End Of Year Rollover

How to manage the WorkExpo database over time

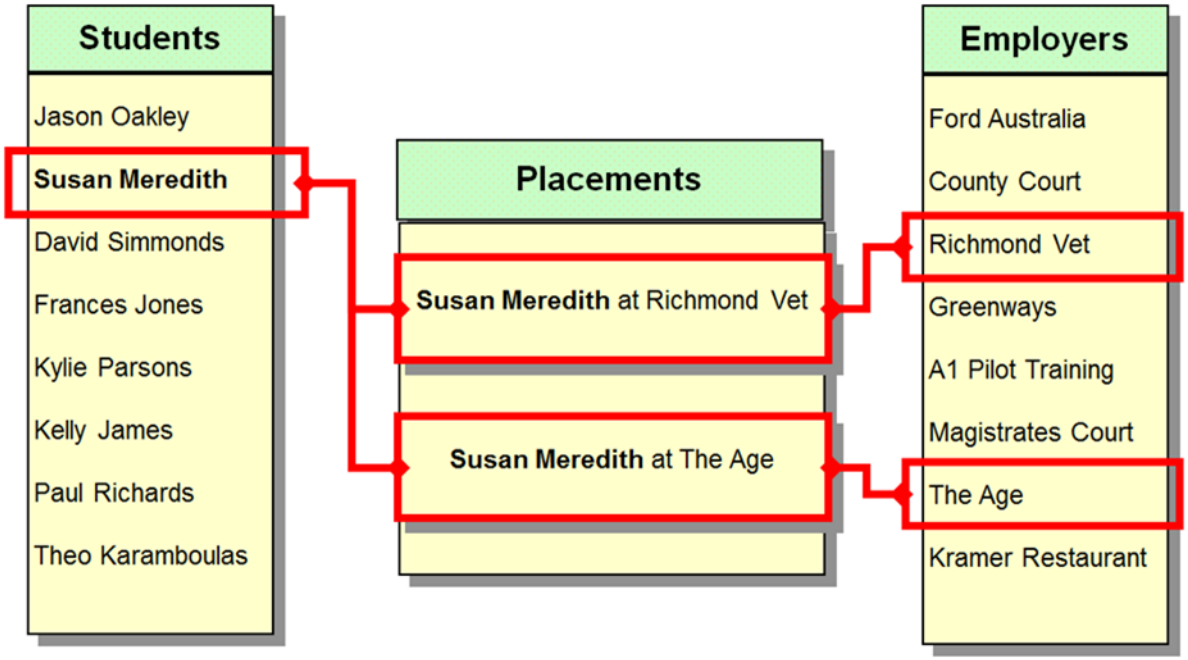
End Of Year Rollover - Goals

To prepare WorkExpo for following year:

- Archive placement records
- Archive student records
- Archive employer records
- Import new student records
  (New to school or new to work exp)

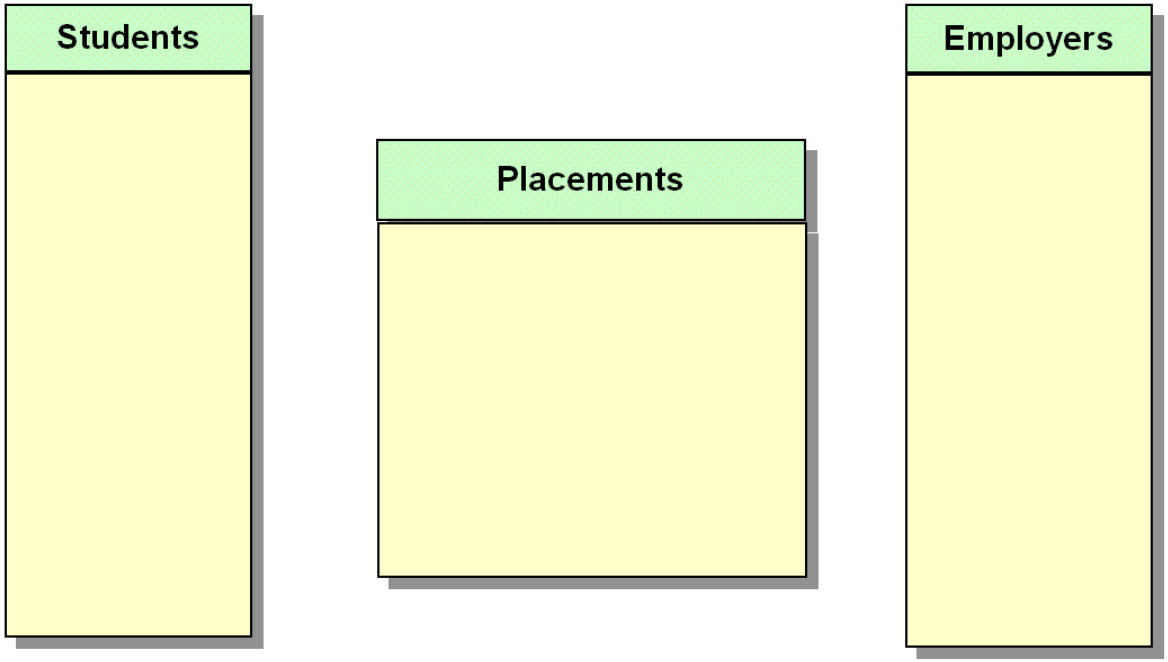
End Of Year Rollover - Goals

Prepare WorkExpo for following year:



End Of Year Rollover - Goals

Prepare WorkExpo for following year:



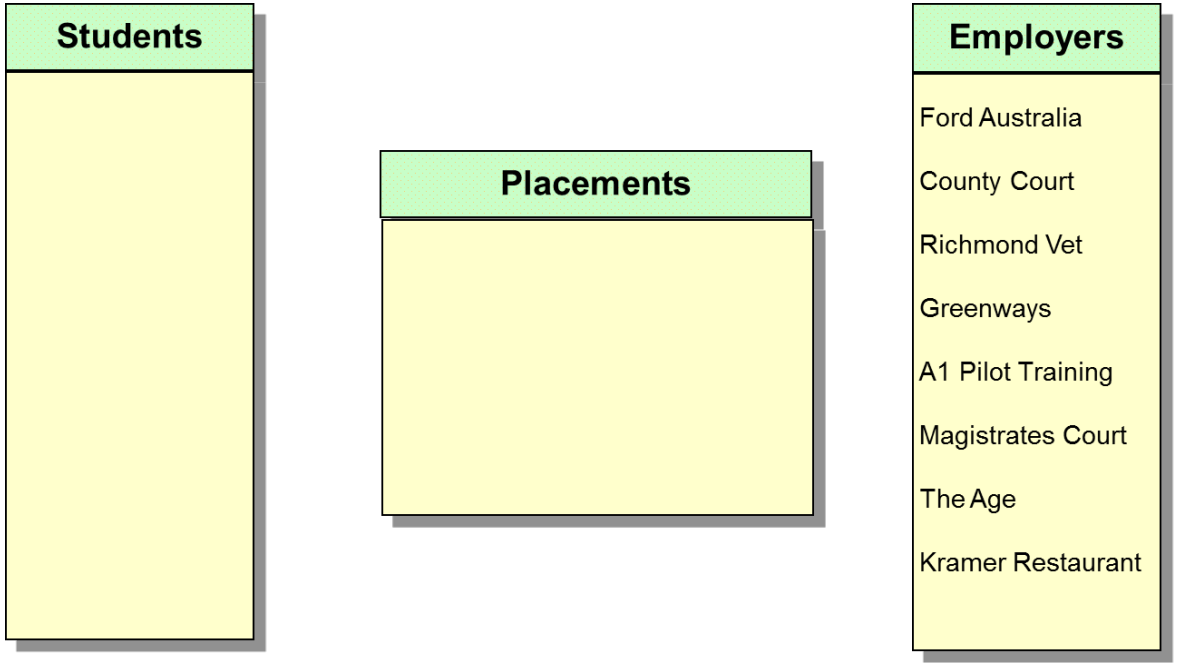
End Of Year Rollover - Goals

Prepare WorkExpo for following year:

- Archive placement records
- Archive student records
- Archive or **RETAIN** employer records
- Import new student records
  (New to school or new to work exp)

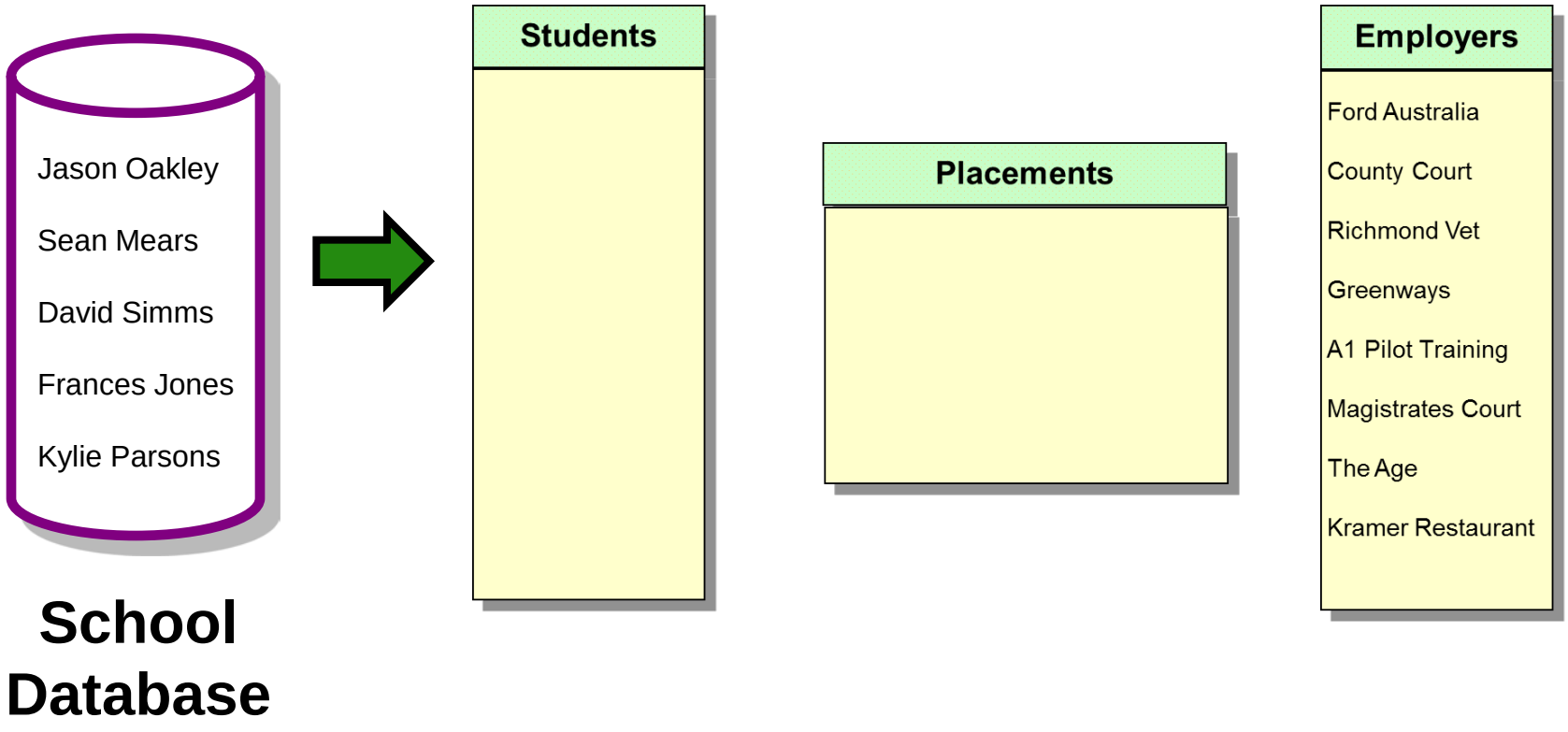
End Of Year Rollover - Goals

Prepare WorkExpo for following year:



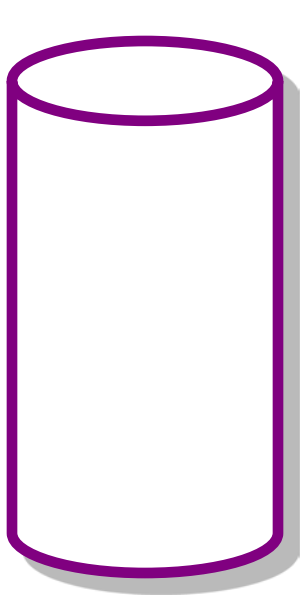
End Of Year Rollover - Goals

Import records into WorkExpo:

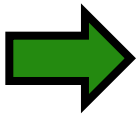


End Of Year Rollover - Goals

Import records into WorkExpo:



School Database



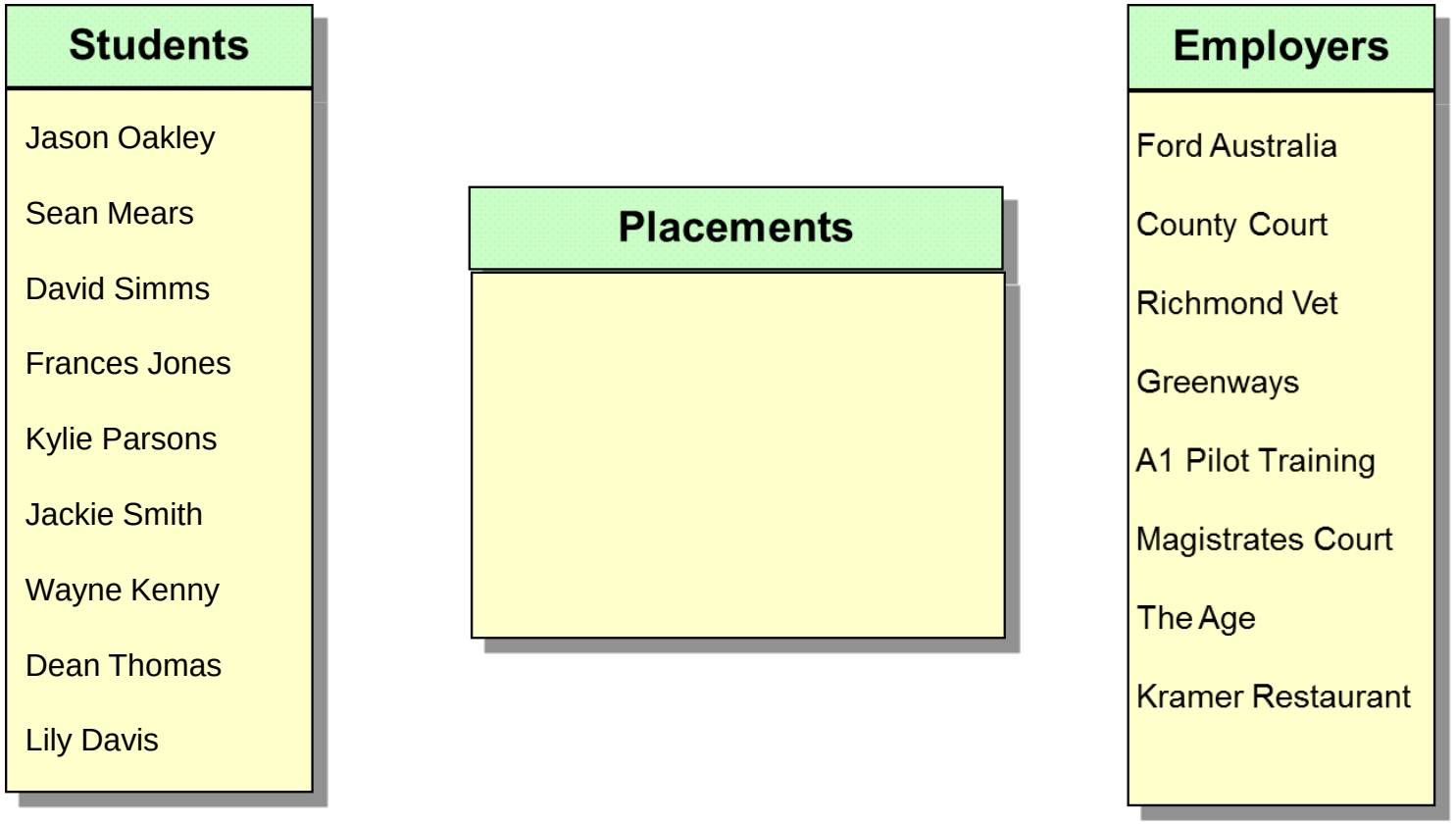
Students
Jason Oakley
Sean Mears
David Simms
Frances Jones
Kylie Parsons
Jackie Smith
Wayne Kenny

Placements

Employers
Ford Australia
County Court
Richmond Vet
Greenways
A1 Pilot Training
Magistrates Court
The Age
Kramer Restaurant

End Of Year Rollover - Goals

WorkExpo ready for new year



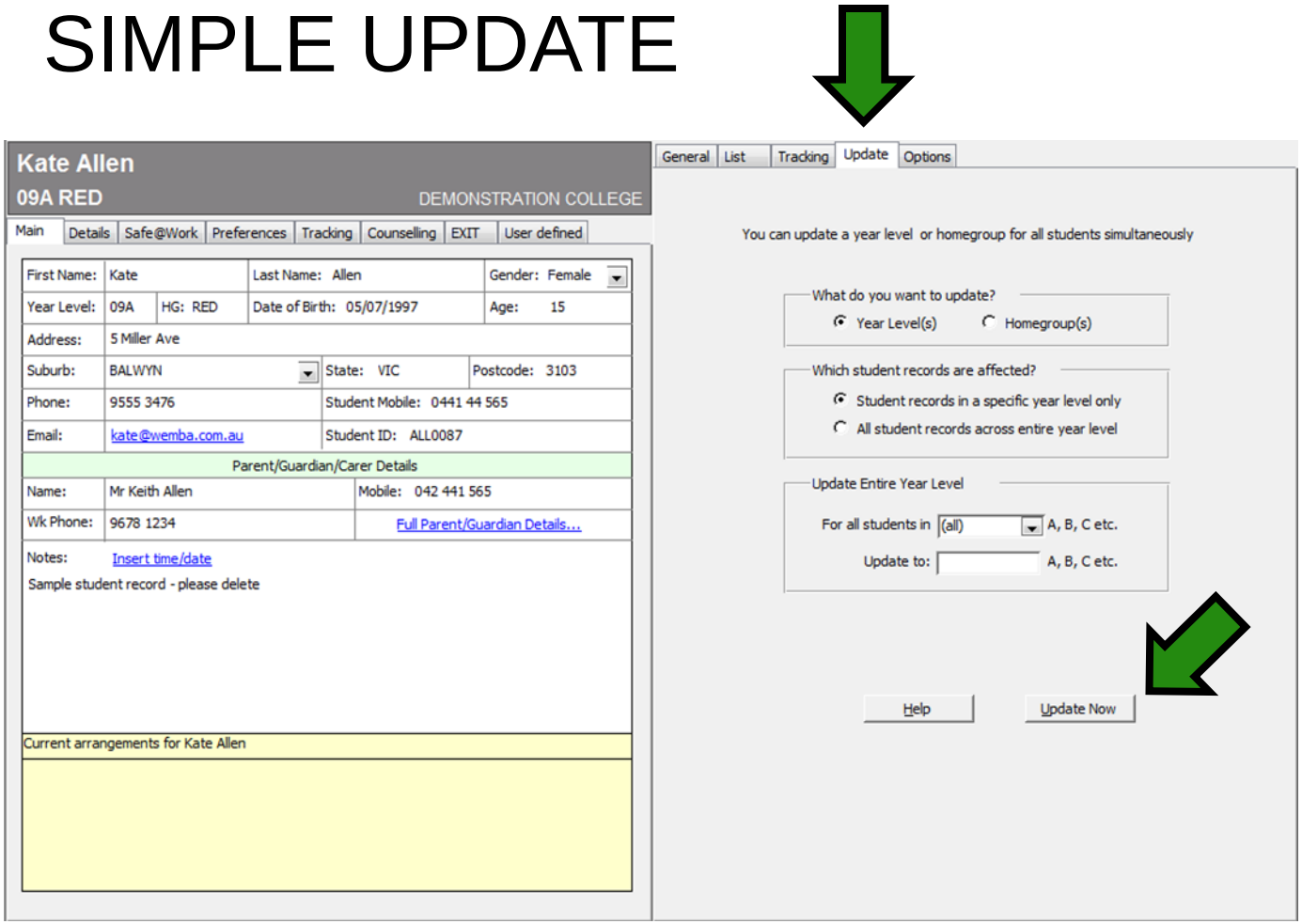
End Of Year Rollover - Options

THREE separate archive options

1. Simple update
2. Archive wizard
3. File-based archiving

End Of Year Rollover - Options

SIMPLE UPDATE

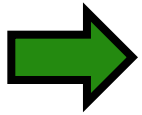


End Of Year Rollover - Options

SIMPLE UPDATE

Students	
Jason Oak	09A
Sean Mears	09B
Craig Jones	10D
Sara White	11C
Kelly James	12B
Theo Norman	12D
Hilary West	12A

+ 1



Students	
Jason Oak	**10**A
Sean Mears	**10**B
Craig Jones	**11**D
Sara White	**12**C
Kelly James	**13**B
Theo Norman	**13**D
Hilary West	**13**A

End Of Year Rollover - Options

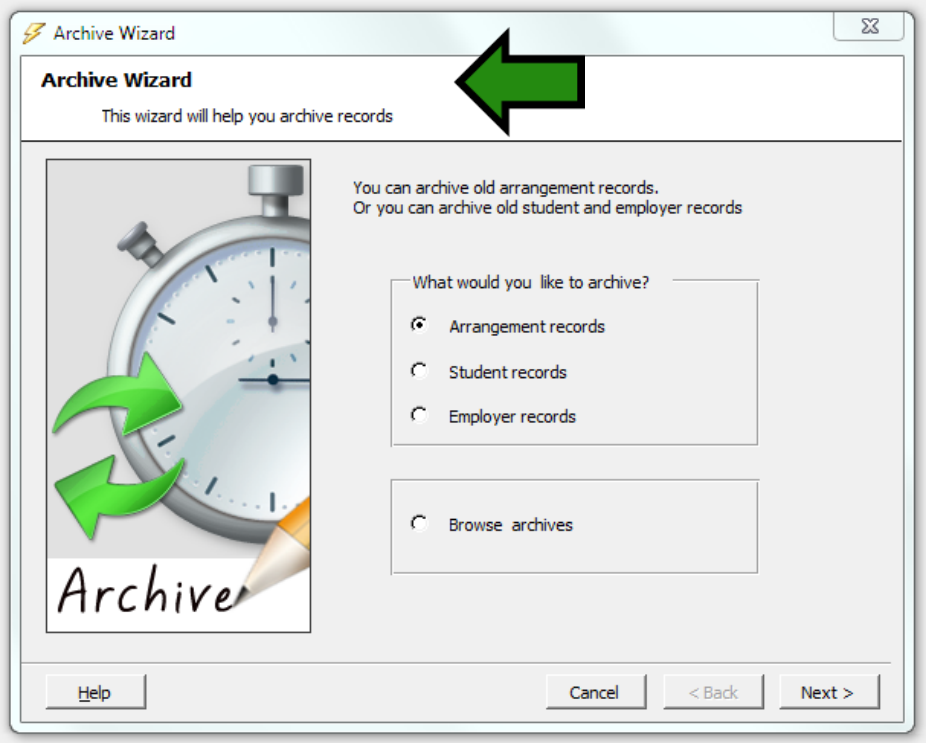
SIMPLE UPDATE METHOD

- **PROS**:
  Quick and easy to use
  Keeps student notes and other details

- **CONS:**
  Lack of flexibility
  No archiving of placement records

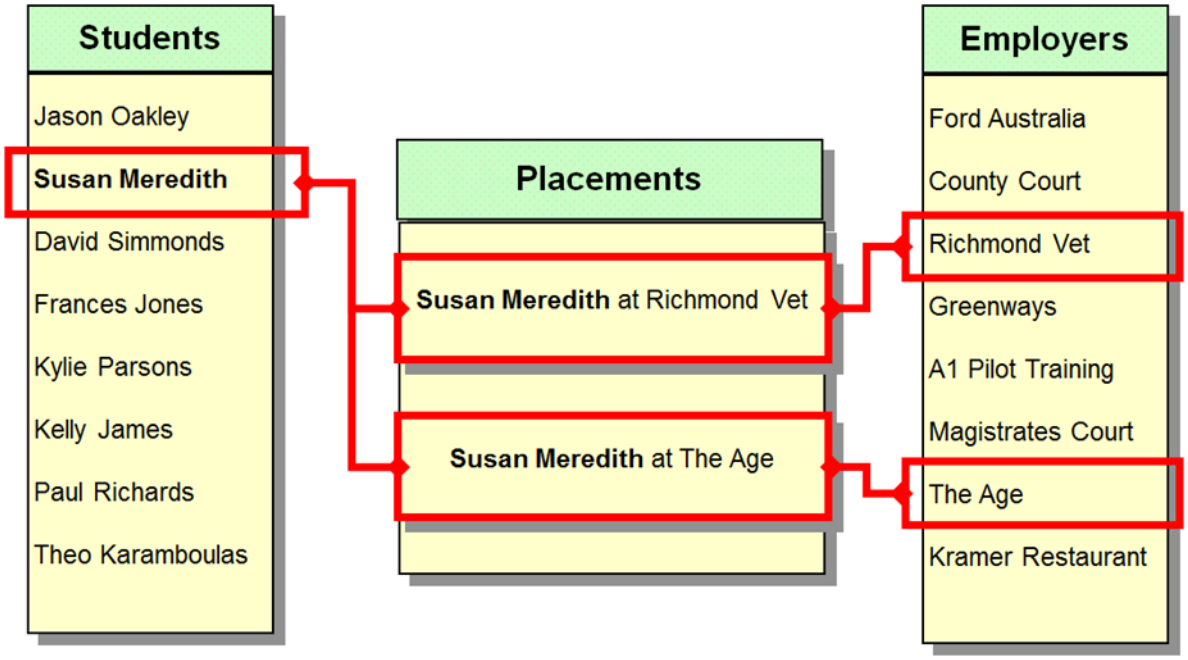
End Of Year Rollover - Options

ARCHIVE WIZARD TOOLS menu



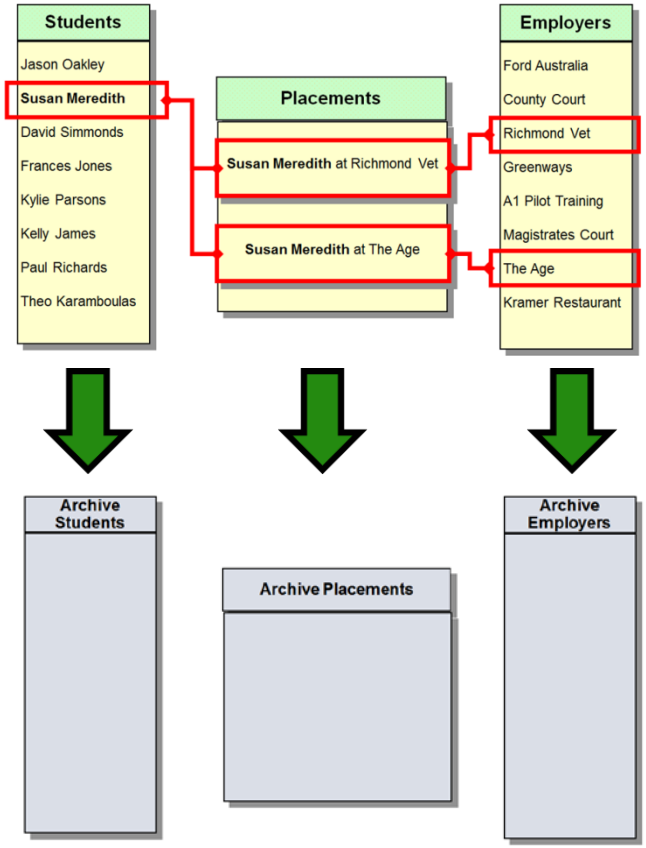
End Of Year Rollover - Options

ARCHIVE WIZARD



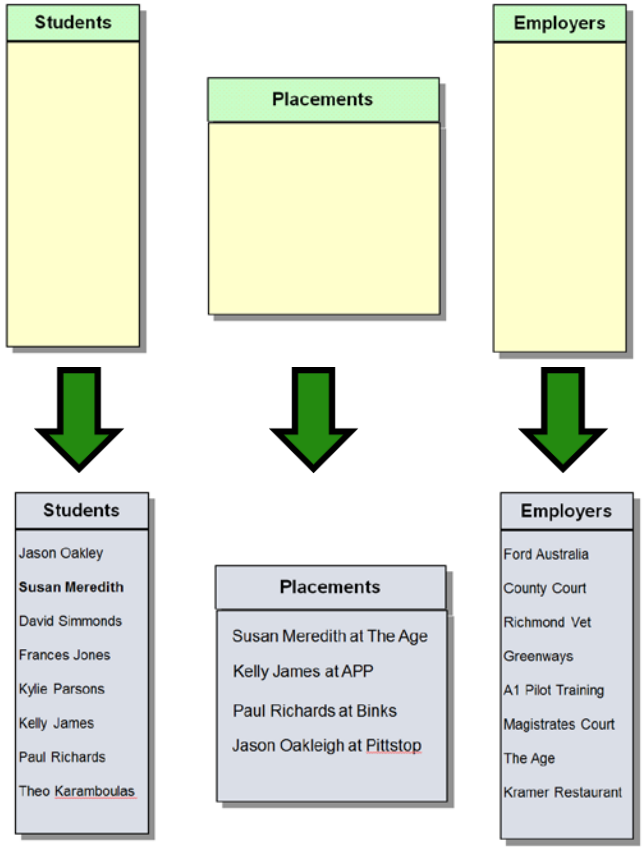
End Of Year Rollover - Options

ARCHIVE WIZARD



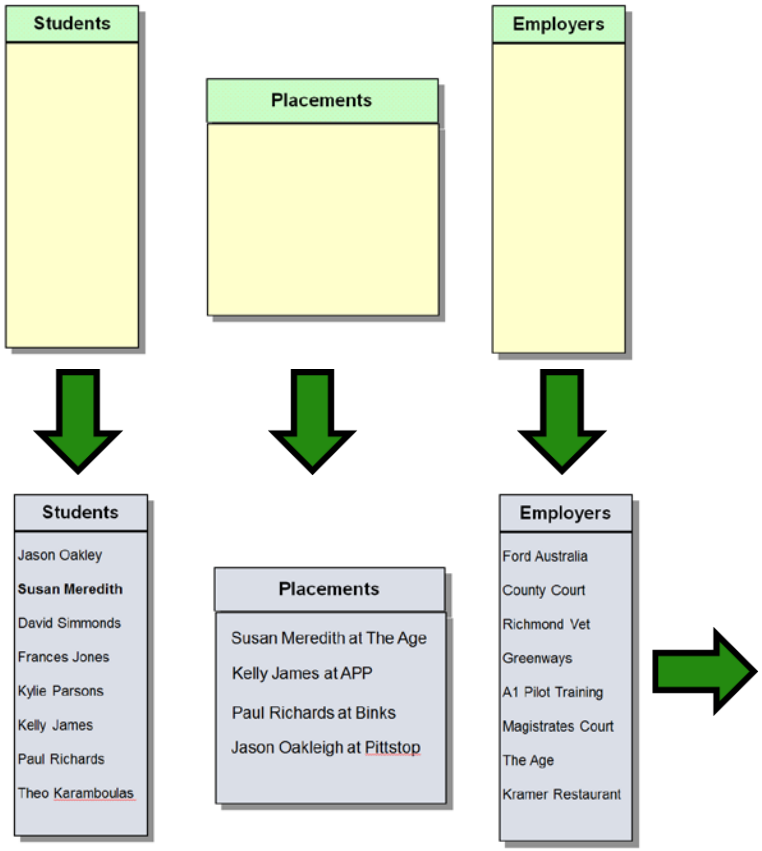
End Of Year Rollover - Options

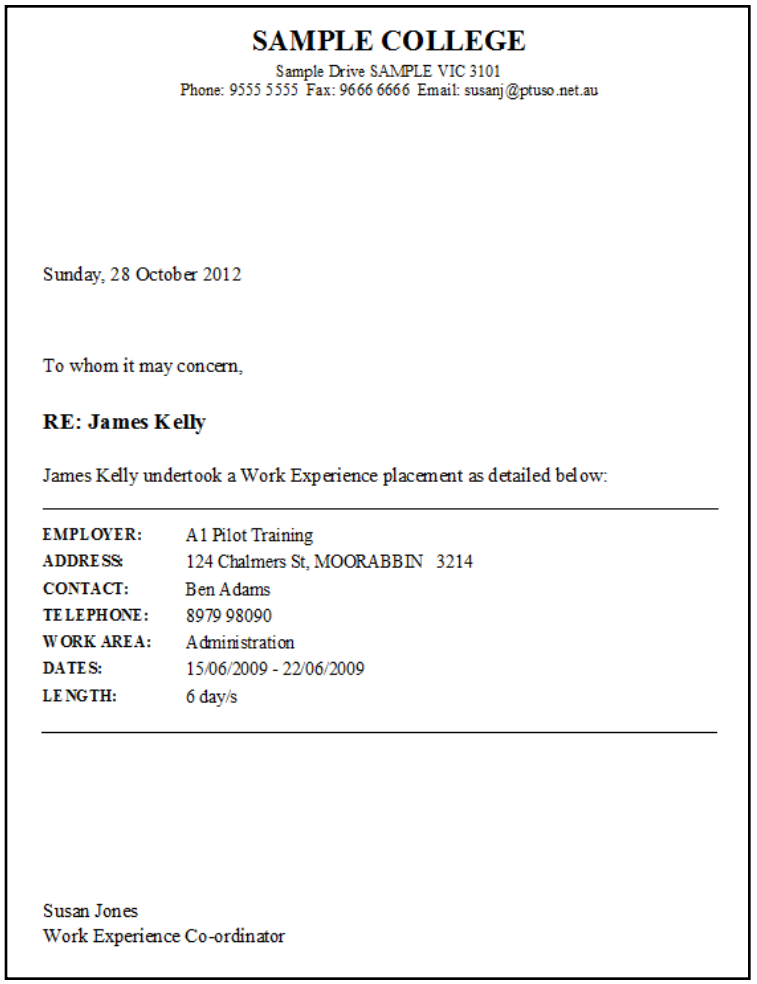
ARCHIVE WIZARD



End Of Year Rollover - Options

ARCHIVE WIZARD





SAMPLE COLLEGE

Sample Drive SAMPLE VIC 3101
Phone: 9555 5555 Fax: 9666 6666 Email: susanj@ptuso.net.au

Sunday, 28 October 2012

To whom it may concern,

RE: James Kelly

James Kelly undertook a Work Experience placement as detailed below:

EMPLOYER:	A1 Pilot Training
ADDRESS:	124 Chalmers St, MOORABBIN 3214
CONTACT:	Ben Adams
TELEPHONE:	8979 98090
WORK AREA:	Administration
DATES:	15/06/2009 - 22/06/2009
LENGTH:	6 day/s

Susan Jones
Work Experience Co-ordinator

End Of Year Rollover - Options

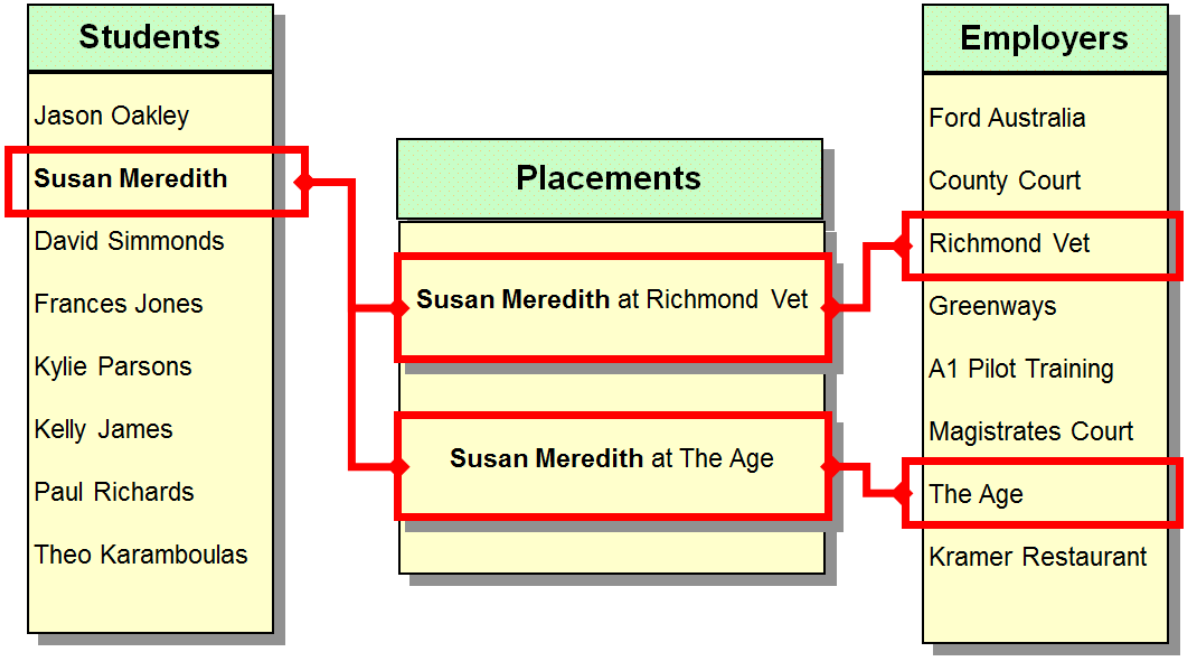
ARCHIVE WIZARD METHOD

- **PROS**:
  Easy to Use
  Keeps everything in the same database
  Maintains employer/placement history

- **CONS:**
  Database bloat
  Cannot **un**-archive
  Limited flexibility and limited printing

End Of Year Rollover - Options

FILE-BASED ARCHIVING



End Of Year Rollover - Options

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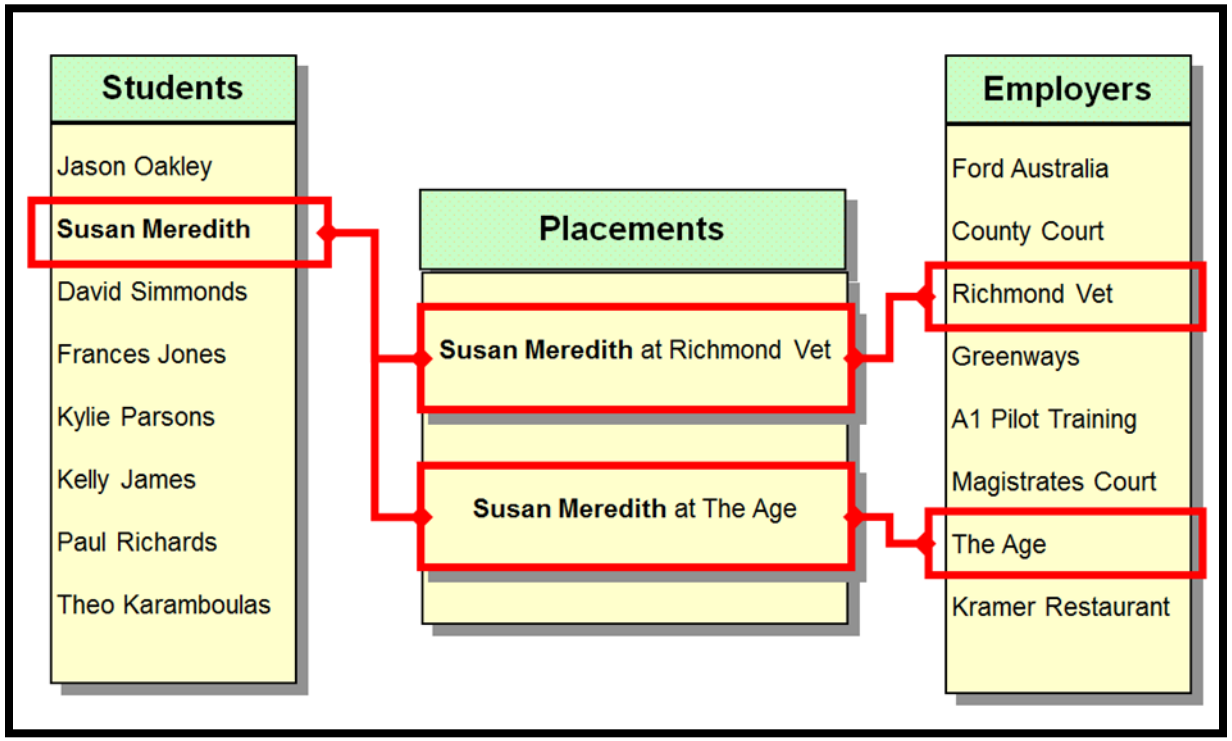
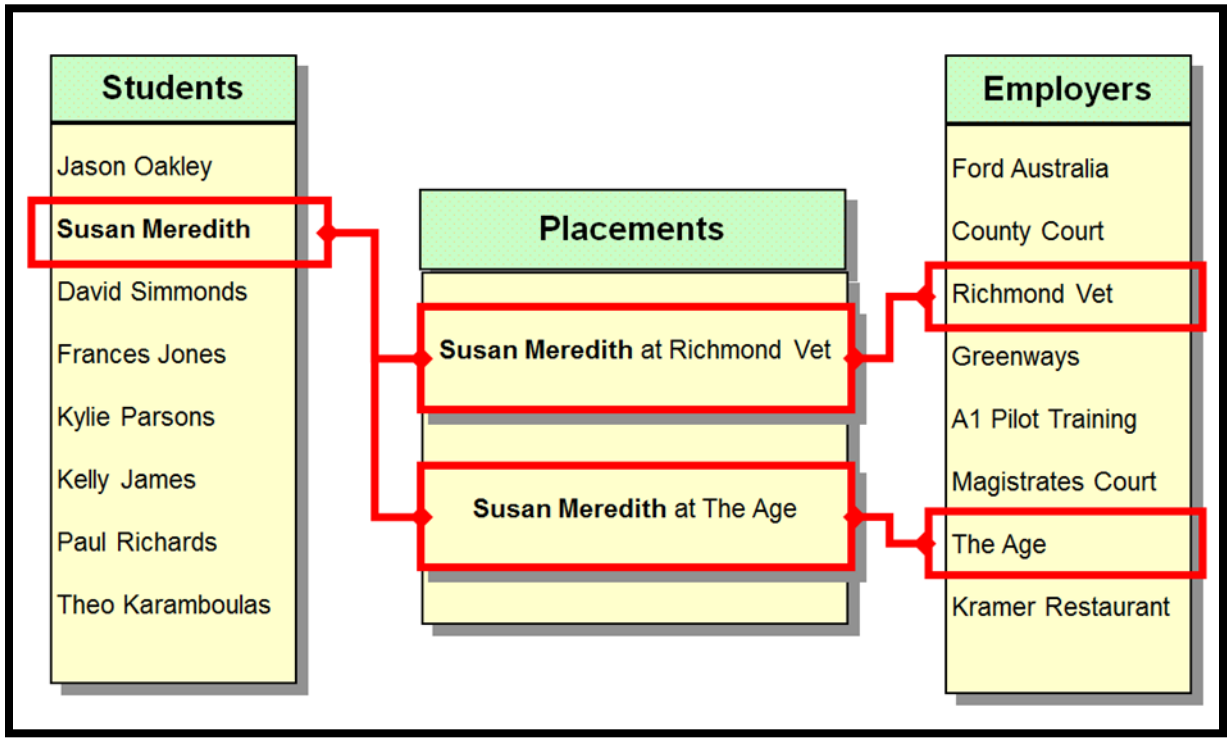


data.mdb

End Of Year Rollover - Options

FILE-BASED ARCHIVING



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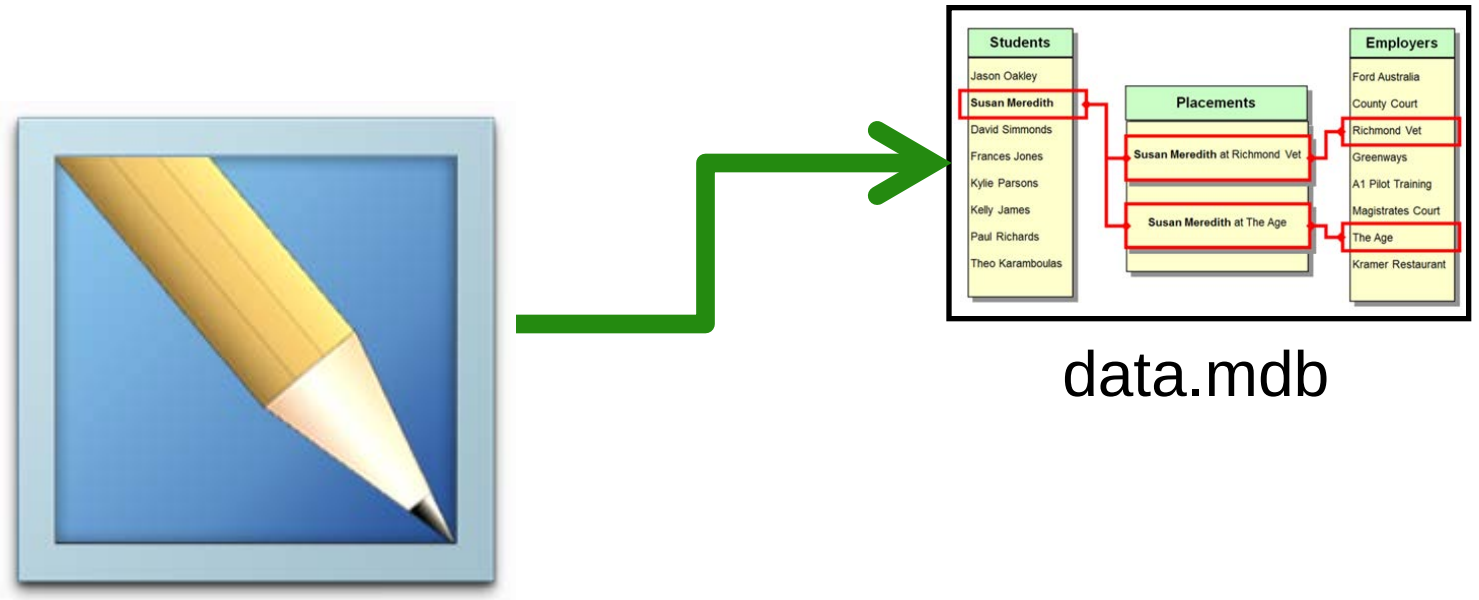
End Of Year Rollover - Options

FILE-BASED ARCHIVING



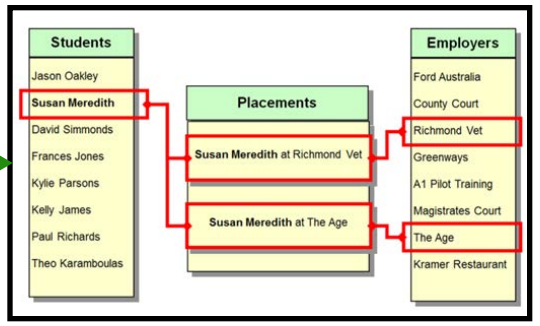
data.mdb

WorkExpo

End Of Year Rollover - Options

FILE-BASED ARCHIVING

WorkExpo



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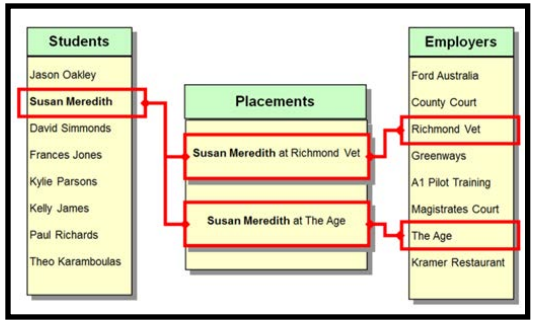

data2.mdb

End Of Year Rollover - Options

FILE-BASED ARCHIVING

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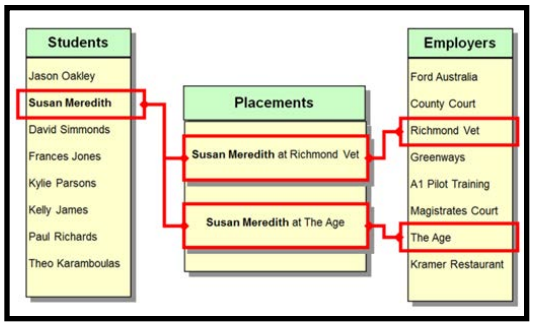

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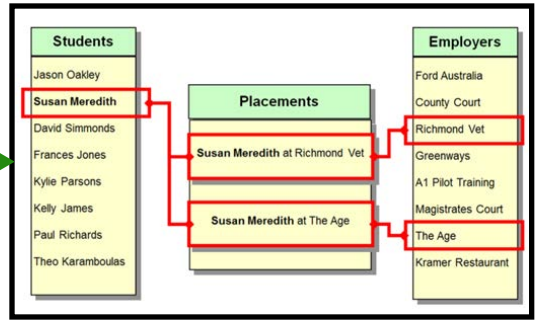
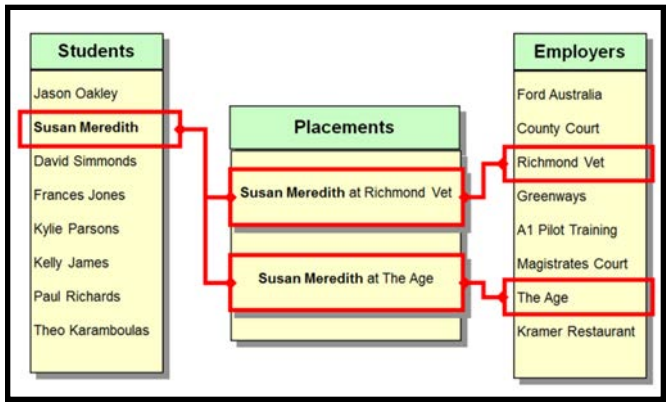


data2.mdb

End Of Year Rollover - Options

MAKE COPY OF DATA FILE



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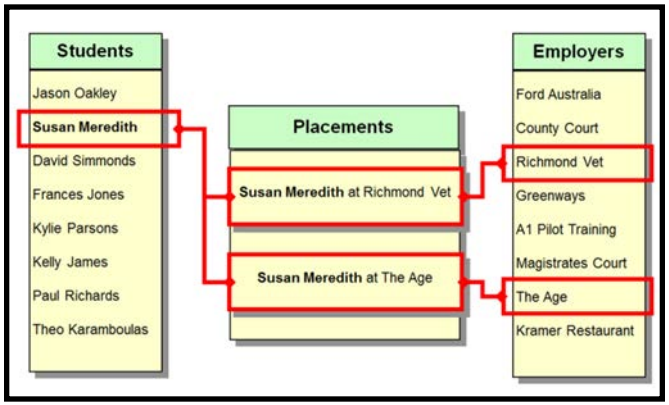
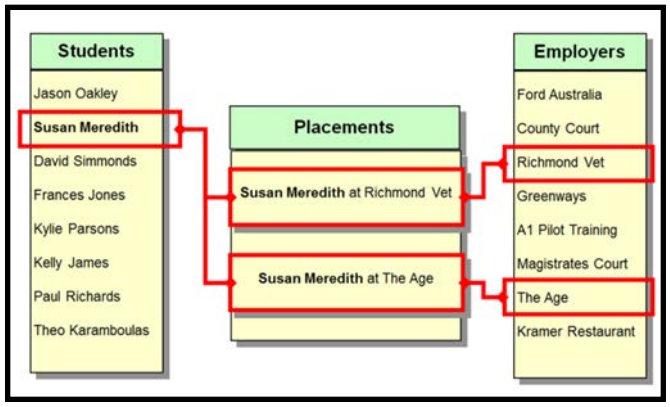


data.mdb

data_2013.mdb

End Of Year Rollover - Options

STORE IN AN ARCHIVE FOLDER



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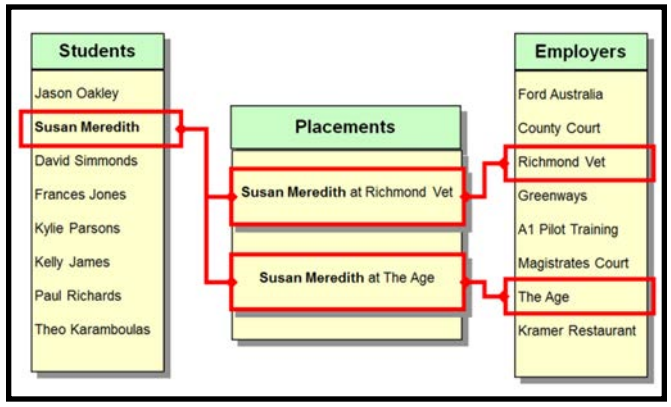

data.mdb

data_2013.mdb

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End Of Year Rollover - Options

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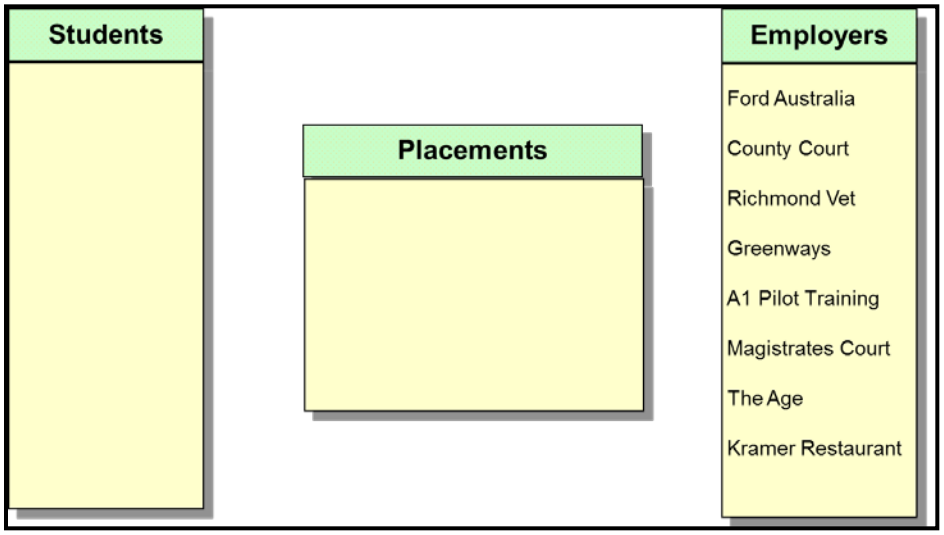

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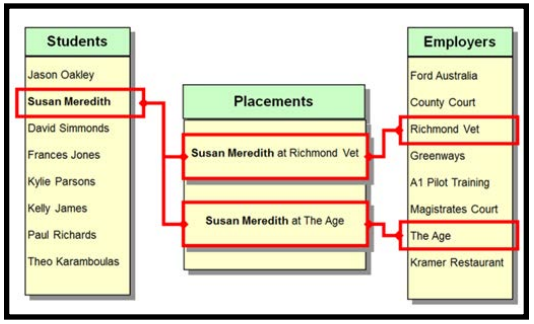

data_2013.mdb

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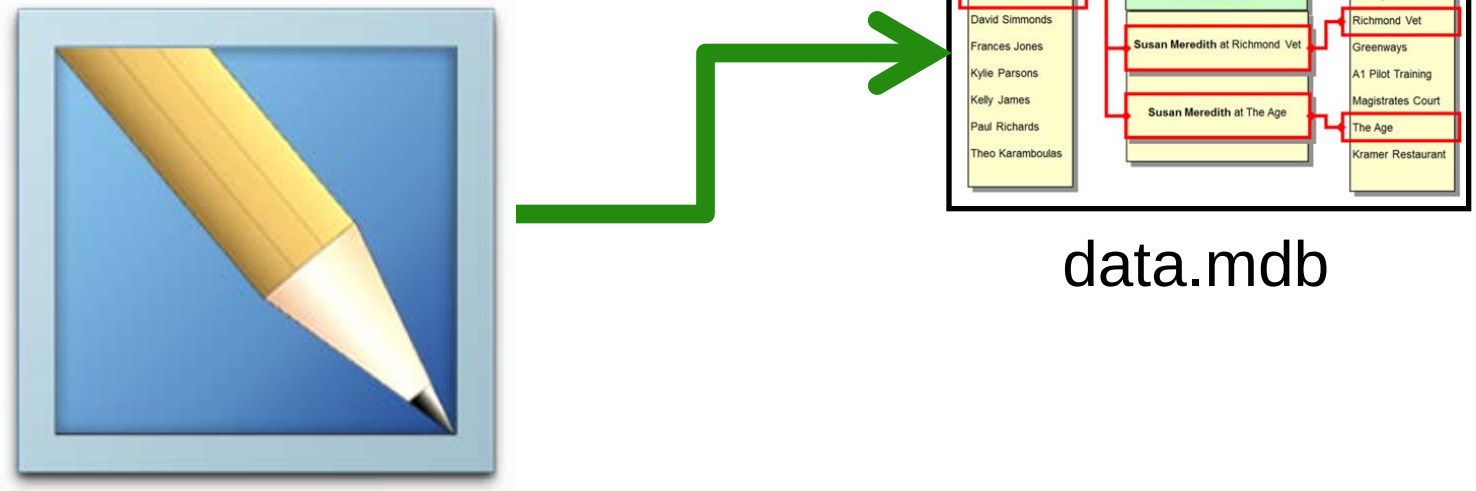
End Of Year Rollover - Options

FILE-BASED ARCHIVING



data.mdb

WorkExpo

End Of Year Rollover - Options

FILE-BASED ARCHIVING

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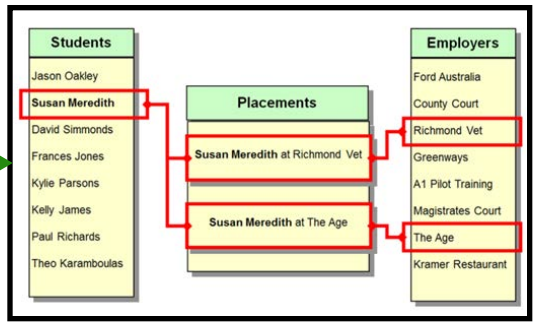

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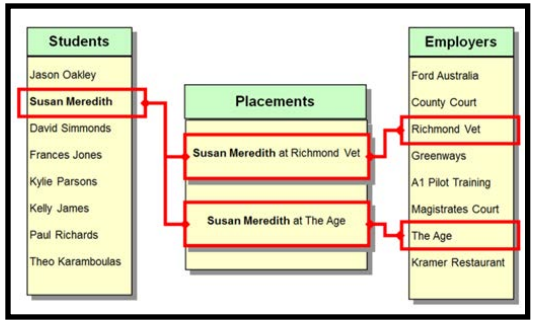

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End Of Year Rollover - Options

FILE-BASED ARCHIVING

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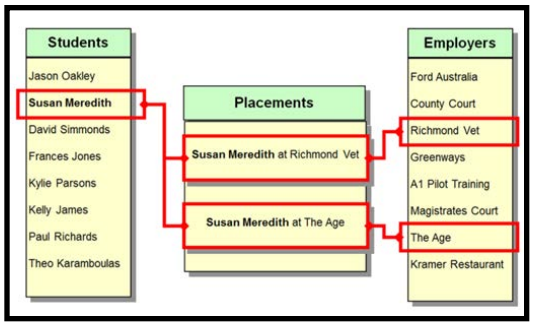

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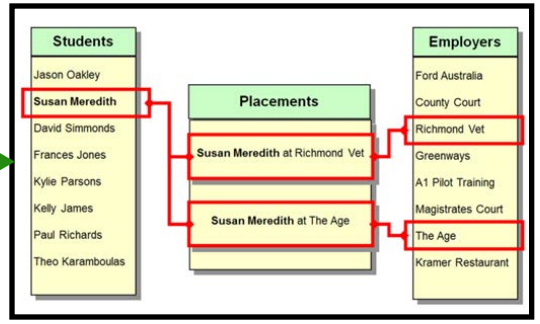

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End Of Year Rollover - Options

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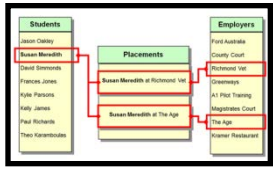

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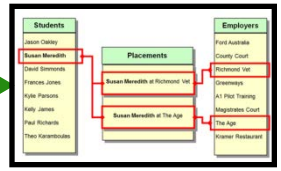

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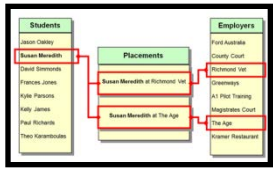

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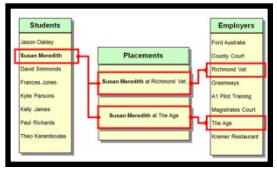

data_2011

End Of Year Rollover - Options

FILE-BASED ARCHIVING

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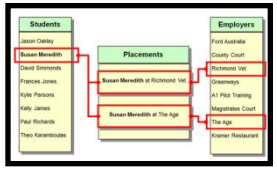

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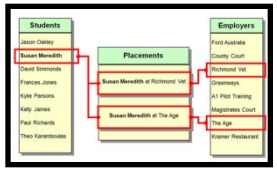

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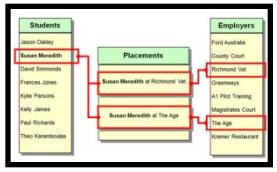

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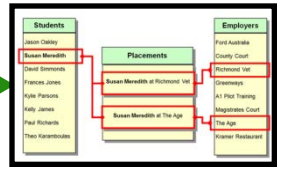
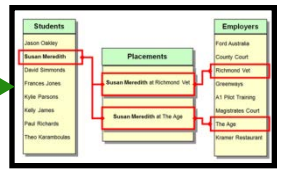


data_2011

End Of Year Rollover - Options

FILE-BASED ARCHIVING

WorkExpo



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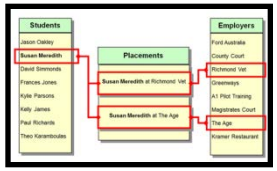

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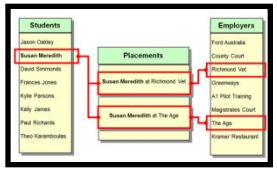

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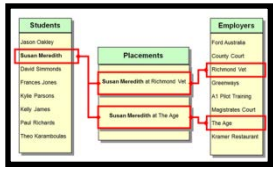
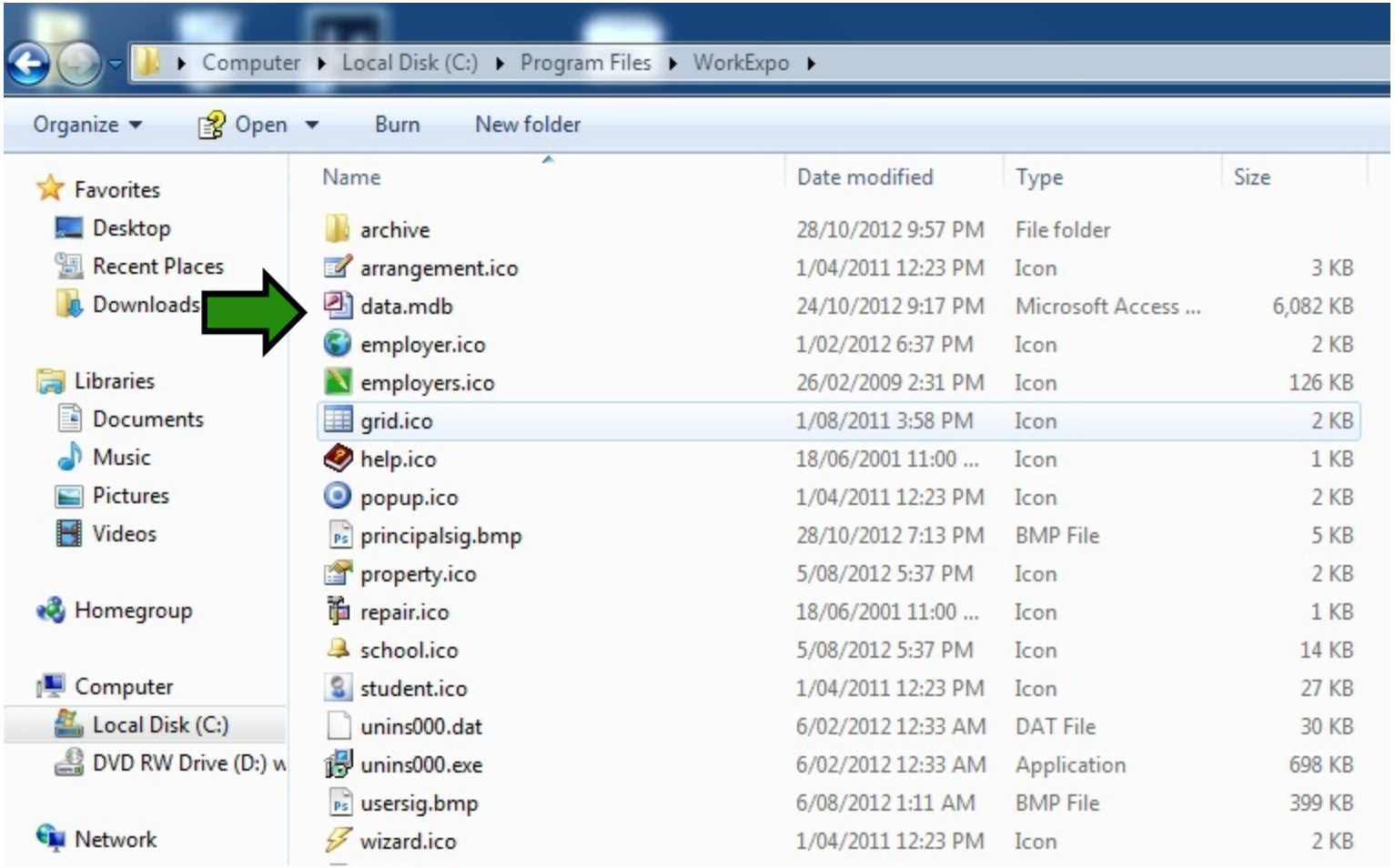
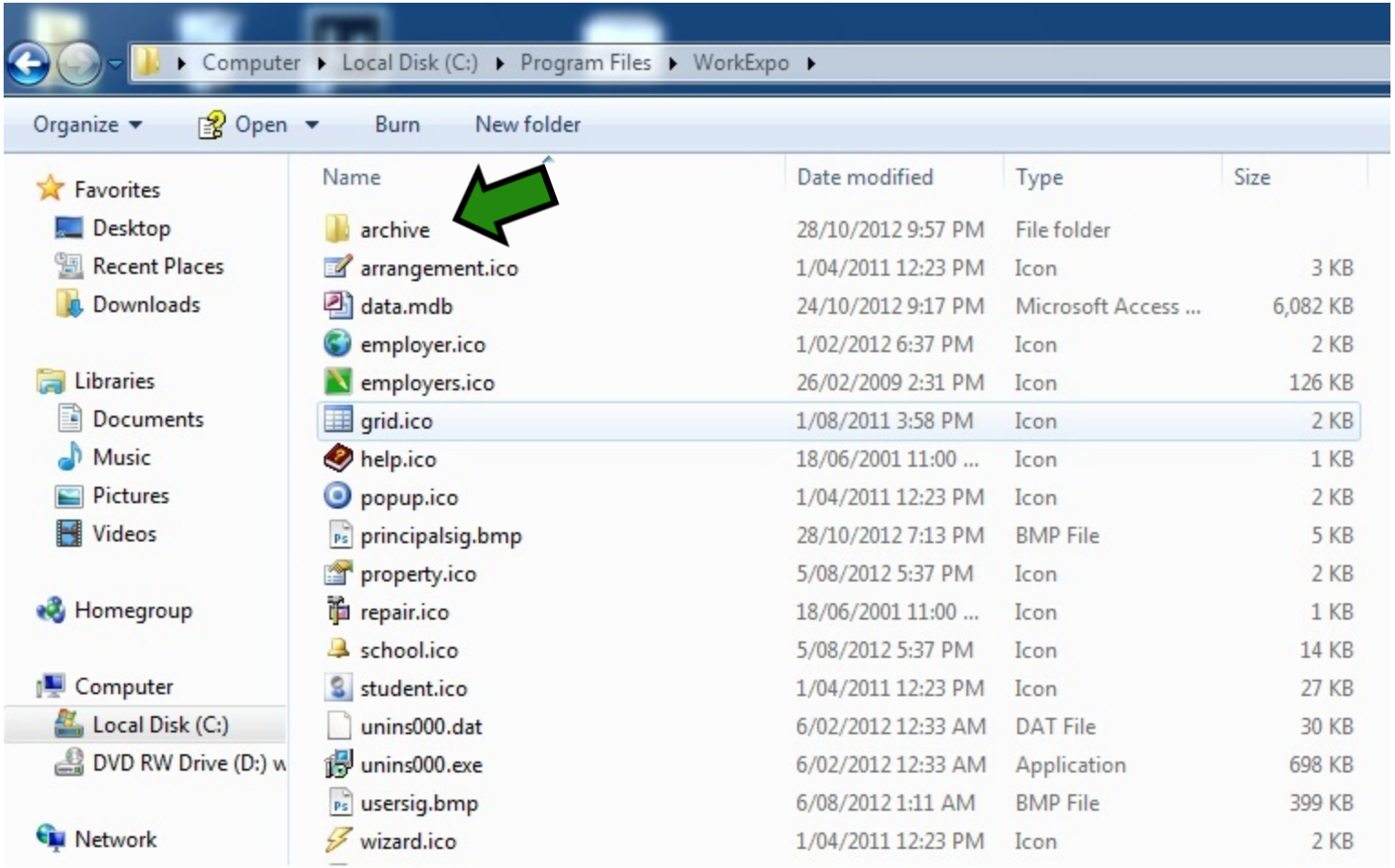


data_2011

End Of Year Rollover - Options



End Of Year Rollover - Options



End Of Year Rollover - Options

FILE-BASED ARCHIVING

- **PROS:**
  Flexible for future needs
  Can print anything from past records
  No database bloat

- **CONS:**
  Windows file management required
  Employer/placement history not available
  Potential to update incorrect file

End Of Year Rollover

Recommendation:

Use file based archiving if comfortable with Windows files and folders

End Of Year Rollover - Goals

TO RECAP:

To Prepare WorkExpo for following year:

- **Archive** placement/student records
- **Import** new student records

WorkExpo Rollover

End of Slideshow