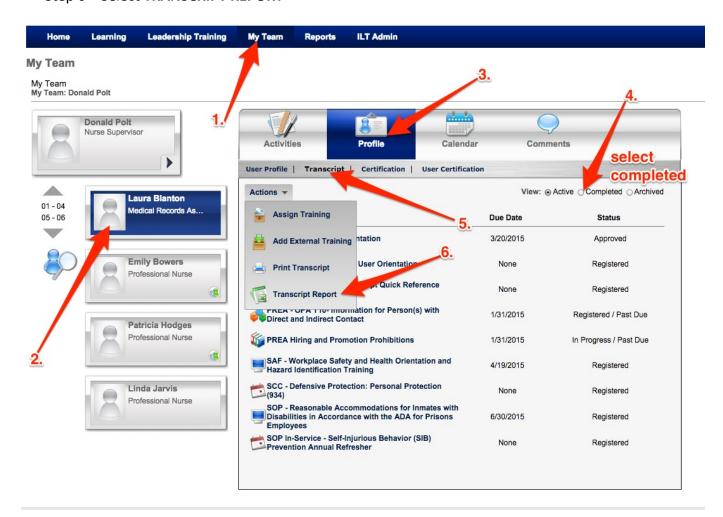
View a Direct Report's Transcript



- A. Login to BEACON, click on the LEARNING TAB.
 - Step 1 Select MY TEAM
 - Step 2 Select an Employee listed on the left
 - Step 3 Select **PROFILE**
 - Step 4 Select Completed to view completed training or other as needed
 - Step 5 Select TRANSCRIPT
 - Step 6 Select TRANSCRIPT REPORT



- B. Next, you will be prompted to enter the DATE CRITERIA . Select the following:
 - Date Criteria Type = Training End Date
 - Select date range needed or leave blank
 - Leave training title blank for all training to be listed
 - Advanced Criteria = select Include Completed Training Only
 - Export to Excel, next open report for your results.

NOTE: THIS REPORT WILL NOT PROVIDE TRAINING HOURS ONLY ITEMS COMPLETED.

