



TECHNICAL BULLETIN

Converting to ToolWatch Express

No. TBEX001
September 6, 2002
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Purpose:

This document outlines the necessary steps for converting your existing data file for use with ToolWatch Express. It also provides a suggested sequence of events to help ensure a smooth and timely transition to Express.

Sequence Overview

1. Follow the steps below to prepare your existing ToolWatch data file
2. Send your data file to ToolWatch for conversion
3. While we convert your data file, we suggest...
 - Install ToolWatch Express
 - Send an email to authorization@toolwatch.com to obtain your Authorization key
 - Familiarize yourself with your new Express system by using the tutorial data provided
 - Talk with your account manager about training classes
 - Read the User Guide to become familiar with the new features
4. When you receive your converted data file...
 - Install the converted data file into the ToolWatch Express folder and begin using immediately

Follow these steps to prepare your data file for conversion

Process all transfers

- During the conversion process, all unprocessed transfers will be disregarded and deleted.
- Launch your (1.x, 2.x or 3.x) ToolWatch program as usual and process any "unprocessed" transfers that are in your system.

Locate your existing data file

- Using the ToolWatch menu bar at the top of your screen, select "About ToolWatch" to view the current path to your existing data file. (in early versions the "About ToolWatch" is located under the File menu, in later versions it is located under the Help menu)



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Copy your data file to removable media

- Copy your data file onto a floppy disk, Zip disk, or CD. If your data file is larger than 1.5mb, it will not fit on a floppy disk. We suggest using WinZip to compress the file.

Send data file to ToolWatch Corporation

- You may send your data file to ToolWatch at the address below:

ToolWatch Corporation,
13111 East Briarwood Avenue, Suite 200
Englewood, CO 80112

or e-mail it to Support@ToolWatch.com

Please use WinZip to compress the file before sending it via e-mail.

Tell us

- If your "primary" tool assignment preference is Employee or Location. In previous versions of ToolWatch, a tool could be assigned to both an Employee and a Location. In newer versions, including ToolWatch Express, tools can be assigned to either an Employee or a Location, but not both.

PLEASE NOTE: * If you use any version of ToolWatch to create new information while ToolWatch is converting your data file, that information will NOT be included in your converted data file. If it is necessary to create transfers, new tool or list information, please document them on paper and enter them into the system upon return of your converted data file.