

# 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**

My Team

My Team: Donald Polt

Donald Polt  
Nurse Supervisor

01 - 04  
05 - 06

Laura Blanton  
Medical Records As...

Emily Bowers  
Professional Nurse

Patricia Hodges  
Professional Nurse

Linda Jarvis  
Professional Nurse

Activities Profile Calendar Comments

User Profile | **Transcript** | Certification | User Certification

View:  Active  Completed  Archived

Actions	Due Date	Status
Assign Training	3/20/2015	Approved
Add External Training	None	Registered
Print Transcript	None	Registered
Transcript Report	None	Registered
PREA - OPA Information for Person(s) with Direct and Indirect Contact	1/31/2015	Registered / Past Due
PREA Hiring and Promotion Prohibitions	1/31/2015	In Progress / Past Due
SAF - Workplace Safety and Health Orientation and Hazard Identification Training	4/19/2015	Registered
SCC - Defensive Protection: Personal Protection (934)	None	Registered
SOP - Reasonable Accommodations for Inmates with Disabilities in Accordance with the ADA for Prisons Employees	6/30/2015	Registered
SOP In-Service - Self-Injurious Behavior (SIB) Prevention Annual Refresher	None	Registered

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.**

## DATE CRITERIA

Select the date criteria type:

- Date training is added to users' transcript
- Training Start Date

Training End Date - Session and External training will be filtered using end date. For all other training types, completion date will be used

Date Criteria:  From  To

## TRAINING CRITERIA

Training Type:  Online Class  Session  Event  Quick Course  Curriculum  Library  Test  Material  External Training  Posting  Video

Training Title:

Subject:

## ADVANCED CRITERIA

Include Details (Curriculums Training and Pre or Post Work)

Include Archived Training

Include Completed Training Only

Show only most recent instance of completion

Show all historical instances of completion if the user has completed more than one instance

Include Training Detail Information

 [Export to Excel](#)