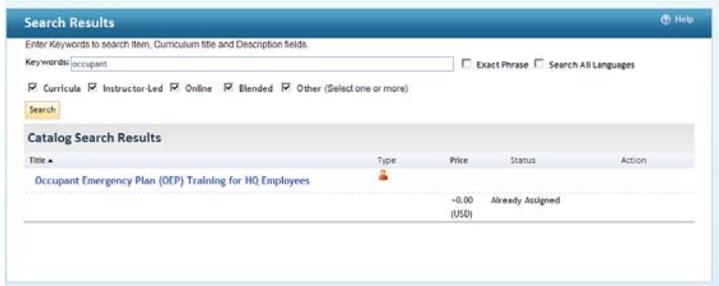
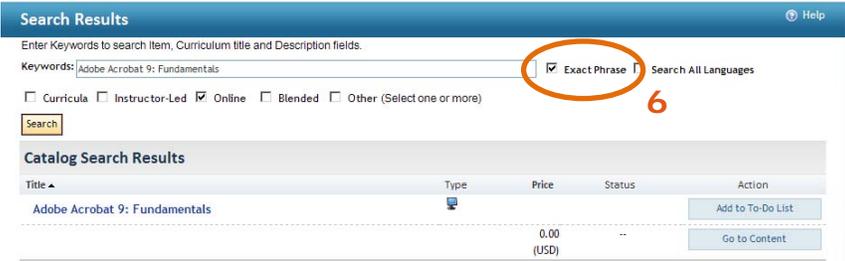
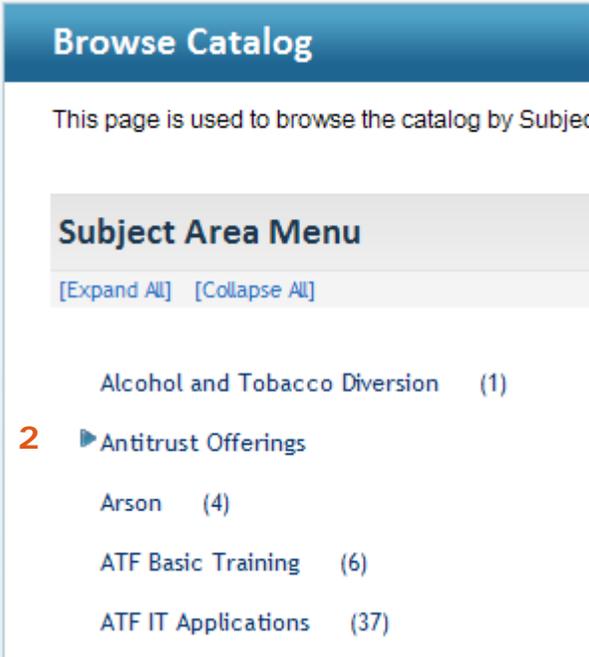
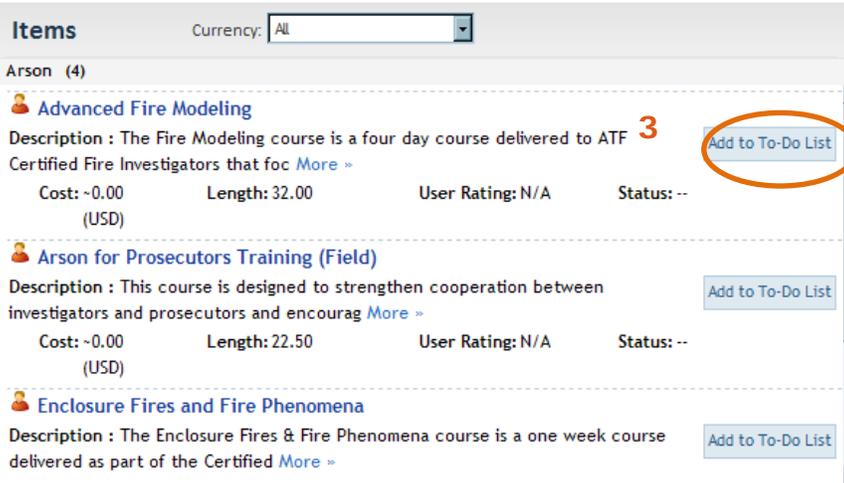


<p><b>Before You Start:</b></p>		<p>Below are the basic steps for searching for courses in the catalog and for browsing for courses by category.</p> <p><b>IMPORTANT:</b> Most mandatory training is not in the <u>Catalog</u>. It is placed directly on your <b>To-Do list</b>.</p>
<p><b>1.</b></p>	<p>On the Home page of <b>LearnATF</b>, navigate to the <u>Catalog</u> field.</p>	
<p><b>2.</b></p>	<p>In the <u>Catalog</u> field, enter a broad search term to ensure you get the most results.</p>	
<p><b>3.</b></p>	<p>Click the <u>magnifying glass</u> icon to perform the search.</p>	

<p><b>4.</b></p>	<p>A list of all <b>courses</b> that meet your search criteria will appear.</p>	<p><b>4</b></p>  <p>The screenshot shows the 'Search Results' page. At the top, there is a search bar with the keyword 'occupant'. Below the search bar, there are checkboxes for search options: 'Exact Phrase' and 'Search All Languages'. Underneath, there are radio buttons for course types: 'Curricula', 'Instructor-Led', 'Online', 'Blended', and 'Other (Select one or more)'. A 'Search' button is visible. Below this is a table titled 'Catalog Search Results' with columns for Title, Type, Price, Status, and Action. One result is shown: 'Occupant Emergency Plan (OEP) Training for HQ Employees' with a price of '-0.00 (USD)' and a status of 'Already Assigned'.</p>
<p><b>5.</b></p>	<p>To search the results for either <b>Instructor-Led</b> or <b>Online Training</b>, Check or uncheck the boxes under the <b>Keywords</b> field and click <b>Search</b> again.</p>	<p><b>5</b></p>  <p>The screenshot shows the 'Keyword Search' page. The search bar contains 'Microsoft Excel'. The 'Exact Phrase' and 'Search All Languages' checkboxes are present. Under the course type radio buttons, 'Online' is selected. The 'Search' button is circled in orange.</p>
<p><b>6.</b></p>	<p>If you know the exact title of the course you are searching for, select <b>Exact Phrase</b> to limit the number of courses returned.</p>	<p><b>6</b></p>  <p>The screenshot shows the 'Search Results' page. The search bar contains 'Adobe Acrobat 9: Fundamentals'. The 'Exact Phrase' checkbox is selected and circled in orange. The 'Search' button is also visible. Below is a table with one result: 'Adobe Acrobat 9: Fundamentals' with a price of '0.00 (USD)' and an 'Add to To-Do List' button.</p>
<p><b>Browsing Courses:</b></p>		<p>Courses are also available for browsing by <b>Subject Area</b>. To browse the <b>Catalog</b>, perform the following steps.</p>
<p><b>1.</b></p>	<p>On the Home page of <b>LearnATF</b>, navigate to the <b>Catalog</b> tab and select <b>Browse Catalog</b>.</p>	 <p>The screenshot shows the top navigation menu of the LearnATF website. The 'Catalog' tab is highlighted in yellow. Below it, there are links for 'Simple Catalog Search' and 'Browse Catalog', with the 'Browse Catalog' link circled in orange and labeled with a '1'. A 'Help' button is also visible.</p>

<p><b>2.</b></p>	<p>In the <b>Subject Area Menu</b>, click on a <b>Subject Area</b> to view courses or click on a triangle or the <b>Expand All</b> link to view subtopics.</p>	 <p>The screenshot shows the 'Browse Catalog' header. Below it is the text 'This page is used to browse the catalog by Subject'. The 'Subject Area Menu' section includes links for '[Expand All]' and '[Collapse All]'. A list of subject areas follows: 'Alcohol and Tobacco Diversion (1)', 'Antitrust Offerings' (with a right-pointing triangle icon), 'Arson (4)', 'ATF Basic Training (6)', and 'ATF IT Applications (37)'.</p>
<p><b>3.</b></p>	<p>After clicking on a subject area, you will see a list of all <b>Items</b> (courses) along with options to <b>Add to To-Do List</b>, or in some cases, <b>Launch Content</b> for online courses or <b>Register</b> for in-person or virtual training.</p>	 <p>The screenshot shows the 'Items' section with a 'Currency: All' dropdown. Under the 'Arson (4)' heading, three items are listed:         <ul style="list-style-type: none"> <li><b>Advanced Fire Modeling</b>: Description: The Fire Modeling course is a four day course delivered to ATF Certified Fire Investigators that foc More &gt;. Cost: ~0.00 (USD), Length: 32.00, User Rating: N/A, Status: --. An 'Add to To-Do List' button is circled in orange.</li> <li><b>Arson for Prosecutors Training (Field)</b>: Description: This course is designed to strengthen cooperation between investigators and prosecutors and encourag More &gt;. Cost: ~0.00 (USD), Length: 22.50, User Rating: N/A, Status: --. An 'Add to To-Do List' button is present.</li> <li><b>Enclosure Fires and Fire Phenomena</b>: Description: The Enclosure Fires &amp; Fire Phenomena course is a one week course delivered as part of the Certified More &gt;. An 'Add to To-Do List' button is present.</li> </ul> </p>