Find a Learner

Quick Start Guide

Document Details

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System Requirements

- CES Version 10.00.00.xx or higher

Overview

Don't want to scroll through every employee when trying to find a specific person? This guide will show you how to quickly find a particular learner.

Download the latest version of this document here:
https://links.crunchtime.com/TLQS-FindALearner

… or scan the QR code to the left.

Show Me How: Wish someone could just show you what to do? We've got you covered. For a hands-on guide, select the *Help* (?) icon, choose *Show Me How*, and search for the following:

- Find a Learner

Related Documentation

- TLQS – Assign a Learning Program: https://links.crunchtime.com/TLQS-AssignLearningPrograms
- TLQS – Reassign a Learning Program: https://links.crunchtime.com/TLQS-ReassignLearningPrograms
- TLQS – Unassign a Learning Program: https://links.crunchtime.com/TLQS-UnassignLearningPrograms

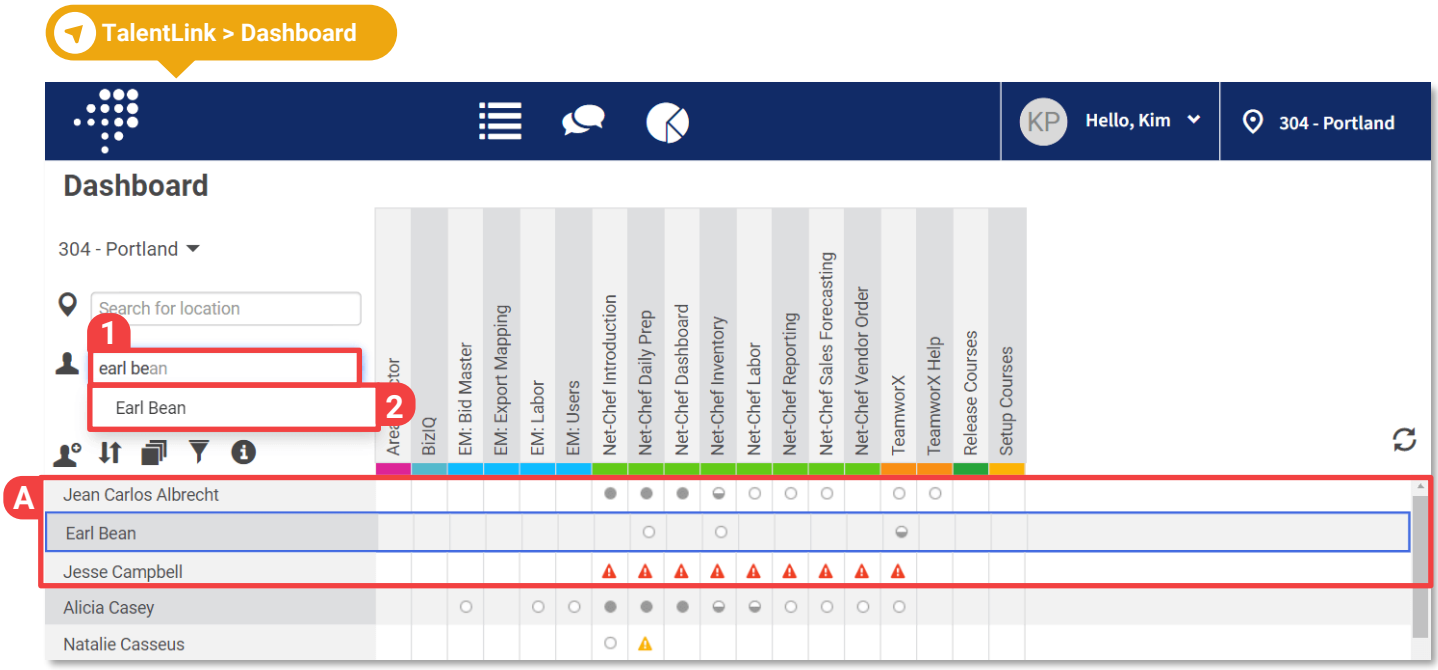
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Find a Learner

Overview

The *Search for Learner* bar allows you to quickly find a particular employee on the Dashboard screen. If your user is linked to multiple locations, this feature will also allow you to jump directly to the Dashboard containing that learner.

Here's How



1. In the *Search for Learner* bar, start typing the employee's name. Names containing the search criteria will start appearing in the dropdown menu below.
2. Select the name from the dropdown menu.
   - A. A blue highlight will appear around the row containing the learner and their course information.

Note: The search field will populate with names from all locations you have access to. When you select a learn from a location that you are not currently viewing, you will automatically be redirected to the corresponding dashboard.

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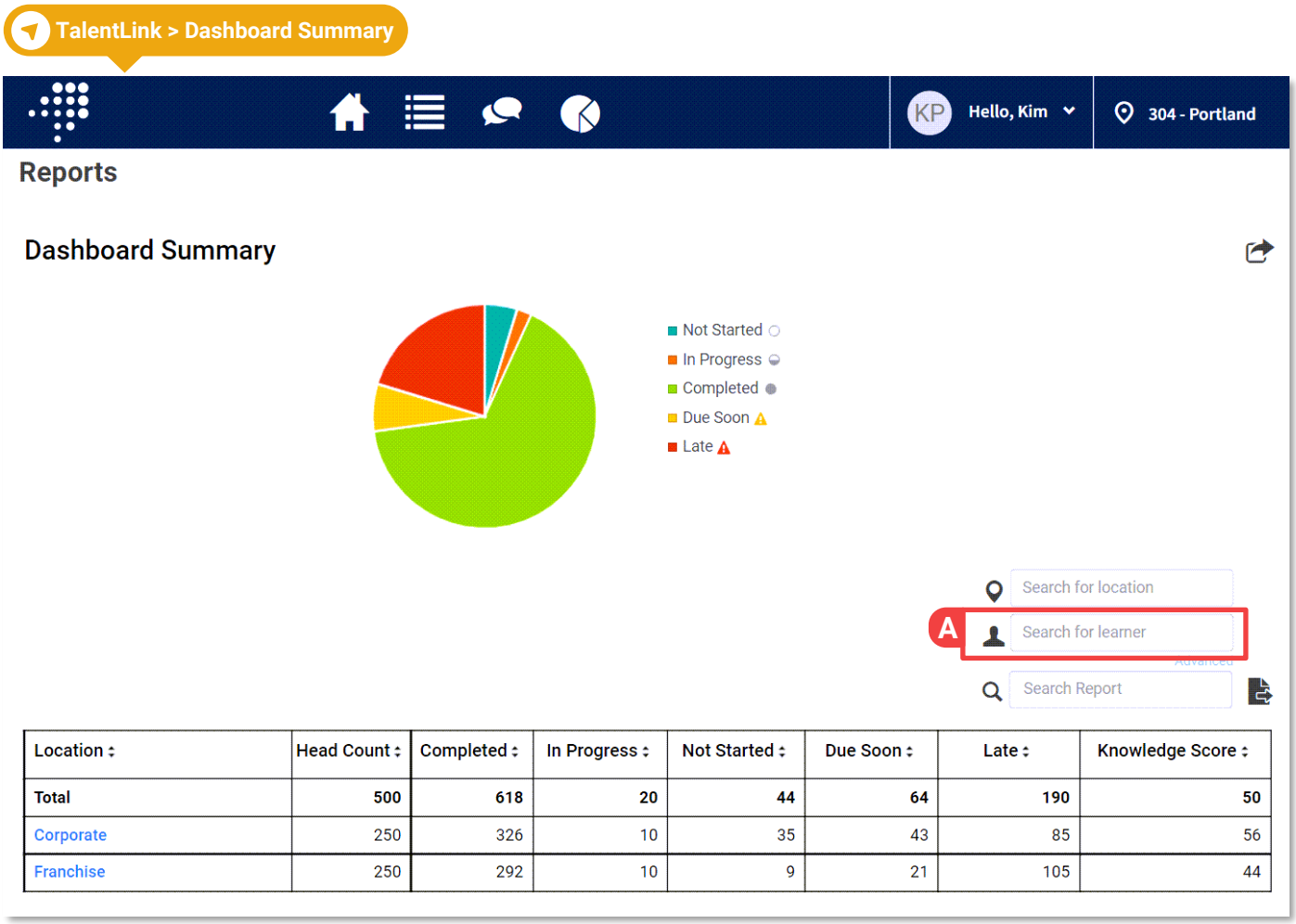
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Find a Learner

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Additional Search Locations

There are additional learner search bars located on the Dashboard Summary and Campus Home pages, making it easy to do a quick search for a learner wherever you are in the application.



A Search bar located on the Dashboard Summary page.

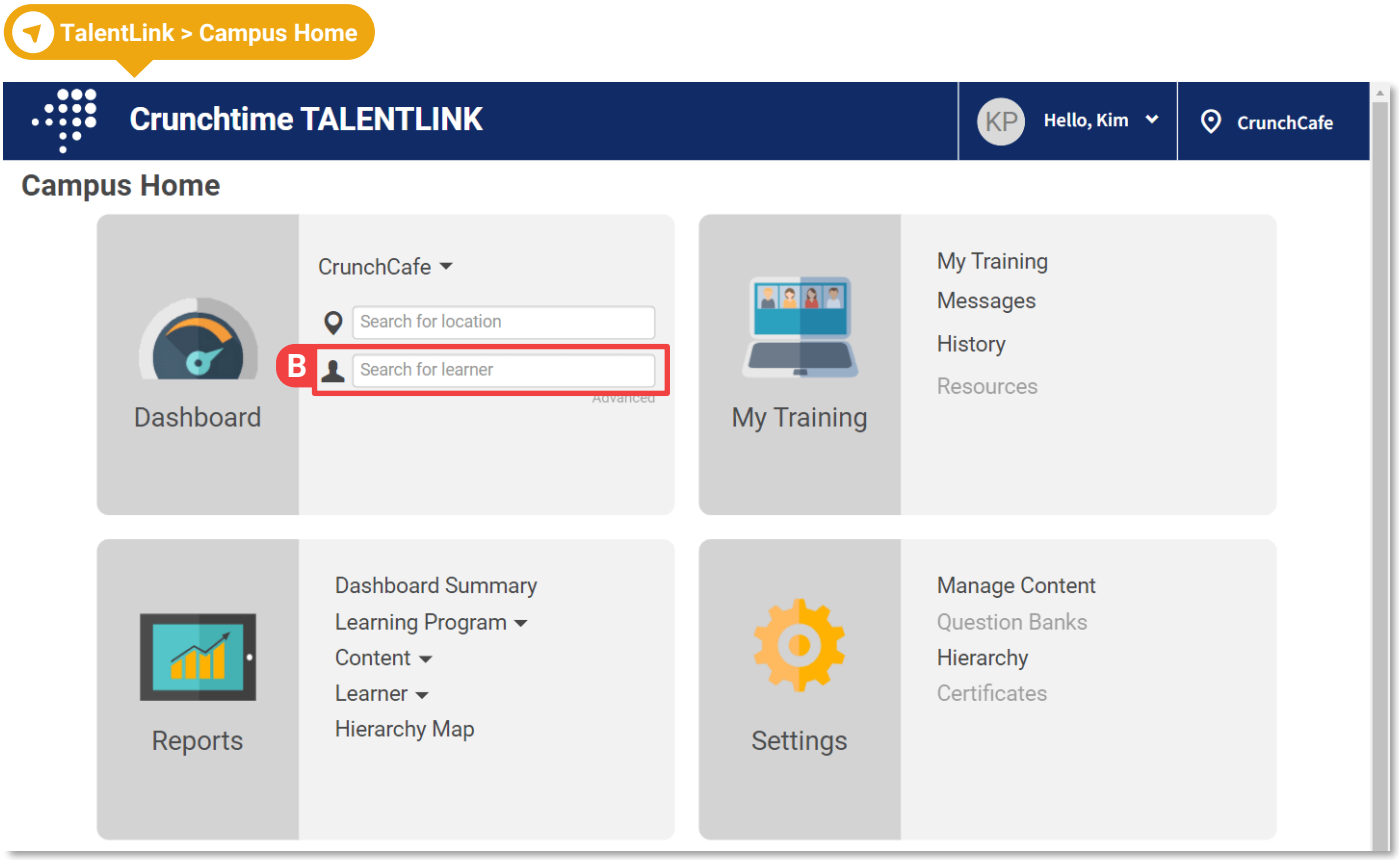
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Find a Learner

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Additional Search Locations (Continued)



B Search bar located on the Campus Home page.

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