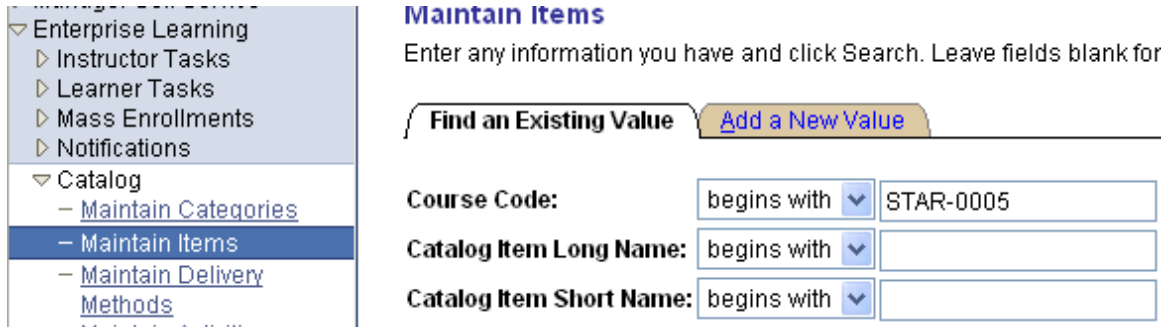


How to Hide and Unhide Items on Search Page

To Hide Items:

(1) Locate the item in STARS: Enterprise Learning>Catalog> Maintain Items.



Maintain Items
Enter any information you have and click Search. Leave fields blank for

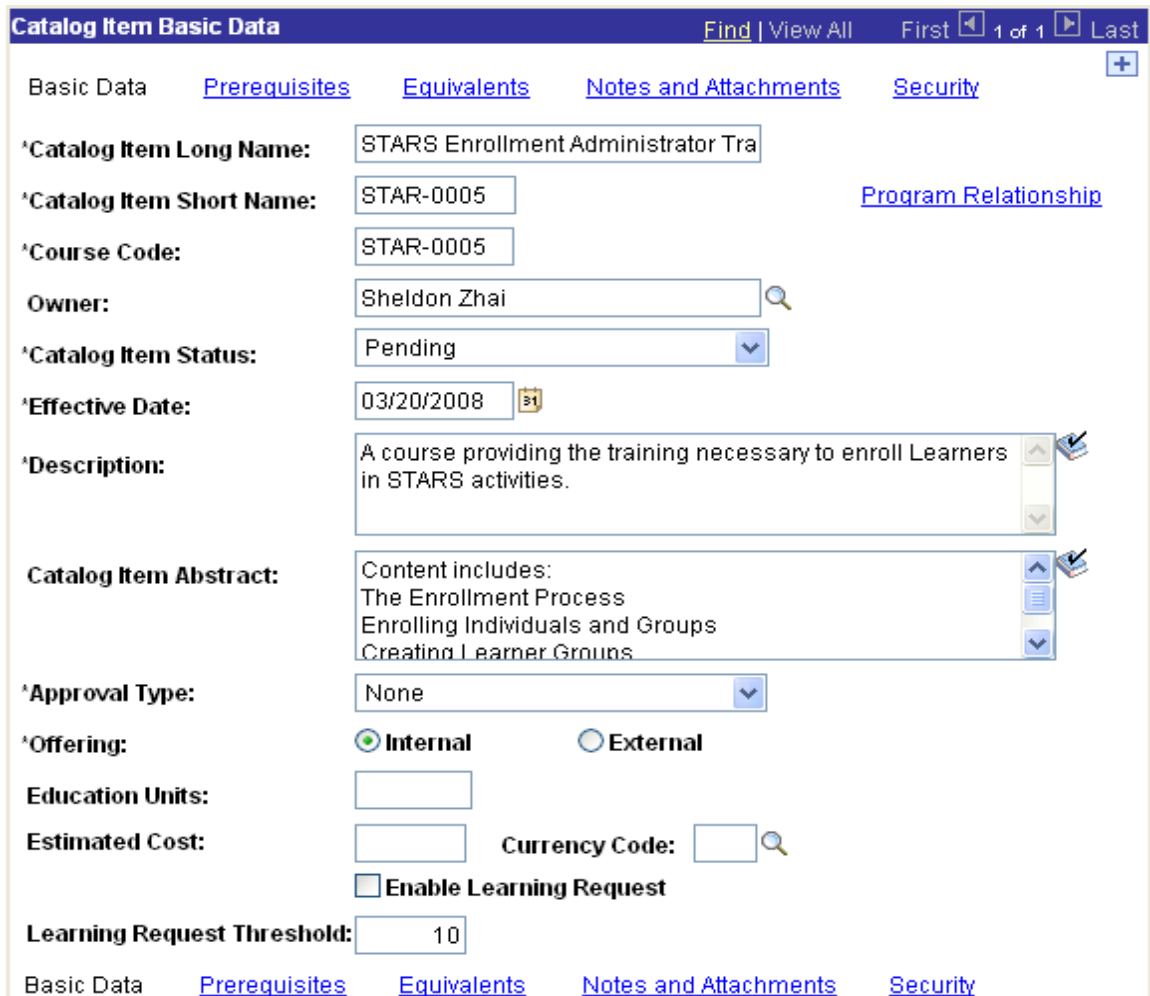
Find an Existing Value **Add a New Value**

Course Code: begins with

Catalog Item Long Name: begins with

Catalog Item Short Name: begins with

(2) Type in item code then open the item



Catalog Item Basic Data Find | View All First 1 of 1 Last

Basic Data [Prerequisites](#) [Equivalents](#) [Notes and Attachments](#) [Security](#)

***Catalog Item Long Name:** STARS Enrollment Administrator Tra

***Catalog Item Short Name:** STAR-0005 [Program Relationship](#)

***Course Code:** STAR-0005

Owner: Sheldon Zhai

***Catalog Item Status:** Pending

***Effective Date:** 03/20/2008

***Description:** A course providing the training necessary to enroll Learners in STARS activities.

Catalog Item Abstract: Content includes:
The Enrollment Process
Enrolling Individuals and Groups
Creating Learner Groups

***Approval Type:** None

***Offering:** Internal External

Education Units:

Estimated Cost: **Currency Code:**

Enable Learning Request




Learning Request Threshold:

Basic Data [Prerequisites](#) [Equivalents](#) [Notes and Attachments](#) [Security](#)

[Correct History](#) Previous Next

- (3) Click on the [Correct History](#) link on bottom of the page.
- (4) If the item is in “Active” status, click on the Catalog Item Status drop down list, select “**Pending**”. (If the item is in “Inactive” status, go to next item)

[Item Details](#) | [Attributes](#) | [Delivery Method](#)

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


Catalog Item Basic Data Find | View All First 1 of 3 Last +


[Basic Data](#) | [Prerequisites](#) | [Equivalents](#) | [Notes and Attachments](#) | [Security](#)


*Catalog Item Long Name:

*Catalog Item Short Name: [Program Relationship](#)

*Course Code:




Owner: 

*Catalog Item Status: 

*Effective Date: 

- (5) Click the Save to save the page.

[Item Details](#) | [Attributes](#) | [Delivery Method](#)

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


Catalog Item Basic Data Find | View All First 1 of 3 Last +


[Basic Data](#) | [Prerequisites](#) | [Equivalents](#) | [Notes and Attachments](#) | [Security](#)

*Catalog Item Long Name:

*Catalog Item Short Name: [Program Relationship](#)

*Course Code:

Owner: 

*Catalog Item Status: 

- (6) Repeat step 2 to step 5 to hide other items.

To Unhide Items: Repeat same steps to change the Catalog Items Status from “Pending” or “Inactive” to “**Active**”

Note: Because system Rebuild Index job runs every 15 minutes. All status updates will take some time to be reflected on search page just like creating a new item.