


Unposted Sessions Summary Report

This report allows Administrators to review the number of “unposted” sessions a user has outstanding.

- 1) Select  **Unposted Sessions Summary Report**
- 2) Review Results

Unposted Sessions Summary Report			
Service Provider	Unposted Sessions	Oldest Session	
Beaudry, Kim	88	01/12/2010	View Details
Bell, Terri	1	06/15/2010	View Details
Bilodeau, Daniel	260	01/20/2010	View Details
Brown, Steve	1	08/23/2010	View Details
Bryant, Sally	4	05/28/2010	View Details
Couture, Donald	208	01/26/2010	View Details
Dalton, Karen	40	05/31/2010	View Details

The results indicate the total number of unposted sessions for each Service Provider and the date of their oldest unposted session.

- 3) Select “View Details” to review the descriptions of each session that is outstanding

Unposted Sessions Report for Karen Dalton					
Return to Summary					
Session Date	Service Type	Start Time	End Time	Description	Students
10/23/2009	Counseling Services	10:00 AM	10:30 AM	George Check-In	Carlin, George
10/26/2009	Counseling Services	10:00 AM	10:30 AM	George Check-In	Carlin, George
10/26/2009	Multidisciplinary Evaluation	1:15 PM	1:45 PM	Group Reading Session	Almod, Cory Brown, Sally Carlin, George
10/30/2009	Counseling Services	10:00 AM	10:30 AM	George Check-In	Carlin, George
11/02/2009	Counseling Services	10:00 AM	10:30 AM	George Check-In	Carlin, George

- 4) Select [Return to Summary](#) to go back to the overall report

OPTIONAL: Select [Export to Excel](#) to export the report to Excel for further manipulation and/or printing.