

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**
Transcript Status Report

Report Criteria
Displays the status of training items on a user's transcript

DATE CRITERIA

Date Criteria: From: To:

USER CRITERIA

The availability criteria that you select will only include employees who meet the following criteria: (ORG UNIT is or below Public Safety OR ORG UNIT is or below CORN DO OPS & BEN TEAM SOL BRG)

User Criteria:

ADVANCED CRITERIA

Training Type:

Training Title:

Training Due Date: ☐ Include Training Due Date

Completion Date: ☒ Include Completion Date

Repeating Training: ☐ Include all records of this training on a transcript. If unchecked only the most recent registration will be included.

User Status: ☐ Include Inactive Users

Training Purpose: ☐ Include the purpose and category of a training request or assignment.

Organizational Units: ☐ Include users OU Record (Displays the OU at the time training was added to the transcript.)

Removed Training: ☐ Include all removed records of this training

Filter by Training Status

Check All/Clear All

<input type="checkbox"/> Approved	<input type="checkbox"/> Exempt	<input type="checkbox"/> Not Activated	<input type="checkbox"/> Pending Completion	<input type="checkbox"/> Registered
<input type="checkbox"/> Cancelled	<input type="checkbox"/> Expired	<input type="checkbox"/> Not Started	<input type="checkbox"/> Pending Evaluation	<input type="checkbox"/> Registration Pending
<input checked="" type="checkbox"/> Completed	<input type="checkbox"/> Failed	<input type="checkbox"/> Past Due	<input type="checkbox"/> Pending Grade	<input type="checkbox"/> Waitlist Expired
<input type="checkbox"/> Denied	<input type="checkbox"/> In Progress	<input type="checkbox"/> Pending Acknowledgment	<input type="checkbox"/> Pending Prerequisite	<input type="checkbox"/> Waitlisted
<input type="checkbox"/> Discontinued	<input type="checkbox"/> Incomplete	<input type="checkbox"/> Pending Approval	<input type="checkbox"/> Pending Prior Training	<input type="checkbox"/> Withdrawn
<input type="checkbox"/> Exception Requested	<input type="checkbox"/> No Show			

Include Custom Fields

PROCESS REPORT

Report Title:

(If no report title is entered, the title of the report will default to Transcript Status)

[Process 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