## How to Launch Proxy



**Purpose:** The instructions below guide administrators through the step-by-step process of **Proxying as Another User** within Knowledge Link. A proxy view allows you to view another user's Knowledge Link screens as they see it.

## **Launch Proxy**

From the Learning Administration Page complete the following steps:

- 1. Click People.
- 2. Click Users.
- Search for the User by entering information in any of the available fields.
   If you do not see all the fields shown here, click Add/Remove Criteria to add fields to your search window.
- 4. Click Search.

	Learning Administration	
	↑- ↓≣	Users   Search   Add New   🔞
	Home	
	> Manage User Learning	Search Saved Searches 💙
	> Learning Activities	Enter a value for each field that you want to use to filter your search. Some fields allow you to select from a list of values. You can also add or remove search criteria to further refine your search.
	> Content	Search Save As Reset
1	✓ People	Case sensitive search: O Yes  No
		User ID: Starts With 🔻
	Users 2	External ID: Starts With 🔻
	Instructors	Last Name: Starts With V
	Organizations	First Name: Starts With
		User Status:       Active  Not Active  Both
	User Groups	Hired Date After:
	Cohorts	Organizations: Starts With
	User Account Requests	Job Codes: Starts With
	Change Assigned Manager	Alternate Job Codes: Starts With V
		Assignment Profiles: Starts With
	Merge Users	Alternate Org: Starts With
	> Finance	HS Entity: Starts With
	> System Administration	Add/Remove Criteria 🥹
	> References	4 Search Save As Reset

5. Your search results will appear under the entry. Select the User ID.

		Select All / Deselec
User ID	User Name	Notify
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		Select All / Deselect
		Send Notificatio

6. Select Launch Proxy from the list of Actions on the right.

Actions  $\checkmark$ 

Manage Assignments

Manage Registration

Launch Proxy

Send Email Notification

## You have successfully launched a proxy session for this User!

Please note:

- A. To see the "My Team" page for a supervisor, click the My Team pod (near the bottom of the page in the image below.)
- B. You will not see "Start Course" or "Continue Course" buttons. An administrator cannot take an online course for a user.
- C. Any changes you make to the user's layout will be visible by the user the next time they log in. Refrain from making major changes that could confuse the user.
- D. If you add learning to the user's learning plan or enroll the user in a class from this window, the user will not be able to remove the learning or withdraw from the class. Only a Knowledge Link administrator will be able to remove/withdraw. It is recommended that you use this access to walk a user through the steps to self-assign or self-enroll in learning.

Keyword Q, Course name or ID Select All   All Assignment Types			You currently have no required curricula. Go to Curriculum Status		
V DUE ANYTIME					
	CPR Renewal for Nursing - HUP	REGISTER	NOW V	History	Links Approvals
0	Efficient Time Management		~	recently added View All	External Requests
	HIPAA Refresher Training 8 Self-Assigned		~	Q Search Browse all courses	Go >
	PennChart APM/AMB/RAD: Schedg Practice Staff / Front Desk Staff	gistration f	∨ ior	My Team	Overdue (6)