

How to Run a Transcript Report:

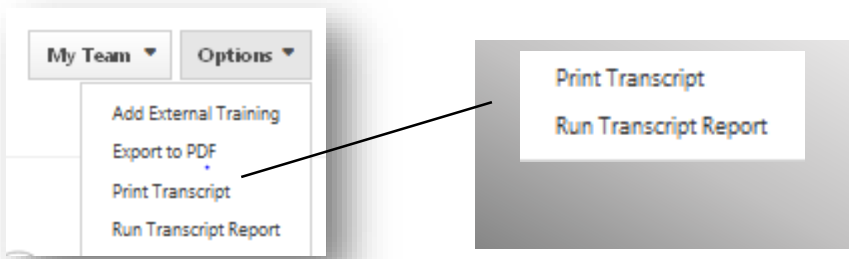

Introduction

Upon completion of classes in the system, the end user can run a transcript report in an Excel format.

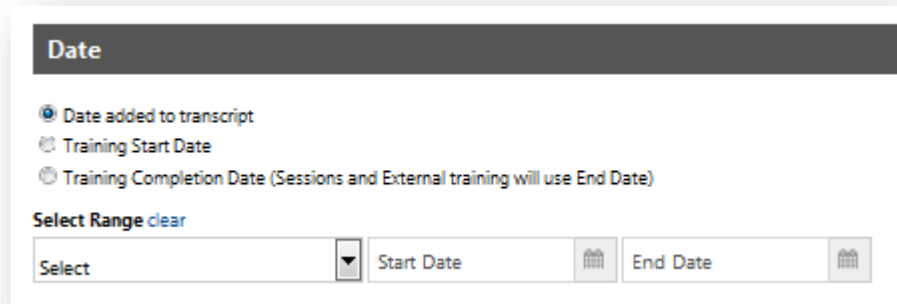
Definition: Transcript

A Transcript displays and manages all training for a user.

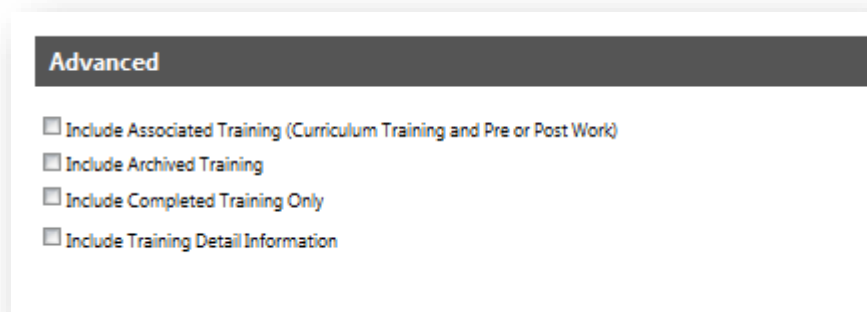
Step by Step:

Step:	Action:
1	Log on to the CNM Talent Management System via <i>myCNM</i> portal.
2	Select View Your Transcript from the Employee Learning drop down tab on the menu across the top of the screen.
3	<p>Across the top the screen is an Options drop down tab. Select Run Transcript Report</p> 
4	<p>The filters page will open with three different sections:</p> <p>The first section includes filters of: Type, Title, and Subjects</p> 

The second section includes a filter by date including date range, start date, and date range.



The third section includes an advanced search with several options.

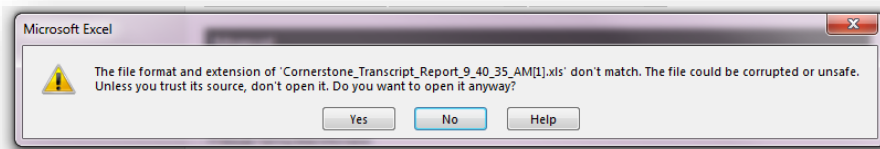


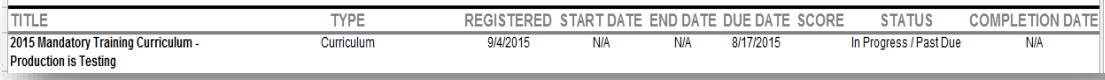
5 After selecting the criteria, then select Run Report.



6 The system will generate the file download screen. The user has two options to Open or Save the report. Choose the appropriate selection to generate the final product.

System note: The following error may appear, select yes to continue.



7	<p>The report will open in Excel and will provide the information requested. Below is a screen shot of an example of the report:</p>  <table border="1"> <thead> <tr> <th>TITLE</th> <th>TYPE</th> <th>REGISTERED</th> <th>START DATE</th> <th>END DATE</th> <th>DUE DATE</th> <th>SCORE</th> <th>STATUS</th> <th>COMPLETION DATE</th> </tr> </thead> <tbody> <tr> <td>2015 Mandatory Training Curriculum - Production is Testing</td> <td>Curriculum</td> <td>9/4/2015</td> <td>N/A</td> <td>N/A</td> <td>8/17/2015</td> <td></td> <td>In Progress / Past Due</td> <td>N/A</td> </tr> </tbody> </table>	TITLE	TYPE	REGISTERED	START DATE	END DATE	DUE DATE	SCORE	STATUS	COMPLETION DATE	2015 Mandatory Training Curriculum - Production is Testing	Curriculum	9/4/2015	N/A	N/A	8/17/2015		In Progress / Past Due	N/A
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If you have questions regarding Training, contact the Employee Training at 224-4600 or by e-mail at Employeeetraining@cnm.edu.