

Use the Session Enrollment Status Report

Common Buttons & Icons

| | |
|---|----------------------------|
|  | Calendar icon |
|  | Hide Parameters bar |
|  | Save icon |
|  | Print icon |
|  | Refresh icon |

Use the Session Enrollment Status Report

From the PromisePoint Reporting Home screen:

1. Click the **Session Enrollment Status** link under the Classroom header.
Note: Hover over the link to view more information about the Session Enrollment Status report.
2. Click the **Session Start Date Calendar** icon.
3. Select the appropriate month and day for the session start date of your report.

Notes:

- You can type in the date instead of selecting it from the calendar.
- The Session End Date auto populates with the current date and defaults to 11:59 PM.

4. Click the **Session End Date Calendar** icon.
5. Select the appropriate month and day for the session end date of your report.
Note: You can type in the date instead of selecting it from the calendar.
6. Click the **Location(s)** drop-down arrow to select the location(s) for your report.
Note: This is a multi-select menu.
7. Click anywhere outside the drop-down menu to update subsequent fields.
8. Click the **Department(s)** drop-down arrow to select the department(s) you want to include in your report.

Note: This is a multi-select menu.

9. Click the **Status** drop-down arrow to select the status for your report.

Note: This is a multi-select menu.

10. Click **View Report**.

Notes:

- Click the Hide Parameters bar to expand the report viewing area.

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- Click the Save drop-down arrow to select a format for your saved report.
- Click the Print icon to print any report.
- Click the Refresh icon to ensure you are viewing the latest information.

11. Click **Close Report** to return to the PromisePoint Reporting Home Screen.