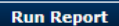


Reports – Master Training Schedule

Use this report to find sessions within a specific county or region and date range.

From the **Main Menu**

- Click on **Reports**
- Click on [Master Training Schedule](#).
- Assign report criteria – all criteria are optional:
 - o **Primary Sort Options**
 - ❖ [Sort Option 1](#): Click in the drop-down field to select your primary sort option.
 - o **Secondary Sort Options**
 - ❖ [Sort Option 1](#): Click in the drop-down field to select your primary sort option.
 - ❖ [Sort Option 2](#): Click in the drop-down field to select your primary sort option.
 - o **Session Criteria**
 - ❖ [First Session Start Date](#): Type or use the calendar  icon to assign the start date for the desired time period.
 - ❖ [Last Session Start Date](#): Type or use the calendar  icon to assign the end date for the desired time period.
 - ❖ [Session Local Code](#): LEAVE THIS FIELD BLANK.
 - ❖ [Session Location](#): Click in the drop-down fields to select the desired location.
 - ❖ [Provider Organization Local Code \(first field\)](#):
 - CORTC = OCWT00003C
 - ECORTC = OCWT00003B
 - NCORTC = OCWT00003F
 - NEORTC = OCWT00003E
 - NWORTC = OCWT000040
 - SEORTC = OCWT000003
 - SWORTC = OCWT000024
 - WORTC = OCWT00003D
 - PCSAO = OCWT0000EC
 - ❖ [Provider Organization Local Code \(second field\)](#): **DO NOT PUT ANYTHING IN THIS FIELD**
 - ❖ [Delivery Method](#): All (If desired, you may change the delivery method to identify only Classroom or Online sessions.)
 - o **Learning Criteria**
 - ❖ [Learning Title](#): It is recommended that you leave this field blank. If you choose to use the learning title field, the % wildcard may be used for unknown information.
 - ❖ [Learning Code](#): It is recommended that you leave this field blank. However, you may want to see listings for specific standardized sessions, such as Caseworker Core, Supervisor Core, or Assessor training. To do so, use the % wildcard on either side of the unique identifiers in the Learning Local Code field:
 - Caseworker Core: %CW%
 - Supervisor Core: %SC%
 - Assessor: 201-A%-S
 - ❖ [Learning Revision](#): **DO NOT PUT ANYTHING IN THIS FIELD**
 - ❖ [Provider Organization Local Code](#): **DO NOT PUT ANYTHING IN THIS FIELD**
 - o **Export Format**
 - ❖ Click in field and select the export format that best meets your need. Recommended options are Adobe Acrobat (PDF), Microsoft Excel (XLS), or Microsoft Word (DOCX).
- Click .