

# Health Office Visit Cancellations

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## Tool Search: Health Office Visits Cancellations

The Health Office Visits Cancellations tool is used to batch cancel all previously scheduled Health Office Visits for a date range when there has been a cancellation of School Days. Only scheduled visits that have not been saved will be deleted. No Show and walk-in visits won't be deleted.

The screenshot shows the 'Health Office Visit Cancellations' tool. At the top, there is a breadcrumb navigation: Health Office > Health Management > Health Office Visit Cancellations. The main title is 'Health Office Visit Cancellations' with a star icon. Below the title, a sub-section title is 'Health Office Visit Cancellation'. A descriptive text box states: 'This tool should be used to mass-cancel all previously scheduled Health Office Visits for a date or range of dates when there has been a cancellation of School Days. Walk-in visits and saved scheduled visits will not be modified by the use of this tool. Select a date range and the calendars that should have visits removed.' There are two date input fields: 'Start Date \*' and 'End Date \*', both with placeholder text 'month/day/year'. To the right of these fields are buttons for 'Search Calendars' (with a calendar icon), 'Find Schools & Calendars' (with a magnifying glass icon), and a toggle switch for 'Show Active Year Only' (set to 'ON'). Below the date fields are 'Expand All' and 'Collapse All' buttons, with 'Expand All' currently selected. A calendar dropdown shows '2020-21'. At the bottom of the tool interface are two buttons: 'Delete Visits' (in red) and 'Reset'.

Health Office Visits Cancellations Tool

See the [Health Office Visit Cancellations Tool Rights](#) article for information about rights needed to use this tool.

## Batch Cancel Scheduled Health Office Visits

1. Enter a **Start Date**.
2. Enter an **End Date**.
3. Select which Calendar or Calendar(s) to include. The **Search Calendars** tool can be used to narrow results.
4. The **Show Active Year Only** toggle defaults to On, but may be turned Off to display all years. The **Expand All** and **Collapse All** buttons can be used to aid in selection.
5. Click **Delete Visits** to cancel visits or **Reset** to restart data entry from scratch.

Once you click Delete, there is no way to undo the mass deletion of visits.

When the tool is run, all Health Office Visit records from the selected calendar(s) within the entered Start and End Date will be canceled. A message displays indicating the number of records deleted.

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