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Connect

Report

Success

Record

Pencil Me In: Scheduling Options

My Preferences

* Schedule Start Time – This setting will allow you to adjust the Start and End time displayed on your personal schedule in the Trac system.

Utilities and Prefs

* StartWeekDay – This Advanced Preference is a global setting for your Trac 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 is needed to access this Preference.

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