

# Reports - Session Delivered Report

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NOTE: Session Start Date\* and Session End Date\* fields are required. All other fields are optional.

From the Main Menu:

- **Reports**
- [Session Delivered Report](#)
- **Primary Sort Options:**
  - Sort Option 1:  
Keep in mind the purpose for which you are running this report, as well as available report criteria.  
For example, if you choose to identify your RTC as the Responsible Organization, there's no need to select Responsible Organization as a Sort Option.
- **Secondary Sort Options:**
  - Sort Option 1:
  - As with Primary Sort Options/Sort Option 1, if you're running this report for only your region, there's no need to select Responsible Organization as a Sort Option.
  - Classification:
    - Click on the magnifying glass icon to reveal broad-level classifications
    - Click on yellow folders to drill down to more specific classifications
    - Click on an underlined classification to select
  - Responsible Organization:  
*Your RTC acronym must be followed by the % wildcard*
  - Session Start Date\*:  
Click on the calendar icon or type a session date using m/d/yy format
  - Session End Date\*:  
Click on the calendar icon or type a session date using m/d/yy format
  - Local Learning Code  
The % wildcard may be used for unknown information
  - Revenue Code:  
Revenue Code options: Staff, Caregiver, Assessor/Adoption, Other, Statewide, ODJFS Init, No Fee, DO NOT USE AP, DO NOT USE AW
  - Export Format:  
For best results, Adobe Acrobat (PDF) is the recommended export option
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