

Listed below are tasks you should complete, in this order, as you end each admission cycle.

FINALIZING DECISION DATA		ACES <sup>2</sup> LOCATION
<input type="checkbox"/> Applicants		Search > Applicants, [Applicant] > Status: ensure all matriculated students are flagged as such
		Search > Applicants, Match Resolution: ensure all prospect/applicant match issues are resolved
ARCHIVING		ACES <sup>2</sup> LOCATION
<input type="checkbox"/> Applicants		Record Management > Archive > Applicants
<input type="checkbox"/> Recruit Event Items: Costs		Record Management > Archive > Recruit Event Costs
<input type="checkbox"/> Recruit Event Items: Documents		Record Management > Archive > Recruit Event Documents
<input type="checkbox"/> Recruit Event Items: Materials		Record Management > Archive > Recruit Event Materials
PURGING		ACES <sup>2</sup> LOCATION
<input type="checkbox"/> Purging Prospects		Record Management > Purge > Prospects (with counts recommended)
<input type="checkbox"/> Applicants (e.g., records over X years old)		Record Management > Purge > Applicants, Purge Entire Applicant Record
<input type="checkbox"/> Applicant Sections (e.g., notes)		Record Management > Purge > Applicants, Purge Portions of the Applicant Record
NEW CYCLE PREPARATION		ACES <sup>2</sup> LOCATION
<input type="checkbox"/> Update Recruit Event Dates		Search > Recruit Event, Recruit Event section: event to/from dates, calendar begin/end display dates
<input type="checkbox"/> Reports		Search > Reports > All: ensure all reports/conditions (including scheduled reports) that reference the current year by name reflect the new year, cycle deadlines, etc.
<input type="checkbox"/> Update Default Settings: Applicants		Utilities > ACES <sup>2</sup> Setup > Preferences > Defaults > Applicants: Program Year/Term/Application Type (change to following year)
<input type="checkbox"/> Update Default Settings: Prospects		Utilities > ACES <sup>2</sup> Setup > Preferences > Defaults > Prospects: Program Year (change to following year)
<input type="checkbox"/> Update Prospect Inquiry Forms (PIF)		Utilities > Information Exchange Design > Prospect Information Form: reactivate any expired PIF tied to upcoming recruit events