

Copy a Session

When to use: When you wish to create a session that has the same settings, such as Invitations and Reminders, Custom Text, Report Generation and Availability, as a previously created session.

Log into MAX

- 1) Navigate to <https://www.tracommax.com/>
- 2) Enter your **USERNAME** and **PASSWORD**.
- 3) Click **LOGIN**.

Find the Session you wish to copy

- 1) Under **SESSIONS** tab, click **Manage Session**.
- 2) Click on the Session name.

Copy Session

- 1) Click **Copy Session**.
- 2) Click **OK** to continue, or **Cancel** to cancel.
- 3) A new session is created. Enter **Session Name**, **Session Start Date** and **Session End Date**.
- 4) Click **Save**.

Verify Session information and Activate

- 1) Check each **Session Snapshot** section.
- 2) Click **Save as Complete** for each.
- 3) When all is complete and checked click **Activate Session**.

For further questions, please email support@tracom.com.