







## Use the Available Sessions Report

### Common Buttons & Icons

	<b>Calendar</b> icon
	<b>Hide Parameters</b> bar
	<b>Back Arrow</b> icon
	<b>Save</b> icon
	<b>Print</b> icon
	<b>Refresh</b> icon

### Use the Available Sessions Report

From the PromisePoint Reporting Home screen:

1. Click the **Available Sessions** link under the Classroom header.  
**Note:** Hover over the link to view more information about the Available Sessions report.
2. Click the **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 **Location(s)** drop-down arrow to select the location(s) for your report.  
**Note:** This is a multi-select menu.
5. Click anywhere outside the drop-down menu to update subsequent fields.
6. Click the **Event Name** drop-down arrow.
7. Select the appropriate event for your report.  
**Note:** This is a multi-select menu.
8. Click the **Instructor Name** drop-down arrow.
9. Select the appropriate instructor(s) for your report.  
**Note:** This is a multi-select menu.
10. Click **View Report**.  
**Notes:**
  - Click an Event Name to view a Roster Report.

## Breakaway Adoption Solutions

- Click the Hide Parameters bar to expand the report viewing area.
- Click the Back Arrow icon to return to the previous page.
- Click the Save drop-down arrow to select a format for your saved 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.