



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