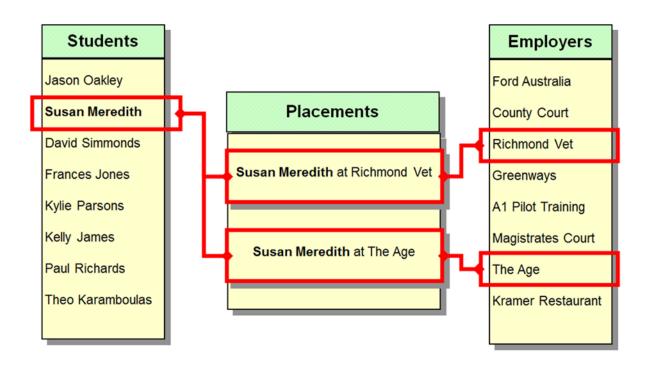
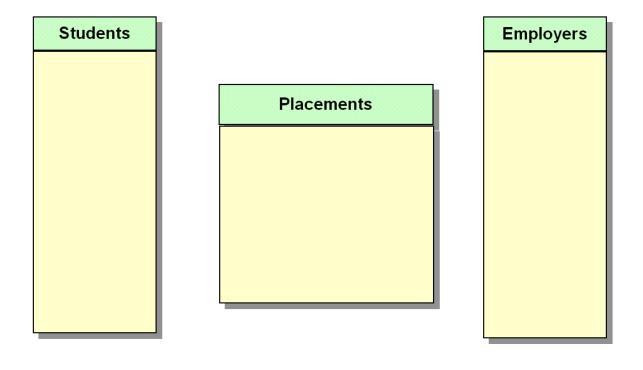
End Of Year Rollover



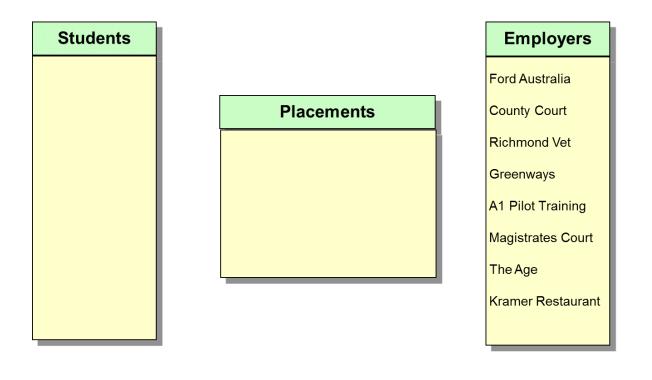
How to manage the WorkExpo database over time

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

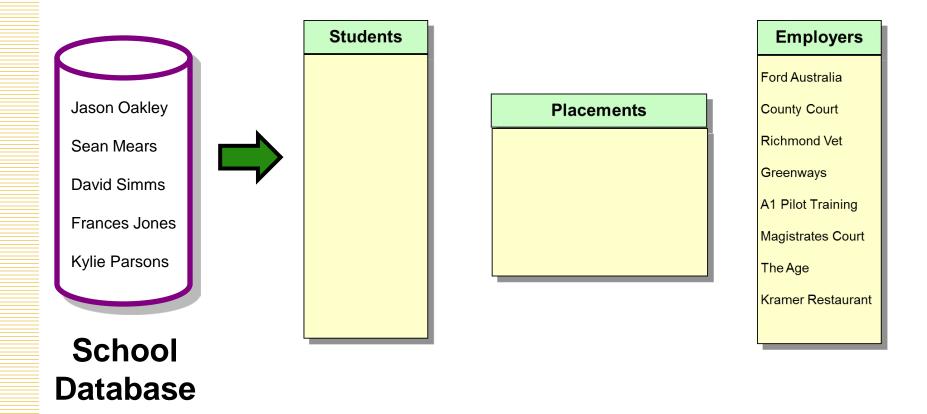




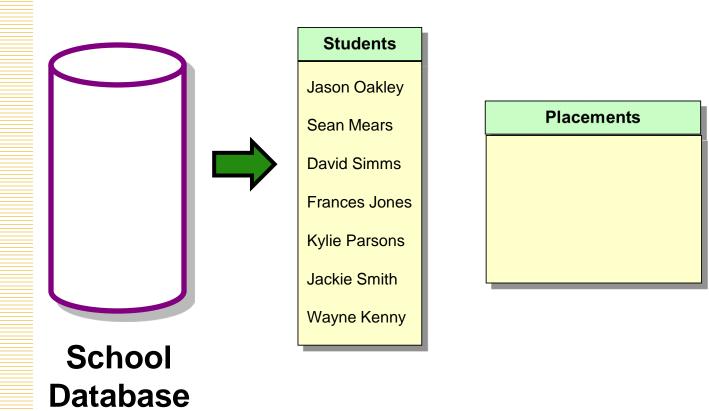
- Archive placement records
- Archive student records
- Archive or RETAIN employer records
- Import new student records (New to school or new to work exp)



Import records into WorkExpo:



Import records into WorkExpo:





WorkExpo ready for new year

Students

Jason Oakley

Sean Mears

David Simms

Frances Jones

Kylie Parsons

Jackie Smith

Wayne Kenny

Dean Thomas

Lily Davis

Placements

Employers

Ford Australia

County Court

Richmond Vet

Greenways

A1 Pilot Training

Magistrates Court

The Age

Kramer Restaurant

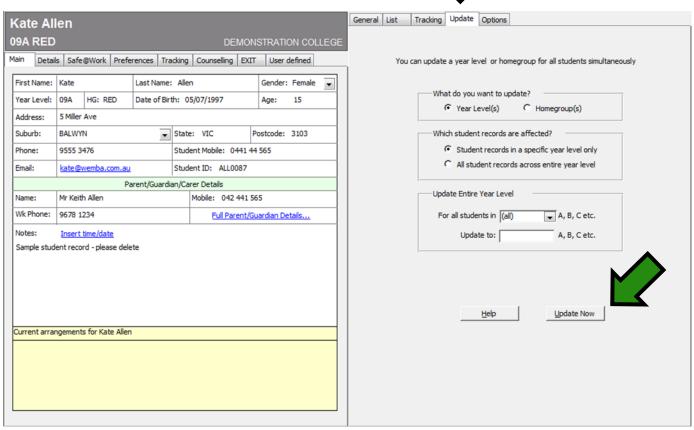


THREE separate archive options

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

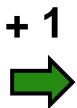
SIMPLE UPDATE





SIMPLE UPDATE

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



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

SIMPLE UPDATE METHOD

PROS:

Quick and easy to use Keeps student notes and other details

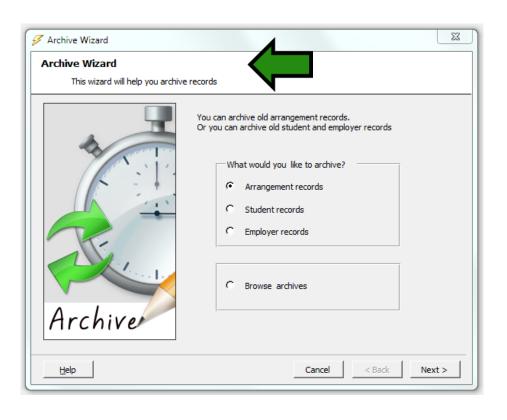
CONS:

Lack of flexibility

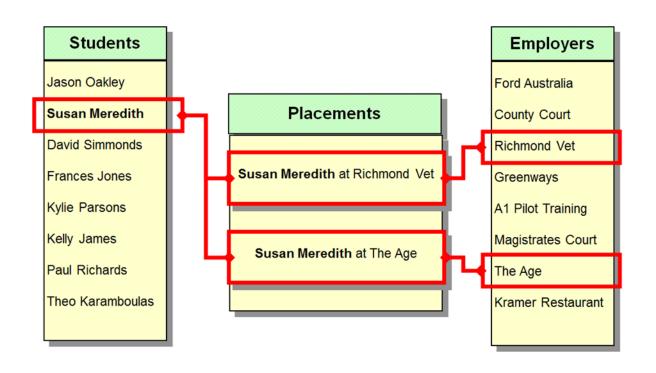
No archiving of placement records

ARCHIVE WIZARD

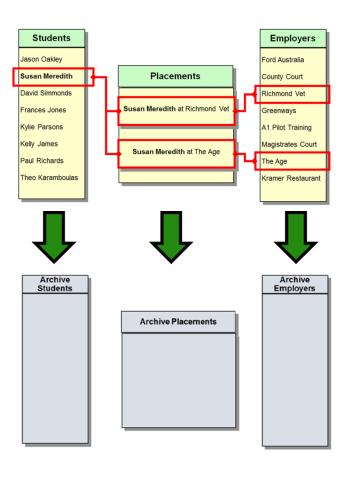
TOOLS menu



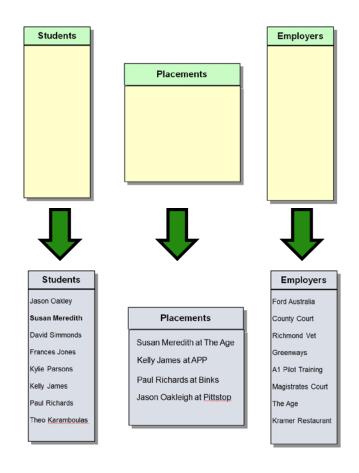
ARCHIVE WIZARD



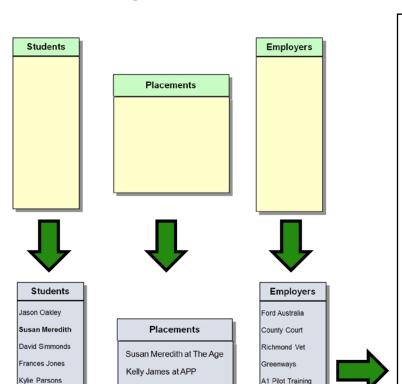
ARCHIVE WIZARD



ARCHIVE WIZARD



ARCHIVE WIZARD



Paul Richards at Binks

Jason Oakleigh at Pittstop

Magistrates Court

Kramer Restaurant

The Age

Kelly James

Paul Richards

Theo Karamboulas

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

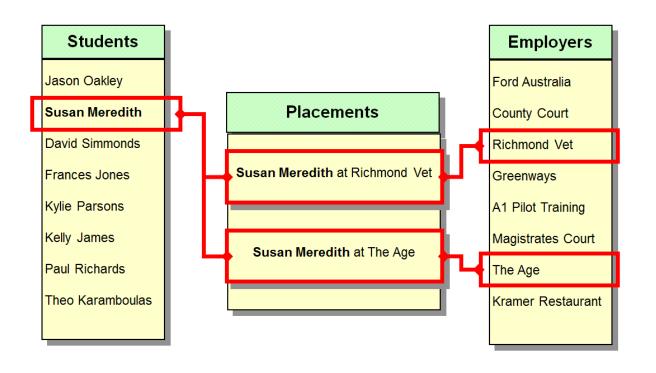
ARCHIVE WIZARD METHOD

PROS:

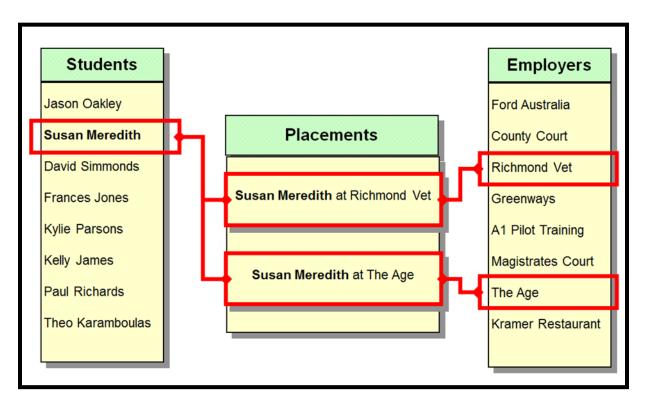
Easy to Use Keeps everything in the same database Maintains employer/placement history

CONS:

Database bloat
Cannot un-archive
Limited flexibility and limited printing

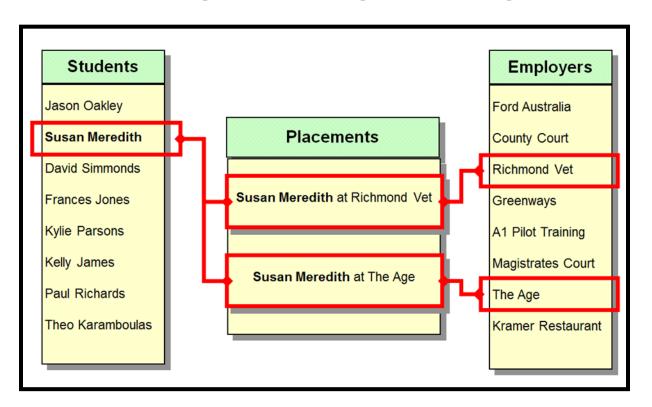


FILE-BASED ARCHIVING



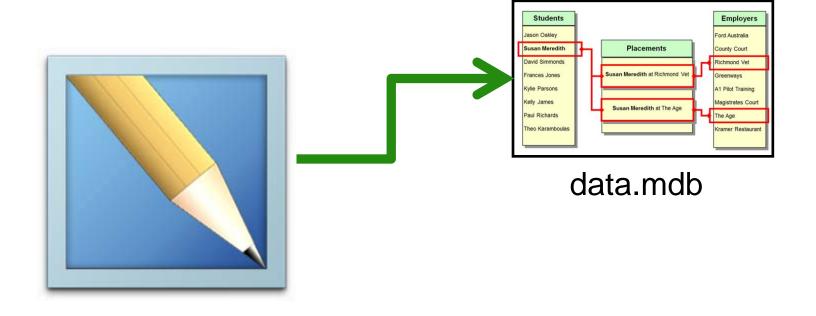
data.mdb

FILE-BASED ARCHIVING

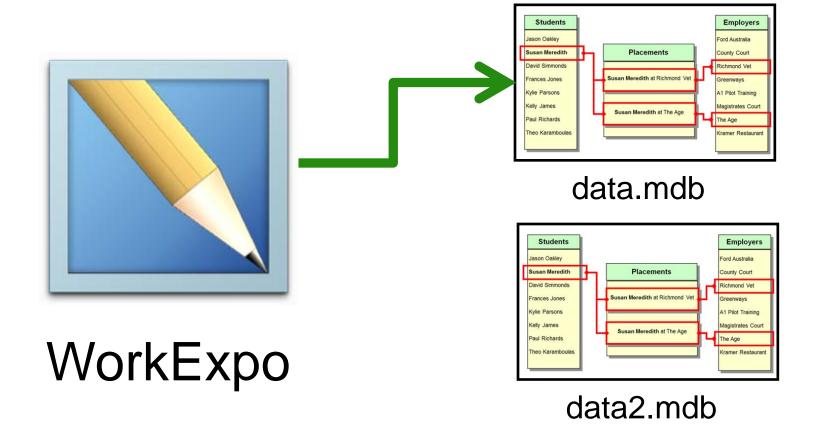


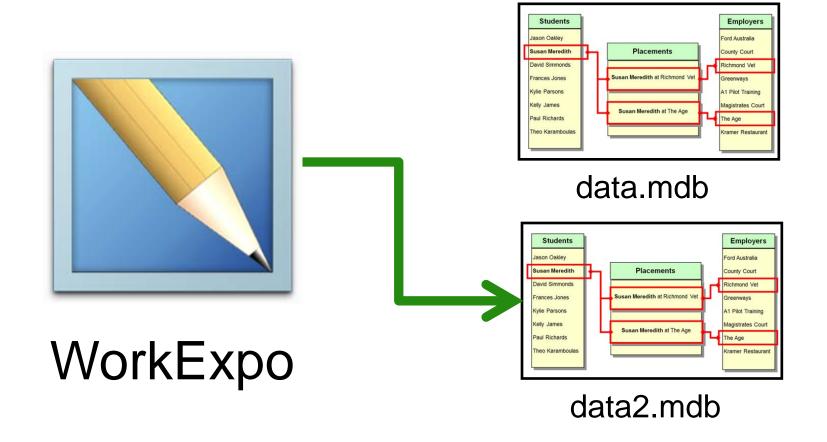
c:\program files\workexpo\data.mdb

FILE-BASED ARCHIVING

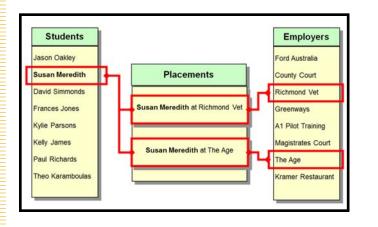


WorkExpo

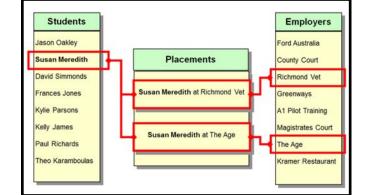




MAKE COPY OF DATA FILE



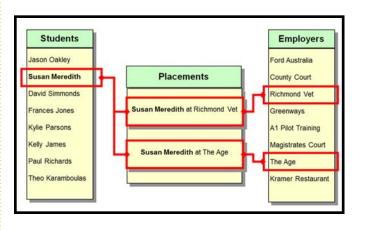
copy



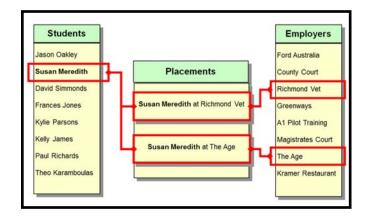
data.mdb

data_2013.mdb

STORE IN AN ARCHIVE FOLDER





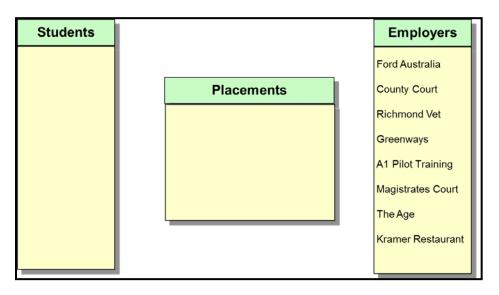


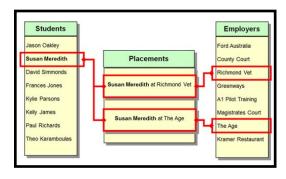
data.mdb

data_2013.mdb

c:\program files\workexpo\archive\data_2013.mdb

CURRENT DATE FILE READY



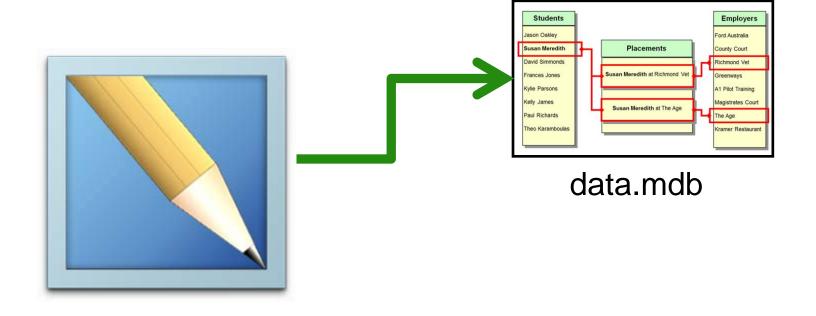


data_2013.mdb

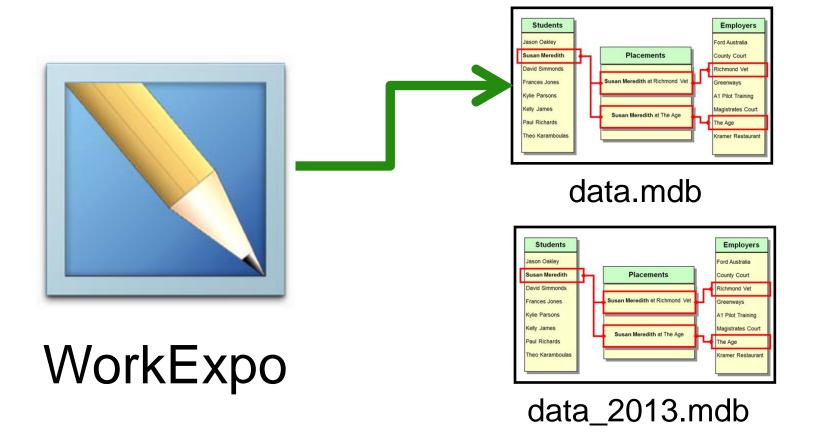
data.mdb

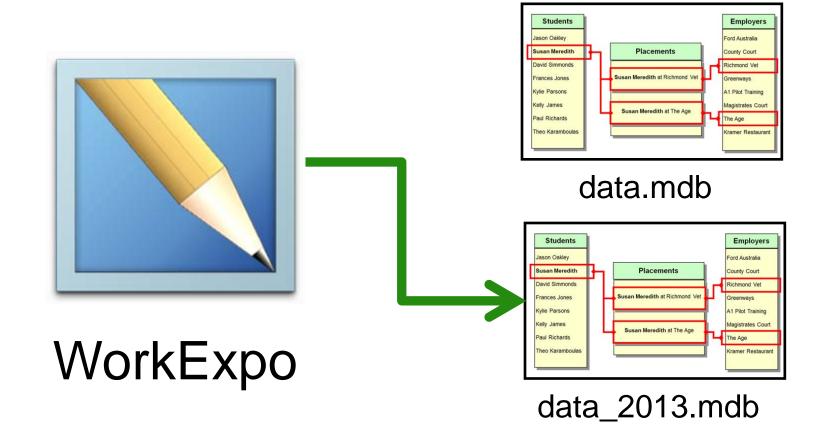
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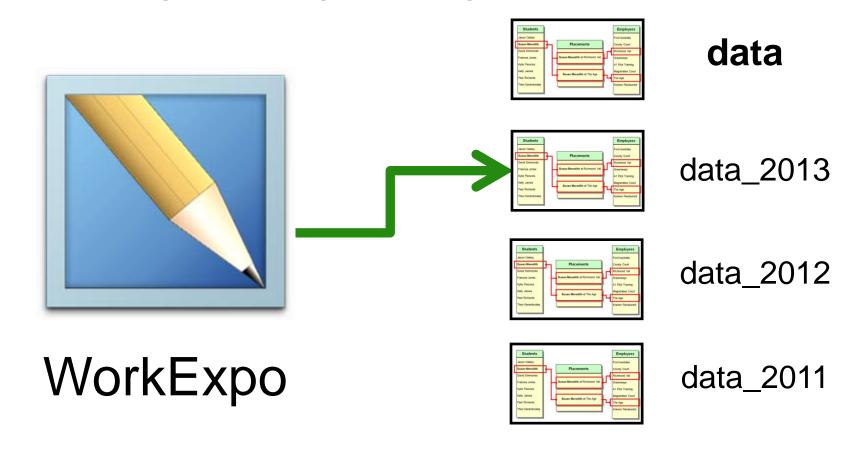
FILE-BASED ARCHIVING

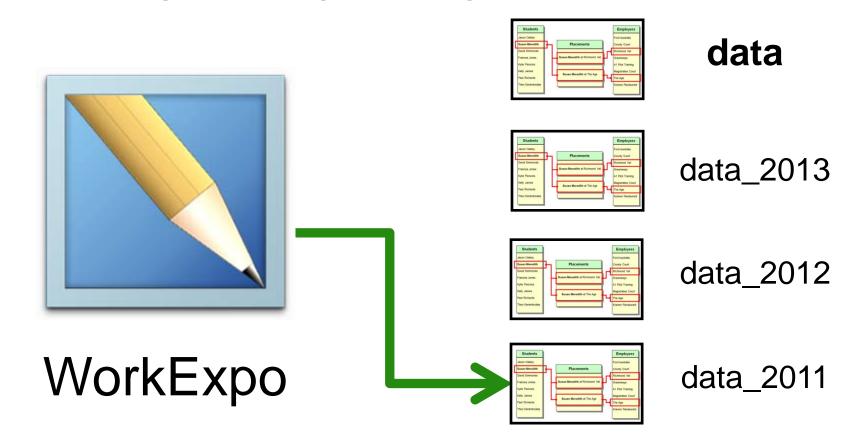


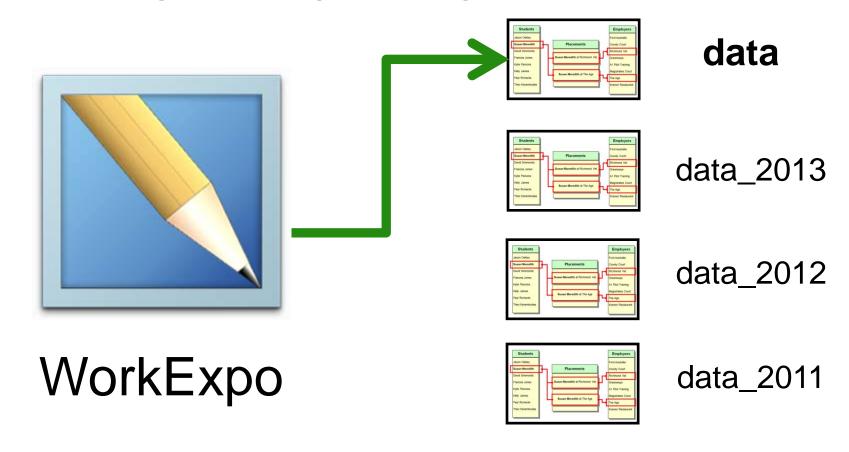
WorkExpo

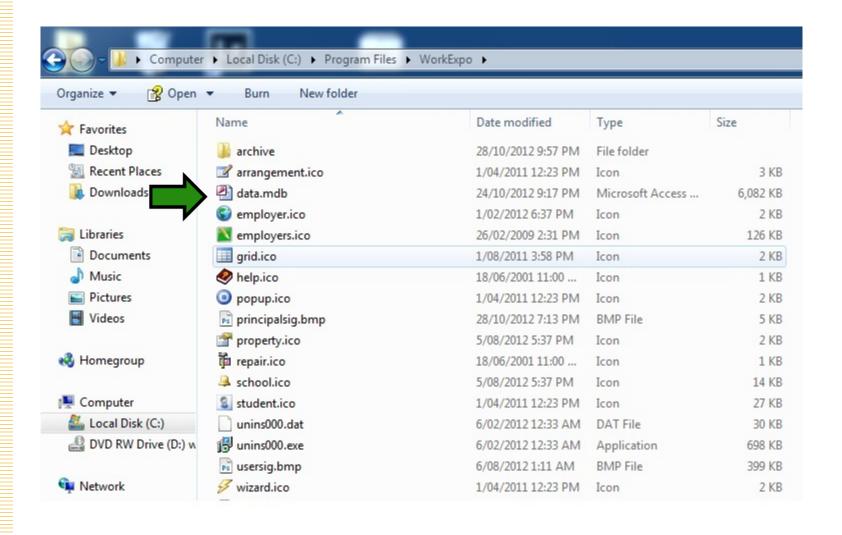












Organize ▼ 😰 Open ▼ Burn New folder						
★ Favorites	Name	Date modified	Туре	Size		
Desktop	archive archive	28/10/2012 9:57 PM	File folder			
Recent Places	arrangement.ico	1/04/2011 12:23 PM	Icon	3 KE		
) Downloads	data.mdb	24/10/2012 9:17 PM	Microsoft Access	6,082 KE		
	c employer.ico	1/02/2012 6:37 PM	Icon	2 KE		
Libraries	employers.ico	26/02/2009 2:31 PM	Icon	126 KB		
Documents	Ⅲ grid.ico	1/08/2011 3:58 PM	Icon	2 KE		
	♦ help.ico	18/06/2001 11:00	Icon	1 KE		
Pictures	o popup.ico	1/04/2011 12:23 PM	Icon	2 KE		
Videos	principalsig.bmp	28/10/2012 7:13 PM	BMP File	5 KE		
	property.ico	5/08/2012 5:37 PM	Icon	2 KE		
⊗ Homegroup	repair.ico	18/06/2001 11:00	Icon	1 KE		
	🚇 school.ico	5/08/2012 5:37 PM	Icon	14 KE		
Computer	student.ico	1/04/2011 12:23 PM	Icon	27 KE		
Local Disk (C:)	unins000.dat	6/02/2012 12:33 AM	DAT File	30 KE		
A DVD RW Drive (D:) w	\iint unins000.exe	6/02/2012 12:33 AM	Application	698 KE		
	s usersig.bmp	6/08/2012 1:11 AM	BMP File	399 KE		
Network Network	₹ wizard.ico	1/04/2011 12:23 PM	Icon	2 KE		

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

TO RECAP:

To Prepare WorkExpo for following year:

Archive placement/student records

Import new student records

WorkExpo Rollover



End of Slideshow