

# Enhanced Catalog

## Enabling the enhanced catalog

Administrators can enable the enhanced catalog by going to the **Administration** block and clicking on *Site administration > Advanced features*.

Scroll down to the setting **Enhanced catalog**.

This setting allows you to specify if the enhanced catalog appears when clicking on **Find Learning** or any of the menu options under **Find Learning**. The enhanced catalog supports faceted search by multiple criteria using custom fields instead of relying on a single category.

When disabled, the standard catalog (i.e., the hierarchical category system configured in the *Site administration > Courses > Manage categories* administration area) appears when clicking on **Find Learning** or any of the menu options under **Find Learning**.



When enabled, the standard catalog remains available for Admins to manage course and program/certification administration in the "backend" (e.g., to assign Instructors to courses and course categories).

After enabling the setting, scroll to the bottom of the page and click **Save changes**.

## Configuring the enhanced catalog

The enhanced catalog layout is managed using the [report builder](#). The form displayed is an embedded report which can be updated by site administrators.

To edit the Enhanced Catalog, click on *Find Learning > Courses* and then click the **Edit report** button in the upper right hand corner of the page.

You can also access editing tools by going to the **Administration** block and clicking on *Site administration > Reports > Report builder > Manage reports*.



Note there are three Enhanced catalog reports: Certifications, Courses, and Programs. Click the edit icon (a pencil) next to the page you wish to edit. Following are details for managing the Courses page.

## Columns

Admins can add new columns to the course catalog by clicking the **Add another column** dropdown. To customise the heading displayed above the column, check the box and enter a new heading title. You can also hide, delete and reorder the columns in the catalog using the **Options** icons.

## Sorting

Select the **Default Column** the course catalog will be sorted based on. Set the **Default order** to Ascending (A to Z, 1 to 9) or Descending (Z to A, 9 to 1). Users viewing the catalog will be able to click on a column title to sort based on other column data, such as the course start date.

Click the **Save changes** button at the bottom of the page.

To preview the course catalog, click the **View This Report** link.

## Filters

Filters allow you to select the search fields which will appear at the top and side of the page.

There are three types of filters available:

- **Standard filters:** Standard filters appear at the top of the page above the columns of data in the report. The user can enter/select criteria and click the **Search** button. Additional filters can be added to the page and hidden behind an **Advanced** button to allow users access to less commonly used filters.
- **Sidebar filters:** Sidebar filters appear in a column on the side of the page. The user can put a tick in the check box next to the items they wish to filter by. A number displayed next to each filter option shows how many courses meet the criteria. As soon as the user clicks, the page

### On this page



The Totara Academy has a whole course dedicated to using [Courses and categories](#) in Totara Learn. Here you can learn more on how to use courses and categories, see best practice, and give it a go yourself.

automatically refreshes to display the appropriate course(s).

- **Toolbar search:** The toolbar search allows the user to search multiple fields for text, including the Course Name, Summary, Shortname, ID Number, Course Category, and Tags. Site Administrators define which of these fields will be included in the search.

## Standard filter options

Standard filter options allow you to customise the filters that appear above your report. The available filters are determined by the source of the report. Each report source has a set of default filters.

A filter can appear in either the standard filter area or the sidebar filter area, but not both. Filters can be added, sorted and removed.

To add a new filter to the report:

1. Choose the required filter from the **Add another filter...** dropdown menu.
2. Click **Save changes**.

When **Advanced** is checked the filter will not appear in the **Search by** box by default, you can click **Show advanced** when viewing a report to see these filters.

## Sidebar filter options

Sidebar filter options allow you to customise the filters on the side of your report. Sidebar filters have instant filtering enabled - each change made to a filter will automatically refresh the report data (if certain system requirements are met).

A filter can appear in either the standard filter area or the sidebar filter area, but not both. Filters can be added, sorted and removed.

To add a new filter to the report:

1. Choose the required filter from the **Add another filter...** dropdown menu.
2. Click **Save changes**.

When **Advanced** is checked the filter will not appear in the **Search by** box by default, you can click **Show advanced** when viewing a report to see these filters.

The filters will appear in the Search by box in the order they are listed. Use the up and down arrows to change the order.

Click the **Delete** button (the cross icon) to the right of the report filter to remove the filter from the report.

Click the **Save changes** button to apply any changes.