

How to Add New Keywords and How to Associate Them to Programs or Items

- **How To Add New keywords**

(1) Go to Enterprise Learning> Catalog> Maintain Keywords.

First, click Search button, you will see the following page:

Maintain Keywords


Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value **Add a New Value**

Keyword Type: begins with

Keyword Type Short Name: begins with

Case Sensitive

Search **Clear** [Basic Search](#)  [Save Search Criteria](#)

Search Results

View All First 1-10 of 10 Last


Keyword Type	Keyword Type Short Name
EHS	EHS
EHS-Online	EHS
STARS	STARS
TOD	TOD
Postdocs	Postdocs
ITS	ITS
ITS All	ITS
ITS-Keywords	ITS-Key
All Keywords	AllKeywrds
HIPPA	HIPPA

(2) Click on "All Keywords" link (or any other one Keyword Type that you want to add keyword to). You will see the following page:

Maintain Keywords

Keywords Setup

Keyword Type: All Keywords **Keyword Type Short Name:** AllKeywrds

Keyword List [Customize](#) | [Find](#) |  First 1-150 of 150 Last

Keyword		
Monkey	<input type="button" value="+"/>	<input type="button" value="-"/>
Q Fever	<input type="button" value="+"/>	<input type="button" value="-"/>

Enrollment	<input type="button" value="+"/>	<input type="button" value="-"/>
Finance	<input type="button" value="+"/>	<input type="button" value="-"/>

- (3) You can add as many keywords as you want on this page by clicking the “+” icon on the last row. After clicking on “+” icon you will see a blank row in the end.

Enrollment	<input type="button" value="+"/>	<input type="button" value="-"/>
Finance	<input type="button" value="+"/>	<input type="button" value="-"/>
	<input type="button" value="+"/>	<input type="button" value="-"/>

- (4) Type in the “New Keyword” (your keyword name) in the blank field. Then click “Save” button. Repeat (3) (4) to add more keywords.

Enrollment	<input type="button" value="+"/>	<input type="button" value="-"/>
Finance	<input type="button" value="+"/>	<input type="button" value="-"/>
New Keyword	<input type="button" value="+"/>	<input type="button" value="-"/>

- (5) Don't forget to “Save” the page after you finished adding keywords. You could also delete a keyword by clicking the “-” icon if you are sure it has not been used by any programs or items. **It is NOT recommended for an administrator to delete a keyword in STARS, it will cause the system error if that keyword has been associated to programs or items.**

- [How to Associate Your Keywords to Programs or Items](#)

[Associate keywords to a Program:](#)

1. Open the program, go to Attributes tab.
2. Click on [Add Keywords](#) link, you will see a blank row in the Keywords grid.
3. Type in "All Keywords" in *Keyword Type field, then tab out from the field.
4. Search for a keyword by clicking on the Magnifying Glass on the right of Keyword field, it will return all keywords from that Keyword Type.
5. Select the one you want to associate to the program, you will come back to the Attributes page and the selected keyword will be populated in the Keyword field.
6. Click on "Save" button.

Repeat the same steps from 2 to 6 to associate more keywords to your program.

[Details](#) | [Sections](#) | **Attributes** | [Prerequisites](#) | [Equivalents](#) | [Notes/Attachments](#)

Name: Bloodborne Pathogens **Certification Code:** EHS-PROG-1600
Effective Date: 03/01/2007 **Version:** 1.0

Save
 Create New
 Clone
 Delete

 [Previous](#) | [Next](#) | [Return To Search Page](#)

Category Relationships		First	1-2 of 2	Last
*Order	Category			
1	General Safety, Fire & Emergency Preparedness			
2	Research & Laboratory Safety			

[+ Add Category](#)

Keywords		Find	First	1-4 of 4	Last
*Keyword Type	Keyword				
All Keywords	Compliance				
All Keywords	Biological				
All Keywords	EH&S				
All Keywords	EHS				

[+ Add Keyword](#)

Associate keywords to an Item:

1. Open the item, go to Attributes tab.
2. Click on [Add Keywords](#) link, you will see a blank row in the Keywords grid.
3. Type in "All Keywords" in *Keyword Type field, then tab out from the field.
4. Search for a keyword by clicking on the Magnifying Glass on the right of Keyword field, it will return all keywords from that Keyword Type.
5. Select the one you want to associate to the item, you will come back to the Attributes page and the selected keyword will be populated in the Keyword field.
6. Click on "Save" button.

Repeat the same steps from 2 to 6 to associate more keywords to your item.

Item Details **Attributes** Delivery Method

[Save](#) [Create New](#) [Delete](#) [Send Notifications](#) [Return to Catalog Item Search](#)

Catalog Item: Bloodborne Pathogens **Code:** EHS-1600

Catalog Item Attributes

Category Relationships [Customize](#) | [Find](#) | [First](#) | 1 of 1 | [Last](#)

Display Order	Category
1	Research & Laboratory Safety

[+ Add Category](#)

Keywords

No Catalog Item Keywords Found

[+ Add Keyword](#)

Objective

No Catalog Item Objectives Found

[+ Add Objectives](#)

[Correct History](#) [Previous](#) [Next](#)

Note: If you get the error message "can not change current history..." please click on the [Correct History](#) link down below on the page, then you will be able to update the data on this page. If you don't see the Correct History link enabled for you, please file a HelpSU ticket.