Deltek Learning Zone
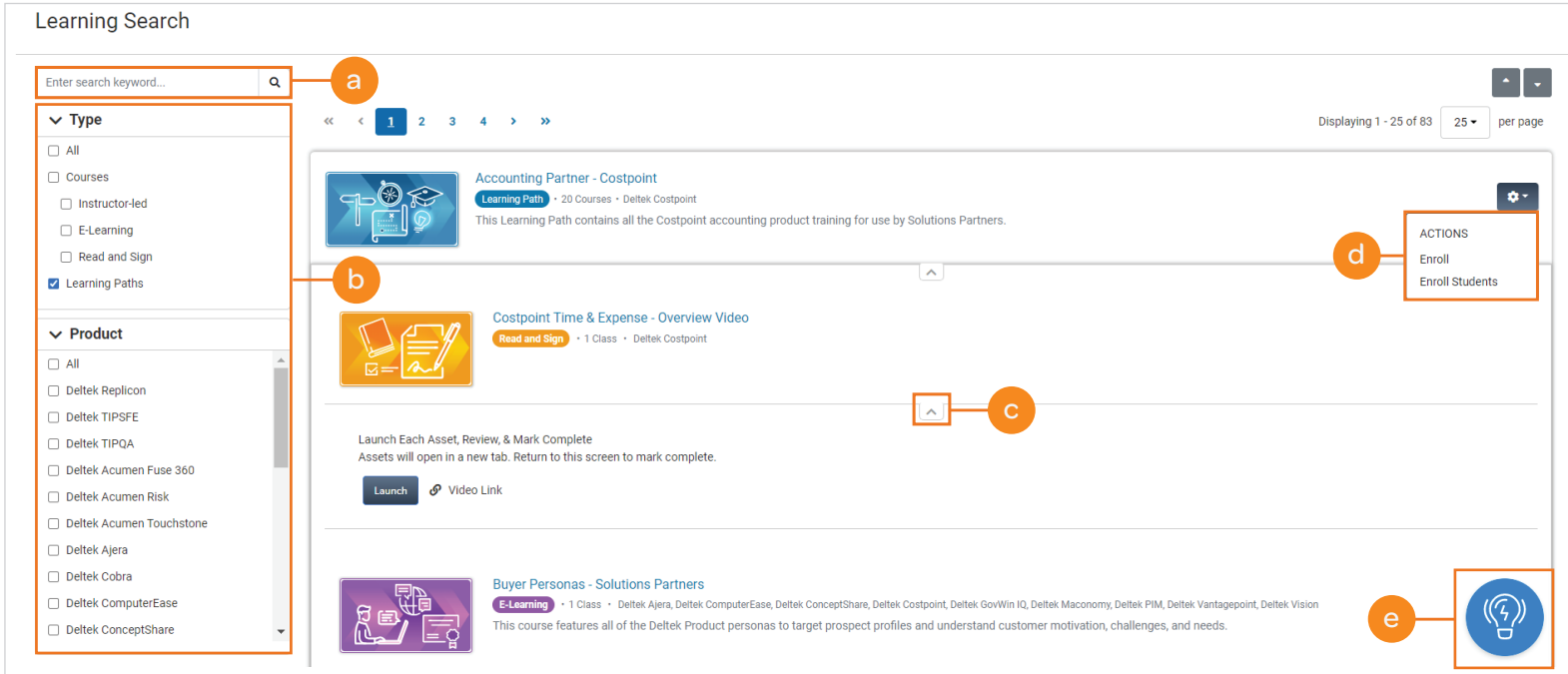# How to Use the Learning Search

Navigating the Learning Search page

The **Learning Search** page contains all DLZ assets for each Deltek Product. This page will show you learning paths and courses using preset filters that match products and roles associations. It also contains functionalities that will help you navigate DLZ content better.

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a   The **Search Bar** allows you to enter keywords and displays matching results to learning path or course names and descriptions. It will also apply your product and role associations to the initial keyword search.

b   The **Learning Search Filter** allows you to search for specific learning paths or courses. Here, you can input select keywords to filter based on the titles or use the Topics Covered, Product, Course Type, and Role fields to narrow down your search.

c   A pull-down tab is available for both learning paths and courses:

- For learning paths, clicking the pull down tab will show all the courses under that learning path.
- For courses, clicking the pull down tab will allow you to launch the course or see a disclaimer information if the content is not yet covered by your subscription.

d   The Actions drop-down menu on each learning path allows users to **Enroll** or **Drop** previously enrolled learning paths. It also allows POCs to Enroll Students.

e   The **Navigation Assistant** is a repository of on screen guides and learning assets to help you navigate and maximize DLZ functionalities and content. By default, this is located at the right hand side of the screen.

Deltek Learning Zone
How to Use the Learning Search

Searching Made Easy

DLZ features a flexible search tool through the use of Filters. You be able to narrow down specific searches to easily access relevant content.

DLZ Filters are positioned on the left side of the Learning Search page and are expanded by default. When you click on each of the Filter items, the Learning Search results will immediately return the selected parameters.

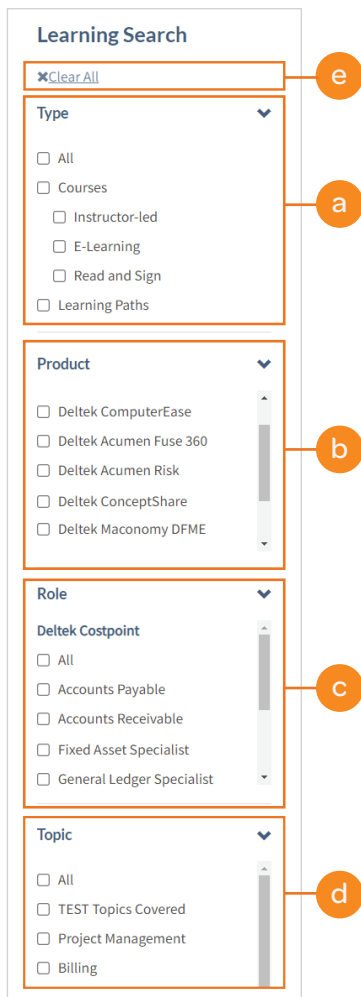Filter your search based on the following fields:

Type

Role

Product

Topic

How to Filter Your Search

1. Check the **Learning Search Filter** fields with the appropriate items relevant to your search.

Learning Search

✖ Clear All

Type ⌄
- ☐ All
- ☐ Courses
  - ☐ Instructor-led
  - ☐ E-Learning
  - ☐ Read and Sign
- ☐ Learning Paths

Product ⌄
- ☐ Deltek ComputerEase
- ☐ Deltek Acumen Fuse 360
- ☐ Deltek Acumen Risk
- ☐ Deltek ConceptShare
- ☐ Deltek Maconomy DFME

Role ⌄
- **Deltek Costpoint**
- ☐ All
- ☐ Accounts Payable
- ☐ Accounts Receivable
- ☐ Fixed Asset Specialist
- ☐ General Ledger Specialist

Topic ⌄
- ☐ All
- ☐ TEST Topics Covered
- ☐ Project Management
- ☐ Billing

a **Type**

The Type filter allows you to select courses, learning paths or both.

Courses – Use this filter to expand the choices to display Instructor-led, E-Learning, and Read and Sign.

Learning Paths – Use this filter to display the relevant learning paths and their associated courses.

b **Product**
The product filter allows you to select the Deltek products that you use.

c **Role**
The Role filter shows all relevant roles, associated to the currently toggled product.

d **Topic**
The Topic filter allows you to search for content related to specific product functionality.

e **Clear All**
To filter a new list, click the **Clear All** button and select the desired items from the **Filter** fields .

Note: Logging out of the DLZ will reset the Filter fields to your default product/s and role/s .

2. Click **Filter**.

Questions? Email us at **DeltekUniversity@dlz.deltek.com.**