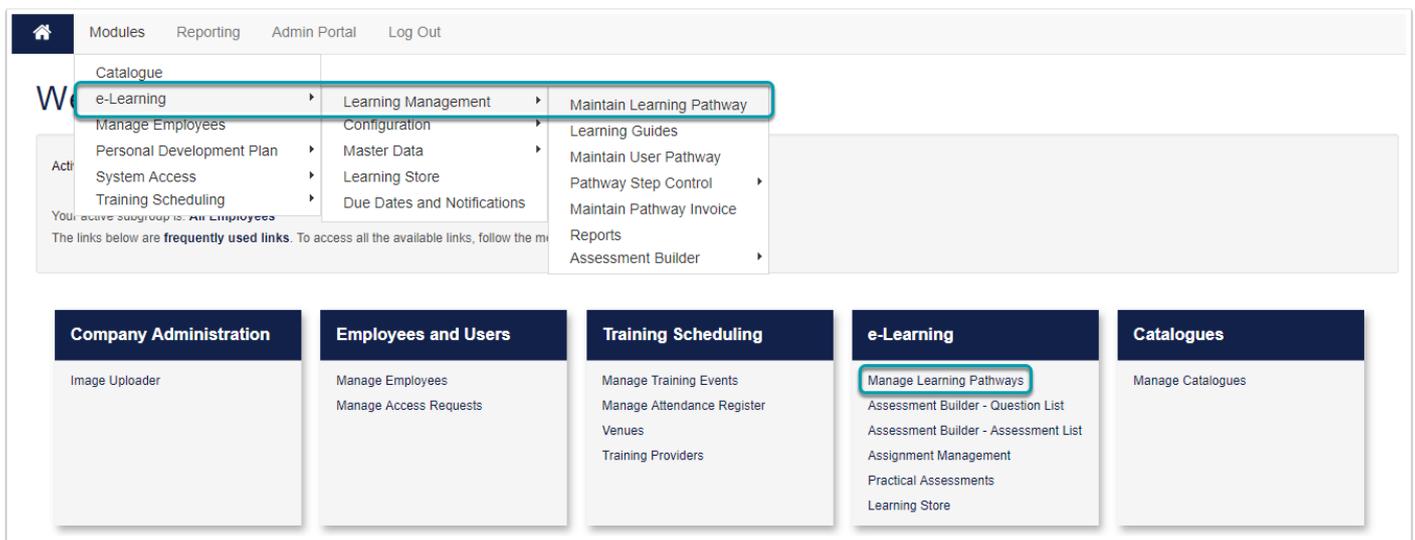


# Using the Pathway Treeview

In this article, we will learn how to work with the pathway treeview. This module will be discussed from an Administrator's perspective.

## Accessing the Learning Pathway Module

Log into the Signify system. From the Home page navigate to the System Administration link in the left-hand menu. Navigate to the Maintain Learning Pathway module by using either of the paths shown below.



## Working with the Treeview

Pathways are automatically grouped by their placement on the pathway tree structure. Recently functionality was added, which allows the user to drag a pathway to a new tree node or category.

The tree structure consists of Categories and Pathways. The Pathway Treeview is illustrated below.

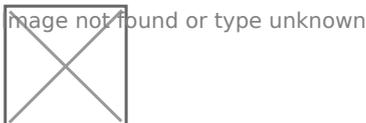
Image not found or type unknown



# Focus Areas: Learning Pathway screen

| Area                 | Description   |
|----------------------|---|
| 1. Search            | The search is used to look for any pathway or category you cannot see on the treeview immediately.                            |
| 2. Add Main Category | When this button is selected, a new Category or folder is added to the treeview. A Pathway can be created in a Category.      |
| 3. Pathway Legend    | The legend summarizes the meaning of the images displayed next to a category or pathway.                                      |
| 4. Treeview          | A folder-like structure similar to the File Explorer on your computer. Categories and Pathways are displayed in the Treeview. |

## Search

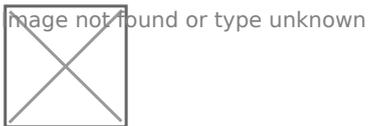


The following fields are available when searching within a pathway:

- **Description:**
  - This is the name of the pathway or category.
- **Published Status:**
  - The published status of the pathway or category.
  - Example: All, not active, published to people in this schema only, published to all schemas.
- **Development Status:**
  - The development status of the pathway or category.
  - Example: All, Under Construction, Being Checked, Can be Published, Temporarily Out of Service.
- **Parent Node:**
  - The category in which a pathway is.
- **Type:**
  - The type of category or pathway.
  - Example: All, Ad Hoc, Programme, Standard, Template Pathway.

- Programme:
  - List of all the programmes in the library.
- Unit Standard:
  - List of Unit Standards in the library.
- Search Button:
  - Executes the search according to the criteria entered.
- Clear Button:
  - Clears the Search Criteria.

## Buttons and Legend



### Buttons

- Add Main Category: Adds the highest level category.
- Link Existing: Link an existing pathway or category to the selected category.
- Print: Prints an image of the Pathway Treeview.
- Refresh: Refreshes the Pathway Treeview structure.

### Legend

- Category Not Published: A gold lock is displayed if the category or pathway is not published.
- Category Published: A gray/blue lock is displayed if the category or pathway is published.
- Target Audience Applied: A man with a red shirt is displayed when a Target Audience is applied to a category or pathway
- No Target Audience Applied: A man with a blue shirt is displayed when a Target Audience is not applied to a category or pathway

## Actions available on a Category or Pathway



- Edit: Click on Edit to edit the category or pathway.
  - Add Category: Only available on categories. Adds a lower level category on the selected category.
  - Add Pathway: Only available on categories. Adds a pathway to the selected category.
  - Copy: Copies the selected category or pathway to a category.
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