Converting Asset Keeper files (Multiple Files)

If you want to convert ALL your Asset Keeper files at one time, you should select the "Convert Asset Keeper Files" option in the Housekeeping menu.

🚆 ABC Computer Consu	Itants, LLC - Decemb	oer 31, 2009 / Asset Keepe	r Pro (Subscription Expires	12/31/2014)					
File Edit Assets Cal	culate Reports H	lousekeeping Help							
File Manager Open	New Backup	Preferences Reset for New Year UnReset to Prior Year	1+1 Calc Annual	1+1 Calc Monthly	Reports Res	et Update	Calculator	<mark>?</mark> ▼ Help	Exit
Client File Selected		Rebuild Indexes							
Company:	ABC Computer	Convert Asset Keeper	Files						
File:	C:\AKPRO_Data\A	BC.akp 🔻	ht						
Last Modified:	Thursday - May 15,	2014 9:14 AM							
Assets:	17								
Method Details:	Method C	Convention	Sec 179 Exp Limit Sec 1	79 Acq Limit					
	FEDERAL St	td Conv Applied	250,000.00	800,000.00					
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Select data folder containing AK files

Step 1 - Select the data folder where Asset Keeper data files are located. Click the button to select the folder.

Asset Keeper Pro - Convert	Asset Keeper Files	
File Edit Help		
Convert multiple ASSET This option allows you to Click the button below to	KEEPER files to ASSET KEEPER PRO. convert ALL your Asset Keeper data files without having to select them individually. select the folder that contains your Asset Keeper data files.	More Options
Select folder containing	your Asset Keeper data files that you want to convert:	
V Fast Searching?		1
Select folder where conv Save files to the sam Save files to the fold C:\AKPRO_Data\	erted files will be saved: ne folder they currently reside in (Folder selected above) der selected below Don't re-ext	Click this button to select the folder where your data files are located.
Refresh Listing		Clear Convert Overwrite All
AK File	Folder Location	Convert? Overwrite?
0 files found	(Double-click file to see prior year files that will also be converted.)	How To? Convert Cancel

AK Data Folder

A select folder dialog will be displayed that allows you to select the folder where you AK files are located.

Sset Keeper Pro - Co File Edit Help	nvert Asset Keeper Files	
Convert multiple	AK Data Folder idually.	More Options
Select folder cont		
Save files to C:\AKPRO_Da Refresh Listing AK File	> aroapps > as_projects > aas_projects > aas_pps > aaspps > aaspps <td>rsion?</td>	rsion?
	To view subfolders, dick the symbol next to a folder. Make New Folder Select Cancel	
0 files found	(Double-click file to see prior year files that will also be converted.) <u>How To?</u> Cor	ivert Cancel

Search for AK files?

After selecting the folder that contains your AK data files, you will be asked if you want AKPRO to search that folder (and subfolders) for ALL AK files.

All AK files found will be listed in the grid at the bottom of the screen.

Note that if you selected a folder on a network, it may take a little more time to find your files than if they are located on a local drive.

Convert multiple ASSET KEEPER files to a This option allows you to convert ALL you Click the button below to select the folder Select folder containing your Asset Keepe	ASSET KEEPER PRO. r Asset Keeper data files without having to select them individually. that contains your Asset Keeper data files. er data files that you want to convert:	(More Options
Fast Searching? Fast Searching? Select folder where converted files will be Save files to the same folder they cur Save files to the folder selected below C:\AKPRO_Data\ Refresh Listing	Search for Asset Keeper Files? OK to search for Asset Keeper Files in the following folder? C:\AKDATA\	or year files from previous convers	sion?
AK File Fol	der Location	Convert?	Overwrite?

Some files previously converted

After the search is complete, the grid at the bottom of the screen will be populated with all AK files found.

If any of these files have already been converted and EXIST in the folder where the converted files will be saved, you will see a message indicating this.

Convert multiple ASSET KEEPE This option allows you to conve Click the button below to select Select folder containing your A C:\AKDATA\	R files to ASSET K rt ALL your Asset I the folder that con sset Keeper data f	EEPER PRO. Keeper data files without having to select them individually. ntains your Asset Keeper data files. <i>iles that you want to convert:</i>		More Options
 ✓ Fast Searching? Select folder where converted f ○ Save files to the same fold ● Save files to the folder sele C:\AKPRO_Data\ Refresh Listing 	iles will be saved er they currently ected below	Asset Keeper Pro Some file(s) were previously converted! The files listed with the CONVERT check box UNCHECKED appear to have been previously converted since a copy of the converted file was found in the Asset Keeper Pro data folder. You should exercise caution if you elect to convert these files again since you could be overwriting files that have been converted and new data added. OK	r files from previous conve Clear Convert	ersion?
AK File ABC.A5 ABC_TRACKING.A5	Folder Lo C:\AKDATA C:\AKDATA		Convert?	Overwrite?

AK files found

Step 2 - Select the folder where files will be saved.

The first thing you will want to do is verify that the folder where the converted files will be saved is correct.

sset keeper no - convert As.	set Keeper Files			
Edit Help				
Convert multiple ASSET KEI This option allows you to co Click the button below to sel	PER files to ASSET KEEPER PRO. nvert ALL your Asset Keeper data files without having to select ect the folder that contains your Asset Keeper data files.	them individually.		More Options
Select folder containing you	r Asset Keeper data files that you want to convert:			
C:\AKDATA\				
▼ Fast Searching?		Folder where conver will be sav	ted data files ed.	
Select folder where converter Save files to the same f Save files to the folder	ed files will be saved: older they currently reside in (Folder selected above) selected below	Use the button with it to change to a dif	the folder on ferent folder.	rsion
C:\AKPRO_Data\			Clear Convert	
	Ender Location		Convert?	Overwrite?
AKTIE			Convert:	Overwrite:
ABC.A5 ABC_TRACKING.A5	C:\AKDATA\ C:\AKDATA\			

More Options button

There are additional conversion options that can be accessed by clicking the "More Options" button.

asset Keeper Pro - Convert Ass	et Keeper Files	
Edit Help		
Convert multiple ASSET KEE This option allows you to con	PER files to ASSET KEEPER PRO. vert ALL your Asset Keeper data files without having to select them individually.	More Options
Click the button below to sele Select folder containing you	ct the folder that contains your Asset Keeper data files. Add	itional conversion
C:\AKDATA\		options.
✓ Fast Searching?		
Select folder where converte	d files will be saved: Ider they currently reside in (Folder selected above)	
Save files to the folder s	elected below 🔲 Don't re-extract	t prior year files from previous conversion?
C:\AKPRO_Data\		
Refresh Listing		Clear Convert Overwrite All
AK File	Folder Location	Convert? Overwrite?
ABC.A5 ABC_TRACKING.A5	C:\AKDATA\ C:\AKDATA\	
files found	(Double-click file to see prior year files that will also be converted.)	How To? Convert Cancel

Conversion Options

The following screen shows you the conversion options. If you change the first two options, when you return to the conversion screen, you should re-select the folder that contains your data files so it will respect your selections when populating the grid.

Click the Ok button to return to the conversion screen.

Asset Keeper Pro - Convert Asset Keeper Files	
File Edit Help	
Convert prior year files, if found? (any prior year files found for each file listed below will also be converted) By selecting this option, prior year files will also be converted. Prior year files are created whenever you reset for a new year. Prior year files allow you to to a prior year and print reports for a prior year.	o do an unreset
☑ Include files located in sub-folders of the Asset Keeper folder selected above?	
This option only applies when converting all your data files at one time. When selected, subfolders of the main folder you selected will also be searched	d.
Delete conversion log before conversion begins? View Conversion Log Conversion Failures	
This option will delete the conversion log before starting the conversion. By doing this, the conversion log will only provide information about the most converted files.	;t recently
How To?	ОК

Convert files

The grid at the bottom of the screen contains a list of the AK files found in the folder you selected.

The CONVERT checkbox will NOT be checked if the file has been previously converted and EXISTS in the folder where the converted files will be saved. If you want to convert the file again, you will need to mark the checkbox.

You will also need to mark the OVERWRITE checkbox; otherwise, the file will NOT be converted.

Conversely, if there are any files that you do not want to convert, you can unmark the CONVERT checkbox.

When you are ready to convert your files, click the CONVERT button. A progress bar will be displayd providing you with feedback as the files are being converted.

Depending on the following, the conversion process may take anywhere from seconds to minutes, to perhaps even an hour or more.

- Number of files to be converted

- Location of the files to be converted (If the files are located on a network drive, this could double the time it takes to convert.)

- Number of methods being maintained and number of assets in the file

- Number of prior year files found - these will ALSO be converted unless you selected the option not to convert them

- If asset tracking is used this will increase the time it takes to convert the file

- Location where the converted files will be saved (If the file are being saved on a network drive, this could further increase the time it takes to convert.)

HOW TO SPEED CONVERSION OF YOUR ASSET KEEPER FILES?

The simplist and fastest way to speed up conversion of your Asset Keeper data files is to move them to a local drive if they are currently located on a network. You should also save the converted files to a local folder instead of a network folder. Once the files are converted, you can copy them to a network location. The How-To document titled "Default Data Folder" in the "Data Files and Folders" provides additional information on how to moved your AKPRO data folder to a different location, such as a network.

Asset Keeper Pro - Convert Asset	: Keeper Files		
ile Edit Help			
Convert multiple ASSET KEEPI This option allows you to conve Click the button below to select Select folder containing your A	ER files to ASSET KEEPER PRO. ert ALL your Asset Keeper data files without having to select them individually. t the folder that contains your Asset Keeper data files. Asset Keeper data files that you want to convert:	(More Options
C:\AKDATA\			
✓ Fast Searching?			
 Select folder where converted is Save files to the same fold Save files to the folder selection 	files will be saved: der they currently reside in (Folder selected above) ected below Don't re-extract p	rior year files from previous convers	sion?
Refresh Listing		Clear Convert	Overwrite All
AK File	Folder Location	Convert?	Overwrite?
ABC.A5 ABC_TRACKING.A5	C:\AKDATA\ C:\AKDATA\	V	
2 files found	(Double-click file to see prior year files that will also be converted.)	How To? Com	vert Cancel

Conversion completed

After your files are converted, you will see a screen that will tell you how long the conversion took and ask if you want to review the conversion log.

Asset Keeper Pro - Convert Ass	et Keeper Files		
Edit Help			
Convert multiple ASSET KEE	PER files to ASSET KEEF	ER PRO.	More Options
This option allows you to con	wert ALL your Asset Keep	er data files without having to select them individually.	
Click the button below to sele	ect the folder that contai	is your Asset Keeper data files.	
Select folder containing your	r Asset Keeper data files	hat you want to convert:	
C:\AKDATA\			
✓ Fast Searching?			
Select folder where convertee Save files to the same for	d files will be saved: older they currently resid	Asset Keeper Pro	
Save files to the folder s	elected below	Conversion of data files completed.	from previous conversion?
C:\AKPRO_Data\		Total Conversion Time: 0 seconds	
Refresh Listing		View conversion log?	Clear Convert Overwrite All
AK File	Folder Locatio	Yes No	Convert? Overwrite?
ABC.A5 ABC_TRACKING.A5	C:\AKDATA\ C:\AKDATA\		
files found	(Double-click	file to see prior year files that will also be converted.) <u>Ho</u>	w To? Convert Cancel