Archiving Attendance Marks

Using Windows 7, 8, 8.1 and 10

To improve the performance of SIMS when viewing and editing attendance marks, session marks can be archived. All marks, with the exception of those recorded in the current academic year and the preceding academic year, can be archived. When the data has been archived, it is no longer available for editing. However, reports can still be run on the archived data. The process is performed using a scheduled task, which should be set up by your System Manager.

*IMPORTANT NOTES:* *A full database backup must be made before performing the archive process.*

The archiving process could take a considerable amount of time, depending on the number of years involved. Exclusive access to the database is also required. Therefore, it is recommended that the task is scheduled for a suitable date and time of day, e.g. when the school office is closed. During the night is an obvious choice.

Depending on the quantity of data being archived, there is a possibility that the process could take a significant amount of disk space. The disk space requirement varies according to the number of pupil/students, the number of marks and the time period being archived. For example, if a school is archiving one attendance year, for 1,000 pupil/students and 50,000 marks per year, the disk space requirement is approximately 15MB.

Selecting the Required Academic Years for Archiving

The **Archive Attendance Data** wizard is used to specify the attendance years to be archived when the dedicated scheduled task is run.

1. Select **Tools | Housekeeping | Archive Attendance Marks | Archive** to display the **Archive Attendance Data** wizard (**Welcome** page).

2. Click the **Next** button to display the **Years to Archive** page.
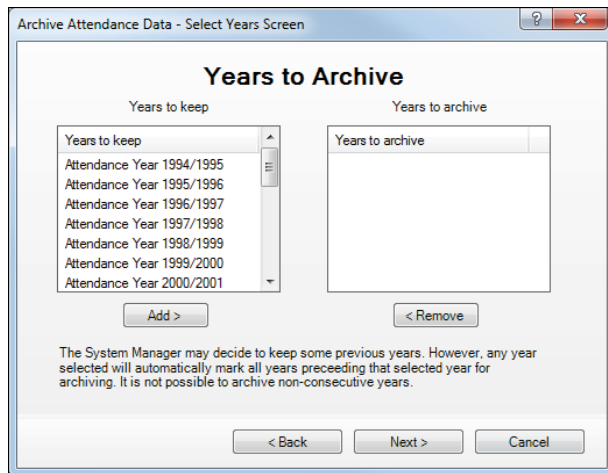
A list of attendance years for which marks can be archived is displayed on the left-hand side of the **Years to Archive** chooser.

3. Select the attendance year(s) that you want to archive.

   In the **Years to keep** panel, highlight the most recent attendance year that you want to archive.

   Click the **Add** button to move the highlighted attendance year and all previous attendance years to the **Years to archive** panel.
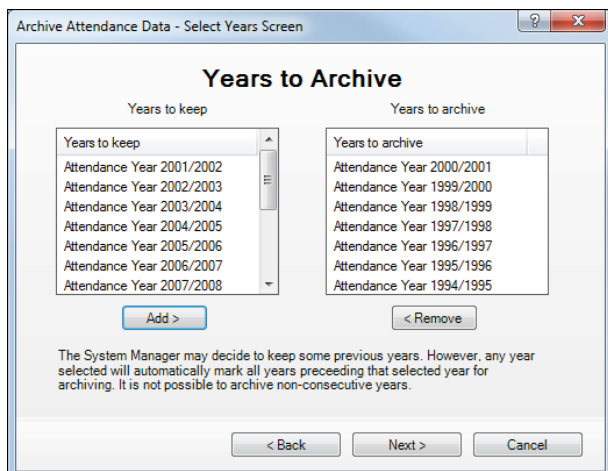
NOTE: It is not possible to archive non-consecutive years in one step. The archive process, i.e. selecting the attendance year(s) and setting up a scheduled task, must be performed for each separate set of consecutive years.

4. Ensure that the years you want to keep are still displayed in the **Years to keep** panel. Use the **Add** and **Remove** buttons to reselect the relevant years, if required.

5. Click the **Next** button to display the **Summary** page.
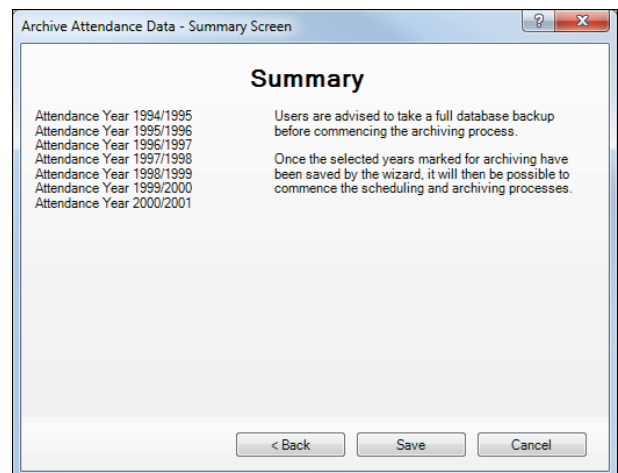
The attendance year(s) that will be archived are displayed on the left-hand side.

6. Click the **Save** button to complete the selection process.

   The attendance marks for the selected attendance year(s) are archived only when the scheduled task is run.

Accessing Task Scheduler

The following process is designed for users of Windows® 7, 8, 8.1 and 10. Processes for users of other versions of Windows may vary.

1. Ensure that you have logged into Windows as an administrator.

2. The method of accessing Task Scheduler depends on the version of Windows that you are using.

   Windows 7:

   a. Select **Start** to display the **Start** menu.

   b. Select **All Programs | Accessories | System Tools | Task Scheduler**.

   Windows 8 or 8.1:

   a. Press the **Windows key**+**X** and select **Control Panel**.

   b. Select **System and Security | Administrative Tools | Task Scheduler**.
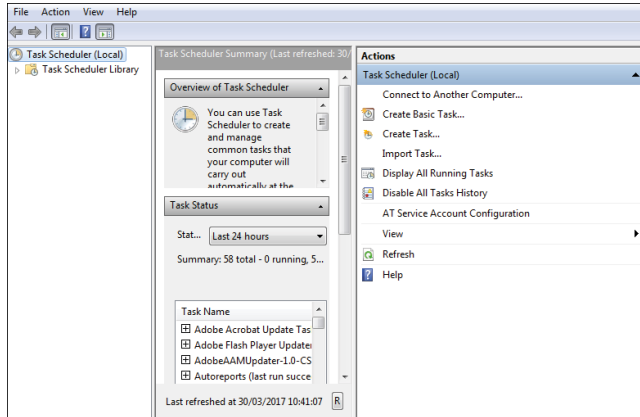
   Windows 10:

   a. Select **Start** to display the **Start** menu.

   b. Carry out a search for 'schedule' in the search bar.

   c. Select the **Schedule tasks** result.

3. If administrator rights have been set up, you may also be required to enter a **Password**.
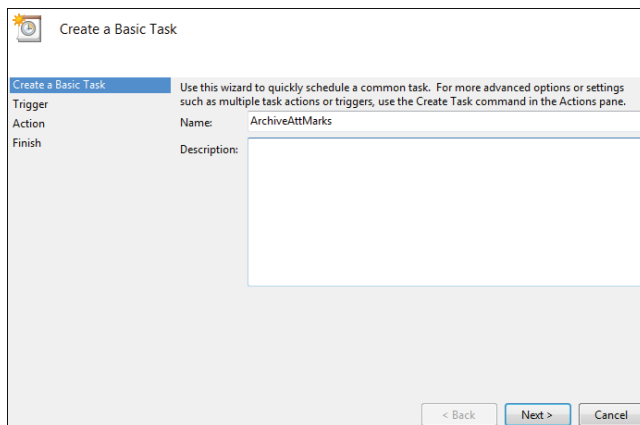
Creating the Scheduled Task

1. In Task Scheduler, click **Create Basic Task** in the **Actions** panel to display the **Create Basic Task** wizard.

2. Enter an easily identifiable **Name**, e.g. `ArchiveAttMarks`, and a **Description** (optional) for the scheduled task.

3. Click the **Next** button to display the **Task Trigger** page.

4. Select the **One time** radio button to indicate when the task should run.

5. Click the **Next** button to display the **One Time** page.

6. Specify the date and time at which you want the scheduled task to **Start**.

7. Click the **Next** button to display the **Action** page.

8. Ensure that the **Start a program** radio button is selected.

9. Click the **Next** button to display the **Start a Program** page.
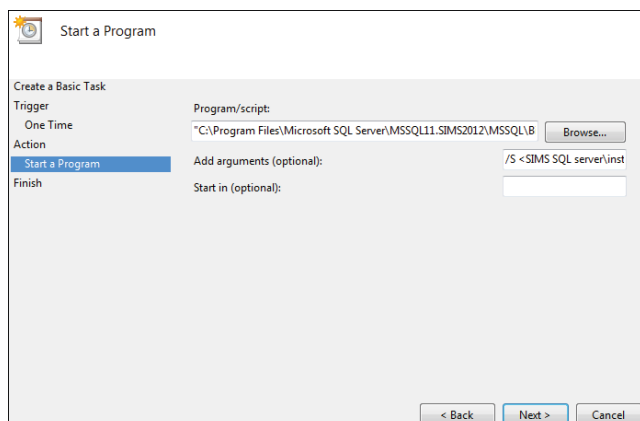
10. Click the **Browse** button and navigate to `C:\Program Files\Microsoft SQL Server\MSSQL10.SIMS2012\MSSQL\Binn` (where `C:` indicates your local drive).

NOTE: The file location may vary depending on the version of Microsoft SQL Server installed. However, the required file is always located in the `Binn` folder.

For guidance on navigating to files on your local workstation when you are working in a Hosted environment, please contact your System Manager or Local Support Unit.

11. Highlight `ArchiveAttMarks.exe` then click the **Open** button to return to the **Start a program** page.

12. Enter the following archiving parameters in the **Add arguments (optional)** field.

  ■ If you are accessing SIMS using a user name and password:

  `/S◊<SIMS SQL server\instance name>◊/D◊<SIMS database name>◊/U◊<SQL server user name>◊/P◊<SQL server password>◊/V`

  ■ If you are accessing SIMS using Windows Authentication (e.g. a Trusted User):

  `/S◊<SIMS SQL server\instance name>◊/D◊<SIMS database name>◊/V◊/T`

`/V` = Display errors on the command line. This is optional.

`/T` = Use Windows Authentication (applicable to a Trusted User only).

IMPORTANT NOTES: *It is <u>essential</u> that spaces are included, as indicated by the '◊' symbol in the previous examples.*

The chevrons (<>) must <u>not</u> be entered. They are used only to encapsulate a description of the information you need to record. Archiving parameters are case sensitive.

13. Click the **Next** button to display the **Summary** page.
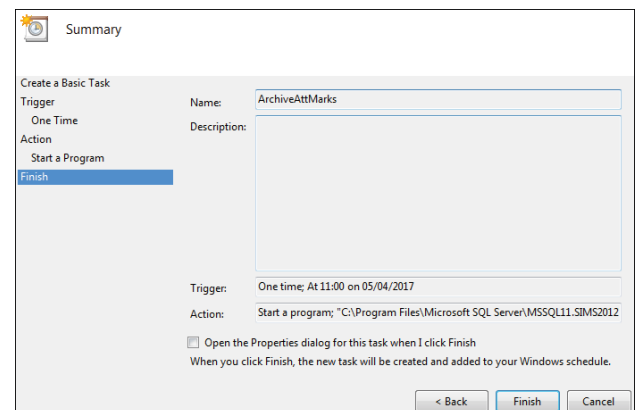
14. Click the **Finish** button to return to the Task Scheduler.

15. Select the **Task Scheduler Library** folder in the left-hand panel. The new task is displayed in the list of scheduled tasks.

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