

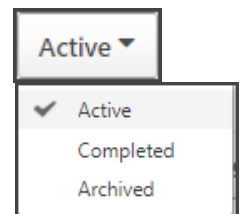


View Transcript

There are four types of transcripts that you can view: All, Active, Completed, and Archived.

- All** Includes all transcript training.
- Active** Includes training that is not yet completed.
- Completed** Includes training that has been completed.
- Archived** Includes training that has been completed, inactive, or no longer needed (you can move your training to Archive).

- Navigate to your Transcript. Use the **Menu** and go to **Learning > Transcript**.
- Select the **Active** button dropdown menu to view transcript types and select the transcript type that you want to view.




Select **drop down** to view a transcript type.

Select the **Options** icon to Run or Print a transcript report.

Type in training title or keyword to **Search** for training.

Training **Due Date** and **Status** displays under training title.

Select drop down for allowable actions.

 See the Job Aid, **Print Transcript**, for steps to Run or Print a transcript report.
 See the Job Aid, **Move Training to Archived**, for steps to archive training.