

# 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.

The screenshot shows the Deltek Learning Zone interface. At the top, there's a header with the Deltek Learning Zone logo and a user profile. Below the header is a navigation bar with a search bar (a), a 'Get Started with DLZ / LEARN MORE' link (b), and a 'News and Announcements' banner (a). The main content area is divided into a left sidebar (c) and a main panel (d). The sidebar contains filters for Type, Product, and Role. The main panel displays a list of learning paths and courses, including 'CP003: What's New and Upgrades in Costpoint' and 'What's New in Costpoint 8.1 - Functional Reference Guide'. A pull-down tab (d) is visible for each item. An 'Actions' drop-down menu (e) is shown for the first item, with options like 'Enroll'. A 'Navigation Assistant' icon (f) is located at the bottom right.

- a The **News and Announcements** banner contains the latest information on upcoming DLZ events, important updates, and content as they are made available to you. Clicking on each banner post will prompt a pop up window containing more information.
- b 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.
- c 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.
- d 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.
- e 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.
- f 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.

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



Filter your search based on the following fields:



Type



### Role



Product



Topic

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



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

**b**

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



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



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



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**.



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