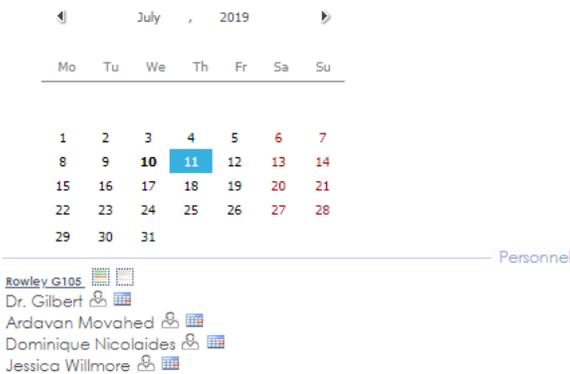


How to Cancel an Appointment in TutorTrac

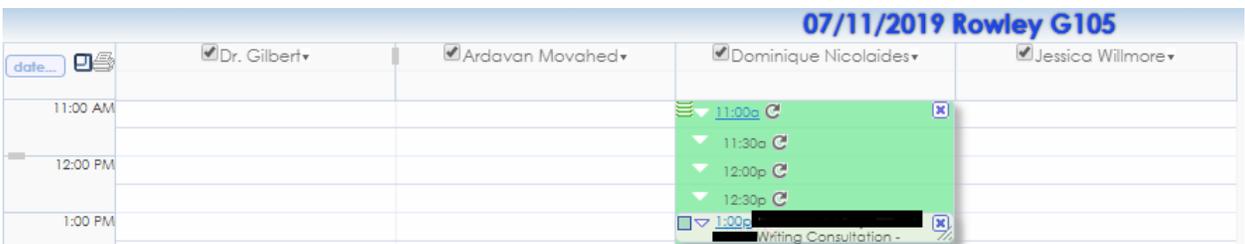
1. To cancel an appointment for a student user with a tutor, click on the TracMan Icon in the Trac Navigation and select “Schedule” on the upper left side of the screen.



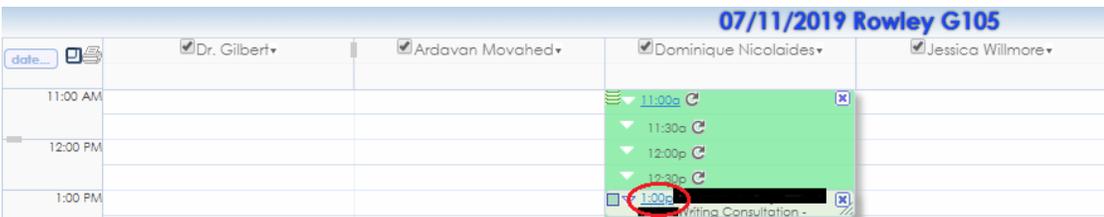
2. Next, click on the appointment location in the Personnel box and select the day from the calendar.



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.



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.

The screenshot shows the 'Appointments Entry' form with the following details:

- Student: [Redacted]
- Staff: Dominique Nicolaides
- Center: Rowley G105
- Subject: MGT
- Reason: Writing Consultation - One-o
- Status: [Empty dropdown]
- Date: 7/11/2019
- Time: 1:00 PM to 1:30 PM
- Appointment Duration: 30 minutes
- Notes: [Empty text area]
- Created 7/7/2019 at [] by []
- Modified 7/7/2019 at [] by []
- Buttons: Save, Automatically create the visit when this appointment is saved., Override and send confirmation when this appointment is saved.

The screenshot shows the 'Appointments Entry' form with the following changes:

- Status: Student Cancelled (circled in red)
- Notes: Emailed that something came up and that they were not going to make it. (circled in red)
- All other fields (Center, Subject, Reason, Date, Time, Duration) remain the same as in the previous screenshot.