

# Accessing the Manager's myURHR Learning Activity -Transcript Report

The **Manager's myURHR Learning Activity – Transcript Report** allows managers to view employees' myURHR training completion statuses in MyPath.

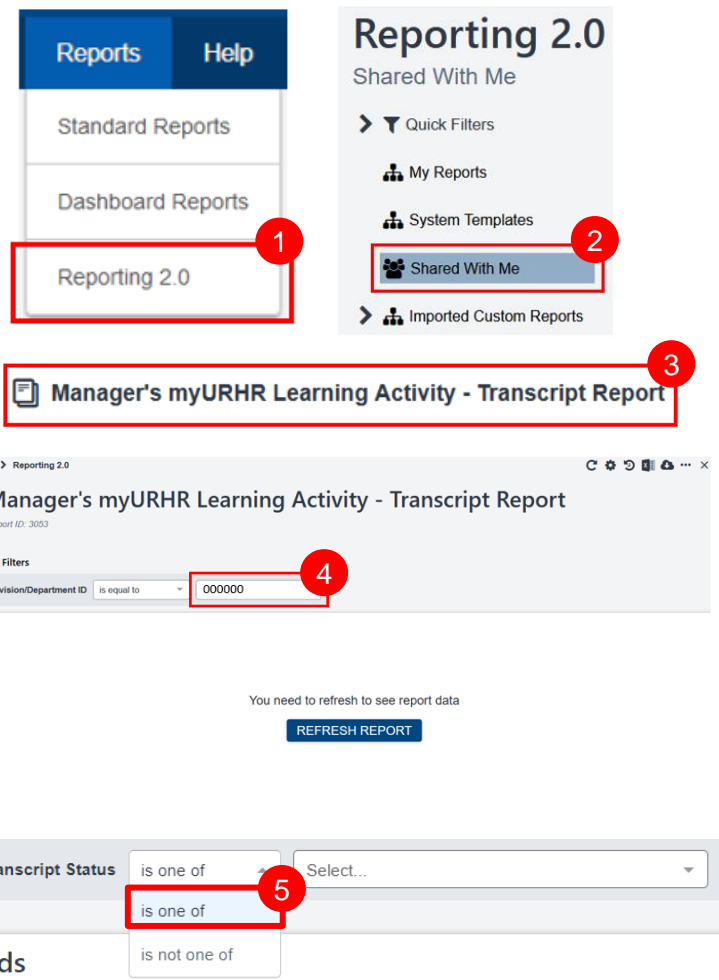
## Accessing the Report

From the MyPath dashboard:

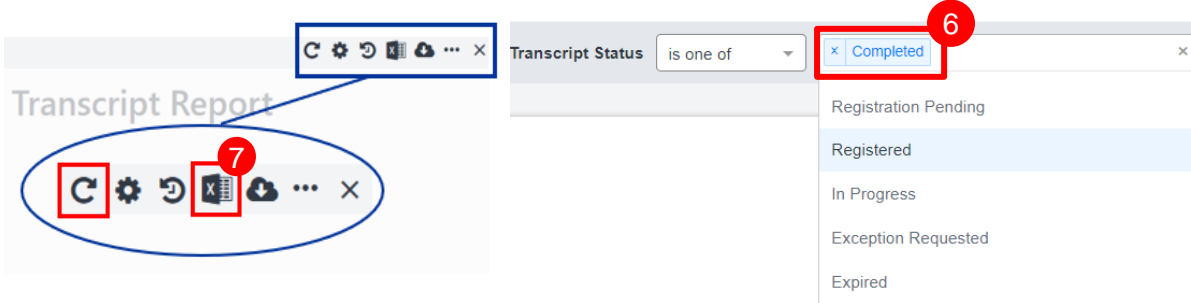
1. Hover over the Reports menu and select **Reporting 2.0**.
2. To see available reports, select **Shared With Me** on the lefthand side of the page.
3. Click on the **Manager's myURHR Learning Activity -Transcript Report**.
4. Enter your **Six-Digit Department Number**.\*
5. To filter for completion status, select **"is one of"** under the first dropdown menu.
6. To filter for completed training, select (or search for) **Completed** under the second dropdown menu.

**Note:** To view **incomplete** training, please use the **Manager's myURHR Learning Activity - Not Completed Training Report**.

7. Select your desired option to view the information:
  - a. Click the **Circle** icon to refresh the report.
  - b. Click on the **Excel** icon to download the report.



The screenshot shows the 'Reporting 2.0' interface. On the left, the 'Reports' menu is open, and 'Reporting 2.0' is selected. On the right, the 'Shared With Me' section is active, and the 'Manager's myURHR Learning Activity - Transcript Report' is highlighted. Below this, the report title is displayed, and a filter for 'Division/Department ID' is set to 'is equal to' with the value '000000'. A 'REFRESH REPORT' button is visible. At the bottom, a dropdown menu for 'Transcript Status' is open, showing options like 'Registration Pending', 'Registered', 'In Progress', 'Exception Requested', and 'Expired'. The 'is one of' filter is selected, and the 'Completed' status is chosen.



This close-up shows the 'Transcript Status' filter dropdown menu. The 'Completed' option is selected. In the toolbar above, the 'Excel' icon is highlighted, indicating the option to download the report.

### \*Locating your Six-Digit Department Number

To locate your Department ID number, select the Profile icon within MyPath. The Department ID is in the Additional Information section under Department/Division.

