WorkExpo

Software for managing work experience programs

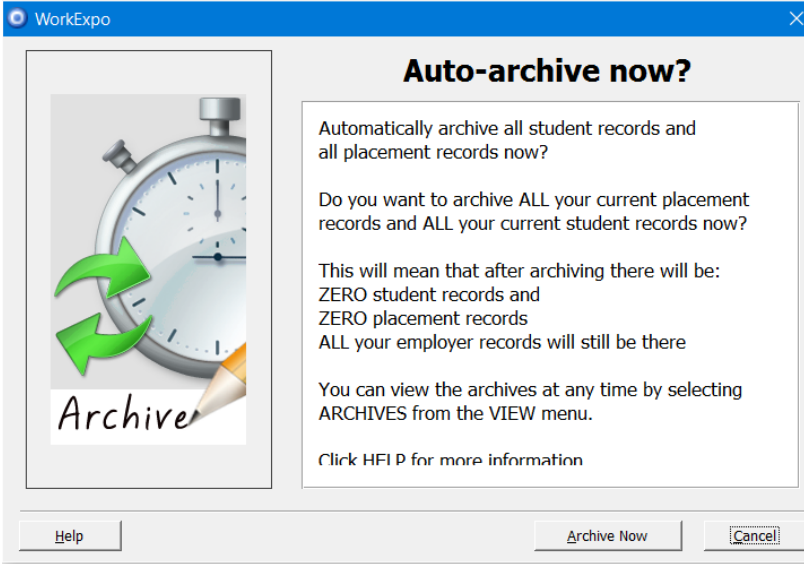Terry Chapman - Info Plan Software
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WorkExpo Guide
WORKEXPO END-OF-YEAR ROLLOVER

Rollover Instructions

What to do	Notes
1. **STEP 1** Archive the WorkExpo data file.	Create a folder called '*Archive*' below the WorkExpo folder on the local hard disk. (*c:\program files\workexpo\archive*) Locate the WorkExpo data file. The path to the data file can be seen in the WorkExpo Main Menu or on the *Data File* tab of the *Options* dialog in WorkExpo. Copy of this data file into the *archive* folder. Rename the file *data_2015.mdb* (Or the year of archiving) This serves as an archived, backup copy of the data file before rollover takes place.
2. **STEP 2** Perform the rollover.	From the WorkExpo Main Menu toolbar, click *Tools* and *Wizards* and choose *Auto Archive* Click *Archive Now*
3. **STEP 3** Import.	Import student records for the following cohort of students undertaking work experience. See *Importing Student Records*