

**A full backup must have been done before continuing.**

**Refer to;**  
**End of Year – Read First**

**Make sure no one is working in the Scholastic Module before continuing**

**End of Year Administration**  
**This is a Generic Manual – Dates may not reflect this year**



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It is advised that you read all of the Information first prior to implementing this process.

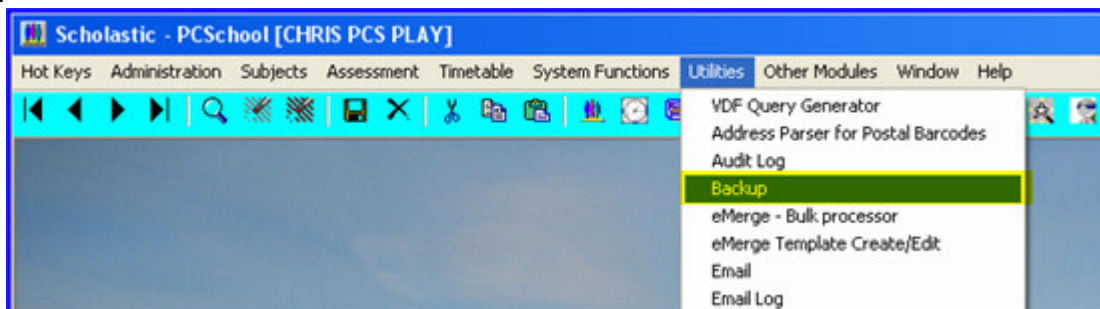
## Backup the Scholastic Module

### Back up Before Continuing with the Roll Over

**Make a Backup of PCSchool before continuing.**

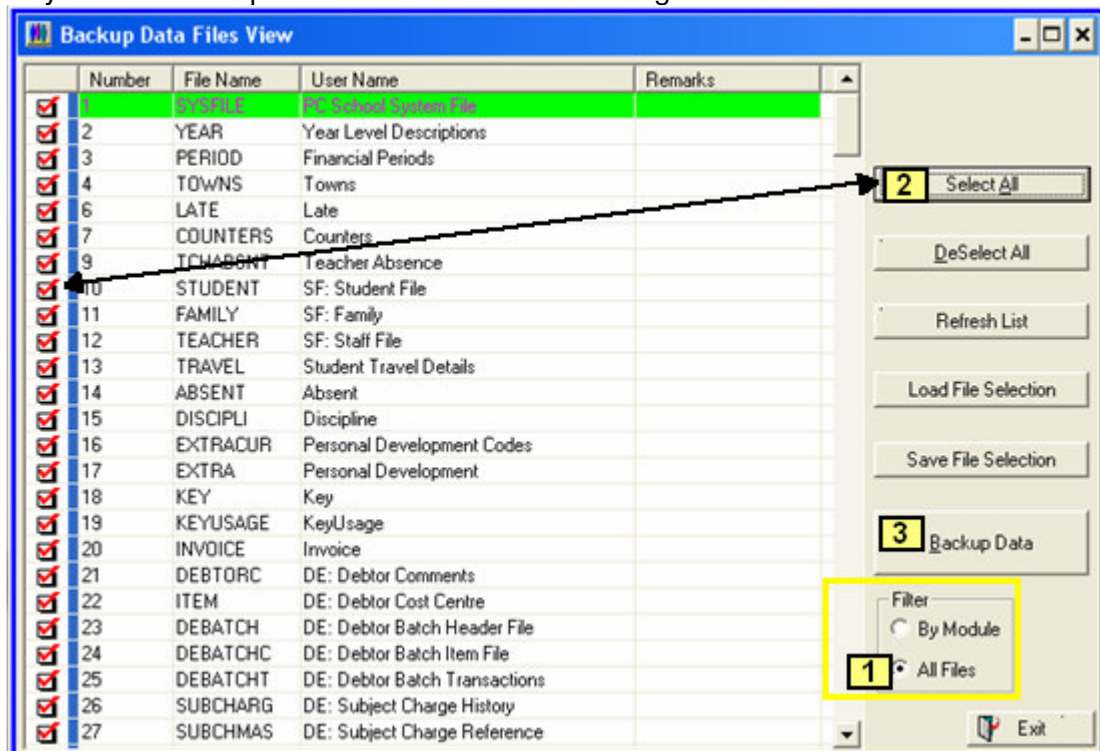
**Path:** PCSchool → Scholastic Module → Utilities → Backup

Backup.



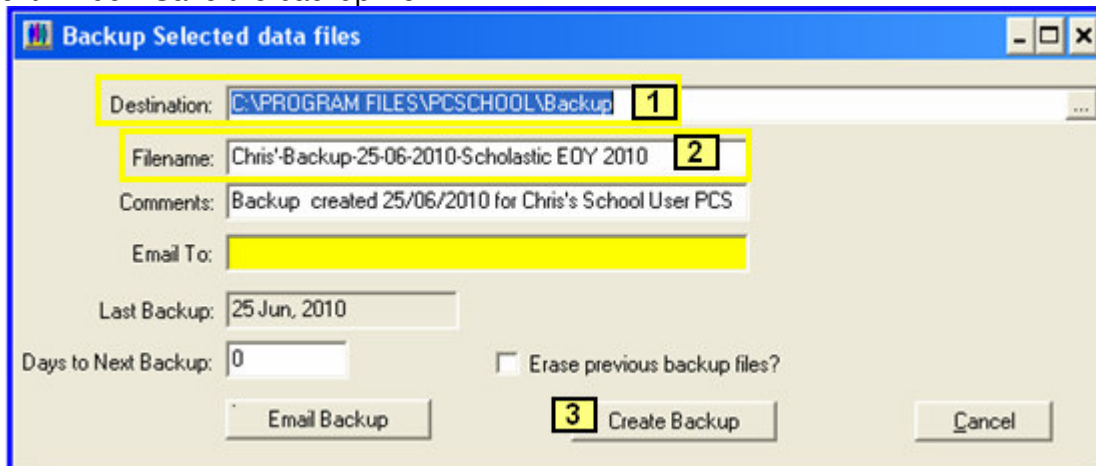
**Important;** Make sure your IT staff has completed the Backup procedure in the End of Year – Read First documentation.

Also make your own backup of PCSchool before continuing.



- |    |  |
|----|--|
| 1. | In the <b>Filter</b> select <b>All Module</b> .                                    |
| 2. | Click <b>Select All</b> – all the files should have a <b>Red</b> tick beside them. |
| 3. | Click <b>Backup Data</b> .   |
| •  | Wait while it creates the Backup.  |

At the next window Save the backup file.



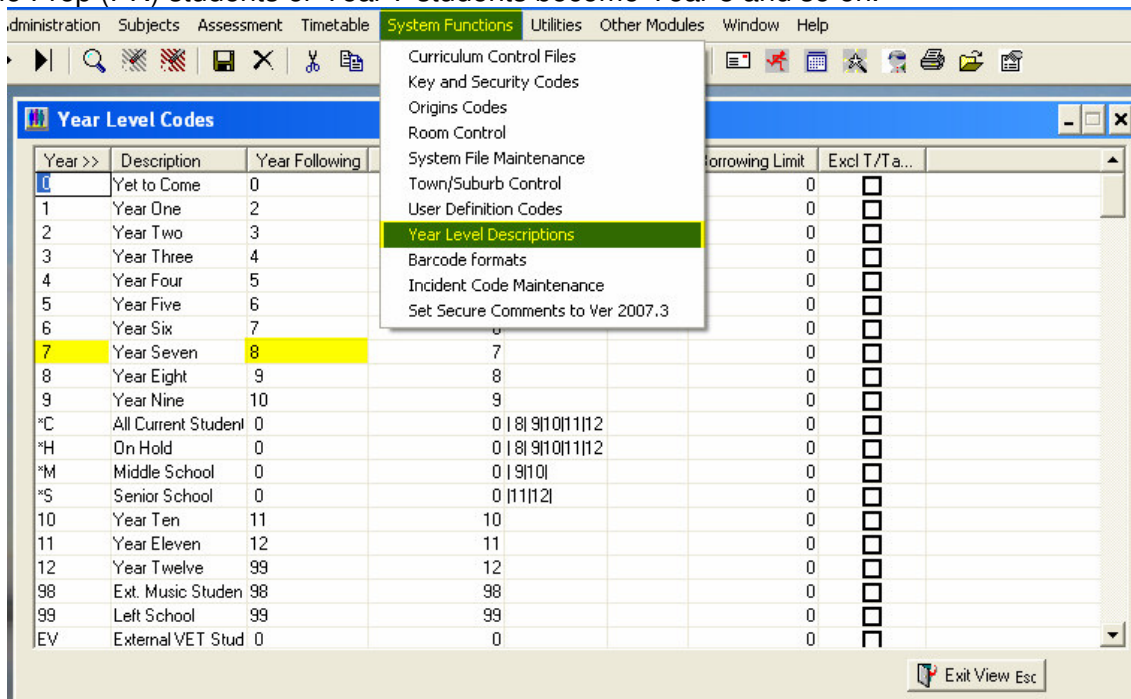
To complete the Backup follow the steps below;

1.	Check the <b>Destination</b> . The default is your local drive <b>PCSchool\Backup</b> ; <ul style="list-style-type: none"> <li>This is the best place to save this as it can easily be accessed if it needs to be restored.</li> <li>If you change the destination make sure you know where it is saved.</li> </ul>
2.	You may choose to <b>rename the file</b> , to signify that this is the Scholastic backup of a particular Year.
3.	Click <b>Create Backup</b> .
•	A Zip file will be created holding all necessary .tmp files.

### Check that Year and Year Following are correct

**Path:** System Functions → Year Level Descriptions

Check that your Year Level Codes are set up with the correct Year Following eg. Kindy (KI) students become Prep (PR) students or Year 7 students become Year 8 and so on.



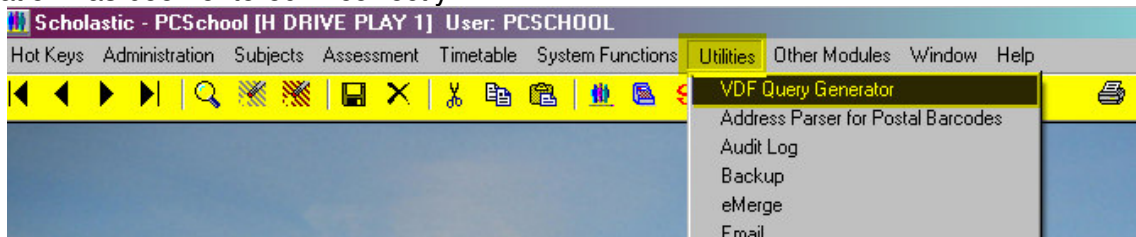
## Yet to Come Students

This process checks the validity of Yet to Come Students through a VDF Query, if you have no Yet to come Students entered you can miss this step.

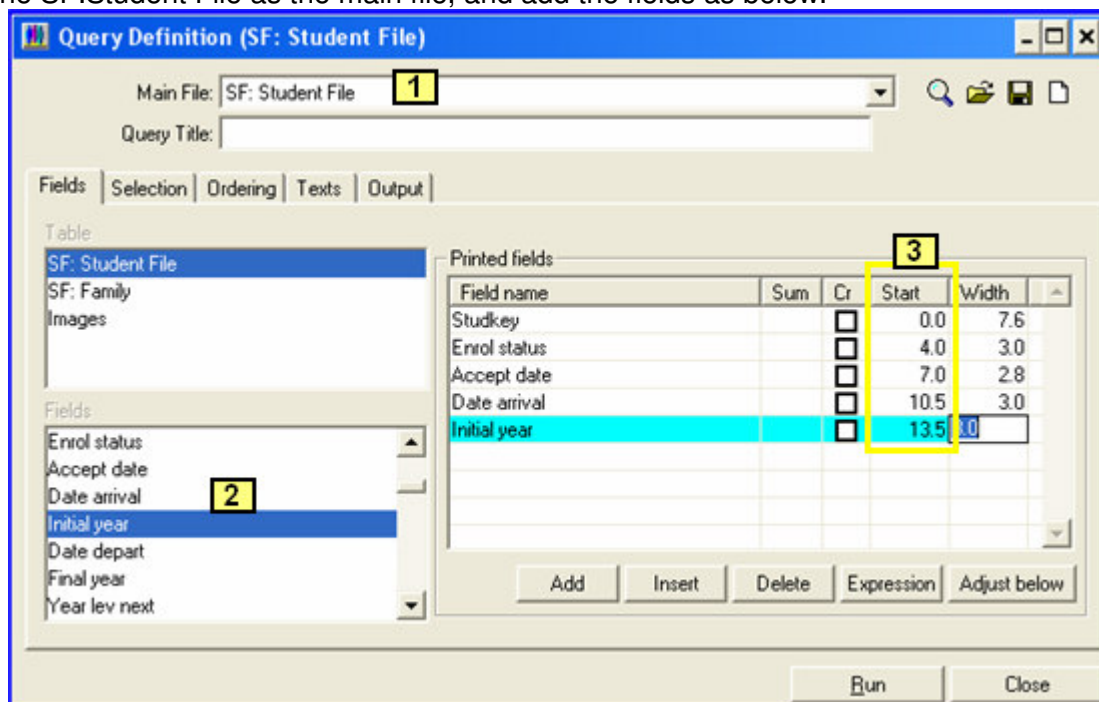
### View Data via VDF Query Report

**Path:** Utilities → VDF Query Generator

For the incoming students run the following **VDF Query** to make sure all incoming Students information has been entered in correctly.

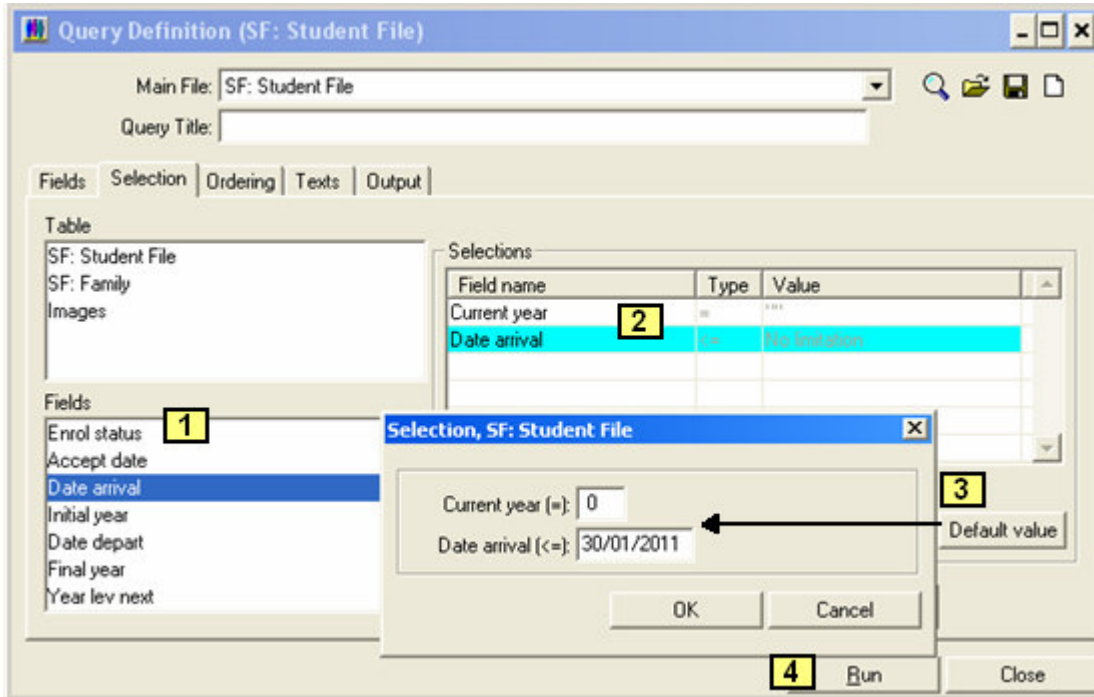


Select the SF:Student File as the main file, and add the fields as below.



1.	Main File	Select <b>SF: Student File</b>
2.	Fields Tab	Fields: Highlight then click <b>Add</b> : <ul style="list-style-type: none"> <li>• Studkey</li> <li>• Enrol Status</li> <li>• Accept Date</li> <li>• Date Arrival</li> <li>• Initial Year</li> </ul>
3.	Start (Column)	Change the <b>Start column</b> to match the VDF example above so it will print on an A4 portrait sheet of paper.

Then go to the Selection Tab



Double Click a Field to Add;

1.	<b>Fields</b>	Current Year; • Select Equal to [=] – click OK Date Arrival; • Select Less than or Equal to [<=]
2.	<b>Selections</b>	The Fields must be visible.
3.	<b>Default Value</b>	Enter the Current Year as a Space Zero [ 0] Enter the Date arrival to cover the date you have entered in Students View → Enrolment → Date Arrival, this must cover the date of the intake of Students.
4.	<b>Run</b>	Click Run to print the Report.

Enrol status

- Australian Schools should be 'Accepted'
- New Zealand Schools will be 'Regular' Student in most cases

All columns must have Data; those without data or with incorrect data in the columns must be corrected.

SF: Student File					Page: 1
Studkey	Enrol status	Accept date	Date arrival	Initial year	
ALLEN J	ACCEPT	31/12/2009	27/01/2010	8	
BURFORD M	ACCEPT	31/12/2009	27/01/2010	RE	
CAMPBELL L			27/01/2010	6	
CARSWELL M	ACCEPT	31/12/2009	27/01/2010	RE	
CHESTNUT A	ACCEPT	31/12/2009	27/01/2010	4	
COLEMAN A	ACCEPT	31/12/2009	27/01/2010	1	
CORBRAN H	ACCEPT	31/12/2009	27/01/2010	2	
CRAIG E	ACCEPT	31/12/2009	27/01/2010		
CRISTEA J			27/01/2010	RE	
ENDICOTT C	ACCEPT	31/12/2009	27/01/2010	RE	
GALVIN M	ACCEPT		27/01/2010	RE	
HARKNESS R	ACCEPT	31/12/2009	27/01/2010	RE	
HEATON E	ACCEPT		27/01/2010	RE	
HUNT S	ACCEPT	31/12/2009	27/01/2010	RE	
PIVOVAROFF M	ACCEPT	31/12/2009	27/01/2010	8	
RANDALL M	ACCEPT	31/12/2009	27/01/2010	RE	
SEED G			27/01/2010	RE	
SMART S	ACCEPT	31/12/2009	27/01/2010	3	
TRIFU D	ACCEPT	31/12/2009	27/01/2010	RE	
VELEZ B	ACCEPT	31/12/2009	27/01/2010	RE	
VELEZ T	ACCEPT		27/01/2010	RE	
WEBSTER T	APPLY		27/01/2010	RE	
YOUNG C	ACCEPT	31/12/2009	27/01/2010	RE	
ZUPANIC V	ACCEPT	31/12/2009	27/01/2010	RE	

Correct the data

**Path:** Administration → Student View → Enrolment Tab

Correct the missing information;

- Date is very important as it is the main factor when rolling in new students
- Initial Year this must be entered for yet to Come Students
- Optional; Enrolment Status if used by your school this must be corrected also.

To correct the Students Details follow the instructions below;

•	In Restrict by Year, select <b>Yet to Come</b> .
•	Enter the correct information for the Students in the Enrolment Tab.
•	Click <b>Save</b> for each Student after the details have been corrected.

### Current Students Repeating a Year

This must be done prior to rolling Students into their Next Year Level, if you have no Current Students repeating this year you can skip this step.

**Path:** Student View → Tab 4 Enrolment

This is for students who will not be progressing on to the following year level but will be remaining in their current year level.

The screenshot shows the 'Student View' window for Student ID 3104. The 'Enrolment' tab is selected. The 'Years Repeated' field is highlighted in yellow. The 'Repeating Next Year' checkbox is checked. Other fields include 'Application Date', 'Date Arrival', 'Initial Year', 'Enrolment Status', 'Acceptance Date', 'Priority', 'Start of Schooling', 'Years at School', 'Full Time Equiv', 'Date of Departure', 'Final Year Level', 'Origins - Ethnic and Scholastic', 'Year Next', 'Form Class Next', 'Core Class Next', 'Zoning Status', 'Doc Sighted', 'Eligibility Cut Off Date', 'Part Time', 'Re-Entry', 'Repeating This Year', 'Language other than English', 'Exclude Next Year', and 'Tertiary Release'.

For Students Repeating the year level they are now in;

- The only thing that needs to be done is to place a Tick in '**Repeating Next Year**'.
- After the rollover this will move to 'Repeating This Year' and the year level being repeated (eg. Yr 8) will show in the 'Years Repeated' field.
- Click **Save**.

### Students not Returning Next Year

This step can be ignored if you have no Students not returning next year other than students in their last year level such as year 12 going into 99.

This is for Students who will be transferring to another school next year;

- This is not for Students who are in the final School Year
- Students in their final School Year are automatically departed

**Path:** Administration → Student View → Tab 4 Enrolment

This must be done prior to rolling Students into their Next Year Level.

The screenshot shows the 'Enrolment' tab for Student ID 1304. The 'Date of Departure' and 'Final Year Level' fields are highlighted in yellow. The 'Exclude Next Year' checkbox is checked. The 'Origins - Ethnic and Scholastic' table is visible below the enrolment fields.

Type	Code ...	Desc	Priority
C	AUS	Australia (includes External T	0
E	POL	Polish	0
E	RUS	Russian	0
L	ENG	English	0
N	AUS	Australia	0

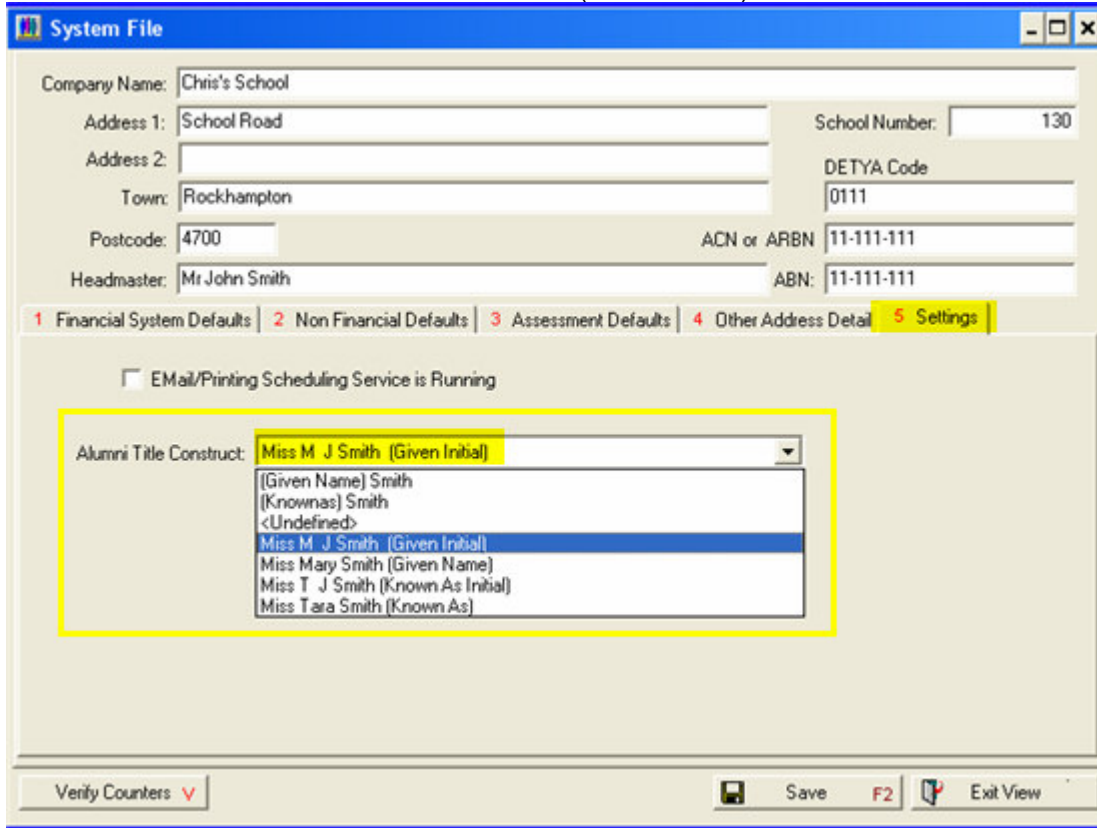
For Students not returning next year;

- |   |  |
|---|--|
| • | There is no need to put in a departure date or final year as this information will be automatically generated when rolling students. |
| • | Check ' <b>Exclude Next Year</b> '.  |
| • | Click <b>Save</b> .  |

### Mailing Title for the Alumni

**Path:** Utilities → System File maintenance → Settings

Prior to rolling Students into the Alumni you can select the mailing title defaults that will go with them. The default unless selected is Miss or Mr M J Smith (Given Initial).

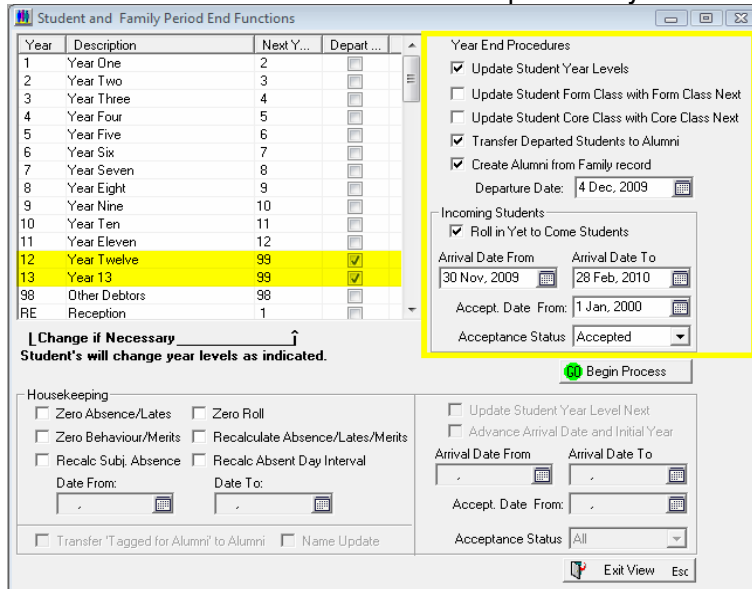


## Roll Students

**Path:** Scholastic → Administration → Year-End Housekeeping  
 Student Subjects can be rolled before or after running this procedure, and new Form/Home Teachers and Classes can be allocated.

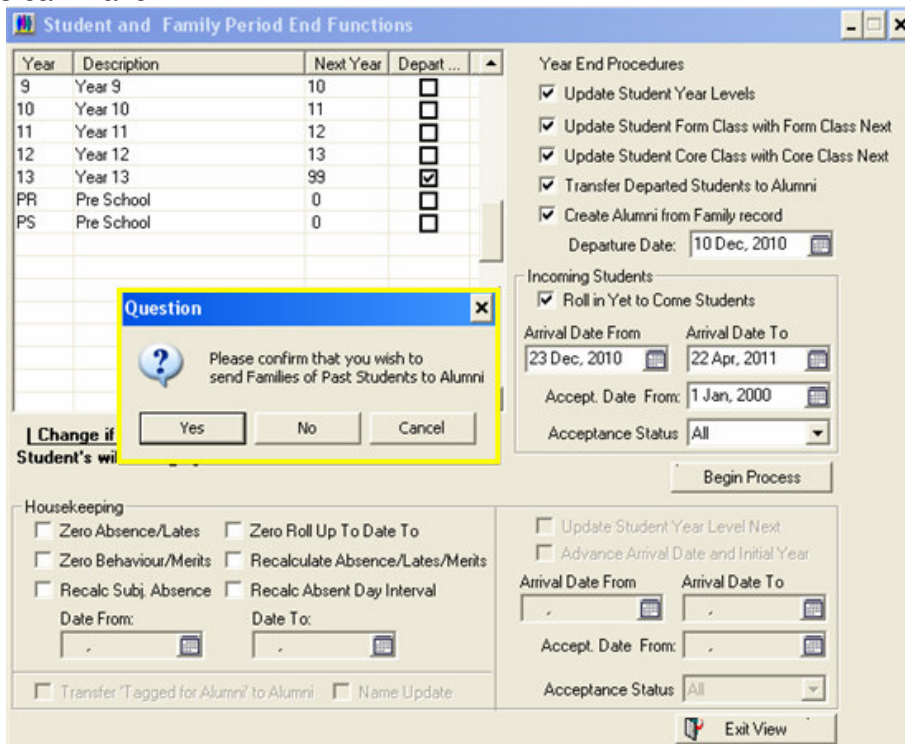
### Create a Snapshot

The first step of this procedure will create a snap shot of your Scholastic data this allows you to recreate reports based on enrolments and absences for the previous year.

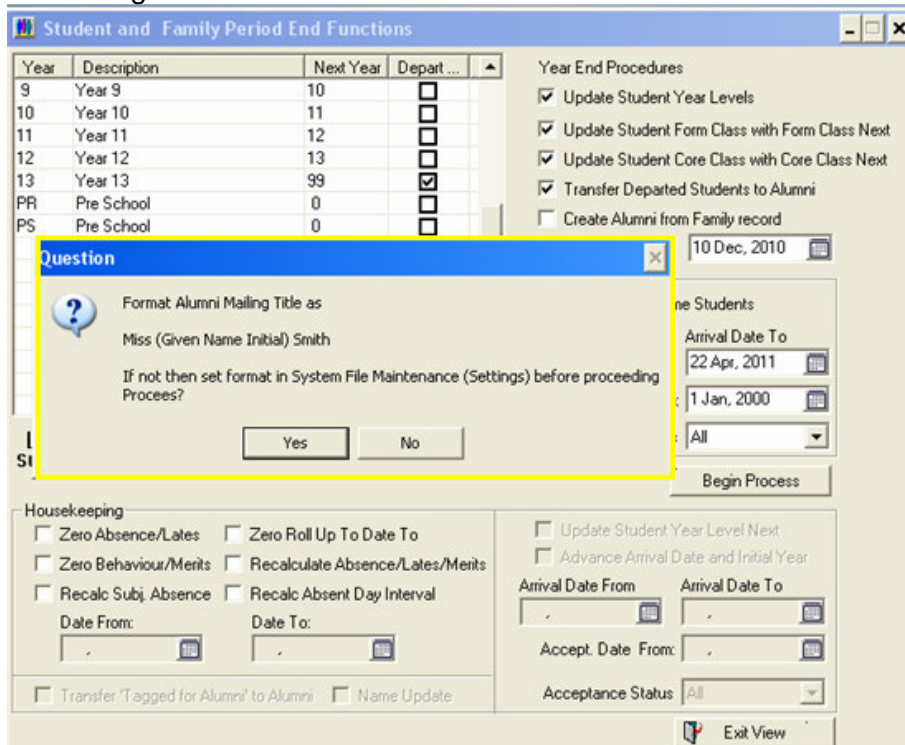


1.	Check that the correct year level has the next year of <b>99</b> and it has a <b>tick in Depart</b> column.
2.	Tick, <b>Update Student Year Levels</b> .
3.	Optional: <b>Update Student Form Class with Form Class Next</b> and <b>Update Student Core Class with Core Class Next</b> ; <ul style="list-style-type: none"> <li>• <b>Only tick if</b> you have entered students new Form Class or Core Class into the relevant field of Form Class Next and/or Core Class Next in Student View/ Enrolment Tab.</li> </ul>
4.	Optional: <b>Transfer Departed Students to Alumni</b> ; <ul style="list-style-type: none"> <li>• This will only copy the students to the Alumni area, they will still remain in your main data until removed through Student - Family Removal (see Debtors End of Year Manual for more information).</li> </ul>
5.	Optional: <b>Create Alumni from Family record</b> ; <ul style="list-style-type: none"> <li>• This will create new records in your Alumni file based on Family records.</li> </ul>
6.	Select the <b>Departure Date</b> . Suggestion is 30/12 of the Current Year or date of the last day of school.
7.	Tick; <b>Roll in Yet to Come Students</b> .
8.	<b>Arrival Date From</b> : Select a suitable date that will include all arrivals for beginning of the following Year.
9.	Select the <b>Arrival Date To</b> this must cover the arrival date of the following Year.
10.	Select the <b>Acceptance Date From</b> . <ul style="list-style-type: none"> <li>• This may need to be 4 or 5 years prior to cover all Acceptance dates. If no acceptance dates are entered in Student View remove this date as only those with dates will be rolled in.</li> </ul>
11.	Select the <b>Acceptance Status your school uses</b> ; <ul style="list-style-type: none"> <li>• This is the Enrolment Status and is important if you have students on waiting lists.</li> </ul>
12.	Click <b>Begin Process</b> to create the snap shot.

You will be asked if you wish to send Families of Past Students to the Alumni. This is a decision that only the schools can make.



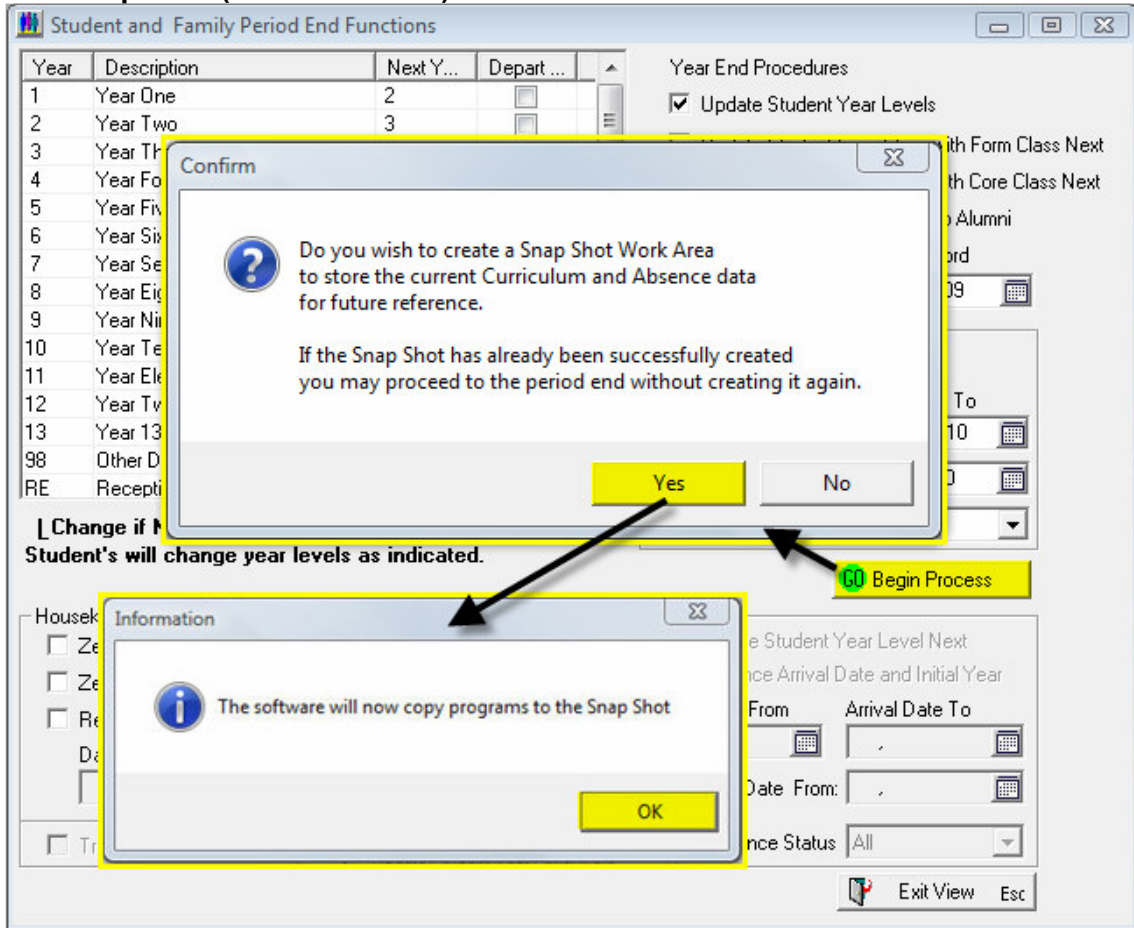
You will then be asked the Format you wish the Alumni Mailing Title to be in, this will show the default. To edit the mailing title select NO.



**Path:** Utilities → System File maintenance

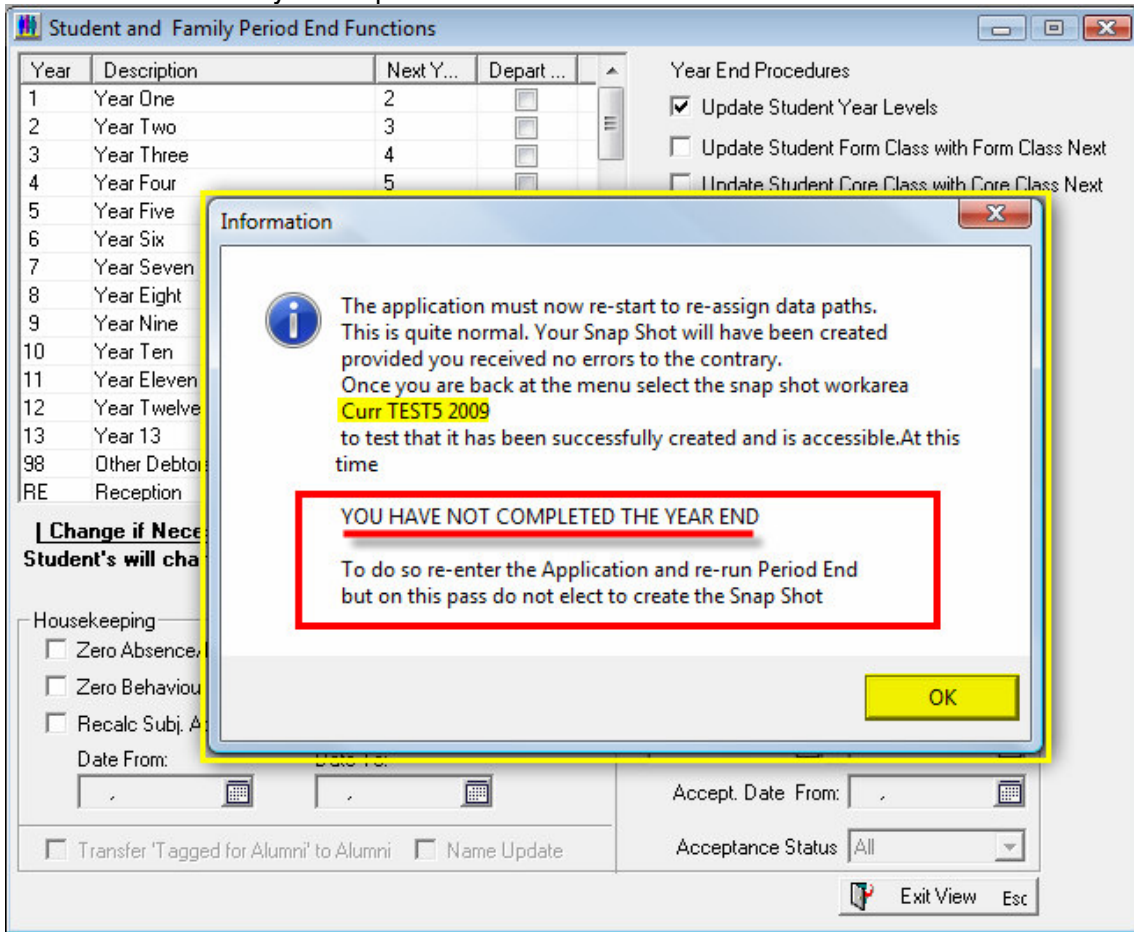
Once you have selected Yes to the Mailing Title you will be asked to create a snapshot. This is a copy of the Workarea.

**Create the Snap Shot (new Work Area):**



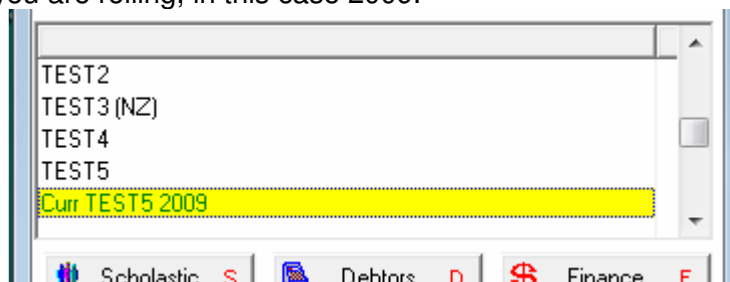
•	<b>Confirm</b>	Click Yes; <ul style="list-style-type: none"> <li>Allow the system to create the backup Work Area. (This may take some time depending on the size of the files being copied and the speed of your machine).</li> </ul>
•	<b>Information</b>	A window may pop up stating that Program files will now be copied, say OK.

Once this is finished you will receive an information message advising you to check the Snapshot and that the Rollover is not yet complete.



•	<b>The application must now restart.</b>	This means PCSchool will close and return to the main menu.
•	<b>Your Snap Shot will have been created:</b>	As long as no errors occurred during the process a Snap Shot of your current Data will have been saved as a new work area and named "Curr 2010" or the year you are rolling.
•	<b>Check your snap shot work area</b>	On Main Menu find the new work area; <ul style="list-style-type: none"> <li>• Select the Scholastic module.</li> <li>• Check that you can see your data in this work area and print reports etc.</li> </ul>
•	<b>YOU HAVE NOT COMPLETED THE YEAR END</b>	Return the Scholastic module in the Main work area to complete the End of Year process (rolling student year levels).

The main menu will list the newly created 'Snapshot' of your Curriculum Data and is named Curr followed by the Year you are rolling, in this case 2009.



## Roll Students Year Levels

Proceed with Student Year Level Rollover and reselect all the settings once more.

Year	Description	Next Y...	Depart...
1	Year One	2	<input type="checkbox"/>
2	Year Two	3	<input type="checkbox"/>
3	Year Three	4	<input type="checkbox"/>
4	Year Four	5	<input type="checkbox"/>
5	Year Five	6	<input type="checkbox"/>
6	Year Six	7	<input type="checkbox"/>
7	Year Seven	8	<input type="checkbox"/>
8	Year Eight	9	<input type="checkbox"/>
9	Year Nine	10	<input type="checkbox"/>
10	Year Ten	11	<input type="checkbox"/>
11	Year Eleven	12	<input type="checkbox"/>
12	Year Twelve	99	<input checked="" type="checkbox"/>
13	Year 13	99	<input checked="" type="checkbox"/>
98	Other Debtors	98	<input type="checkbox"/>
RE	Reception	1	<input type="checkbox"/>

**Year End Procedures**

- Update Student Year Levels
- Update Student Form Class with Form Class Next
- Update Student Core Class with Core Class Next
- Transfer Departed Students to Alumni
- Create Alumni from Family record

Departure Date: 4 Dec, 2009

**Incoming Students**

- Roll in Yet to Come Students

Arrival Date From: 30 Nov, 2009 | Arrival Date To: 28 Feb, 2010

Accept. Date From: 1 Jan, 2000

Acceptance Status: Accepted

**Housekeeping**

- Zero Absence/Lates
- Zero Roll
- Zero Behaviour/Merits
- Recalculate Absence/Lates/Merits
- Recalc Subj. Absence
- Recalc Absent Day Interval

Date From: | Date To: |

Update Student Year Level Next

Advance Arrival Date and Initial Year

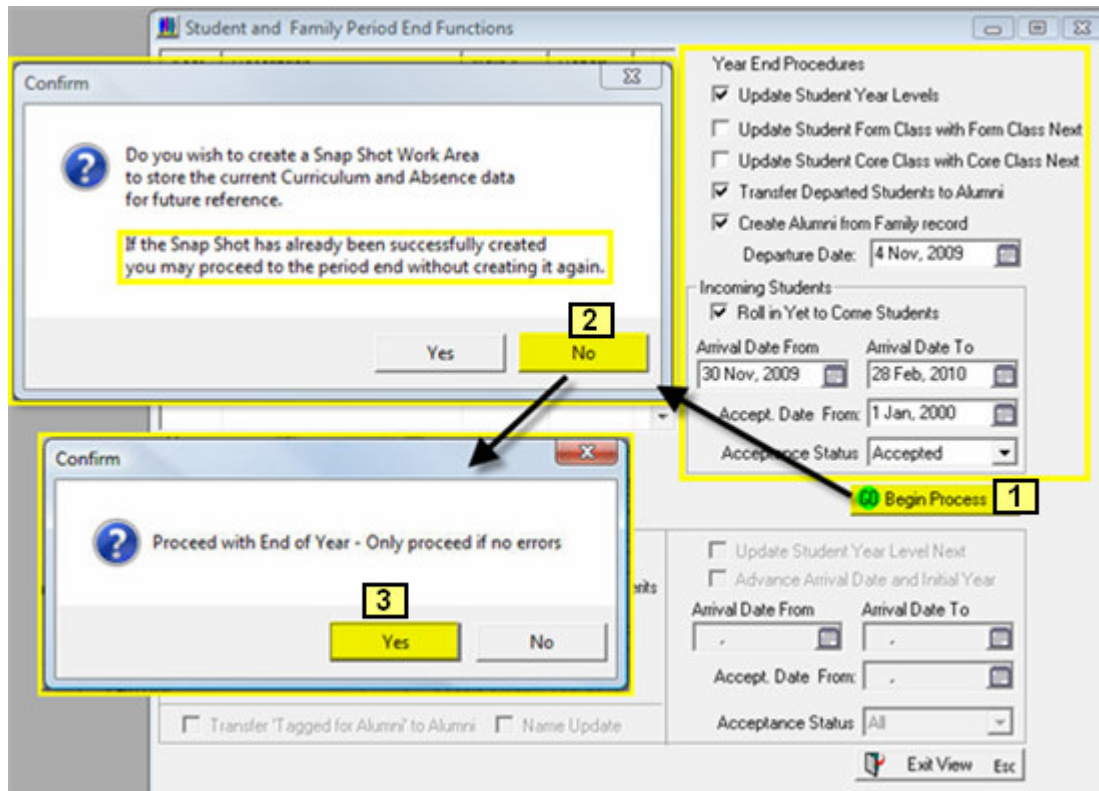
Arrival Date From: | Arrival Date To: |

Accept. Date From: |

Acceptance Status: All

Esc

1.	Check that the correct year level has the next year of <b>99</b> and it has a <b>tick in Depart</b> column.
2.	Tick, <b>Update Student Year Levels</b> .
3.	Optional: <b>Update Student Form Class with Form Class Next</b> and <b>Update Student Core Class with Core Class Next</b> ; <ul style="list-style-type: none"> <li><b>Only tick if</b> you have entered students new Form Class or Core Class into the relevant field of Form Class Next and/or Core Class Next in Student View/ Enrolment Tab.</li> </ul>
4.	Optional: <b>Transfer Departed Students to Alumni</b> ; <ul style="list-style-type: none"> <li>This will only copy the students to the Alumni area, they will still remain in your main data until removed through Student - Family Removal (see Debtors End of Year Manual for more information).</li> </ul>
5.	Optional: <b>Create Alumni from Family record</b> ; <ul style="list-style-type: none"> <li>This will create new records in your Alumni file based on Family records.</li> </ul>
6.	Select the <b>Departure Date</b> . Suggestion is 30/12 of the Current Year or date of the last day of school.
7.	Tick; <b>Roll in Yet to Come Students</b> .
8.	<b>Arrival Date From</b> : Select a suitable date that will include all arrivals for beginning of the following Year.
9.	Select the <b>Arrival Date To</b> this must cover the arrival date of the following Year.
10.	Select the <b>Acceptance Date From</b> . <ul style="list-style-type: none"> <li>This may need to be 4 or 5 years prior to cover all Acceptance dates. If no acceptance dates are entered in Student View remove this date as only those with dates will be rolled in.</li> </ul>
11.	Select the <b>Acceptance Status your school uses</b> ; <ul style="list-style-type: none"> <li>This is the Enrolment Status and is important if you have students on waiting lists.</li> </ul>
12.	Click <b>Begin Process</b> to roll the Students.



1.	<b>Begin Process</b>	Click to start the Roll.
2.	<b>Confirm - Snap Shot</b>	Say <b>NO</b> . You have already created a snap shot of your work area.
3.	<b>Confirm – End of Year</b>	Say <b>YES</b> to proceed with the end of year rollover.

## Update Student Absences

**Absence Cut off Date;** The Absence Cutoff Date determines the absences that will be displayed against the student under Absence Lates and Behaviour – Student. Resetting this date to the first day of the current year means only the current years absences will be displayed.

**Recalculate Absence Lates and Merits;** Recalculating the Absence Lates and Merits determines the absences recorded in PCSchool for a period. If this is not done Absence reports will not be accurate for the current year and the Student View will not display the correct amount of absences.

### Absence Cut off Date

**Path:** Scholastic → System Functions → System File Maintenance

Schools will only want to view the student’s current year absences. To view prior year absences the date can be set back to the prior year.

To Reset the Absence Cutoff Date:

•	Non Financial Defaults Tab.
•	<b>Absence Cutoff Date:</b> select start date for 2010 (suggest 01/01/2010)
•	Save

## Recalculate Absence Lates and Merits

**Path:** Scholastic → Year End - Housekeeping

Schools will mainly want the current year of absences to print on assessment and absence reports. This process can be run at anytime to validate the Absence Records.

Year	Description	Next Year	Depart ...
1	Year 1	2	<input type="checkbox"/>
2	Year 2	3	<input type="checkbox"/>
3	Year 3	4	<input type="checkbox"/>
4	Year 4	5	<input type="checkbox"/>
5	Year 5	6	<input type="checkbox"/>
6	Year 6	7	<input type="checkbox"/>
7	Year 7	8	<input type="checkbox"/>
8	Year 8	9	<input type="checkbox"/>
9	Year 9	10	<input type="checkbox"/>
10	Year 10	11	<input type="checkbox"/>
11	Year 11	12	<input type="checkbox"/>
12	Year 12	13	<input type="checkbox"/>
13	Year 13	99	<input checked="" type="checkbox"/>
PR	Pre School	0	<input type="checkbox"/>
PS	Pre School	0	<input type="checkbox"/>

**Check Update Yr/Yr Next to Access** ↑  
Student's will change year levels as indicated.

Select Campus: All Begin Process **4**

**Housekeeping**

Zero Absence/Lates     Zero Roll Up To Date To  
 Zero Behaviour/Merits **1**     Recalculate Absence/Lates/Merits  
 Recalc Subj. Absence     Recalc Absent Day Interval

Date From: **2** 1 Jan, 2012    Date To: **3** 21 Feb, 2012

Transfer 'Tagged for Alumni' to Alumni     Name Update

**Year End Procedures**

Update Student Year Levels  
 Update Student Form Class with Form Class Next  
 Update Student Core Class with Core Class Next  
 Transfer Departed Students to Alumni  
 Create Alumni from Family record  
 Departure Date: . . .

**Incoming Students**

Roll in Yet to Come Students  
 Arrival Date From: . . .    Arrival Date To: . . .  
 Accept. Date From: . . .  
 Acceptance Status: All

Update Student Year Level Next  
 Advance Arrival Date and Initial Year  
 Arrival Date From: . . .    Arrival Date To: 31 Mar, 2012  
 Accept. Date From: . . .  
 Acceptance Status: All

Exit View

- |    |   |
|----|---|
| 1. | Place a tick in Recalculate Absence/ Lates/ Merits.   |
| 2. | Select the Date From, this will normally be the 1 <sup>st</sup> day of the current year or the 1 <sup>st</sup> day of school. Either is okay. |
| 3. | Select the Date To, this will normally be today's date. Absences will automatically calculate from this day onwards.                          |
| 4. | Click begin Process, this will validate and correct the data.   |

## Zero the Roll

**Path:** Scholastic → Year End - Housekeeping

Prior to starting Roll Marking for the following year you will need to Zero the old Roll;

- This process will not remove absences; all it does is clear the Roll.
- This process may have many thousands of records in it and can take many hours to complete.
- You can leave this to run and continue working in another version of PCSchool.
- You do not need everyone out of PCSchool.
- This must be completed **After the Students have been rolled and the Snapshot Created.**

If you need to Access the Rolls it can be done through the Snapshot.

Year	Description	Next Year	Depart...
9	Year 9	10	<input type="checkbox"/>
10	Year 10	11	<input type="checkbox"/>
11	Year 11	12	<input type="checkbox"/>
12	Year 12	13	<input type="checkbox"/>
13	Year 13	99	<input checked="" type="checkbox"/>
PR	Pre School	0	<input type="checkbox"/>
PS	Pre School	0	<input type="checkbox"/>

**Housekeeping**

Zero Absence/Lates     Zero Roll Up To Date To

Zero Behaviour/Merits     Recalculate Absence/Lates/Merits

Recalc Subj. Absence     Recalc Absent Day Interval

Date From:    Date To: 1 Jan, 2012

Transfer 'Tagged for Alumni' to Alumni     Name Update

Update Student Year Level Next

Advance Arrival Date and Initial Year

Arrival Date From:    Arrival Date To:

Accept. Date From:    Acceptance Status: All

Begin Process

1.	Place a Tick in Zero Roll Up To date To.
2.	Enter a date, this can be either; <ul style="list-style-type: none"> <li>• The 1<sup>st</sup> January of the new year</li> <li>• The last school day of the previous year</li> </ul>
3.	Click Begin Process.

## Update the Calendar

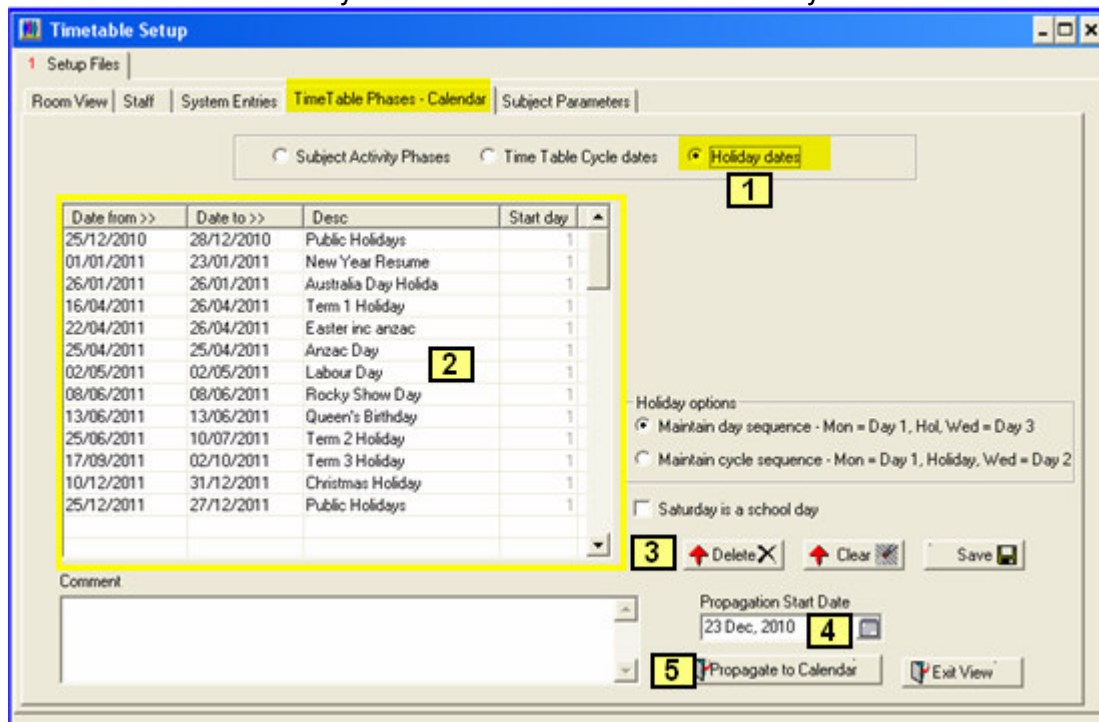
Propagating the Calendar should be done at the beginning of the school year. Entering and propagating Holiday Dates and Time Table Cycle Dates to the calendar for the new Year is necessary to ensure your absences and timetable work correctly.

**Path:** Timetable → Timetable/Calendar Setup → Time Table Phases-Calendar

### Holiday Dates

Enter the Dates for the Holidays then click **Propagate to Calendar**.

Absences will **not be accepted** for **inclusive** dates entered. You do not need to enter weekends but must enter all public holidays and any Student free days. If you are not using the Timetable Holiday Dates must be entered otherwise your Absences will not work correctly.



1.	Select <b>Holiday Dates</b> .
2.	Enter in the dates for federal and state public holidays plus student free days; <ul style="list-style-type: none"> <li>• Enter Holiday Dates if not using the Timetable</li> <li>• Overwrite the dates can to reflect the correct year</li> </ul>
3.	Tick the Radio Box if Saturday is a School day.
4.	Select the Propagation Start Date.
5.	Click <b>Propagate to Calendar</b> .

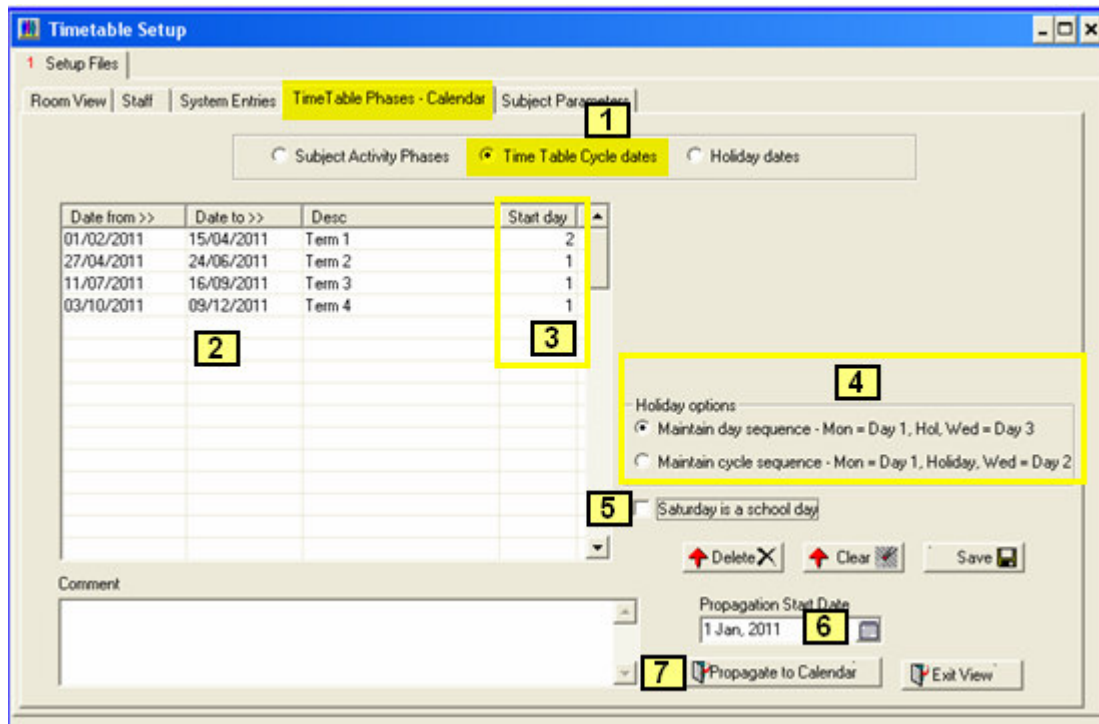
## Timetable Cycle Dates

If using the Timetable enter the Dates for the Terms then click **Propagate to Calendar**.

Absences will **only be** accepted for the **inclusive dates** entered here. You do not need to enter weekends.

Depending on your selected Holiday Option the timetable will know which day to begin the timetable sequence after a holiday.

Old dates can be removed or changed for ease of viewing; they will still be available to view in the snapshot and will not be removed from the Calendar.



1.	Select <b>Time Table Cycle Dates</b> .
2.	Enter in the dates for first day and last day of each term; <ul style="list-style-type: none"> <li>Overwrite the dates to reflect the correct year</li> </ul>
3.	Select the correct <b>Start day</b> for each term; <ul style="list-style-type: none"> <li>This is the day in the timetable the term will begin on</li> <li>If the first day of Term is a Tuesday this will most likely be day 2 of the Timetable</li> </ul>
4.	Select the applicable <b>Holiday option</b> .
5.	Tick the Radio Box if Saturday is a school day.
6.	Select the Propagation Start date; <ul style="list-style-type: none"> <li>This can be the first day of the New Year.</li> </ul>
7.	Click <b>Propagate to Calendar</b> , wait for the process to finish.

## Subject Activity Phases

Optional; some schools use phases in the Timetable, these can be entered now if known or at a later date.

The screenshot shows the 'Timetable Setup' window with the 'Time Table Phases - Calendar' tab selected. The 'Subject Activity Phases' radio button is selected. A table lists four phases with their respective date ranges and descriptions. The 'Propagation Start Date' is set to 1 Jan, 2011.

Date from >>	Date to >>	Desc	Start day
01/01/2011	07/04/2011	Phase A - B - C - D	1
08/05/2011	30/06/2011	Phase B - C - D - A	1
01/07/2011	22/09/2011	Phase C - D - A - B	1
23/09/2011	31/12/2011	Phase D - A - B - C	1

Holiday options:

- Maintain day sequence - Mon = Day 1, Hol, Wed = Day 3
- Maintain cycle sequence - Mon = Day 1, Holiday, Wed = Day 2
- Saturday is a school day

Buttons: Delete, Clear, Save, Propagate to Calendar, Exit View

1.	Select Subject Activity Phases.
2.	Enter the date selections and a description.
3.	Select the Propagation Start Date and click Propagate to Calendar.

## Purge Audit Log

The Audit Log can be only be cleared through the Main Workarea and can be cleared in two ways;

- Through Year End Housekeeping
- Through Security

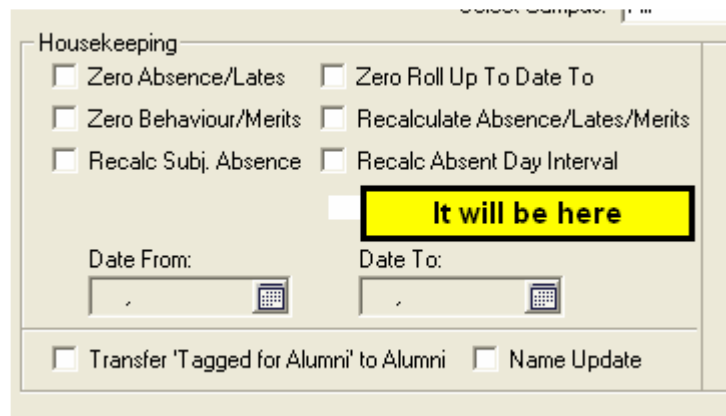
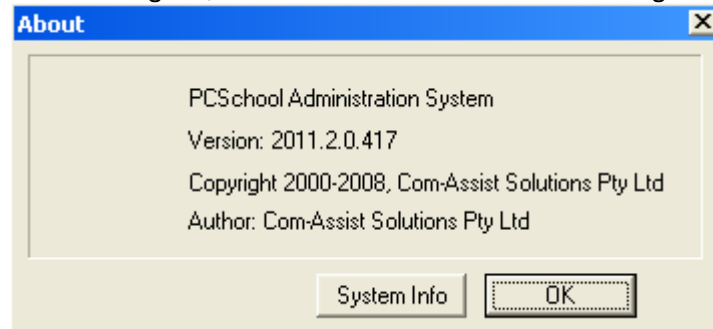
Purge Audit log will delete records from the Audit Log based on dates within the security file SSACclog;

- You will need a backup of this file before you continue
- You must have rolled and created a snapshot before completing this process
- SQL; will need an SQL database backup and be on a version dated after 8/12/2011
- Non SQL; will need a backup of all files in PCSchool/ Data that start with SSACclog
- If Non SQL this is best done on fastest computer, this is normally the server

## Year End Housekeeping

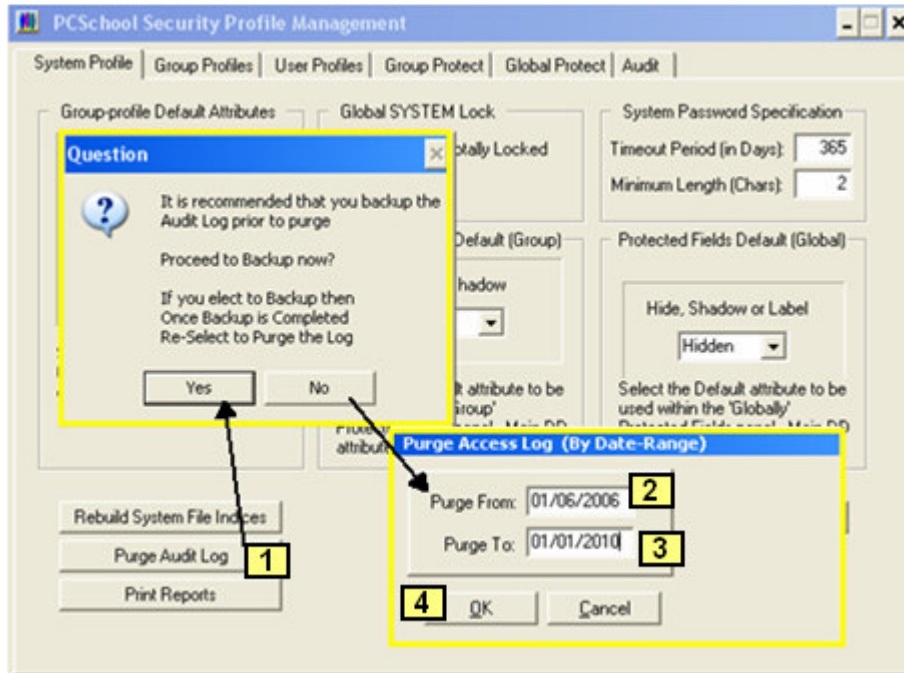
**Path:** Administration → Year End – Housekeeping

SQL must be on version 417 or higher, DataFlex must be on a version higher than 417.



**Security**

**Path:** Utilities → User's Security Setup → System Profile tab



1.	Click Purge Audit Log and select; <ul style="list-style-type: none"> <li>• Yes if you need to make a Backup</li> <li>• No if you wish to continue with the Purge</li> </ul>
2.	The Purge From date will default, enter the Purge to date and click OK; <ul style="list-style-type: none"> <li>• You may wish to leave 6 to 12 months of records for reference depending upon how many data fields you are tracking</li> </ul>
3.	This will permanently remove the old records but they will be available in the snapshot
4.	Click OK to start the process, this may take time and could be left overnight to run.