Setup > New Session Options

At the start of a new session you need to carry out the following essential tasks before starting to enter student or placement details for the new session.

(1) make a historical backup of the file Pinedat_V12_6.accdb in your PineSoft data directory (or Network drive). Keep this in a safe place in case you need to restore the information at some future date. Any backup file, such as, Pinedat_V12_6_Oct11_backup.accdb may be linked to using the PineSoft Attachment Manager, so you will retain this historical data.

(2) For students who have graduated change the ACTIVE display to ARCHIVED - this will ensure that their Session and Year values remain unchanged when ACTIVE student records are rolled forward using the "Increase" option. Use the Setup > Archive options to automate this task.

(3) Use the "Setup Increase option" to automatically increase the session by 1 and year by 1, for all ACTIVE existing students. This updates the entries in the Main Student Database with a single key press! {Use the "Setup Decrease option" to reverse the effect of "Setup Increase", if used by mistake.} The placement number field is updated automatically as a student is placed. You can always check and change if necessary the placement number for each student. {Using Student Examine/Edit Option}

(4) If a student fails & has to have a year out you may wish to move the record temporarily out of the way. Do this by changing the ACTIVE display to ARCHIVED. If he/she rejoins the course reset to ACTIVE - this ensures that the student's data is retained.

(5) You will need to clear the details relating to Current Applications from ALL company records :Use the "Setup Delete Interviews option", "Setup Delete Applications Option" & “Setup Delete Jobs Option” to delete the interview, current application and job details from all records - this clears all fields with a single key press so that you are ready to start with the new session placement details.

(6) To contain the size of the student database you may, if required, delete the details of students who have not undertaken any placements from the student database - use the Student Examine/Edit option in datasheet view to easily delete blocks of students. Take a backup first! However, it is probably better to delete complete cohorts so that reports remain accurate.

(7) **Note :** The Referential Integrity rules built into the application to ensure consistent data will not allow you to delete any students with related placement records. To delete such students you would first need to delete their Placement records using the Main Menu Placements Options. {If you decide to do this it would be **best to delete complete cohorts**, to avoid inconsistent Placement Reports!}

(8) Use the Student Examine/Edit option to enter details of any new student cohorts, making use of the "copy" button to duplicate common fields such as course, year, placement and session.

(9) Set the placement "required" Yes/No toggle field to Yes (checked) to define which students require placements during the current session. Clear toggles for students from previous years not requiring a placement.

Tip : If you are not quite ready to "roll-over" but still want to enter new cohorts - use one less for Year and Session values

- this means that when you do roll-over they will slot into the correct values (so 2010, year 0 would move to 2011, year 1 etc.)

NOTE : The above New Session options only apply to the Student database and do not affect or change any of the historical placement details in the placement records database.