peoplefluent

PeopleFluent Learning

System Configuration Fields Guide

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Catalog Category

Use the table below to configure the system configuration settings in the Catalog category.

Setting	Description
In catalog editor, the default value for price info	Enter the default text for the Price Info text box attribute in the Cost Information page for new learning modules. This text can be changed in the Catalog Editor when configuring cost information for courses that are charged per registration or that take online payment.
Show catalogs in search result listing	Select this check box to include the name of the catalog in source results for course.
Show reference resource file URL	Select this check box to display in course details pages the URLs for reference resources in addition to their description. This may be useful if the URL or filename contain additional information. Clear this check box to display only the description for reference resources in course details pages.
Show empty catalog description fields?	Select this check box to display in course details pages catalog description fields that have no values. For example, if no values have been saved for the More Information or Objectives fields in the Catalog Editor, those empty fields are still shown in course details pages. Clear the check box to hide catalog description fields that have no value.
Show subjects of Learning Module	Select this check box to display the Category and Subject fields in the Catalog Editor, so they can be assigned to learning modules. Course categories and subjects will also be displayed in course details pages.
Show subjects in left frame	Not used. This was for the Classic Browse view that is generally not used by customers.
Quick List Subjects	Not used. This was for the Classic Browse view that is generally not used by customers.
Allow Learning Program Learning Type	Select this check box to show this learning type in the relevant search and editor windows.

Allow Certification Learning Type	Select this check box to show this learning type in the relevant search and editor windows.
Allow Online Learning Type	Select this check box to show this learning type in the relevant search and editor windows.
Allow Exam Learning Type	Select this check box to show this learning type in the relevant search and editor windows.
Allow Class Learning Type	Select this check box to show this learning type in the relevant search and editor windows.
Allow Virtual Classroom Learning Type	Select this check box to show this learning type in the relevant search and editor windows.
Allow Virtual Classroom Archive Learning Type	Select this check box to show this learning type in the relevant search and editor windows.
Allow Workshop Learning Type	Select this check box to show this learning type in the relevant search and editor windows.
Allow External Learning Type	Select this check box to show this learning type in the relevant search and editor windows.
Allow Book Learning Type	Select this check box to show this learning type in the relevant search and editor windows.
Allow CD Learning Type	Select this check box to show this learning type in the relevant search and editor windows.
Allow Video Learning Type	Select this check box to show this learning type in the relevant search and editor windows.
Allow Audio Learning Type	Select this check box to show this learning type in the relevant search and editor windows.
Allow Just-In-Time Learning Type	Select this check box to show this learning type in the relevant search and editor windows.
Allow Special Interest Group Type	Select this check box to show this learning type in the relevant search and editor windows.
Allow Self-Training (Paper) Type	Select this check box to show this learning type in the relevant search and editor windows.

Allow Self-Training (Video) Type	Select this check box to show this learning type in the relevant search and editor windows.
Allow Coaching Type	Select this check box to show this learning type in the relevant search and editor windows.
Allow On-the-Job Training Type	Select this check box to show this learning type in the relevant search and editor windows.
Allow Task Learning Type	Select this check box to show this learning type in the relevant search and editor windows.
Default Size of Window	Enter the default size in pixels for the Catalog Editor window, in the format width, height (for example, 1024, 768). If this field blank is blank or contains an invalid format, the default is set to 800 x 600.
Width of Course List frame	Not used.
The Number of Columns in the Catalog List Frame	Not used.
Display invitation/ confirmation status in participants list	Select this check box to display the current invitation and confirmation status for participants in the Catalog Editor's Participants page. This feature helps course administrators to manage the status of learners who must follow a manual invitation and confirmation workflow (using faxes or phone calls, for example).
Show non-enrollable session in search catalog	Select this check box to include in Catalog Search results courses that have no sessions available for enrollment.
Display iCalendar links	Select this check box to show iCalendar links in course detail pages. Learners can click the link to import scheduled course sessions into a calendar application such as Microsoft Outlook. Links are shown only if at least one of the start date and the end date is specified.

Directly display all learning program sessions	Select this check box to show in course detail pages all sessions in a program. Clear this check box to show only the first session, initially, with a drop-down list to choose the session to show.
Show the "Only show items with active schedule(s)" option	Select this check box to show only results with an active schedule when session level search results are enabled (See *Enable Session-level Catalog Search Results*). This setting applies only to the legacy user interface (that is, when the user's skin is anything other than *PeopleFluent_LMS_Default* and they do not have *Enable new UI* set to Yes in their profile).
Hide instructors in catalog	Select this check box to not show instructors in course details pages. Clear this check box to show instructors in course details pages.
Hide enrollment start date in catalog	Select this check box to show in course details pages only the enrollment deadline. Clear this check box to show the enrollment period (that is, the start and end dates for enrollment).
In catalog editor, show start date and end date fields for online modules	Select this check box to enable start and end date fields in the session properties for online courses.
Directly enroll and launch modules from catalog search results and learning path for single-session learning types	Select from the drop-down list whether learners can directly enroll and launch single-session learning types (such as online courses) from Catalog Search results and the Learning Path: • Disable • Enable with Enrollment Confirmation • Enable without Enrollment Confirmation

Enable Session-level Catalog Search Results	Select this check box to return sessions in Catalog Search results, in addition to courses. Enabling this option provides session-oriented search result filters in the legacy UI, enabling learners to refine search results by location and region. Clear this check box to provide course-level search results only, which can be refined by type, vendor, subject and language.
Allow course coupon	Select this check box to enable learners to use course coupons to enroll in courses.
Default Initial User View to Browse	Not used.
Use Classic Browse View	Not used. This view is generally not used by customers.
Show course info in explorer window	Not used.
Allow user to mark as completed set to enabled by default	Select this check box to enable by default the option to allow learners to mark a course as complete. This option is in the Catalog Editor > Enrollment Security page. This default setting only applies to learning types that can be tracked; learning types that cannot be tracked will always have this feature disabled by default.
Enable SCORM 2004 support	Select this check box to enable SCORM 2004 support in the LMS.
Course Player	Select one of the options for how courses are rendered in browsers: • Frameset Player • IFrame Player If you select IFrame Player, you can select the check box to allow full-screen content, if required.
Enable module cloning	Select this check box to be able to clone learning modules. Learning modules can be cloned from the Learning Modules page and in the Catalog Editor.

Session Changed E-mail Template to be sent to Participants	Click the **browse** icon to select the email template used to send emails to participants when a session's venue, facility or overall start and end dates are updated via the Catalog Editor. A learner is considered a participant recipient if they are enrolled in the session (with a status of active or invitation only) and their transcript status is either In Process or Not Started.
Session Changed E-mail Template to be sent to Instructors	Click the **browse** icon to select the email template used to send emails to instructors when a session's venue, facility or overall start and end dates are updated via the Catalog Editor.
Send Session Selection E-mail	Select this check box to send an enrollment confirmation email to learners who select a session in the Knowledge Center or course details page for a course that prompts learners to select a session.
Course ID Generator Format	Enter the format used by the Catalog Editor to generate a unique module ID when administrators create a new learning module. Using this system configuration setting enables you to create learning modules with a standard ID format and a static prefix. For example, MOD-0005, where 0005 is the next available unique four-digit number.
Enable catalog assignment at the user level	Select this check box to enable the Catalog Access fields in the User Editor. This feature enables administrators to specify catalogs the user can access in addition to those they can access via catalog permissions.
Default Working Days Start Day	Select from the drop-down list the default start day of the working week for session schedule selection. If updated, this setting takes effect from the next time users log in to the LMS.
Default Working Days End Day	Select from the drop-down list the default end day of the working week for session schedule selection. If updated, this setting takes effect from the next time users log in to the LMS.

Default Working Hours (hh:mm-hh:mm)	Enter the default working hours for session schedule selection, in the 24-hour format: *hh:mm-hh:mm*, where *hh* can be 00 to 23, and *mm* can be 00 or 30. For example, 09:00-17:30. If the format of this value is invalid, the default value 09:00-17:00 will be used.
Search result format	Select a Catalog Search results format. This determines what information is included in the results list. This setting applies only to the legacy user interface (that is, when the user's skin is anything other than *PeopleFluent_LMS_Default* and they do not have *Enable new UI* set to Yes in their profile).
Show enrollment substitution in session properties of catalog editor	Select this check box to allow course administrators to replace a participant enrolled in a session with another participant. This option enables the Enrollment Substitution option in each participant's action menu, in the Catalog Editor > Session Properties > Participants page. Enrollment Substitution prerequisites: • The session cannot be for a program learning module. • The overall status of the selected participant must be *Not Started* or *In Process*. • The session must have not started.
Session Code Generator Format	Enter the format used by the Catalog Editor to generate a unique Session Code when administrators create a new session. Using this system configuration setting enables you to create sessions with a standard ID format and a static prefix. For example, SESSION-0005, where 0005 is the next available unique four-digit number. The maximum length allowed for a session code is 85 characters.

Automatically generated session code must be unique across the system	Select this check box to ensure that new session codes are unique. The LMS will check new session codes against existing session codes that were created from the last time this setting was enabled. It does not check them against sessions that were created before this option was enabled.
Default Share/credit enrollment for programs	Select the default value for the *Share/credit enrollment* field in the Define Enrollment Policy page for programs. Where a component module or program (or its equivalent) has been completed by the learner prior to enrolling in the program, you can specify the default value for whether or not the learner is expected to retake the learning. If *Requires the learner to retake the learning* is selected, the learner will have to achieve a new completion of the learning in order to complete the program. If the learner is currently enrolled (*waitlisted*, *Not Started*, *In Process*, or *Pending*) in the module, completion of the current enrollment will contribute towards program completion. If *Does not require the learner to retake the learning* is selected, the learner will be credited for the learning completed previously. The learner may be required to retake the course even if this option has been selected if the program session requires the effective/approved revision of its component modules and the learner's training history does not include the effective/approved revision.
Program completion requires module to be on Effective/Approved revision	Select this check box to set the default value for *Program completion requires modules to be on Effective/Approved revision* to be true when programs are created. This can be toggled for program sessions individually, on the Assign Module page.

Allow administrators to publish new revisions to learners whose status in earlier revisions is Completed	Select this check box to enable administrators to publish a new revision of a course to learners whose status in earlier revisions is *Not Started*, *In Process*, or *Completed*. Publishing a new revision in this way will ensure learners re-opening the completed course will launch the effective revision. PeopleFluent recommends disabling this option for regulated environments, as it can result in transcripts being updated with the effective revision after they have reached a final status.
Instructor Assigned to Class E-mail Template	Click the **browse** icon to select the email template used to send emails to instructors when they have been assigned to a classroom session. When an instructor is assigned to a classroom session in the Catalog Editor > Instructors page, the LMS prompts the administrator to confirm they want the email to be sent. This applies only to instructors who have been assigned manually, not to dynamically assigned instructors. The email includes iCal invitations, if configured. Instructor information can be included in the email template using the *{Course Schedule}* parameter.
Instructor Deassigned from Class Email Template	Click the **browse** icon to select the email template used to send emails to instructors when they have been deassigned from a classroom session. When an instructor is de-assigned from a classroom session in the Catalog Editor > Instructors page, the LMS prompts the administrator to confirm they want the email to be sent.
Session Retired E-mail Template to be sent to Participants	Click the **browse** icon to select the email template used to send emails to participants when a session is retired. A learner is considered a participant recipient if they are enrolled in the session with a status of *In Process*, *Not Started*, *Pending Approval*, *Prompt User To Select Session* or *Waitlisted*.

Session Cancelled E-mail Template to be sent to Participants	Click the **browse** icon to select the email template used to send emails to participants when a session is cancelled. A learner is considered a participant recipient if they are enrolled in the session with a status of *In Process*, *Not Started*, *Pending Approval*, *Prompt User To Select Session* or *Waitlisted*.
Session Cancelled E-mail Template to be sent to Instructors	Click the **browse** icon to select the email template used to send emails to instructors when a session is cancelled.
Default Event/Session Status on Session Creation	Select the default event or session status for new sessions for enrollable learning types: • Active • Pending
Allow Assessment Score for online equivalent learning type	Select this check box to allow a system administrator or instructor to enter a score for online equivalent courses, overriding the system-generated score.
Default course image for Catalog Display	Click the **browse** icon to select an image from the repository as the default course image to show in catalogs, course details pages, and the Knowledge Center.
Default catalog image for Catalog Display	Click the **browse** icon to select an image from the repository as the default catalogs image to show in the Catalog Browser.
Course Checklist Item Reminder Email Template	Click the **browse** icon to select the email template used to send to the checklist item owner when the item is about to reach its deadline or, if the deadline has a reminder period, when it is time to remind the owner of the approaching deadline.
Course Checklist Owner Change Email Template	Click the **browse** icon to select the email template used to notify the new checklist item owner when an administrator assigns the checklist item to them.

Default Failed and Deadline Expired Program Modules Handling	Select the default setting for failed and deadline expired program module handling when creating new programs: • Allow learner to re-enroll on the module within the context of this program (Enrollment Checks like approvals, prerequisites, waitlisting, etc. may still apply.) • Do not allow the learner to re-enroll on the module within the context of this program Automatically fail this program for the learner if mandatory modules or elective credits requirement can no longer be met
Allow Multiselect Facets in Faceted Search	Select this check box to enable multiple filter check boxes to be selected, to refine search results in the legacy UI.
To create or clone sessions for a module, administrators must have	Select the type of access permission for a module administrators need in order to create or clone sessions for it: • Unrestricted Access to the module • Read Only Access to the module
Show module images in catalog browser	Select this check box to always show learning module images in the Catalog Browser. If a module does not have an associated image, the placeholder image is shown. (See the *Default course image for Catalog Display* System Configuration setting.) Clear this check box to disable the images used for courses in all catalogs. This can be useful if your organization does not use images for some or all of its courses, and you do not want to use placeholder images.

Setting for Catalog Editor - Standard/Advanced Navigation	Selecting Standard or Advanced will change the Catalog Editor navigation. Standard will be a more limited set of options. Special Notes This is the default setting if an administrator has not changed the setting individually when editing a learning module. When an administrator clicks the button within the Catalog Editor to change the option, that selection will be remembered.

Certification Category

Use the table below to configure the system configuration settings in the Certification category.

Setting	Description
Preferred Date Format in Awarded Certificates CSV Loader	Enter the preferred date format for DATE_ACHIEVED and EXPIRE_DATE specified in CSV files imported with the Awarded Certificates CSV Loader. For more information, see Certificate Date and Time Patterns. If not specified, *dd-MMM-yyyy* will be used.
Default Achievement Date in Awarded Certificates CSV Loader	Optionally, select a default certification achieved date. If no DATE_ACHIEVED date is specified in imported Awarded Certificates CSV records, this date will be used. If no default date is specified here, and there is no DATE_ACHIEVED date in imported Awarded Certificates CSV records, the import will fail.
Allow duplicate records in Awarded Certificates CSV Loader	Select this check box to allow Awarded Certificates CSV files to be imported that contain duplicate records (that is, multiple records with the same USERID, CERTIFICATION_TITLE and DATE_ACHIEVED values).
Enable "View Details" for certifications	Select this check box to enable the View Details option for all certifications accessed via the Learning Center or Review > Career Development Center. Clicking the certification name or selecting View Details from its action menu opens the certification details page. Clear this check box to remove the View Details option from the certification action menu. Clicking the certification name opens the certification PDF if printing is allowed.

Award course completion certificates using	Course and certification settings can be modified over time due to corrections or changes in delivery. With a CFR license, these changes are tracked and with this option, you can specify whether historical or current settings should be used when awarding certificates. The "using historical settings" is accurate to the point that if no certificate was configured for the course at the completion date, then no certificate is awarded. The "using current settings" resembles the behavior of the LMS without CFR enabled and is recommended for most clients. Changes to the certificate settings do not affect already awarded certificates. **Note**: When using the Training History Loader, you can override this setting by specifying a "Use settings as of" date, which would be used for performing a historical look-up based on the date provided.
Manual Certification Revocation E-mail	Click the **browse** icon to select the email template used to send the notification when a certification is revoked manually. **Note**: This option is available only if your organization has Cetification History enabled. Notifications are sent depending on individual competency settings and the *Process competency renewals and expiration/revocation notifications only for currently assigned job profiles* System Configuration setting.
Enable Certification History	Enabling this functionality will retain a history of certifications in the database, add a history report filter as an option on Certification reports, and change the automatic awarding of certifications to factor in deletion dates. **Note**: When not checked, deleted certifications are entirely deleted from the database. This setting will retain the certification in the database, and allow re-awarding the certification when completing requirements after the revocation date.

Automatic deletion of group-awarded certifications	Enabling this functionality will automatically delete certifications that were awarded by a Job Profile Group or a Competency Group when the user no longer meets the criteria. **Note**: Whether the certification is retained in the database will be based on the "Enable certification history" setting.

Competency Manager Category

Use the table below to configure the system configuration settings in the Competency Manager category.

Setting	Description
Competency Revocation E-mail	Click the **browse** icon to select the email template used to send the notification when a competency is revoked automatically. Notifications are sent depending on individual competency settings and the *Process competency renewals and expiration/revocation notifications only for currently assigned job profiles* System Configuration setting.
Manual Competency Revocation E-mail	Click the **browse** icon to select the email template used to send the notification when a competency is revoked manually. **Note**: This option is available only if your organization has Competency History enabled. Notifications are sent depending on individual competency settings and the *Process competency renewals and expiration/revocation notifications only for currently assigned job profiles* System Configuration setting.
Competency Revocation Grace Period Entered E-mail	Click the **browse** icon to select the email template used to send the notification when a competency that has been configured to be revoked enters the grace period. Notifications are sent depending on individual competency settings and the *Process competency renewals and expiration/revocation notifications only for currently assigned job profiles* System Configuration setting.

Enable Competency History	Click the check box to enable the application to capture history when competencies are awarded, updated, revoked or the proficiency level changes.
Skip usage check when deleting a competency	Click the check box to allow a competency to be deleted even if it has been awarded to users.
Competency Learning Module Expiration Reminder Interval (days)	Enter the number of days before competency learning modules expire to send an email notification. The notification period can be overridden per competency setting.
Competency Learning Module Expiration Reminder E-mail	Click the **browse** icon to select the email template used to send the notification when the validity of a learner's competency module completion is due to expire. Notifications are sent depending on individual competency settings and the *Process competency renewals and expiration/revocation notifications only for currently assigned job profiles* System Configuration setting.
Ad-Hoc Competency Assessment Expired E-mail	Click the **browse** icon to select the email template used to send the notification when a learner's ad hoc assessment expires. Notifications are sent depending on individual competency settings and the *Process competency renewals and expiration/revocation notifications only for currently assigned job profiles* System Configuration setting.
Enable competency groups	Select this check box to enable the Competency Group Editor, in which users can create competency groups and assign competencies to them. The Competency Group Editor is available for Learning and Performance licenses only.

Enable job profile groups	Select this check box to enable job profile groups in the Competency Group Editor. Job profile groups are available for the legacy Performance license only.
Competency Learning Module Renewal E-mail	Click the **browse** icon to select the email template used to send the notification when a learner's competency module enters the renewal period. Notifications are sent depending on individual competency settings and the *Process competency renewals and expiration/revocation notifications only for currently assigned job profiles* System Configuration setting.
Job Profile Assignment Notification for Assignee E-mail	Click the **browse** icon to select the email template used to send the notification to users when a job profile is assigned to them.
Job Profile Assignment Notification for Direct Appraisers E-mail	Click the **browse** icon to select the email template used to send the notification to direct appraisers when a job profile is assigned to their appraisees.
Job Profile Assignment Notification for Job Profile Owner E-mail	Click the **browse** icon to select the email template used to send the notification to job profile owners when their job profiles are assigned to users.
Job Profile De-Assignment Notification for Assignee E-mail	Click the **browse** icon to select the email template used to send the notification to users when a job profile is de-assigned from them.
Job Profile De-Assignment Notification for Direct Appraisers E-mail	Click the **browse** icon to select the email template used to send the notification to direct appraisers when a job profile is de-assigned from their appraisees.
Job Profile De-Assignment Notification for Job Profile Owner E-mail	Click the **browse** icon to select the email template used to send the notification to job profile owners when their job profiles are de-assigned from users.

Process competency renewals and expiration/revocation notifications only for currently assigned job profiles	Select this check box to only send competency expiry and revocation notifications to users if the competency is part of a job profile that is currently assigned to them. Additionally, enrollment renewals will only be processed for modules related to the competency of a currently assigned job profile. Clear this check box to send notifications as long as the user is in possession of the competency. Enrollment renewals for competencies will be processed irrespective of the currently assigned job profiles.
Enable job profile group association at the user level	Select this check box to enable the system to manage the association of individual users with Job Profile Groups, regardless of the job profiles assigned in their user profiles. When this option is selected, administrators can choose to not associate a user with a Job Profile group, even if that job profile is associated with the user.
Status for new Competency is Active by default.	Select this check box to make newly-created competencies active (Active checkbox selected) by default.
Status for new Job Profile is Active by default.	Select this check box to make newly-created job profiles active (Active checkbox selected) by default.
Administrator assessment via User Review follows Ad-hoc Assessment Expiry settings	Select this checkbox to follow ad hoc assessment expiry settings when awarding the competency in User Review.
Award training completion competencies to use the last course completion date	Select this checkbox to set the competency issue date to match the completion date of the last course completed.
Update awarded competency issue date when training is completed again	Select this check box to update the competency issue date when the user completes the training requirements after the competency has already been awarded.

Update awarded competency expiry date when training is completed again	Select this check box to update the expiry date when the user completes the training requirements after the competency has already been awarded.
Allow reviewer reassessment for existing awarded competencies	Select this checkbox to allow reviewers to re-award a competency that has not expired for a user.
Award group certifications when requirements are completed again	Select this check box to award group certifications when the user completes the requirements after the group certification has already been awarded.

Enrolled Learning Modules Category

Use the table below to configure the system configuration settings in the Enrolled Learning Modules category.

Setting	Description
Date to Display for Learner Enrollment Summaries	Select the groups of date types from which the appropriate date is displayed in the Current Courses (new UI) or Current Learning Modules (legacy UI) page, in enrollment widgets, and in the Knowledge Center. The possible dates are listed in order of precedence. In the Knowledge Center, *Available from* information is prepended to the date field where applicable.
Show revision information	Select this check box to show this information in the Current Learning Modules page. This setting applies only to the legacy user interface (that is, when the user's skin is anything other than *PeopleFluent_LMS_Default* and they do not have *Enable new UI* set to Yes in their profile).
Show required information	See *Show revision information.*
Show credits information	See *Show revision information.*
Show % complete information	See *Show revision information.*
Show total training time information	See *Show revision information.*

Personal Calendar Settings	Select the learning types that will not be displayed in users' Personal Calendar. Select the Restriction check boxes as required. By default, enrolled online modules are shown in the Personal Calendar. If you select *Hide online courses and program sessions without a schedule*, online modules are not shown regardless of the *Hide Learning Type(s)* setting. If you do not select *Hide online courses and program sessions without a schedule*, the date shown is the first launch date. For program sessions without schedule, it is the enrollment date. Classroom sessions without a schedule are not shown in the personal calendar.
Show module attribute information	Select this check box to display the module attributes for each course in the Current Courses (new UI) or Current Learning Modules (legacy UI) page, Knowledge Center, and course details pages, depending on the Display Areas selected for the module attributes.

Default Enrolled Learning Modules Sort By	Select the default sort order for courses in the Current Learning Modules page. • Due Date • Module Type • Status • Module Title • Start Date • Required • Enroll Date • Priority This setting applies only to the legacy user interface (that is, when the user's skin is anything other than *PeopleFluent_LMS_Default* and they do not have *Enable new UI* set to Yes in their profile).
Display Start Date on current enrollments date-specific learning types	When enabled, any Classroom, Workshop, or Virtual Classroom session either directly enrolled or as a submodule to a program, will display the next upcoming session Start Date and Time on the Current Courses page. This change does not affect the Course History or Knowledge Center pages
Sort in Ascending Order	Select this check box to sort courses in the Current Learning Modules page in ascending order of the sort category selected in *Default Enrolled Learning Modules Sort By*.
Show Progress as Completed for completed status	If the *Show % complete information check box* is selected: • Select this check box to display 100% for completed modules • Clear this check box to calculate and display the percentage of completion

Initial display of Top-Level Programs	Select whether to initially show top-level programs collapsed or expanded to reveal their sub-modules in the Current Learning Modules page. PeopleFluent recommends selecting *Expanded* for organizations that provide simple learning program structures, so that learners can view all of their courses at a glance.
Open downloads with	For Talent Slate users, select the version to use to open downloads.

eSignature Category

Use the table below to configure the system configuration settings in the eSignature category.

Setting	Description
Learning program completion from	Whenever a module within a program is marked completed or finished using, the system will verify that all modules within the LP have been completed. If so, the LP is marked COMPLETED. This setting is useful where users are not allowed to directly change the overall status for their LP, since an administrator would otherwise need to manually mark the LP completed.

Exams Category

Use the table below to configure the system configuration settings in the Exams category.

Setting	Description

Grading for Multiple Choice Questions	Select the type of grading to use for multiple choice questions: • All or Nothing • Uniform Partial Credit **All or Nothing** Only full points or zero points can be awarded for the question. For example, if there are two corrected answers, but only one is selected, zero points are awarded. **Uniform Partial Credit** Each correct choice or non-choice is worth 1/*n* of the total value, where *n* is the number of choices. For example, given a five-choice question (A, B, C, D, E), where A and B are the correct answers: • The response A and B is awarded 1 • The response A, B, and C is awarded 4/5 • The response A is awarded 4/5 • The response A and D is awarded 3/5 • The response C and D is awarded 0 Zero points are awarded if: • The question is unanswered • All choices are selected (the participant is guessing) • No correct choices are selected If Uniform Partial Credit and penalty points are configured, each incorrect choice within a given question will be proportionally penalized and the score for the question will always be a value between zero and the full weight.

	In Exam Reviews, questions awarded less than full points will be displayed to the user as incorrect.
Display section page for timed exam	Select this check box to time the section review and question activity for timed, navigation-based exams. The section page will be shown at the start of each new section. Clear this check box to time only the question activity.
Display expired question in exam	Select this check box to include any expired questions in an exam if they were selected to be part of the exam prior to expiration. This setting applies to both fixed sections and random sections (including the expired question that was randomly drawn prior to its expiration).
Display retired question in exam	Select this check box to include any retired questions in an exam if they were selected to be part of the exam prior to expiration. This setting applies to both fixed sections and random sections (including the expired question that was randomly drawn prior to its expiration).
New Questions Have Public Permissions	Select this check box to assign Unrestricted (All) permissions to new questions added to a question pool, instead of assigning owner only permissions. This option is especially useful if you want to control access to questions at the question pool level rather than having to maintain permissions for each and every question. Note that restricting access to read-only on a question pool still leaves the questions themselves unrestricted.
Show instance number	Select this check box to show the exam instance number in exam reviews. Each exam instance can include different questions drawn from question pools assigned to the exam template.
Lock frame bar during exam delivery	Select this check box to lock the frame bars in exam delivery, so that they cannot be resized.

Show question pool	Select this check box to display, during exams, the full question pool description that questions are assigned to.
Show question pool in exam editor	Select this check box to display the question pool that the question has been assigned to in the left panel of the exam editor. The lowest three levels will be displayed.
Is Comment Mandatory on Question Status Change	Select this check box to require the approver to leave a comment when changing the status of the question.
Default Passing Grade	Enter the default passing grade to display in the Exam Editor for new exams. (Changing this value does not affect existing exams.)
Default Pool Summary Level	Enter the question pool level at which performance feedback is grouped (that is, summarized) at the end of each exam. Changing this value applies it to new exams only. Enter `0` for no summary.
Question Approval Mode	Select the approval mode for question status changes: • Only allow status changes that are consistent with approval workflow (Approval Mode). • Allow arbitrary status changes (Simple Mode) In simple mode, when a question is re-opened from active status, the old version of the question will not be saved.
Report Exam Course Score as Indicated by Marking Type	Typically, online courses configured with an exam as the launch URL report the final exam score as points. Select this check box to report the score as points or percentage, as specified by the marking type for the exam. Selecting or clearing this check box does not change the score for online courses with previously reported exam scores. This setting applies only to exams configured as a launch URL, not to exams attached to a course.

Check for missing answer(s) before continuing to next page	Select an option to specify whether learners can skip exam questions: • All question(s) on page must be answered • Allow user to skip question(s)
Learning modules launched as exams are of	Select the learning type for learning modules launched as exams (that is, exams created using the Generate Exam Module option). If the selected learning type is disabled in the LMS, the learning modules launched as exams will be assigned the Online learning type. Changing this setting and saving the System Configuration migrates all learning modules launched as exams to the selected learning type.
Allow Non-Gradable Exam Type To Mark Course as Completed	Select this check box to enable the completion of a Survey exam type to update the user's transcript status for the course to *Completed*.
Questions Pending Approval Reminder Template	Click the **browse** icon to select the email template used to send emails to question approvers when there are questions pending approval. They are sent at the frequency configured in individual question pools.
Show Exam Disclaimer	Select this check box to display disclaimer message when a learner launches an exam. They must confirm reading the disclaimer before they can launch the exam. The disclaimer contains standard text that asks the user to confirm their LMS User ID and that they wish to proceed with the exam.

Forum Category

Use the table below to configure the system configuration settings in the Forum category.

Setting	Description
Allow all users to create forums	Select this check box to enable all users to create new forums. Clear this check box to allow non-administrators to only post to existing forums.
Forum Update Notification E-mail	Click the **browse** icon to select the email template used to send daily emails to the *Default System User* of the logical domain if the discussion forum has been updated in the past 24 hours. No specific types of updates are checked, so the recipient should be a general forum moderator.
Forum Update Summary Notification E-mail	Click the **browse** icon to select the email template used to send daily emails to all users who have subscribed to a forum if there have been new posts within the last 24 hours.
Enable option to write an e-mail to the author of a post	Select this check box to show an Email button on forum posts, so that forum members can email the post's author.
Enable option to view the Profile Summary of the author of a post	Select this check box to make all user names in the forum links to open the user profile summary. Users may or may not have access to other users' profile summaries, depending on their access permissions and viewing constraints configured in profiles.

General Category

Use the table below to configure the system configuration settings in the General category.

Setting	Description
Sort users by last name?	Select this check box to initially list user names in alphabetical order of their last name in the Users page, reports and courses.
Show last name first?	Select this check box to list user names last name first.
Enable User ID in search	Select this check box to include user IDs in user searches, along with last name and first name. Otherwise, the user search will only search last name and first name.
Enforce Partitioning by Level 1 Organizations	Role access permissions enable user administrators to restrict the data viewable by users to a specific level (and below) in their organization hierarchy. Select this check box to automatically separate level one groups of users, so that the LMS appears dedicated to their organization.
Allow completed courses to be reopened	Select this check box to allow learners to reopen previously completed courses from the Knowledge CenterCourse Details. Reopening a course does not change the overall status, but it does allow material to be retaken. So if this option is globally enabled here, the catalog editor allows it to be turned off for individual courses.
Status change to COMPLETED removes module from active list.	This setting applies only to the legacy user interface (that is, when the user's skin is anything other than *PeopleFluent_LMS_Default* and they do not have *Enable new UI* set to Yes in their profile). Select this check box to automatically remove a course from the user's active list in their Current Learning Modules page when its status is updated to *Completed*.

Always show program with all modules in active list	This setting applies only to the legacy user interface (that is, when the user's skin is anything other than *PeopleFluent_LMS_Default* and they do not have *Enable new UI* set to Yes in their profile). If this setting is enabled, all modules of a program are kept in the user's active list (Current Learning Modules) regardless of their status, until the program as a whole has been completed. If this setting is disabled, only modules with the status Not Started, In Process, or Session Selection Needed are shown in the active list. Completed modules or modules which are pending approval after a session selection or session transfer will be removed directly.
Optimize for Bandwidth	This setting applies only to the legacy user interface (that is, when the user's skin is anything other than *PeopleFluent_LMS_Default* and they do not have *Enable new UI* set to Yes in their profile). Select this check box to improve response time and reduce bandwidth usage for several commonly used (but infrequently changed) menus by caching their elements in the browser. Parameters, such as role, language, and skin, are used to force new pages to appear if the learner properties change. If this setting is disabled, a time stamp is set on the pages so that they are refreshed on every login. This option requires that the components.xml entries for the relevant screens have the `<cacheable/>` attribute set, otherwise nothing is cached by the browser regardless of the setting here.
Use Simplified Time Zone List	Select this check box to simplify the choice of time zones available in the LMS by limiting it to 24 zones instead of listing all ISO-recognized time zones.
Display simplified user preferences	Select this check box to reduce the number of items shown on the User Preferences tab of the Settings page (**Avatar Menu > My Profile**). Only skin, language, and time zone options will be available.

Withdrawal Renews Auto-Enroll Eligibility	Select this check box to make learners who have withdrawn from the target course eligible for auto-enrollment. If this check box is cleared, learners who have withdrawn from the target course will no longer be considered eligible for auto-enrollment. Auto-enroll eligibility is calculated when users log in.
Enable certification "Base Month" business logic	Certifications can have a grace period, which controls certification renewal, and this option enables the configuration and business logic processing for this capability. Several default settings are provided to specify FAA-required handling for airline industry cases.
Prompt users for valid time zone and e-mail settings.	Select this check box to repeatedly remind users on the widget page to enter a valid time zone or email address in their profile.
Enable User Targeting Template Search Filter?	Select this check box to make accessible user targeting templates available as a filter. This enables objects with a template as the targeting criterion for permissions or target audience to be searched for. This setting applies to the Learning Modules page, sessions in **Teach > Session Administration**, the Email Template Editor, and the Job Profiles page.
Enable client side sorting if supported	This setting applies only to the legacy user interface (that is, when the user's skin is anything other than *PeopleFluent_LMS_Default* and they do not have *Enable new UI* set to Yes in their profile). Select this check box to enable column sorting for learning items listed in tables (for example, the Records/Transcript list). When this setting is enabled, users can click the column headers to sort the table on those columns.
Clean-up waitlist automatically	Select this check box to automatically withdraw waitlisted users from a course waitlist once the enrollment period has expired.
Hide tabs and fields when there are no items to display	Select this check box to hide tabs that contain no data. This simplifies the display for learners and managers. There is a performance penalty for this setting, so PeopleFluent recommends disabling this setting.

Retain transcript records for cancelled sessions.	Select this check box to retain learners' transcript entries—with a status of *Cancelled*—for courses that are cancelled. These records can be useful in reports and reviews for re-targeting learner sessions.
Retain transcript records for user withdrawals or withdrawal equivalents.	Select this check box to retain learners' transcript entries—with a status of *Withdrawn*— for courses they withdraw from. These records can be useful in reports and reviews for re-targeting learner sessions.
Show other resources tab (tabbed interface only)	Select this check box to enable the option to show learning modules on the Other Resources page in the Learning Center. When this setting is enabled, a similarly labelled check box is shown in the **Catalog Editor > Module Properties**. You can then select that option for individual learning modules as required. The Other Resources page must be included in the navigations.xml file used for the LMS's skin, as shown in this example navigations.xml extract: <item labelKey="label.LearningCentre" txCode="TABLISTSESSIONS"> <menu cssClassName="submenu"> <item labelKey="heading.currentCourses" txCode="TABLISTSESSIONS" /> … **<item labelKey="label.Other_Resources" txCode="OTHERRESOURCES" />** …

Enforce Token-Processing Business Logic	Tokens can be used to pay for courses in the LMS. When courses have a token cost, certain business rules may be applied during enrollment processing (for example, user credit balance must be higher than the course cost). Select an option from the drop-down list to enforce the token processing rules: • Do not enforce • Enforce for self-enrollments • Enforce for self-enrollments and enrollment wizard By default these rules are not enforced as most environments do not use token payments.
Enforce Skillsoft License Control	Select this check box to prevent learners from launching Skillsoft courses they are enrolled in or choose to re-open. At launch time, a message is displayed indicating they should contact an administrator if they are no longer allowed to use the course. The objective of this option is to limit charges for Skillsoft launches to those users with currently active licenses. Selecting this check box does not prevent a user from enrolling in a Skillsoft course, if they have proper catalog permissions, but for courses with a vendor value of *Skillsoft*, only users with user attribute 8 set to *Skillsoft* are allowed to launch the course.
Number of Active Users E-mail Alert Threshold	Enter a percentage number (without %). When the number of Active users exceeds the specified percentage of the number of users allowed by the license, an email alert is sent to the default system administrator user.
Enable automatic completion of learning programs	Select this check box to automatically set the overall status of learning programs to *Completed* when all of its constituent learning modules are completed. If this check box is cleared, learners, their managers or direct appraisers will need to update the overall status of learning programs to Completed.

Automatically create learning objects when using dataloader	Select this check box to enable by default the option to automatically create new learning objects when importing training records in the Training Records CSV Loader. If a learning program, module or session specified in the CSV file does not exist in the LMS, it will be created only if the *Create learning objects for new Learning IDs found in the file* check box is selected in the Training Records CSV Loader.
Initial Display View of Learning Path	Select from the drop-down list whether the Learning Path hierarchy is expanded or collapsed when users navigate to it. Select **Collapsed** to show only the first level items, or **Expanded** to show all lower level items as well. Users can always expand and collapse the hierarchy from within the Learning Path itself.
Initial Display Layout of Learning Path	Select Horizontal to display the Learning Path progressing from left to right, or Vertical to display the Learning Path progressing from top to bottom.
Hide completed job profiles in learning path	Select this check box to remove an assigned job profile from the user's Learning Path, if they have completed all of the competencies it requires.
Default Reserve seats for learner enrollments pending approval	Select this check box to assign seats for classroom courses to learners whose enrollment is pending approval.
Default Title and ID Format when creating a new Role	Select from the drop-down list the format to use for the title and ID of new system roles: • Title • Title (ID) • (ID) Title
Ignore Prerequisites and Enrollment Approval Steps for Automatic Enrollments	Select this check box to skip prerequisite checks and approval steps during automatic enrollment. Clear this check box to disqualify learners from automatic enrollment if they do not have enrollment approval or they have not fulfilled prerequisite requirements for the course.

Trusted Sites for Proxied Course Launches (one per line)	Specify a full HTTPS URL (for example, `https://www.example.com`) to require site verification (HTTPS), or a simple hostname (for example, `www.example.com`) to allow unverified sites (HTTP). To specify a user profile for newly-created accounts, append `|profile=` followed by the profile ID; for example, `|profile=my-profile` (effective only if the property *Automatically create user accounts and enrollments for proxied course launches* is enabled). To specify a user ID template, append `|template=` followed by the template, for example, `|template={Student_ID}@example.com`. Proxied launch enables another AICC-conformant LMS (which could be another PeopleFluent Learning LMS instance) to launch a course registered in the LMS, such that progress tracking information is recorded in the LMS and also relayed to the launching LMS. It is not necessary for the course to support AICC communication directly—it could be a SCORM course or LMS exam, for example—AICC communication is simply the mechanism that relays progress tracking information to the launching LMS.
Automatically create user accounts and enrollments for proxied course launches	Select this check box to automatically create user accounts and enrollments in the LMS for proxied course launches. If you clear this check box, learners will not be able to launch proxied courses if they do not have an LMS user account, or if their account does not have an active enrollment in the course.

Default IE Compatibility Mode	Select from the drop-down list the IE compatibility mode for the LMS: • 7 • EmulateIE7 • 8 • EmulateIE8 • Edge For organizations unable to upgrade their users' browsers from Internet Explorer (IE) to Edge, you can select an older version of IE to ensure the LMS pages render correctly.
Useful Links URLs	Enter one or more links, one per line, and specify name, URL and (optionally) language, separated by a vertical bar in square brackets. For example, [PeopleFluent|http://www.peoplefluent.com|en]. These links appear in the header area of the Manage Center when the new UI is enabled, and in the header area of all pages when the legacy UI is enabled.
Footer Links URLs	Enter one or more links, one per line, and specify name, URL and (optionally) language, separated by a vertical bar in square brackets. For example, [PeopleFluent|http://www.peoplefluent.com|en]. These links appear in the footer area of all pages.

Number of Organization Extended Description Levels	This setting specifies the number of organization levels displayed in an organization structure, from the level at which the report is run, up to the highest level in the hierarchy. For example, working up the hierarchy from right-to-left, *HK/Accounting* is two levels, while *ALL/My Company/HK/Accounting* is four levels. This extended description appears in many LMS reports, so specifying the number of levels can help to format your reports. The number of levels can range from 0 to 50, where 0 means *use all levels in the hierarchy, from the lowest to highest*. For example, if your organization hierarchy is *ALL/Level1/Level2/Level3*, and you run a report for the Level3 organization: • Setting the number of levels to 3 will include the organization structure *Level1/Level2/Level3* in reports that include the organization extended description. • Setting the number of levels to 1 will include the organization structure *Level3*. • Setting the number to 0 or 4 will include the organization structure *ALL/Level1/Level2/Level3*. When you change the *Number of organization extended description levels* System Configuration setting, you must then click **Regenerate Extended Description** in Organization Maintenance. This regenerates the extended description attribute of all organizations in the LMS.
Show links for RSS feeds	Select this check box to show RSS links on the widget page.
Exclude closed user accounts in reports set to be checked by default.	Select this check box to enable the *Exclude closed user accounts* option in standard reports. This check box will be selected by default in each report.

Enable WYSIWYG Editor	Select this check box to enable the WYSIWYG editor in the following pages: • Question Editor, Text field for questions. • News Editor, Text field for articles. • Email Template Editor, message field. • Catalog Editor > Module Properties tab, Description field. • Catalog Editor > Session Properties tab, Description field. • Catalog Editor, module attribute value of text area type. • Catalog properties page, Comments field. • Exam Editor, Description field. • Appraisal Templates > Structure tab, Description field for appraisal sections. • Discussion forum, topic Description field. • Class Resources page, Description field • Competency Assessment • HTML Widget, Widget Content field. • Organization Maintenance (create or edit), Imprint field. • Job Profile (create or edit), Description field. • Competency (create or edit), Description field. • Terms of Use Manager, Text field. • Catalog Editor, Support Contact field. • Knowledge Center, Personal Notebook. • Question Editor, additional comments fields (Hints, Pre-Comment, Explanation). • Question Editor > Media tab, Other (HTML) field.

	If the WYSIWYG editor is enabled, the contents of these fields will include HTML tags even if the contents have not been edited. Saving the page causes the WYSIWYG editor to convert the text to HTML automatically.
Default Report Type	Select from the drop-down list the default report type when creating new reports from the Report Wizard: • Certification History • Class Resources • Competency Modules • Courseware Information • Exam Results • Exam Results (Direct) • Job Profile • Learning Program Detail • Module Information • Training History • Training History (External) • User Competency • User Information • Withdrawn User Details

Default Report Format	Select from the drop-down list the default report format when creating new reports: • CSV (Comma delimited) • Simple HTML • HTML Document • PDF • Microsoft Excel Workbook
Show loading icon	Select this check box to show a loading icon on some of the pages where background processing can keep system resources busy. This option works best for frame-oriented skins.
Number of Self-Enrolled Classroom(s) per Year	Enter the maximum number of self-enrollments allowed per calendar year (January 1 to December 31) for classroom learning types. Enrollments pending approval count towards the number but denied enrollment requests do not.
Show additional enrollment information in records/transcript.	Select this check box to show additional enrollment information and charged cost center in the Records/ transcript page. An administrator must enable the fields to be included in **Enrollment Policy Editor > Edit Additional Enrollment Information**. The fields will be editable for users with unrestricted access to Records/transcript (that is, administrators and instructors).
Default Currency	Select the default currency used in the LMS.
Number of Years Access Violation Reports are retained	Enter the maximum number of years to keep Access Violation Reports. Outdated Access Violation Reports will be removed by a background task run monthly.
Automatically hide the instruct menu if the current user is not an instructor.	Select this check box to hide the Teach menu automatically if the user is not assigned as an instructor to any learning programs or courses. The *Instructor* role access permission takes precedence over this configuration. If a user's system role does not have read-only access to the *Instructor* feature (Review Features > Instructor) then they cannot access the Teach menu.

Maximum number of rows displayed under selector search results	Enter the maximum number of results shown in selector pages.
Organization Selector Format	Select the default format for the list of organizations displayed in the Organization Maintenance page: • Tree Format (Default) • Flat Format Tree Format shows an expandable tree-view of your organizations. Flat Format shows all of the organizations at once, with their level in the hierarchy indicated by a forward slash (/). You can toggle between the Summary View and a Flat View in the Organization Maintenance page.
Enable Course Equivalency	Select this check box to enable rules to be configured so that substitute courses or programs can be completed instead of the target courses or programs, and are treated as an equivalent unit of training. For more information about course equivalency, see About Course Equivalency. Once this setting is enabled, if any course equivalency rule has been created, this setting can not be disabled.
Disallow re-launch once the course has been completed	Select this check box to prevent learners from re-launching courses they have completed. Clear this check box to enable learners to re-launch courses. Re-launched courses must be completed again to be shown in reports as Completed. This is because most reports use the tracking data from the most recent attempt.
Return to existing course window	Select this check box to enable minimized or hidden course windows to be resumed, if possible, when that course is re-launched. Clear this check box to re-start the course every time it is launched.

Require Direct Appraiser or Organization Approver to exist for User CSV upload	Select this check box to require the Direct Appraiser or the Organization Approver to exist in the LMS, or be in a row for creation in the uploaded User CSV file before being assigned to another user or organization, respectively. If this check box is cleared, and a Direct Appraiser that does not exist in the LMS is specified for one or more new users in the User CSV file, those users will not be created. Likewise, users will not be assigned to organizations if the Organization Approver for the organization does not exist at the time of import.
Number of Participants to show for Learning Groups in Review Learning Center	Enter the number of participants to show in the Learning Group page in **Career Development Center > Review Learning Center**. The Learning Group pages lists the participants who enrolled in the same learning modules as the selected learner. The Learning Group page must be enabled for this setting to take effect.
Display Learning Groups in Review Learning Center Summary	Select this check box to enable the Learning Group page in **Career Development Center > Review Learning Center**.
Require comments when submitting a Peer Comment	Select this check box to make the Your Comment field mandatory when learners submit a Peer Comment in the Knowledge Center or Catalog Browser. Clear this check box to allow learners to rate a course without having to leave a comment.
Enable Login Notifications	This setting applies only to the legacy user interface (that is, when the user's skin is anything other than *PeopleFluent_LMS_Default* and they do not have *Enable new UI* set to Yes in their profile). Select this check box to enable the Login Notification page. This page shows information about deadlines that can block training, expired deadlines, and other information. If there are any notifications, the Login Notifications page is displayed after authentication.

Use default login page for eCommerce	Select this check box to use the default LMS login page for eCommerce users to log in and pay for a course. Clear this check box to use the eCommerce login page (eCommerceLogin.wm) for eCommerce users. This page is can be customized by editing the HTML.
Enable Enrollment Schedule Conflict Detection	Select this check box to enable immediate or direct feedback if sub-session schedules overlap with the dates of existing active transcripts. This option applies to learning types with sub-session schedules, such as classrooms, workshops and virtual classrooms. Conflicts are not detected for sessions that have no schedule (no start date and end date) to compare. For a user with multiple job assignments, schedule conflict detection checks against all the aggregated active transcripts for the user.
Additional information shown in User Profile Summary for approvers	This configuration setting is limited to enrollment approvals. An approver has the option to view a User Profile Summary for the user who asks for approval, displayed per default Name, Job Title and Email of the user. Select the check boxes to specify which additional information about the user will be displayed in the User Profile Summary: • **Show Employment Information**: Employment Country, Department, Location, Organization. • **Show Extended Employment Information**: Employee number, Join Date, Manager Name, Manager E-Mail, Cost Center. • **Show Contact Details**: Company Name, Address 1, Address 2, City, Province/State, Postal Code/ZIP, Country, Phone, Telefax, Mobile. If no block is enabled the User Profile Summary shows only Name, Job Title and Email.

Enable Accessible Alerts and Facet Search Experience	Select this check box to make the LMS display alerts in a way that is appropriate for users with disabilities. Also, the Facets items in Faceted Search will have improved accessibility.
Number of Days Background Task Logs are retained	Enter the maximum number of days to keep background task logs. Outdated background task logs are deleted by the Monthly Housekeeping task.
Keep users logged in for 30 days	Select this check box to keep users logged into the LMS for 30 days.
Include private events when viewing instructors' calendar information	Select this check box to display personal events (those marked as *Private*) in Class Resource Manager calendars.
When viewing Personal Events for other instructors in Class Resource Manager calendars:	Select an option to specify the behavior when viewing personal events for other instructors in Class Resource Manager calendars: • Allow create/edit and display Event Information • Do not allow create/edit and display as "Busy" only Select **Do not allow create/edit and display as "Busy" only** to hide in calendars events marked as Free in Microsoft Exchange Server.
GoToTraining API URL	Enter the GoToTraining API URL for GoToTraining courses. For example, `https://api.getgo.com`.
Allow back-dating of enrollment and completion dates via the Enrollment Wizard	Select this check box to allow anyone using the Enrollment Wizard to set the Enrollment Date and Completion Date to be any date in the past

Goals Category

Use the table below to configure the system configuration settings in the Goals category.

Setting	Description
Goal Assigned Notification to Goal Owner E-mail Template	The notification that is sent to the goal owner on assignment of a goal.
Goal Modified Notification to Goal Owner’s Direct Appraiser E-mail Template	A notification using this e-mail template will be sent to the Goal Owner’s Direct Appraiser when the Goal Owner modifies the performance or development goal. If no e-mail template is configured, no notifications will be sent to the Goal Owner’s Direct Appraiser when the Goal Owner modifies the performance or development goal.
Goal Modified Notification to Goal Owner E-mail Template	A notification using this e-mail template will be sent to the Goal Owner when a reviewer modifies the performance or development goal. If no e-mail template is configured, no notifications will be sent to the Goal Owner when a reviewer modifies the performance or development goal.
An e-mail is sent to owners of goals that are linked to an organizational goal that has been changed	A notification based on the selected e-mail template will be sent to owners of goals that have been linked to the edited organizational goal. Goal changes that will trigger the notification do not include changes in tracking data and ownership.
Completion Reminder to Goal Owner E-mail Template	The completion reminder E-mail that is sent to the goal owner at a time before target date and frequency as specified in the goal.
Completion Reminder to Goal Owner's Direct Appraiser E-mail Template	The completion reminder E-mail that is sent to the goal owner's direct appraiser at a time before target date and frequency as specified in the goal.

Home Page / Widget Page Category

Use the table below to configure the system configuration settings in the Home Page/Widget Page category.

Setting	Description
Number of Enrolled Courses to Display	Enter the number of active courses shown on the Home page in the legacy UI or Widget page (TX=WIDGETCONTAINERPAGE) in the responsive UI.
Number of News Articles to Display	Enter the number of news articles to display in the News widget on the Home page in the legacy UI or Widget page in the responsive UI.
Number of RSS Feeds to Display	Enter the number of RSS feed items to display in the RSS Feed widget on the Home page in the legacy UI or Widget page in the responsive UI.
Show images on RSS feeds	Select this check box to show the RSS channel's image beside the feed.
Show all enrollment types (unchecked implies Online only)	Select this check box to show courses of any learning type on the Home page in the legacy UI or Widget page in the responsive UI. Clear this check box to show only online learning types.
Show Contact Author for news articles?	Select this check box to add a Contact Author link at the end of news articles in the News widget on the Home page in the legacy UI or Widget page in the responsive UI. In the responsive UI Home page, this link is shown only when news articles are opened in a full page. Users can click the link to email the author.
Show username (Deprecated)	Not used.
Show by enrollment date (unchecked implies by deadline then by last accessed date)	Select this check box to sort the Enrollments List widget by enrollment date (most recent first).
Home Page Format (Deprecated)	Not used.
Display Available Links on Home Page (Deprecated)	Not used.
Links to display in Available Links Widget (one per line and specify name, URL, and target separated by vertical bar in square brackets e.g., [PeopleFluent|http://www.peoplefluent.com|_blank])	Enter one or more URLs to display in the Available Links widget.
Show date created for news articles on the home page (Deprecated)	
Display job profile status on home page (Deprecated)	Not used.

Show exam access code input	Select this check box to show exam access code input in the Exam Registration widget on the Home page in the legacy UI or Widget page in the responsive UI. Access codes must be configured for exams in order for learners to enter them here.
Number of rows to display in Token Usage Summary Widget	Enter the number of rows to display in the Token Usage Summary Widget on the Home page in the legacy UI or Widget page in the responsive UI. The Token Usage Summary Widget lists token credits and debits, sorted by transaction date descending.

Knowledge Center Category

Use the table below to configure the system configuration settings in the Knowledge Center category.

Setting	Description
Knowledge Center Enabled	Select this check box to enable the Knowledge Center or all courses.
Module always launches via Knowledge Center.	Select this check box to open courses in the Knowledge Center instead of launching them directly. This option ensures that learners see the course information in the Knowledge Center. This option can be overridden on an individual basis in the Catalog Editor.
Module Launches	Selection one of the options to specify where courses can be launched from: • Allow module launches from program and module Knowledge Centers • Allow module launches from module Knowledge Centers only • Do not allow module launches from Knowledge Centers
Change classroom status on First Knowledge Center Entry	Select this check box to update the Overall Status of a classroom session from *Not Started* to *In Progress* when learners open the course's Knowledge Center for the first time. This enables the LMS to track learners' online activity associated with classroom sessions. This always happens for online learning types but may not be wanted for classroom sessions.

AREA: Show certification area	Select this check box to enable the option in the Catalog Editor > Knowledge Center Options page to show this area in the Knowledge Center. Clear this check box to disable this area for all courses. The Catalog Editor option to show it will be disabled.
AREA: Show contact list area	See *AREA: Show certification area.*
AREA: Show course summary area	See *AREA: Show certification area.*
AREA: Show evaluation area	See *AREA: Show certification area.*
AREA: Show forum area	See *AREA: Show certification area.*
AREA: Show instructor list area	See *AREA: Show certification area.*
AREA: Show news area	See *AREA: Show certification area.*
AREA: Show notepad area	See *AREA: Show certification area.*
AREA: Show peer comments area	See *AREA: Show certification area.*
AREA: Show references area	See *AREA: Show certification area.*
AREA: Show status change area	See *AREA: Show certification area.*
AREA: Show exam area	See *AREA: Show certification area.*
AREA: Show picture area	See *AREA: Show certification area.*
AREA: Show About Me for the instructor	See *AREA: Show certification area.*
AREA: Show reference share area for instructors	See *AREA: Show certification area.*
AREA: Show file share area	See *AREA: Show certification area.*
AREA: Show homework drop box	See *AREA: Show certification area.*

AREA: Show marked/reviewed homework	See *AREA: Show certification area.*
AREA: Show transcript area	See *AREA: Show certification area.*
AREA: Show assessment workflow area	See *AREA: Show certification area.*
AREA: Show quick evaluation area	See *AREA: Show certification area.*
AREA: Show Module Attributes	See *AREA: Show certification area.*
For Program Module, sort sub-modules by	This setting specifies the default setting for how program sub-modules are displayed in the program's Knowledge Center. Course administrators can update this setting on a per module basis in the Catalog Editor > Knowledge Center Options page. Select **Required/Elective** to display sub-modules in two separate sections - Required Modules and Elective Modules. Select **Defined Order** to display the sub-modules in one section, in the order defined in Module Assignment page in the programs' session properties.

Mail Category

Use the table below to configure the system configuration settings in the Mail category.

Setting	Description
Include iCalendar attachments in (enrollment confirmations, approved notifications and instructor change notifications)	Select this check box to include iCalendar attachments in enrollment confirmations, approved notifications and instructor change notifications. Learners and instructors can use iCalendar attachments to import scheduled course sessions into a calendar application such as Microsoft Outlook. Attachments are included only if at least one of the start date and the end date is specified.
Deliver iCalendar Notifications as E-mail Attachment(s)	Select this check box to deliver iCalendar notifications as email attachments. This enables multiple sub-session calendar entries to be included. Sending iCalendar notifications as an attachment requires recipients to manually accept each sub-session to record them in the local calendar. Clear this check box to send iCalendar notifications as an single email calendar content item (with a single start to end date range). This is the default setting.
Add course description to iCalendar attachment	Select this check box to add course descriptions to iCalendar attachments. Clear this check box to include only the date, title, and location information.
The GMT offset in iCalendar reflects daylight saving time adjustments.	Select this option to reflect daylight savings time adjustments in the GMT offset in iCalendar events published by the LMS. By default, this option is disabled, so the iCalendar published by the LMS will not account for any daylight saving adjustments. For example, there is no adjustment if learners have enrolled a course in February that will start in May.

Request responses in iCalendar	Select this check box to request course invitation responses in iCalandar. If learners provide a response, the course organizer can track whether learners have accepted, tentatively accepted, or declined. Learners can choose to not provide a response.
New User Welcome E-mail	Click the **browse** icon to select the email template used to send the welcome email to new users. The Welcome Email Event Handler checks for users added within the last 30 days and at the point at which they have a valid email address (that is, containing the "@" character) and an active status (not *Closed*, *Deleted*, *Pending*, *Suspended*, or *Inactive*), the email is sent and the is date recorded in the user statistics. This information is shown in the User Editor's Status tab for each user.
The System Default Classroom-Session-Start Reminder Template	Click the **browse** icon to select the email template used to send the course start reminder emails to participants and instructors.
# Days Before Course Starts to Send System Reminder E-mail	Enter the number of days before the course start date to send the Classroom Session Start email reminder (selected above).
Send Gentle Reminder to Approver	Click the **browse** icon to select the email template to be used when a learner clicks the *Send Gentle Reminder to Approver* button for an enrollment approval request.

Combine e-mail for To and CC recipients	For emails configured via the Email Template Editor and sent from the Email form in the Participants page, select this check box to send a single email for To and CC recipients. The CC recipient may see the external approval link in approval emails, which in turn allow the CC recipient to approve the enrollment. However, a separate email will be forwarded if the user has email forwarding configured.
Send to Manager E-mail when the recipient is Direct Appraiser	Select this check box to send an email to a learner's manager if the recipient of the email is the learner's direct appraiser.
Use Trusted Email as Sender Defined	For organizations that have email whitelist filters, select this check box to set the sender as the Reply-To email and the trusted email specified will be used as the Sender email.

Online Payment Category

Use the table below to configure the system configuration settings in the Online Payment category.

Setting	Description
Enable online payment	Select this check box to enable online payment for courses. If the shopping cart is also enabled, the Add to Cart button is shown in the Course Details page for courses that require online payment. At least one external payment gateway or plugin must be set up for the LMS to accept online payments.
Enable shopping cart	Select this check box to show the Add to Cart button in the Course Details page for courses that require online payment. Clicking the button adds the course to the shopping cart. This setting also requires Online Payment to be enabled.
Payment plugin URL	Enter the URL for the payment plugin used to process online payments. When a user proceeds to checkout for a course with online payment, the LMS sends a request to the payment plugin asking it to collect payment for the amount (and currency) related to the specific purchase. This field must be cleared if the LMS is going to be configured to use one of its native payment gateways. Once a payment gateway has been configured, this field will not appear in the System Configuration page.

Payment plugin key	Enter the payment plugin key. This is provided by the payment service. This is a secret key known only to the LMS and the payment service, and is used to generate and validate payment messages. This field must be cleared if the LMS is going to be configured to use one of its native payment gateways. Once a payment gateway has been configured, this field will not appear in the System Configuration page.
Allow payment plugin to view shopping cart contents	Select this check box to enable the payment plugin to view the courses in the shopping cart.
Allow enrollment approval with online payment	Select this check box to require an approver to complete a one-step enrollment policy to pay for courses.
Online Payment Additional Charges	Enter, as a percentage of the course charge, an additional payment amount, if required. Decimals must use a comma instead of a period (for example, 1.35%).
Payment successful e-mail template	Click the **browse** icon to select the email template used to send emails to the learner for each course purchased.
Enable international credit card input form	Select this check box to enable a country-based credit card input form with country-specific fields, such as States for U.S. and Provinces for Canada.

Prompt for card type	Select this check box to include a card type selector on the payment form. Supported types are: • Visa • Mastercard • Switch • Solo • Delta • Debit Mastercard This must be enabled if your payment gateway accepts Switch or Solo cards, which require additional information from the user.
Prompt for Name on Card	Select this check box to prompt the user to enter the name on the card when checking out. This information is sent to the payment service.
Prompt for Card Security Code	Select this check box to prompt the user to enter the security code on the card when checking out. This information is sent to the payment service.
Prompt for Street Address	Select this check box to prompt the user to enter the billing address street address when checking out. This information is sent to the payment service.
Prompt for City	Select this check box to prompt the user to enter the billing address city when checking out. This information is sent to the payment service.
Prompt for State, Province, Prefecture, or County	Select this check box to prompt the user to enter the billing address state, province, prefecture or county, when checking out. This information is sent to the payment service.
Prompt for Zip or Postal Code	Select this check box to prompt the user to enter the billing address zip or postal code when checking out. This information is sent to the payment service.

Prompt for Country Name	Select this check box to prompt the user to enter the billing address city when checking out using the international form. This information is sent to the payment service.
Prompt for purchase order reference code	Select this check box to prompt the user to enter the purchase order reference code when checking out. This information is sent to the payment service.
Token Purchase E-mail	Click the **browse** icon to select the email template used to send emails on successful payment when purchasing token packages. The total cost and breakdown of purchases can be included in the email by including the {Purchased Tokens} parameter.
Allow Token Discounts	Select this check box to apply any payment plan discounts to the course final token price.
URL of Payment Agreement	Enter a link to the payment agreement (if used), which users must accept before they can proceed to the payment process. This link is shown on the credit card form. The URL can be any valid HTTP address. An absolute URL (for example, *http://www.mysite.com/agreement.html*) or a relative URL (for example, */ekp/nd/fresco/filerepository/agreement.html*, where *ekp* is the domain name).
In approval workflows, tokens are paid by	Select who pays for courses purchased with tokens: • Final Approver • Enrollment Requester
Administrator E-mail	Enter the email address of the LMS administrator responsible for configuring online payments.

Performance Review Category

Use the table below to configure the system configuration settings in the Performance Review category.

Setting	Description
Appraisal completion reminder interval (days)	An appraisal completion reminder e-mail will be sent to both the appraiser and the employee after the specified number of days for appraisals that have yet to be completed. To disable reminders, specify an interval of 0 days.
Appraisal Start Reminder Interval (months)	An appraisal start reminder e-mail will be sent to the employee once the specified number of months have elapsed since the last appraisal was completed. To disable reminders, specify an interval of 0 months.
Right-to-Reply Period (days)	Once an appraisal has been completed and the right-to-reply option for the employee has been enabled, then for a limited period after the appraisal completion, the employee can go back into the performance review and submit a response to the reviewer's final comments. This is possible only within the right-to-reply period. Once the period is over, the employee will no longer be able to enter a response. To not set a time limit, specify a period of 0 days.
Latest completed annual appraisals can be viewed by	This option controls who should be able to view a user's latest completed annual appraisal.

Person Information Processor Category

Use the table below to configure the system configuration settings in the Person Information Processor category.

The Person Information Processor is a daily background task that runs on all transcripts in the LMS database. It helps determine learners' program completion status, and also includes the following competency-related tasks:

- Auto Competency Revocation
- Competency Completion
- Expired Ad hoc Assessment Competency Revocation
- Expired Modules Competency Revocation
- Expiring Modules Competency Reminder

Setting	Description
Number of Database Connections In Use For Task Suspension	Enter the maximum number of database connections that can be in use at any time, before suspending the task.
Threshold of the Longest Connection For Task Suspension (minutes)	Enter the maximum duration (in minutes) allowed for a database connection, before suspending the task.
Number of Past Days to Process Competencies	Enter the number of past days to backtrack to process unassociated competencies that are potential for award, this would speed up the daily processing when the number of past days is defined, otherwise the default is 0 which means the system will process all competencies every day.
Include non-Active Users in Competency Processing	Select to enable the Person Info Processor task to include non-active users in its competency processing. Suspended and closed accounts will be processed last in the queue after active accounts.

Records-Transcript Category

Use the table below to configure the system configuration settings in the Records-Transcript category.

Setting	Description
Record all withdrawals (except withdrawals performed using the group withdrawal function)	Select this check box to record all withdrawals, including withdrawals from learning modules inside learning programs, with the exception of withdrawals performed using the Group Withdrawal function. Users who are *Waitlisted* or *Pending Approval* do not have a withdrawal record created, as they are not yet considered enrolled.
Simplified Tracking Data Display	Select this check box to replace the detailed CMI tracking data in learners' Records/Transcript History with a link to open it. This can be useful as CMI tracking data can include more details than the average user needs to see. Objectives status information is still viewable by clicking on the link provided. The Transcript History is accessible via the user's Records/Transcript page or using the Training History report type in the Report Wizard.
Level of Visible Transcript Detail for learners	Select the level of detail for learners when viewing the Records/Transcript page: • Details and Overall Progress • Details, Overall Progress, and Individual SCO Progress • Details, Overall Progress, Individual SCO Progress, and Course Interactions The last two options apply to SCORM courses only. This setting affects only the learner's view of their transcripts. The reviewer's view is configured in Organization Maintenance page, when creating or editing an organization.

Hide objectives for Skillsoft Business Skills courses	Select this check box to hide the detailed CMI tracking data in users' Records/Transcript for Skillsoft Business Skills courses. These courses provide very detailed but complicated objective status information that may be confusing to non-technical learners. All tracking data is still recorded in the LMS, and is available for reporting, but it is not shown to the learner.
Use Last Score rather than Highest Score as the default score for an activity (affects transcript listings and roll-ups)	Select this check box to use the highest score obtained in an exam for summary reports and Records/ Transcript. Clear this check box to use the most recent score.
Mastery Score for NETg Cookie-Based Courses	NETg cookie-based tracking data primarily contains raw score data with few status indicators. You can enter the minimum score, at a global level, required to pass courses that use NETg cookie tracking.
Lesson Status for NETg Cookie-Based Courses After Mastery Score Has Been Achieved	If you have specified a mastery score for NETg cookie-based courses, you can select the Lesson Status for passing the course: • Passed • Completed
Show revision column on records/transcript tab	Select this check box to show the course revision in the Records/Transcript page.
Show credits column on records/transcript tab	Select this check box to show the course credits in the Records/Transcript page.
Display module attribute(s)	Select this check box to show the module attributes in the Records/Transcript page.
Record progress after reopening a course	Select this check box to record learners' course progress when they re-open a course. This updates launch times and scores even though the transcript has reached a final status.

External Training Record Approval Request E-mail Template	Click the **browse** icon to select the email template used to send emails for external training record approval requests.
External Training Record Approved E-mail Template	Click the **browse** icon to select the email template used to send emails to learners for external training record approvals.
External Training Record Approval Denied E-mail Template	Click the **browse** icon to select the email template used to send emails to learners when external training record approval requests are denied.
Enable third-party transcript viewing permission	Select this check box to enable Third-Party Transcript Viewing Permissions in the Catalog Editor > Define Module Security page. This permission setting specifies which third-parties have read-only and unrestricted access to learners' transcripts during the review process.
Enforce Approval for External Training Record Creation and Updates	Select this check box to enforce the approval process for creating and updating external training records. If you enforce the approval process, you must select the email templates used to send approval requests and responses.
Require Org in Auto Enroll Targets	Select this check box to require all targets for auto-enrollment set in the Catalog Editor to include at least one organization. This helps to prevent accidental auto-enrollment assignments to a larger community than intended. Once enabled, this option also checks for the organization requirement for all existing rules at execution time and will ignore assignments for courses without an organization target.
Show session name column on records/transcript tab	Select this check box to show session names in the Records/Transcript page.

Enable Transcript History	Select this check box to record overall status changes, session transfers, session selections and date updates in a Transcript History. This page is accessed via the user's Records/Transcript page or using the Training History report type in the Report Wizard. To see the Transcript History link on the records/transcript page, users must have a role with read-only access to the Transcript History feature in System Roles > Learner-Oriented Features > Learn Features.
Enable Using Last Committed Lesson Status	Select this check box to set the enrollment status of the most recent course attempt as Completed or Failed (as appropriate). Clear this check box to keep the first Completed or Failed course attempt.
Disable storing xAPI/TinCan statements	Disabling this will stop storing xAPI/TinCan statements in the internal database tincan_* tables, which would also disable the Activity Log screen.

Search Category

Use the table below to configure the system configuration settings in the Search category.

Setting	Description
Search results per category	Enter the initial number of search results to return from the universal search (on the primary navigation menu bar). If there are more results, users can click the More Results link to display them, page-by-page.
Custom search URL template (e.g. `http://example.com/search?q={searchTerms}`	Enter a custom search URL template, if required.
Enable inline result in Universal Search, Learning Module Search and People Search	Select this check box to enable inline search results to be suggested as users type in the universal search field (in the legacy user interface only). Results will also be suggested in the Catalog Search widget.
Include session information in Learning Module Search	Enables the learning module search will now search on session code, session title and session description.

Security Management Category

Use the table below to configure the system configuration settings in the Security Management category.

Setting	Description
Security Scan Level of Input Parameters	Select the level of security required for data saved to the LMS, sent via browser form fields: • Medium (Script+SQL) Scan for JavaScript and SQL injection, using keyword detection. • High (+Links) Scan for JavaScript, SQL Injection, and HTML location directives (for example, <A HREF=, .location.) • Extreme (+HTML) Scan for any HTML (for example, <, >, %3c) Scanning actions are based on OWASP best practice guidelines. Recommended setting: High.
Advanced: Allow Persistent Sessions (Session Hijacking)	Select this check box to allow persistent sessions. New login requests will be able to use a previous session cookie. This is known as session hijacking. Clear this check box to prevent new requests from reusing a previous session cookie. When this check box is cleared, a new login (or logoff) invalidates any existing login with the same user ID. PeopleFluent recommends disabling persistent sessions, although that may inconvenience some users by requiring a new login for some link and server restart scenarios. Recommended setting: disabled.
Advanced: Allow Concurrent Logins	Select this check box to allow multiple concurrent logins with the same user ID. Recommended setting: disabled.
Advanced: IFrame Protection (Clickjacking)	To prevent external websites from putting an application from another domain within its own frameset, which could allow clickjacking attacks, select **Allow same origin only**. For external sites that include portals that embed valid application screens required for the LMS, select **None**. For more information about clickjacking, see the OWASP guidelines at owasp.org. Recommended setting: Allow same origin only.

Advanced: Disable Previous Sessions At Login	Select this check box to allow the current login request to take precedence over previous sessions immediately, without waiting for the previous session timer (which may be 1-4 hours) to expire. This option improves usability when both the *Allow Persistent Sessions* and *Allow Concurrent Logins* settings are disabled. Recommended setting: enabled.
Advanced: Enforce IP Session Binding	Select this check box to require the IP address used at login be the source for all subsequent *TX* requests. This can protect against session hijacking, although keep in mind that offices that use gateways may map all requests from the same office to the same IP address. This setting may need to be disabled for some scenarios where remote courses or portals are used from third-party servers. Recommended setting: enabled.
Maximum Failed Log-In Attempts	Enter the maximum number of failed login attempts before the user's account status is set to *Suspended*. This helps to prevent hacking attempts on known user IDs. Recommended setting: 5.
Suspension Interval (# minutes)	Enter the number of minutes to suspend the user account when the *Maximum Failed Login Attempts* has been exceeded. Enter `0` to suspend the account indefinitely or until it is reactivated by an administrator. Recommended setting: 15.
Minimum Password Length	Enter the minimum character length for user passwords. Recommended setting: 15.
Enable Multi-Factor Authentication	Turning this on will enable Enable Multi-Factor Authentication for all users. Recommended setting: Enabled
Multi-Factor Authentication re-authentication period (Days)	The number of days allowed before MFA is required to login again. Recommended setting: 30
"Multi-Factor Authentication code validity period (Minutes)	The number of minutes that the one time passcode is valid. The code will immediately become invalid if the current login attempt fails. Recommended setting: 5
Maximum number of Multi-Factor Authentication attempts	The maximum number of MFA attempts before the account is locked. Recommended setting: 5
Password Change Interval (# days)	Enter the numbers of days since the last password change to prompt for a new password. The interval is checked each time users log in. Recommended setting: 0.

Maximum Days of Inactivity Allowed for Accounts	Enter the maximum number of days' inactivity before the user's account status is set to either *Closed* or *Suspended*, depending on whether the *Set Inactive Accounts to Suspended* setting is enabled or not. Recommended setting: 0.
Force First Log-In Password Change	Select this check box to force users to change their password the first time they log into the LMS. Recommended setting: enabled.
Require Strong Passwords	Select this check box to require users to choose a password that is difficult to guess. These include a mix of alphanumeric characters, a minimum of six characters, and cannot contain simple phrases, such as *abc123*, *qwerty* and *password*. Recommended setting: enabled.
Number of Previous Passwords That Cannot Be Reused	Enter the number of previous passwords—going backwards from the current password—that cannot be reused when setting a new password. This setting requires the *Require Strong Passwords* setting to be enabled. Recommended setting: 5.
Number of Digit(s) in a Strong Password	Enter the number of digits that must be present in a strong password. This setting requires the *Require Strong Passwords* setting to be enabled. Recommended setting: 1.
Number of Special Character(s) in a Strong Password	Enter the number of special characters that must be present in a strong password. Special characters are non-alphanumeric. This setting requires the *Require Strong Passwords* setting to be enabled. Recommended setting: 1.
Set Inactive Accounts to Suspended	Select this check box to set inactive user accounts to *Suspended* instead of *Closed*. Recommended setting: disabled.
Allow Catalog Level Permissions for Session Selector	Select this check box to use only catalog level read permissions to filter the learning object session selector in report queries. Clear the check box to use catalog, module and session level permissions. This setting is included for backwards compatibility and PeopleFluent recommends clearing it to use module and session level permissions. Recommended setting: disabled.

Enable CSRF validation for login requests.	Select this check box to enable cross-site request forgery (CSRF) protection on the native LMS login page. A token value is added to the login form and validated when the form is submitted. Recommended setting: enabled. Customers who use external login pages must leave this check box cleared for their login pages to function.
Repository Permissions Level	Select **Files** to apply access permissions to files (in addition to folders) in the Repository Manager. Select **Folders** to apply access permissions at the folder level only. If the repository contains a lot of files, selecting *Folders* can greatly improve LMS performance. Recommended setting: Folders.
Minimal Authentication Response	Select this check box to return a single response code for login failures. Returning as little information as possible to potential hackers is a security best practice. Recommended setting: enabled.
Disallowed File Extensions	Enter a comma-separated list of file extensions to specify the file types that cannot be imported into the LMS, to reduce security risks. For example, `.exe,.bat,.jsp`.
Allowed General User File Extensions	Enter a comma-separated list of file extensions to specify the file types that do not require special role permissions to be uploaded to the LMS. This list is checked wherever a user can upload files (for example, skins, content packages and repository items). Leave this field blank to allow all file types to be uploaded. Example file types typically uploaded can include: • Images (.png, .jpg, .gif, .svg, .apng, .webp) • Audio (.mp3, .aac, .m4a, .au, .aif, .wav) • Video (.avi, .mov, .mpg, .mp4, .webm) • Documents (.pdf, .docx, .rtf, .xlsx, .odt, .doc, .xls) • Text file (.txt, .csv, .xml, .properties) • Presentations (.pptx, .pps, .ppt) • Packages (.zip, .xml, .xsd, .js)
Enforce No-Store Header Response	Select this check box to enforce the no-store cache control directive in HTTP responses, so that they are not stored in any cache. This does not prevent a valid pre-existing cached response being returned. Recommended setting: enabled.

Trusted apps	Enter a list of trusted apps, one per line. For example,
	
	`talentslate:///oauth`
	
	`http://www.lmsserver.com/folder/netdimensions-slate/sso`

Enforce Repository Access Control on Secure Servlet	Select this check box to enforce access permission rules when accessing repository files via a secure servlet. Recommended setting: enabled.
Enable spreadsheet formula injection protection	Select this check box to protect the LMS from spreadsheet formula injection attempts. When enabled, all fields in CSV or XLS outputs are prepended with a single quote if it begins with any of the these characters: • = • + • - • @ • *Tab* • *Carriage return* Recommended setting: enabled.
Enable cross-site scripting protection	Select the level of protection from cross-site scripting (XSS). When enabled, this option controls the value of the *X-XSS-Protection* HTTP response header, and stops pages from loading when browsers detect reflected XSS attacks. • Disable Disable XSS filtering. • Enable and sanitize Enable XSS filtering. If a cross-site scripting attack is detected, the browser will sanitize the page (remove the unsafe parts). For more information, see HTML Sanitizer Reference. • Enable and block Enable XSS filtering. Instead of sanitizing the page, the browser will prevent it from loading if an attack is detected. Recommended setting: Enable and block.
Disable content sniffing	Select this check box to add an *X-Content-Type-Options: nosniff* header to HTTP responses. This indicates that the MIME types advertised in the *Content-Type* headers must be followed and should not be changed. This setting provides a way to opt out of MIME type sniffing, or, in other words, to say that the MIME types are deliberately configured. Recommended setting: enabled.

Enable Referrer Policy	Select an option to determine how the value of the referrer header is set in links external to the current site. The default value is *Strict origin when cross origin*. • Omit Do not set a referrer policy for this site. • No referrer The browser will never send the referrer header with requests made from current site. • No referrer when downgrade The browser will not send the referrer header when navigating from HTTPS to HTTP. • Same origin The browser will only set the referrer header on requests to the same origin. • Origin The browser will always set the referrer header to the origin from which the request was made. This will strip any path information from the referrer information. • Strict origin This is similar to *Origin* but will not allow the secure origin to be sent on an HTTP request, only HTTPS. • Origin when cross origin The browser will send the full URL to requests to the same origin but only send the origin when requests are cross-origin. • Strict origin when cross origin Similar to *Origin when cross origin* but will not allow any information to be sent via a scheme downgrade (when navigating from HTTPS to HTTP). • Unsafe url The browser will always send the full URL with any request to any origin.

Enable Permission Policy	This provides a mechanism to allow and deny the use of browser features, in this case, allowing the browser to make a PeopleFluent Learning window full screen. The default value is *All*. Select an option: • All All windows and iframes can enter full screen mode. • Self Windows and iframes can enter full screen mode only if they are from the same origin. • None Windows and iframes cannot enter full screen mode.
Content Security Policy	This option defines approved sources of content (such as JavaScript and CSS) that the browser may load. It can be an effective countermeasure to Cross Site Scripting (XSS) attacks. The Content Security Policy header value is made up of one or more directives. The default for this setting is *script-src 'self' 'unsafe-inline' 'unsafe-eval';*. Separate multiple directives with a semicolon.

Self-Registration Category

Use the table below to configure the system configuration settings in the Self-Registration category.

Setting	Description
Enable self-registration	Select this check box to enable users to self-register LMS user accounts. To use the self-registration feature, link an HTML page to http://*servername*/ekp/servlet/ekp?TX=SELFREGISTRATION, which will present the user with the built-in forms needed to complete the registration process.
Enable user agreement	Select this check box to show the user agreement form at the end of the self-registration process, which the user can accept or decline. The user account will be created only when the user accepts the user agreement. To change the default user agreement text, edit the *text.user_agreement* label in the *custom.properties* custom language file.
Other Name Field	Select an option to specify whether this field is mandatory, optional or disabled when users self-register.
Title Field	Select an option to specify whether this field is mandatory, optional or disabled when users self-register.
User E-mail field	Select an option to specify whether this field is mandatory, optional or disabled when users self-register.
User e-mail must be unique	Select this check box to ensure self-registered users provide a unique email address (if the *User E-mail* field is enabled). Enabling this option prevents users accidentally self-registering multiple times with the same email address.

Manager Name Field	Select an option to specify whether this field is mandatory, optional or disabled when users self-register.
Manager E-mail Field	Select an option to specify whether this field is mandatory, optional or disabled when users self-register.
Address Field	Select an option to specify whether this field is mandatory, optional or disabled when users self-register.
Local Code Field	Select an option to specify whether this field is mandatory, optional or disabled when users self-register.
Employee Number Field	Select an option to specify whether this field is mandatory, optional or disabled when users self-register.
Job Title field	Select an option to specify whether this field is mandatory, optional or disabled when users self-register.
Department Field	Select an option to specify whether this field is mandatory, optional or disabled when users self-register.
Cost Center Field	Select an option to specify whether this field is mandatory, optional or disabled when users self-register.
Date of Employment Field	Select an option to specify whether this field is mandatory, optional or disabled when users self-register.
Gender Field	Select an option to specify whether this field is mandatory, optional or disabled when users self-register.
Date of Birth Field	Select an option to specify whether this field is mandatory, optional or disabled when users self-register.

User Attribute 1	Select an option to specify whether this field is mandatory, optional or disabled when users self-register.
User Attribute 2	Select an option to specify whether this field is mandatory, optional or disabled when users self-register.
User Attribute 3	Select an option to specify whether this field is mandatory, optional or disabled when users self-register.
User Attribute 4	Select an option to specify whether this field is mandatory, optional or disabled when users self-register.
Company Name Field	Select an option to specify whether this field is mandatory, optional or disabled when users self-register.
Address 2 field	Select an option to specify whether this field is mandatory, optional or disabled when users self-register.
City Field	Select an option to specify whether this field is mandatory, optional or disabled when users self-register.
Province/State Field	Select an option to specify whether this field is mandatory, optional or disabled when users self-register.
Postal Code Field	Select an option to specify whether this field is mandatory, optional or disabled when users self-register.
Country Code Field	Select an option to specify whether this field is mandatory, optional or disabled when users self-register.
Phone Field	Select an option to specify whether this field is mandatory, optional or disabled when users self-register.

Telefax Field	Select an option to specify whether this field is mandatory, optional or disabled when users self-register.
Mobile Field	Select an option to specify whether this field is mandatory, optional or disabled when users self-register.
HR Manager Name Field	Select an option to specify whether this field is mandatory, optional or disabled when users self-register.
HR Manager E-mail Field	Select an option to specify whether this field is mandatory, optional or disabled when users self-register.
Enable user edit organization	Select this check box to enable users to enter organization information in the self-registration form.
Self-Registered users need authorization before access	Select this check box to set new self-registered users accounts to *Suspended*. This lets administrators approve or deny registration requests before the users are allowed to log into the LMS.
The Highest Organization Level That Can Be Changed by a Self-Registration User	Select the highest organization level self-registering users are allowed to assign themselves to. By limiting the highest level they can choose, you can restrict them to a specific branch of the organization tree.
The Profile User ID	Select the user profile to assign new self-registered users. User profile templates, created in the User Editor (or uploaded via the User Data Loader), define a set of default properties that can be associated with a new user when the new record is created. By selecting a profile to be used as a part of the self-registration process, you can default specific profile information for new users.
The Admin User ID	If the Self-Registered users need authorization before access setting is enabled, click the **browse** icon to select the administrator to notify when users submit a request to self-register.

Use registration date as join date	Select this check box to set the Join Date to the date the user account was created through self-registration. The Join Date can be edited subsequently in the User Editor.
Set expiration date as N months after join date.	Enter the number of months from the Join Date to set the user account Expiration Date for users created through self-registration. Enter 0 or leave this field blank to leave the Expiration Date unset. The Expiration Date can be edited subsequently in the User Editor.
E-mail template for self-registration failure	Click the **browse** icon to select the email template used to send emails to the administrator (specified in The Admin User ID field) if any of the self-registration steps fail.
E-mail template for successful self-registration	Click the **browse** icon to select the email template used to send emails to the administrator (specified in The Admin User ID field) on successful self-registration.
Minimum organization levels required to select	Select the minimum level in their organization self-registering users are required to select for themselves. If this setting is configured to require selection of an organization at a level that is higher than the actual levels in the organization tree, new users will be required to select an organization up to the child-most organization in the hierarchy. This setting works interactively with the highest organization level that can be changed by a new user. New users must be able to select an organization at each level, with respect to the selected level on this setting. If a certain level restricts new users from selecting the available organizations while this level is required to be selected, an error message is shown during self-registration.

System Category

Use the table below to configure the system configuration settings in the System category.

Setting	Description
Report Query Timeout	Enter the timeout in seconds for a single SQL statement in Report Wizard queries. This is not a transaction or task timeout as it applies only to a single statement.
Adobe Connect License Type	Select the type of Adobe Connect license used by the LMS: • Learning (Virtual Classrooms) • Meetings (Meetings) The option selected here also determines what type of object will be created in Adobe Connect. Both licenses use the Virtual Classroom learning type in PeopleFluent LMS. You must maintain a valid license from Adobe in order to use this virtual classroom integration.
Enable lazy auto-enroll processing	Select this check box to allow auto-enroll processing at login time to use a separate thread. This is highly recommended, as it improves login response times. With this setting enabled, learners may see new courses appear in their list of Current Learning ModulesCurrent Courses up to 30 seconds after logging in, instead of immediately.
Enable New Batch Report Name Format	Select this check box to use the naming format *<PID>_<Report Title>_<Date>.<type>* for reports generated by the Report Wizard. Clear this check box to name reports with the LMS internal report ID. These names may be less meaningful to users.

Perform non-blocking query searching and reporting	Select this check box to enable reports run at a READ UNCOMMITTED isolation level to be run much faster and with reduced locking and contention. This can result in a lower point-in-time accuracy. PeopleFluent recommends enabling this setting. This setting applies only to Microsoft SQL Server.
Enable Exchange Server schedule integration	Select this check box to activate the integration with Exchange Server, to synchronize calendar events with PeopleFluent Learning.
Show Exchange Server events in Class Resource Manager calendars as "Busy" only	Select this check box to display third-party Exchange Server events as *Busy* blocks in PeopleFluent Learning calendars.
Check and Rebuild Out-of-Sync Search Index Hourly	Select this check box to allow an hourly task to auto detect and rebuild search index which is out-ofsync.
Export CSV using UTF-8 BOM encoding	Select this check box to allow CSV reports that include special characters to open correctly in Microsoft Excel. It applies to all reports output via CSV.

System Maintenance Category

Use the table below to configure the system configuration settings in the Wiki category.

Setting	Description
Remove Finished Scheduled Reports (# of days to keep, 0 to keep all)	This task reviews and removes entries and files related to scheduled reports with a FINISHED status. The task will remove data for reports that entered Finished status within a specified period. For example, if the task is configured to keep data for finished reports for 10 days, the task will remove the data for any reports that finished more than 10 days prior. Once enabled and configured, the Remove Finished Scheduled Reports task will run weekly.
Remove Orphaned Scheduled Reports	This task reviews current scheduled reports and take the following actions: • Delete all scheduled reports that were created by a user account that does not have a status of ACTIVE or SUSPENDED. • Remove users who are not ACTIVE or SUSPENDED from being delivery recipients of scheduled reports. • Mark scheduled reports as Finished if there are no delivery recipients with active user accounts. Once enabled, the Remove Orphaned Scheduled Reports task will run weekly.
Email Notification Clean Up Period	This task removes email notifications within a specified period. For example, if the task is configured to keep email notifications for 180 days, the task will remove notifications that are more than 180 days old. Once enabled and configured, the Email Notification Clean Up Task will run weekly.

Batch Report Cleanup Period	This daily task is available that reviews and removes batch report entries and files that are older than the specified clean up period. For example, if the task is configured to keep data for batch reports for 10 days, the task will remove the data for any batch report that ran more than 10 days prior.

User Category

Use the table below to configure the system configuration settings in the User category.

Setting	Description
Available Options for the Current Status Dropdown.	Select the check boxes of the statuses to include in the drop-down list of statuses in the Change Status dialog on the Users page. User administrators can change the status of users from the action menu in the Users page to any one of the statuses selected here.
Allow e-mail-based user log-in	Select this check box to allow users to log in using their email address instead of their LMS user name. PeopleFluent recommends clearing this check box where email addresses for different users may not be unique.
Show User Attribute 1	Select this check box to show User Attribute 1 in the user's profile in the User Editor. Administrators with at least read-only access to the user attribute can assign values to it in the User Editor.
Show User Attribute 2	See *Show User Attribute 1*, above.
Show User Attribute 3	See *Show User Attribute 1*, above.
Show User Attribute 4	See *Show User Attribute 1*, above.
Show User Attribute 5	See *Show User Attribute 1*, above.
Show User Attribute 6	See *Show User Attribute 1*, above.
Show User Attribute 7	See *Show User Attribute 1*, above.
Show User Attribute 8	See *Show User Attribute 1*, above.
Use drop-down boxes to edit User Attribute 1	Select this check box to provide either a drop-down list or a selector window to choose a predefined value for this attribute (depending on the *Use Attribute Selector Instead of Drop-down* System Configuration setting). Clear the check box to enable administrators to enter any text or number value in the User Editor.

Use drop-down boxes to edit User Attribute 2	See *Use drop-down boxes to edit User Attribute 1*, above.
Use drop-down boxes to edit User Attribute 3	See *Use drop-down boxes to edit User Attribute 1*, above.
Use drop-down boxes to edit User Attribute 4	See *Use drop-down boxes to edit User Attribute 1*, above.
Use drop-down boxes to edit User Attribute 5	See *Use drop-down boxes to edit User Attribute 1*, above.
Use drop-down boxes to edit User Attribute 6	See *Use drop-down boxes to edit User Attribute 1*, above.
Use drop-down boxes to edit User Attribute 7	See *Use drop-down boxes to edit User Attribute 1*, above.
Use drop-down boxes to edit User Attribute 8	See *Use drop-down boxes to edit User Attribute 1*, above.
Show cost center attribute	Select this check box to show and enable administrators to enter a value in the Cost Center field in the User Editor.
Use the extended user Biography	Not used.
Number of Seconds Delay per E-mail When Forwarding to the SMTP Server	Enter the number of seconds delay between bulk emails being sent to the SMTP server. Entering a longer delay can help to avoid mail servers being swamped with too many requests at one time.
E-mail sent when user status changes to Active	Click the **browse** icon to select the email template used to send emails to users when their status is changed to *Active* due to: • The self-registration process • A manual change via User Editor • A User Data Loader upload

Closed Account Enrollment Cleanup Interval (# days)	Enter the number of days after a user account is closed to remove the user's active enrollments from the LMS (those with a status of *Not Started*, *In Process*, *Waitlisted* and *Pending Approval*). Enter `0` to keep users' active enrollments in the LMS.
Provide Log-Off URL Parameters	Select this check box to add the following additional user-specific parameters to the default log-off URL: • User interface (UI) name • Language (LANG) ISO code • Full organization (ORG) name This information can be used when the log-off URL is a script that can redirect users to different log-off pages, based on the identifying URL parameter information.
Use Attribute Selector Instead of Drop-down	For user attributes that have *Use drop-down boxes to edit User Attribute* selected, select this check box to display a drop-down list of attribute values in the User Editor. Clear this check box to display an Edit link to open the attribute selector window.
Switching User Observes User Privileges	Select this check box to observe user privilege levels when switching user with the Switch User feature. When this option is selected, the switch user feature does not allow the current user to switch to a different user whose role has a higher privilege level.

User Group Membership Refresh Frequency	Select the frequency to refresh user group membership: • Weekly • Daily • Hourly The LMS will automatically refresh the members of a user group membership based on its criteria. However, saving a user group (manually) also refreshes the list.
Trusted relying parties for delegated authentication (one per line)	To use a custom login page template for a specific relying party, append `:template` to the hostname or IP address, where `template` is the name of the template file in the *WEB-INF/conf/* directory on the server. For example, to use the template *myTemplate.wm* for the relying party at www.example.com, use `www.example.com:myTemplate.wm`.
Enable cloning/copying for Read Only permissions	Select this check box to allow users with Read Only permissions to a cloneable object, to be able to clone or copy that object. Only applicable to: Catalogs, Exams, Questions, Assessment Templates, Email Templates, and System Roles.
Allow User IDs to be changed	Select this check box to allow administrators to change User IDs in the User Editor or via the User Data Loader.
Allow additional roles	Select this check box to allow administrators to assign additional roles to users in the User Editor.

Automatic De-Assign of Job Profiles	Select this check box to automatically deassign the job profile for any user who no longer meets the auto-assign target criteria (defined in the Auto-Assign Targets), regardless of the user's status towards the learning and competencies assigned to the profile. The de-assign functionality will follow the settings in the Auto-Assign Console for criteria scan during login and offline-bulk scanning. This will not auto-withdraw courses or auto-remove competencies.
Allow Editing of External Authentication User Account	Select this check box to allow administrators to update the *Use External Authentication* field in the User Editor.
Automatically close user accounts without valid assignments	Select this check box to automatically close all user accounts that have expired job assignments (that is, where the Assignment End Date in their profile has passed). This option has no effect on users with no Assignment End Date.
Allow individual users on Supervises tab	Select this check box to allow administrators to assign specific users to others on the Supervises tab and via the User Data Loader. Special Notes If Individual Users are added and this setting is disabled, the users are still assigned and can be viewed by the Supervising user.

Webhooks Category

Use the table below to configure the system configuration settings in the Webhooks category.

Setting	Description
Enrollment webhook URL	Enter the URL for external applications to receive notifications about course enrollments within the LMS. The notifications are delivered via a POST request to the specified URL, with parameters encoded as application/x-www-form-urlencoded. Enrollment notifications include the following parameters: • *learnerPermanentId*: the permanent (synthetic) ID of the learner who is being enrolled. • *learnerId*: the screen name of the learner who is being enrolled. • *moduleId*: the permanent ID of the module in which the learner is being enrolled. • *moduleDisplayId*: the display ID of the module in which the learner is being enrolled. • *sessionId*: the ID of the module session in which the learner is being enrolled. The notification is delivered asynchronously. Any delivery failure does not affect the enrollment.
Withdrawal webhook URL	Enter the URL for external applications to receive notifications about enrollment withdrawals within the LMS. The notifications are delivered via a POST request to the specified URL, with parameters encoded as application/x-www-form-urlencoded.
Session status change webhook URL	Enter the URL for external applications to receive notifications about enrollment status changes within the LMS. The notifications are delivered via a POST request to the specified URL, with parameters encoded as application/x-www-form-urlencoded.

Transcript status change webhook URL	Enter the URL for external applications to receive notifications about transcript status changes within the LMS. The notifications are delivered via a POST request to the specified URL, with parameters encoded as application/x-www-form-urlencoded.

Wiki Category

Use the table below to configure the system configuration settings in the Wiki category.

Setting	Description
Enrolled User Permission in the Confluence Space of the Related Course	Select zero or more default permissions for learners in a confluence space when they enroll in a related course. • View: View all content in the space • Pages - Create: Create new pages and edit existing ones • Pages - Export: Export pages to PDF, Word • Pages - Restrict: Set page-level permissions • Pages - Remove: Remove pages • News - Create: Create news items and edit existing ones • News - Remove: Remove news • Comments - Create: Add comments to pages or news in the space • Comments - Remove: Remove the user's own comments • Attachments - Create: Add attachments to pages and news • Attachments - Remove: Remove attachments • Mail - Remove: Remove mail • Space - Export: Export space to HTML or XML