



## Virtual Open Lab Exercise

*Searching in eLMS*

*Objective: To provide hands-on experience searching within the 6.3 environment of eLMS.*

This self paced exercise is not graded. There is no answer key as each Admin will have different responses. You are observing the results you receive and practicing techniques.

1. **Log in as an Administrator.**
2. **Search for the current ASH SAVI training.**
3. **What is the Item ID? \_\_\_\_\_**
4. **If you know an Item used in your organization that has Scheduled Offerings, search for all the active Scheduled Offerings associated with the Item. Make note of the number of offerings.**  
\_\_\_\_\_
5. **Now using the same criteria, search for all the Scheduled Offerings, including those that are not active. Make note of the number of offerings.**  
\_\_\_\_\_
6. **Is there a difference?**
7. **Search for a User in your organization?**
8. **How did you do it? What did you search on?**
9. **Now search for an Organization you work with. Write down the Organization ID. How many employees are in this organization?**
10. **How did you do it? Did you filter by criteria?**

11. Search for an Organization Group for your organization. *Did you get a result?*
12. If so, how many organizations are associated with this Organization Group.
13. How did you do it? Did you filter by criteria? If so, what criteria did you use?
14. Search for your smallest organization. In the results that are returned use the field chooser to add email address and supervisor if not already available.
15. Are all the supervisors correct?
16. Are email addresses completed for all the employees in the organization?
17. Are the email addresses FAA email addresses?
18. Download the results to an Excel file.
19. Did everything work as you expected?
20. Use the Searchbar to locate an item or a way to perform a task.
21. Create a Saved Search.
22. Retrieve your Saved Search.