Standard Report – Transcript Status

1. Select **REPORTS>STANDARD REPORTS>TRAINING> TRANSCRIPT STATUS REPORT**
   <mark>THIS SEARCH WILL PRODUCE RESULTS FOR ALL TRAINING, ALL STATUSES, AT YOUR FACILITY.</mark>

Transcript Status Report

Report Criteria

Displays the status of active training items on a user's transcript.

DATE CRITERIA

Date Criteria: Select ⬍   From: 5/1/2010 📅   To: 5/22/2015 📅

Select desired date

USER CRITERIA

The availability criteria that you select will only include employees who meet the following criteria: (ORG UNIT is or below DOJ Crime Lab Key Management OR ORG UNIT is or below Public Safety OR ORG UNIT is or below OSHR DO-OPS & BEN TEMP SOL DPS)

User Criteria: Select Criteria ⬍   ☑ Include subordinates

🗑 All employees in ORG UNIT: PS ACJJ OPS PRI TRI MIN-SANFORD

Select your facility from the ORG unit search

ADVANCED CRITERIA

Training Type: All
Training Title: [   ] 🔍 🗑

Training Type is ALL to get data results for all items completed, leave Training Title blank for all training to be included in the results

Training Due Date: ☐ Include Training Due Date
Completion Date: ☑ Include Completion Date
Recurring 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

Check COMPLETION DATE, RECURRING TRAINING, ORGANIZATIONAL UNITS

Filter by Training Status
Check All/Clear All

☑ Approved	☑ Exempt	☑ Not Activated	☑ Pending Completion	☑ Registered
☑ Cancelled	☑ Expired	☑ Not Started	☑ Pending Evaluation	☑ Registration Pending
☑ Completed	☑ Failed	☑ Past Due	☑ Pending Grade	☑ Waitlist Expired
☑ Denied	☑ In Progress	☑ Pending Acknowledgement	☑ Pending Prerequisite	☑ Waitlisted
☑ Discontinued	☑ Incomplete	☑ Pending Approval	☑ Pending Prior Training	☑ Withdrawn
☑ Exception Requested	☑ No Show			

Include Custom Fields

Name your report, Select PROCESS REPORT

PROCESS REPORT

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

📊 Process Report

2. The report title will drop in queue under PROCESSED REPORTS at the bottom of the page, once it has finished processing you will see the EXCEL icon 📗 under the OUTPUT column; it is then ready for download.