KN◉WLEDGE LINK

Knowledge Link notifications are emailed to a user when an event occurs or a condition is met. The following table lists the notification templates commonly used in Knowledge Link. Click the template name to view an example.

Template Name/ID	When it is sent to the user…
Learning Plan Notification ApmStudentLearningPlanNotification	When new learning is added to the user's learning plan, daily at 7:30 AM
Due Date Notice ApmTrainingExpiration	21 days before due date, then every 7 days until complete
Registration Notification SystemEnrollmentNotification	Immediately after the user is enrolled in a class
Registration Reminder ApmInstanceDelivery	5 days before the class start date
Registration Cancellation Notification SystemScheduleCancellationNotification	Immediately after a class has been cancelled
Withdraw Notification SystemUnenrollmentNotification	Immediately after the user withdraws or is withdrawn from a class
Waitlist Notification SystemWaitlistNotification	Immediately after the user is waitlisted in a class
Waitlist Removal Notification SystemWaitlistRemovalNotification	Immediately after the user is removed from a waitlist

Note: Timing and design of notifications may be customized for some items or classes. The examples shown are for system-wide standard notifications.

Learning Plan Notification

KNOWLEDGELINK

Dear Joseph,

The following items were added to your Learning Plan in Knowledge Link:

Title	Course ID	Due Date*
Workplace Violence (Annual Retraining)	HS.60002.ITEM.WPVAR	4/27/2024 11:59 PM Eastern Time

To complete this training please login to Knowledge Link.

Please note: if the due date is more than 90 days in the future, the course may not appear on your learning plan until closer to the due date. If this space is blank, then a due date was not assigned.

For support, please refer to our Knowledge Link Support page or open a Knowledge Link Support Ticket.

Thank you,

The Knowledge Link Team

Due Date Notification

The following items on your Knowledge Link Learning Plan may need your attention as they are due soon or overdue:

Item	Due Date
AME: Infection Prevention - UPHS	7/27/2023 11:59 PM Eastern Time

To complete this training, please login to Knowledge Link.

For support, please refer to our Knowledge Link Support page or open a Knowledge Link Support Ticket.

Thank you,

The Knowledge Link Team

Registration Notification

KNOWLEDGELINK

This note confirms your registration in the following learning activity:

ACLS Heartcode Part 2: ILT - Princeton (Must self-register for "ACLS Heartcode - Princeton (Part 1 and 2)" curriculum with the folder icon)

The schedule is as follows:
Class ID: 3813978

Start: 9/28/2023 09:00 AM Eastern Time
End: 9/28/2023 01:00 PM Eastern Time
Instructor:
Facility: Princeton: 1 Plainsboro Road, Plainsboro, NJ 08536
Primary Location: Simulation Center at Princeton Medical Center, First Floor

Please note this is an ACLS HeartCode part 2 Skills Session held at Penn Medicine Princeton Medical Center. Completion of HeartCode part 1 via RQI is required to attend a skills session.

Please bring proof of completion for HC1 with you to the skills session.
This is an ACLS HeartCode part 2 Skills Session held at Penn Medicine Princeton Medical

Contact Information

Instructor: ,
Class Contact:
Class Contact E-Mail: acls_pals_princeton@pennmedicine.upenn.edu

Remember to double-click on the email attachment(s) to add the dates to your calendar.

To view your registration details or to cancel this registration, go to your **KnowledgeLink** Learning Plan and locate your course.

For support, please refer to our Knowledge Link Support page or open a Knowledge Link Support Ticket.

Thank you,

The Knowledge Link Team

Registration Reminder

KN⬤WLEDGELINK

This is a reminder that you are registered for the following upcoming course(s):

Name	Course	Date	Time	Location
Russo, Joseph A (25346867)	2023 PMAH Billing Compliance Live/Virtual Session	7/19/2023	08:00 AM Eastern Time	Microsoft Teams (Online)

To view your registration details or to cancel a registration, go to your Knowledge Link Learning Plan and locate your course. If you are unable to cancel your registration in Knowledge Link yourself, please use the contact information provided for your course to request cancellation.

For support, please refer to our Knowledge Link Support page or open a Knowledge Link Support Ticket.

Thank you,

The Knowledge Link Team

Registration Cancellation Notification

KNOWLEDGELINK

This note confirms the cancellation of your registration in the following activity:

- PennChart Training for PMAH Home Health Nurse and Therapist Field User (excludes HHA)

    Contract staff only

The schedule is as follows:
Start: 8/28/2023 08:30 AM Eastern Time
End: 8/28/2023 04:30 PM Eastern Time
Instructor:
Facility: VIRTUAL (View Registration for Details)
Primary Location: Microsoft Teams (Online)

Start: 8/29/2023 08:30 AM Eastern Time
End: 8/29/2023 12:30 PM Eastern Time
Instructor:
Facility: VIRTUAL (View Registration for Details)
Primary Location: Microsoft Teams (Online)

==NOTE: Please remember to double-click the attachment and remove the class from your calendar.==

For support, please refer to our Knowledge Link Support page or open a Knowledge Link Support Ticket.

Thank you,

The Knowledge Link Team

Withdraw Notification

KNOWLEDGELINK

This note confirms the cancellation of your registration in the following activity:

- Focus on People

The schedule is as follows:
Start: 1/25/2024 01:00 PM Eastern Time
End: 1/25/2024 05:00 PM Eastern Time
Instructor:
Facility: VIRTUAL (View Registration for Details)
Primary Location:

NOTE: Please remember to double-click the attachment and remove the class from your calendar.

For support, please refer to our Knowledge Link Support page or open a Knowledge Link Support Ticket.

Thank you,

The Knowledge Link Team

Waitlist Notification

KNOWLEDGELINK

This note confirms your WAITLIST status in the following learning activity:

One HUP Building Orientation/Life Safety

The schedule is as follows:
Scheduled Offering ID: 3756149

Start: 7/16/2021 07:00 AM Eastern Time
End: 7/16/2021 08:00 AM Eastern Time
Instructor: Ambassador, HUP Pavilion
Facility: HUP Pavilion
Primary Location: HUP Pavilion Mezzanine (employee entrance from Discovery walkway)

Contact Information

Instructor: Ambassador, HUP Pavilion
Offering Contact: HUP Pavilion Training Ambassador
Offering Contact E-Mail: PavilionTrainingandEducation@pennmedicine.upenn.edu

To view your registration details or to cancel this registration, go to your **KnowledgeLink** Learning Plan and locate your course.

Thank you,

The Knowledge Link Team

Waitlist Removal Notification

This note confirms your waitlist removal in the following learning activity:
COURSE HS.30001.ITEM.FOCPPL102 12/15/2020 12:53 AM Eastern Time Focus on People

The schedule is as follows:
Start: 1/25/2024 01:00 PM Eastern Time
End: 1/25/2024 05:00 PM Eastern Time
Instructor:
Facility: VIRTUAL (View Registration for Details)
Primary Location:

If you have any questions about the waitlist removal, please contact your learning coordinator.