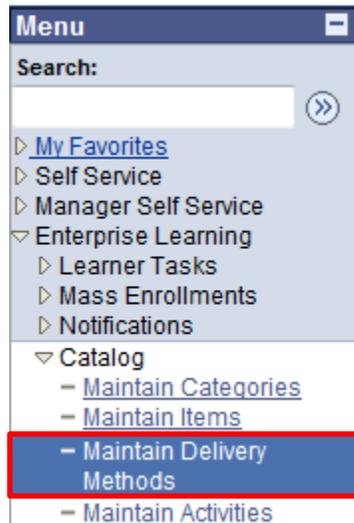


View and Maintain Delivery Methods

Within ELM, a catalog item contains general information about a training topic, including a course code, description and delivery method. The delivery method determines how the catalog item will be delivered. Deliver methods include,

1. In OAKS ELM, navigate to **Enterprise Learning >Catalog > Maintain Delivery Methods.**



2. The **Maintain Delivery Methods** page appears. Enter search criteria and click the **Search** button.



The screenshot displays the 'Maintain Delivery Methods' search interface. It features a title, a search instruction, and two tabs: 'Find an Existing Value' and 'Add a New Value'. Below the tabs are four search criteria fields, each with a 'begins with' dropdown and a text input field. The 'Catalog Item' field is highlighted with a red box and contains the value 'bi'. At the bottom, there are 'Search' and 'Clear' buttons, along with links for 'Basic Search' and 'Save Search Criteria'.

View and Maintain Delivery Methods

- The **Search Results** page will be displayed. Select the item that needs to be maintained.

Search Results

[View All](#)

Catalog Item
BI Analysis Studio for - GL (DAS-BI-275)
BI Dashboard for FIN (DAS-BI-111)
BI Dashboard for HCM (DAS-BI-112)
BI Dashboards for Mgrs & Execs
BI Query Studio - AP/PO/Spend (DAS-BI-214)
BI Query Studio - Compensation (DAS-BI-215)
BI Query Studio - GL (DAS-BI-211)
BI Query Studio - T&E (DAS-BI-212)
BI Query Studio - WFP (DAS-BI-213)
BI Report Studio Basics - AP/PO/Spend (DAS-BI-224)
BI Report Studio Basics - Compensation (DAS-BI-225)
BI Report Studio Basics - GL (DAS-BI-221)
BI Report Studio Basics - T&E (DAS-BI-222)
BI Report Studio Basics - WFP (DAS-BI-223)

- The **Delivery Method Details** page will be displayed. Make changes as necessary. In this example, the delivery method needs changed from Instructor Led to Web-based.

Delivery Method

Activities

[Save](#)
[Create New](#)

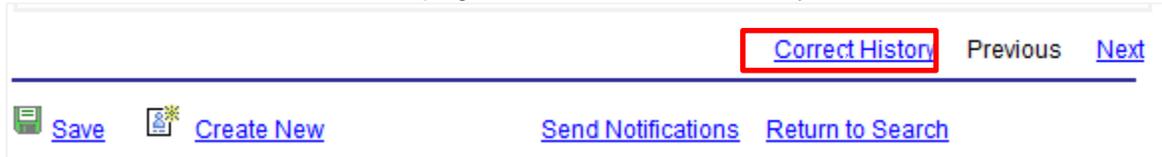
[Send Notifications](#)
[Return to Search](#)

Delivery Method Details
Find | View All
First 1 of 1 Last

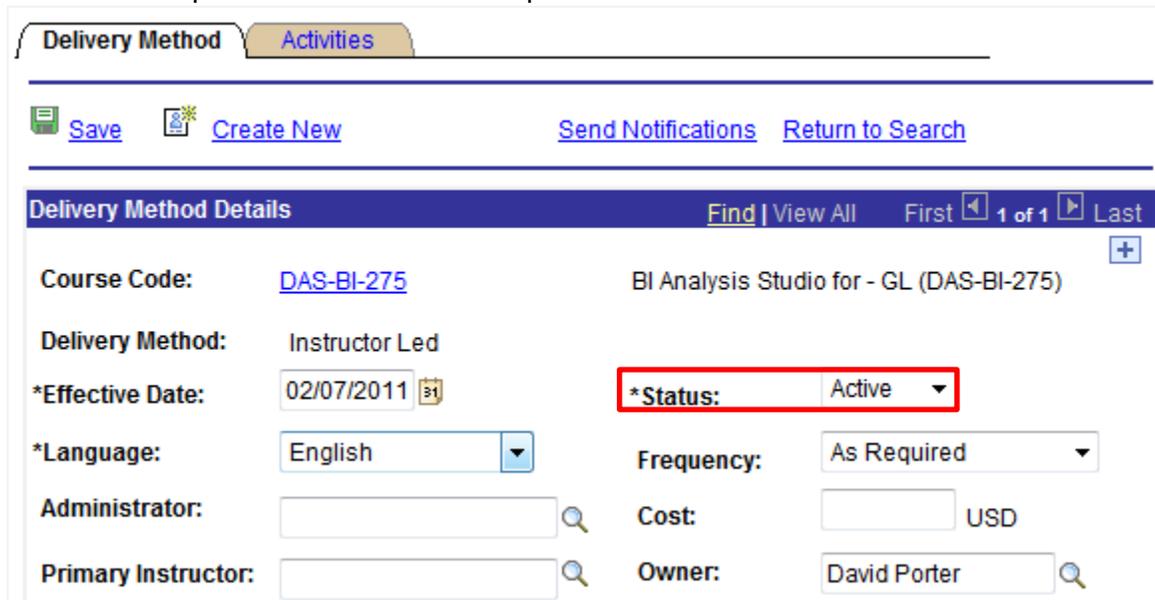
Course Code:	DAS-BI-275	BI Analysis Studio for - GL (DAS-BI-275) +
Delivery Method:	Instructor Led	
*Effective Date:	02/07/2011 31	*Status: Active ▼
*Language:	English ▼	Frequency: As Required ▼
Administrator:	<input type="text"/> 🔍	Cost: <input type="text"/> USD
Primary Instructor:	<input type="text"/> 🔍	Owner: David Porter 🔍

View and Maintain Delivery Methods

5. Scroll down to the bottom of the page and click Correct History link.



6. Scroll back up and click the **Status** drop down and select **Inactive**.



Delivery Method Method Activities

Save Create New Send Notifications Return to Search

Delivery Method Details Find | View All First 1 of 1 Last

Course Code: [DAS-BI-275](#) BI Analysis Studio for - GL (DAS-BI-275)

Delivery Method: Instructor Led

*Effective Date: 02/07/2011

*Status: Active

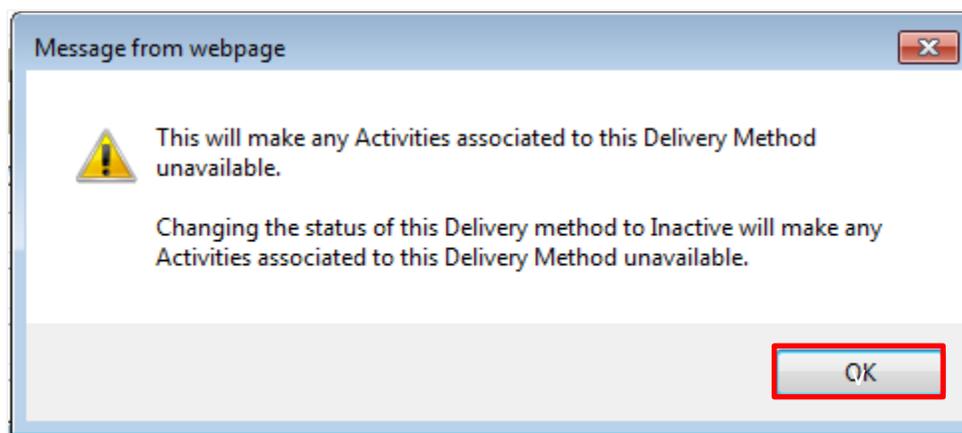
*Language: English

Frequency: As Required

Administrator: Cost: USD

Primary Instructor: Owner: David Porter

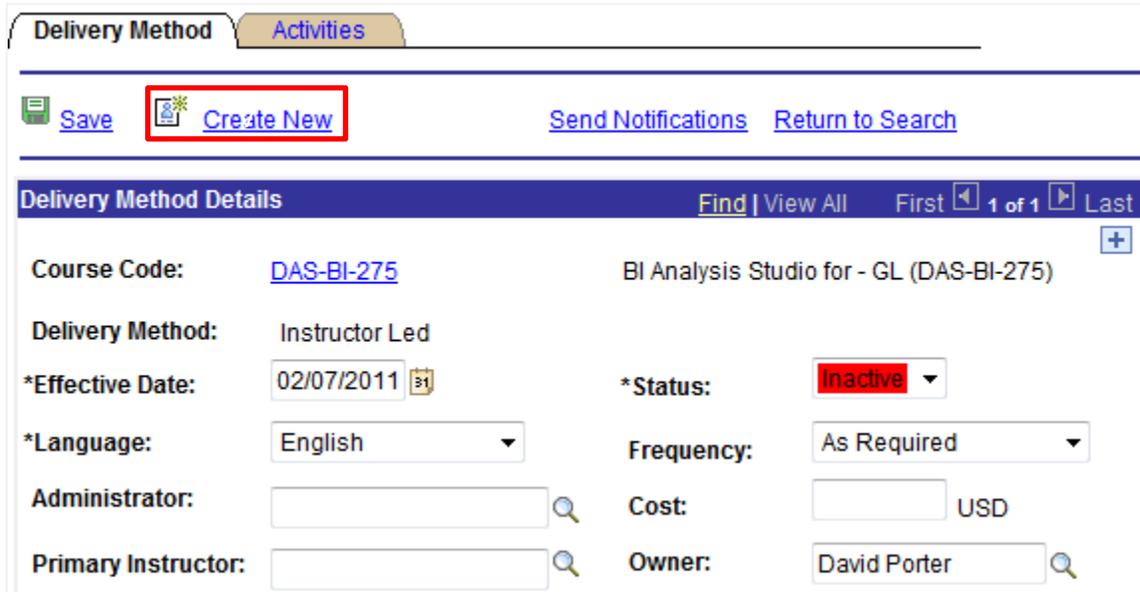
7. The **Message from webpage** warning will appear notifying you that any Activities associated to this Delivery Method will be unavailable. Click **OK**.



8. Click **Save**.

View and Maintain Delivery Methods

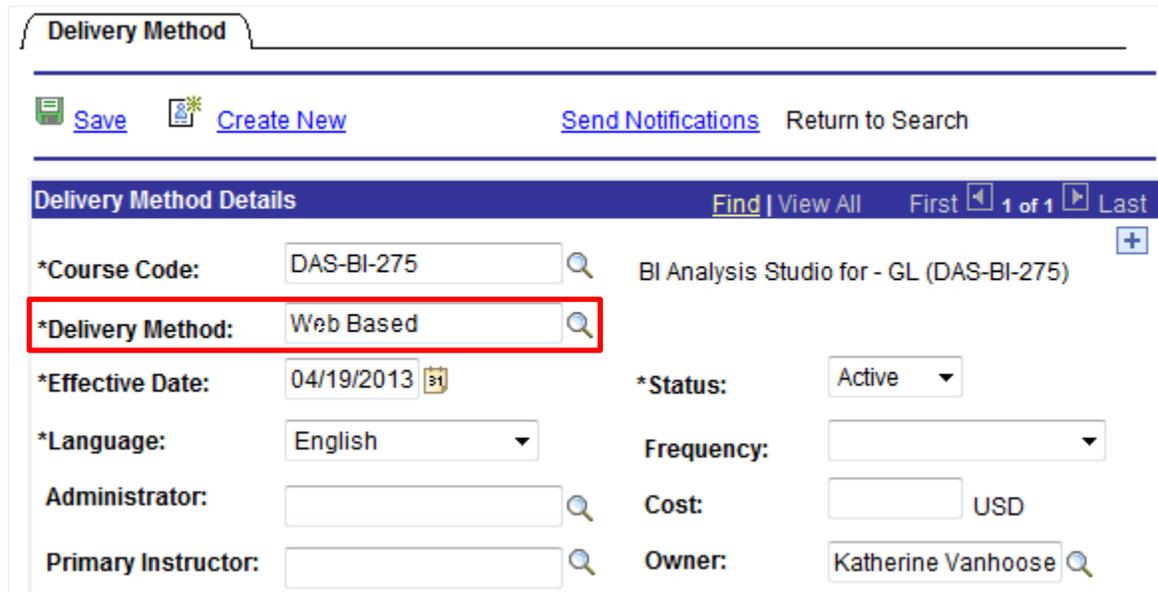
- The **Delivery Method Details** page displays with **Status** as **Inactive**. Click the **Create New link** to add a new Delivery Method.



The screenshot shows the 'Delivery Method Details' page for 'DAS-BI-275'. The 'Status' is set to 'Inactive'. The 'Create New' button is highlighted with a red box. The page includes tabs for 'Delivery Method' and 'Activities', and buttons for 'Save', 'Create New', 'Send Notifications', and 'Return to Search'. The details section shows fields for Course Code, Delivery Method, Effective Date, Language, Administrator, Primary Instructor, Status, Frequency, Cost, and Owner.

Course Code:	DAS-BI-275	BI Analysis Studio for - GL (DAS-BI-275)
Delivery Method:	Instructor Led	
*Effective Date:	02/07/2011	*Status: Inactive
*Language:	English	Frequency: As Required
Administrator:		Cost: USD
Primary Instructor:		Owner: David Porter

- The **Delivery Method Details** page displays for the new Delivery Method. Enter all required fields including **Web-Based** for the Delivery Method.



The screenshot shows the 'Delivery Method Details' page for 'DAS-BI-275'. The 'Delivery Method' is set to 'Web Based'. The 'Status' is set to 'Active'. The 'Create New' button is highlighted with a red box. The page includes tabs for 'Delivery Method' and 'Activities', and buttons for 'Save', 'Create New', 'Send Notifications', and 'Return to Search'. The details section shows fields for Course Code, Delivery Method, Effective Date, Language, Administrator, Primary Instructor, Status, Frequency, Cost, and Owner.

*Course Code:	DAS-BI-275	BI Analysis Studio for - GL (DAS-BI-275)
*Delivery Method:	Web Based	
*Effective Date:	04/19/2013	*Status: Active
*Language:	English	Frequency:
Administrator:		Cost: USD
Primary Instructor:		Owner: Katherine Vanhooose

- Click **Save**.