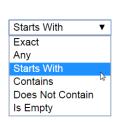**PLEASE NOTE**: Knowledge Link is a shared system with the University of Pennsylvania. Most content is identified by an ID. You can identify university-owned content if the ID contains "UP" or "UNIV." All UPHS content will contain either "HS" or "UPHS" in the ID. For example, the item IDs below indicate one course is a UPHS course and one is a University course:

Keep this in mind as you are searching for and working with information in Knowledge Link. *Do not make any changes to University-owned content*.

When you search for any item in Knowledge Link you will have the ability to use specific criteria and a combination of various search fields to narrow down your results. The most common choices for entering search criteria are:

Exact	If you know the precise word or phrase you are searching for
Any	If you have a comma-separated list of IDs, Names, etc.
Starts With	If you know the first few letters/numbers of the record
Contains	If you know any part of the record word or phrase
Does Not Contain	If you want all records that do not contain a specific word or phrase
Is Empty	If you want all records where the specified field is empty

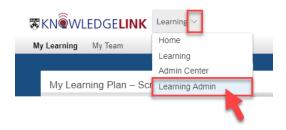In addition, you will encounter the following options when searching for information:

Calendar	📅	Associated with the date field. Use it to select and populate the corresponding date field.
Search	🔍	Click to perform a search for the desired field.
Filter*	▽	Click to create a custom search that will filter your results based on one or more criteria.
Add/Remove Criteria		Click to add or remove more search options on your search screen.
Field Chooser		Click to add or remove columns in your search results.

* Filters require several steps to complete. A filter allows you to select criteria that a simple search will not allow. You can also combine filters to define more complicated criteria. For example, you can use a filter to search for all users in three different departments, at a specific entity, and with a particular job code.
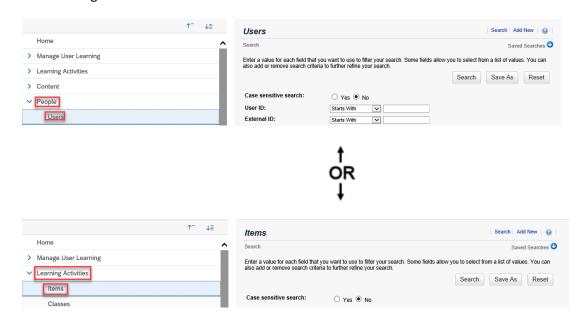
Searching

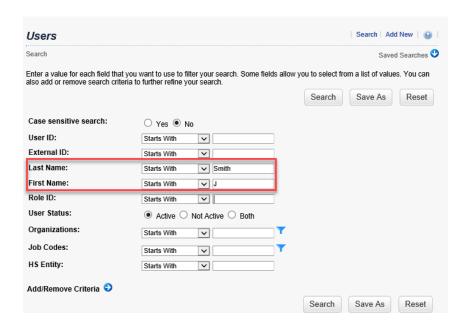The following is a general overview of the steps involved in searching and saving searches.

1. Log into Knowledge Link and, from the main menu, click the down arrow, then click **Learning Admin**.
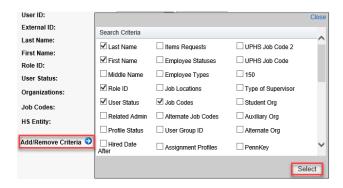

2. Go to the section of Knowledge Link where you would like to start your search. For example:
   - People > Users
   - Learning Activities > Items
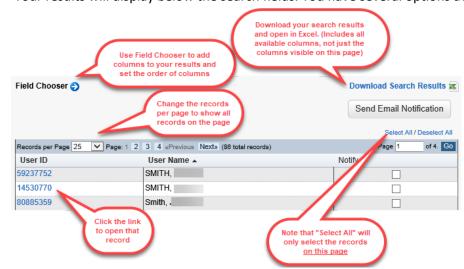   - Learning Activities > Classes

3. Fill in the text boxes to define your criteria and click **Search**. For example, if searching for a user:
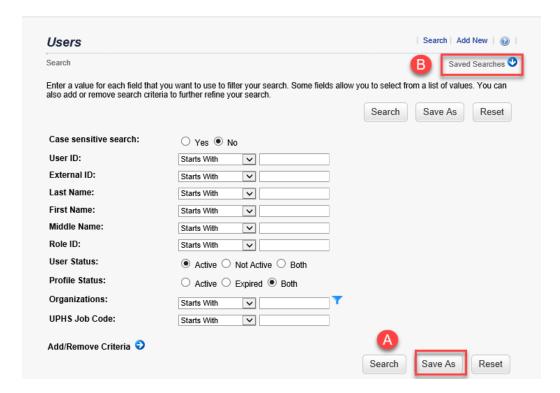

Note: if the search criteria you need are not shown, click **Add/Remove Criteria**, click a checkbox to add the criteria, and click **Select**.

4. Your results will display below the search fields. You have several options available.

5. You also have the option to save your searches.
    A. Click **Save As** to save the search. You will be asked to provide a search ID and description.
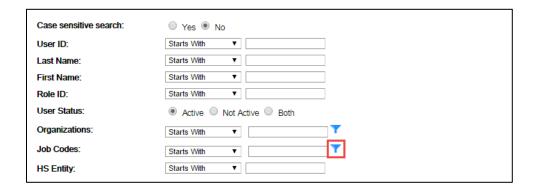   B. Find your saved searches at the top of the search screen.

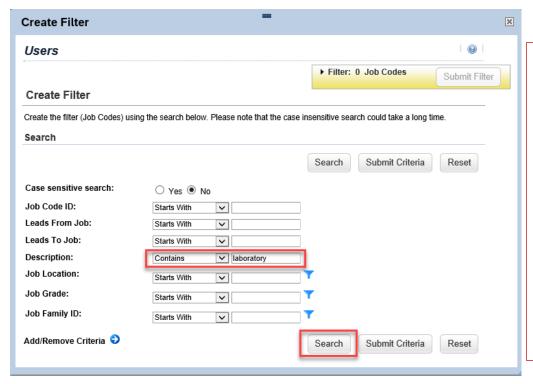To learn how to perform advanced filtering, continue to the next section.

Filtering

While searching or defining criteria for reports, you will often need to filter your results based on multiple criteria. The following is a general overview of the steps involved in using filters.

1. Click the blue filter icon for the field on which you wish to filter your results. (In this example, we are using the Job Code filter.) When you click the blue filter icon, a new window will open that allows you to perform a search.

2. Enter the search criteria in the fields, as desired, and click **Search**.
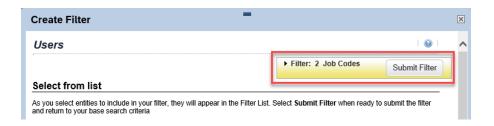

Note: If you want all results in the search, you may stop at this step and click "Submit Criteria" instead. For example, in the image seen here, if you click "Submit Criteria" then your search results will include *all users* whose job code description contains "laboratory."

If you only want to include certain job codes, then continue to the next step.

3. Click the box in the "Select" column for the items you wish to filter on, then click **Add to Filter**.

4. The items you checked will be moved to the Filter at the top of the window.

5. If you need to add more selections to your filter, click **Search Again** and repeat the previous three steps.
6. When finished, click **Submit Filter**.
7. You will return to your original search screen and the filter will now indicate how many job codes (or other criteria) are selected. To clear the filter and start over, click the white filter icon.