IDAttend/IDWeb/IDVisitor 2024 Rollover Instructions

There are six sections pertaining to the rollover

Section 1 – IDAttend Rollover

Section 2 – IDWeb Rollover

Section 3 – IDNow Rollover (if your school has IDNow installed)

Section 4 – Staggered start for different year levels.

Section 5 – Instructions for Queensland state & high schools regarding Future Students

Section 6 – Behaviour/Attendance Module Defaults

Once the rollover is complete, which should only take a few minutes, you can then import your students/timetables as normal once your timetable is ready for 2024.

If your period times and/or number of periods etc. has changed for the new year do **NOT** alter these in the existing database but rather the new database once it has been created.

If you have any questions, please contact
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0409 546 048
shaun@idattend.com.au,

Dewald Smit
0427 206 928
dewald@idattend.com.au

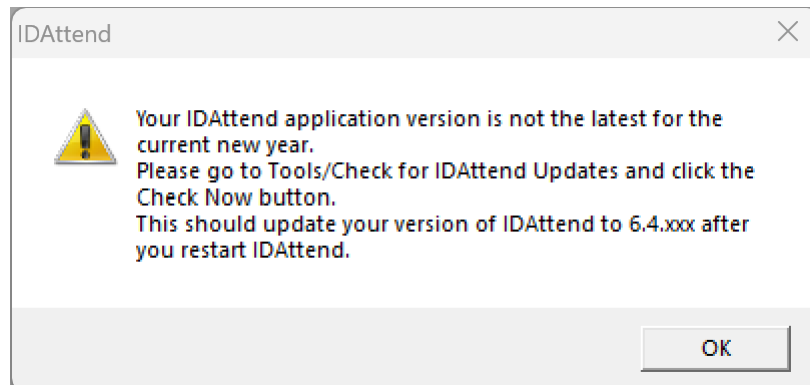ID CardWorld on 02 9651 6000.

Section 1

IDAttend Rollover

When IDAttend is first started in the new year you will get two warnings. The first will be that your version of IDAttend is not up to date and needs to be updated before doing anything else.

Firstly, go to Tools/Check For IDAttend Updates.
Click the Check Now button.
Click Yes to Download and Yes to Install. (This will install latest version of IDAttend & IDWeb).

Once the update is installed you MUST close down IDAttend and restart it to continue.
DO NOT DO THE ROLLOVER WITH AN OLDER VERSION OF IDATTEND.
The following procedure need only be done once per school, no other users should be logged into IDAttend while the rollover is being done.

The second warning will be that the database needs to be rolled over to 2024.
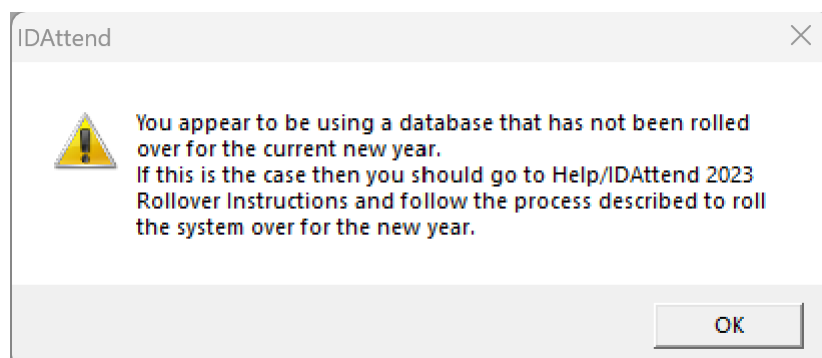
IDAttend Rollover
IT IS IMPORTANT THAT ALL STEPS BE UNDERSTOOD AND FOLLOWED
If you are not the person responsible for this function in IDAttend can you please ensure that the person responsible has received this email/document. If the responsibility is shared please liaise with all those responsible to ensure that all steps are followed.

The rollover process will roll over your last year's relevant data to a new database.
It will also setup the 2024 Term Dates, Holiday Dates, Day Dates list.

NO OTHER USERS MUST BE IN IDATTEND WHILE THESE NEXT STEPS ARE DONE

From the Tools/Database menu select Rollover IDAttend To New Year.

The screen should look like this, with your school's server name.
The database name should default to IDAttend2024.

THE DEFAULT SETTINGS ON THIS SCREEN APPLY TO ALL SCHOOLS.

The Merit Points table is not rolled over by default. If you wish to rollover the Merit Points from last year, then you should tick this option.

DO NOT ALTER ANY SETTINGS OR TICKED BOXES, WITH THE EXCEPTION OF MERIT POINTS, UNLESS YOU HAVE SPOKEN TO US FIRST. THIS INCLUDES THE DATABASE NAME.

IDAttend will create the new database and transfer the selected options.

The rollover process may take a number of minutes to complete. Please be patient and let the system do what it needs to do and wait for the notice that the process has completed, even if Windows says the application is not responding, or no processing cursor is displayed.

Once complete IDAttend will display a ''rollover complete' message, click OK, and IDAttend will terminate and you should then log back in and IDAttend should now be using the new database. This can be confirmed by looking at the database name at the very top of the IDAttend screen. If it does not say IDAttend2024 please call one of your support persons.

If you get an error saying the database has already been created then someone else has likely already done this process, do not attempt to create another database unless you have spoken to our support team first.

Note: Existing students will be rolled into the new database but will be marked as Inactive until a new student import is done.

The old 2022 database can still be accessed via IDAttend if need be by using the Admin/Open Another IDAttend Database function.

Next go to Tools/System Setup. **If there is a System Start Date, you should remove this date**.

Your 2024 school term dates should already have been set.
Alter the term dates if they are different from the defaults provided.

Primary schools should not alter their timetable structure.

It is important to review the timetable times and periods for the new year, for every day of the timetable cycle, to ensure it meets with any changes made by your school. If your school has changed period start and end times, changed the number of periods in the day or the order In which they occur you will need to adjust your system setup prior to importing data.

Also note the timetable type structure below is no longer acceptable. Please ensure that all of the Period # numbers are greater than the previous period # used.

Period Name	Line	Start Time	End Time	Period #
P1	2	09:00	09:47	2
P2	3	09:47	10:34	3
Recess	4	10:34	11:00	
RC	5	11:00	11:10	1
P3	6	11:10	11:47	4
P4	7	11:47	12:34	5
Lunch	8	12:34	13:34	
P5	9	13:34	14:21	6
P6	10	14:21	15:08	7
P7	11	15:08	16:00	8

If you need to alter the period times and/or number of periods etc then this should be done before importing any 2024 timetable details. Take care if making any changes in this screen. Refer to the System Setup section in the **Help/User Manual (page 185)**. If you have any questions, please contact IDAttend support prior to using the system to record attendance.

When finished click the **Save** button.

Next you need to export your student details and timetable as per normal and import your student details and timetable/student subjects as normal. **For Qld schools your Timetable must be Active in OneSchool.**

Queensland schools should export their 2024 timetable from OneSchool as per normal using a start date of **29/01/2024 to 02/02/2024 if you have a 5 day timetable cycle or 29/01/2024 to 09/02/2024 if you have a 10 day timetable cycle.**

Next import the timetable ensuring that the **Period Mapping** is correct if the number of periods etc. has changed or the structure was altered in Tools/System Setup. Also ensure that the appropriate year levels are ticked. **Be sure to Click the Save Settings button before closing the import screen.**

Once the timetable has been imported check that it is correct with a few students.
You can check the classes, sessions and students in each class in Class Setup (Ctrl+F7).
IDAttend is now ready for use for the new year.

Note: Student Groups (Admin/Student Groups), if setup, will be carried over including the students that were in those groups. These may require updating. Any groups no longer valid should be deleted.

Any new staff that will require access to IDAttend, other than teachers, will need to be added to the IDAttend User List (Tools/Lists/User List). This normally happens automatically when the new timetable is imported.

Section 2

(All schools should be using IDWeb now and you will need System Admin rights to login to and rollover IDWeb)

(To open IDWeb, login into IDAttend and go to Help/IDWeb link)

Check at bottom of IDWeb login page you have at least version 3.2.xxx
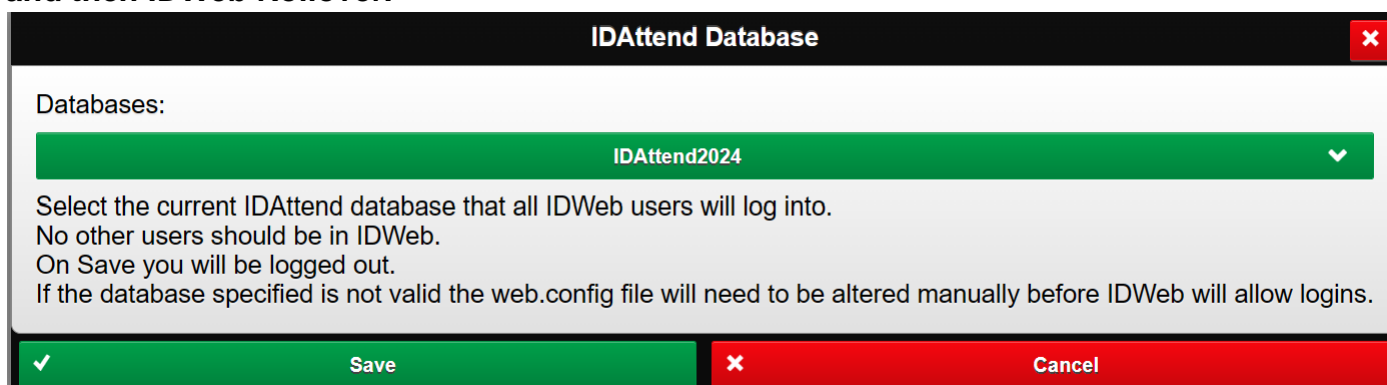
Note: IDWeb should have been updated automatically when IDAttend was updated.

If it was not please update manually by going to http://www.idattend.com.au/idaw/updates/. Download and extract the UPDATE zip file into the IDWeb or IDAW folder on the IDWeb IIS Server. Overwrite the existing files. If the update fails, make sure you have 'Full Control' of the IDWeb folder. (This may have to be done by I.T. Staff)

NOTE: If you do install manually, please let Shaun@idattend.com.au know so we can arrange changing your setup to allow automatic updates in future.

To Roll over IDWeb To new Year

Log into IDWeb as a System Administrator. Select Menu at the top left. Select Tools and then IDWeb Rollover.

Select the IDAttend2024 database created earlier, if not already selected. Click Save.

You will be logged out of IDWeb ready to log into the new database.

(At bottom of login page it should show the database as IDAttend2024)

IDWeb should now be ready for use.
Please note that your classes will not show in IDWeb until the first day of term. You should see them if you change the Showing classes for timetable day... date.
There may be new features in this version of IDWeb.

The IDWeb User Manual is in the Menu once logged in. (Help section).

Section 3

IDNow Rollover

For those schools using IDNow to print student ID cards from IDAttend you will need to do the following on the computer that has the card printer and IDNow installed ONLY.

You do not need to Import Layouts from older databases.

In IDAttend go to Admin/IDNow Students

Go to the Layout Designer and make any changes necessary with regards to Expiry Dates etc. If you have multiple layouts this may need to be done to all of them.
Once the layouts are saved IDNow is ready to print your Student ID Cards.

If you are using IDNow to print Staff Cards then in IDAttend go to Admin/IDNow Staff
Make any changes to the layouts that may be necessary.

Section 4

Staggered Start

If your school is going to have a staggered start to the school year for different year levels, then you will need to do the following on the morning applicable. **DO NOT use the Cancel Classes function for any all day absences in IDAttend.**

Your 2024 timetable must have been imported into IDAttend along with all of the students in the classes before this function can be used.

In IDAttend go to Tools/Attendance/Mark All Students Absent/Present For Day.

Select the date that the year levels will not be present for.

Select the year levels that will NOT be present on the date.
Select **Attendance Not Expected** as the Absence Type.

Enter something like Staggered Start in the Comment field. Check

the date and year levels selected at correct.

Click **Process**.

Answer Yes to the warning.
If requested the password is mxx6re

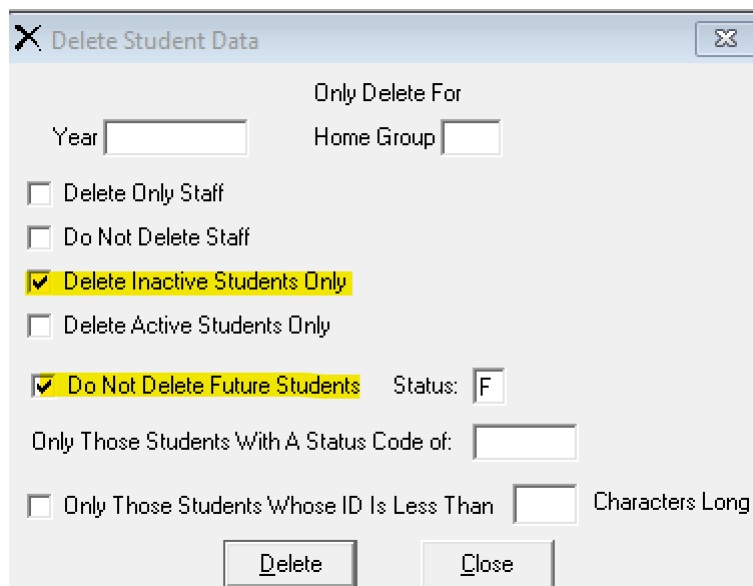Repeat for any other dates/year levels applicable.

Section 5

Queensland Schools

Your Year 12 students from last year, and any other students who left last year may still be in the rolled over IDAttend Database, but Inactive.
It is recommended that you go to Tools/Delete/Delete Students

Make sure that Delete Inactive Students Only is ticked as well as Do Not Delete Future Students. (Please double check this)
Click Delete, after confirmation the inactive students will be deleted.

For Queensland schools there needs to be an extra box ticked in Tools/School Setup.

Go to tools/School Setup and make sure the field **Treat Future Students The Same As Active Students** is ticked. This field allows IDAttend to treat your Future students, from OneSchool, as being active so they will appear on class rolls and attendance can be taken for them. Their attendance will not be exported to OneSchool until such time as they have been marked Active in OneSchool, and that information is imported into IDAttend as Part of the Student Details Import.

In the reports menu the "Qld Future Students Present Report" and "Days Absent Report" can be used to see which of your Future (F) students have not been marked present and those that have not arrived at school at all (No Show).
The **Treat Future Students The Same As Active Students** tick box should be **unticked after Day 8** but we will send out a reminder newsletter around at the time.

High Schools that timetable 'spare' periods, to enable senior students to use the Spares In and Spares Out Student Passes, to arrive late or depart early when they do not have classes, will need to set these classes as 'spares' in IDAttend. This is done in Class Setup (Ctrl F7), click on the Set Session Flags button in the middle of the screen.

Enter the first few unique characters of the class names, eg. STU would include all classes that start with the letters STU.
Click the Process button.

This will enable IDAttend to know if these are real classes or not.
You MUST also ensure that Late Start is ticked for ONLY the roll class period for each day in the timetable structure (tools/system setup). This tells IDAttend which period is the roll class period, as the student has most likely been marked absent from it, and this needs to be corrected.
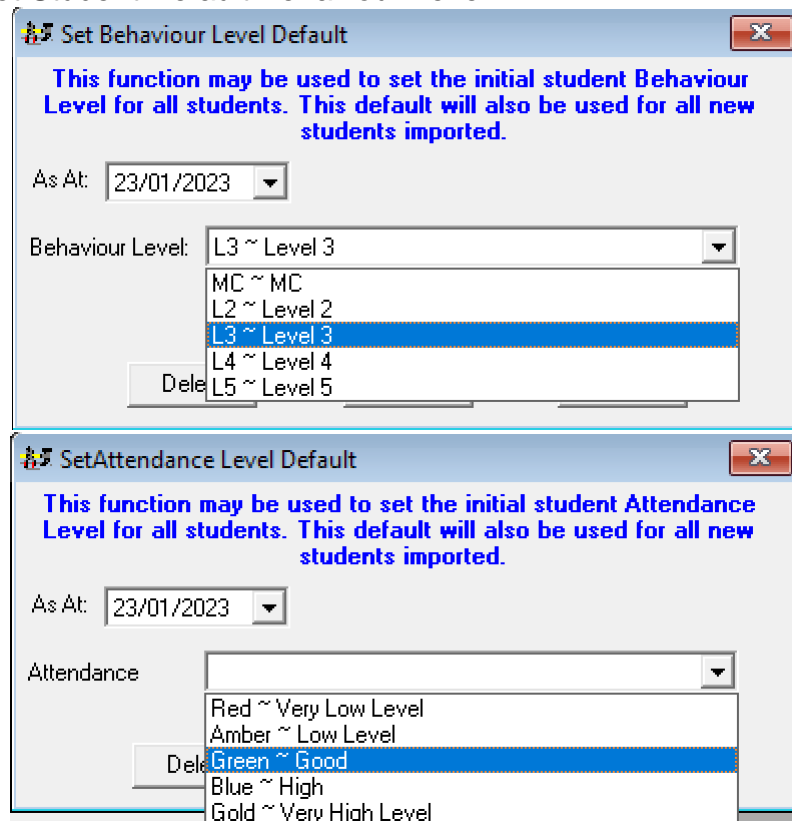
	Period Name	Line	Start Time	End Time	Period #	Admin Code	Early Start	Late Start	Absent For Day
	Form	1	08:50	09:00	0		☐	✔	☐

Section 6

Behaviour/Attendance Module Defaults (Only If using these modules)

The IDAttend Student Behaviour and Attendance Modules each have a function to set the starting or default behaviour/attendance level of all students. If using this module, then you must have first imported all of your students for 2024.

Under Tools/Misc/Set Student Default Behaviour Level

Select the As At Date (1ˢᵗ day of term 1)
Select the Level, usually a midway point, and click the Process button.

For more information on the Behaviour Module refer the User Manual.

If you have any questions, problems or issues with the rollover please let us know ASAP.

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