

How to Create and Map a Catalog



GlobalLearn version 2.6

APPLICABLE TO:

- Company Admin
- Manager
- Instructor
- Learner

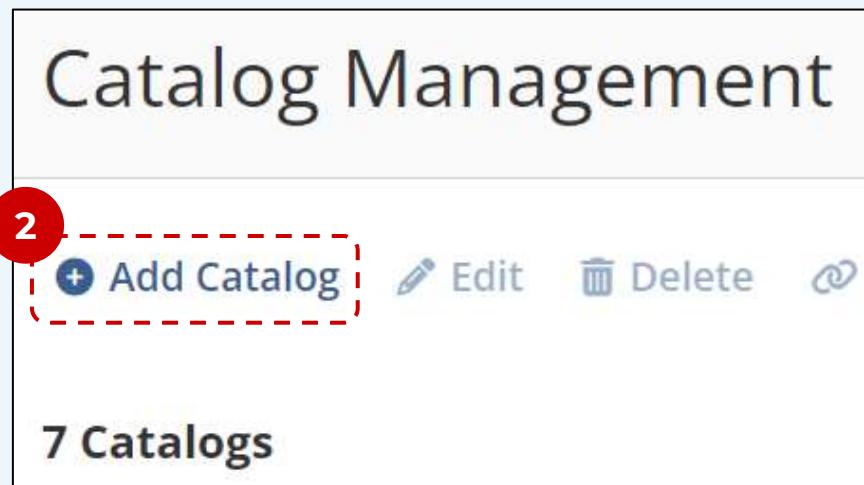
GlobalLearn

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.

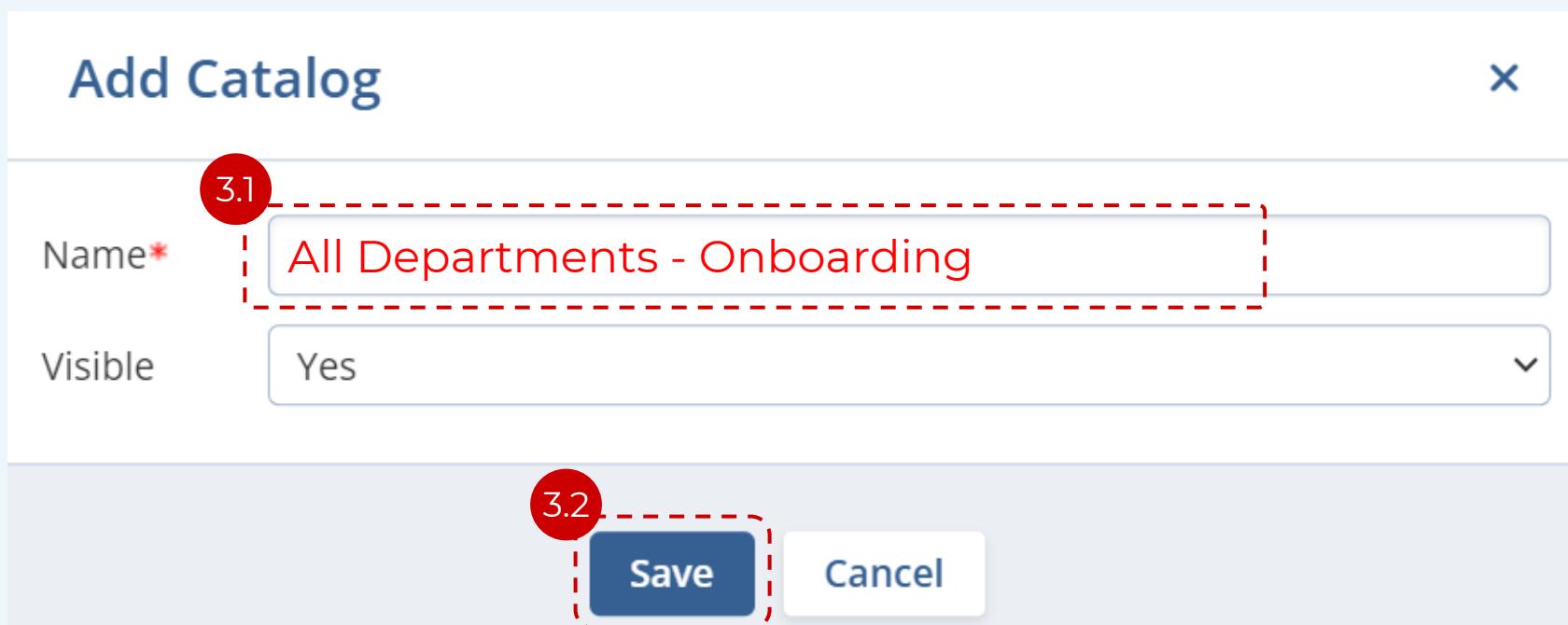
- 1 Log in to Global Learn and navigate to the **Company Dashboard**. Select **Catalog Management**.



- 2 Click on **Add Catalog**.



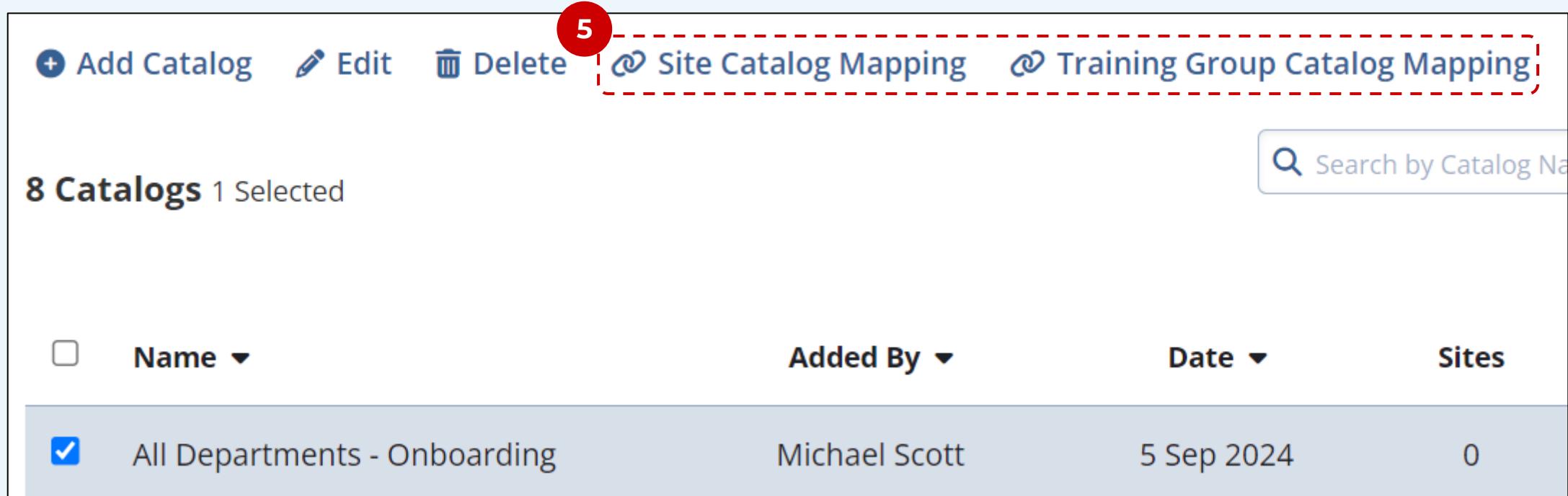
- 3 Give a **name** to the new Catalog. You can make a catalog not visible if you're not ready for users to browse or use it. Click **Save**.



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4 The catalog will now be listed in **Catalog Management**.

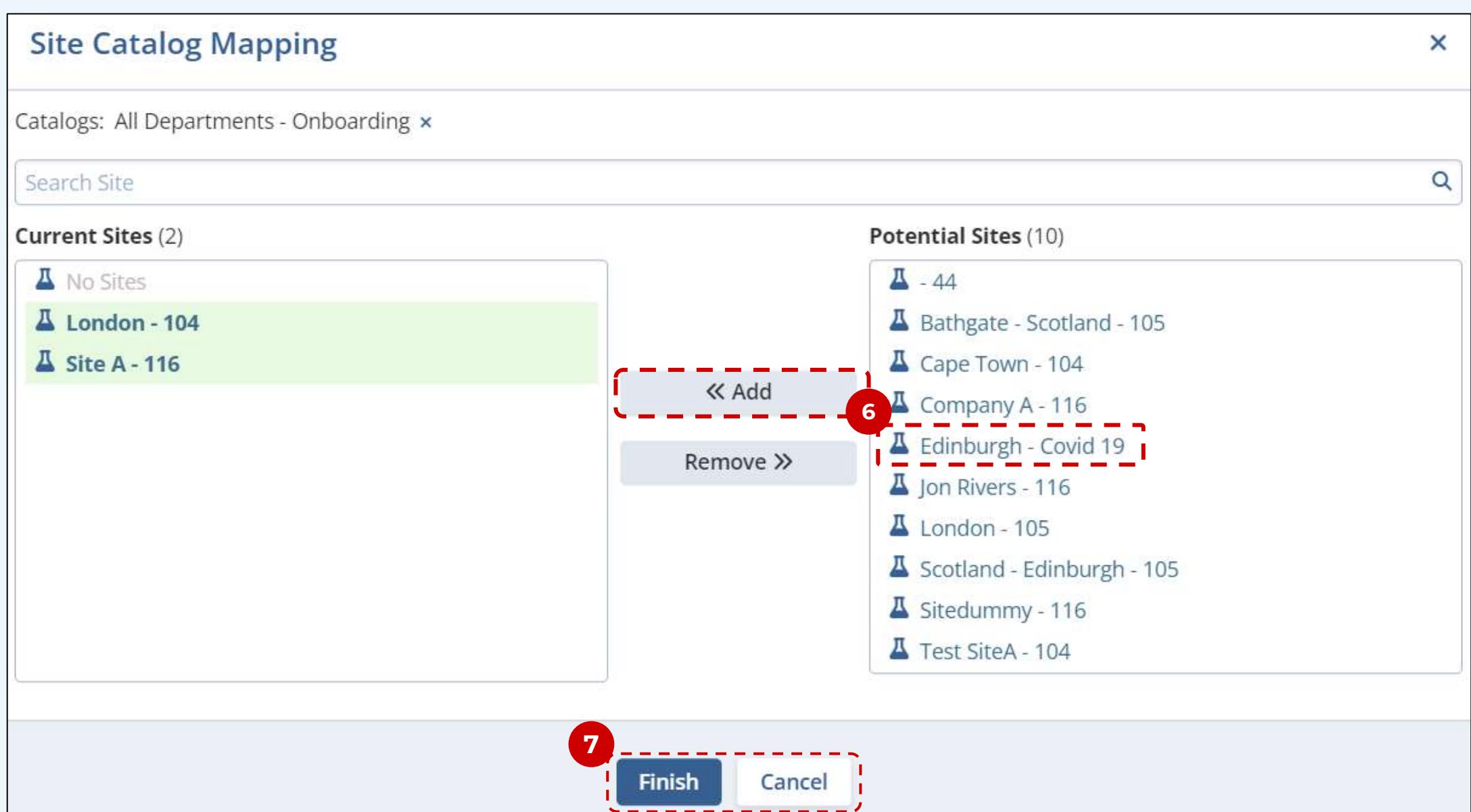
5 Select the catalog and click on either **Site Catalog Mapping** or **Training Group Catalog Mapping** in order to assign pools of users to the catalog.



The screenshot shows the 'Catalog Management' page. At the top, there are buttons for 'Add Catalog', 'Edit', 'Delete', and two options: 'Site Catalog Mapping' and 'Training Group Catalog Mapping', with 'Site Catalog Mapping' highlighted. Below this, a table lists '8 Catalogs' with 1 selected. The table has columns for 'Name', 'Added By', 'Date', and 'Sites'. The selected catalog, 'All Departments - Onboarding', is shown with Michael Scott as the added by, the date as 5 Sep 2024, and 0 sites assigned. A search bar is also visible.

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. It has a header 'Site Catalog Mapping' and a close button. Below the header, it says 'Catalogs: All Departments - Onboarding'. There is a search bar for 'Search Site'. The 'Current Sites (2)' panel on the left shows 'London - 104' and 'Site A - 116' with a green background, indicating they are selected. The 'Potential Sites (10)' panel on the right lists various sites: - 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. A red dashed box highlights the 'Add' button between the two panels. Below the panels, there are 'Remove' and 'Finish' buttons. The 'Finish' button is highlighted with a red circle and a red dashed box.

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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**.

Total Courses 222 Active Courses 216 Inactive Courses 6

Add Course Edit Delete

222 Courses 1 Selected

... More Options ▾

Add to Catalog

Export to Excel

Course name	Creation Date	Version
Workshop on Data Standardization	5 Sep 2024	1.0

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.

Add Courses to Catalog

Courses: Workshop on Data Standardization x

Search Catalog

Current Catalogs (1)

Test catalog1

Potential Catalogs (7)

All Departments - Onboarding

Demo for training

SOP Catalog

Test Catalog 4

Test catalog2

Test catalog3

URGENT

« Add

Remove »

10

11

Finish

Cancel