

Commerce Learning Center (CLC)

Export User Transcript Data-Bulk Transcript Report

Audience: CLOs/ Bureau Team Leads



CLC Access Level: Admin with access to Reporting 2.0, Builder

The Commerce Learning Center (CLC) training transcript data can be exported by leveraging Reporting 2.0 custom transcript reports. The maximum row count for exported CLC data is 999,999, therefore, you may leverage filters to pull smaller data sets as needed.

To pull training transcript records for your bureau:

1. Login to the [Commerce Learning Center](#) with your **Administrator** login.
2. From the main navigation bar select **Reports**, then select **Reporting 2.0**.
3. Using the **Search bar** at the top of the Reporting 2.0 screen, search for the **Training Transcript Bulk Export-Template** report. **Note:** This report has been shared with all BTLs and CLOs with Report Builder permissions.

Reporting 2.0

Search Results Showing 1 report

CREATE REPORT

Quick Filters

My Reports

System Templates

Shared With Me

training transcript bu

NAME ↑	OWNER	LAST VIEWED ▾	REPORT LOCATION	ACTIONS
Training Transcript Bulk Export-Template	Nicole adm_Crubaugh	Never	My Reports	

The template is configured to pull:

- a. all courses, active or inactive, associated with all providers, all learning object types
 - b. for all active users associated with the OU constraints set in the report
 - c. Removed, Waitlisted, Cancelled, Denied, Pending Approval, Exception Requested statuses are excluded
4. Select the **three-dot ellipsis** beside the report template.
 5. Select **Copy** to make an editable copy of the report template.

For immediate assistance and to speak with a real person 24/7 please visit
<https://doc.eskillzivesupport.com/support/home>

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6. **Edit** the **filters** as you see fit. (see notes above, step 3)
 - a. At **minimum**, we recommend **updating the Division selection** to match your respective bureau.
 - b. If necessary, you may also leverage the **Registration Date criteria** to filter your report by date.
7. **Save** and **close** the report.
8. You should be redirected back to the main Reporting 2.0 screen. **Locate** the report that you configured. The copy of the report that you created can now be found under the My Reports section in Reporting 2.0.
9. Use the **Cloud** icon to Schedule the report to run.

Reporting 2.0
Search Results Showing 1 report

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10. On the Snapshots pop up, be sure to increase the **Maximum number of records to 999999**. Select **Schedule for Now** to execute the report.

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Snapshots for Training Transcript Bulk Export-Template

↓

03/21/2025 12:32 PM
Completed in 2 min. Record count: 999999.

Generate new snapshot

Maximum number of records

☐ Notify me through email when the report is ready for download


SCHEDULE FOR NOW

11. When the report output is ready the report will show in the **Snapshots** view with the count of rows noted. Be sure to review the row count for the report export. **If the row count in the output shows 999999, return to the edit mode to further refine the Registration Date filter to obtain the full output for the criteria set.**

Snapshots for Training Transcript Bulk Export-Template

↓

03/21/2025 12:32 PM
Completed in 2 min. Record count: 999999.



12. **Select** the entry for the recently generated report. From the flyout **select** the desired output option. The report will download to your default download location.
13. **Navigate** to your **Downloads** folder to obtain the exported data.
14. **Open** the file to view the exported data.
15. **Store** the exported data in a safe and secure manner.
16. You may need to run multiple reports, constrained by date periods, to obtain all desired CLC transcript data. **Repeat steps 6 through 15** until the desired transcript data has been exported.