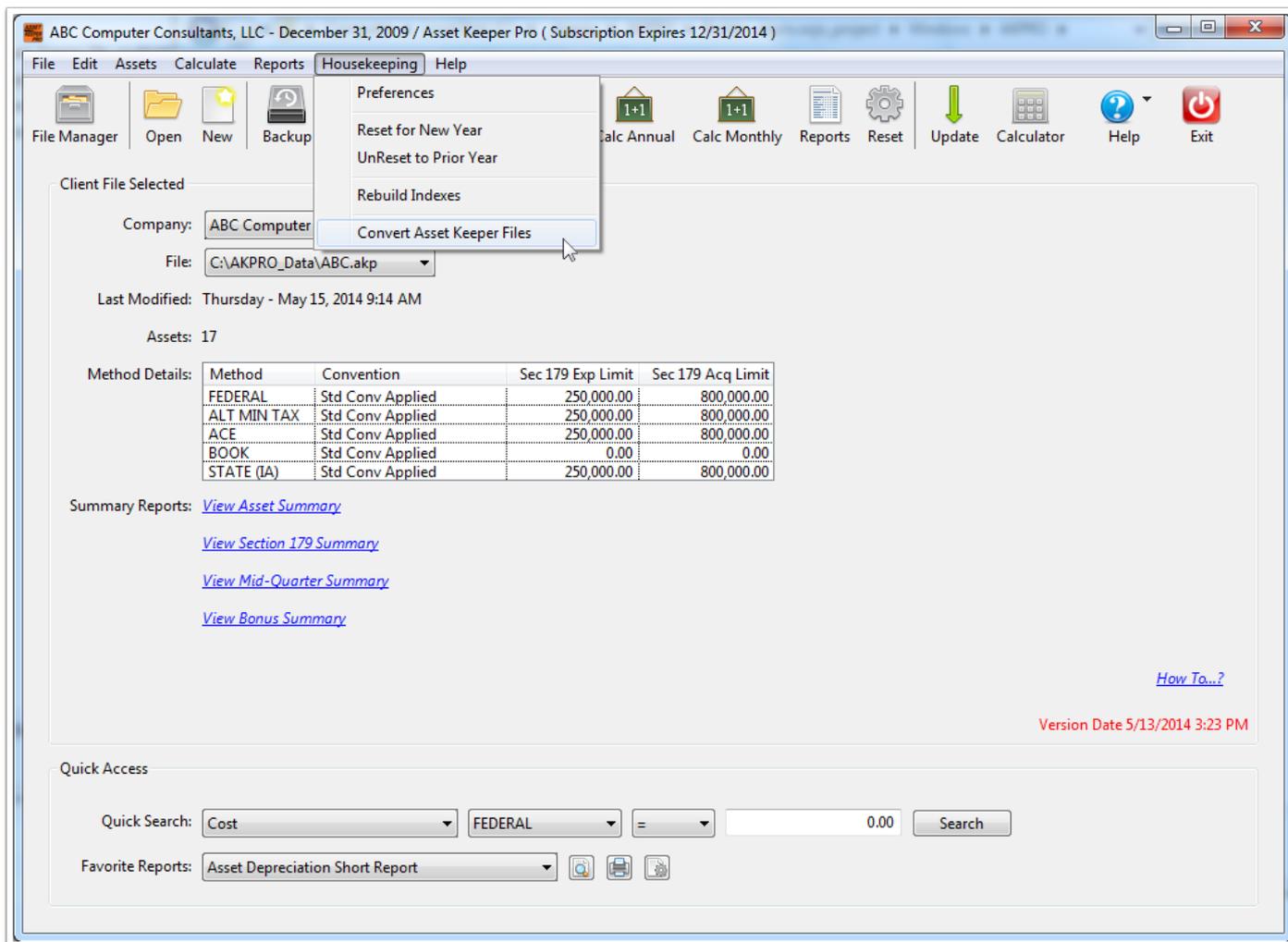


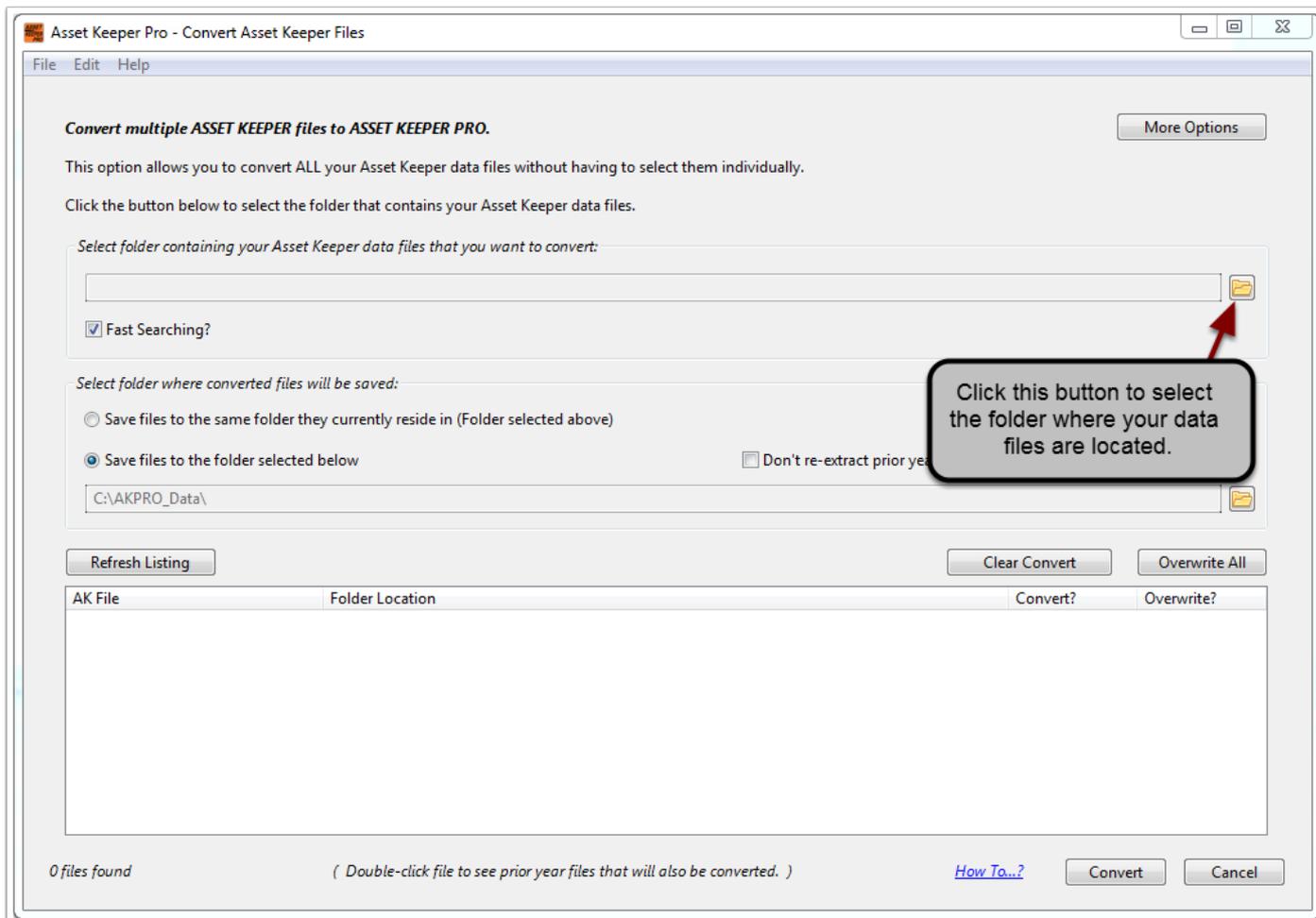
Converting Asset Keeper files (Multiple Files)

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.



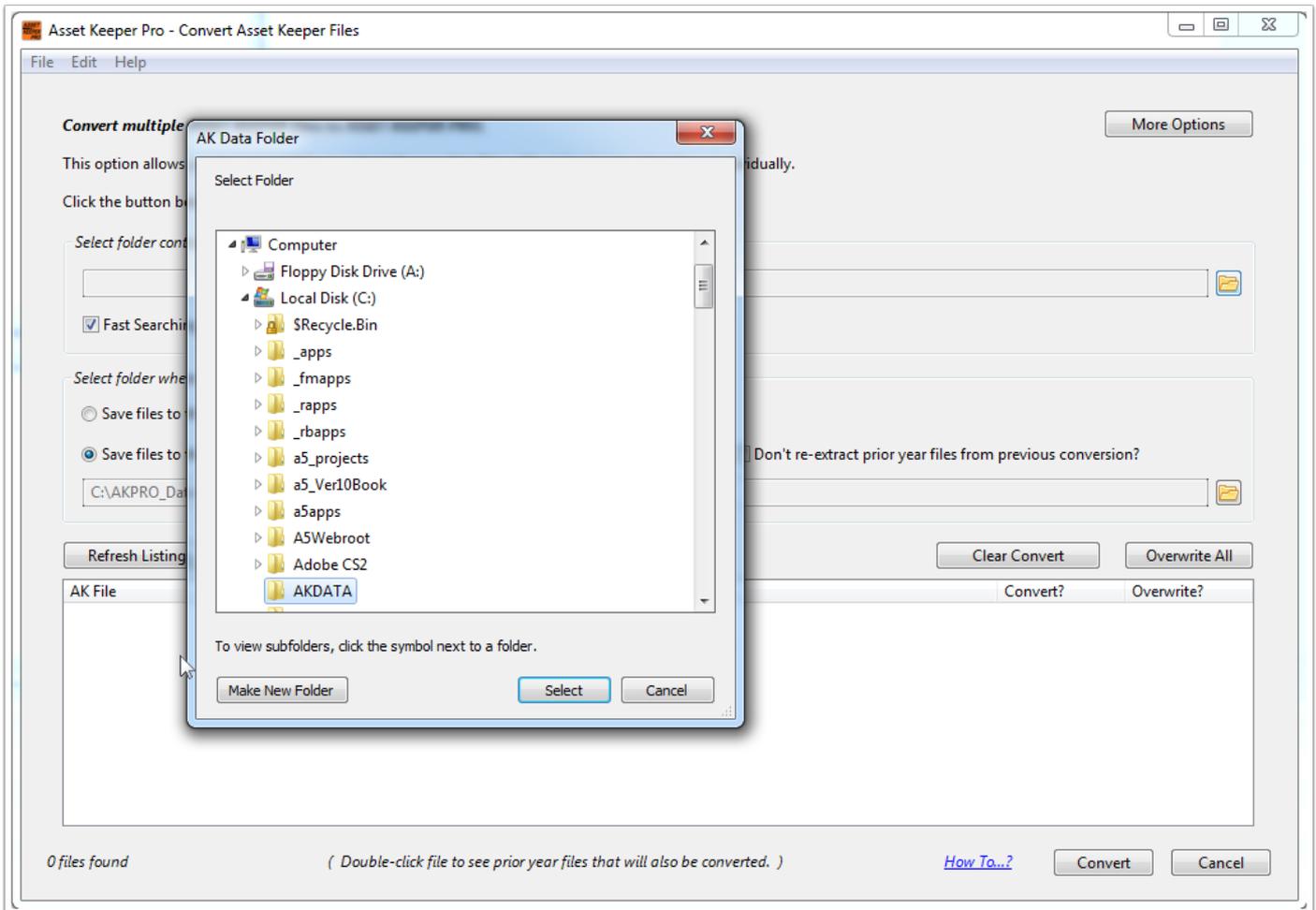
Select data folder containing AK files

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



AK Data Folder

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

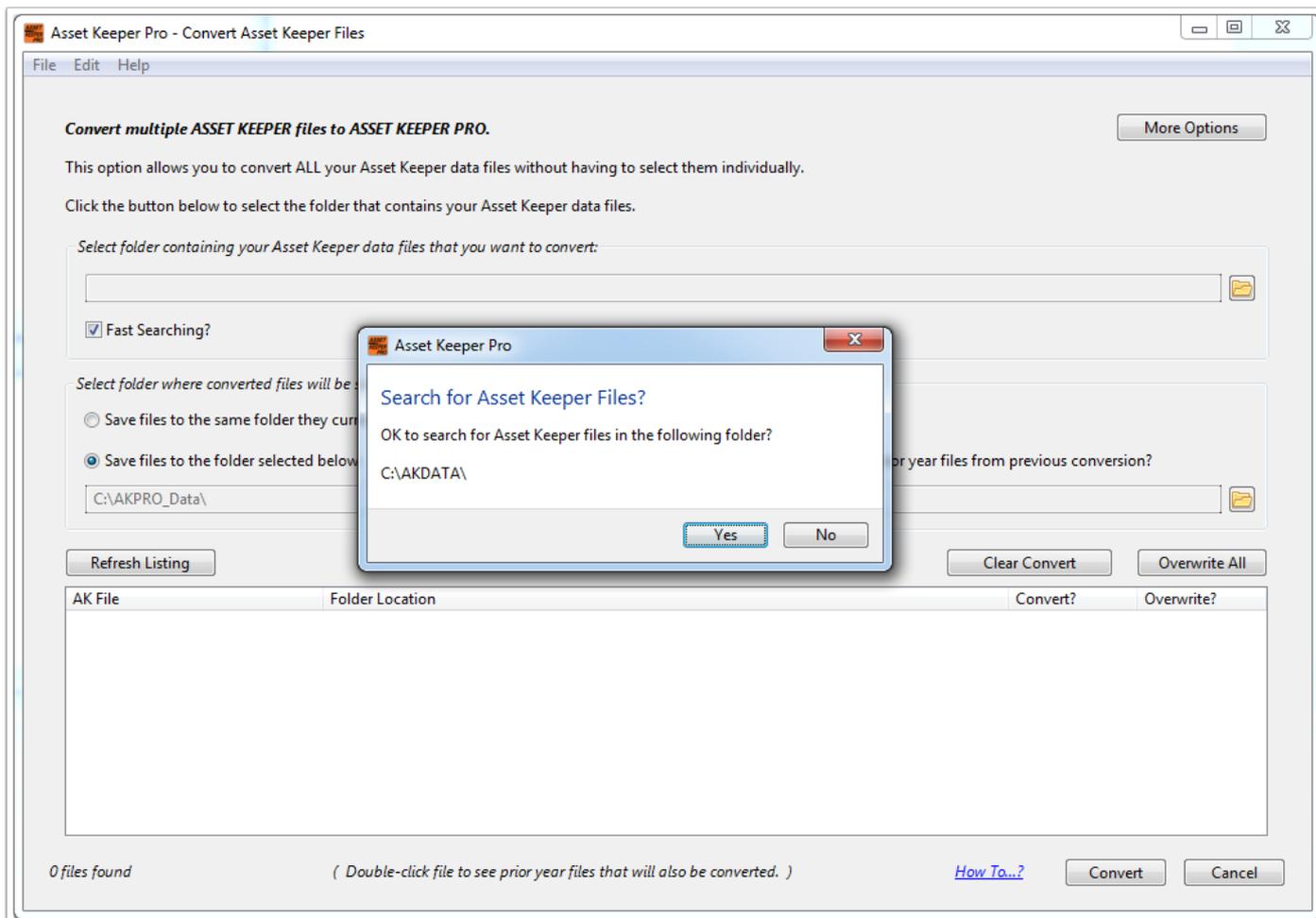


Search for AK files?

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.

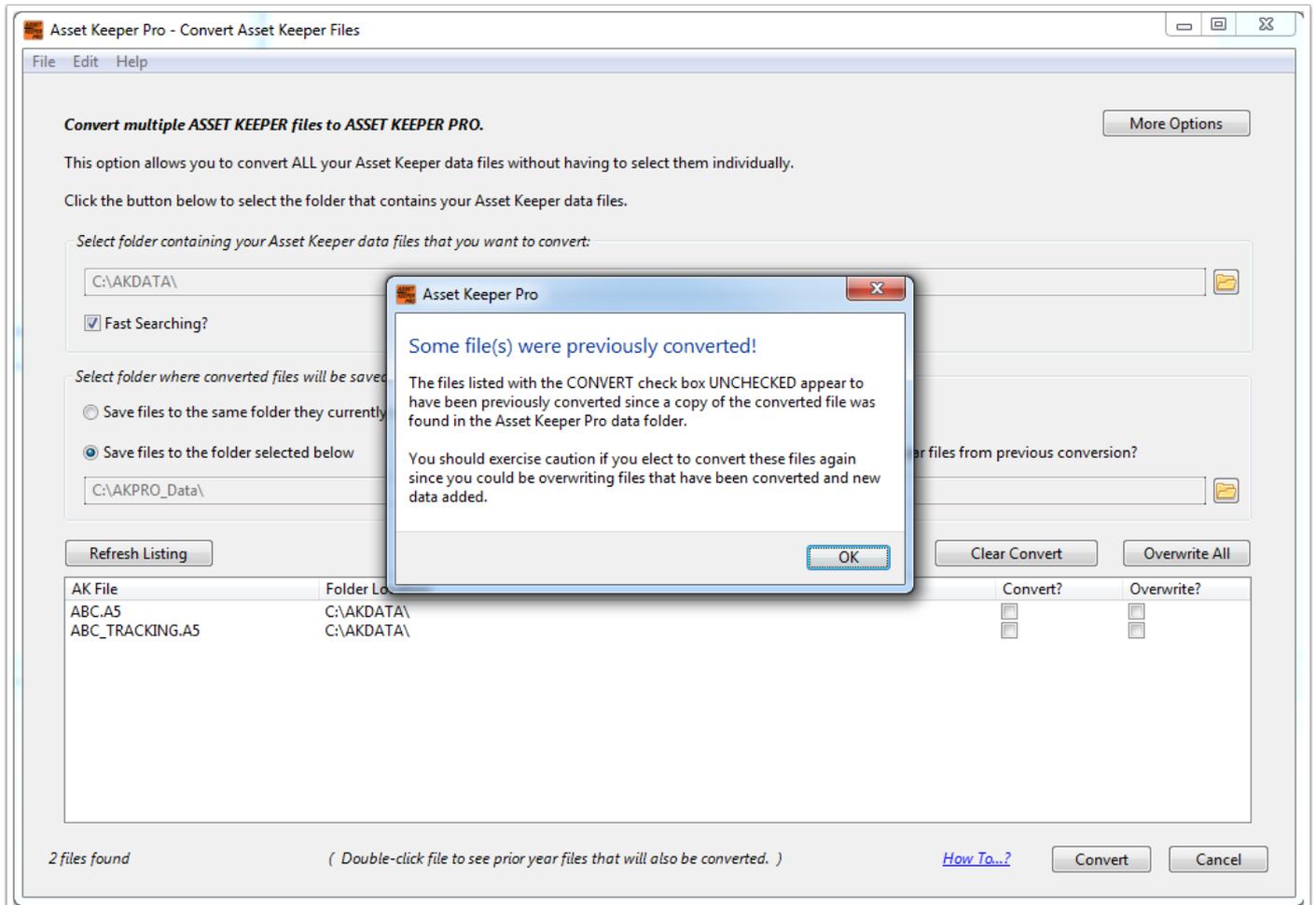
Note that if you selected a folder on a network, it may take a little more time to find your files than if they are located on a local drive.



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.

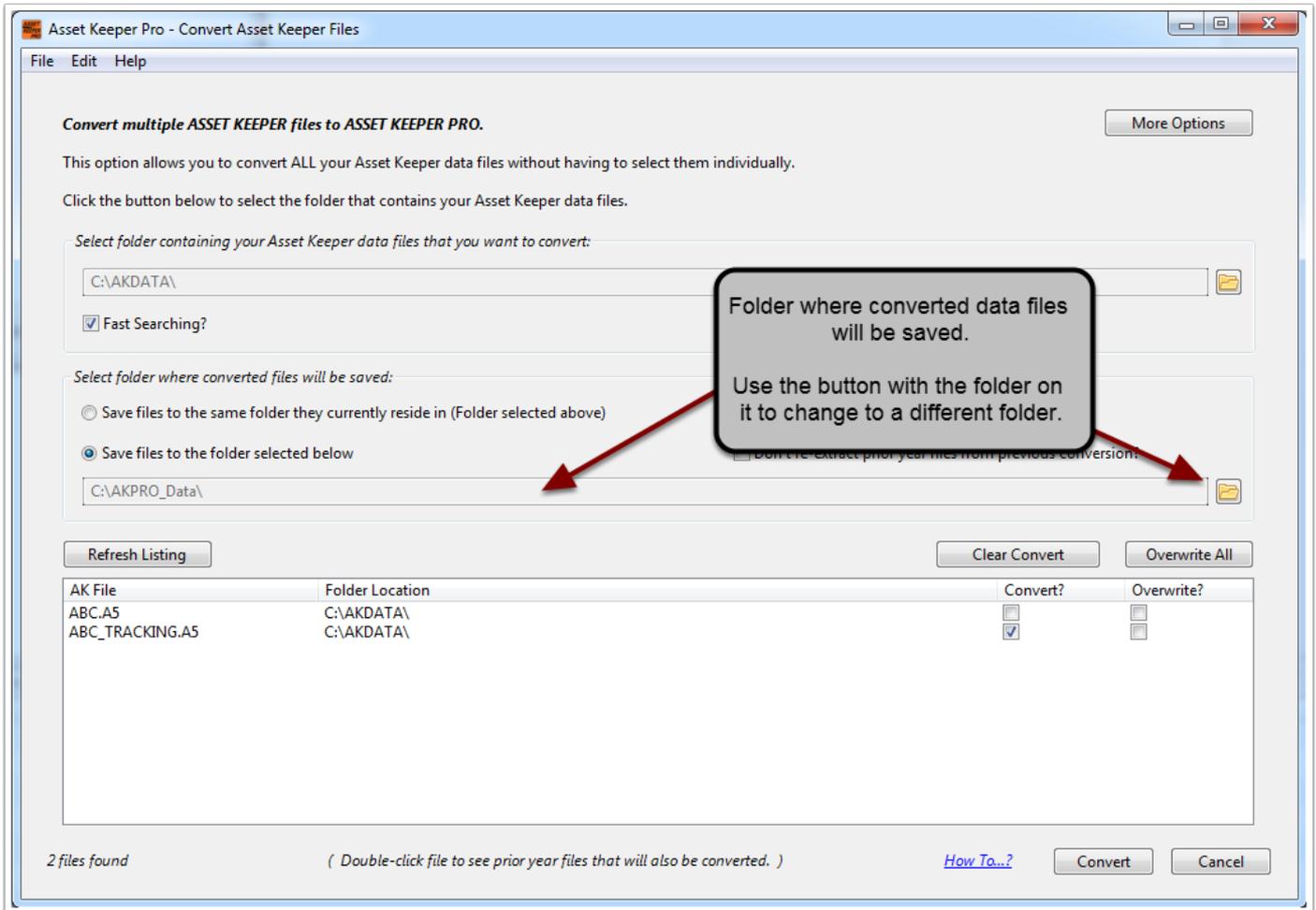
If any of these files have already been converted and EXIST in the folder where the converted files will be saved, you will see a message indicating this.



AK files found

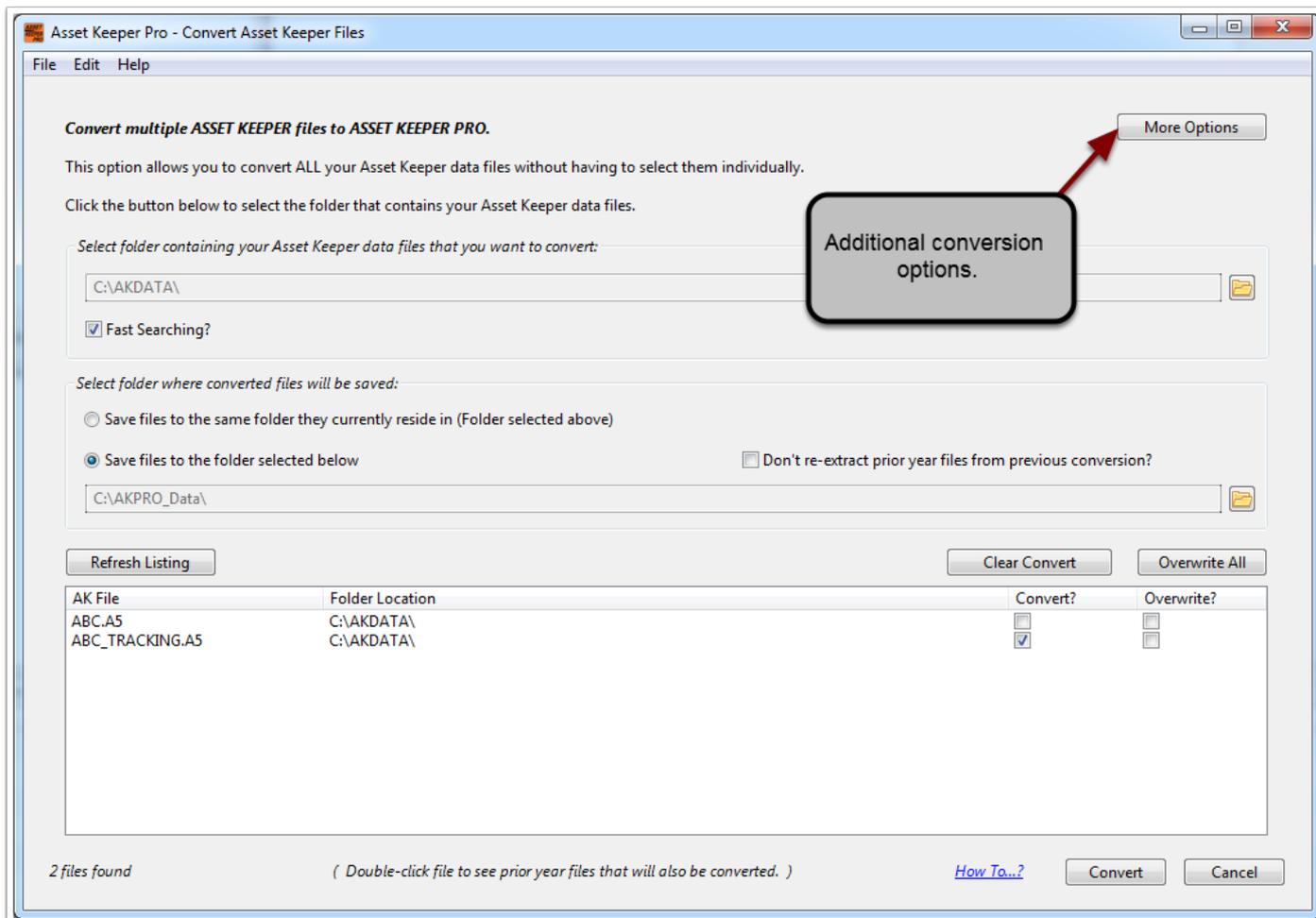
Step 2 - Select the folder where files will be saved.

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



More Options button

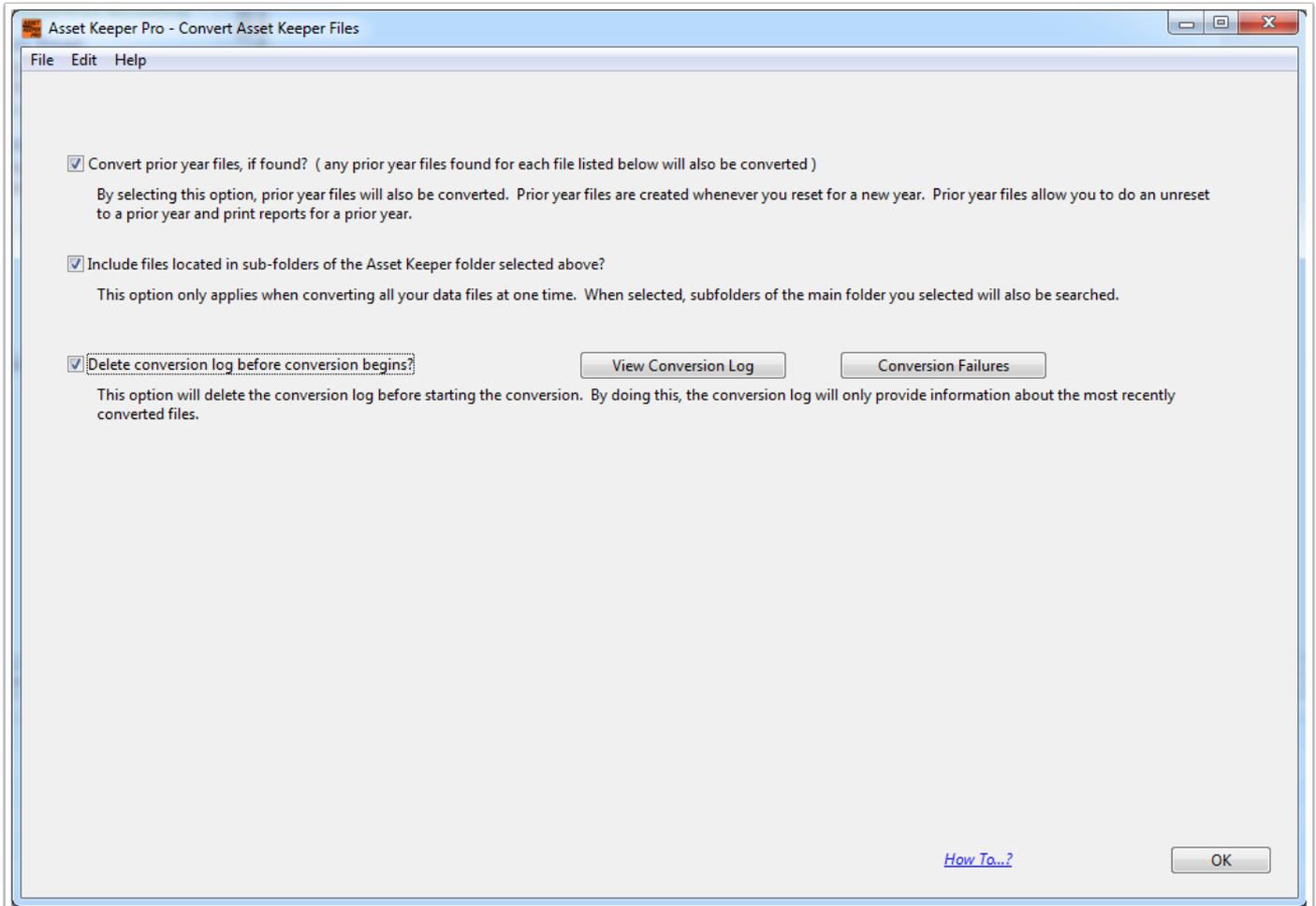
There are additional conversion options that can be accessed by clicking the "More Options" button.



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.



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.

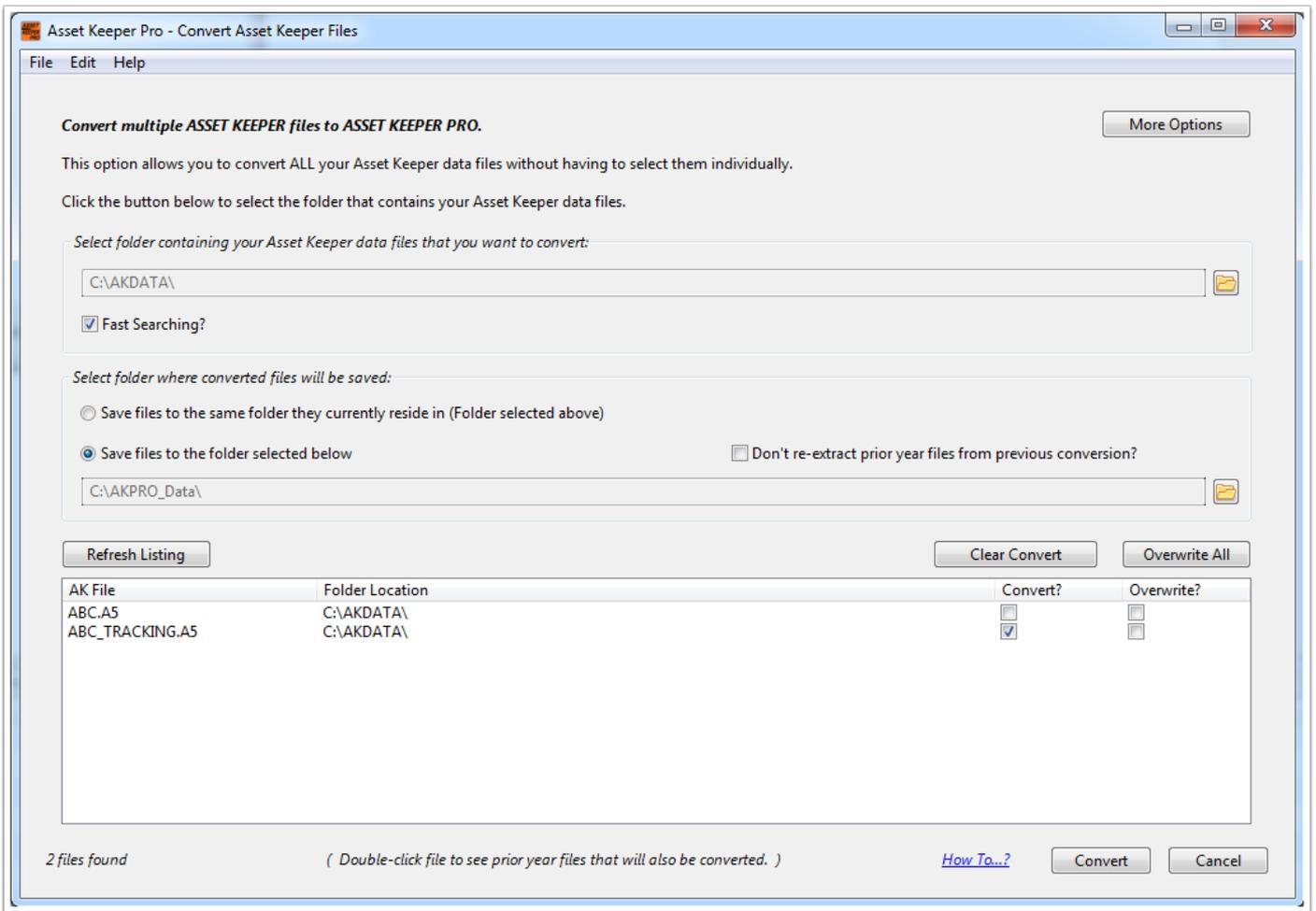
When you are ready to convert your files, click the CONVERT button. A progress bar will be displayed providing you with feedback as the files are being converted.

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 simplest 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 move your AKPRO data folder to a different location, such as a network.



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.

