# Obtain Transcript in GivePulse

Note: Refer to the **Quick Guide: Log Into GivePulse** for help logging in and **ALWAYS** log in from: https://wsu.givepulse.com/group/453187-WSU-Yakima-County-Master-Gardeners

Important: Only **Verified** impact entries will appear in your transcript. Pending and Disputed entries will not be included.


1. Go to your Impacts Dashboard by clicking Activity at the top right of your screen and selecting Impacts from the dropdown menu.
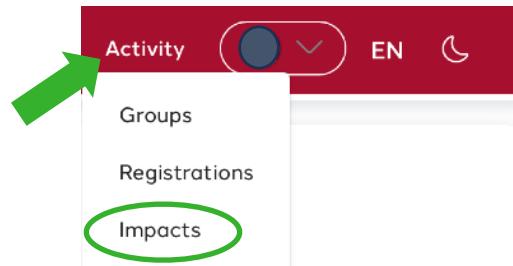
2. On the right-hand side of your Impacts dashboard, click the **Impact Summary** button.
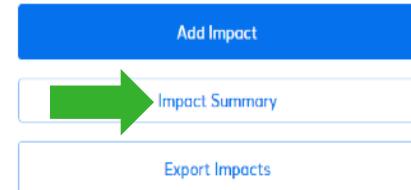
3. In the Summary Filter pop-up:

   a. Click **Filter by Group** and select the **WSU Yakima County Master Gardeners** group

   b. Click **Filter by Date** and use the **calendar icons** to select the Start Date and End Date for the time period you're requesting.

   c. Click the **blue** Download button to download
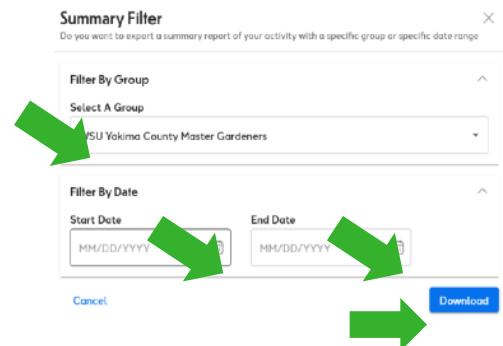
Your downloaded transcript will reflect the total **Verified** hours in each Impact Category for the time period selected.