

## RESMANAGER DATA CONVERSION UTILITY VERSION 2 TO 4

1. You will need to have installed the 32 bit Borland Database Engine on the PC running this utility. Available for download [here](#).
2. Copy the existing Resmanag data folder to this PC, delete any instance of p\*.lck (lock file)
3. Run the utility matching the 'Before you start' section to the one in the screenshot below.
5. Select the folder for the existing data
6. Set the folder for the new converted data to the location of the NEWDATA folder provided to you
6. Click 'Convert data now' button.

**Before you start >>>**

- ☒ The rent ledger is up to date to the end of last month (not showing as forecast)
- ☒ All recent arrivals and departures have been confirmed
- ☒ I have closed down ResManager (if it was running)

Start charging from: 01/02/2016

Debit on: ☐ 1st of month ☒ End of month

☒ Archive old residents who left before: 01/01/2015

☒ Only include ledger entries later than: 01/01/2015

**Location of OLD data files >>>** Select a directory

**Location for NEW data files >>>** Select a directory

**Click to start >>>** Convert data now

**Current process >>>**

**Overall progress >>>**

The conversion process could take up to 5 minutes depending on the volume of data.

Close

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