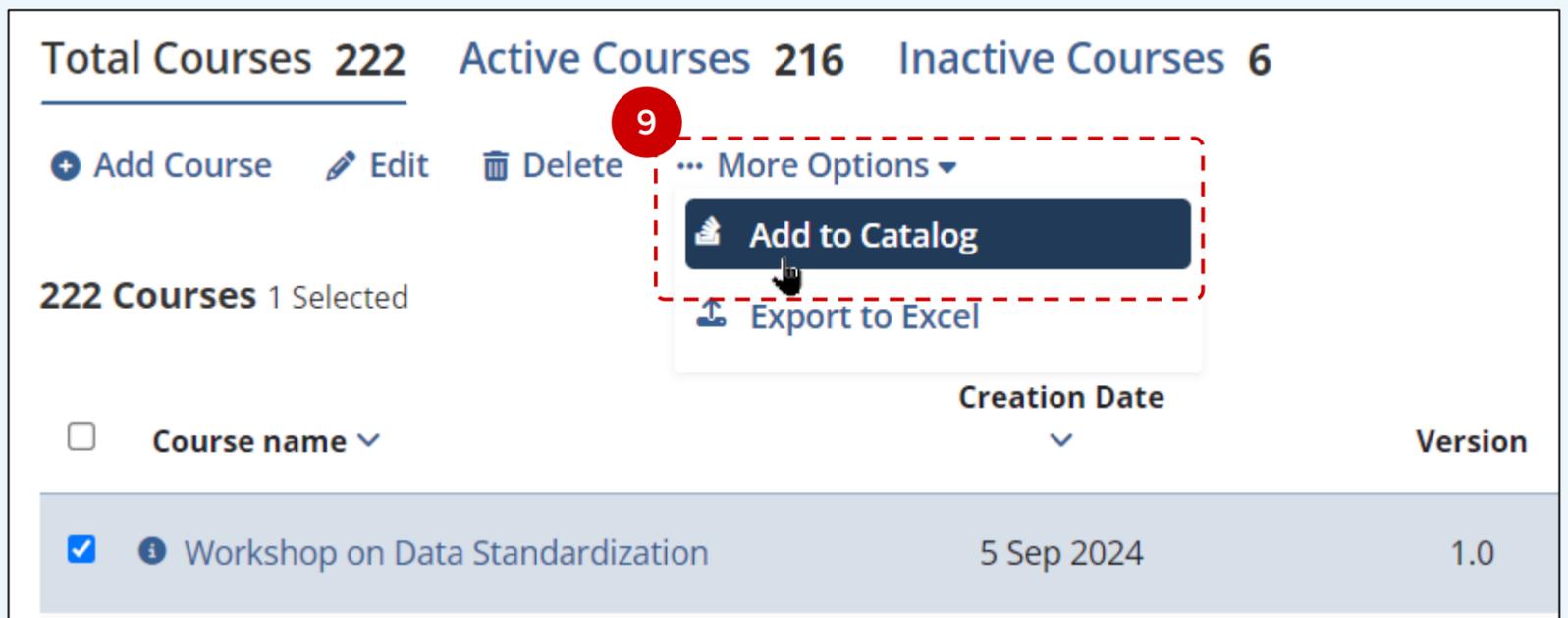
The screenshot shows the 'Site Catalog Mapping' dialog box. At the top, it says 'Catalogs: All Departments - Onboarding x'. Below that is a search bar labeled 'Search Site'. The dialog is divided into two main sections: 'Current Sites (2)' and 'Potential Sites (10)'. The 'Current Sites' section contains three items: 'No Sites', 'London - 104', and 'Site A - 116'. The 'Potential Sites' section contains ten items: '- 44', 'Bathgate - Scotland - 105', 'Cape Town - 104', 'Company A - 116', 'Edinburgh - Covid 19', 'Jon Rivers - 116', 'London - 105', 'Scotland - Edinburgh - 105', 'Sitedummy - 116', and 'Test SiteA - 104'. Between the two sections are two buttons: '<< Add' and 'Remove >>'. A red dashed box highlights the '<< Add' button, with a red circle containing the number '6' next to it. At the bottom of the dialog, there are two buttons: 'Finish' and 'Cancel'. A red dashed box highlights the 'Finish' button, with a red circle containing the number '7' next to it.

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.

