

DATABASE CONVERSION INSTRUCTION SHEET

This document will outline the steps necessary to take convert your data from Version 9 of the BSDI software, to Version 10.

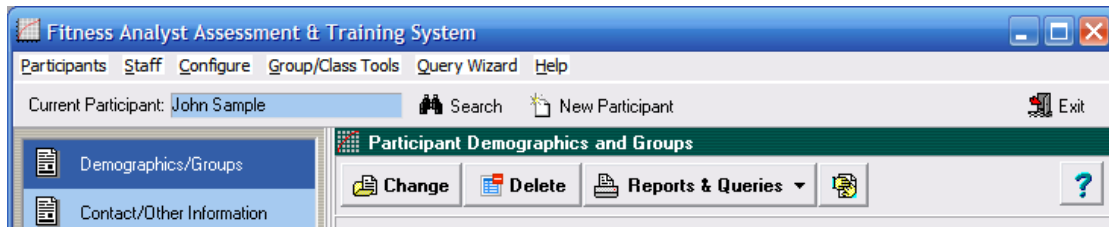
The conversion process must be carried out on a PC that has both the V10 and the V9 client software installed (e.g. Fitness Publisher, and Fitness Analyst). The physical databases do not need to be located on the same PC, but the client software must be present. This is essential as the conversion program needs to be able to access both the V9 database, and the V10 database.

Please Note that this process actually copies and then converts your data. Therefore, the Version 9 database remains in tact and is fully functional. You will be still able to run the Version 9 suite of programs alongside the new Version 10 Suite, if you choose to do so.

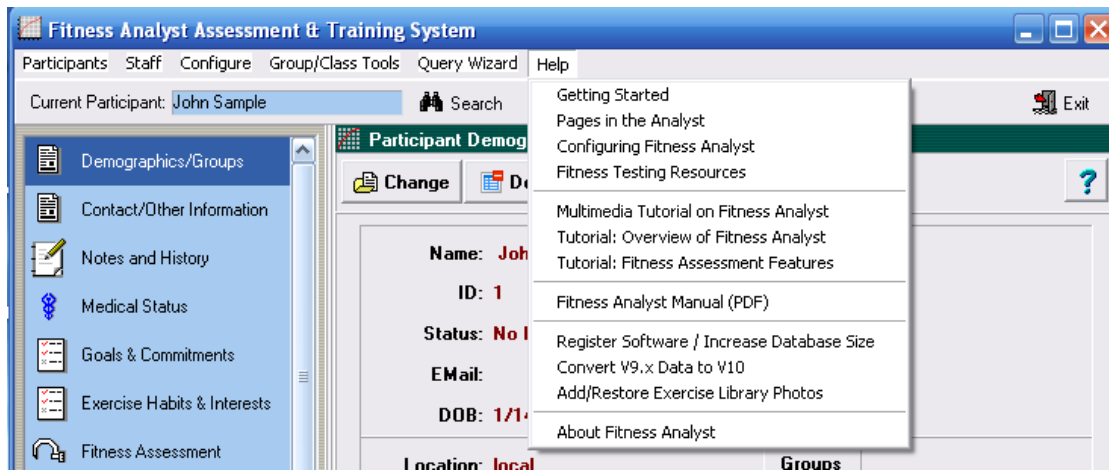
Procedure

This document will assume that you will be carrying out the data conversion using the Version 10 Fitness Analyst. The steps will be the same if you were completing the conversion using Retention Manager, or Check-in. In the instructions below substitute in the program you are using in place of the Fitness Analyst.

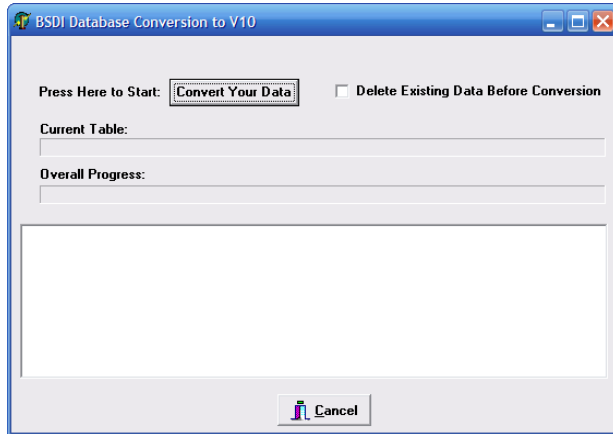
1. Click on the Fitness Analyst, on the desktop, to start the application.



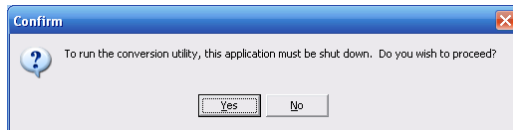
2. From the sub-menu, click on "Help"



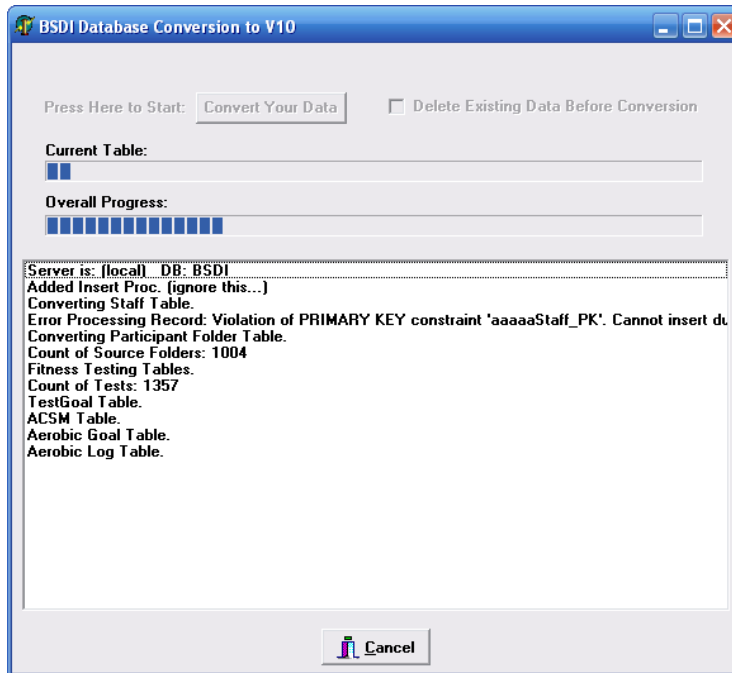
3. Select “Convert V9.x Data to V10” from the dropdown menu. (Only check “Delete Existing Data before Conversion” option if you want to delete the sample participant from the database or if you have converted previously & want to remove the data.)
4. If you do not see the “Convert V9.x Data to V10” option displayed in the dropdown menu, please refer to the section at the end of this document titled “**Accessing the Database Conversion Program from the Windows Explorer**”.



5. Click on “Convert Your Data” to begin the conversion process.



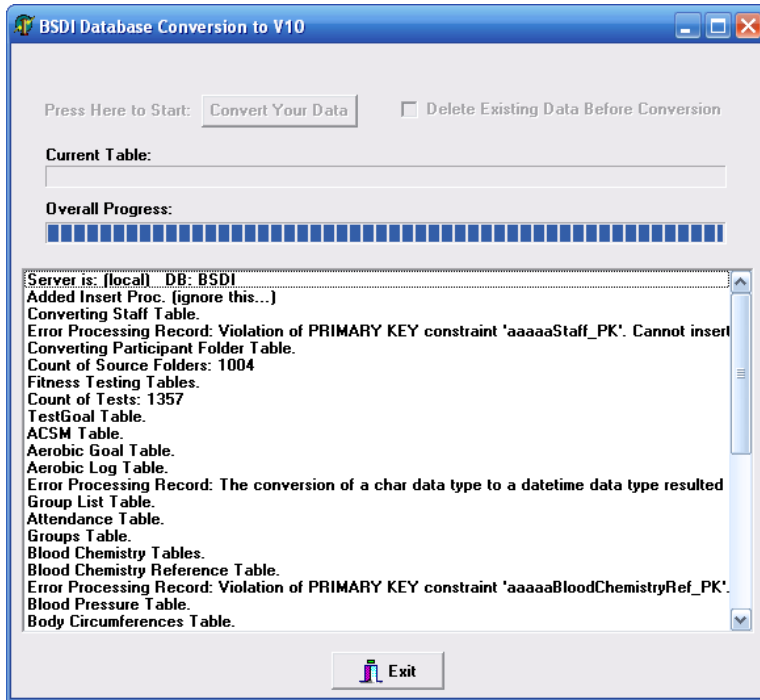
6. Click on the “Yes” button to proceed. The conversion process will begin.



7. When the conversion has completed, click "OK" in the Information window.



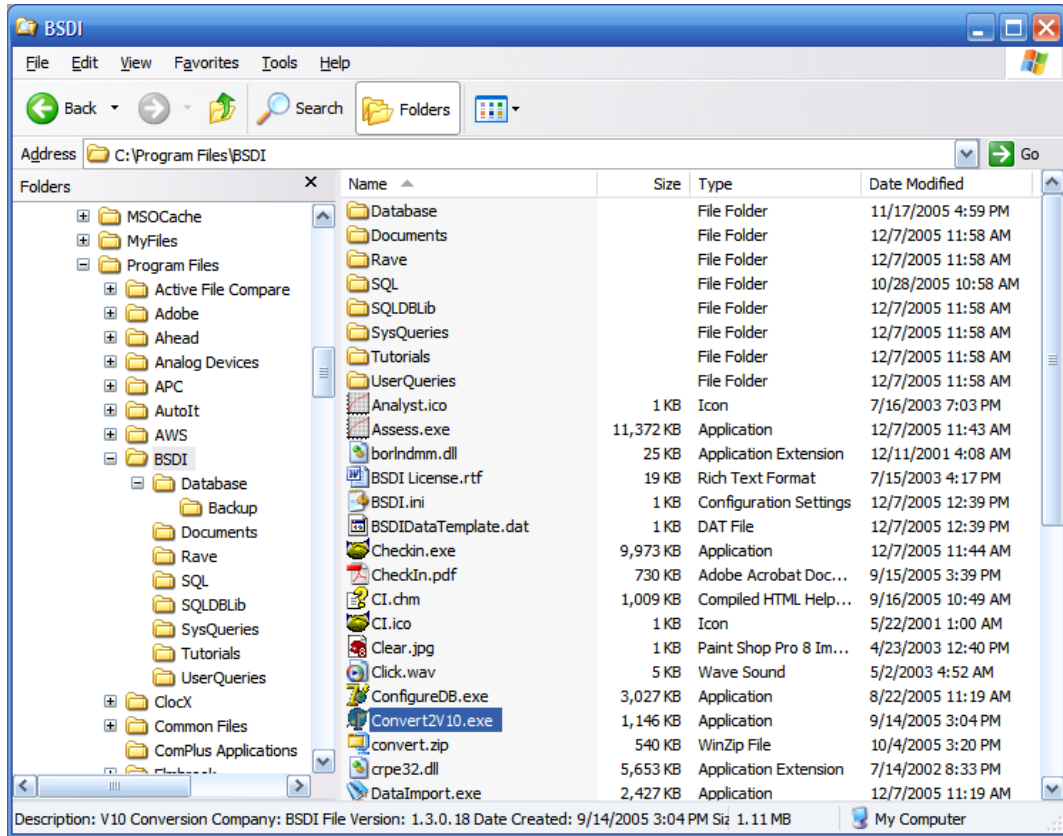
8. You may wish to scroll through the status output window. You will probably see a few error messages listed; these are usually not of concern, but we suggest that you open the Fitness Analyst after completing this process and verify that your data has converted as expected. (You may wish to run the new & old software concurrently for a while.)



9. Click "Exit" to close the Database Conversion Window.

Accessing the Database Conversion Program from the Windows Explorer

1. Right click on the “My Computer” icon on your desktop, or by clicking on the “Start” button.
2. Select “Explore” from the dropdown menu.
3. Navigate to “C:\Program Files\BSDI”



4. Double click on “Convert2V10.exe” to open the database conversion program.

