

ClassMate *for* Adult Education

*Data Base Maintenance:
Preparing for Rollover*



Rollover Preparation

Database Maintenance

Prior to July 1 each year, all ClassMate sites must make a copy of the existing database. After this step has been complete, users will then be able to select the upcoming year from select modules throughout the application

What we'll Learn.....

Pre-Requisites

- Calendar Management
 - Upcoming School Year Calendar
- Master Control
 - Year End Database Copy
- Upcoming Year Changes
 - Campus Maintenance
 - Discount Management
 - Fee Management
 - Funding Source Management
 - Period Management
 - Instructional Course Offerings (Class Level)
 - Programs Management
 - Payment Processing

Administrative Modules

- System Administrator
- Calendar Management

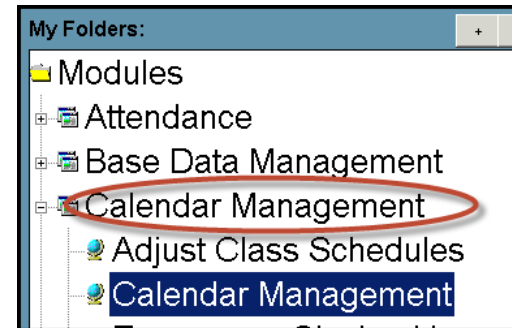


Data Base Maintenance: Preparing for Rollover

Getting Started

- Double click **My Modules** >
- Double click **Calendar Management**>
- Click **Calendar Management**>

Prior to creating a database copy, the system administrator **MUST** create at a minimum a skeletal calendar by location. In the **calendar Management module**, the System Administrator will create the upcoming school year calendar. The database copy will not be successful without the calendar in place.



July, 2018							August, 2018							September, 2018							October, 2018						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7				1	2	3	4							1							1
8	9	10	11	12	13	14	5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
15	16	17	18	19	20	21	12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
22	23	24	25	26	27	28	19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
29	30	31					26	27	28	29	30	31	23	24	25	26	27	28	29	28	29	30	31				
													30														

NOTE: Making a database copy prior to July 1 is a **MANDATORY** step that must be completed by all sites

Data Base Maintenance: Preparing for Rollover

Getting Started

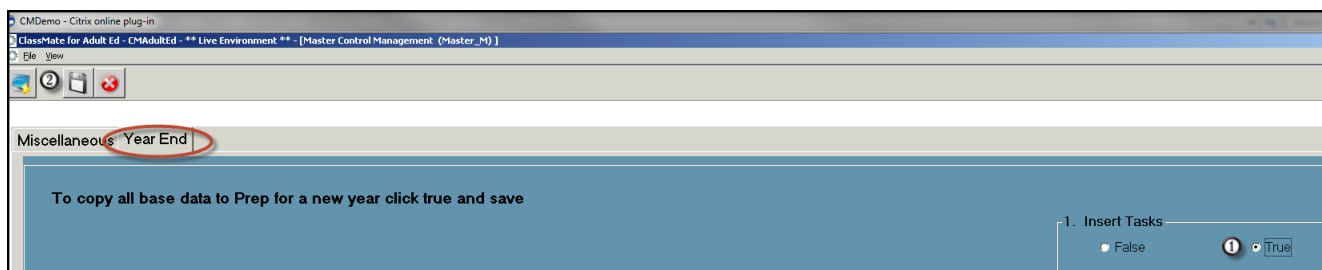
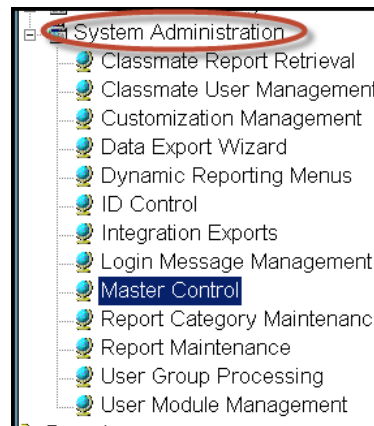
Double click **My Modules** >

Double click **System Administration**>

Click **Master Control**>

Click **Year End Tab**

In the **Master Control Module**, the System Administrator will make a copy of existing ClassMate database. This copy will then be available throughout the application in selected modules using the calendar drop down to make changes for the upcoming school year.



NOTE: Making a database copy prior to July 1 is a **MANDATORY** step that must be completed by all sites



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Making Changes for Upcoming Year

After you have successfully created a copy of your current database, you can begin to make changes and get ready for the upcoming school year. If nothing will change, you do not have to do anything except create your classes and register your students as you normally would

201718

Discounts

Room ->	TBD, Room - TBD ,Main - On Campus		
Total Seats ->	<input type="text" value="30"/>		
Period ->	MEC M-F 8:15AM - 12:45PM	*	201718
Instructor ->	Stern, Kevin	*	--Year 201718 201617
Type ->	Other Occupational	*	
Rate ->	-- Select An Instructor Rate		

201718

--Select A Calendar Year

201718

201617

Fees



ClassMate *for Adult Education*

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**Need Assistance? Give us a call.
855-984-1228 Help Desk: Option 1**

www.classmate.net

<http://harrisschoolsolutions.com/>

