

## **Cleanup Utilities**

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The following section describes all the functions that are contained in the 'Cleanup Utilities' sub-menu on the 'Functions' menu.

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# Cleanup Utilities

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It is possible to set up MacCheckout so that it only 'works' for a certain period of time, e.g. 16 weeks, by using the 'End of Active Period' date setting in 'Operating Times...' under the 'System Setup' menu. This can be used in situations like a school or college where you would only want people to be able to reserve or checkout items for a fixed period of time, e.g. the current Semester. Entering a date in 'End of Active Period' will allow people to make reservations and check-outs up to and including that date, but block any use after that.

At the end of a semester people usually graduate or change their class schedules and tools were needed to enable the system operator to be able to globally clear the system of data. These tools are all located under 'Cleanup Utilities', the sub-menu in the 'Functions' menu.

(*Note:* This menu is only accessible when the system is 'Unlaunched'.)

It is suggested that if you use a date limit that some or all of these tools be used before you reset the date for the next time period or semester.

The following is a description of the tools available:

**Delete Reservations** 'Delete Reservations...' allows you to delete any reservation requests that are still in the system. Old reservation requests are usually deleted during the nightly 'Shutdown' sequence but this was added to ensure that all the records are blank.

## Delete Authorizations

'Delete Authorizations...' allows you to remove authorizations from the system. Selecting this will bring up the following dialog.

(*Note:* In this example, only the letters 'G' and 'P' are active. On your system the letters that will be active will match the ones that you activated under 'System Codes...' in the 'System Setup' menu.)

You can use this to remove either all the authorization for a particular code or every authorization in the system.

Select the Authorization types you want to delete:									
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Expired     All       

In this example, if you selected 'G' and 'Expired' then that would cause all the expired authorizations for authorized equipment types that have equipment numbers beginning with the letter 'G', e.g. 'G-1-TV', to be deleted.

You will be presented with a list of all the affected people and the authorizations that were deleted, which you can print or save. Printing will produce a columnar report that can then be posted, so that people will know that they need to be re-authorized on a piece of equipment.

(*Note:* When an authorization is made, it is coded with the Month and year. Authorizations are considered to have expired after one (1) year. The system

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looks at the date when you use this function, e.g. Aug, 2003, and then removes any authorizations created before 'Aug, 2003'.)

In this example, selecting all letters and 'All' will delete every authorization in the system. This ignores the date code completely. As noted above this will also produce a list that can be printed or saved.

(*Note:* Deleting all or some of the authorizations have no affect on the contents of 'Mass Authorization' groups or class lists. This should be used in conjunction with 'Delete Mass Auth. Groups...' to ensure that there is no discrepancy in the data on file, e.g. The group list says someone is authorized but their ID card does not have a record of this. See the 'Mass Authorization' chapter also.)

### **Set Overnight**

'Set Overnight...' access will revoke the overnight access of everyone in the database.

(*Note:* Locations currently using MacCheckout that allow overnight access, all have access policies. These include the fact that the person must be trained each semester, to update them on current access procedures. As a result, overnight access is a privilege, not a given and this access can be revoked if they fail to comply with the set policy. Hence the need to be able to zero out this record at certain times.)

### **Set Restrictions**

Similar to 'Set Overnight', 'Set Restrictions...' allows you to reset the system access of everyone in the database. Peoples access will be set to the same as the current system setting. If system restrictions are OFF, then everyone's access will be set to 'Open'. If system restrictions are ON, then everyone's access will be set to 'Restricted'.

(*Note:* Setting the restrictions does not affect the data on the 'Mass Authorization' cards. This should be used in conjunction with 'Delete Authorization...' and 'Delete Mass Auth. Groups...' to ensure that everyone's records are reset correctly. This is a little awkward but was implemented this way because users liked to be able to leave certain records intact while removing others, e.g. Remove the current restrictions, but leave the groups in place for use in the next semester.)

### **Delete Mass Auth. Groups**

'Delete Mass Auth. Groups...' allows you to remove all the groups / class lists that are currently in the system. It gives you the option to retain the list of 'Leaders' and 'Assistants', since they may be needed again.

(*Note:* Deleting the groups and the access and authorizations associated with then does not affect the peoples ID card records. This should be used in conjunction with 'Delete Authorization...' and 'Set Restrictions...' to ensure that everyone's records are reset correctly. This is a little awkward but was implemented this way because users liked to be able to leave certain records intact while removing others, e.g. Remove the current groups, but leave the authorization in place.)

**Reset User Statistics**

'Reset User Statistics...' allows you to zero out the current usage statistics of each piece of equipment in the system.

This chart illustrates the usage of 'G-01-GD' by time. As can be seen, twelve (12) students have used the item during the current 'Semester'. Similarly the seven (7) \* four (4) grid of numbers shows the breakdown of the time periods that these people have used the item for. The 'Total Use to Date is thirty-eight (38). When you 'Reset User Statistics', the current 'Semester' totals will be added to the 'Statistics Since Purchase'. In this example:

User Statistics for: G-01-GD							
<b>Semester Statistics to Date:</b>				<b>Statistics Since Purchase:</b>			
# of Student Users: 12				# of Student Users: 37			
# of Faculty Users: 0				# of Faculty Users: 1			
<b>Total Usage to Date: 38</b>							
<b>Semester Usage by period:</b>							
	Mon	Tue	Wed	Thu	Fri	Sat	Sun
AM:	0	0	0	0	0	0	0
PM:	0	0	1	0	0	1	0
EUE:	0	0	0	0	0	0	0
ALL-DAY:	2	0	1	4	1	2	0
<small>(Note: Usage by period does not equal # users since 1 person can have an item for multiple periods.)</small>							
<input type="button" value="Print"/> <input type="button" value="OK"/>							

$$\begin{aligned}
 12 + 37 &= 49 \\
 0 + 1 &= 1 \\
 \text{Total Usage...} &= 50
 \end{aligned}$$

and the 'Semester Stat...' will be zeroed out. Similarly the 'Semester Usage by Period' will be zeroed out, that data is not saved.

This chart illustrates the usage by time. As can be seen twelve (12) values are stored under 'Cur. Use'. This matches the twelve (12) above. The 'Tot. Use' is thirty-eight (38) which matches the 'Total Usage to Date:' above.

Equipment Statistics by department:				
Department:	Tot. Use:	Cur. Use:	Tot. Hrs:	Cur. Hrs:
Media	16	4	62	12
Film	18	2	34	6
Art & Tech	12	6	42	18

The 'Tot. Hrs:' and 'Cur. Hrs:' are the number of hours in total that each checkout lasts for, combined.

When you 'Reset User Statistics...', above, it adds the values from the 'Cur. Use:' columns to the appropriate values under the 'Tot. Use:' columns and then sets the 'Cur Use;' values to '0'.

*(Note: If you require any of the usage data for record keeping or to help plan your new equipment purchasing or staffing needs by time period, then this data can be exported using the 'Statistics' option in the 'Export Equipment' dialog. 'Export Equipment' is located under the 'File' menu. Obviously this data should be exported BEFORE the 'Reset' option is used.)*

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