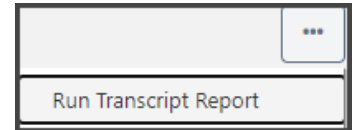
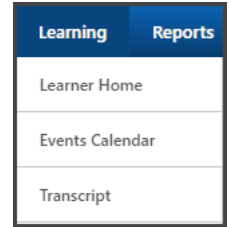




Run Transcript Report

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

1. Open the **Learning** tab in the menu bar and select **Transcript** from the dropdown menu.
2. Select the **Options** button (three small dots) on the far right side 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. You can leave this section blank if you would like to include all of 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.

Transcript Report:

Training

Type

Title

Subject(s)

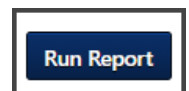
Date

Date added to transcript
 Training Start Date
 Training Completion Date (Sessions and External training will use End Date)

Select Range clear

Advanced

Include Associated Training (Curriculum Training and Pre or Post Work)
 Include Archived Training
 Include Completed Training Only
 Show most recent completion
 Show all completions if the user has completed more than one instance
 Include Training Detail Information
 Credits Price Total Program Hours Training Purpose
 Part Name Provider Training Hours Version



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.