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 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.