

As of September 2019, there is a new feature in the KERS catalog allowing for searching by date, title, contact, day of the week, or in-service with open seats. Below is a brief description of each, with instructions.

After logging into KERS, go to the Training Catalog, which brings you to the view below:

	Date(s)	Title	Location	Time
Select	Sep 4, 2019	4-H National Youth Science Day – A fun way to bring 4-H SET into your program Limited to 40 participants.	Caldwell County Extension Office	9:30 AM to 3:00 PM CT
Select	Sep 4		Lake Barkley State Recreat Park	9:00AM 3:00PM

To see all of the search features, click on the small + next to the words

The view is then expanded:

Refine Search

Day of the week: -- Select --

Contact: [text input]

With open seats:

Order by: Date Descending Date Ascending Alphabetically

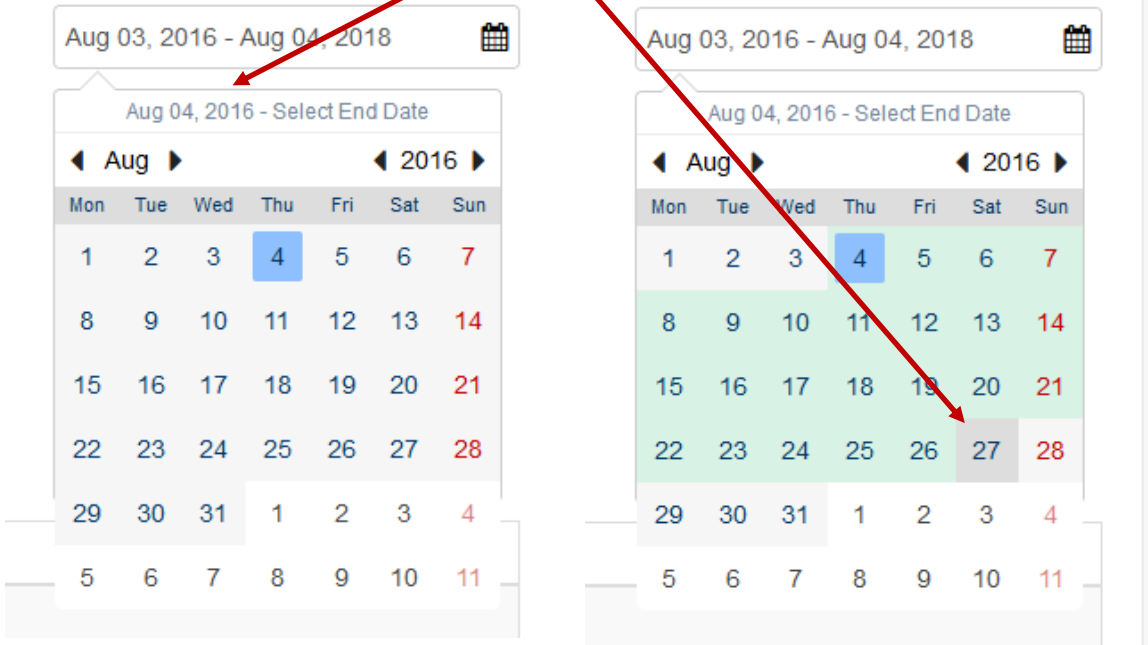
The default search is for the next six months of trainings, in descending order by date. Since this document was created on September 3, 2019, the start date is . The is six months out from this date.

This can be changed to different parameters, as well as changing the sort order of the trainings to either or

1. To use the , first click on the  to the right of the date range.



The first date you select will be the “”, which will then show on the line above the calendar, followed by the words “”. You then choose the second date in the date range. For the purpose of this document,

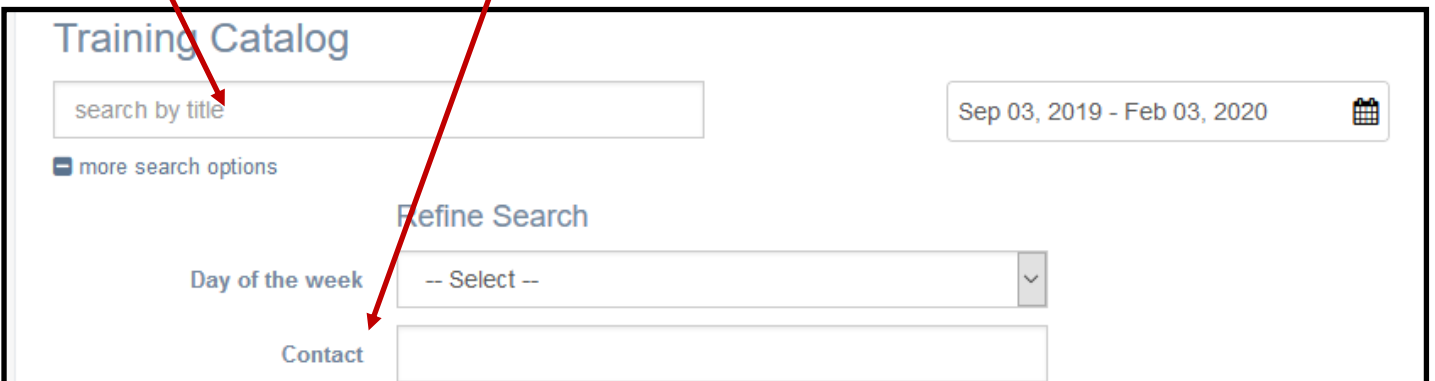


When you click on the second date, the calendar disappears, with your date range in the search box:



- a) There must be a date range entered to find a training. Without any dates entered in, it will not find anything.
- b) The first training was entered into KERS on July 1, 2005. So if you wish to search the entire catalog, start with this date.
- c) You have to use the calendar for choosing the dates; typing in the box does not work.

2. The option works with keywords, not phrases, so if you search for two words, it will search for both of those words individually. For example, a search for logic model will find trainings with the word logic and trainings with the word model. The option works with one keyword or exact match phrases only.



3. Searching for trainings on a specific day of the week can be done with the feature.

If the training is over multiple days of the week, it will be found on all of those options. For example, if a training ranges from Oct 16, 2019 - Oct 18, 2019, put in any one day and the training will show up on either of those dates/days (Wednesday, Thursday, Friday).

The screenshot shows the 'Training Catalog' search interface. At the top left is a search bar with the placeholder text 'search by title'. To its right is a date range selector showing 'Sep 03, 2019 - Feb 03, 2020' with a calendar icon. Below the search bar is a 'more search options' link. The 'Refine Search' section contains several filters: 'Day of the week' with a dropdown menu currently showing '-- Select --', 'Contact' with an empty text input field, 'With open seats' with an unchecked checkbox, and 'Order by' with three buttons: 'Date Descending' (highlighted), 'Date Ascending', and 'Alphabetically'. Two red arrows originate from the top right of the page: one points to the 'Day of the week' dropdown, and the other points to the 'With open seats' checkbox.

4. If you would only like to see trainings you can enroll in without being on a wait list, click the

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