

CloudCME - Transcripts Report

Revised: 7/10/2023

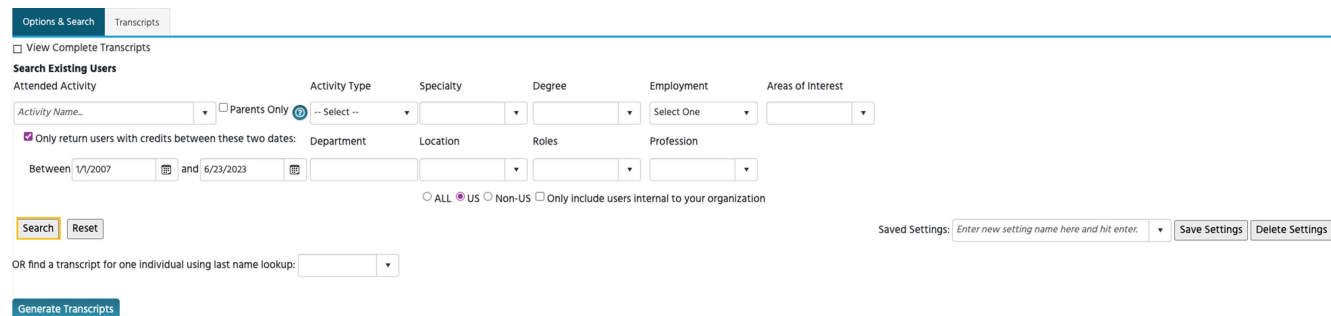
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Transcripts Report

The Transcripts report allows users the ability to generate transcripts based on various criteria and filters.

To access the Transcripts Report, from the Main Menu, go to **Reports > Transcripts**.

1. Select the appropriate filters and options on the **Options & Search** tab, then click **Search** or **Generate Transcripts** to generate the transcript report.



Options & Search | Transcripts

View Complete Transcripts

Search Existing Users

Attended Activity: Parents Only Activity Type: -- Select -- Specialty: Degree: Employment: Select One Areas of Interest:

Only return users with credits between these two dates: Department: Location: Roles: Profession:

Between: 1/1/2007 and 6/23/2023

ALL US Non-US Only include users internal to your organization

Saved Settings:

OR find a transcript for one individual using last name lookup:

- **View Complete Transcripts (unchecked by default)** - when running the transcript report for a specific activity, by default, the transcripts generated will only display the credits for the activity selected. To view the attendees' full transcripts when generating the report, check **View Complete Transcripts** first, then select the activity and any other criteria needed for the search.
- **Only return users with credits between these two dates (checked by default)** - this option is checked by default. To view the transcripts for users regardless of credit between the dates listed, uncheck this option.

View Complete Transcripts

Search Existing Users

Attended Activity

Activity Name... Parents Only

Only return users with credits between these two dates:

Between 1/1/2007 and 11/11/2022

The transcripts for individuals that meet the search criteria will be listed on the **Transcripts** tab.

Options & Search **Transcripts**

1 of 85 | Export to the selected format | Export

Derek Kuhlman
TN
UNITED STATES

Transcript Period 1/1/2007 to 11/11/2022 **Created On:** 11/11/2022

Transcript Credit Summary:
AMA PRA Category 1 Credits™: 1.00 Credits **General Attendances:** 1.00 Credits

Credit Type: AMA PRA Category 1 Credits™ **Total:** 1.00

ID	Session	Activity Name/Date	Activity Format	Credits	Claim Date
1342	testingoption al	Option evals/tests testing, November 18, 2020	Live Activity		
		General Session, November 18, 2020		1.00	10/22/2020

2. Click **Export to the selected format** to select a format for downloading purposes. Click the **Export XLS** button to download an Excel spreadsheet or print the report by clicking on the print icon.

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