Alice End of Year Activities

1. **Advance Master Due Dates**
   Circulation, File, Borrower Loan Category.
   For each BLC, Edit the Master Due Date to be a date in the future.
   Usually this will be the end of the following year.

2. **Advance any Fixed Due Dates**
   Circulation, File, Borrower Loan Category.
   For each BLC, Click the Yellow Folder Icon to display the loan rules.
   Edit any Fixed Due Dates to a suitable date in the future

3. **Print Borrower Usage (optional)**
   Circulation, Reports, Borrower Usage: Either Summary or detailed as required

4. **Print Statistical reports**
   - Monthly Loan Statistics. Circulation, Reports, Monthly Loan Statistics

5. **Follow up overdue loans**
   Especially for students who will be leaving the school. Either Group or Individual Overdue notices
   - Circulation, Notices, Group Overdue Notices: 04 – Detailed – New Page each Roll Class
   - Circulation, Notices, Individual Overdue Notices: BZ - Overdue Letter (Generic) (Download from OASIS Extras website)

6. **Delete leaving and left students**
   Note: Deal with outstanding loans first. Students with loans cannot be deleted from Alice.

   Circulation, Global Change, Delete, (highest Scholastic year)
   If any students are not deleted due to outstanding loans, they will be listed. Print the report and chase up the outstanding loans and then delete them manually.

   Circulation, File, Borrower (manual deletion of individual leavers)

7. **Alice Shutdown with Force Data Archive**
   System, Parameters, Shutdown: Tick 'Force Data Archive'

8. **External Backup to removable media and take off-site for holidays.**

9. **Refresh Student Details from SAS**
   Wait until admin has entered all new students for next year and 'rolled over' the Scholastic Year. This may not be until very early next year.
   Full instructions are here: http://www.oasisextras.com.au/alice_import/SASS.htm