Since Flash is being retired at the end of 2020, the Knowledge Link Administrator interface must be updated. The updates are significant. This document shows the common changes. Details of these changes and more information will be made available via virtual training sessions and online video. Changes will become permanent in November 2020. If you have any questions, please contact your local core administrator.

Access the New Administration Interface

1. From the My Learning page, click the drop down menu and select the "Learning Admin (NEW)" option.

2. Notice that the buttons in the Flash interface have been moved to menu items on the left-hand side. Click the ">" symbol to open each section.
Common "User" Functions

Note: You may not have access to all functions shown. Functionality depends on access level.

1. **User Search**: click People > Users.

   ![User Search](image)

   - **Case sensitive search**: Options for Yes or No.
   - **User ID**: Starts With dropdown.
   - **External ID**: Starts With dropdown.
   - **Last Name**: Starts With dropdown.
   - **First Name**: Starts With dropdown.

2. **User Profile**: user profiles are now organized by tabs.

   ![User Profile](image)

   - **Current tab is highlighted**
   - **Click Actions to see user options**
   - **Click down arrow to see all tabs**

   **Basic Employee Information Appears Here**
   - **Actions** dropdown
   - **Managers**: Manage Assignments, Manage Registration, Launch Proxy, Send Email Notification, Assign Alternate Managers

   **All Employee Information Appears Here (scroll to view)**
   - **Personal Information**
     - First Name: Joseph
     - Middle Name: A
     - Last Name: Russo
     - Address: 
     - Email Address: Joe.Russo@pennmedicine.upenn.edu

   - **Employment Information**
     - Job Title: 
     - Employee Status: 
     - Job Location: 

   - **Content** tab
   - **Programs** tab
   - **Completed Items** tab
   - **Surveys** tab
   - **Approv.** tab

   - **Assigned Items** tab
   - **Curricula** tab
   - **Registration** tab
   - **Content Status** tab
   - **Completed Items** tab
3. **Manage User Learning** (formerly known as *User Needs Mgmt*): click **Manage User Learning > Manage Assignments**.

4. **Add Learning History**: click **Manage User Learning > Add Learning History for Multiple Courses**.
Common "Item" Functions

Note: You may not have access to all functions shown. Functionality depends on access level.

1. **Item Search**: click **Learning Activities > Items**.

   ![Item Search Diagram]

   - You may also search for Classes, Programs, and Curricula in this section.

2. **Item Profile**: item profiles are now organized by tabs. (Classes, Programs, and Curricula are organized similarly.)

   ![Item Profile Diagram]

   - Click Actions to see item options
   - Current tab is highlighted
   - All item information appears here (scroll to view)
   - Click down arrow to see all tabs
3. **Item Classes**: click **Classes** tab to view all classes for an instructor-led item.

4. **Item Online Content**: online content functions are consolidated in the **Online Content** tab.