

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.

Health Office Visit Cancellations ☆

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Health Office Visit Cancellation

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.

Start Date *

month/day/year

End Date *

month/day/year

Search Calendars

Find Schools & Calendars

Expand All

Collapse All

Show Active Year Only

ON

2020-21

Delete Visits

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.

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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.
