

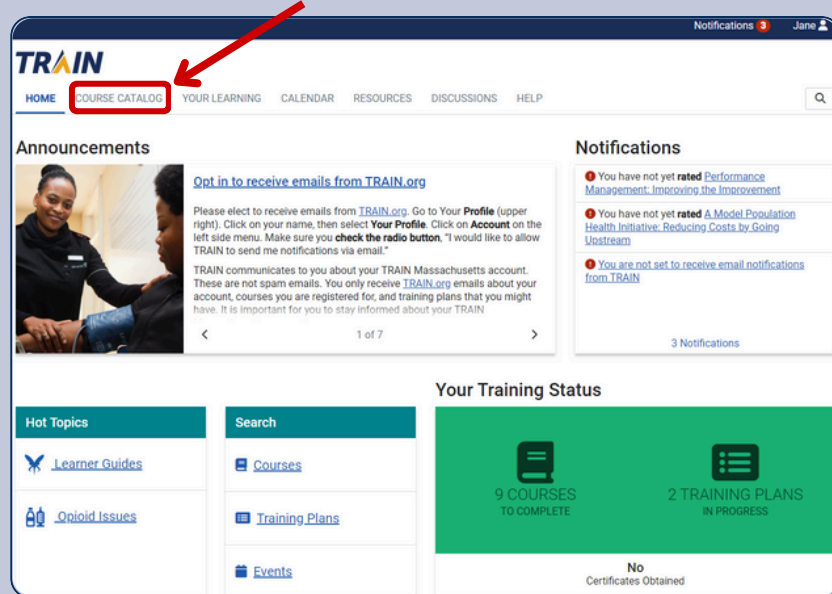
How to use the TRAIN search function

Search for courses, training plans, events, resources, and discussions

1

Go to Search

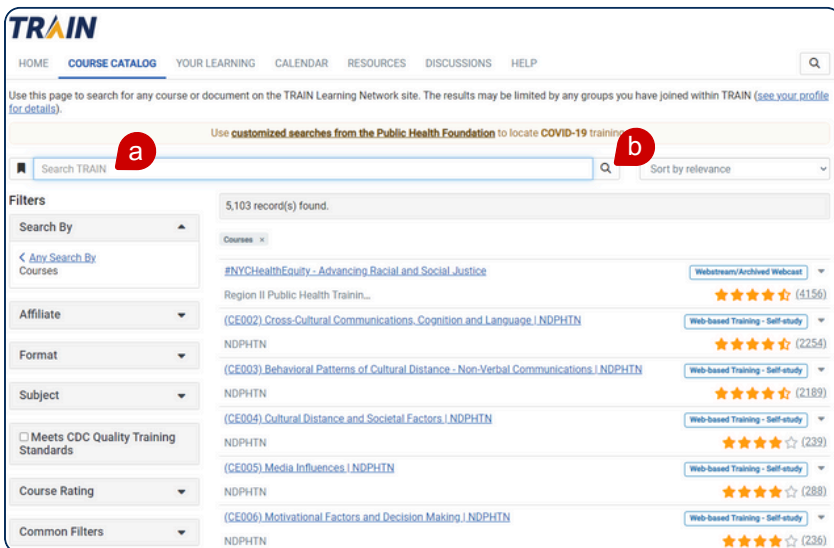
Click on the **Course Catalog** tab at the top of the TRAIN homepage.



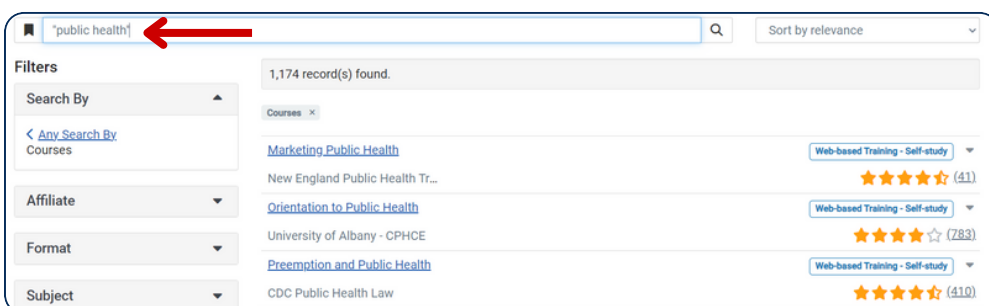
Basic search functions

2

Type keywords, course ID numbers, or titles related to your search into the **(a)** text field. Click the **(b)** magnifying glass icon, or press 'Enter' on your keyboard to complete a search.



TIP: To refine your search results, type key phrases in quotes. For example, type *"public health"* instead of *public health* to narrow the number of results shown.



3

Features of your search results

Click the arrow to view additional details related to your search results.

(a) Course Title: View the course’s name here; click the course title to view the course registration page

(b) Course Format: View course delivery method

(c) Course Description: View information about the course here

(d) Course Rating: View the course’s rating based on user reviews here

(e) Course Tags: View course tags about available certificates, dates, group affiliations, and continuing education credit here



If there is a badge icon next to the course, it meets the Center for Disease Control and Prevention (CDC) Quality Training Standards.



If there is a dollar-sign icon next to the course, there is an access fee.



Filter your search

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Use the filters located in the dashboard on the left side of the screen to narrow your search.

(a) Search By: The default “Search By” setting is courses. By clicking a link from the drop down menu, you can also narrow your search to training plans, calendar events, resources, or discussions.

(b) Affiliate: If you are part of an organization that manages a customized TRAIN website, it will appear here. Click the link to only see search results relevant to your organization.

(c) Format: Check a box next to a listed format in the drop down menu to only see search results of that course type.

(d) Subject: Check a box next to a listed topic in the drop down menu to only see search results related to that subject.

(e) Check this box to only view search results that meet CDC Quality Training Standards.

(f) Course Rating: Narrow your search results by their average rating

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Filter your search (continued)

Use the filters located in the dashboard on the left side of the screen to narrow your search.

(g) Common Filters: Check the *Free Courses* box to narrow your search to results with no cost

Check the *Recently Reviewed* box to narrow your search to results posted within the last 90 days

Check the *Certificate Available* box to narrow your search to results with assigned certificates

(h) Competencies and Capabilities:

1. Click the green **Select Filters** button.

2. Select the box next to the competencies you would like to apply to your search.

3. Click the down arrow to view competency tiers.

4. Click the green **Apply** button to integrate your selections in your search.

(i) Credit Type: Check a box next to a listed credit type in the drop down menu to narrow your search to results with that specific continuing education credit. You can scroll through the list or search for credits in the text box.

Advanced search options

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Click the **Show Advanced Options** button to view more search filters:

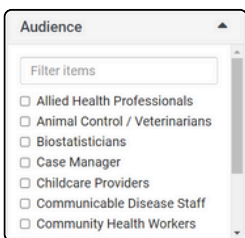
➤➤ **Organization:** Use this text field to search for content from a specific organization. For example, the Public Health Foundation.

➤➤ **Updated Date:** Type a date in the *Updated From Date* and *Updated to Date* text fields to refine the date range of search results you are shown.

➤➤ **Schedule Date:** Type a date in the *From Date* and *To Date* text fields to refine the date range of live event search results you are shown.

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Advanced search options (continued)



Audience: Check the box next to a listed audience type in the dropdown menu to only see search results aimed at that audience.

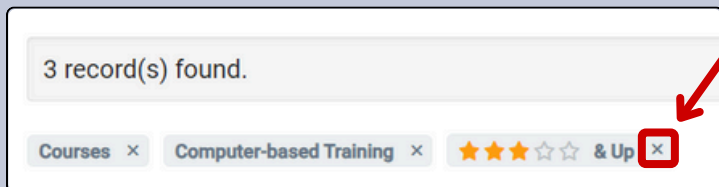


Distance: Type a number into the text field to refine your search results for events located within that mile range.



View and remove applied filters

6



Applied filters are located below the search bar and above the search results. Click the **x** button to remove a filter.

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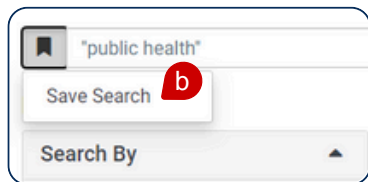
Save your search

To save your search results to your TRAIN search history, follow these steps:

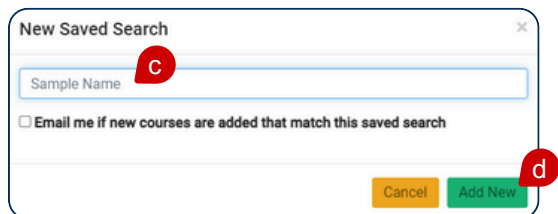
(a) Click the **ribbon** button.



(b) Click the **Save Search** button. Previously saved searches will also appear here.



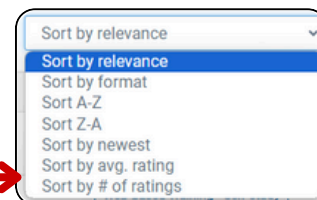
(c) Enter a name for your **New Saved Search** in the pop-up text field.



(d) Click the green **Add New** button.



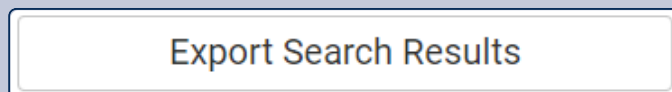
To sort your searches, click the **(e) Sort by relevance** button and select a viewing option from the dropdown menu.



Export search results

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Click the **Export Search Results** button on the bottom left of the search page.



TIP: Search results are exported into a downloadable .xlsx file type.