



## End of Year Procedures

It is that time of year again. Attached is a link to the end of year rollover process to assist you. If you need any assistance please contact Sally Hill or any of our Support team and we will be happy to help.

Please keep in mind the rollover process is based on incrementing the whole school up an academic year. If your school does things differently please contact us for further instructions.

### Link to Denbigh User Manuals

**End of Year Process** - Instructions for setting Denbigh Administration up for the new academic year

[http://www.denbigh.com.au/assets/pdf/Training/Denbigh\\_End\\_of\\_Year\\_Procedures.pdf](http://www.denbigh.com.au/assets/pdf/Training/Denbigh_End_of_Year_Procedures.pdf)

**Timetable Imports** - Importing Excel or CSV data for timetabling

[http://www.denbigh.com.au/assets/pdf/Training/Importing\\_Timetables.pdf](http://www.denbigh.com.au/assets/pdf/Training/Importing_Timetables.pdf)

## Denbigh Staff Training



For any further training or professional development please contact us here at Denbigh International and we can discuss times and costs of training.

The holidays are approaching, it is a good time for administration staff to update their skills and get the most from your Denbigh Administration System.

For more training documentation please go to our website using the below link.

<http://www.denbigh.com.au/training>

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