

Set up End-of-Year: A Checklist



identiMetrics™

Cheat Sheet

The End-of-Year (EOY) function in identiMetrics refers to the process of ‘promoting’ students from one grade to the next.

This is a checklist of information you will need to use the EOY wizard. Use this checklist to collect information you will need to set up EOY.

1. Know your Start-of-Year (SOY) and End-of-Year (EOY) dates

• Start-of-Year (SOY) date

- The SOY date is two weeks before the actual first day of school of the current school year. For example; if today is in the month of May of your current school year, the first day of the current school year would be **IN THE PAST**. Feel free to hop in our DeLorean and go “back in time”!



• End-of-Year (EOY) date

- The actual last day of the current school year. NOTE: This date must be today’s date or greater. Get back in the DeLorean and go into the future!



Start-of-Year Date	End-of-Year Date

2. Open the Enrollment Manager to know your Level 1’s and 2’s

Open the Enrollment Manager. Level 1 will be either School Name or Grade. Level 2 will be either School Name or Grade. You will need to know your Levels when you set-up the EOY Wizard. Note your Levels below.



Level 1	Level 2

Need assistance? It’s easy to get in touch with one of our Biometric Experts!



www.GOidM.com



support@identimetrics.net



215-836-5640

Set up End-of-Year: A Checklist

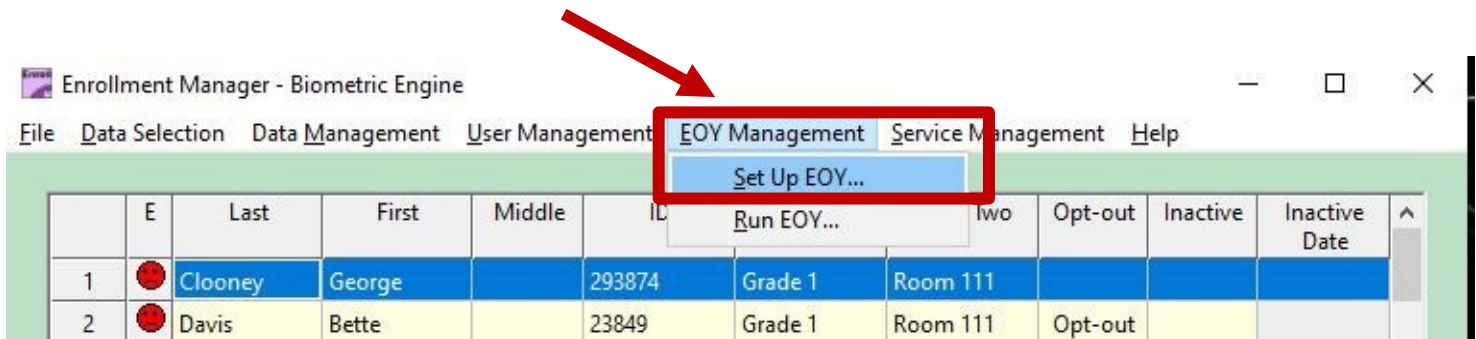


identiMetrics™

Cheat Sheet

3. Follow the Wizard and Set up EOY

Log into the Enrollment Manager and select EOY Management. Click Set Up EOY and follow the wizard. Please note that the Wizard does not automatically save.



BRIGHT IDEA

Set it and Forget it!

Set your Auto Run Properties to run several days after your EOY date. That way you don't have to log into the program and manually run the EOY process.



Need assistance? It's easy to get in touch with one of our Biometric Experts!



www.GOidM.com



support@identimetrics.net



215-836-5640