
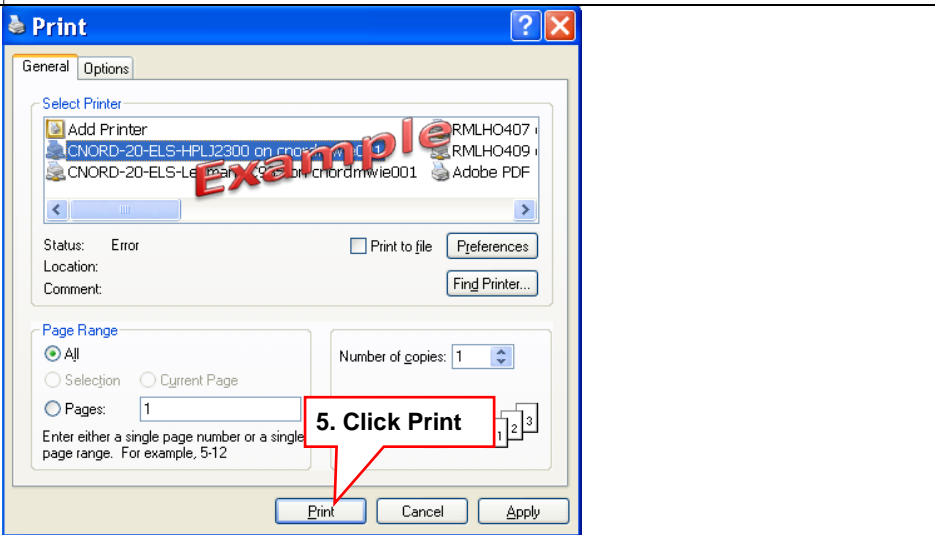



View Transcript	
<p>1. Click the Transcript tab to display completed learning items in your KP Learn record.</p>	
<p>The <i>My Transcript</i> page displays all of your completions. To narrow the results, enter date information into the Completion Date after or Completion Date before fields or select a delivery type i.e. Instructor-Led.</p> <p>2. Click the Actions link for any Successful transcript item.</p>	
<p>The <i>Actions</i> bubble pops up.</p> <p>3. Click the Print Certificate link</p>	

Print Certificate of Completion	
<p>The 1-page <i>Certificate of Completion</i> displays in a pop-up window.</p> <p>4. Click Print button located in the upper left-hand corner.</p>	 <p>The screenshot shows the Kaiser Permanente logo at the top, followed by 'National Compliance Office'. The main heading is 'Certificate of Completion'. Below that, it states 'Certifies that: Lynnette Learner has successfully completed all requirements for: Annual Compliance Training 2013'. The date is listed as '08/20/2013' and the office is 'National Compliance Office'. The Kaiser Permanente KP Learn logo is at the bottom.</p>
<p>5. The <i>Print</i> window opens. Select the proper printer, if needed, from the displayed list.</p> <p>Click the Print button.</p>	 <p>The screenshot shows the 'Print' dialog box with the 'General' tab selected. It lists several printers, including 'CNORD-20-ELS-HPLJ2300 on cnord...', 'CNORD-20-ELS-Learner', and 'Adobe PDF'. The 'Number of copies' is set to 1. The 'Page Range' is set to 'All'. The 'Print' button is highlighted with a red box and the text '5. Click Print'.</p>
<p>6. Close the Certificate window by clicking the Red X in the upper right-hand corner.</p>	 <p>The screenshot shows the Kaiser Permanente logo at the top, followed by 'HR Learning & Development'. The main heading is 'Certificate of Completion'. The browser's address bar shows 'https://kplearn.kp.org - Saba - Microsoft Internet Explorer'. The 'Close' button (Red X) in the top right corner is highlighted with a red box and the text '6. Click to close'.</p>

Result: You have viewed your transcript and printed a Certificate of Completion for an item on your transcript.