Program Sessions Setup Tool Rights

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Program Sessions track a specific date, time and location of a Program. Program Sessions are only assigned to a Program when needed.

See the Program Sessions Setup article for additional information.

Program Sessions Setup

Deleting Program Sessions is not advised due to loss of historical records. Instead of deleting program sessions, add an end date to the record.

Available Tool Rights

Subrights are in italics.

R	W	A	D
Program Sessions Setup			
- Access and view the Program Sessions Setup tool. - Select existing programs to view Program Session details. - Filter list of sessions.	Modify and save existing Program Sessions.	Add and save new Program Sessions.	Permanently delete Programs. **This is not recommended.**
Print Session Report			
Print a PDF of the Program Session Detail report, which includes a list of students in the program session and a total participation count.			

Suggested User Groups

- Counselors User Group

- Front Office User Group

See User Groups and Suggested Roles for more information.