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** and **Session Start 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