# SKILLS & KNOWLEDGE TABLE



CMS User Manual

Breadcrumb Navigation

1 — Buttons

2 — Filters

3 — Header – icons sort

Expand/Contract row height in table

4 — Table View – based on filters

5 — Display results, list size, page selection

## Skills & Knowledge Table Components

Each Skills & Knowledge Table has four key components:

**A  Registration**
- Title, Organisation, Accreditation Body and Description – added during creation, editable on amendment.

**B  Application Notes**
- Optional free text field to provide other information.

**C  Details**
- Order list of items that is the basis of mapping

**D  Guidance Notes**
- Optional free text. Information to assist review, this text does not appear in mapping



## 1  Button Functionality

Selecting a skills and knowledge (S&K) table enables buttons based on your role permissions:

**New**
- Create a new  S&K Table

**View**
- Read only access to S&K Table content;
- Allows print to PDF

**Modify**
- Edit content of the selected S&K Table

**Amend**
- Create new version of existing S&K table
- Item must be in Approved state AND user must have role in organisation owning the item

**Change State**
- Supports change state and view history and comments

  ℹ Only **APPROVED** S&K tables are available for use in the Mapping module

## 2  Filters

Filters add together – allowing for complex searching

**Search by Name**
- Free text, searches Name column

**Organisation, State**
- Provide drop down lists relating to content stored in the columns of the same name.
- Items in drop downs are multi-selectable

**Date**
- Allows date range selection

**Checkbox Controls**
- Include child orgs – on by default, includes parent and child academic organisations in filter

## 3  4  5  Other

*Header* – columns can be sorted by clicking on icons

*Row Height* – Icon at far right of columns controls row height – Alternates between condensed view or expanded view so all text can be displayed

*Table View* – To select an item click anywhere in the row. Some buttons     require an item to be selected to become active

*Display* – A page number can be entered in small box to jump to any page.   Items per page can be 10, 20 or 50