Updating ENR Enrollment from Previous Years
April 7, 2016

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Overview

ENR (Enrollment History) is a table in Aeries that stores multi-school, multi-year enrollment history. It is built each year from attendance enrollment information in the Aeries **ATT** table. Prior year's **ENR** data can be pulled forward to the current year to build multi-year enrollment history.

Aeries Client Procedures

Log into **AdminCS** for the earliest year you have data and run **Force an Update** from the Control Panel. Then run **Fix ENR Records**. In the example below the earliest year is 2010-2011.
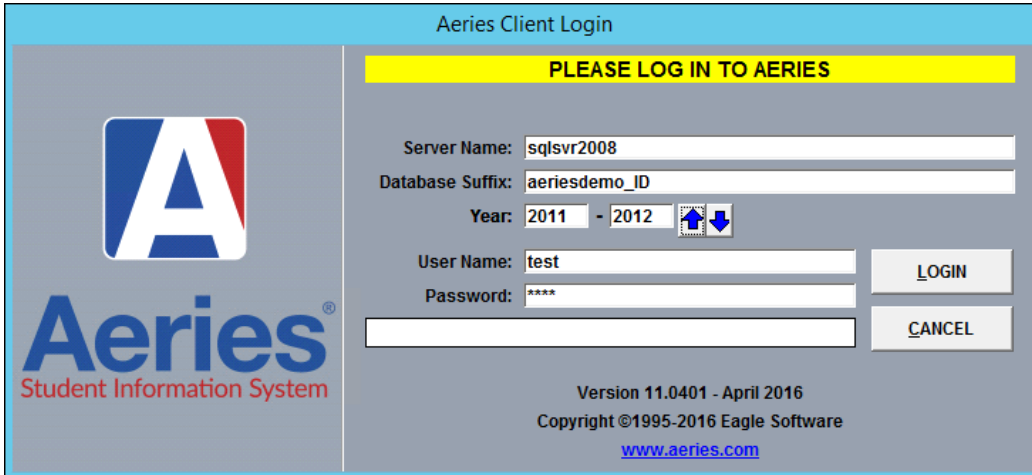

When the **Force An Update** process is complete the following message will display. Click **OK** to continue.

When the **Fix ENR Records** process is complete the following message will display. Click **OK** to continue.

Click on **Switch Server/Database** to log into the next year and again, run **Force An Update.** Notice that the **Next** year selected below is 2011-2012.
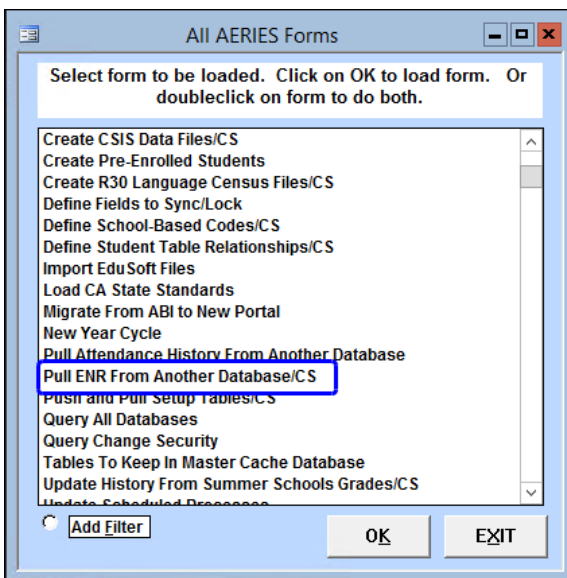

In **View All Forms**, click on the **Pull ENR from Another Database/CS** form.

Choose the previous year, 2010-2011, because you are pulling enrollment data from that year into the 2011-2012 database.

The following form will display. Select the prior year and click on **Update.**

When this process has completed, you will once again run the **Fix ENR Records** function from the Control Panel. You will now have **Enrollment History** for years 2010-2011 and 2011-2012 in this year's database.

This process will be repeated until you have all prior year's Enrollment History in your current year database. As you move forward to the next year's database, the **Pull Enrollment from Another Database** form will contain additional years of data to pull into the year you are logged into. It is important that you select all the years listed. In the example below, years 2010 and 2011 are displayed and are selected.

## *Review of Steps for Aeries Client Version*

1. Log into earliest year
2. Run **Force an Update**
3. Run **Fix ENR Records**
4. Change year to the next year
5. Run **Force an Update**
6. Run **Pull ENR from Another Database/CS** – select **ALL** previous year(s)
7. Run **Fix ENR Records**
8. Change year to the next year
9. Repeat steps 5 – 8 until you are in the current year

Aeries Access Procedures

The macro **Force an Update** should be run in all District and School databases that will be updated. The macro can be found in **View All Forms**, **View All Macros.**

Before the **Update ENR** procedure can be run the **District Database must be updated.**

Log into the District database for the earliest year in which you have data and run the **Update District Database** function in **Other Functions.**
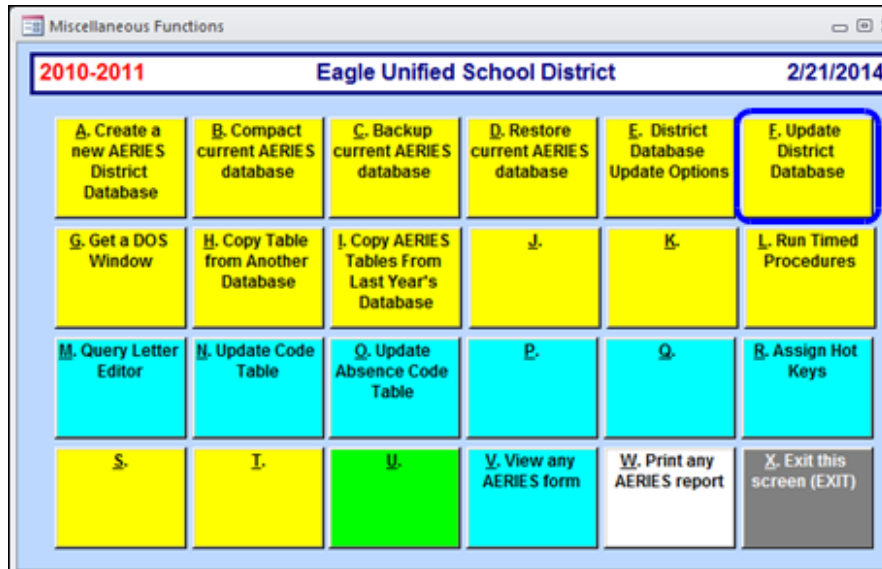
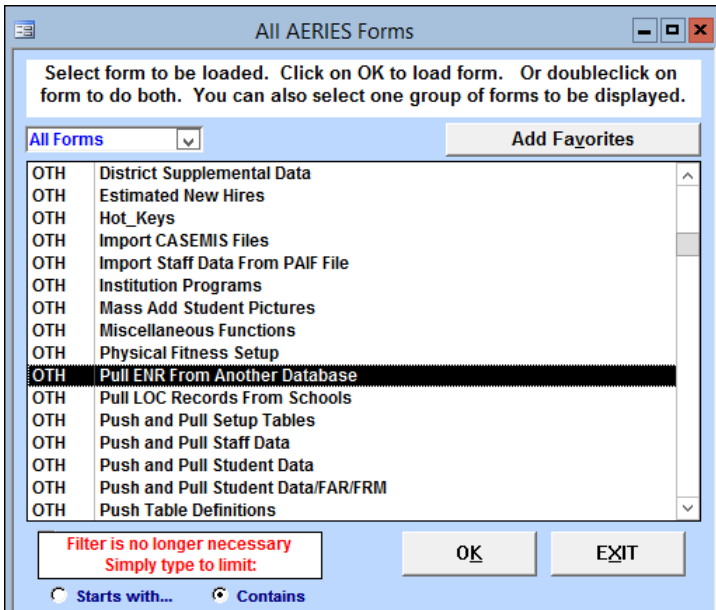When the process has completed, the following message will display.

Exit from Other Functions to return to the Control Panel. Click on the **Change Year or School** button at the bottom of the Panel.
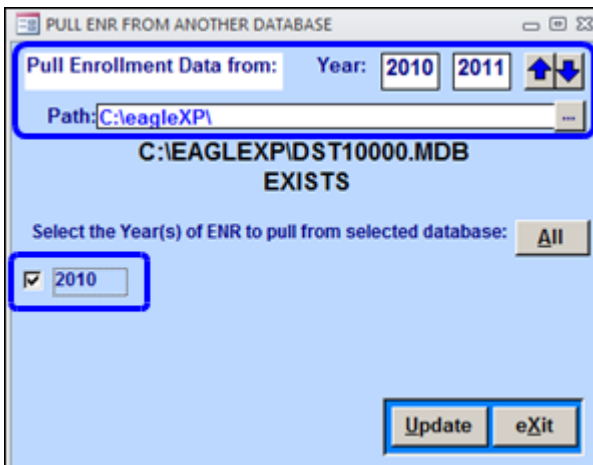

Log into the next school year.

In **View All Forms,** click on the **Pull ENR from Another Database** form.

The following form will display. Verify the year and path to the database. Select the prior year and click on **Update.**

Review of Steps for Aeries Access Version

1. Click on **Change Year or Path** to log into the next year and run the **Update District Database** function in **Other Functions.**

2. In **View All Forms,** click on the **Pull ENR from Another Database** form. Select the prior years and click on **Update.**

3. Repeat the process up to the current year.

Note: Each time you **Pull ENR from Another Database** it is important that you select all the years from the ENR table. In the screenshot above, year 2010 is displaying. As you continue working toward the current year, additional years will display. Select all years that display.