Setup > Archive Options : October 2011

New Setup > Archive Options to automate the setting of ACTIVE / ARCHIVE flags and Placement Status field : ON TARGET / COMPLETED / ACTION REQUIRED - use these along with the Setup > New Session Options when "Rolling-over" at the start of a new session.

(1) The "Archive Student Records Option" is used to set or clear the ACTIVE/ARCHIVED flag in selected student records. For example, for students on a three year course once you have used the New Session Roll-over option to increase the year 3 entries to 4 (and the student has graduated) set the flag to ARCHIVED. Such records are then excluded from any future New Session > Increase option, so the session and year would remain unchanged.

(2) The "Archive Placement Records Option" is used to set or clear the ACTIVE/ARCHIVED flag in selected placement records. Students who have graduated would typically have the flag set to : ARCHIVED.

(3) The "Status Placement Records Option" is used to define the Status field entry to : ON TARGET / COMPLETED / ACTION REQUIRED. Students who have graduated would typically have a COMPLETED entry.

NOTE : If you use the ARCHIVED option then you may use the

Setup > Display Defaults options

to choose to automatically filter out Archived records - the records are still in the database and can be viewed by cancelling the filter. Alternatively, you may prefer to set the default to show all records - the choice is yours. If you have a large number of years of historical data with thousands of records it may be worth showing only ACTIVE records by filtering out archived ones.