HOW TO USE THE SEARCH FUNCTION

This document describes how to use the search function in the course calendar page.

WHAT IS THE SEARCH FUNCTION

When you land on the course calendar page, it automatically shows you the list of all available courses in Learning Central.
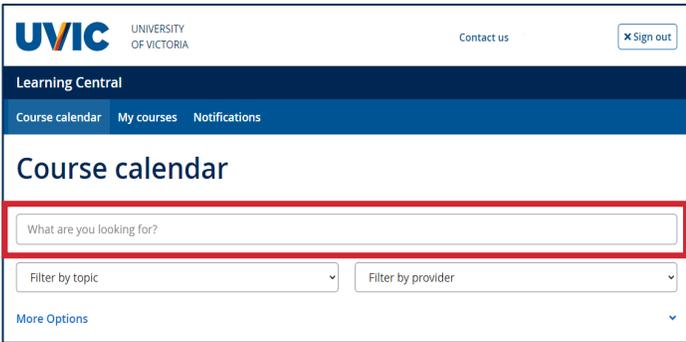
The purpose of the search function is to:

- Help you easily find the specific course titles that you want to register for
- Help you find available courses that match your needs

This guide will cover:
- How to search for a specific course
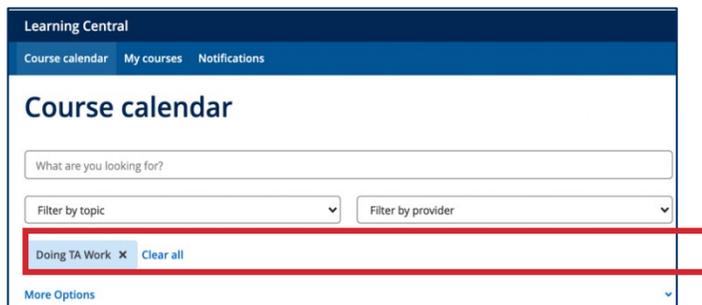- How to search by topic or provider

A. How to search for a specific course

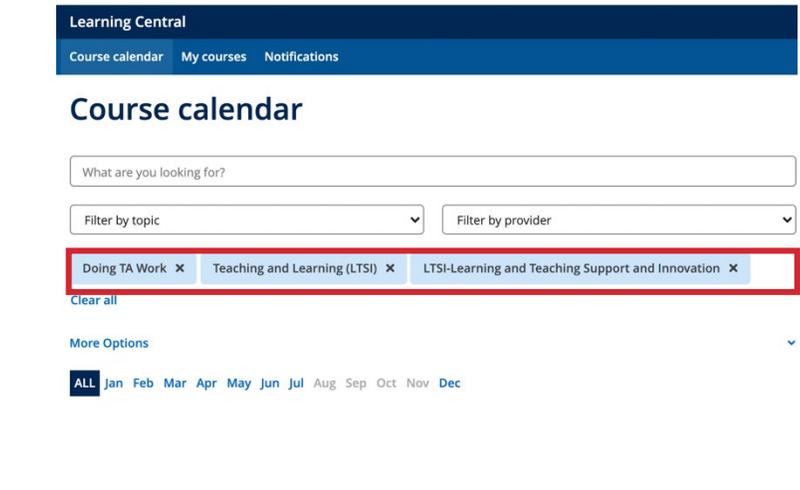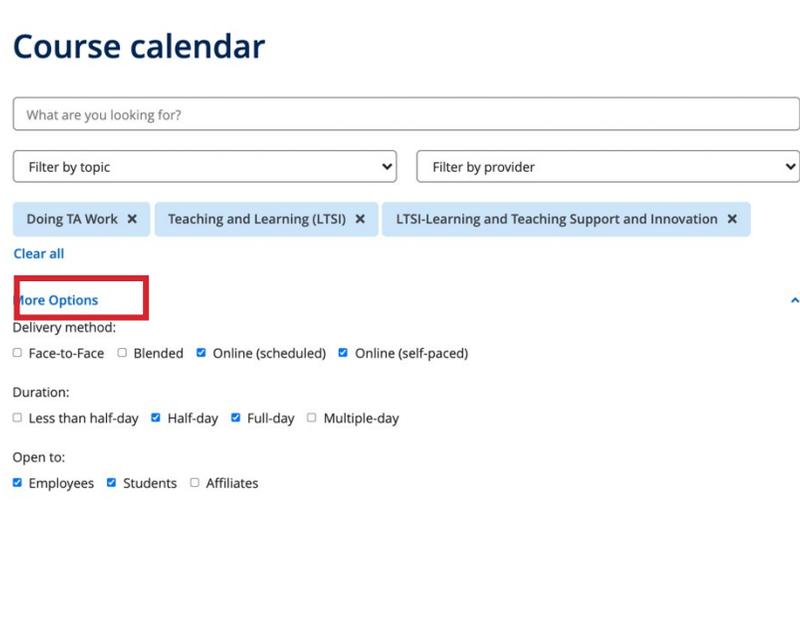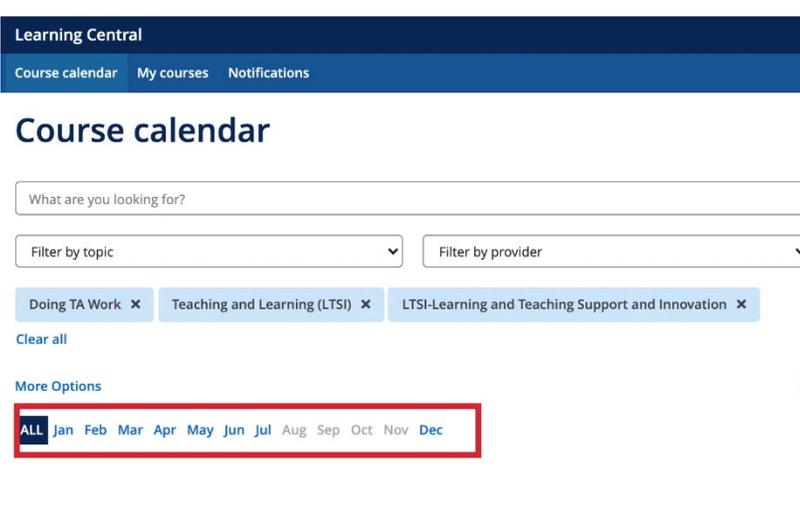| #	Instructions	Screenshot
1	To search for your desired course, simply click on the search bar.	
2	Type-in the title/code/keywords of the desired course. It will automatically generate all related results. However, you can click 'enter' from your keyboard to ensure that it search using your keyword.	
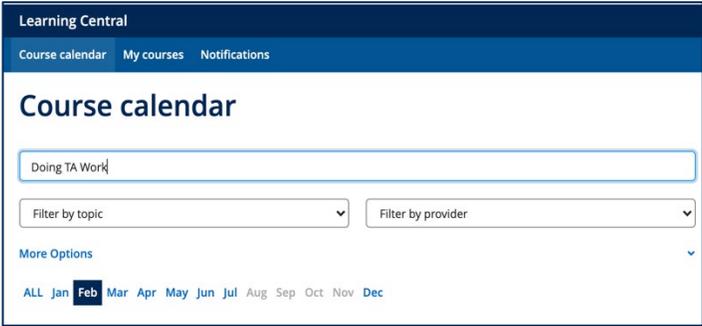
| 3 | The keywords you have typed-in should appear below the 'filter box'

Click the 'x' to clear the filter and begin again. | |

B. How to search by Topic or Provider

#	Instructions	Screenshot
1	To search for a desired course with use of the filter, you can either type-in the course name/title/keywords or just leave it blank.	
2	Click on the following 'filter box' and choose according to your need • Filter by topic • Filter by provider	

3	The filtered keywords should appear below the 'filter box'	
4	**4.1.** If you want to be more specific with your search, click on **'More options'** **4.2.** This will expand the window to show you the following: • Delivery Method • Duration • Target participants **4.3.** Select from given options, the ones that matches your need.	
5	The list of courses can also be filtered according to month of availability. To filter based on month, click on the month options.	

| 6 | As you filter, the page will automatically generate results according to your preference.

However, you can also press 'enter' from your keyboard to ensure that it has been filtered accordingly. | |