

Change or Reschedule a Session (with a new date)

When to use: When you need to change the start date of a session after it has been activated.

Log into MAX

- 1) Navigate to <https://www.tracommax.com/>
- 2) Enter both your **User name** and **Password** (both are case sensitive)
- 3) Click **“LOGIN”**

Select Session

- 1) Under **SESSIONS** tab, click **“Manage Session”**
- 2) Click on the Session Name

Reschedule Date not Known

- 1) Click **“Cancel/Reschedule Session”**
- 2) Click **“Reschedule Session”**
- 3) Click **“Reschedule Date Known”**
 - a. What happens to the old session:
 - i. The system stops the session and all associated workflows.
 - ii. The status changes from *Active* to *Rescheduled*.
 - iii. The old session is copied to a new session with a new session ID number.

Create the Session with the new date

1. Click **“Select New Dates For This Session”**
2. Enter the new Start Date and End Date.
3. Click **“Save”**
4. Click **“Activate”**