HealthStream.
Community

CloudCME - Transcripts Report
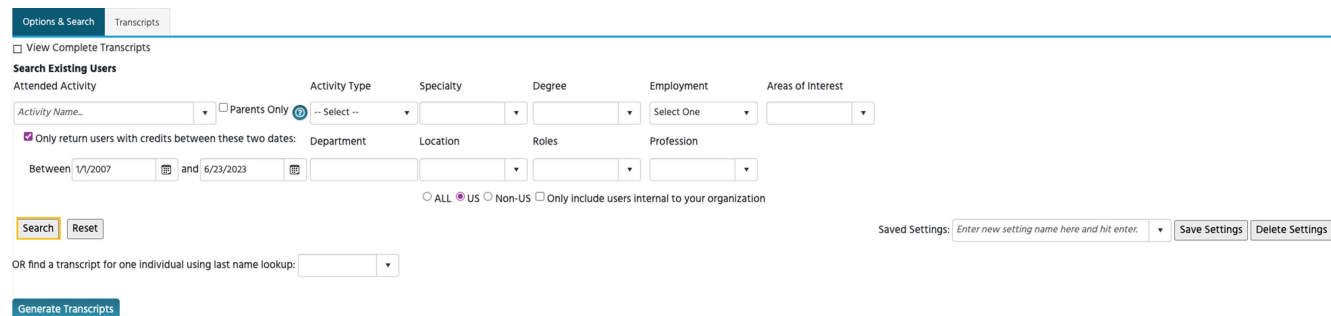
Revised: 7/10/2023

❮ Back to Reports Overview

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.

- **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.

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

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.

#HealthStream   #CloudCME