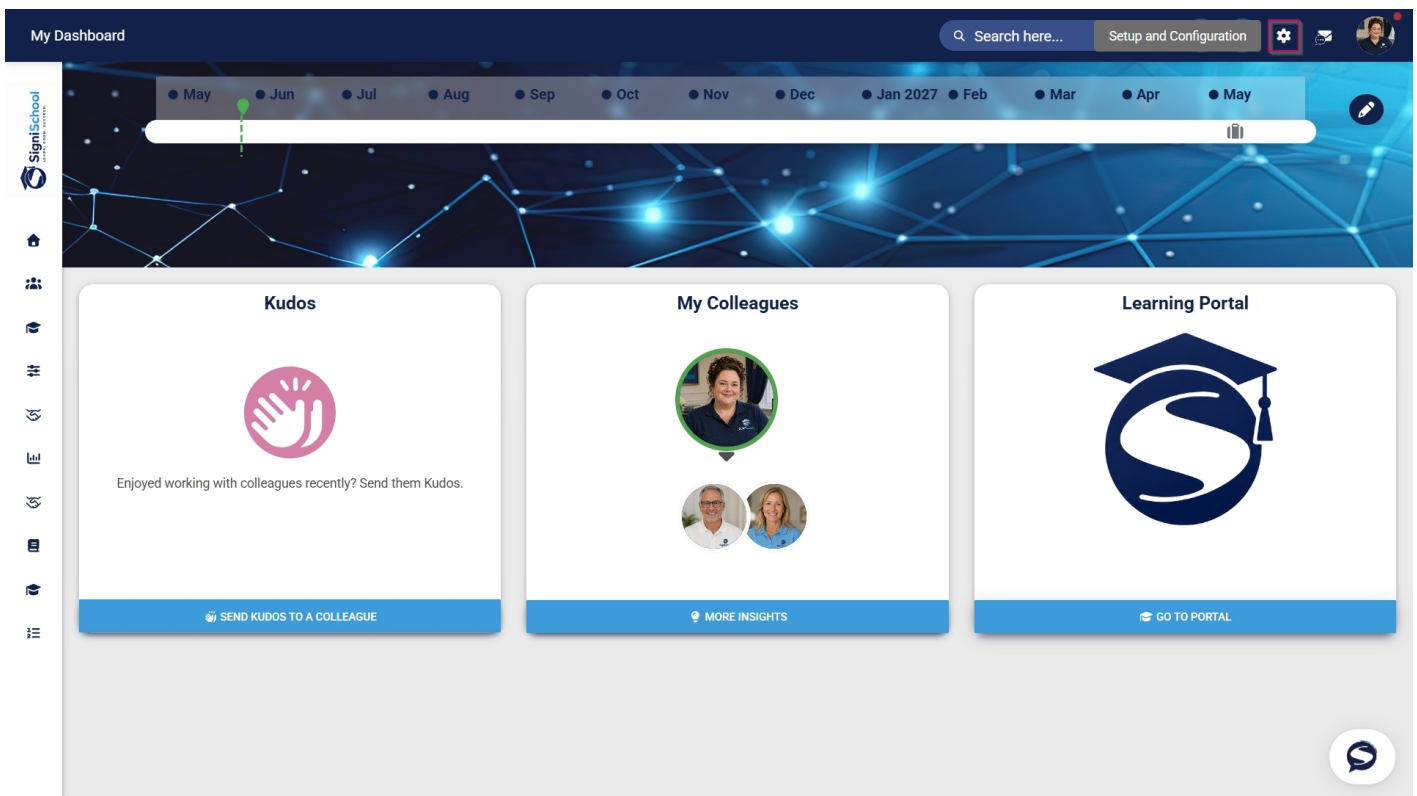
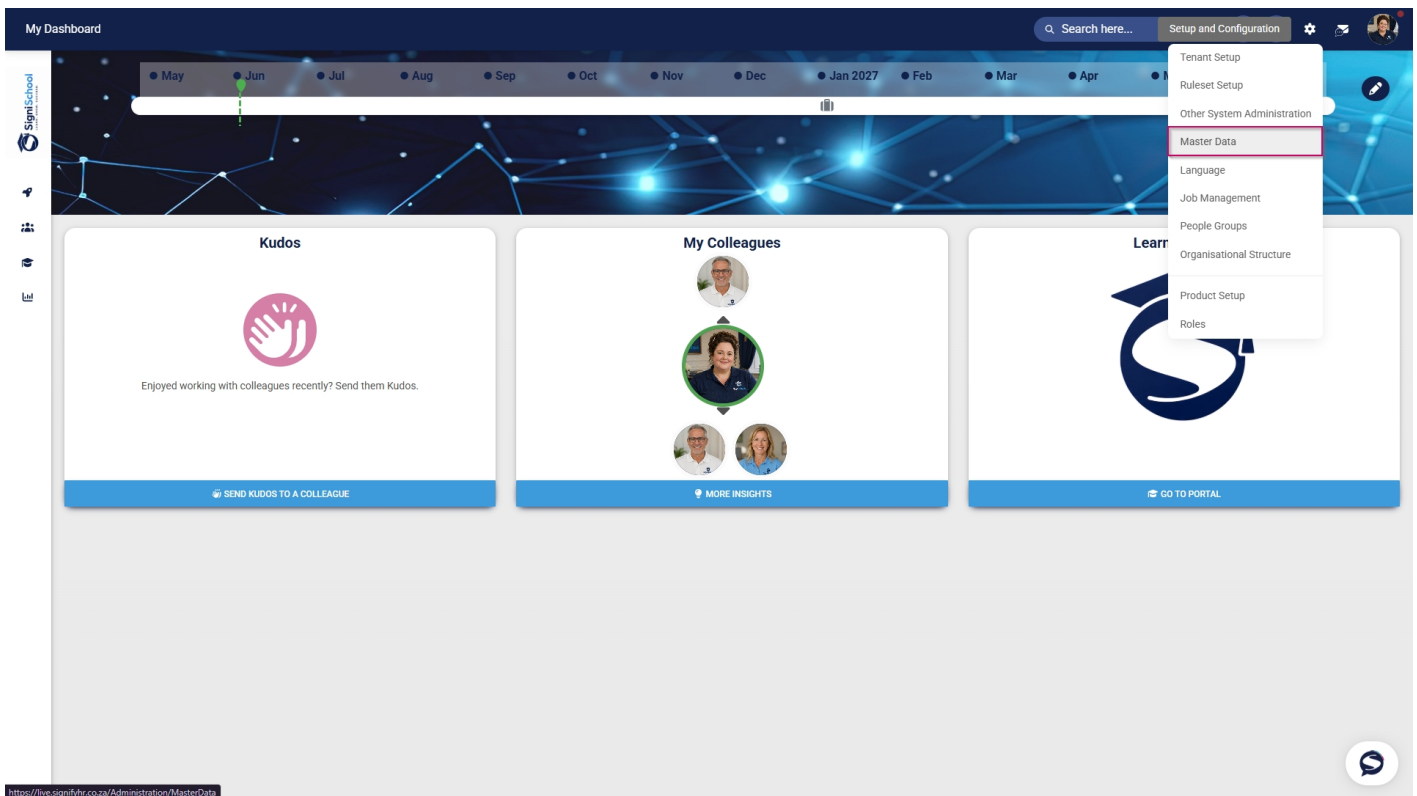


# Create a Cycle

- Click the **gear icon** to access the **Setup and Configuration** menu.



- Click **Master Data**.



- The **Master Data Library** lists the categories for which administrators can create master data. Use the **search bar** at the top of the screen to filter the search results by **Learning Management**.

The screenshot shows the 'Master Data' library table. The table has three columns: 'TITLE', 'DESCRIPTION', and 'PRIMARY PRODUCT'. The table lists various categories and their corresponding primary products. The search bar at the top is highlighted with a red box.

| TITLE                                | DESCRIPTION | PRIMARY PRODUCT        |
|--------------------------------------|-------------|------------------------|
| Performance Management Section Items |             | Performance Management |
| Organisational Units                 |             | Job Profiler           |
| Appointment Types                    |             | Job Profiler           |
| Grading Scales                       |             | Job Profiler           |
| Grading Types                        |             | Job Profiler           |
| OFO Codes                            |             | Job Profiler           |
| Occupational Categories              |             | Job Profiler           |
| Occupational Levels                  |             | Job Profiler           |
| Termination Reasons                  |             | Job Profiler           |
| Training Intervention Competencies   |             | Job Profiler           |
| Citizenships                         |             | People Management      |
| Currencies                           |             | People Management      |
| Disabilities                         |             | People Management      |
| Genders                              |             | People Management      |
| Home Languages                       |             | People Management      |
| Initials                             |             | People Management      |
| Marital Statuses                     |             | People Management      |
| Permit Types                         |             | People Management      |
| Races                                |             | People Management      |
| Titles                               |             | People Management      |
| People Document Categories           |             | People Management      |
| Report Folder Categories             |             | Report Builder         |
| Assets                               |             | People Management      |

- Click on the **Cycles** category to continue.

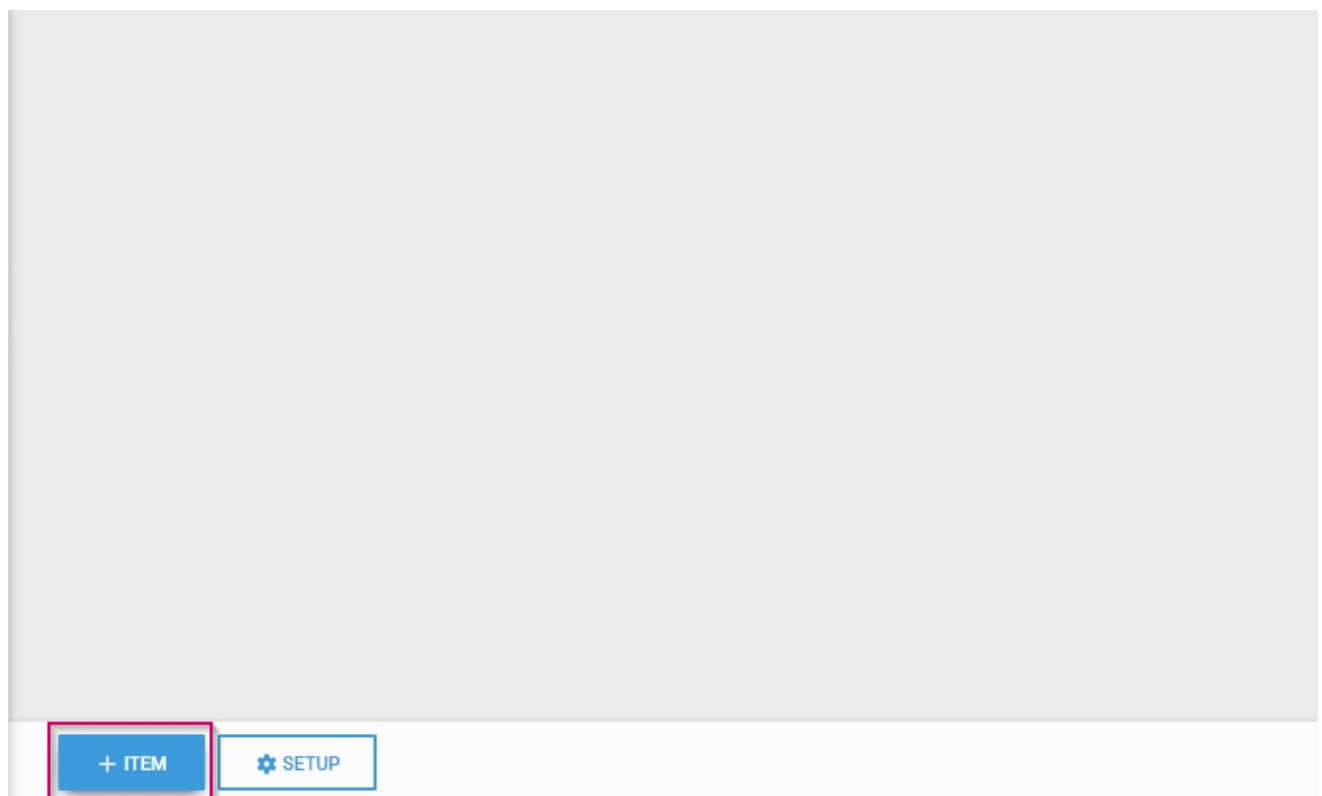
Master Data

learning management

SignSchool

Learning Management System

- To add a new master data item, click on **+ITEM**.



- Click the **toggle button** to set the cycle's status to **Active**.
- Enter a name for the cycle.
- Enter an alias for the cycle in the primary language.
- Enter an alias for the cycle in the secondary language.

- Click **SAVE** when you are finished, **SAVE ADD NEW** to add another master data item or click **CANCEL** to discard your edits.

### ADD NEW CYCLE ITEM

Please note that you are creating/editing the stored value of master data directly, and not the translated value.

1

Active

2

Name \*

Term 1

3

Primary Language Alias \*

Term 1

4

Secondary Language Alias \*

Kwartaal 1

CANCEL

SAVE ADD NEW

5

SAVE

- Click the **back arrow** to navigate back to the **Master Data Library** once you are finished.

←

Master Data | Cycles

| ORDER | ACTIVE                              | NAME   | SET ORDER BY | PRIMARY LANGUAGE ALIAS |
|-------|-------------------------------------|--------|--------------|------------------------|
| 1     | <input checked="" type="checkbox"/> | Term1  |              | Term1                  |
| 2     | <input checked="" type="checkbox"/> | Term 2 |              | Term 2                 |
| 3     | <input checked="" type="checkbox"/> | Term 3 |              | Term 3                 |
| 4     | <input checked="" type="checkbox"/> | Term 4 |              | Term 4                 |

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