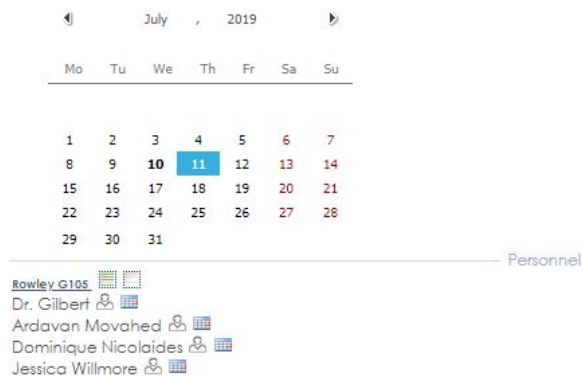


## How to Cancel an Appointment in TutorTrac

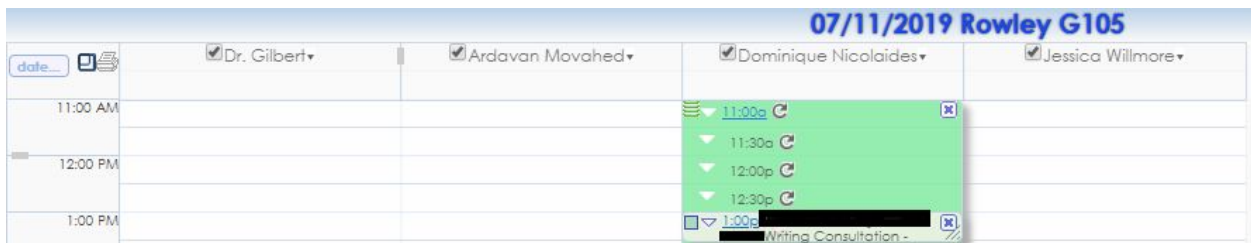
1. To cancel an appointment for a student user with a tutor, click on the TracMan Icon in the Trac Navigation and select “Schedule” on the upper left side of the screen.



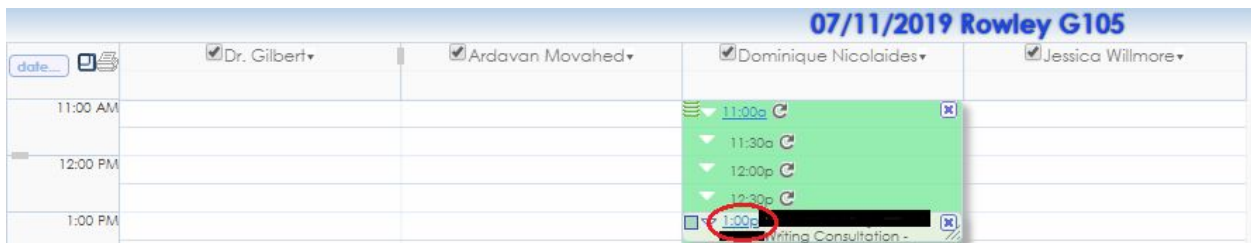
2. Next, click on the appointment location in the Personnel box and select the day from the calendar.



3. Once you have chosen the location and day the relevant schedule information will display.



4. Click on the highlighted appointment time in the appointment box, and the “Appointments Entry” will appear.



### Appointments Entry

Student: [REDACTED] Staff: Dominique Nicolaides

Appointment Info | Visit Info | Document | Admin

Please include some notes for your tutor on what you'd like to discuss. Make sure to come prepared with all course materials. We look forward to seeing you!

Center: Rowley G105 ▾

Subject: MGT ▾

Reason: Writing Consultation - One-o ▾

Date: 7/11/2019 [Move To...](#)

Status: ▾

Time: 1:00 PM To: 1:30 PM

Appointment Duration: 30 ▾ minutes

Notes:

Created 7/7/2019 at by  
Modified 7/7/2019 at by

**Save**  Automatically create the visit when this appointment is saved.  
 Override and send confirmation when this appointment is saved.

5. Change the Status to "Tutor Cancelled" or "Student Cancelled", depending on who initiated the cancellation. Also, include the reason for the cancellation in the Notes, and click Save.

### Appointments Entry

Student: [REDACTED] Staff: Dominique Nicolaides

Appointment Info | Visit Info | Document | Admin

Please include some notes for your tutor on what you'd like to discuss. Make sure to come prepared with all course materials. We look forward to seeing you!

Center: Rowley G105 ▾

Subject: MGT ▾

Reason: Writing Consultation - One-o ▾

Date: 7/11/2019 [Move To...](#)

Status: Student Cancelled ▾

Time: 1:00 PM To: 1:30 PM

Appointment Duration: 30 ▾ minutes

Notes: Emailed that something came up and that they were not going to make it.

Created 7/7/2019 at by  
Modified 7/7/2019 at by

**Save**  Automatically create the visit when this appointment is saved.  
 Override and send confirmation when this appointment is saved.