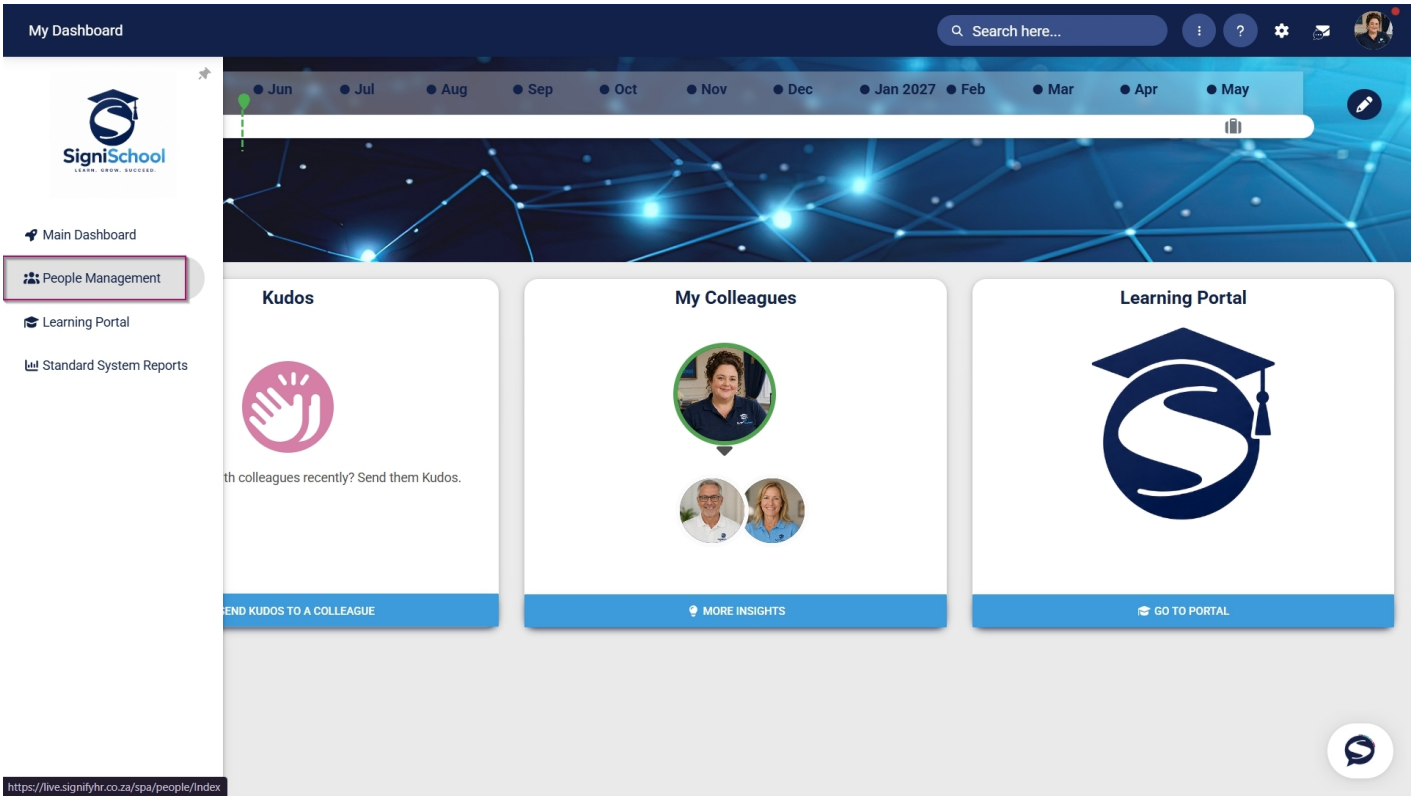
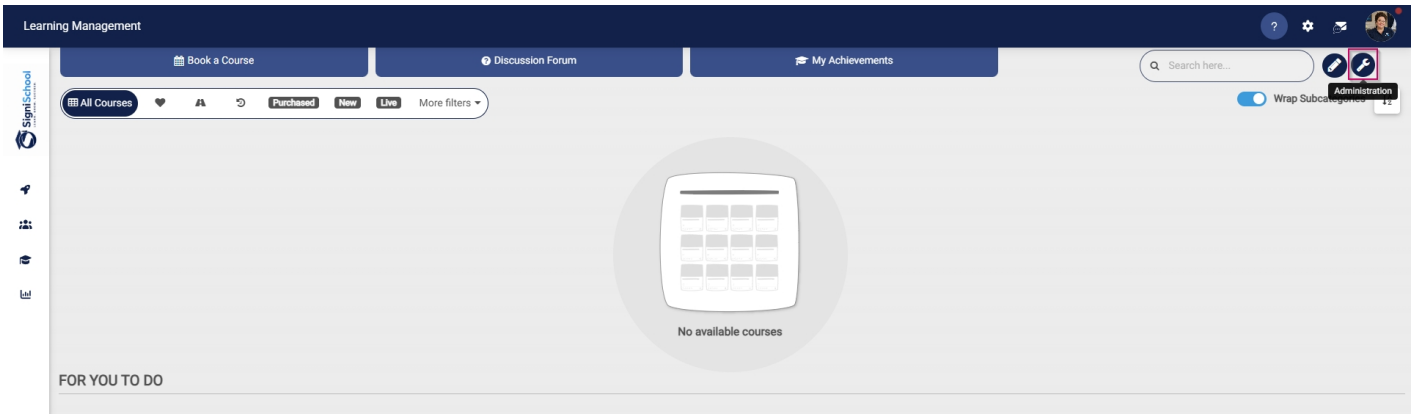
Add a Target Audience

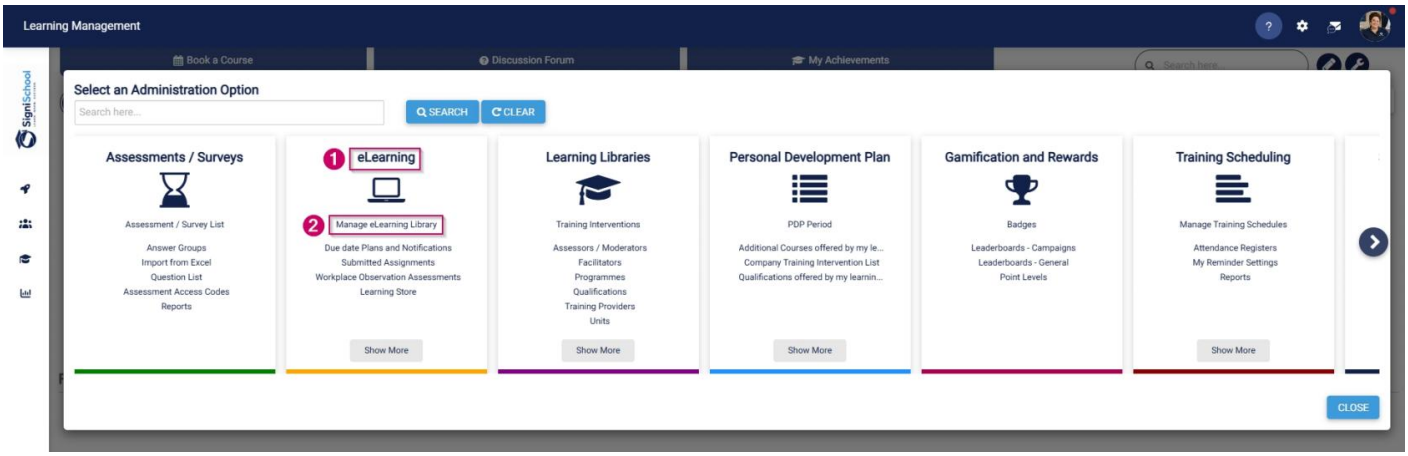
- Hover over the **sidebar** menu, then click **Learning Portal**.



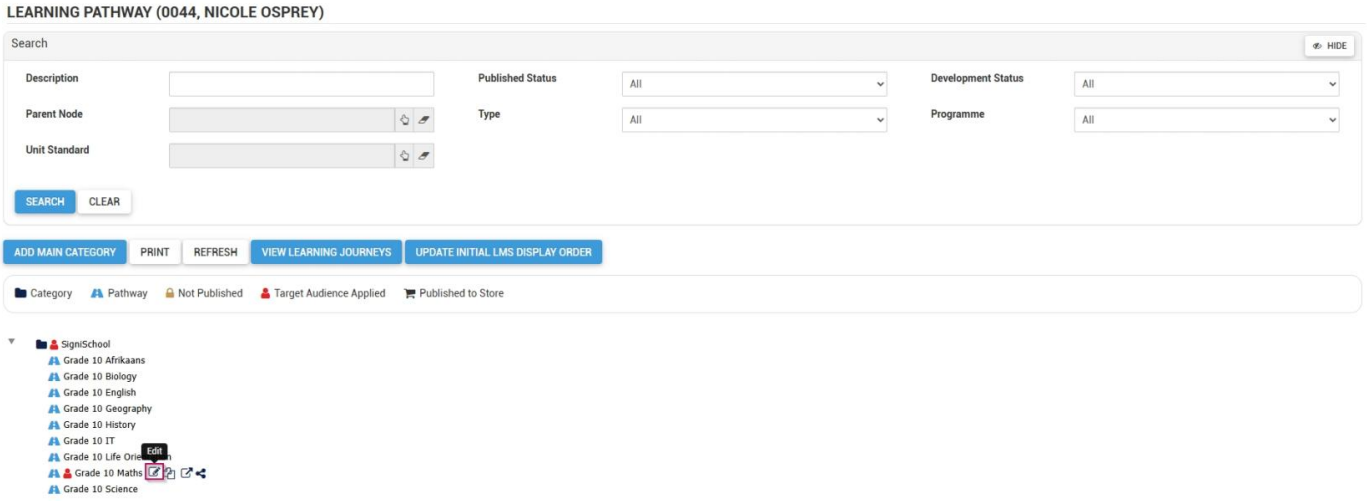
- Click the **spanner icon** to access the system's **Administration** menu.



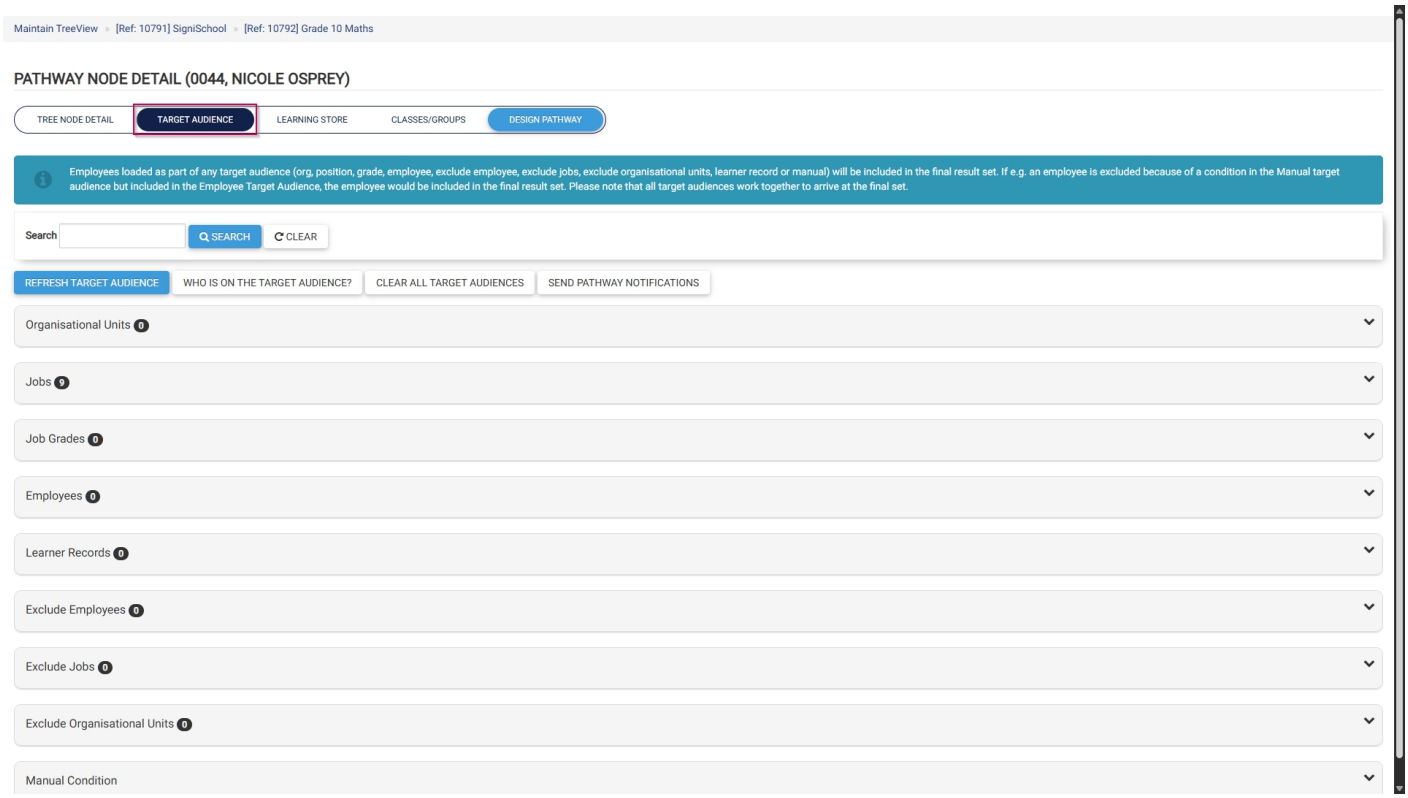
- On the **eLearning** card, click **Manage eLearning Library**.



- The **Pathways Tree View** screen will open in a new tab.
- Navigate to the **pathway** you would like to add a target audience for.



- Go to the **TARGET AUDIENCE** tab.



- Add a **target audience** based on one (or a combination of) the following conditions:
  - Organisational units
  - Jobs
  - Job grades
  - Employees
  - Learner records
  - Excluded employees
  - Excluded jobs
  - Excluded organisational units
  - Manual conditions

Revision #2
Created 2025-02-03 15:19:59 UTC by Chanan Stenden
Updated 2026-06-23 10:28:54 UTC by Chanan Stenden