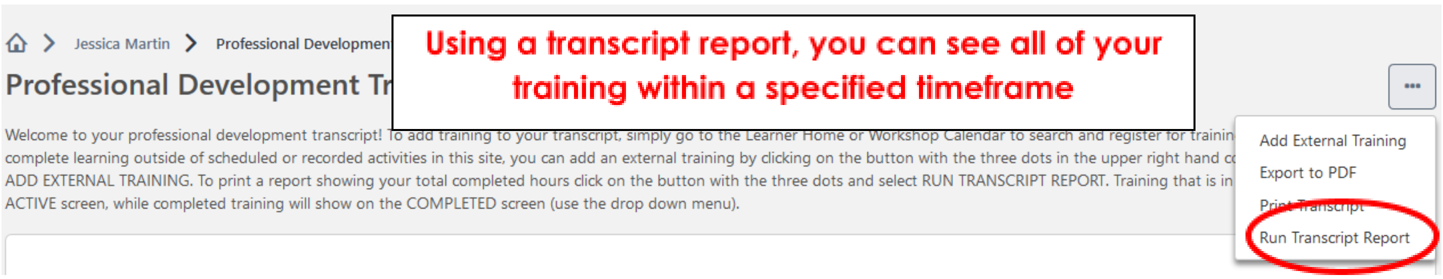
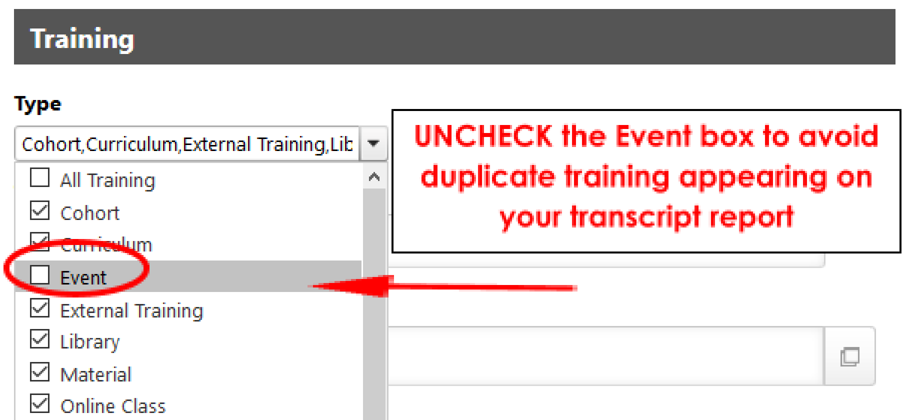
Instructions to Run a Transcript/Flex Report:

To run a transcript report, navigate to your transcript and click on the ***three-dot button on the upper right of the page***. Then select ***Run Transcript Report***.



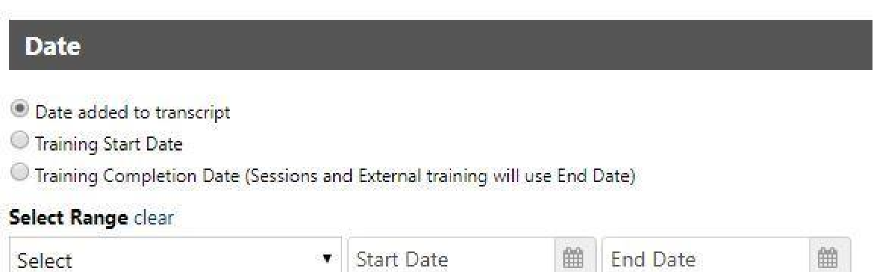
Step 1: Exclude Events

Under **Type**, click on the drop-down arrow and ***uncheck*** the ***Event*** category only. This is because the workshops you attend will show up as both **Sessions** and **Events**, so you do not want them counted twice in your report.



Step 2: Choose the Type of Report

Listed under the **Date** header, there are three types of **Transcript Reports** you can run (#3 is the most common).



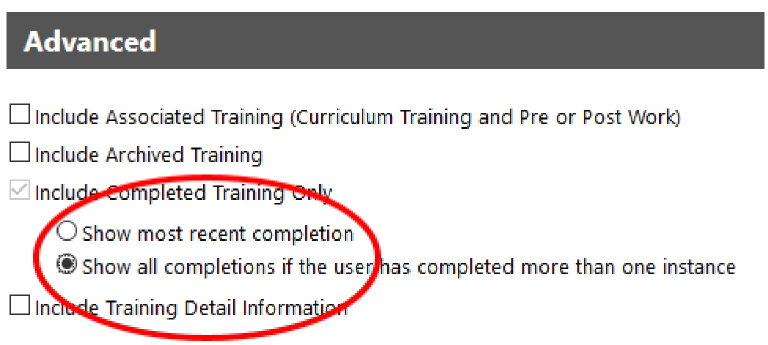
1. **Date Added to Transcript**

- You can choose to run a report showing all training that has been added to your transcript. This would include registered, in-progress *and* completed training.

2. **Training Start Date**
    - This report will only show items with a start date that falls within the selected date range.
3. **Training Completion Date (Most Commonly Used) → this is what you'll want to obtain a flex obligation report!**
    - The training completed report will only show *completed* hours within the dates you specify (an academic term or year, for example). **For a flex obligation report, FT faculty will want to use July 1 - June 30th of the current fiscal year. PT faculty will want to use start/end dates of the current semester.**

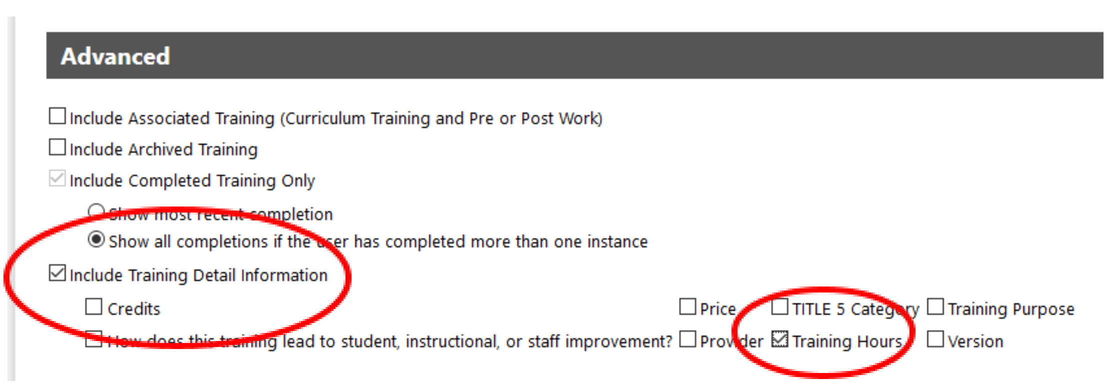
Step 3: Include All Completions

If you are running report #3 (**Training Completion Date)**, the **Include Completed Training Only** box will automatically become checked. To make sure you capture all completions, check the **Show all completions if the user has completed more than one instance** box (if you completed the same training more than once and want your report to reflect that information).



Step 4: Include Training Hours

If you want to see your total hours completed, under **Advanced**, check the ***Include Training Detail Information*** box and then the ***Training Hours*** box.



Step 5: Run Report

Review all of your selections for accuracy. To finalize, click ***Run Report*** and the system will generate an Excel document listing all of your completed activities and total hours for the date range you selected. ***Note for***

faculty: Instead of filling out the old flex obligation forms, you may now use these easy reports to submit your flex hours to the appropriate office!