Kentucky Extension Reporting System (KERS)
Training Catalog Search Features

As of September 2019, there is a new feature in the KERS catalog allowing for searching by date, title, contact, day of the week, or in-service with open seats. Below is a brief description of each, with instructions.

After logging into KERS, go to the Training Catalog, which brings you to the view below:

To see all of the search features, click on the small + next to the words **more search options**.
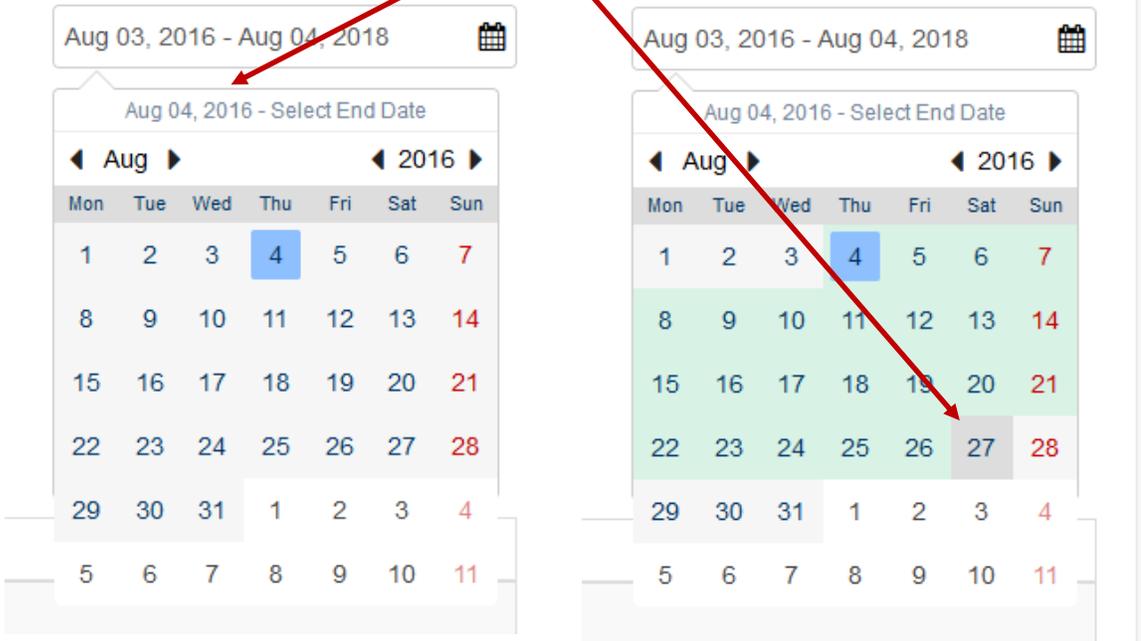
The view is then expanded:

The default search is for the next six months of trainings, in descending order by date. Since this document was created on September 3, 2019, the start date is **that specific date**. The **end date** is six months out from this date.

This can be changed to different parameters, as well as changing the sort order of the trainings to either **date ascending** or **alphabetical order by title.**

1. To use the **Date Search**, first click on the **calendar icon** to the right of the date range.

Aug 03, 2016 - Aug 04, 2018 📅

The first date you select will be the "**start date**", which will then show on the line above the calendar, followed by the words "**Select End Date**". You then choose the second date in the date range. For the purpose of this document, **August 27, 2016 was selected and highlights gray as you hover over it**.
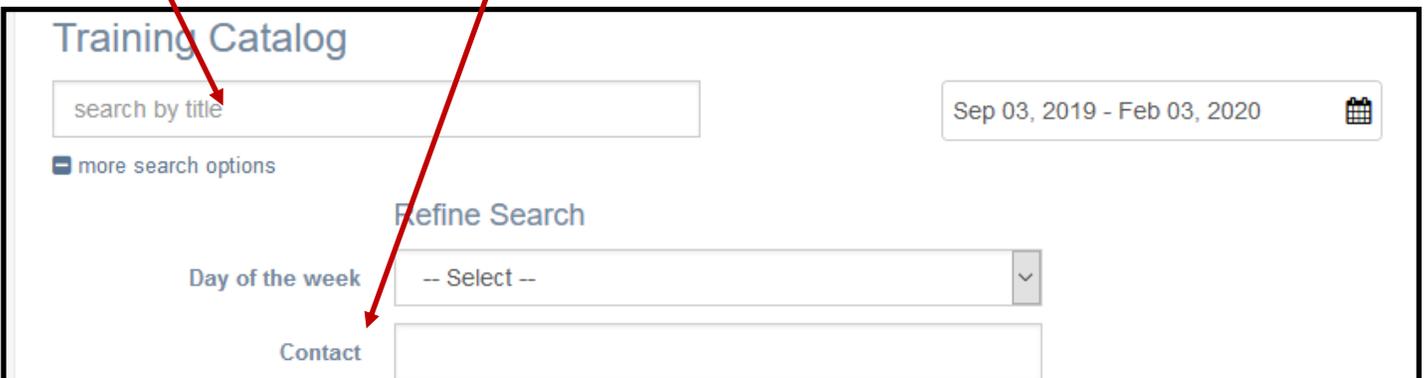

When you click on the second date, the calendar disappears, with your date range in the search box:

Aug 04, 2016 - Aug 27, 2016 📅

Notes on the search feature:

a) There must be a date range entered to find a training. Without any dates entered in, it will not find anything.
b) The first training was entered into KERS on July 1, 2005. So if you wish to search the entire catalog, start with this date.
c) You have to use the calendar for choosing the dates; typing in the box does not work.

- -

2. The **Title** option works with keywords, not phrases, so it you search for two words, it will search for both of those words individually. For example, a search for logic model will find trainings with the word logic and trainings with the word model. The **Contact** option works with one keyword or exact match phrases only.

3. Searching for trainings on a specific day of the week can be done with the **Day of the Week** feature.

If the training is over multiple days of the week, it will be found on all of those options. For example, if a training ranges from Oct 16, 2019 - Oct 18, 2019, put in any one day and the training will show up on either of those dates/days (Wednesday, Thursday, Friday).

Training Catalog

| search by title | | Sep 03, 2019 - Feb 03, 2020 | 📅 |

■ more search options

Refine Search

Day of the week	-- Select --	⌄
Contact		
With open seats	☐	
Order by	Date Descending	Date Ascending	Alphabetically

4. If you would only like to see trainings you can enroll in without being on a wait list, click the **With open seats box**.

For questions, please contact Ken Jones via email at kenrjones@uky.edu or Pamela Holbrook via email at pamela.holbrook@uky.edu. You can also call our office at 859-257-7193.

Updated 9/3/19