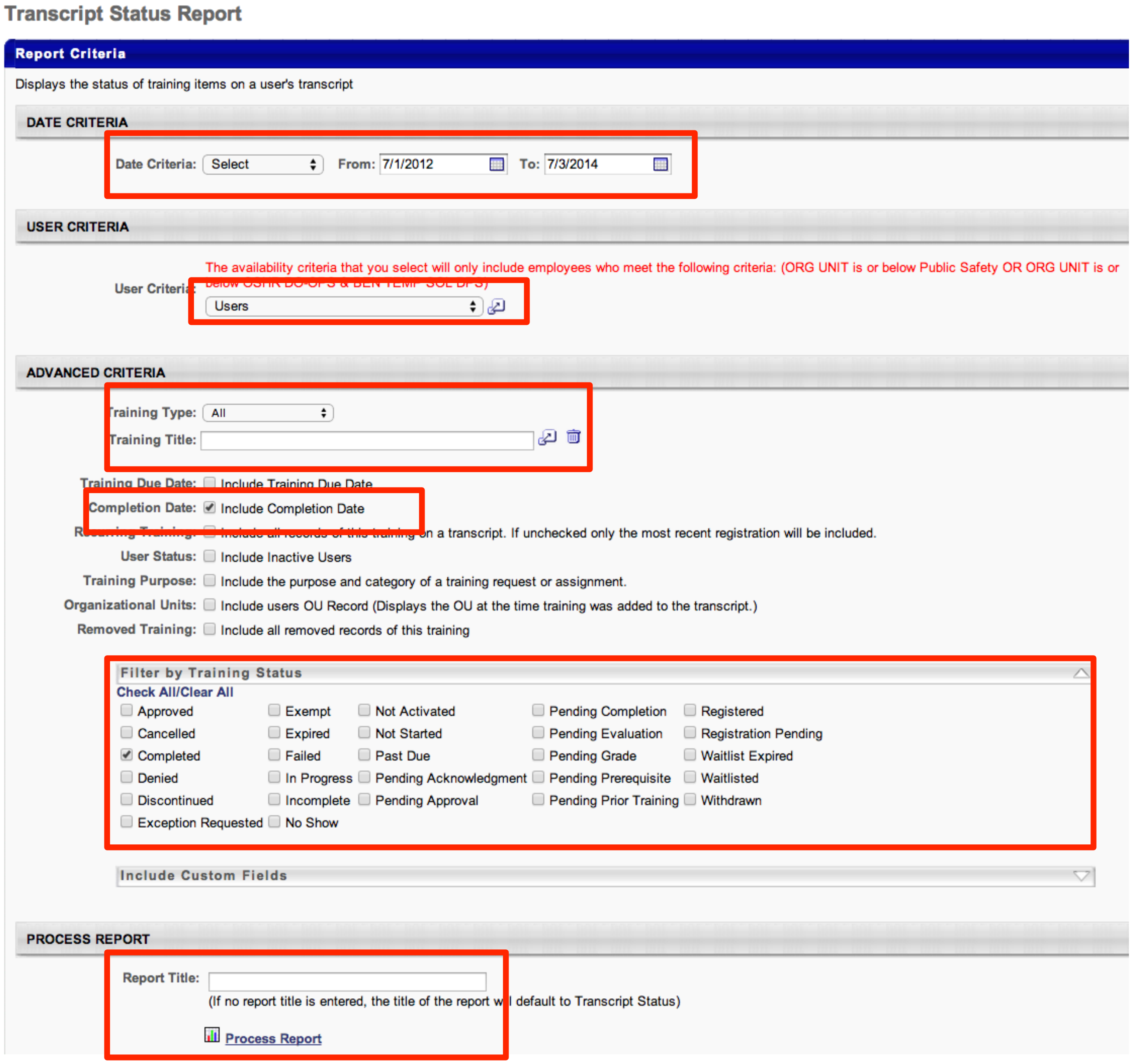
Standard Report – Transcript Status Report

1. After logging on to the LMS through BEACON, click the **REPORTS** tab and select **STANDARD REPORTS**

2. Select **TRAINING**, select report type **TRANSCRIPT STATUS REPORT**



3. Select the following report criteria fields:

- Select date (Reminder: LMS live date was 09-01-13)
- Select "**USER**" from User Criteria drop down box, search user by name, select user (**blue +**), select **DONE**
  Note: You can select more than one user at a time, or you can search and add by ORG unit.
- Training Type: **ALL** or pick as desired
- Training Title: leave blank to return all training or select a title by clicking 
- Only Completion Date should be checked
- Click the down arrow next to **Filter by Training Status,** click on **Clear All**, select **Completed**
- **Process Report:** Give your **report a title** and click on **Process Report**, it will show in the Processed Reports queue at the bottom, once ready click on the **green Excel icon** to download to Excel