



Q Local™ Frequent Asked Questions Managing Data

Converting a MICROTEST Q™ Database for Use with Q Local™ Software

You can convert almost all the data in a MICROTEST Q version 5.x installation for use in Q Local software. (However, BHI™ and 16PF® 4th Edition test data cannot be converted. Those tests are not on the Q Local software platform. The newer BHI 2 and 16PF 5th Edition tests **are** available in Q Local software.)

Converting a database is similar to importing, but in addition to converting assessment records (which is the only information that is converted through importing) it will also convert:

- Order history
- Preferences (where they're still applicable)
- User IDs/passwords
- Security restrictions

IMPORTANT FIRST STEP:

Before Running the Conversion, First Transfer All MICROTEST Q Data

1. Within the MICROTEST Q software, click on **Tools** and then **Transfer Data To...**
2. Click on the **Transfer To...** button. Select the drive and directory where you would like the transfer file located (A: drive, C: drive, Network drive, etc.). Type in a name for the transfer file, Microtest Q software will automatically add the .TRA extension. Click **Save**.
3. If you want to transfer all records in the database, click on **Transfer All Records**. Otherwise, select the desired records from your Administration View window and then click on the **Transfer Selected Records** button.
4. When the transfer is complete, Exit the Transfer Data screen and Exit Microtest Q software.

Keep this transfer file as a backup until you are certain your MICROTEST Q data is correctly set up in the Q Local software.

SECOND STEP:

Convert the MICROTEST Q database

1. Within the Q Local software, select **Convert MICROTEST Q Data** from the File menu. The Convert MICROTEST Q Data window opens.
2. If the c:\MTQ50\RESULTS folder isn't listed, click the Browse button and navigate to the folder, and then click **Select**.
3. Select the data types to convert (Assessment Records; Order History; Preferences, User IDs, & Security Settings). By default all data types are selected.
4. Click the **Convert** button. The database is converted and imported into your Q Local system.

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FINAL STEP:

Make sure you can locate your MICROTTEST Q data in the Q Local database

If you cannot locate the MICROTTEST Q data, follow these steps to import your MICROTTEST Q transfer file into the Q Local software:

1. Within your Q Local software, select **Import and Export** from the File menu.
2. Choose **Import assessment records from a MICROTTEST Q transfer file (*.tra)** and click the **Next** button.
3. Click the **Browse** button to navigate to the archive file that contains the assessment records to be imported. The selected file is displayed in the Transfer File field.
4. Select a destination folder for the assessment records by clicking on a folder in the database tree.
The selected folder becomes highlighted. This is where the imported assessment records will be placed.
5. Click the **Import** button. The assessment records are imported to the destination folder.
6. Click **Cancel** to close the Import/Export wizard.