

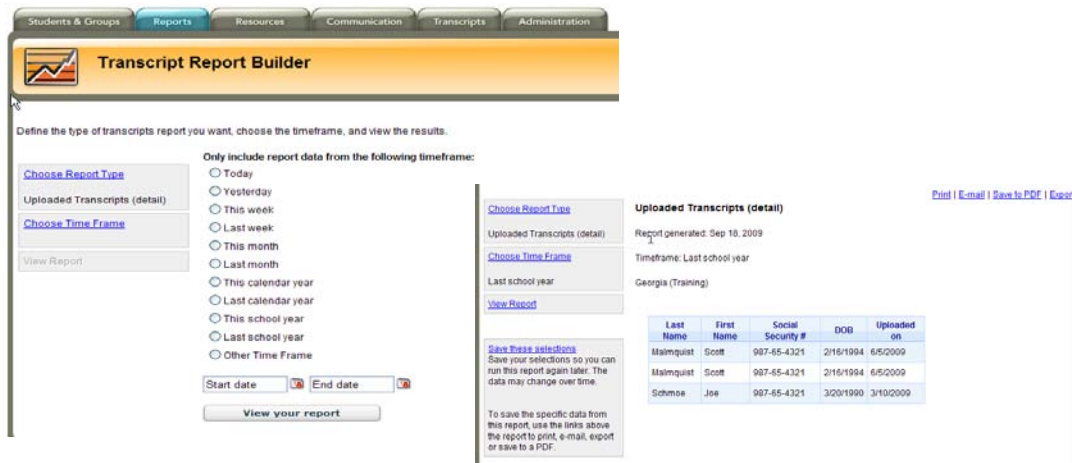
# TRANSCRIPT REPORT BUILDER

Use the **Transcript Report Builder** to view:

- Uploaded transcripts (summary)
- Uploaded transcripts (detail)
- Released transcripts by student (summary)
- Released transcripts by student (detail)
- Released transcripts by college (summary)
- Released transcripts by college (detail)

## STEPS TO GET STARTED

1. On the **Reports Tab**, click on **Transcript Report Builder**.
2. Choose your **report type**.
3. Follow the prompts to **set the timeframe** for your report and then click **View your report**.



Students & Groups | Reports | Resources | Communication | Transcripts | Administration

### Transcript Report Builder

Define the type of transcripts report you want, choose the timeframe, and view the results.

[Choose Report Type](#)  
 Uploaded Transcripts (detail)  
[Choose Time Frame](#)  
 View Report

Only include report data from the following timeframe:

Today  
 Yesterday  
 This week  
 Last week  
 This month  
 Last month  
 This calendar year  
 Last calendar year  
 This school year  
 Last school year  
 Other Time Frame

Start date:  End date:

[View your report](#)

[Choose Report Type](#)  
 Uploaded Transcripts (detail)  
[Choose Time Frame](#)  
 Last school year  
[View Report](#)

[Print](#) | [Email](#) | [Save to PDF](#) | [Export](#)

**Uploaded Transcripts (detail)**  
 Report generated: Sep 10, 2009  
 Timeframe: Last school year  
 Georgia (Training)

Last Name	First Name	Social Security #	DOB	Uploaded on
Malmquist	Scott	987-65-4321	2/16/1984	6/5/2009
Malmquist	Scott	987-65-4321	2/16/1984	6/5/2009
Schmoe	Joe	987-65-4321	3/20/1990	3/10/2009

[Save these selections](#)  
 Save your selections so you can run this report again later. The data may change over time.

To save the specific data from this report, use the links above the report to print, e-mail, export or save to a PDF.