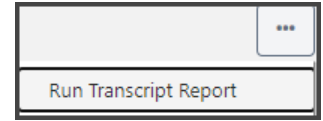




Run Transcript Report

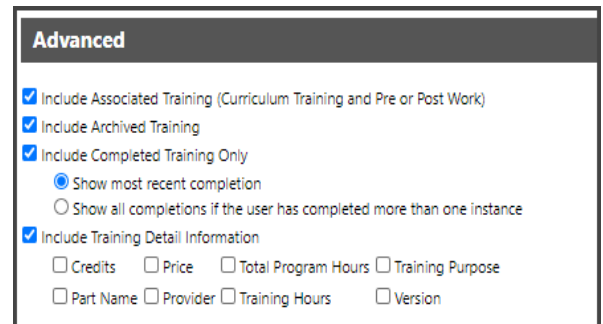
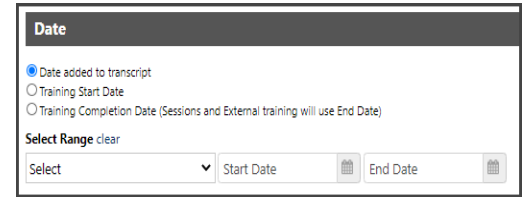
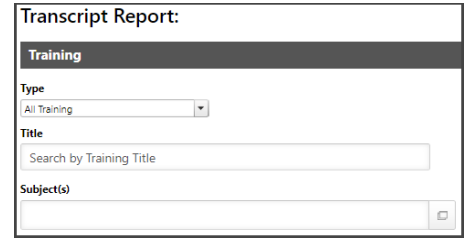
To print a transcript, you must first run a transcript report.

1. Navigate to your Transcript. Use the **Menu** and go to **Learning > Transcript**.
2. Select the **Options** button (three small dots) on the far right of your training transcript page.
3. Select the **Run Transcript Report** option from the dropdown menu.

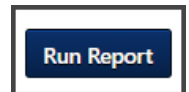


Enter Report Criteria

1. **Training:** This section can be used to make choices to limit the training included in your report. Leave this section blank if you would like to include all your training.
2. **Date:** This section can be used to make choices about the date range for the training included in your report. You can leave this section blank if you would like to include all of your training.
3. **Advanced:** This section is used to make choices about training (active, completed, and archived) and the details you want included in your report. Please be aware that if you check 'include completed training only', the report might not include all of the training items you completed within a curriculum. You can check or uncheck the options as needed.




4. Select the **Run Report** button when you are ready to view the report results.



Print Transcript

1. To print the transcript, select **File > Print**. To print in Excel, open the report in Excel and print.

 When printing in Excel, you will want to change your print settings to ensure the report prints in landscape orientation, and all columns fit on one page.