

NOTES

LESSON: NEWYEAR CLEAN UP, REMOVE GRADUATES, and ARCHIVE A PERSON

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(bump students up 1 grade)

Page 3: Remove Graduates

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TIPS:

- ◆ If your database is networked, you may need Administrative access. Schedule time with your system's administrator.
- ◆ BACK UP YOUR DATABASE
- ◆ Turn OFF screen savers, energy saver, and/or standby and do not run any other programs while the following are processing.
 - ◆ Interrupting these processes may cause damage to your database and you will have to start over again.
- ◆ Perform each in the order provided.
- ◆ Afterwards, open your database and check to make sure it is functioning properly.
- ◆ BACK UP YOUR DATABASE, again.

NOTES

New Year Clean up

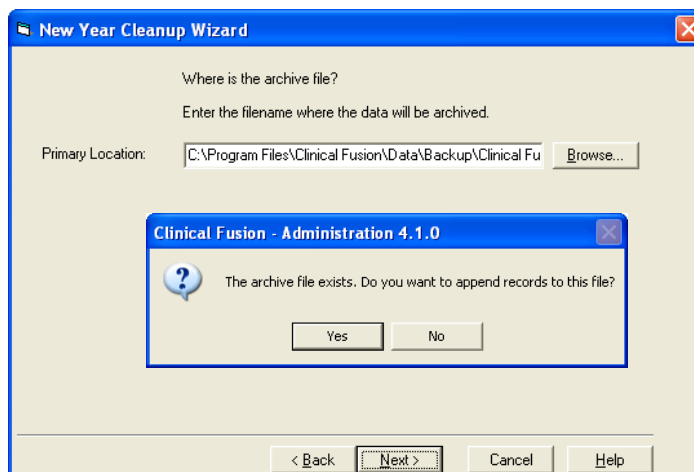
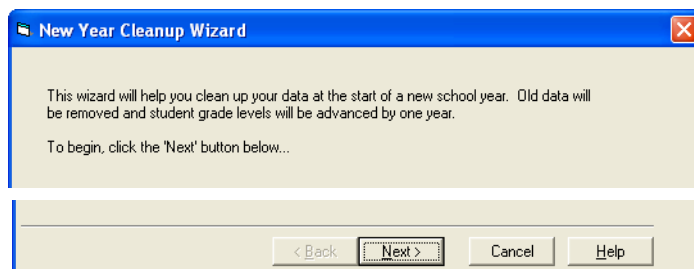
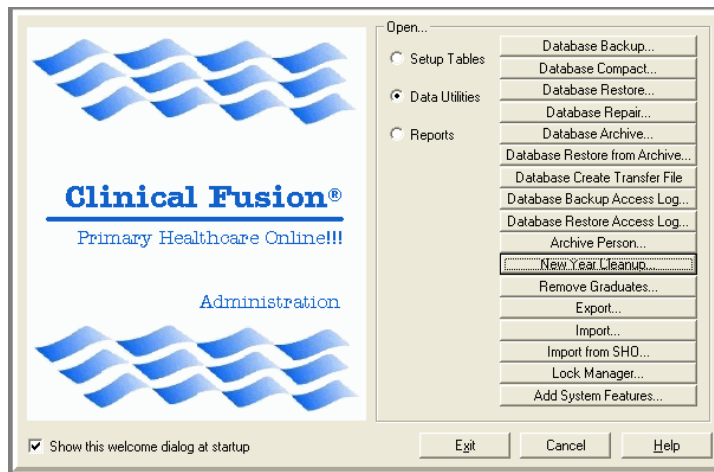
This function bumps all students up one grade.

12th graders become “graduates”.

You will need to go back to students who are staying back a grade and change it back after running New Year Cleanup.

If two schools, such as middle school and high school, share the same Clinical Fusion database, an option is provided to change students from one school to another after the grade bump.

Clinical Fusion has one core database where everything is stored.



Steps

Open Clinical Fusion Admin

Check “Data Utilities” on left

Choose “New Year Cleanup” button on right

Start to follow the Clinical Fusion Wizard

Remember to keep two years of data.

For the 2009-2010 school year, data prior to 6/30/2008 should be archived.

Click Next to continue.

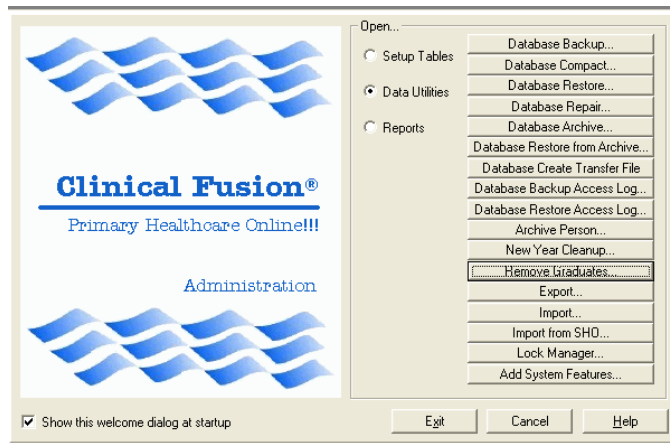
Click Next to keep the default location or click Browse to navigate to its location, such as a network drive.

A pop up will appear asking if you want to append the data. Answer yes.

The process may take a several minutes to finish.

NOTES

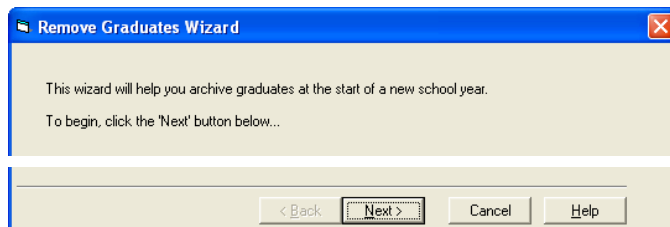
Remove Graduates



Open Clinical Fusion Admin

Check “Data Utilities” on left

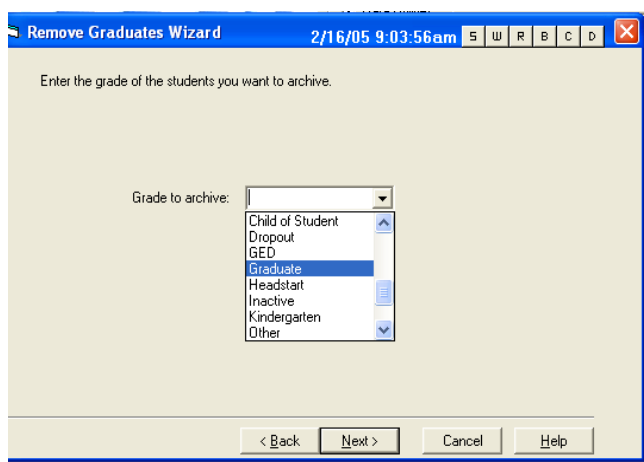
Choose “Remove Graduates” button on right



Start to follow the Clinical Fusion Wizard.

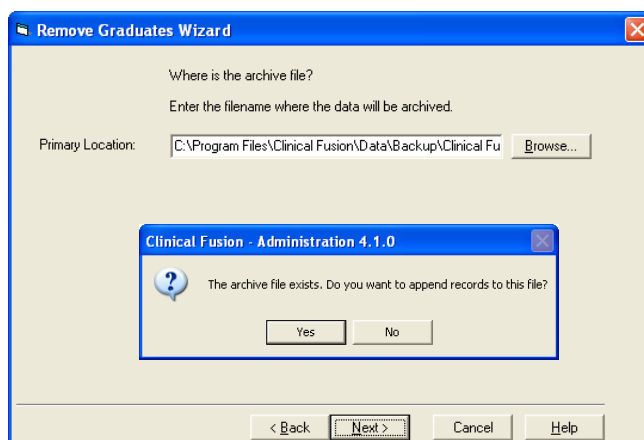
By running the New Year Cleanup first. Student students in the 12th grade become graduates.

If your school is a middle school where 8th graders are graduates, for example, choose grade 9 in the drop down list for the grade to archive.



Choose Graduate or the grade to archive from the drop down list.

Click Next to continue.



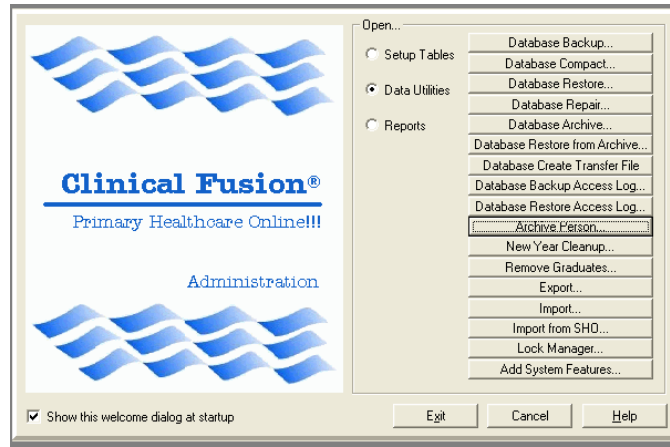
Click Next to keep the default location or click Browse to navigate to its location, such as a network drive.

A pop up will appear asking if you want to append the data. Answer yes.

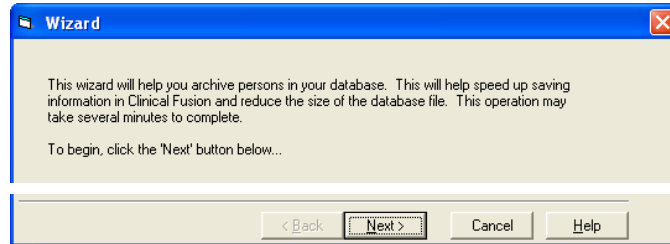
The process may take a several minutes or hours to finish.

NOTES

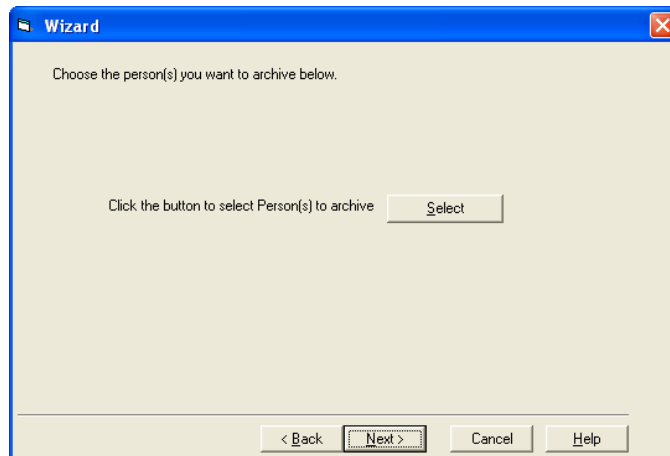
Archive Persons



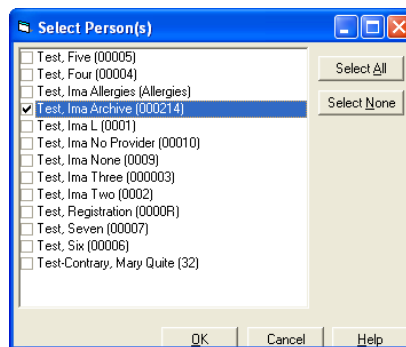
Open Clinical Fusion Admin
Check "Data Utilities" on left
Choose "Archive Person"
button on right



Start to follow the Clinical Fusion Wizard.

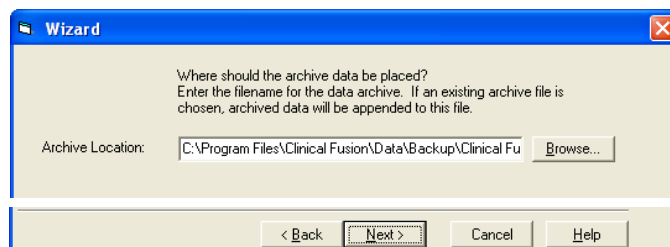


Choose Select for a list of students.



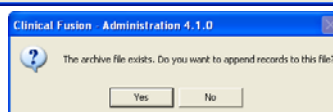
Put a check next to the students you wish to Archive.

Click OK on the list, then Next to continue.



Click Next to keep the default location or click Browse to navigate to its location, such as a network drive.

A pop up will appear asking if you want to append the data. Answer yes.



The process may take a several minutes or hours to finish.