PeopleFluent Learning

25.02 Release Notes

Contents

New to PeopleFluent Learning LMS

PeopleFluent is pleased to announce the PeopleFluent Learning 25.02 update. PeopleFluent Learning 25.02 was released for general availability on February 10, 2025. If you are a hosted (SaaS) customer, please contact your PeopleFluent Customer Success Manager to request a schedule for upgrading your sites.

This documentation describes the functionality changes in PeopleFluent Learning 25.02, including new and deprecated features. If you have any questions about the enhancements or the new features, please contact your PeopleFluent representative.

Resolved Issues

PeopleFluent Learning 25.02 includes a number of bug-fixes and you are encouraged to review them in the Resolved Issues Report.

Document Information

This section lists any changes or updates that occur following initial publication.

Table: Revision Information

Revision Information	
Revision Date:	February 28, 2025
Revised Document Version Number:	1.0
Details of Revision:	Initial publication

Capture and Manage Competency History

Functionality

In Release 25.02, we have added the ability to capture Competency history in PeopleFluent Learning. When this feature is enabled, PFL will record history for events as described below:

Event	Date and Time	Comments	Action Taken By	Action Requested By	Supporting File URL	Proficiency Level
Awarded	Award Date	Method of Award: Self, Reviewer, Course	Reviewer ID, Course ID or Group ID			Proficiency Level
Expired	Expiry Date					
Changed	Update Date	Comments	Change Requestor	Change Requestor	File URL	New Proficiency Level
Revoked	Revocation Date	Revocation Comments	Revocation Requestor	Revocation Requestor	File URL	

Several application updates have been made to support this feature, including:

- Updated functionality around revoking competencies. Previously, when a competency was revoked, it was simply deleted from a user's history. When the Competency History feature is active, the revocation will be recorded in history, as with all other events. As a result:
    - The ability to revoke competencies has been included on additional screens.
    - When revoking competencies, there are fields available to capture historical information.
    - New sections/tabs show revoked competencies to both learners and managers/reviewers.
- New fields available when awarding or updating the proficiency level of competencies to capture information for the history.
- New and updated data loaders that allow competency history data to be imported.

Details

Competency History Activation and Permissions

Enabling Competency History

In order for the various updates and new functionality to be available, the Competency History feature must be enabled by an administrator.

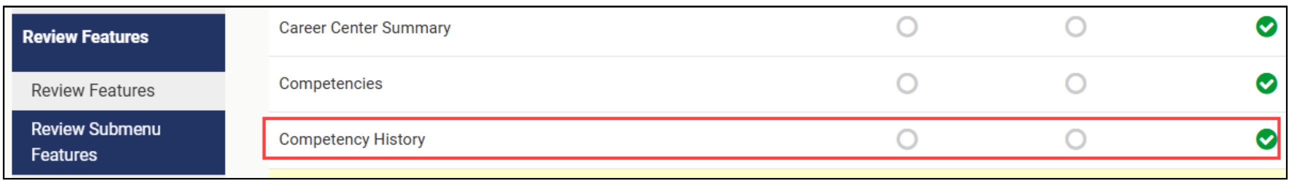
1. Go to **Manage Center > System > General Settings > System Configuration** and choose *Competency Manager* from the **Select a Category** field.
2. Locate the **Enable competency history** field and click the checkbox.

3. Click **Save**.

New Permission Related to Competency History

When the feature is activated, a new *Competency History* role access control is available. This permission controls a user's ability to view, manage and/or upload competency history.

1. Go to **Manage Center > Users > Roles and Permissions > User Roles**. Locate the appropriate role and open it for editing.
2. Go to **Review Sub-Menu Features** and locate the *Competency History* permission. Set the permission using one of the following options:
   - **No Access** - Users have no access to competency history.
   - **Read Only** - Users can view competency history.
   - **Unrestricted** - Users can view competency history and can upload competency history data.



3. Click **Save**.

Updated Functionality for Revoking Competencies

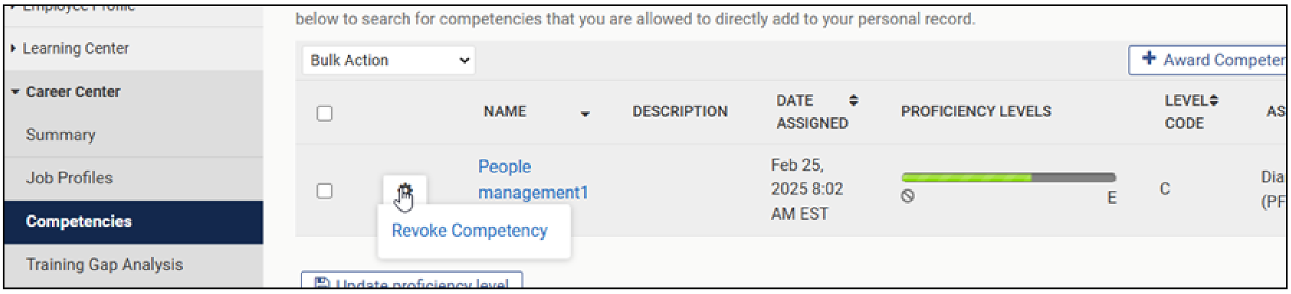
When the Competency History feature is enabled, competency revocation is captured in the history vs. simply deleting a revoked competency.

Additional Locations for Revoking Competencies

Career Center

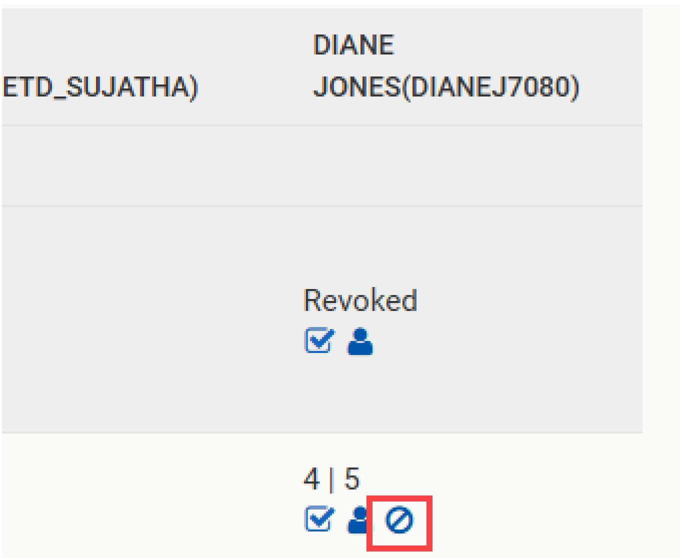
We have added the ability to revoke one or more competencies in a learner's Career Center. On the Competencies screen, take one of the following actions:

- To revoke a single competency, locate the competency and click the action menu . Select Revoke Competency.
- To revoke multiple competencies, click the checkbox for each item. In the Bulk Action menu, select Revoke Competency. Note: The bulk action can only revoke competencies that have the same proficiency level groups.



Job Profile Competency Quota Analytics

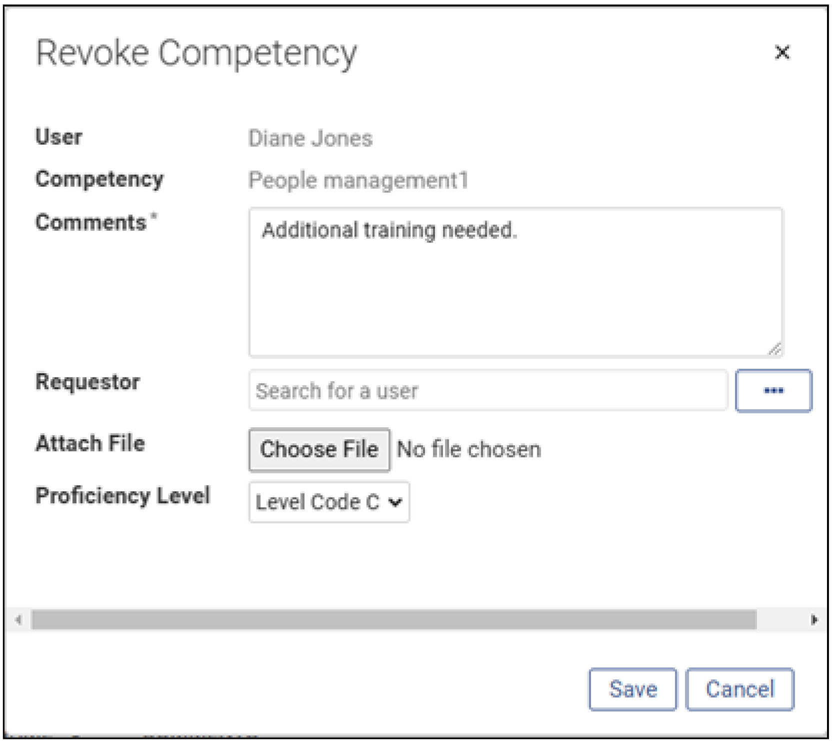
Managers/reviewers can revoke a competency directly from the Job Profile Competency Quota Analytics report. Click the icon to revoke the competency.



New Screen to Capture History Fields when Revoking a Competency

Previously, when a competency was revoked, a manager/reviewer was not required to enter any additional information since the competency was simply deleted. When Competency History is enabled, a window will display where historical information can be entered.

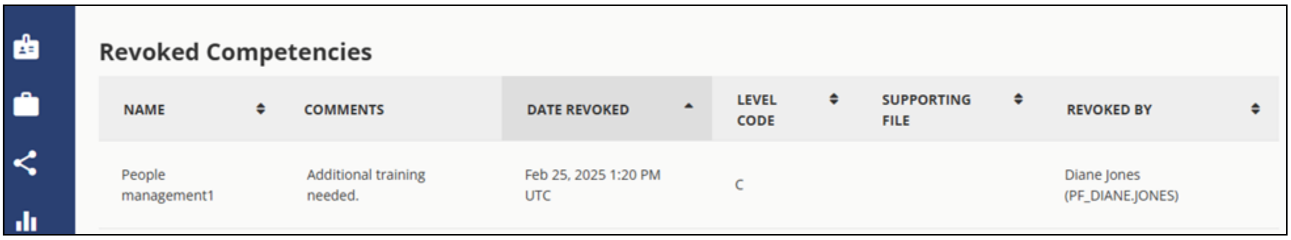
- **Comments (required)** - Here, you will enter a description providing the details of the competency revokation.
- **Requestor** - If you are revoking the competency on another user's behalf, you can select that user in this field.
- **Attach File** - In this field, you can attach files with supporting documentation.
- **Proficiency Level** - In this field, you can select a proficiency level.



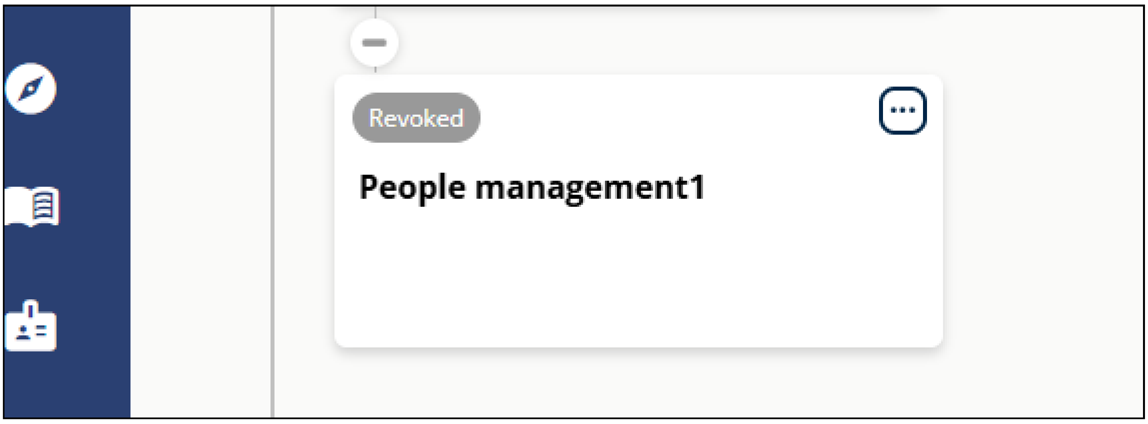
Revoked Competencies Displayed in UI

Learner View of Revoked Competencies

- The Competencies page in the Career Center has a new section for revoked competencies.



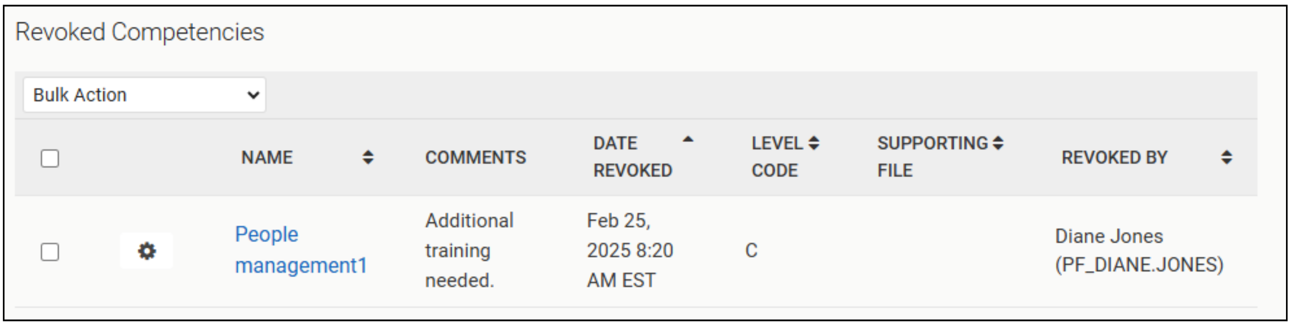
- The Learning Path page now includes an indicator if a competency was revoked.



- Clicking on the more menu brings up the Competency Summary screen. This summary now contains full history for the competency. **Note**: The summary displays for a competency regardless of status.

Reviewer (Managers/Administrators) View of Competency History

- A new section is available on the Competencies screen in the Career Center where managers/administrators can view a learner's revoked competencies.



- In the **Job Profile Competency Quota Analytics** report, a new status that indicates that a competency has been revoked:

Selected Job Profile Group(s): Admin Group

COMPETENCY	COMPETENCY QUOTA	# WITH COMPETENCY	# IN TRAINING	TARGET LEVEL	SUZIE SMITH(ACADEMY_LEARNER1)	SUJATHA BULUSU(NETD_SUJATHA)	DIANE JONES(DIANEJ7080)
Job Profile: Admin							
People management1 (People management1)		0	0	Proficiency 1 | 5	Revoked	Revoked	Revoked

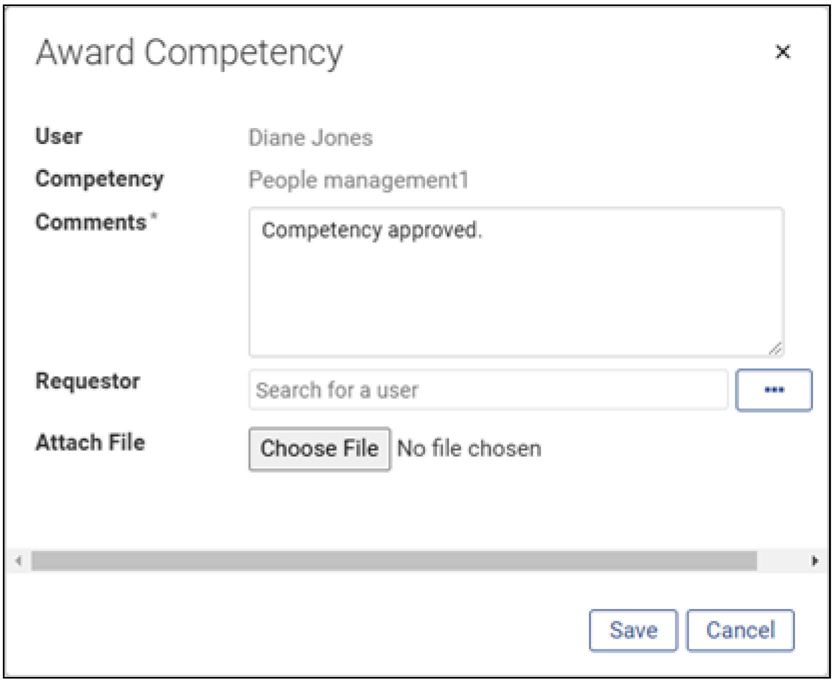
Additional Fields when Awarding Competencies and Updating Proficiency Levels Manually

Anywhere a reviewer can make manual changes to a competency (awarding, revoking or updating proficiency levels), there are new fields available to capture additional auditing information to be included in the history.

Award Competency

When you award a competency, additional fields are available on the Provide Details step of the wizard.

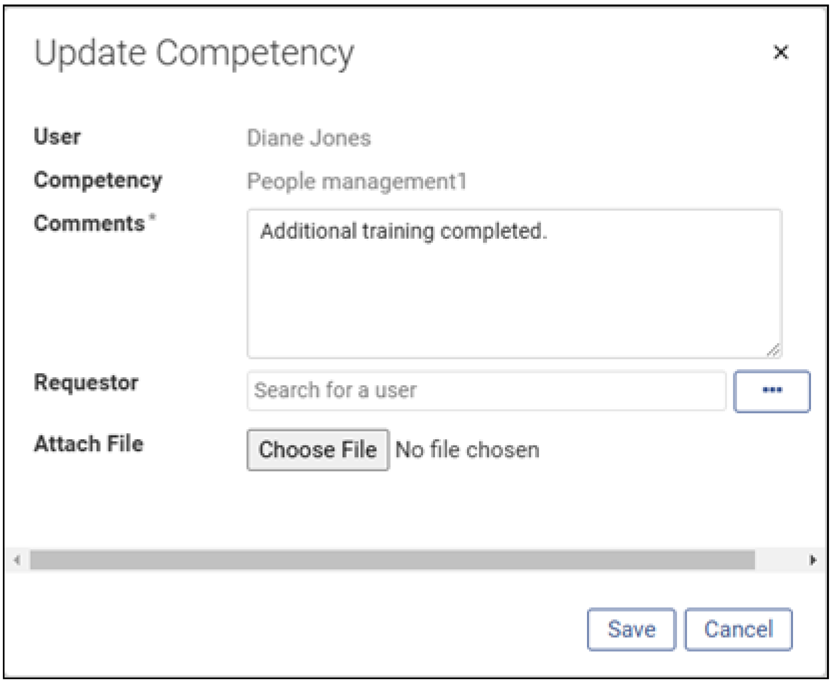
- **Comments (required)** - Here you will enter a description providing the details of competency award.
- **Requestor** - If you are awarding the competency on another user's behalf, you can select that user in this field.
- **Attach File** - In this field, you can attach files with supporting documentation.



Update Proficiency Level

When you update the proficiency level for a competency in a learner's Career Development Center, the following fields are available:

- Comments (required) - Here, you will enter a description providing the details of the update.
- Requestor - If you are updating the competency on another user's behalf, you can select that user in this field.
- File attachment - In this field, you can attach files with supporting documentation.
- Proficiency level - Select the new proficiency level.



New and Updated Data Loaders

New Competency History Data Loader

To support this feature, a new Competency History Data Loader is available to import competency history.

1. Go to **Manage Center > Talent > Competency Manager > Competency History Data Loader**.
2. Click **Download CSV file template** to save the template to your local system.
3. Configure the template with the competency history. Please see the table below for additional details.

4. Once configured, return to the Competency History Data Loader screen. Click **+ Import CSV file...** and follow the steps to import the file.

Competency History Data Loader Fields

Field	Content	Data Handling
Action (required)	Control action (Add, Delete or Update)	"A" - add "D" - delete "U" - update
Event (required)	Indicates the event that is taking place on the competency.	"Awarded" "Expired" "Changed" "Revoked"
UserID (required)	Indicates the UserID that the event applies to.	UserID
CompetencyCode (required)	Indicates the competency code for the event. Note: The data loader will not add competency codes. It must exist in the system.	CompetencyCode
ActionDate	Indicates the historical date of the action.	Date in the yyyy-MM-dd HH:mm:ss format
Comments	For "Add" and "Update" text comments regarding the event.	Text
ActionTakenBy	For "Add" and "Update" indicates the UserID who is performing the action.	UserID
ActionRequestedBy	For "Add" and "Update" indicates the UserID for the user who requested the action (if it is being performed on a different user's behalf)	UserID

SupportingFileURL	For "Add" and "Update" URL to a supporting file location. It can be in the Repository or an outside location.	URL
ProficiencyLevelCode	For "Add" and "Update" The code for the competency proficiency level to be assigned.	Code

Changes to Ad-Hoc Competency Assessment Data Loader

The following changes have been made to the Ad-Hoc Competency Assessment Data Loader.

Field	Content	Data Handling
Comments	For "Add" and "Update" text comments regarding the event.	Text
ActionRequestedBy	For "Add" and "Update" indicates the UserID for the user who requested the action (if it is being performed on a different user's behalf)	UserID
SupportingFileURL	For "Add" and "Update" URL to a supporting file location. It can be in the Repository or an outside location.	URL
ProficiencyLevelCode	For "Add" and "Update" The code for the competency proficiency level to be assigned.	Code

Capture and Manage Certification History

Functionality

In Release 25.02, we have added the ability to capture Certification history in PeopleFluent Learning. When this feature is enabled, PFL will record history for events as described below:

Event	Date and Time	Comments	Action Taken By	Action Requested By	Supporting File URL
Awarded	Award Date	Method of award - Self, Reviewer, Course, Competency Group, Job Profile Group	Self ID, Reviewer ID, Course ID, Group ID		
Expired	Expiry Date		System		
Self-Award Submitted	Submission Date		User ID		
Self-Award Denied	Denied Date	Comments	Approver ID		
Self-Award Approved	Approved Date	Comments	Approver ID		
Deleted	Deleted Date	Comments	Deleting Admin	Deletion Requestor	File URL

Several application updates have been made to support this feature, including:

- Ability to enable automatic deletion of group-awarded certificates by Job Profile Group or Competency Group when a user no longer meets the criteria.
- Updated functionality around deleting certifications. Previously, when a certification was deleted, it was simply removed from a user's history. When the Certification History feature is active, the deletion will be recorded in history, as with all other events. As a result:
    - The ability to delete certifications has been included in additional locations.
    - When deleting certifications, there are fields available to capture historical information.

    - New sections/tabs show deleted certifications to both learners and managers/reviewers.

- New fields available when awarding certifications (both manager/administrator awarded and self-awarded) to capture information for the history.

- New and updated data loaders that allow certification history data to be imported.

Details

Certification History Activation and Permissions

Enabling Certification History

In order for the various updates and new functionality to be available, the Certification History feature must be enabled by an administrator.

1. Go to **Manage Center > System > General Settings > System Configuration** and choose *Certification* from the **Select a Category** field.
2. Locate the **Enable Certification history** field and click the checkbox.

3. Click **Save**.

Enabling Automatic Deletion of Group-Awarded Certificates

When an organization enables this setting, certifications that were awarded by a Job Profile Group or Competency Group are automatically deleted when a user no longer meets the criteria.

1. Go to **Manage Center > System > General Settings > System Configuration** and choose *Certification* from the **Select a Category** field.
2. Locate the **Enable Certification history** field and click the checkbox.

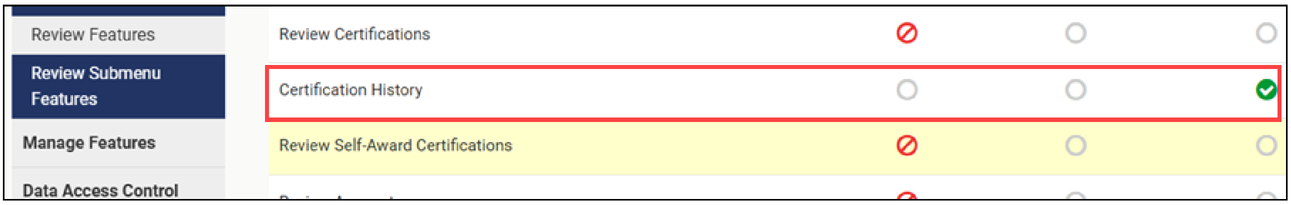
3. Click **Save**.

New Permission Related to Certification History

When the feature is activated, a new *Certification History* role access control is available. This permission controls a user's ability to view, manage and/or upload certification history.

1. Go to **Manage Center > Users > Roles and Permissions > User Roles**. Locate the appropriate role and open it for editing.
2. Go to **Review Sub-Menu Features** and locate the *Certification History* permission. Set the permission using one of the following options:

    - **No Access** - Users have no access to Certification history.
    - **Read Only** - Users can view Certification history.
    - **Unrestricted** - Users can view Certification history and can upload Certification history data.



3. Click **Save**.

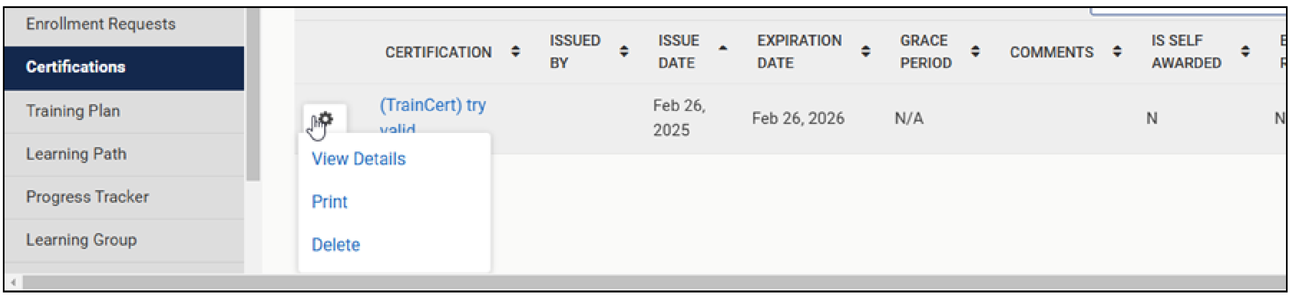
Updated Functionality for Deleting Certifications

When the Certification History feature is enabled, certification deletion is captured in the history vs. simply removing the certification.

Ability to Delete Certifications in the Learning Center

To support the new feature, we have added the ability to delete one or more certifications in a learner's Learning Center. On the Certifications screen, take one of the following actions:

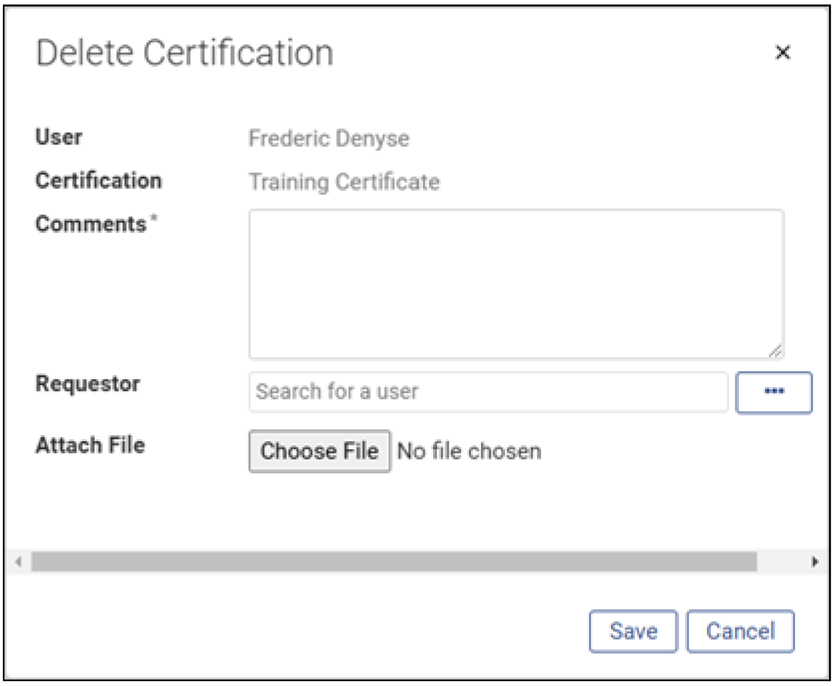
- To delete a single Certification, locate the Certification and click the action menu . Select Delete.
- To delete multiple certifications, click the checkbox for each item. In the Bulk Action menu, select Delete Certification.



New Screen to Capture History Fields when Deleting a Certification

Previously, when a certification was deleted, a manager/reviewer was not required to enter any additional information since the competency was simply removed. When Certification History is enabled, a window will display where historical information can be entered.

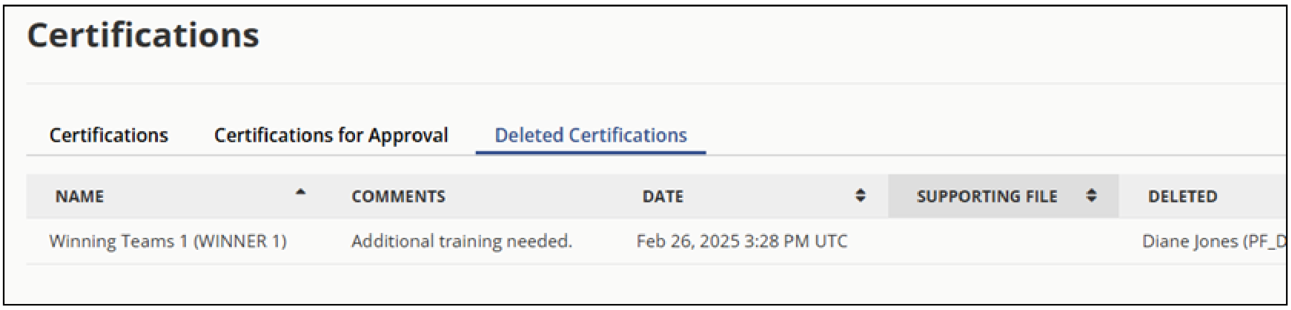
- **Comments (required)** - Here, you will enter a description providing the details of the certification deletion.
- **Requestor** - If you are deleting the certification on another user's behalf, you can select that user in this field.
- **Attach File** - In this field, you can attach files with supporting documentation.



Deleted Certifications Displayed in the UI

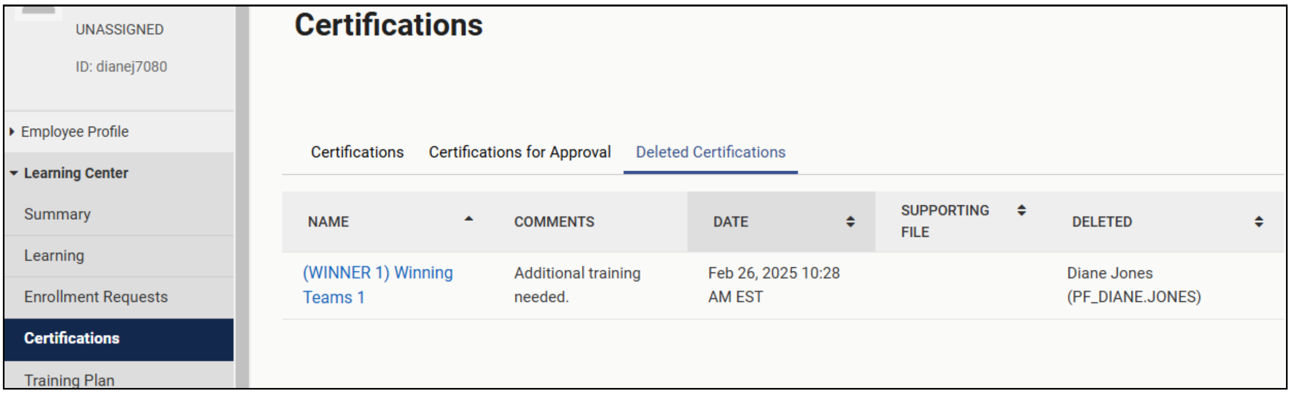
Learner View of Deleted Certifications

The Certifications screen in the Learning Center has a new tab to display deleted certifications.



Reviewer (Managers/Administrators) View of Certification History

A new section is available on the Certifications screen in the Learning Center where managers/ administrators can view a learner's deleted certifications.

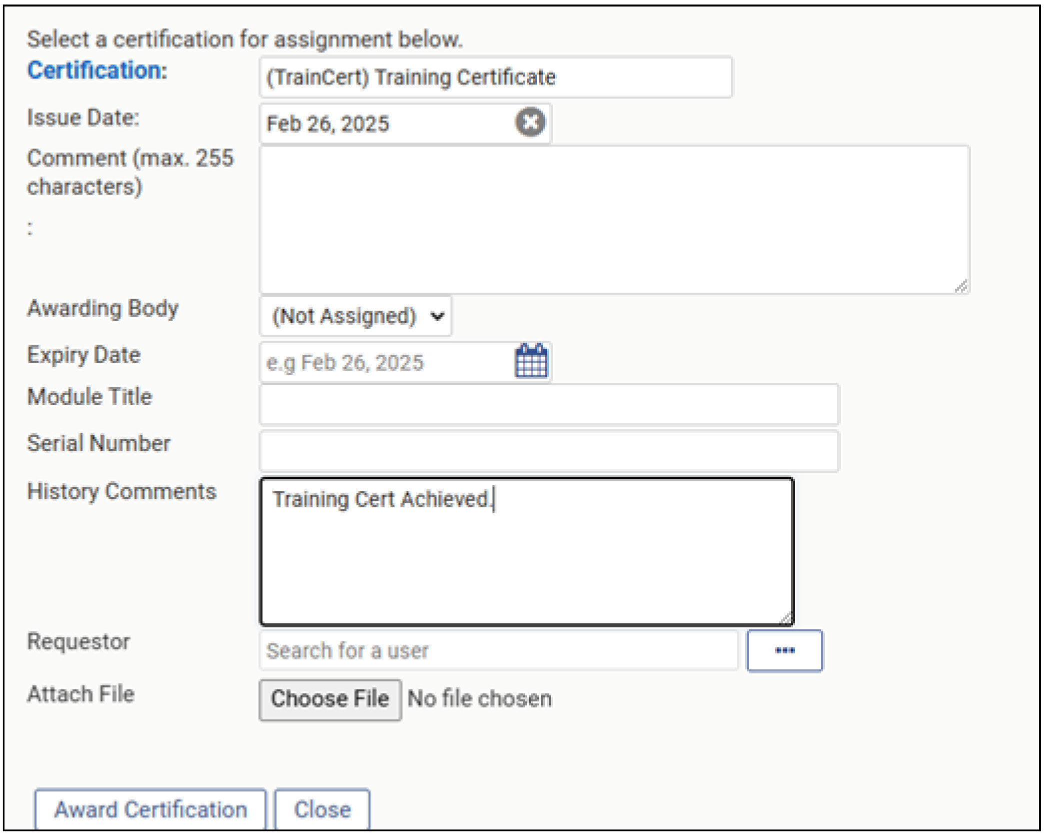


Additional Fields when Awarding Certifications

Anywhere a reviewer can make manual changes to a Certification (awarding or deleting), there are new fields available to capture additional auditing information to be included in the history.

> These fields are applicable for both manager/administrator-awarded certifications and self-awarded certifications.

- History Comments (required) - Here you will enter a description providing the details of Certification award.
- Requestor - If you are awarding the Certification on another user's behalf, you can select that user in this field.
- Attach File - In this field, you can attach files with supporting documentation.



New and Updated Data Loaders

New Certification History Data Loader

To support this feature, a new Certification History Data Loader is available to import Certification history.

1. Go to **Manage Center > Learning > Certification Manager > Certification History Data Loader**.
2. Click **Download CSV file template** to save the template to your local system.
3. Configure the template with the Certification history. Please see the table below for additional details.
4. Once configured, return to the Certification History Data Loader screen. Click **+ Import CSV file...** and follow the steps to import the file.

Certification History Data Loader Fields

Field	Content	Data Handling
Action (required)	Control action (Add, Delete or Update)	"A" - add "D" - delete "U" - update
Event (required)	Indicates the event that is taking place on the Certification.	"Awarded" "Expired" "Changed" "Revoked" "Self-Award Submitted" "Self-Award Denied" "Self-Award Approved"
UserID (required)	User ID of the User in the System for whom the history is being added, updated, or deleted.	UserID
CertificationCode (required)	Indicates the Certification code for the event. Note: The data loader will not add Certification codes. It must exist in the system.	CertificationCode
AwardID	The Award ID for a certification in the system; history cannot be added unless the certification has been awarded.	AwardID
ActionDate	Indicates the historical date of the action.	Date in the yyyy-MM-dd HH:mm:ss format

Comments	For "Add" and "Update" this is the text to describe the event.	Text
ActionTakenBy	For a "Add" and "Update" indicates the UserID for the user who is performing the action.	UserID
ActionRequestedBy	For "Add" and "Update" indicates the UserID for the user who requested the action (if it is being performed on a different user's behalf)	UserID
SupportingFileURL	URL to a supporting file location. It can be in the Repository or an outside location.	URL

Changes to the Awarded Certificates Data Loader

Additional fields have been added to the Awarded Certificates Data Loader.

Field	Content	Data Handling
Comments	For "Add" and "Update" this is the text to describe the event.	Text
ActionRequestedBy	For "Add" and "Update" indicates the UserID for the user who requested the action (if it is being performed on a different user's behalf)	UserID
SupportingFileURL	URL to a supporting file location. It can be in the Repository or an outside location.	URL

Slack Notifications

Functionality

In Release 25.02, PeopleFluent has introduced the ability to send internal PFL notifications through Slack. When fully enabled, notifications that are typically sent via email will also be delivered as Slack notifications. This includes all notifications intended for the user, with an option to receive notifications for those in which the user is copied or blind-copied.

Activating this feature requires configuration at the organization, role, and user levels, including:

- Creating/Configuring a Slack application with appropriate permissions.
- Activating role-based access to related administrator and user tasks.
- Setting up Slack workspaces for the organization, which can then be selected in the user profile. This task is carried out by an administrator with the required permission.
- Choosing Slack workspaces and setting notification preferences in the user profile. This task can be carried out by an administrator, or by the users themselves if they have the required permission.

Details

Configure the Slack App

Use of this functionality requires a Slack application with appropriate permissions to communicate with PFL. Create or update a Slack application, and on the OAuth & Permissions page, add the following Bot Token Scopes:

- channels:manage
- channels:read
- chat:write
- groups:write
- im:write
- mpim:write
- users:read
- users:read.email

Enable Role Access for Workspace Configuration

The **Slack Workspace Configuration** permission can be granted to a role, enabling administrators assigned to that role to view or manage Slack workspaces.

To set the permission:

1. Go to **Manage Center > Users > Roles and Permission > System Roles**.
2. Locate the appropriate role and click on the role name to open it.
3. In the left menu, select **Manage Features** and scroll to the **User Manager Features** section.
4. Locate the **Slack Workspace Configuration** permission and choose one of the following options:
   - To allow the role view-only access to Slack workspaces, select the **Read Only** radio button.
   - To allow the role to create and manage Slack workspaces, select the **Unrestricted** radio button.

5. Click **Update access control settings**.

Configure Slack Workspaces on the Organization Level

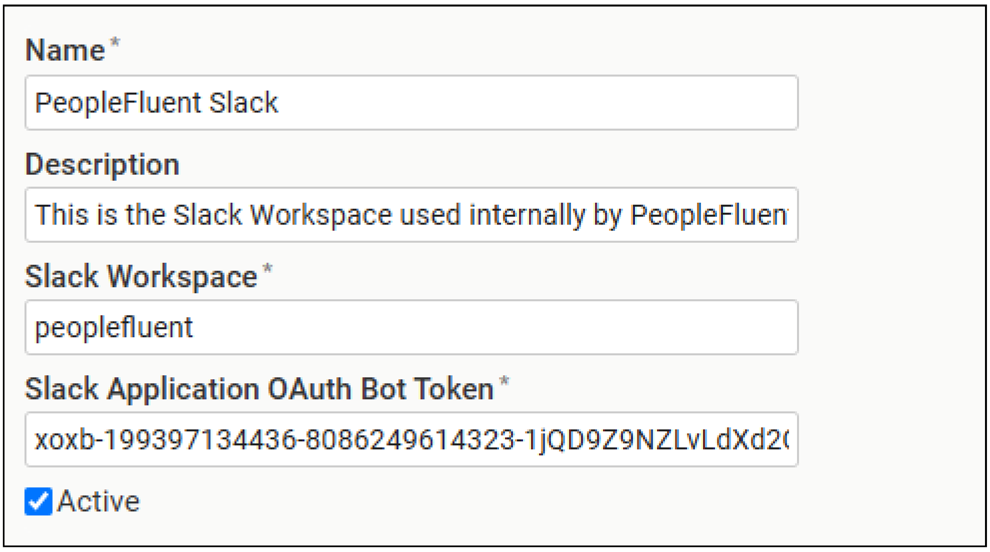
Administrators who have *Unrestricted Access* to the **Slack Workspace Configuration** permission can create and manage workspaces.

Create a New Workspace

To create a new workspace:

1. Go to **Manage Center > Users > User Manager > Slack Workspace Configuration**.
2. Click **+ Create Slack Workspace**.
3. Configure the fields:
   - **Name** - Enter a name for the workspace. This text will be displayed to users when they select a workspace in the user profile.
   - **Description (optional)** - Enter an optional description for the workspace.
   - **Slack Workspace** - Enter the Slack URL.
   - **Slack Application OAuth Bot Token** - Enter the token. The OAuth token can be found in the **OAuth & Permissions** tab of the Slack api page for your Slack app.
4. The workspace is active by default. Clear the **Active** checkbox if you do not want the workspace to be active immediately.

5. Click **Save**.

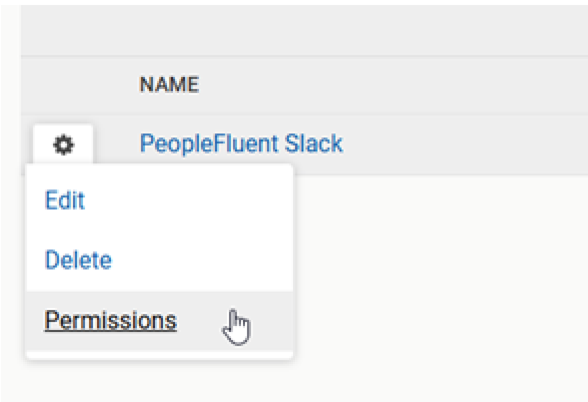


Set User-Specific Access Permissions

You can assign permissions to specific users, user groups, roles, and more, allowing them to access a workspace configuration. To set the permissions:

1. Locate the appropriate workspace and take one of the following actions:

   - Open the workspace for editing and click the **Permissions** button.
   - Click the action menu and select **Permissions**.



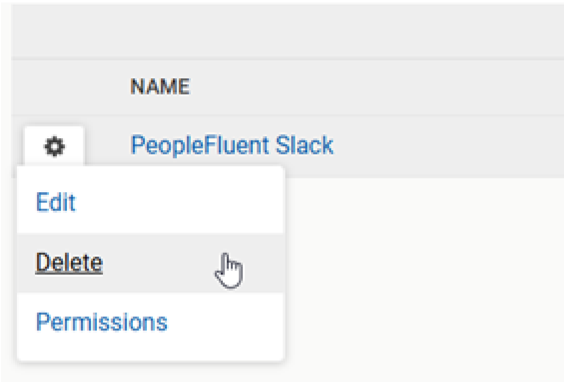
2. Configure the permissions as necessary. **Read Only Access** allows users to view the workspace configuration details. **Unrestricted Access** allows users to view and make updates to the workspace configuration details.
3. Click **Save**.

Delete a Slack Workspace

Workspaces that are currently in use cannot be deleted. If you try to delete a workspace that's assigned to one or more user profiles, an error message will appear.

To delete a workspace, locate the appropriate workspace and take one of the following actions:

- Open the workspace for editing and click the **Delete** button.
- Click the action menu and select **Delete**.



Enable Role Access for Managing Slack Workspaces in the User Profile

A new **Notifications** tab is available in the user profile. Here, users can view or manage Slack notification configuration. In order to access this tab, a user must have the **Notifications** permission.

An administrator can enable workspaces for users who do not have appropriate permissions.

To set the permission:

1. Go to **Manage Center > Users > Roles and Permission > System Roles**.
2. Locate the appropriate role and click on the role name to open it.
3. In the left menu, select **Personalization Features**.
4. Locate the **Notifications** permission and configure the permission as necessary. **Read Only Access** allows users to view the Slack notification configuration. **Unrestricted Access** allows users to view and configure Slack notification configuration.

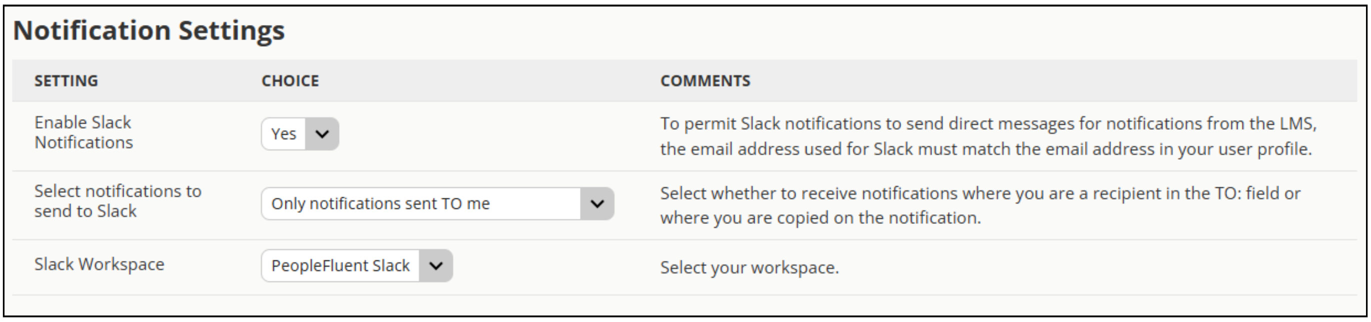
5. Click **Update access control settings**.

Set up Slack Notifications in Your User Profile

Users with *Unrestricted Access* to the Notifications permission can set up Slack notification preferences in their user profiles.

To set up Slack notifications in your own user profile:

1. Go to **My Profile** and click the **Notifications** tab.
2. In the **Enable Slack Notifications** field, select **Yes** from the drop-down options.
3. In the **Select notifications to send to Slack** field, choose one of the following options:
    - **Only notifications sent TO me** - choose this option to get notifications only when you are the direct recipient of the notification.
    - **Both notifications sent TO me and where I am copied** - choose this option to also receive notifications when you are CC'ed.
4. In the **Slack Workspace** field, select the appropriate workspace from the drop-down options.



Notification Settings

SETTING	CHOICE	COMMENTS
Enable Slack Notifications	Yes	To permit Slack notifications to send direct messages for notifications from the LMS, the email address used for Slack must match the email address in your user profile.
Select notifications to send to Slack	Only notifications sent TO me	Select whether to receive notifications where you are a recipient in the TO: field or where you are copied on the notification.
Slack Workspace	PeopleFluent Slack	Select your workspace.

5. Click **Submit**.

New System Maintenance Tasks

Functionality

In Release 25.02, we have added several system maintenance tasks. These tasks are related to report and email clean up. A new System Maintenance category is available in System Configuration. All new tasks are enabled and configured in this category.

Details

Remove Finished Scheduled Reports Task

A task is available that 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.

> For PeopleFluent SaaS customers, the maximum value will be no more than 180 days in production and 30 days in test instances.

To enable and configure the task:

1. Go to **Manage Center > System > General Settings > System Configuration**.
2. In the **Select a Category** field, choose **System Maintenance**.
3. Configure the **Remove Finished Scheduled Reports (# of days to keep, 0 to keep all)** field by entering a value. Additional information:
    - A value of 0 will keep all finished scheduled report data. The value is set to 0 by default.
    - A value of 1-3650 (Max) is the number of days that the weekly task will use to evaluate whether or not scheduled report data should be removed.
4. Click **Save**.

A new ekp.properties value is added to allow hosting providers, including PeopleFluent, to set a maximum value for customers they host. This value will be the maximum length of time before reports are cleaned up, and is used even if the system configuration is set to 0.

Remove Orphaned Scheduled Reports Task

A task is available that will review 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.

To enable the setting:

1. Go to **Manage Center > System > General Settings > System Configuration**.
2. In the **Select a Category** field, choose **System Maintenance**.
3. Click the **Remove Orphaned Scheduled Reports** checkbox.
4. Click **Save**.

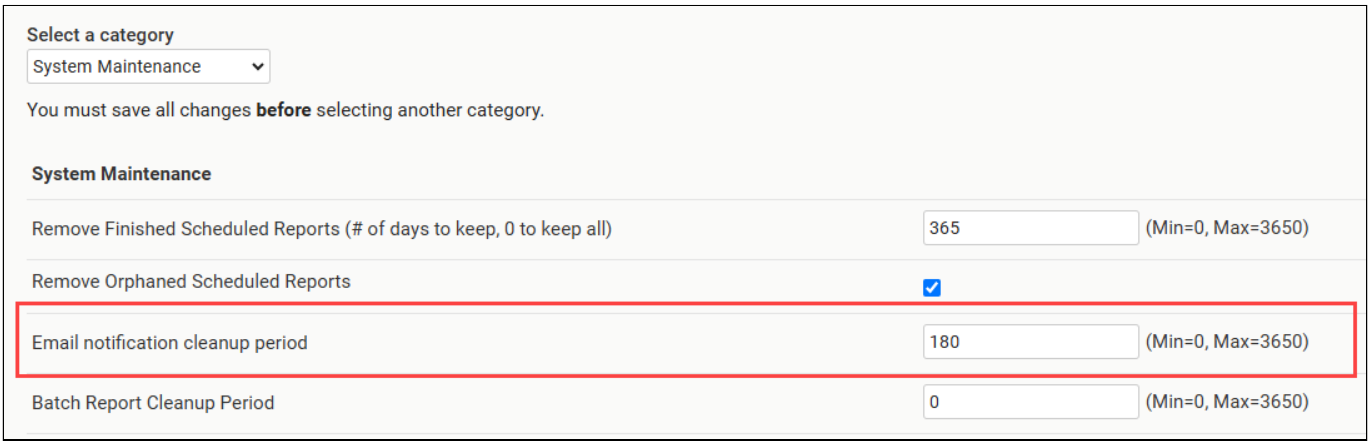
Email Notification Clean Up Task

A task is available that 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.

To enable and configure the task:

1. Go to **Manage Center > System > General Settings > System Configuration**.
2. In the **Select a Category** field, choose **System Maintenance**.
3. Configure the **Email Notification Cleanup Period** field by entering a value. Additional information:
    - A value of 0 will keep all email notifications. The value is set to 0 by default.
    - A value of 1-3650 (Max) is the number of days that the weekly task will use to evaluate whether or not email notifications should be removed.
4. Click **Save**.

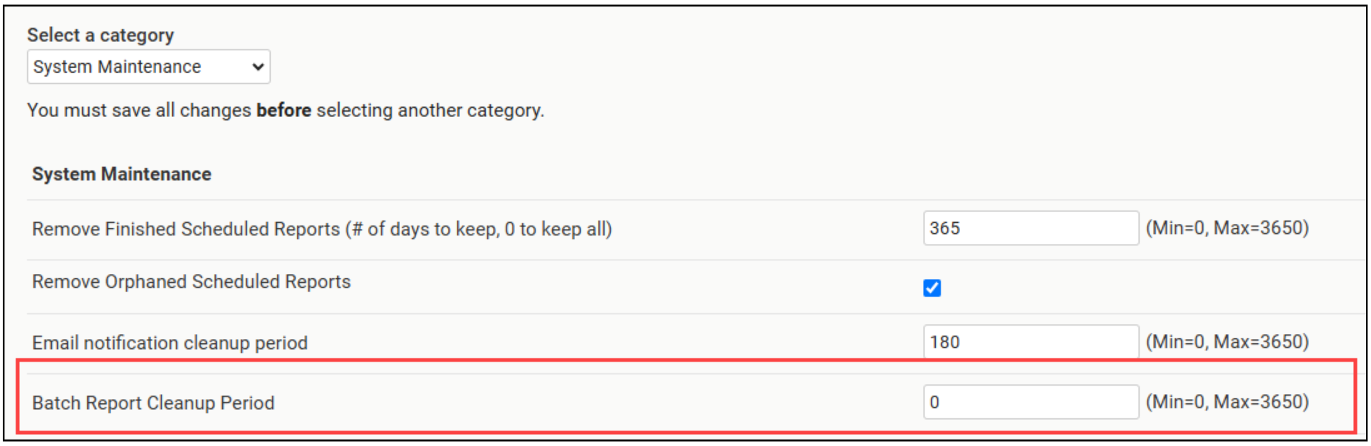


Batch Report Cleanup Task

A 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.

To enable and configure the task:

1. Go to **Manage Center > System > General Settings > System Configuration**.
2. In the **Select a Category** field, choose **System Maintenance**.
3. Configure the **Batch Report Cleanup Period** field by entering a value. Additional information:
    - A value of 0 will keep all batch report data. The value is set to 0 by default.
    - A value of 1-3650 (Max) is the number of days that the daily task will use to evaluate whether or not batch report data.
4. Click **Save**.



Default Skin Updates

Functionality

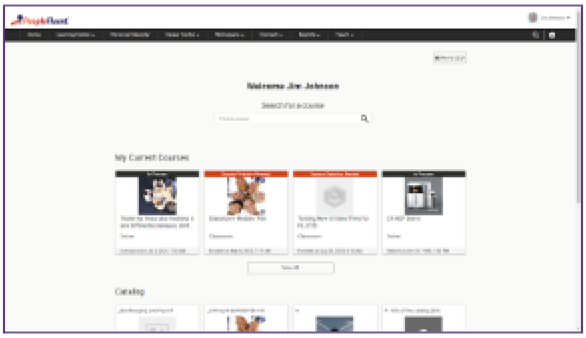
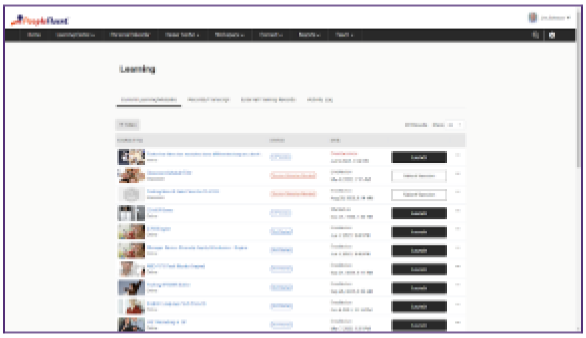
In release 24.09, a default skin was made available for PeopleFluent Learning. In this release, we are adding new capabilities that allow organizations additional control and flexibility when using the new default skin.

Details

Making Existing Skins Work with the New UI

Customers who have an existing skin they want to use with the New UI, are able to do so starting with 25.02.

- lms-ui_variables.css - This file allows you customize variables such as primary, secondary, and other colors to align with their branding requirements.
- lms-ui_custom_styles.css - This file provides further flexibility by allowing you to override the default styles of the new UI.

PeopleFluent Professional Services can assist with scoping and setting up an engagement for PeopleFluent to make the necessary changes. For customers who want to make the changes themselves, further instructions can be provided.

Allow New UI Home Page to Display Longer Titles

For more information. please contact the PeopleFluent support team.

Global CSS

In 2021, the PeopleFluent design team started a project to make the user interface in all PeopleFluent products more consistent. One of these efforts included having Cascading Style Sheets that would be centrally located as "peoplefluent global css" files. Our new design, which includes the new default skin, removes references to these files.

Program Session Enrollment Limitations

Functionality

In Release 25.02, we have added new options to manage enrollment limitations for Program sessions including:

- The ability to set minimum and maximum enrollment limits for a Program session.
- The ability to specify the number of days before a session start date up to which learners can withdraw from a Program session.
- The ability to manage how waitlists are handled for a Program session.
- The ability to transfer a learner who is dropped from the waitlist to a specific Program session.

> This enhancement is designed to help support Cohort-based training in the application. For information about additional 25.02 enhancements that support Cohorts, please see Prompt Users to Select a Program Session and Transfer Participants between Program Sessions.

Details

Configuring Program Session Enrollment Limitations

To configure enrollment limitations:

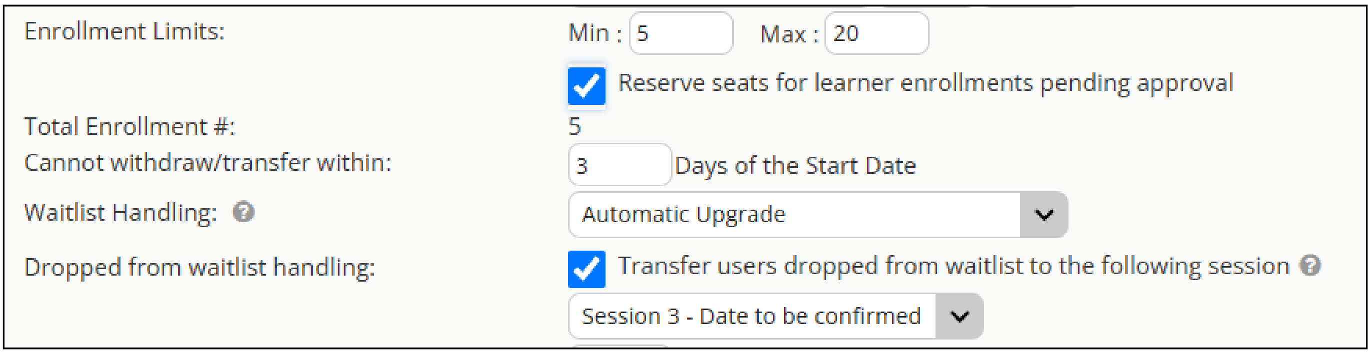
1. Go to **Manage Center > Learning > Catalog General Settings > Learning Modules**.
2. Locate the appropriate Program learning module and click the Module title to open it.
3. Click **Session Properties** and choose an option from the **Select a session:** field.
4. Click **Go**.
5. Enrollment limitation settings are located on the **Assign Module** screen, in the **General Session** properties section. The following options are available:
   - In the **Enrollment Limits** field, enter the minimum number of enrollees in the **Min:** field and/or the maximum number of enrollees in the **Max:** field. **Note**: The maximum can be based on the capacity of the training facility, which is defined in the **# of Seats** field in the **Facilities** page.
   - Click the **Reserve seats for learner enrollments pending approval** checkbox to allow learners with pending approval status to reserve a seat in the class.
   - In the **Cannot withdraw/transfer within** field, enter the number of days before the start up to which users can withdraw from the session.

- In the **Waitlist Handling** field, make a selection from the drop-down options:
  - **Automatic Upgrade** - When all available seats are taken, additional enrollment requests are waitlisted. When a seat becomes available, the system enrolls the waitlisted users in order of enrollment.
  - **Manual (Administrator) Upgrade** - When all available seats are taken, additional enrollment requests are waitlisted. Subsequent requests are waitlisted until the list is emptied by ad administrator and a seat becomes available again.
  - **Waitlist all learners** - All enrollment requests are waitlisted, regardless of maximum seats setting.
  - **No waitlist** - The maximum seats setting has no effect.
  - **Manual (Administrator) Upgrade without Reserving Seats** - Upgrade without reserving seats.
- You can automatically assign users who have been dropped from the waitlist to another session. To do this:

  a. Click the **Transfer users dropped from waitlist to the following session** checkbox.

  b. Select a session in the drop-down field directly below the checkbox.

6. Save the updates by clicking the Save icon in the top-right toolbar.



Updates to the Program CSV Loader

New fields have been added to the Program CSV Loader related to enrollment limitations.

CSV Field	Description	Permitted Values
SessionMaxUsers	Sets the value for the **Enrollment Limits/Max:** field.	Any positive whole number.
SessionMinUsers	Sets the value for the **Enrollment Limits/Min:** field.	Any positive whole number.
SessionCountPendingInTotal	Sets the **Reserve seats for learner enrollments pending approval** field, allowing or disallowing this functionality.	Y N
SessionWithdrawDaysLimit	Sets the value in the **Cannot withdraw/transfer within** field.	Any positive whole number
SessionWaitListHandling	Sets the **Waitlist Handling** (session level) field, indicating how waitlist will be managed for the session.	• AUTO (Automatic Upgrade) • MANUAL (Manual (Administration) Upgrade) • ALL (Waitlist all learners) • NONE (No waitlist) • NO-RESERVE (Manual (Administrator) Upgrade without Reserving Seats)

SessionDroppedWaitlistTargetSession	Enables the **Transfer users dropped from waitlist to the following session** functionality and designates the appropriate session.	Enter the session number to activate the setting and designate the session. Enter "NONE" to clear a session and deactivate the field.;

For additional information about using the Program CSV Loader, please see the PF Learning online help.

Prompt Users to Select a Program Session

Functionality

In Release 25.02, we have added the option to use a session as a placeholder for assigning a Program to a learner. To accomplish this, a new Session Status is available that will prompt a learner or reviewer to select an active Program session upon enrollment.

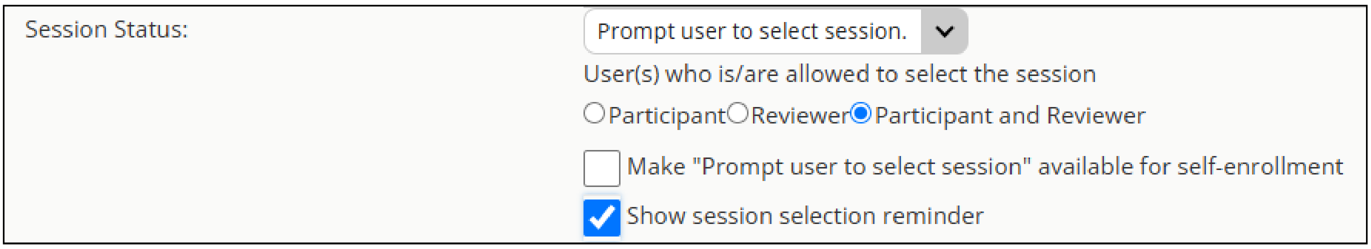
> This enhancement is designed to help support Cohort-based training in the application. For information about additional 25.02 enhancements that support Cohorts, please see Program Session Enrollment Limitation Management and Transfer Participants between Program Sessions.

Details

Configuring the Status

To configure the *Prompt user to select session* status for a Program session:

1. Go to **Manage Center > Learning > Catalog General Settings > Learning Modules**.
2. Locate the appropriate Program learning module and click the Module title to open it.
3. Click **Session Properties** and choose an option from the **Select a session:** field.
4. Click **Go**.
5. On the **Assign Module** screen, locate the Session Status field.
6. Select *Prompt user to select session* from the drop-down options.
7. In the **User(s) who is/are allowed to select the session** field, choose the appropriate option.
8. Click the **Make "Prompt user to select session" available for self-enrollment** checkbox to allow a user to choose a session when self-enrolling.
9. Click the **Show session selection reminder checkbox** to set a reminder for a user upon each login to the LMS.



10. Save the updates by clicking the Save icon in the top-right toolbar.

Updates to the Program CSV Loader

Existing SessionStatus Field Update

The **SessionStatus** field can now accept new values as detailed below:

Value	Description
prompt_participant	Sets the status to "Prompt user to select session" with only a participant allowed to select the session.
prompt_reviewer	Sets the status to "Prompt user to select session" with only a reviewer allowed to select the session.
prompt_participant_reviewer	Sets the status to "Prompt user to select session" with only both participants and users allowed to select the session.

New Fields

New fields have been added to the Program CSV Loader as detailed below:

Field Name	Description	Values
SessionAllowPromptSessionSelfEnrollment	Configures the **Make "Prompt user to select session available for self-enrollment** field, allowing or disallowing this functionality.	Y N
ShowSessionSelectionReminder	Configures the Show session selection reminder field, allowing or disallowing this functionality.	Y N

For additional information about using the Program CSV Loader, please see the PF Learning online help.

Transfer Participants between Program Sessions

Functionality

In Release 25.02, we have added the ability to transfer participants enrolled in a Program session to a different Program session, as long as they have not completed their currently assigned session. Participants can be transferred individually or in bulk to an alternative session.

> This enhancement is designed to help support Cohort-based training in the application. For information about additional 25.02 enhancements that support Cohorts, please see Prompt Users to Select a Program Session and Program Session Enrollment Limitation Management.

Details

To transfer participants between sessions:

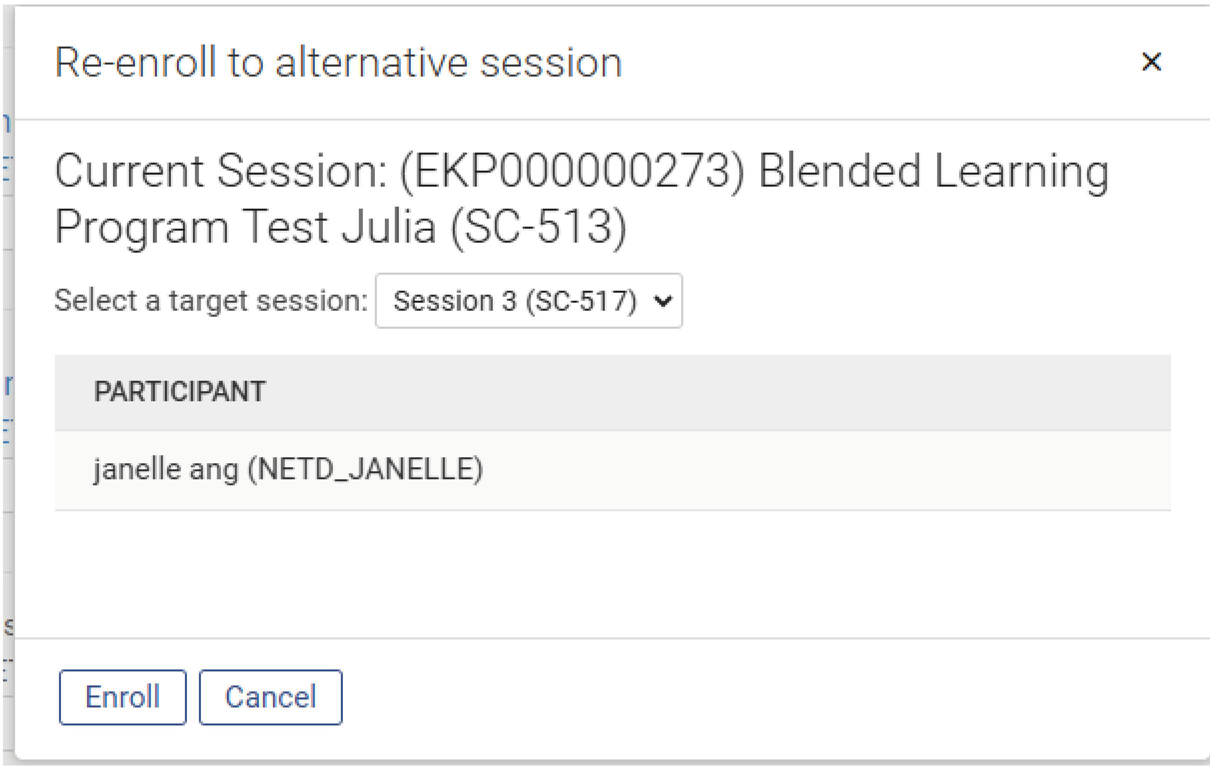
1. Go to **Manage Center > Learning > Catalog General Settings > Learning Modules**.
2. Locate the appropriate program learning module and click the Module title to open it.
3. Click **Session Properties** and choose an option from the **Select a session:** field.
4. Click **Go**.
5. Click the **Participants** option.
6. Choose one of the following options:

    - Transfer an individual participant to another session:

        a. Locate the participant in the list.
        b. Click the action menu and select **Re-enroll to alternative session**.
        c. In the **Select a target session** field, select a session from the drop-down options.
        d. Click **Enroll**. The participant is removed from the list for the current session.

    - Transfer multiple participants to another session:

        a. Click the checkbox to the left of the action menu for each participant you would like to transfer.
        b. In the **Bulk Action** field select **Re-enroll to alternative session**.
        c. In the **Select a target session** field, select a session from the drop-down options.
        d. Click **Enroll**. The participants are removed from the list for the current session.


Re-enroll to alternative session
Current Session: (EKP000000273) Blended Learning Program Test Julia (SC-513)
Select a target session:
Session 3 (SC-517)
PARTICIPANT
janelle ang (NETD_JANELLE)
Enroll
Cancel

Reports Dashboard Chart Updates

Functionality

PeopleFluent Learning uses the FusionChart tool for charts that display on the **Reports > Dashboard** screen. In Release 25.02, there are a few updates related to FusionChart.

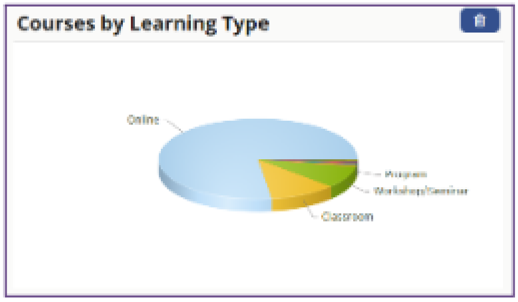
> While FusionChart is primarily used in the dashboard, it is also used when creating a quick poll that would appear in the Quick Poll widget. Changes and updates detailed here also apply to quick polls.

Details

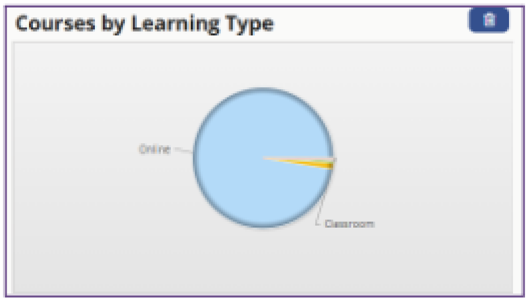
Charts Changed from Three-Dimensional to Two-Dimensional

Dashboard users will notice that FusionChart charts now display as 2D images vs. 3D images, as in previous releases. Example:

Previous 3D View:



New 2D View:



FusionChart Theme Management

FusionChart provides several default themes, along with the ability to create custom themes. Information about custom themes will be available via the Support Knowledge Base later this year.

In Release 25.02, we have added the ability for administrators to select a FusionChart theme in System Administration. To change the theme:

1. Go to **Manage Center > System > General Settings > System Configuration**.
2. In the **Select a Category** field, choose **General**.
3. Scroll to the bottom of the screen and locate the **Configure FusionCharts** theme field.
4. Select a theme from the drop-down options.
5. Click **Save**.
6. Navigate to **Home > Reports > Dashboard** to view the updated charts. Repeat steps 1-5 if you would like to choose another theme.

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