

Change or Reschedule a Session (without a date)

It is important to note that when a session is rescheduled without entering a Session Start Date, all of the settings and Learner data are moved into a new session with “Reschedule Pending” status.

When to use: When you need to change a Session Start Date and the rescheduled date for the session is NOT known.

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 Not 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.
 - b. What happens to the new session:
 - i. The status becomes *Reschedule Pending* (meaning new dates for the session have not been specified).
 - ii. All settings and data from the old session are now in the new session.
 - iii. The system then displays the **Manage Sessions** screen
 - iv. The new session is listed in the **Sessions Without Dates** section

Follow these steps when the date is able to be assigned to the session shown in the Reschedule Pending section:

1. Under **SESSIONS** tab, click "**Manage Session**"
2. Click on the session name in the **Sessions Without Dates** section.
3. Click "**Select New Dates For This Session**"
4. Enter the new Start Date and End Date.
5. Click "**Save**"
6. Click "**Activate**"