

WorkExpo

Software for managing work experience programs



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WorkExpo On-Line Guides
END OF YEAR ROLLOVER

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End Of Year Rollover - Archiving Records

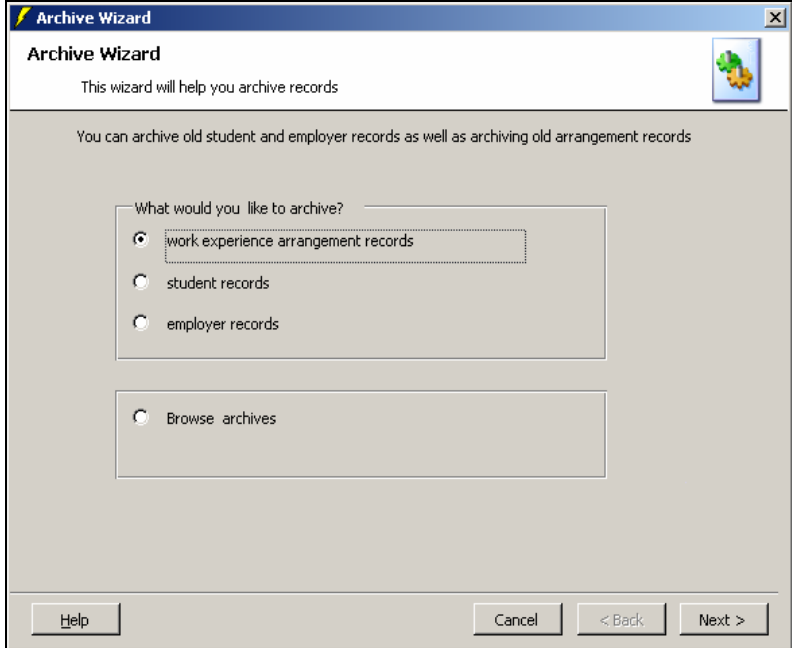
Note – Make a backup of your data before proceeding.

What to do	Notes
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1. With the WORKEXPOT main menu on your screen click on the ARCHIVE button.

WORKEXPOT can archive student records, employer records or arrangement records. This helps maintain your database.

2. The Archive Wizard dialog box will appear. You can choose to archive arrangement records, student records or employer records. In this example we will archive student records.



Select “I’d like to archive student records”

Click on the NEXT button...

3. Type the form or year level of the group of students you wish to archive in the box.

WORKEXPOT archives student records by form or year level group.

4. Click ARCHIVE

Your records are now stored in an archive. You can browse the archive at any time by clicking the ARCHIVE button then selecting “I’d like to browse the archives”

NOTE:
Records **can** be restored or deleted from the archive. For further information check ARCHIVING RECORDS in the on-line help file.