SEARCH FOR AN EXISTING SESSION

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From Administrator **Main Menu:**

- Click on **Sessions.**
- Click on MORE OPTIONS.

  (If preferred, you can use the Basic Search screen – MORE OPTIONS provides additional fields for search criteria.)

- Input search criteria – ***You can search for a session using any or all of the search fields:***
  - Learning Title:
    - Type the learning title (using a wildcard (* or %) in place of unknown information).
  - Local Learning Code:
    - Type the Learning Local Code (using a wildcard (* or %) in place of unknown information).
  - Delivery:
    -
      - If you want search results to includ ***only*** online learning, click in the Classroom box to deselect.
      - If you want search results to include both classroom ***and*** online sessions, leave the Classroom box checked.
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      - If you want search results to include online training, click in the box beside Online to select.
      - ***Classroom and Online are the only valid delivery options. (The OCWTP does not currently utilize Self Study or Virtual Classroom, so leave these boxes unchecked.)***
  - Learning Classification
    - Click on desired Classification to select.
    - If needed, click on the yellow folder icon to reveal more specific topics/sub-topics.
    - Click on the Learning Classification magnifying glass icon .
  - Local Session Code

    - E-Track assigns a unique code (beginning with OCWT00) to each session when the session is created. Type this code into the Local Session Code field.
- Session Responsible Organization
    - Click on the Session Responsible Org magnifying glass icon .
    - Click on the yellow OCWTP folder icon.
    - Click on the yellow Regional Training Centers folder icon.
    - Click on desired Organization.
- Start Date Between:
    - Type or use the calendar icons to select Start Date range.
- End Date Between:
    - Type or use the calendar icons to select End Date range.
- Geographic County:
    - Click in the drop-down field and select the county in which the session was/will be held.

      NOTE: *Use this option only if the session occurred **after** July 2015.)*
- Status:
    - Click in field and select desired training status (i.e. scheduled, closed, cancelled, etc.).

      NOTE: *When searching for a session - if no status is designated, E-Track will only return results for sessions that are Scheduled, Full, or On Hold.*
- Steward:
    - Click on the Steward magnifying glass icon .
    - Type in the Last Name, First Name, and/or Login ID.
    - .
    - Click on the person's underlined name to select.
- Records Returned:
    - If desired, click in the drop-down field to select a defined number of records to be returned.

- Click .