

Admin Job Aid: Catalog Search Results Booster

Purpose

The purpose of this job aid is to guide VA TMS administrators through the process of raising the visibility of learning objects in users' catalogs. Boosting an item or curriculum may be useful when several courses are similarly titled or contain the same key words, and the training organization wishes to boost preferred courses.

Administrators can boost an item or curriculum to a higher position in the catalog search results using:

- **Search Weight:** When **Sort By Relevance** is selected for a catalog search, the system uses a relevancy score to determine the display order of results. This feature adds a Search Weight multiplier to that relevancy score.
- **Search Tier:** This feature offers a new **Sort By** option labeled **Tier**. The administrator can select a **Search Tier** (i.e., Facility, Region, Administration, and National) of an item or curriculum within a catalog.

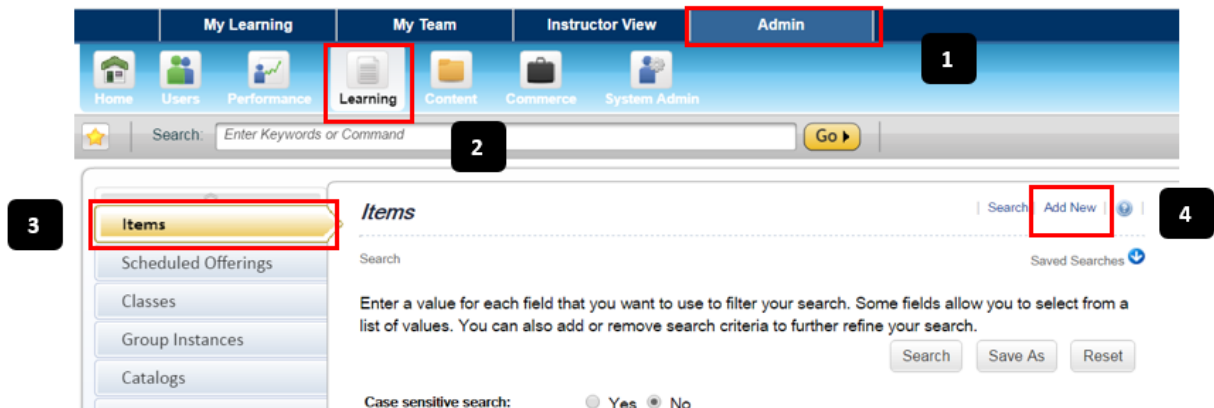
Search Weight and Search Tier, can be used separately or together. Search Weight is not visible to the user; while Search Tier is. Using both search boost options (i.e., weight and tier) provides maximum flexibility to users.

In this job aid, you will learn how to:

- Task A. Boost Catalog Search Results

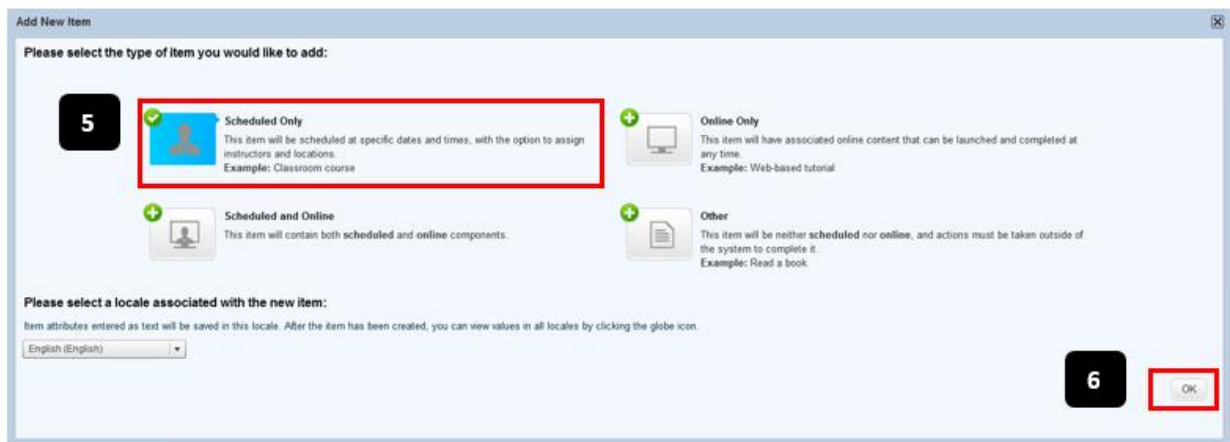
Task A. Boost Catalog Search Results

1. Select **Admin**.
2. Select **Learning**.
3. Select **Items**.
4. Select **Add New**.



The screenshot shows the TMS Admin interface. The top navigation bar includes tabs for My Learning, My Team, Instructor View, and Admin. The Admin tab is highlighted with a red box and a '1' callout. Below the navigation bar, there are icons for Home, Users, Performance, Learning, Content, Commerce, and System Admin. The Learning icon is highlighted with a red box and a '2' callout. A search bar is located below the icons, with a 'Go' button. The main content area shows a sidebar with a list of items: Items, Scheduled Offerings, Classes, Group Instances, and Catalogs. The 'Items' item is highlighted with a red box and a '3' callout. The main content area displays the 'Items' search page, which includes a search bar, a search button, and an 'Add New' button. The 'Add New' button is highlighted with a red box and a '4' callout. The search page also includes a search filter section with a 'Case sensitive search' option set to 'No'.

5. Select **Scheduled Only**.
6. Select **OK**.

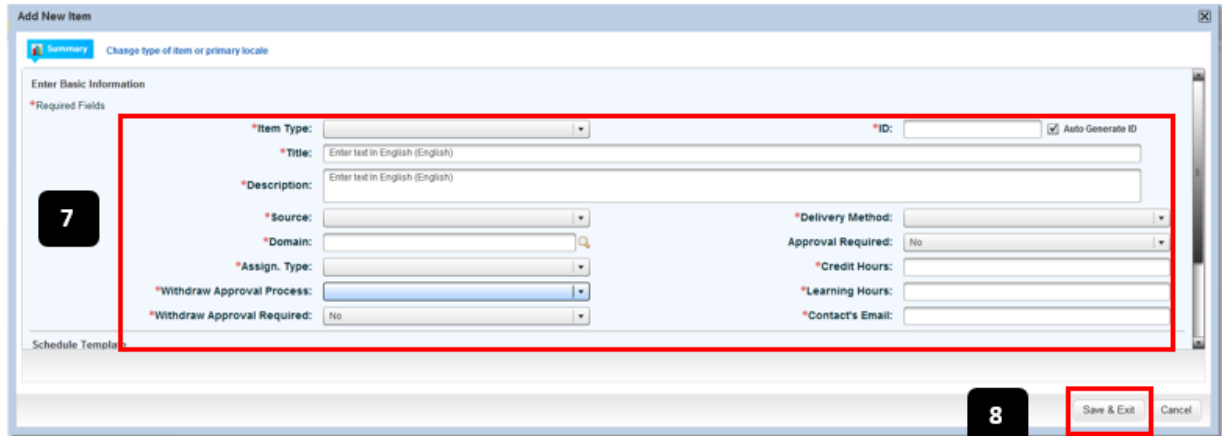


The screenshot shows the 'Add New Item' dialog box. The dialog box has a title bar that says 'Add New Item'. Below the title bar, there is a section titled 'Please select the type of item you would like to add:'. This section contains four options, each with a plus sign icon and a description:


- Scheduled Only**: This item will be scheduled at specific dates and times, with the option to assign instructors and locations. Example: Classroom course. This option is highlighted with a red box and a '5' callout.
- Online Only**: This item will have associated online content that can be launched and completed at any time. Example: Web-based tutorial.
- Scheduled and Online**: This item will contain both scheduled and online components.
- Other**: This item will be neither scheduled nor online, and actions must be taken outside of the system to complete it. Example: Read a book.

 Below this section, there is a section titled 'Please select a locale associated with the new item:'. This section includes a dropdown menu with 'English (English)' selected. At the bottom right of the dialog box, there is an 'OK' button, which is highlighted with a red box and a '6' callout.

7. Enter **basic information** for the new item.
8. Select **Save & Exit**.

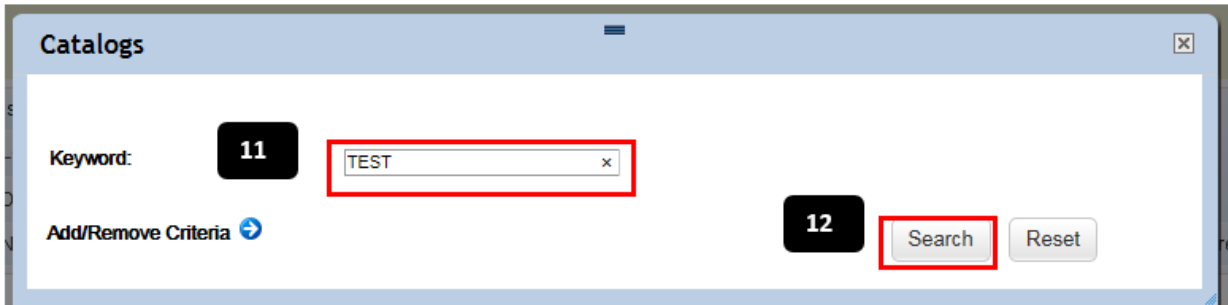


9. Select the **Catalogs** tab under the **Related** section.
10. Select the **Add Catalogs** icon (green plus sign).



11. Enter a **Keyword** for the catalog.

12. Select **Search**.



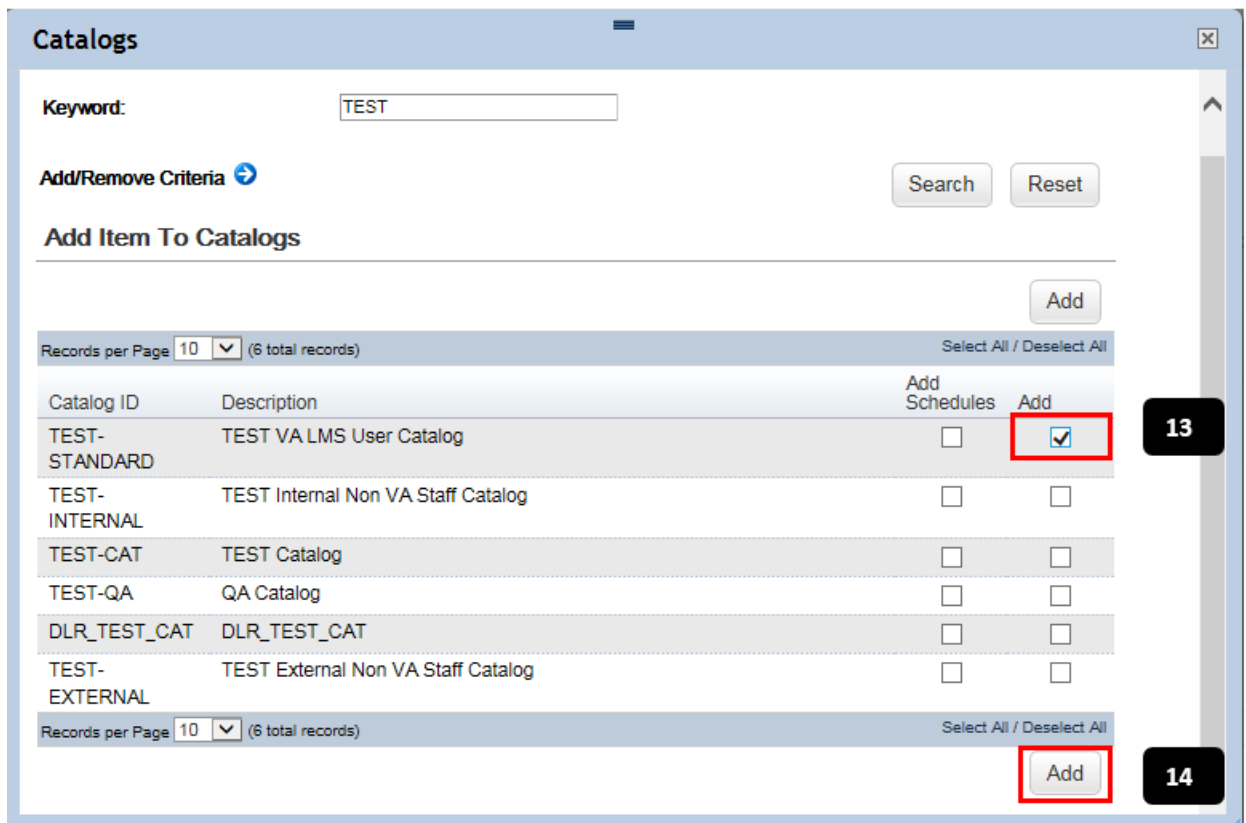
Catalogs

Keyword: **11**

Add/Remove Criteria [↗](#) **12**

13. Check the **Add** checkbox for the catalog you wish to add.

14. Select **Add**.



Catalogs

Keyword:

Add/Remove Criteria [↗](#)

Add Item To Catalogs

Records per Page (6 total records) [Select All / Deselect All](#)

Catalog ID	Description	Add Schedules	Add
TEST-STANDARD	TEST VA LMS User Catalog	<input type="checkbox"/>	<input checked="" type="checkbox"/>
TEST-INTERNAL	TEST Internal Non VA Staff Catalog	<input type="checkbox"/>	<input type="checkbox"/>
TEST-CAT	TEST Catalog	<input type="checkbox"/>	<input type="checkbox"/>
TEST-QA	QA Catalog	<input type="checkbox"/>	<input type="checkbox"/>
DLR_TEST_CAT	DLR_TEST_CAT	<input type="checkbox"/>	<input type="checkbox"/>
TEST-EXTERNAL	TEST External Non VA Staff Catalog	<input type="checkbox"/>	<input type="checkbox"/>

Records per Page (6 total records) [Select All / Deselect All](#)

15. Select the desired **Search Tier** (i.e., Facility, Region, Administration, or National).
16. Enter a **Search Weight** in the text box. **Note:** This is a required field which defaults to 1. To boost the results of an item or curriculum for a particular catalog, set the Search Weight to a factor greater than 1. The system uses the relevancy score multiplied by this factor to determine the Relevance display order.
17. Select **Save**.

