

* **Welcome Message**  
  Provide a unique message to different user-types (Student, Staff, and Faculty) within TracCloud. Provide users with information regarding how to navigate the system based on their specific roles.
* **Search Availability Widget**  
  Available to both Students and Staff on their dashboard. The options available in the Search Widget will be based on your profile preferences and the Search Availability Widget Settings. Listed Subjects, includes the Students Registered Courses for the Active Term, and any Non-Enrolled Courses.
  + Profile Preferences: Other > Other Options > Profiles > [your Profile] > Prefs > Scheduling > Special Fields
  + Search Availability Widget settings: Other > Other Options > Preferences > Search Availability Options > Search Availability Widget #

If Consultant Alias is enabled in your Profile under Other > Other Options > Profiles > [your Profile] > Prefs > Scheduling > Other Schedule Options > Display consultant alias (to Student) on availability search, TracCloud will use the Consultant Alias Format chosen in the Global Preferences at Other > Other Options > Preferences > System Preferences > Consultant CourseLists, TimeCheck, Aliases > Consultant Alias Format.

* **Appointment Display**  
  Students and Consultants will find upcoming appointments displayed on their dashboards, and staff will see them from the schedule view. You can customize the format of appointment information in your profile settings to ensure that students are provided with the details they need about their appointments.
  + Appointment Display Preference: Other > Other Options > Profiles > [your Profile] > Prefs > Scheduling > Appointment Display
  + Wiki Twig and HTML:  
    https://wiki.go-redrock.com/index.php/TracCloudGuideProfilePrefsTwig
* **Asynchronous Appointments**  
  These appointments provide a text chat for students and consultants to communicate asynchronously. Users can utilize the document upload functionality to share relevant files. Once an Asynchronous Appointment is scheduled, it will be visible in the Asynchronous Communications widget on the dashboard, which displays ongoing and previously concluded asynchronous sessions.  
    
  A Visit Record is not generated for Asynchronous Sessions. To track the time spent by a Consultant assisting students asynchronously, a Quick Visit will need to be created to log the corresponding time.
  + Asynchronous functionality is enabled in your profile:  
    Other > other Options > Profiles > [your Profile]> Prefs > Scheduling > Other Schedule Options > Allow availabilities to be asynchronous
* **Center Visits**  
  You can allow students to view their own Visit history, using the Center Visits tab on their Dashboard. Where they can filter Visits by Date, Center, and Subject, they also have the option to print their own Visit Records. Consultant Alias Format is used for the Student Visit Summary.
  + Enabled in Global Preferences, Other > Other Options > Preferences > Student Entry Choices > Show the Center Visits Tab on Main Menu to Students
* **Student Confirm Bio**Empower students to update their own information, the fields they can view/edit is up to you. Any updated information can be configured to not be overwritten during the daily import process, ensuring that student records contain their most recent information. Access the Student Confirm Bio settings in Global Preferences, located under Other > Other Options > Preferences > Student Confirm Bio Settings.  
    
  Additional details regarding Confirm Bio for Students and Staff can be accessed on our Wiki using the below link.[**https://wiki.go-redrock.com/index.php/TracCloudGuideGlobalBio**](https://wiki.go-redrock.com/index.php/TracCloudGuideGlobalBio)
* **Documents**  
  To enable students to upload documents from their Student Dashboard the Students Permission Group must have access to documents. Additionally, the “Student Dashboard Documents” option in the Global Preferences will need to be enabled.
  + Other > Other Options > Preferences > Student Entry Choices > Additional Student Access Options > Show/Allow Student Dashboard Documents on Main Menu to Students.