HR Part II

Lesson 06: Global Variables

Learning Global Variables

Global variables are settings, applied globally for your Learning implementation.

You typically edit global variables during implementation and then leave them unchanged until you next review your deployment. The most commonly reviewed global variables are in Learning Administration, **System Admin > Configuration > Global Variables**, but there are other global variables in other places in the application. For example, you can consider the system configuration global variables or custom columns global variables.

Introduction – Global Variables

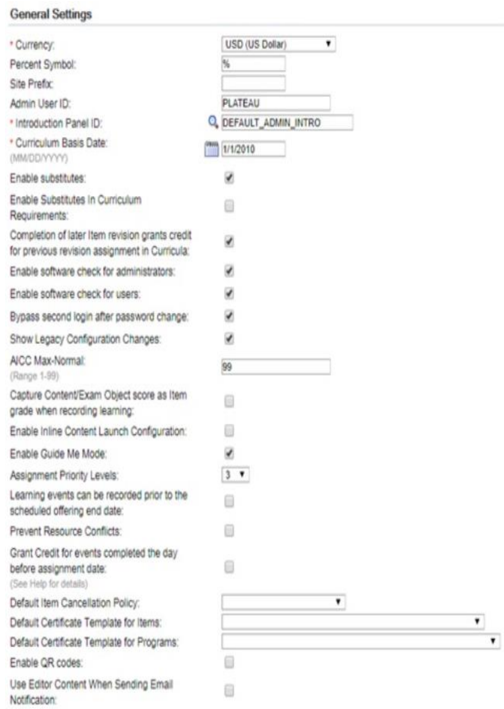
This screen is found by navigating to *System Admin > Configuration > Global Variables*. There are two tabs on this screen: *Global Variables* and *Mail*.

On the *Global Variables* tab there are numerous configuration settings that may be grouped into the following sections:

- General Settings
- Electronic Signature Settings
- AICC Wrapper Settings
- Approval Process Settings
- Password and Login Lockout Settings
- Delegate Settings
- Mail Tab (of Global Variables)
- Registration Settings
- User Settings

General Settings

The Global Variables configurations consists of two sections: Global Variables General Settings and Mail. The Global Variables General Settings includes some overall settings and defaults such as the default currency, the introduction panel that Admins will see on their home page, the default basis date (used in Calendar Basis settings of items in curricula), whether substitutes will be used at all and in curriculum requirements, software check settings, certificate template settings, and others. Also available are Electronic Signature Settings, AICC Wrapper Settings, Approval Process Settings, Password Settings, Login Lockout Settings, and Delegate Settings.



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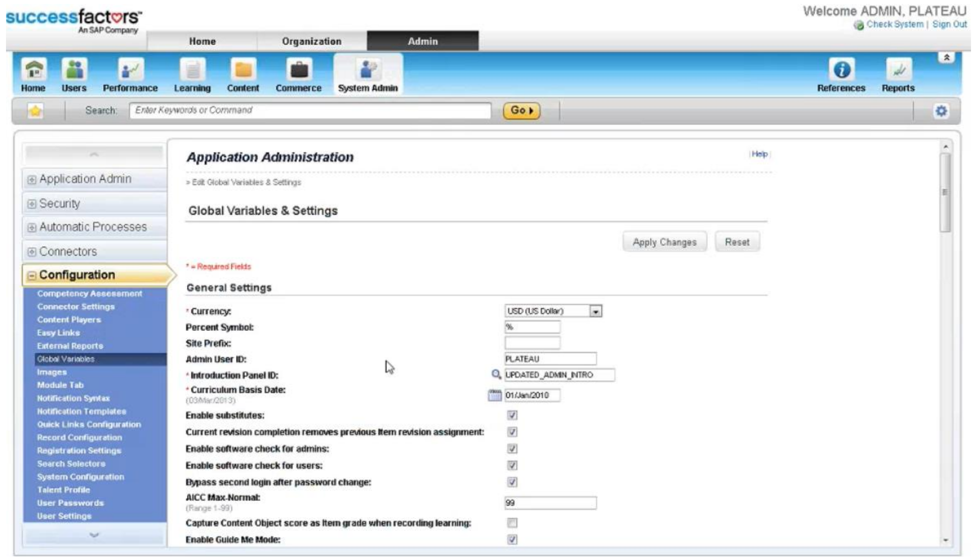
General Global Variables

These are the general global variables in SAP SuccessFactors Learning.



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General Global Variables

These are the general global variables in SAP SuccessFactors Learning.

This Field…	…Is Used as Follows
Currency	When you select a currency (for example, U.S. Dollar), the system uses it by default to support financial transactions including chargeback adjustments, order management, master inventory, cancellation policies, and account codes. Changing the default currency does not affect existing records that contain former currency attributes.
Percent Symbol	When you enter a default percent symbol (for example, %), the symbol appears after percentage values throughout the system.
Site Prefix	You can enter a site prefix, which is a positive, three-digit number that represents a server site.
Admin User ID	You can enter an administrator user ID when an end user withdraws from a scheduled instance and the system enrolls another user (who was on the waitlist) into an open slot of the same scheduled instance.
Introduction Panel ID	When you select an introduction panel ID, the introduction panel appears to administrators on the SAP SuccessFactors Learning Administration home page. The system provides one introduction panel ID by default, but you can also add new introduction panels (**System Admin** > **Application Admin** > **User Introductions**) to meet your business needs.

General Global Variables

This Field…	…Is Used as Follows
Curriculum Basis Date	When you select a curriculum basis date, the system sets that date by default on every item that you associate with a curriculum (**Learning** > **Curricula** > **Contents tab**). The curriculum basis date defines the beginning of a time period that the system builds using initial or retraining assignment information. When a user completes an item, the item is not due again until the end of the next period. Using the basis date, you can assign an item that is due once a quarter or once a year but allow the user to complete the item at any time during the quarter or year.
Enable substitutes	When you select **Enable Substitutes**, the system enables item substitutes that users can complete to receive full credit for original items. You can add substitutes to an item on the Substitutes tab of the item record (**Learning** > **Items** > **Substitutes tab**).
Current revision completion removes previous item revision assignment	When you select this checkbox, the system replaces the old item revision with the most current item revision on a user's to-do list; however, if you clear the checkbox, then the system records every revision of the same item on the user's to-do list.
Show Legacy Configuration Changes	When you select **Show Legacy Configuration Changes**, the system shows and compares your legacy configuration changes against the default configuration (**System Admin** > **Configuration** > **System Configuration**).

General Global Variables

This Field…	…Is Used as Follows
AICC Max-Normal	New courses (learning items) get the AICC max normal value from **Global Variables** by default when you create new learning items. Individual courses can override the default. Imported AICC courses can set their max normal values in the CRS definition.
Capture Content Object score as Item grade when recording learning	If you select **Capture Content Object score as Item grade when recording learning** (**System Admin** > **Configuration** > **Global Variables** > **General Settings area**), then the system automatically records the score a user received on a content object that is associated with an item, but only if you configured the content object to record a learning event when passed or failed (by selecting the **Record learning event when content passed** or **Record learning event when content failed** (**Learning** > **Items** > **Online Content tab**). When the system records object score as an item grade, then the system makes that information (the content object score) viewable by users and administrators alike.
Enable Guide Me Mode	If you select **Enable Guide Me Mode** in the general settings area (**System Admin** > **Configuration** > **Global Variables**), then the system places another **Enable Guide Me Mode** in each administrator's preferences. If you select the **Enable Guide Me Mode** for your preferences, then the system allows you to click **Use Guided Mode** when you click a group of quick links on your home page. Typically, the purpose of using the guided mode is to provide less experienced administrators with a guided process for completing routine, multi-step actions.

General Global Variables

This Field…	…Is Used as Follows
Enable Inline Content Launch Configuration	**Enable Inline Content Launch Configuration** toggles the iframe option globally. In general, clear this checkbox if you have a very controlled environment and you use versions of SCORM or AICC that require a separate window. When clear, the **Launch in a New Browser Window** check box is not available in content import and content objects.
Grant Credit for Events Completed the Day before Assignment Date	SAP SuccessFactors Learning provides the option to allow users who have completed an assignment within 24 hours of a new assignment to get credit. This can be turned on using a new setting **System Admin** > **Configuration** > **Global Variables** > **Grant Credit** for events completed the day before assignment date. If you have users in multiple time zones, then **Grant Credit for Events Completed the Day before Assignment Date** is useful for you. Without it, when the assigner is a day ahead of the assignee, completions would not grant credit for the assignment because of time and date conversion.

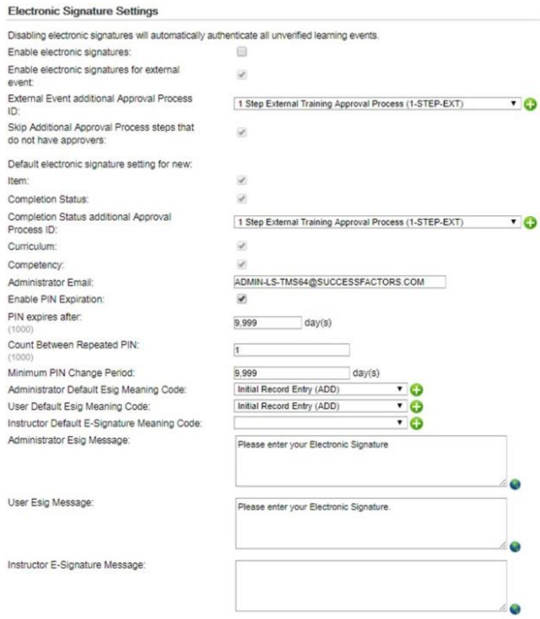
General Global Variables

This Field…	…Is Used as Follows
Enable QR Codes	When selected, users can attend training with a "boarding pass" to their classes. The system emails a QR code as part of their enrollment notification. They can print it and bring it to class, where the instructor can scan the code and automatically record that user's participation. More configuration is required: enable vCalendar attachments. Go to **System Admin** > **Configuration** > **Global Variables** > **Mail** and select **Enable Vcalendar attachments**. More configuration is required if you have customized your notifications. Go to **System Admin** > **Configuration** > **Notification Templates** to include the QR code syntax tag. If you are using default notification templates, the QR code is automatically included.
Use Editor Content When Sending Email Notification	When selected, **Use Editor Content When Sending Email Notification** enables the What You See Is What You Get (WYSIWYG) notification template editor in **System Admin** > **Configuration** > **Notification Templates**. It is a prerequisite to using the editor.

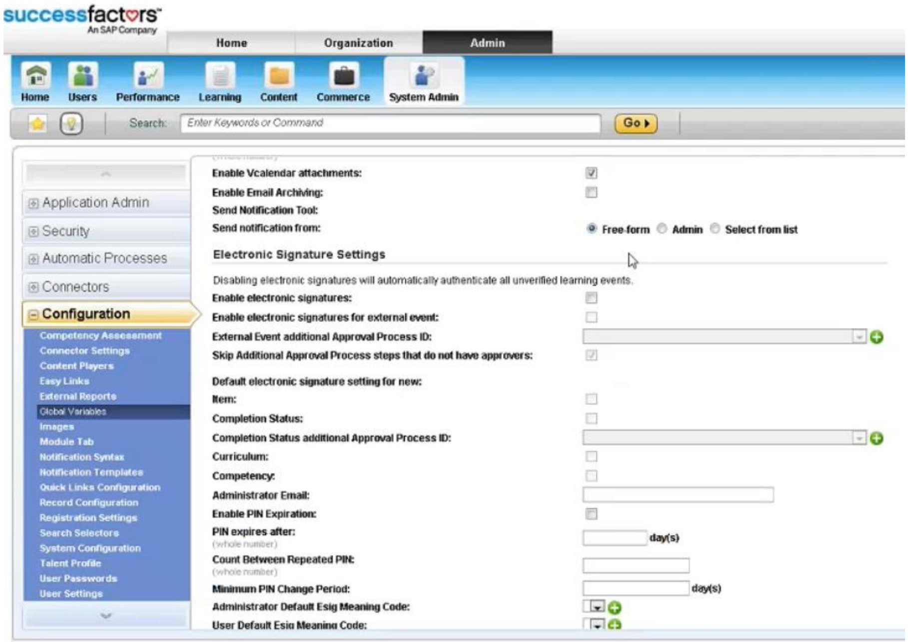
Electronic Signature Settings

While most customers will not need to enable electronic signatures, those that do will want to configure this section with their decisions. If enabled globally, e-sigs may be required when learning events are recorded. Some customers may decide that all external events require an e-sig and some or all of their item-based learning events do as well.

These settings control whether e-sigs are being used at all – and if enabled, the system will require all users and admins to select their pin the first time they authenticate/login to the LMS. The pin they choose for the User side may be the same as the one they choose for the Admin side, however, they will be asked to choose a pin once for each side. The customer may configure the text they want to display to users or admins before they will need to enter their pin as well as the rules around if and when it expires. In rare cases, customers using e-sigs will want an approval process to kick in once the pin has been entered and the default approval process may be entered here. Depending on who is recording the event they will need to select an appropriate Esig Meaning Code which usually indicates whether the event is being self-recorded by the user, added by an Admin, or in some cases edited or deleted by an admin (using the Learning



Enabling Electronic Signature (E-Signatures)



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Enabling Electronic Signature (E-Signatures)

Enable e-signatures if you need a secondary form of identity management for Learning actions. E-signatures are common for customers who have a learning compliance practice.

Context

You can edit electronic signature settings in SAP SuccessFactors Learning Administration by going to **System Administration** > **Configuration** > **Global Variables**.

Select **Enable electronic signatures** to enable these controls.

Procedure

1. Go to Learning Administration, and then go to **System Administration** > **Configuration** > **Global Variables**.
2. Select **Enable electronic signatures**.

Enabling Electronic Signature (E-Signatures)

3. In **Default electronic signature setting for new**, select which objects by default, have an e-signature approval process.

Choice	Description
Item	If you select **Item**, then every new course (learning item) that you create has its **Enable electronic signature** checkbox selected by default.
Completion Status	If you select **Completion Status**, then every new completion status you create has its **Enable electronic signature** checkbox selected by default.
Completion Status additional Approval Process ID	In **Completion Status additional Approval Process ID**, set the default e-signature approval process for all new completion statuses.
Curriculum	If you select **Curriculum**, then every new curriculum that you create has its **Enable electronic signature** checkbox selected by default.
Competency	Because you import competencies from Job Profile Builder, this option is outdated.

4. Click **Apply Changes**.

AICC Wrapper Settings

This is where the actual text of the wrapper and the buttons are populated. Note that these fields are localized and may be customized for different locales.

Setting AICC Wrapper Confirmation Text

Set the AICC wrapper confirmation text that you want to appear to learners as the buttons and text to agree with content or disagree with content.

Context

Some online content uses an AICC wrapper. An AICC wrapper presents the user with some text and then asks the user to agree or disagree with the content object. For example, you can wrap a Standard Operating Procedure (SOP). Users read the SOP and then see some text that says that they confirm that they've read and understood it. They then click an agreement or a disagreement button. The settings control the text that users see.

Procedure

1. Go to Learning Administration, and then go to **System Administration** > **Configuration** > **Global Variables**.
2. In the page, find **AICC Wrapper Settings**.

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AICC Wrapper Settings

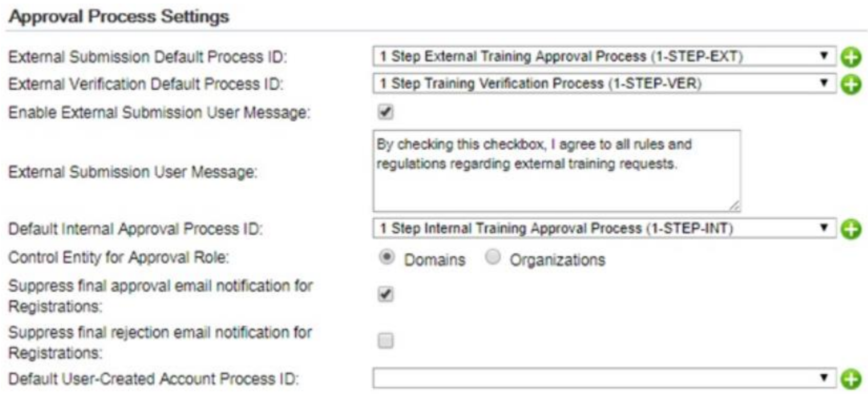
3. Type new values for the confirmation prompt, and the agree and disagree buttons.

Choice	Description
Confirmation Text	The text that explains their task. Do they agree that they have read and understood the material, for example, or do they not agree?
Agree Button Text	The text that appears on the affirmative button: the button that users click when they agree that they have read and understood the material.
Disagree Button Text	The text that appears on the dissension button: the button that users click when they disagree that they have read and understood the material.

4. To translate any of the values click . When you click , you can translate your text into multiple locales.
5. Click Apply Changes.

Approval Process Settings

Customers who are using the External Training Request process will want to populate the first few fields in this section. Customers using a simple approval process for registration into scheduled offerings or launching an online item will likely edit the Default Internal Approval Process ID field with their process ID. If a customer has defined additional approval roles, the control entity must be selected to determine whether those roles have approval over other domains or organizations of users.



SAP SuccessFactors Learning Approval Process Global Variables

These are the approval process global variables in SAP SuccessFactors Learning. Change Learning approval process global variables to affect how the Learning product behaves when users request things that require approval.

Variable	Description
External Submission Default Process ID	The default approval process associated with external learning requests (SF-182 forms). If the user can't be pooled into their own approval process, the system uses this one when they submit the request.
External Verification Default Process ID	The default approval process associated with verifying that a user attended the external learning request (SF-182) training.
Enable External Submission User Message	When you select this, a message is sent when external submissions are made.
External Submission User Message	The message that appears to users when they submit an external training request.
Default Internal Approval Process ID	The approval process ID associated with internal training requests. If a unique approval process can't be found, the system falls back on this process for internal training requests.

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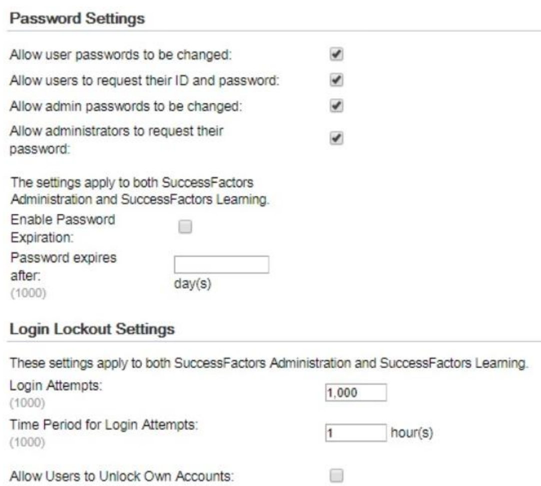
Approval Process Global Variables

Variable	Description
Control Entity for Approval Role	The control entity for approval processes determines how the system looks up the user who should receive approval requests when an approval role has multiple users in it. Each approver is responsible for one or more organization or domain's approvals in that role. If your company's org structure is defined by organizations, then choose **Organizations**. If it is reflected in your domains, choose **Domains**. For example, two users can both be in the "IT Approvers" role, but controlling two different organizations, like SALES and FINANCE. Learners from the sales organization who request approval are routed to the person who controls SALES approvals and learners from the finance organization who request approval are routed to the person who controls FINANCE approvals.
Suppress final approval email notification for Registrations	When you select this, the system doesn't send out a final approval email when users register for courses.
Suppress final rejection email notification for Registrations	When you select this, the system doesn't send out a final rejection email when users register for courses.
Default User-Created Account Process ID	The default approval process for when users request an account from the home page of the application or a site. If a user can't be grouped into a different approval process through an assignment profile, the system falls back on this process.

Password and Login Lockout Settings

If customers have native login users, the password and lockout settings may be set here. The system will use more specific password rules (such as length, types of characters, etc.) found in the Password system configuration file. As most customers will be moving to an integrated environment, most users will login to SuccessFactors HCM and be authenticated to the LMS and will not require separate login or password rules in the future.



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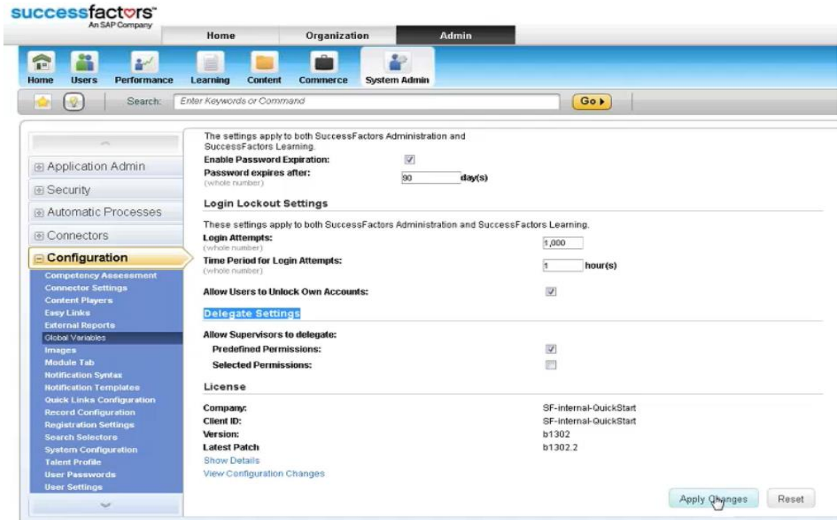
Delegate Settings Global Variables

These are the settings that are global variables for delegate users in SAP SuccessFactors Learning. If supervisors will be allowed to identify delegate supervisors, either one or both of these checkboxes needs to be checked. If they are allowed to select which permissions to delegate, check the second box. If there is a predefined list of permissions (stored in the USER PROXY ROLE) that they may delegate, check the first box.



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Delegate Settings Global Variables

These are the settings that are global variables for delegate users in SAP SuccessFactors Learning.

If you select either **Predefined Permissions** or **Selected Permissions**, then the user interface shows **Delegates** when a manager clicks **Options and Settings** on the home page.

Note: A delegate is another user who users can identify to act on the work that they need to complete in the user interface.

If you select either of these checkboxes, managers add delegates in the user interface, and then you clear the checkbox, then the system sets all of the delegated permissions for the affected users to inactive. When you reselect the checkbox, the permissions are still inactive, but the system retains the permissions that a manager granted for each delegate. If managers provided selected permissions for a user, they can restore those permissions by editing the permissions for the user and clicking **Selected Permissions**.

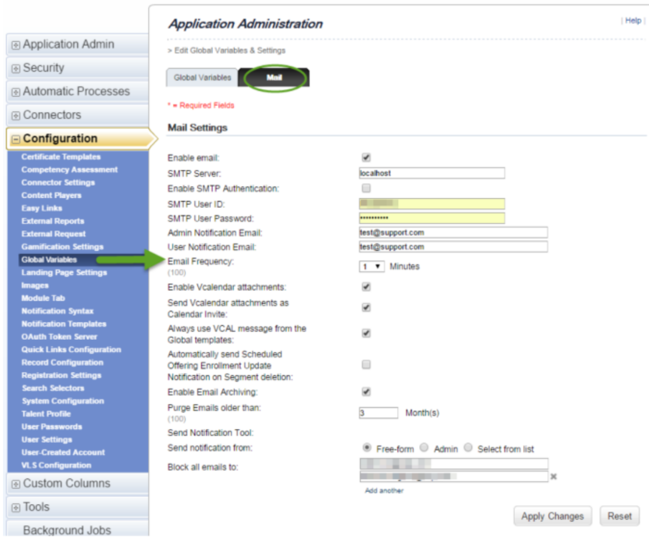
This Field...	...Is Used as Follows
Predefined Permissions	If you select **Predefined Permissions**, then managers can select another user to act as a delegate. When managers provide predefined permissions to another user, they provide that user with all of the permissions of the USER PROXY ROLE (**System Administration** > **Security** > **Role Management**).
Selected Permissions	If you select **Selected Permissions**, then managers can select the permissions (from the set of permissions that they currently have) that they want to grant to the user.

Email Global Variables

System Admin>Configuration>Global Variables> Mail tab

These are the email global variables in SuccessFactors Learning. This is where LMS mail settings are configured and where notifications are enabled/disabled globally.

The Mail Tab is where email notifications may be globally enabled and if necessary configured to work with the customer's email server. The Admin Notification Email field is necessary before the system can generate any registration emails. Vcalendar settings are configured here as well as any email addresses that should be placed on a block list so that the system will never generate and send emails to them.



Email Global Variables

Variable	Description
Enable Email	You must select Enable email if you want the system to generate and send notification messages based on notification templates. If you clear theEnable email, then the other settings Mail are irrelevant because the system will not generate or send email messages.
SMTP Server	In SMTP Server, you must identify the SMTP server that the application will use to send notification messages. When the application receives a trigger to send a notification that is located in the PA_MAIL table, it sends those messages to the SMTP server that you identified. If you do not identify a valid SMTP server, then the messages remain in the PA_MAIL table, and the application attempts to resend those messages based on the value in Email Frequency. When the SMTP server sends the messages to the recipients, the application does not track if the recipients receive the messages. **Note:** ALL customers who are hosted by SuccessFactors will and should have the SMTP server as 'localhost'. It should not be anything else. For the customers who are using their own SMTP Servers an IP address should be inserted instead of 'localhost'. The next 3 sections (Enable SMTP Authentication, SMTP User ID and SMTP User Password) should be checked/filled accordingly. Please note that any issues that arise as a result of customers' own SMTP Server are currently not support.
Enable SMTP Authentication	If your SMTP server requires that automatic email notifications be authenticated, then select Enable SMTP Authentication.
SMTP User ID / SMTP User Password	If you select Enable SMTP Authentication, then you must enter an authorization identifier in SMTP User ID and a user ID password in the SMTP User Password. The SMTP server uses the authorization identifier and password to verify whether operations are allowed.

Email Global Variables

Variable	Description
Admin Notification Email	To send administration-related emails, you must insert an email address in Admin Notification Email. The email address that you enter becomes the sender of any administration-related email notifications that the application creates and stores in the PA_MAIL table. Most customers insert an email address in this box that recipients of notification messages cannot reply to, such as SystemNotification@noreply.com.
User Notification Email	To send user-related emails, you must insert an email address in User Notification Email. The email address that you enter becomes the sender of any user-related email notifications that the application creates and stores in the PA_MAIL table. Most customers insert an email address in this box that recipients of notification messages cannot reply to, such as SystemNotification@noreply.com.
Email Frequency	In Email Frequency, you must insert a value for the number of minutes that you want the application server to contact the SMTP server to send notification messages. We recommend that you set this value to 5 minutes.
Enable vCalendar Attachments	You can automatically attach an iCalendar file to any notification message for registering a user in a scheduled offering by selecting Enable Vcalendar Attachments. When users receive the message, they download the iCalendar file to transfer the information about the scheduled offering directly to their calendars. For 5.8 SP4 and later, the attachment is an iCalendar file. For earlier versions, the attachment is a vCalendar file. The iCalendar file attaches only to messages to users. Supervisors, administrators, and other contacts do not receive an iCalendar attachment.

Email Global Variables

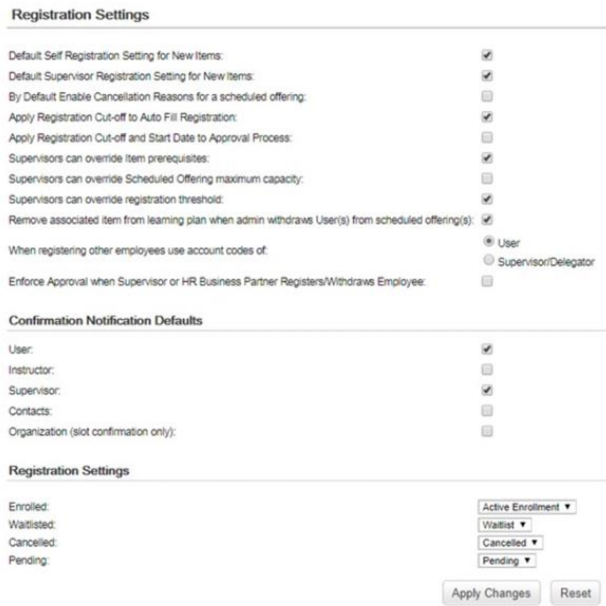
Variable	Description
Enable Email Archiving	If you select Enable Email Archiving, then the system retains a copy of every notification message that it sends and enables Purge Emails older than.
Purge Emails older than	The system uses the value that you type in Purge Emails older than to determine when it should purge archived notification messages. If you leave the box empty, then the system will never automatically remove any of the notification messages that it sends. •The system uses the value that you:Type in Purge Emails older than box to determine which archived notification messages should be purged. •Provide for the emailArchivePurgeBatchCount property in the LMS_ADMIN configuration ID (System Admin > Configuration > System Configuration) to determine how many archived notification messages to purge each time that it tries to purge those messages. •Type in Email Frequency to determine how often the system should try to delete the archived notification messages. **Note:** If you leave Purge Emails older than empty, then the system never automatically removes any of the notification messages that it sends.
Send notification from	When administrators create and send ad hoc notifications, the system requires that those notifications contain a validly constructed email address that the notification should be sent from. If you select Free-form for Send notification from, then the system allows administrators to type a validly constructed email address. If you selectAdmin, then the system uses the email address for that administrator's record (System Admin > Application Admin > Admin Management > Summary). When you select Admin, administrators cannot change who the notification is sent from, which means that if the administrator does not have an email address, then that administrator cannot send an ad hoc notification. If you select Select from list, then you must provide a comma-delimited list of email addresses; the system adds the email address of the administrator who is attempting to send the notification to the top of this list automatically, and the administrator can select any one of those email addresses.
Block all emails to	This is a blocked send list. Click Add another to add more than one address.

Registration Settings

This screen is found by navigating to ***System Admin > Configuration > Registration Settings***.

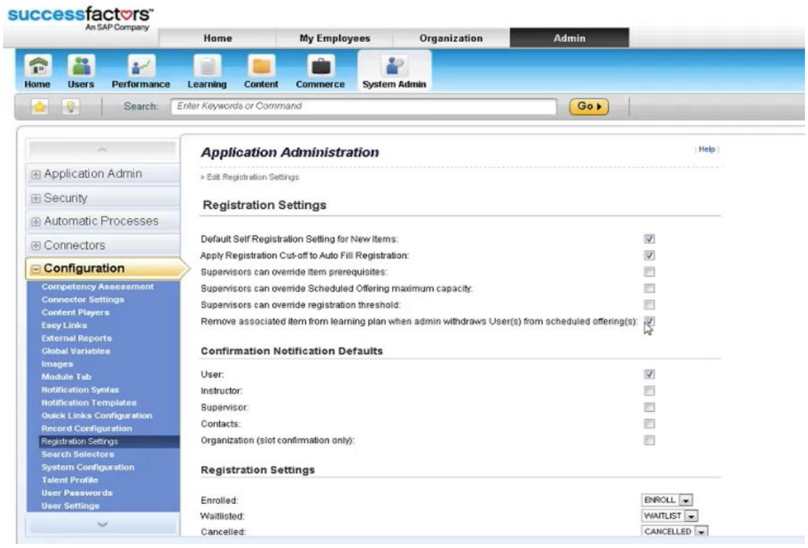
This area contains default settings for new items for user and supervisor registration, whether cancellation reasons will be enabled by default, whether to apply the registration cut-off date of an offering to the auto fill process or an approval process, and what supervisors may be allowed to override.

It also determines whom to notify when users self-register (or have their registration status changed) by default. Most of these default settings may be overridden at the scheduled offering level.



Registration Settings

You can set default values for registration settings. When you create any new class in your system, they inherit the values from your default settings.



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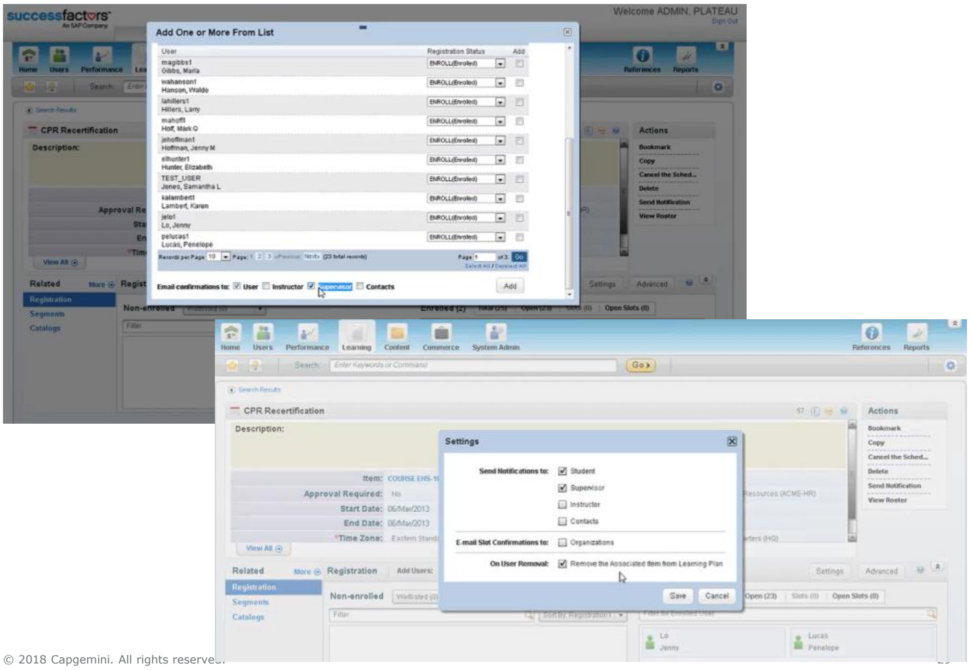
Registration Settings



Registration Settings

You set default values for registration in Learning Administration: **System Administration > Application Administration > Registration Settings**.

Registration Setting	Description
Default Self Registration Setting for New Items	If you select this checkbox, then the system selects **Self Registration** checkbox on **Learning** > **Items > Segments** each time you add a new item.
Default Supervisor Registration Setting for New Items	If you select this checkbox, then the system selects **Supervisor Registration** checkbox on **Learning** > **Items > Segments** each time you add a new item.
By Default Enable Cancellation Reasons for a scheduled offering	If you select **By Default Enable Cancellation Reasons for a scheduled offering**, then every new scheduled offering that you create in the system has its **Enable Cancellation Reasons** set to **Yes** (true). Every new scheduled offering will require users or administrators to enter a cancellation reason when they withdraw.

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Registration Settings

Registration Setting	Description
Apply Registration Cut-off to Auto Fill Registration	If you select this checkbox, scheduled offerings automatically fill their registration up to the registration limit up until the registration cutoff date and time (based on the time zone of the offering). If the checkbox is clear, the scheduled offerings automatically fill until the start date and time of the scheduled offerings. SAP SuccessFactors Learning uses time zones to show course start and end times in local time: the time **in the location** of learners when attending training. To calculate local time, Learning needs time zones for all applicable parts of the schedule and the user. To help you schedule, you should the time zones too. For example, you set time zones for the facility where the course takes place, the time zone of the scheduled offering, and the time zone of the user.
Apply Registration cut-off and Start Date to Approval Process	If you select this checkbox and users seek approval to enroll or withdraw after the cut off date, their approval remains in pending and it is not seen by approvers.
Supervisors can override Item prerequisites	If you select this checkbox, supervisors can register users into learning items even when the user does not meet the prerequisites.

Registration Settings

Registration Setting	Description
Supervisors can override Scheduled Offering maximum capacity	If you select this checkbox, supervisors can enroll users into scheduled offerings in excess of the maximum capacity. Maximum capacity is defined **References** > **Physical Resources** > **Facilities**. Maximum capacity can reflect the legal capacity of the facility.
Remove associated item from learning plan when admin withdraws user(s) from scheduled offering(s)	If you select this checkbox, then when you withdraw a user from a scheduled offering, or users withdraw themselves, the associated item is removed from the selected user's learning plan. Clearing the checkbox allows users to keep the item to request another scheduled offering. For example, if a user cannot attend one scheduled offering but still needs the learning item.
Confirmation Notification Defaults	When you select a checkbox in this area, the system automatically selects the corresponding checkbox on the Registration tab each time you create a new scheduled offering. You can override the default for each scheduled offering.
Registration Statuses	Select the default registration status to be used throughout the application in the following circumstances. •Enrolled: Users are enrolled. •Waitlist: Users are waitlisted (the scheduled offering is too full and so users are put on a list to be added when another user withdraws). •Pending: Users will be registered pending approval. •Cancelled: When the scheduled offering is canceled.

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User Settings

This screen is found by navigating to ***System Admin > Configuration > User Settings***.

This area contains settings that determine whether schedule conflicts will cause validation errors or simply provide warning messages.

It also permits or prevents the user from checking an override checkbox that will show all scheduled offerings in the user's preferred time zone (not recommended). The condition of this checkbox could be set to checked by default (also not recommended).

The recommendation is to leave both of these unchecked and have the Admin who is creating the scheduled offering determine for that specific offering whether it should be shown to everyone as a specific time zone or if it should be converted to the users' time zones.

One setting controls whether users may simply be registered into an offering of a pre-requisite item in order to self-register into the dependent item's offering (or if unchecked does the pre-req need to be in the user's history).

Other settings control how blended items can work, whether users may request that offerings be scheduled, and whether a supervisor will be warned when trying to assign a recently completed item as well as other decisions around system behavior.

User Settings

User Settings

* = Required Fields

- [x] Prevent Admins and Supervisors from creating user schedule conflicts.
- [ ] Prevent Users from creating user schedule conflicts.
- [x] Enable User to choose the Scheduled Offering Time Zone display.
- [ ] Default to User's Time Zone for display of Scheduled Offerings
- [x] Allow Users to change Regional Information.
- [x] Allow self-registration to proceed as long as the prerequisites will be completed prior to the scheduled start date.
- [x] Allow Users to assess competencies of their own.
- [x] Allow users to access online content without registration.
- [ ] Allow Users to change currency.
- [x] Enable User Item Requests
- [x] Allow Supervisors to assess competencies for their employees.
- [ ] Enable Exam Objects for iPad
- [x] Show Revision Information
- [ ] Allow Supervisor to remove any Alternate Supervisor
- [ ] Enable Approval Waiver when Supervisor or HR Business Partner assigns Online Item, Blended Item, or External Course

Assignment Warning

- [ ] Warn the supervisor for recent assignments/registrations, completions or unmet prerequisites during assignment

Threshold for Items/Programs (days):

Threshold for Scheduled Offerings (days):

User Interface Display

( ) Flash-based Legacy (deprecated) (•) Recommended

User Security Question Settings

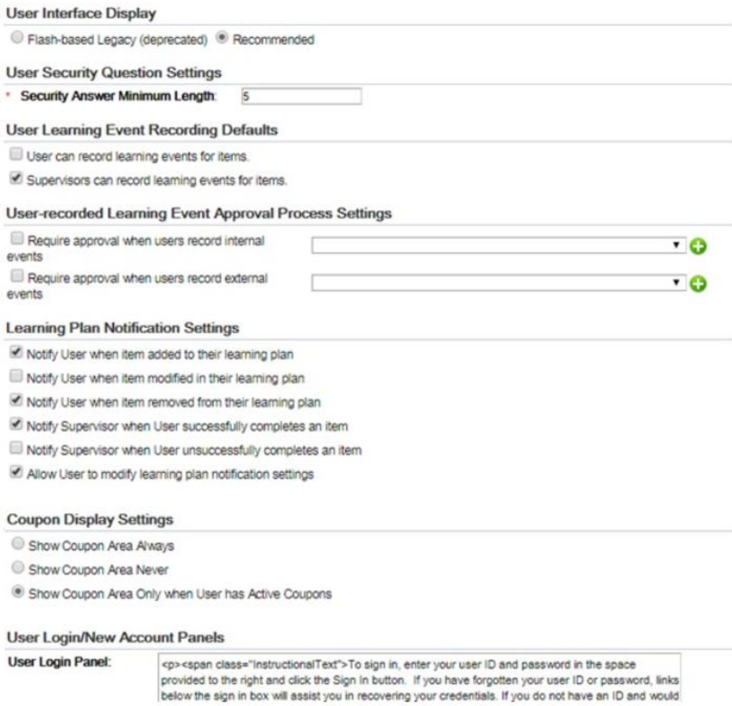
* **Security Answer Minimum Length:** 5

User Settings

Additional sections of the User Settings screen may contain legacy settings that are not recommended for new customers or are being phased out for existing ones: for example, the User Interface Display should always be set to Recommended, and the Security Question Settings and User Login panel will not be relevant to customers who have all of their users accessing the LMS from within SuccessFactors HCM.

Customers may decide to permit users and/or supervisors to record learning events for items by default (although typically these are unchecked and may be overridden at each item). They may also decide to have an approval process for when a user records either an internal or external event.

The **Learning Plan notification process** (triggered by an APM) uses a section on this screen to determine whether users will be notified when items are added, modified, or removed from their learning plans. Supervisors may be notified when their subordinates successfully or unsuccessfully complete an item. These learning plan settings may be fixed by a global Admin and locked down so that users may not change them – or there's an option to allow users to change these for themselves.


User Interface Display
Flash-based Legacy (deprecated)
Recommended
User Security Question Settings
Security Answer Minimum Length:
5
User Learning Event Recording Defaults
User can record learning events for items.
Supervisors can record learning events for items.
User-recorded Learning Event Approval Process Settings
Require approval when users record internal events
Require approval when users record external events
Learning Plan Notification Settings
Notify User when item added to their learning plan
Notify User when item modified in their learning plan
Notify User when item removed from their learning plan
Notify Supervisor when User successfully completes an item
Notify Supervisor when User unsuccessfully completes an item
Allow User to modify learning plan notification settings
Coupon Display Settings
Show Coupon Area Always
Show Coupon Area Never
Show Coupon Area Only when User has Active Coupons
User Login/New Account Panels
User Login Panel:
<p><span class="InstructionalText">To sign in, enter your user ID and password in the space provided to the right and click the Sign In button. If you have forgotten your user ID or password, links below the sign in box will assist you in recovering your credentials. If you do not have an ID and would

General User Settings

These user settings control how users experience SAP SuccessFactors Learning.

This Field…	Is Used as Follows…
Prevent user scheduling conflicts	If this is selected, when someone (administrator, supervisor, or user) attempts to register a user in a scheduled offering which conflicts with another scheduled offering that the user is already registered in, the system prevents the registration. If this is not selected, when someone attempts to register a user in a scheduled offering which conflicts with another scheduled offering that the user is already registered in, the system warns of the conflict, but does not prevent the registration.
Enable User to choose the Schedule Offering timezone display	If you select this checkbox, then in the end user environment, **Always display Schedule Offerings in this timezone** is enabled, meaning that users can choose to see the scheduled offering times in their timezone or the timezone of the scheduled offering, if they are different. If you clear it, then **Always display Schedule Offerings in this timezone** is disabled. The effects of disabling the checkbox is different for new users and existing users: •New users cannot change the default setting you declare **Default to User's timezone for display of Scheduled Offerings** checkbox. If you default the users to see scheduled offerings in their own timezone, and the **Enable User to choose the Scheduled Offering timezone to display** checkbox is clear, then all new users are forced to see scheduled offerings in their own timezone. •Existing users maintain their setting at the time you clear the Enable user to choose the Scheduled Offering timezone to Display checkbox. If the users cleared their Always display Scheduled Offerings in this timezone checkbox, then it remains clear. If the users selected it, it remains selected. In 2018, we released Course Home, which is the next generation of learner experience with courses. Course Home ignores the **Always display Scheduled Offerings in this Time Zone** setting to simplify your configuration. In Course Home, SAP SuccessFactors Learning displays the time in local time, not based on the static setting in the preferences.

General User Settings

These user settings control how users experience SAP SuccessFactors Learning.

This Field...	Is Used as Follows...
Default to User's timezone for display of Scheduled Offerings	If you select this, then new end users have a clear **Always display Schedule Offerings in this timezone** checkbox in their User Settings page. If it is clear, the users' checkbox is also clear. Existing users maintain their existing settings. In 2018, we released Course Home, which is the next generation of learner experience with courses. Course Home ignores the **Always display Scheduled Offerings in this Time Zone** setting to simplify your configuration. In Course Home, SAP SuccessFactors Learning displays the time in local time, not based on the static setting in the preferences.
Allow users to change Regional Information	If you select this, then users can change their personal information on their **User Settings** page.
Allow self-registration to proceed as long as the prerequisites will be completed prior to the scheduled start date	If you select this, users can self-register as long as the prerequisites for the offering's item will be completed by the user before the scheduled start date of the course.

General User Settings

This Field...	Is Used as Follows...
Allow users to assess competencies of their own	If you select this, users can assess their own competencies. They can initiate self-assessments and nominate only themselves as raters in multi-rater assessments. Supervisors and administrators, however, can initiate a self-assessment process by creating an assessment process with a rater type of only self.
Allow users to initiate multi-rater assessment process for themselves	If you select this, user can initiate multi-rater assessments on their own. The **Multi-Rater Assessment** button appears in the Assessment History page of the user environment. If you clear the checkbox, the button no longer appears.
Allow users access to online content without registration	If you select this, users can view online learning item content without first registering for the learning item.
Allow Users to change currency	If you select this, users can change their currency. Clearing the checkbox disables the Currency ID list on users' User Settings page. The Currency ID is also disabled if the system has only one currency.
Enable User Item Requests	If you select this, new learning items have their **Enable User Requests** checkbox selected (on the Items).
Allow Supervisors to assess competencies for their employees	If you select this, then supervisors (or alternate supervisors and delegates) can initiate ad hoc, single-rater assessments for their direct reports.

General User Settings

This Field…	Is Used as Follows…
Allow Supervisors to initiate a multi-rater assessment process for their employees	If you select this, then supervisors (or alternate supervisors and delegates) can initiate ad hoc, multi-rater assessments for their direct reports.
Enable Exam Objects for iPad	If you select this, then users who download content to iPads can take exams. Otherwise, users must take their exams online.
Show Revision Information	If you select **Show Revision Information**, then users see the learning item revision information throughout the end user interface.
Allow Supervisor to remove any Alternate Supervisor	If you select **Allow Supervisor to remove any Alternate Supervisor**, then supervisors or delegates of the supervisors can remove alternate supervisors.

General User Settings

This Field…	Is Used as Follows…
Enable Approval Waiver when Supervisor or HRBP assigns Online Item, Blended Item or External Course	•Select this to waive supervisor approval steps when supervisors, alternate supervisors, or HRBP users assign a course to a user.If you have a very strict approval process system and you want supervisors, alternate supervisors, or HRBP users to approve courses that they just assigned, then do **not** select it. •If you understand their action of making the assignment as implicit approval, then select it. In this case, you assume that if, for example, a supervisor assigns a course to a user, they approve of the user enrolling. You also reduce the approval workload for these users. An approval process must be configured and required for an online item, blended item, or an external course. The supervisor must be the employee's supervisor at the time the employee requests an approval. The supervisor must be in the standard role of supervisor.
Assignment Warning	These settings control assignment warning. When you select **Warn the supervisor for recent assignments/registrations, completions or unmet prerequisites during assignment**, the system warns administrators when they attempt to assign a course that is already assigned to the user.

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Setting Course Defaults for Learning Completion

Set course defaults for learning completion to change how new courses behave by default when learners and their managers want to claim credit for their completed courses.

Prerequisites

You can insert an approval process between the moment that users post learning events and the time that the event is included in their learning records. For example, you might want a supervisor to verify that the user has attended a seminar before the user gets credit in learning records. If you want to use approval processes, create an approval process before you set course defaults for learning completion.

Context

Individual courses have two process control flags: **Supervisors can record Learning events for subordinates** and **User can record Learning Events for themselves**. They control whether learners, their managers, or both can post completion for a course. Most companies have a policy about who can post completion and want to set the default value for all new courses in their system. You can globally control the default settings for these two flags.

Setting Course Defaults for Learning Completion

Procedure

1. Go to SAP SuccessFactors Learning Administration and then go to **System Admin** > **Security** > **Role Management**.
2. Find and open each learner and manager role that you use, and then for each go to **Workflows**.
   - If you want to allow the role to post their own completion for internal learning events, add Access Record Learning Events.
   - If you want to allow the role to post their own completion for external learning events, add Access Record External Learning Events.
   - If you want to prevent the role from posting their completion, remove the workflows.

Even if you disable all users from posting their completion status, you should still set the default for future courses. When, for example, you set all future courses to prevent, by default, learners from posting their own learning completion, you signal to learning administrators that users cannot do it. Please be aware, however, that if you disable it at the security workflow, the role cannot record their own completion regardless of the setting in the course.

3. Go to **System Admin** > **Configuration** > **User Settings** > **User Learning Event Recording Defaults**.

Setting Course Defaults for Learning Completion

4. Decide who can post completion by default for all new courses.

Option	Description
User can record learning events for items	Select this if you want all new courses to default to allowing learners to post their own completion. **User can record Learning Events for themselves** is selected by default for all new courses.
Supervisors can record learning events for items	Select this if you want all new courses to default to allowing managers to post their own completion. **Supervisors can record Learning Events for subordinates** is selected by default for all new courses.

5. Decide whether learners or managers need an approval process to finalize their posting.

Option	Description
Require approval when users record internal events	When selected, if users attempt to post course completion, they must first get approval. You associate an approval process with this control.
Require approval when users record external events	When selected, if users attempt to post an external event completion to learning records, they must first get approval. You associate an approval process with this control.

Controlling When Learners are Notified of Changes to their Learning Assignments

If you have a special case that requires special rules, change when users are notified of their learning assignments.

Context

Most customers can use the default settings for learner notifications to changes to their learning assignments. We recommend the defaults. If, however, you have a special case that requires more restrictive notification rules, you can adjust the notifications that SAP SuccessFactors Learning sends when courses are added and removed from learning assignments.

Procedure

1. Go to SAP SuccessFactors Learning Administration and then go to **System Admin Configuration User Settings**.
2. In the page, find **Learning Plan Notification Settings**.

Note: Learning Plan is the old phrase for what is now **Learning Assignments**

Controlling When Learners are Notified of Changes to their Learning Assignments

3. Change how learners are notified when their assignments change.

Setting	Description
Notify user when item added to the ir learning plan	If you select **Notify user when item added to their learning plan**, SAP SuccessFactors notifies learners when courses are added to their learning assignments.
Notify user when item modified in their learning plan	If you select **Notify user when item modified in their learning plan**, SAP SuccessFactors notifies learners when their learning assignments are modified.
Notify user when item removed from their learning plan	If you select **Notify user when item removed from their learning plan**, SAP SuccessFactors notifies learners when courses are removed from their learning assignments.
Allow user to mod ify learning plan notification settings	If you select **Allow user to modify learning plan notification settings**, learners can control their own notifications. They can decide to be notified when courses are added, changed, or removed from their assignments. The values of the other learning notifications become the default values. Learners can override your settings. For example, if you select **Notify user when item removed from their learning plan** and you select **Allow user to modify learning plan notification settings**, then by default, learners are notified when courses are removed but learners can go into their options and clear it so that they do **not** receive notifications for removed courses.

Controlling When Learners are Notified of Changes to their Learning Assignments

4. Change how supervisors are notified of their employees' assignments.

Setting	Description
Notify Supervisor when user successfully completes an item	If you select **Notify Supervisor when user successfully completes an item**,SAP SuccessFactors notifies supervisors when a course is successfully completed by one of their employees.
Notify Supervisor when user unsuccessfully completes an item	If you select **Notify Supervisor when user unsuccessfully completes an item**,SAP SuccessFactors notifies supervisors when a course is unsuccessfully completed by one of their employees. This means that the user did not meet the requirements in some way (did not attend the entire course, did not pass an exam, and so on).

5. Click **Propagate Learning Plan Notification Changes** and then follow the process to run the propagation job.

Virtual Learning System Global Variables

These are the Virtual Learning System (VLS) global variables in SAP SuccessFactors Learning.

This Field…	…Is Used as Follows
Display Join option prior to session start	Set **Display Join option prior to session start** to allow participants to join some amount of time before the class begins. In **System Administration** > **Configuration** > **Global Variables**, the **Display join option prior to session start** setting doesn't apply to Meeting Center. The Meeting Center API doesn't support Early Attendance like Training Center does.
Synchronization Frequency	When you enter a number of minutes into **Synchronization Frequency**, the Synchronize VLS background job sleeps during that amount of time before running again. The system shows **Synchronization Frequency** if vleEnabled is set to true in the LMS_ADMIN system property file. If the vleEnabled property is set to true, then the application can connect to virtual learning servers such as WebEx. If set to false, then there is no connection, and virtual learning settings throughout the application are disabled in SAP SuccessFactors Learning Administration. Also, if set to false, users cannot connect to virtual learning servers from their Content Structure page. SAP SuccessFactors produces a specific integration guide to walk you through integrating SAP SuccessFactors with virtual meeting rooms.

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Summary

You should now be able to:

- List and describe the configuration within Global Variables.

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