









Searching for an Existing Session

From Administrator [Main Menu](#)

- **Sessions**
- **[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 (If exact title is unknown, use a wildcard (*) or %) in place of unknown information)
 - Local Learning Code (If exact code is unknown, use a wildcard (*) or %) in place of unknown information)
 - Delivery – default is set at ☒ Classroom .
 - If you wish to search for an online session, click in the box beside Classroom to deselect .
 - Check the box beside Online to select.
 - Learning Classification
 - Click on the Learning Classification magnifying glass icon  .
 - Click on yellow folder icons  to reveal topics/sub-topics.
 - Click on desired [Classification](#)
 - Local Session Code
 - Type the number assigned by E-Track when the session is created – begins with OCWT00
 - Session Responsible Organization
 - Click on the Session Responsible Org magnifying glass icon  .
 - Click on the yellow [OCWTP](#) folder  .
 - Click on the yellow [Regional Training Centers](#) folder  .
 - 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 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
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 - Type in the Last Name, First Name, and/or Login ID.
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 - To select a person, click on his/her underlined name.
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