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Connect

Report

Success

Record

Student Settings and Scheduling Preferences

Utilities and Prefs

* StartWeekDay – This Advanced Preference is a global setting for your system. “StartWeekDay” will allow you to assign which day is the start day on your Trac System Schedule. This setting uses a three-letter abbreviation for the day (e.g. Mon, Tue, Wed, Thu etc...) System Administrator permissions needed to access this Preference.
* Student Access – This System Preference is a global Preference for your Trac System. “Student Access” controls access to certain scheduling and student options. The ability to all students to schedule appointment on their own. As well as students access to the schedule based on Student Status.

Center Profile Prefs

* Time Restrictions
* Schedule no Sooner Than – (Days Leading up to the availability)
* And no later than – (Hour/Min. before availability)
* No Cancellations Within - (Hours/Min. before Appt Time)
* Appointment duration, min -
* Appointment duration, max-

Special Fields

* Reasons: Show on schedule (Admin Schedule) - Enter on avail (Display on Avail Creation) - Enter in appt (Display on Appt Entry) - Required
* Locations: Show on schedule (Admin Schedule) -Enter on avail (Display on Avail Creation) - Enter in appt (Display on Appt Entry)- Required
* Sections: Show on schedule (Admin Schedule) - Enter on avail (Display on Avail Creation) - Enter in appt (Display on Appt Entry) - Required

Other Scheduling Options

* Allow student to Cancel - (From Student Profile)
* Check student conflict on save appointment -
* Display consultant email (Student Appt Entry) -
* Block Students from booking recurring Appointments-

Group Access

* Allow access to View schedule - (Master Switch)
* Center Access Tab
* View Schedules - (What centers can this group view on the schedule.)
* Scheduling Tab
* Allow User to Access Schedule - (Trac Man Schedule Option)
* Allow User to Create Appointments not linked to Availabilities