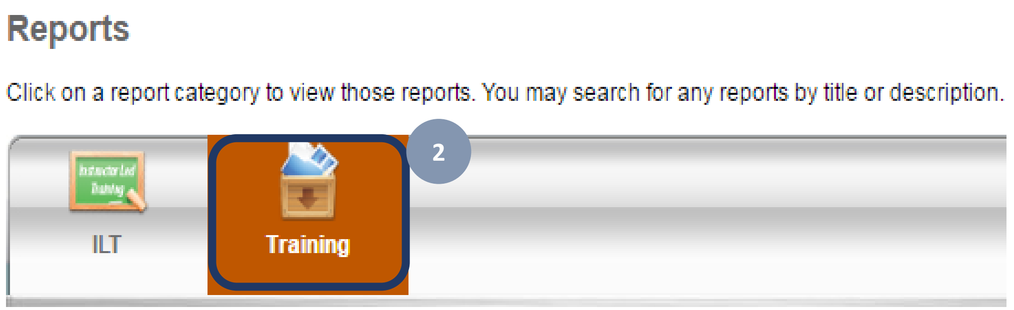
Transcript History

UTLearn training reports provide the ability to view active learners' transcripts and run basic reporting.

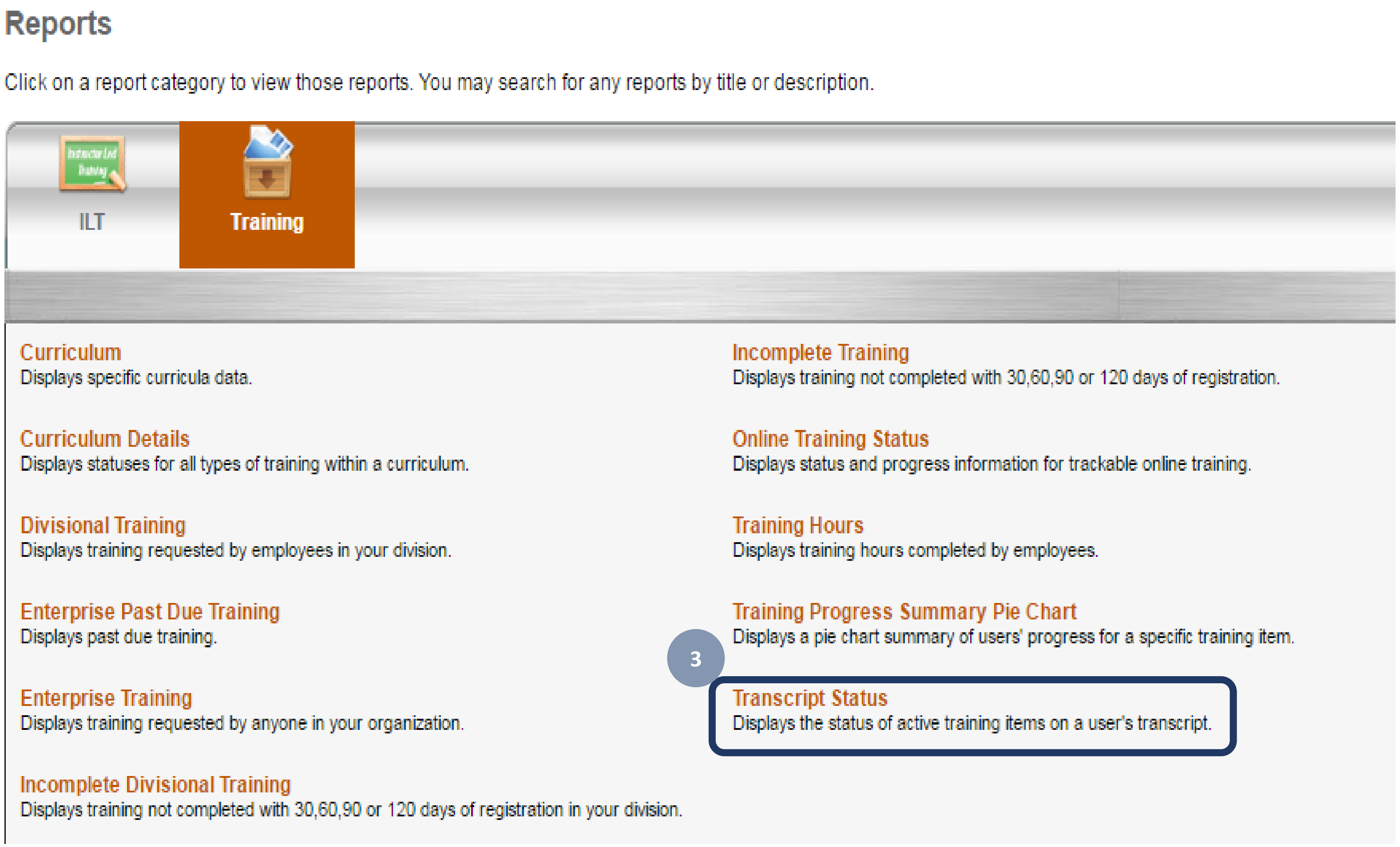
Users with the proper permission can access and run training reports by proceeding through the following steps:

1. From the Welcome page, mouse over the **Reports** tab and select **Standards Reports**. This opens the Reports page.

2. From the Reports page, select the **Training** report category.



3. To view transcript history, click the **Transcript Status** report. This opens the Transcript Status Report page.



4. From the Transcript Status Report page, select or enter report criteria:

   a. **Date Criteria** – Select date criteria from the drop-down field or type a specific date range in the **From** and **To** fields.

   b. **User Criteria** – Select **Legacy Division** from the drop-down field.

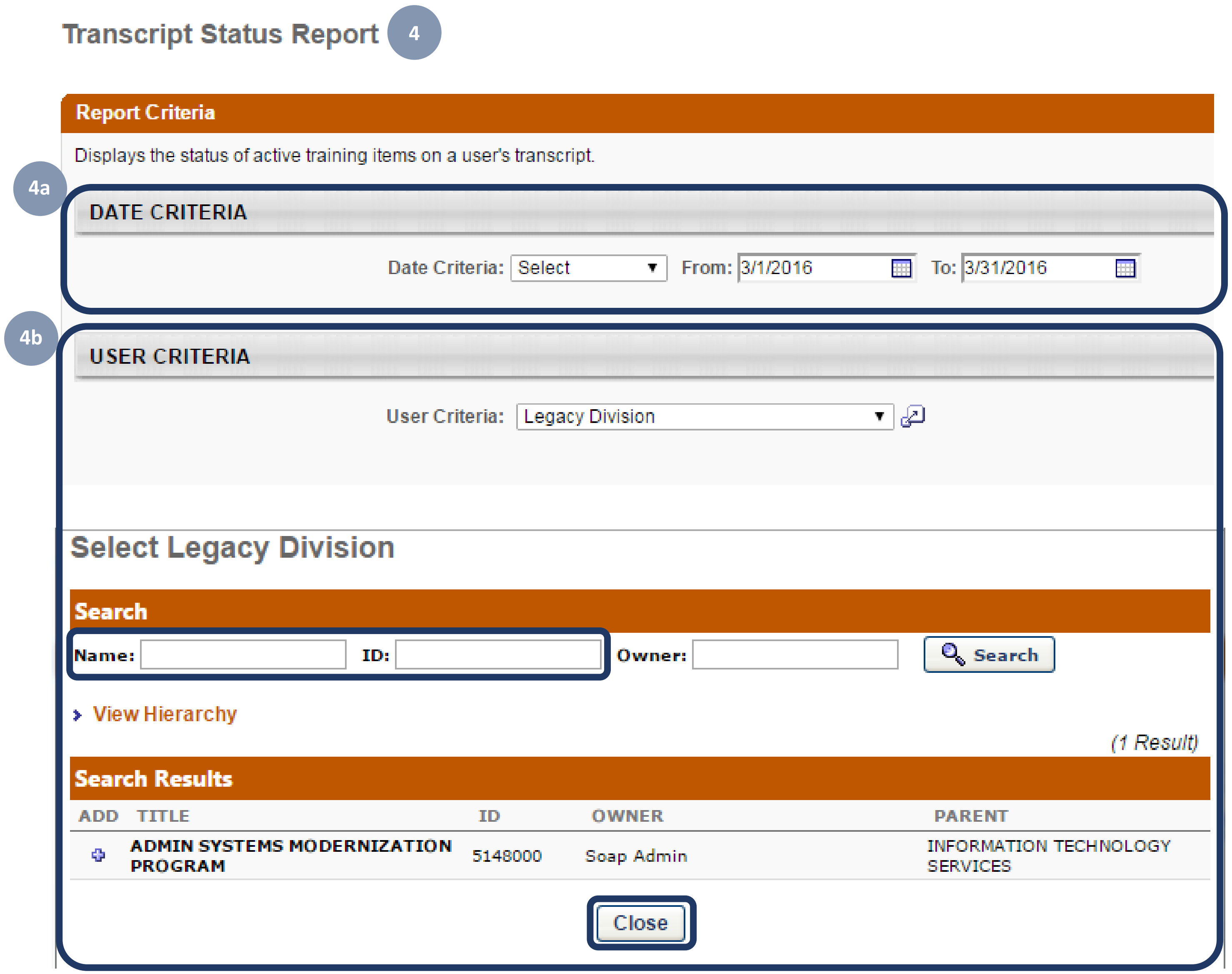
      i. Click the pop-up icon. This opens the Select Legacy Division window.

      ii. Search for the legacy division by entering the division name or the division ID and clicking Search.

      iii. In the **Search Results** section, select the division to run the report for by clicking the plus icon to the left of the division title.

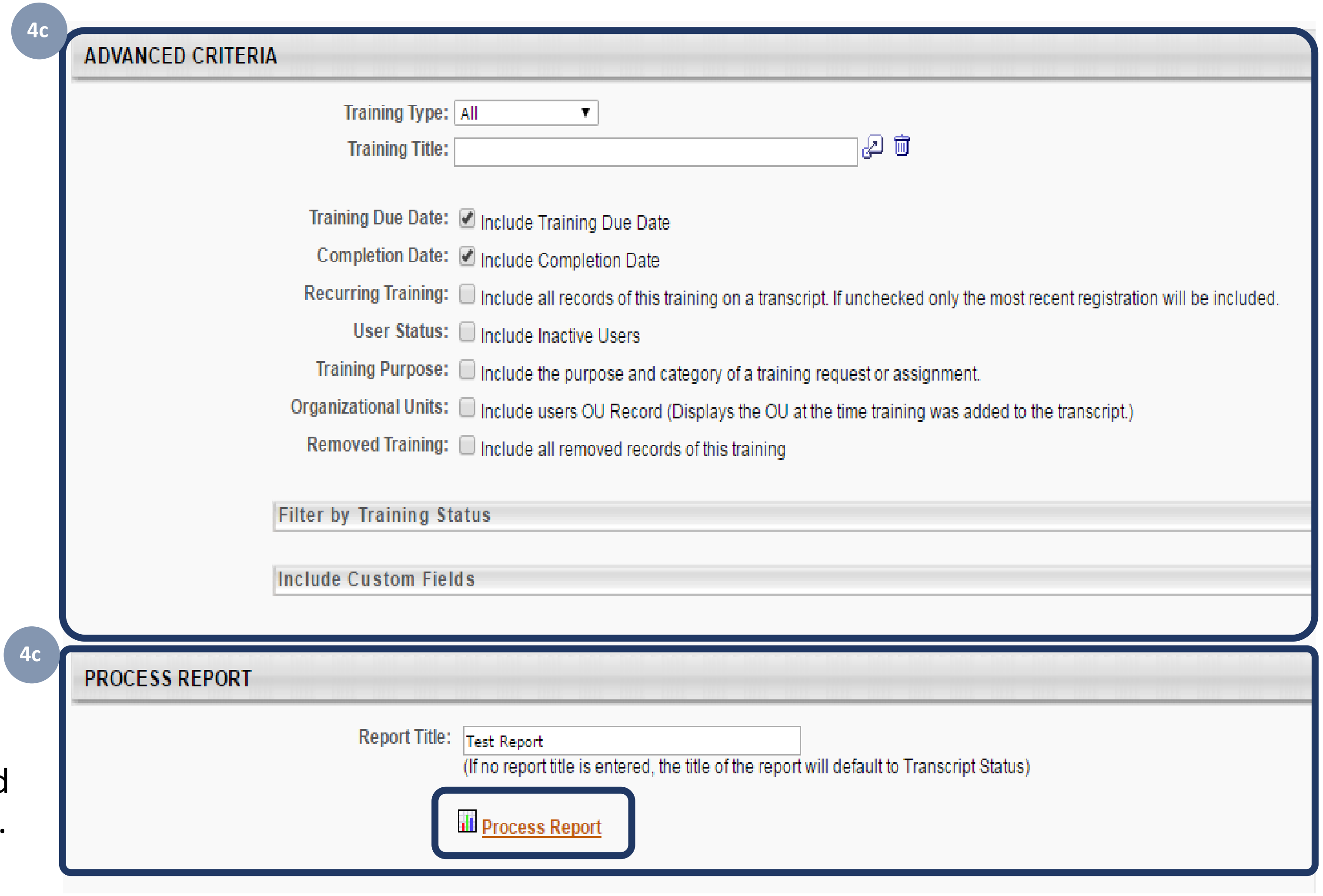
      iv. Click **Close**.

Note: The system does allow you to select multiple legacy divisions.

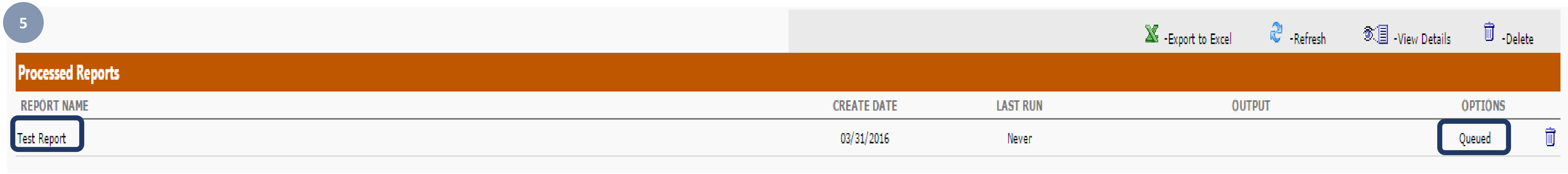


c. **Advanced Criteria** – Make the following field selections:
- **Training Type:** Leave the default selection of **All**.
- **Training Title:** Leave blank to pull all training or click the pop-up icon to select a specific training.
- **Training Due Date:** Mark check box.
- **Completion Date:** Mark check box.
- **Recurring Training:** Do not mark.
- **User Status:** Do not select.
- **Training Purpose:** Do not select.
- **Organizational Units:** Do not select.
- **Removed Training:** Do not select.
- **Filter by Training Status:** Click the arrow to expand the section, and leave all options selected.
- **Include Custom Fields:** Click the arrow to expand the section, and leave all the options unselected.

d. **Process Report**
   i. **Report Title:** Type a title for the report.
   ii. Click **Process Report**.



5. The report title appears in the **Processed Reports** section with a status of **Queued**. It can take a few minutes for the report to run.



6. Once the report is complete, click an icon under the **Output** or **Options** columns to export the report to Excel, refresh (run another report) the report, view report details, or delete the report.