Search

Filter

Learning > Transcript > Transcript

## **Universal Profile - Transcript Overview**

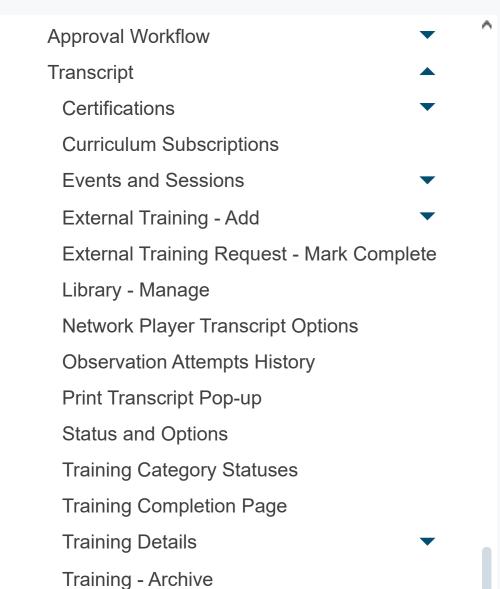
The Transcript page is a part of the Universal Profile.

Every user has a personalized transcript which enables the user to manage their training. The transcript displays the status of each learning object (LO) requested by, assigned to, or required of the user, which allows the user to determine if the training is pending, approved, denied, or many other potential statuses. Depending on the training status, users can register, launch, and perform a variety of other training functions directly from the transcript.

To access the Transcript page, go to Home > Universal Profile. Then, click the Transcript tab. Note: The location of this link is configurable by your system administrator. Note: The Employee Transcripts - Manager/Approver Access permission does not grant access to this page.

## Permissions

Permissions		
PERMISSION NAME	PERMISSION DESCRIPTION	CATEGORY
Bio About - View	This permission enables user to view the Bio page for users within their permission constraints. This permission must be enabled to view the Transcript page within Universal Profile. If a user does not have this permission and they click a person's name or user photo within the Universal Profile, then the Bio page will not open.	Universal Profile
	On the Learner Home page, this permission also allows end users to view the <b>Completions &amp; Hours</b> field, the training sidebar, and the Continue Learning carousel.	
	This permission can be constrained by Employee Relationship, OU, User's OU, User's Direct Reports, User Self and Subordinates, and User. <i>Note:</i> For security purposes, this permission is constrained to User Self and Subordinates by default. However, the permission constraints can be modified to allow users to view the Bio About page for other users.	
Employee Transcripts - Manager/Approver Access	Grants access to transcript (training record) screen of those for whom user is designated manager, approver or cost center approver. System administrators can access all user transcripts from this page. Link to this screen appears under Standard Reports/Track Employees. This is a manager/approver permission. This permission can be constrained by Employee Relationship and User's Direct Subordinates.	Reports - Track Employee
	<b>Note:</b> The Employee Relationship constraint allows administrators to constrain the permission to a user's custom employee relationship. For example, an administrator can select to restrict the Matrix Manager relationship to viewing user data for users who have that Matrix Manager indicated on their user record.	
	<b>Note:</b> The User's Direct Subordinates constraint allows administrators to constrain the data that a user can view to only the data for their direct reports. The user will not be able to view their own data with this constraint.	
	<b>Note:</b> By design, for any Track Employees report permission that is included in the Manager default security role, all of the manager's direct and indirect reports are included in the constraints, even if they are not selected in the permission constraints for the role.	
External Training - Add	Grants a user the ability to add or edit their own external training. When viewing another user's transcript, the user must also have permission to edit transcript items in order to add or edit the user's external training. This permission cannot be constrained. This is an end user permission.	Learning
Local Network Player - File Download Link - View	Grants access to the <b>Download Network Player</b> link in Course Catalog and on the Transcript. Users must also have permission to access the Course Catalog. This permission cannot be constrained. This permission is recommended for local trainers who deliver course content remotely. This is an end user and local trainer permission. If the user no longer needs to view the download link after	Learning



Training - Remove from Transcript

Training - Restore to Transcript

Transcript - On the Job Training

**Transcript Statuses** 

Transcript Lockdown

Transcript Report

Training - Open

**Notifications** 

**Transcript** 

Remove Self-Requested Training from

Remove Training from User's Transcript

Transcript - Download Offline Learning

New Online Course Version Available -

Training - Register from Transcript

Troubleshooting Guide - Courses