



# Convert from Version 6 to Version 12

Property Management Solutions for Over 30 Years

## Overview

This document provides instructions on how to convert your data from Version 6 to Version 12. The conversion does not change the existing Version 6 data – it exports it to a new format. This allows users to familiarize themselves with the changes in Version 12 before going live with the new application.

## Related Guides

For instructions on how to download and install Version 12 on your computer or network, please refer to the [Installation Guide for Version 12](#).

We strongly suggest that you review the [Best Practices Guide for Version 12](#) to ensure smooth operation of the database on your network.

Please also review the [Backup and Restore Guide for Version 12](#) to take full advantage of automatic daily backups.

If you are considering purchasing a new computer, we recommend reviewing the [Hardware Recommendations for Version 12](#).

## Quick Links

[Install Version 12 on a Network](#)

[Install Version 12 on a Single Computer for Evaluation](#)

[Export Data from Version 6](#)

[New Logon Options in Version 12](#)

[Evaluation and Testing](#)

[Historical Databases](#)

[Changes in Version 12 System Security](#)

[Other Notable Changes in Version 12 to Consider Before Converting](#)

## Install Version 12 on a Network

- Follow the instructions in the [Installation Guide for Version 12](#) for the recommended network installation method or the alternate network installation method.
- Proceed to the instructions in this guide to [Export from Version 6](#).

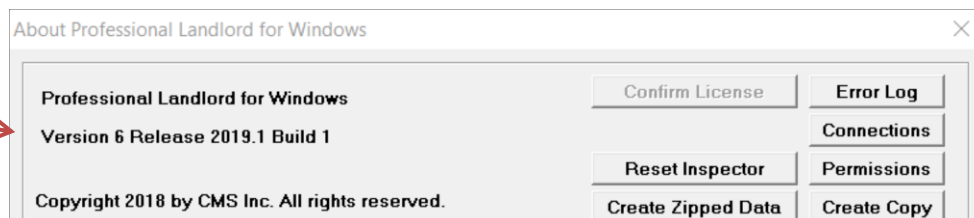
## Install Version 12 on a Single Computer for Evaluation

- Follow the instructions in the [Installation Guide for Version 12](#) for installing the application on a single computer.
- Proceed to the instructions in this guide to [Export from Version 6](#).

## Export Data from Version 6

**Version 6 exports a copy of the Version 6 data in the Version 12 format. It does not alter the existing Version 6 data.**

You must be running Version 6 Production Version 6 Release 2019 or later. The version information can be found on the logon screen or by navigating to Help > About. If you are on an older version, download and install the most recent Version 6 production version before exporting.

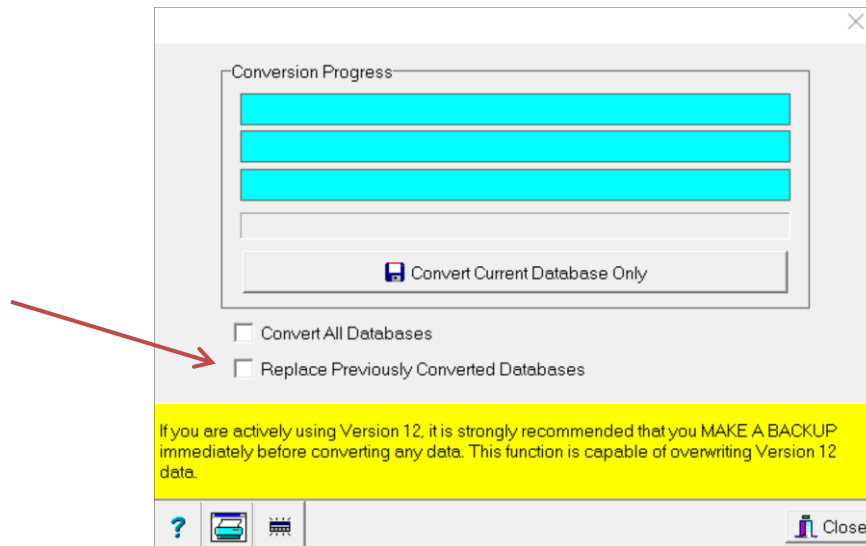


Exporting Version 6 to Version 12 has no effect on the Version 6 database. You may continue working in Version 6 while you familiarize yourself with version 12. Each time you export from Version

6 before you wish to do a live conversion, click the 'Replace Previously Converted Databases' checkbox to replace the previously exported Version 12 database with a freshly exported one matching the Version 6 transactions.

When doing the export you must have exclusive access to the program, similar to when you do a rebuild. Exporting a database of 600 units with about 65,000 AP transactions and 135,000 AR transactions will take approximately 25 minutes.

- Logon to your Version 6 database
- Go to <<File, Export to Landlord Version 12>>



- Click <Replace Previously Converted Databases> checkbox if you have converted previously and want to start over in Version 12 with the current version 6 data.
- NOTE: We recommend that most users not mark the <Convert All Databases> checkbox and rather convert each database individually.
- Click <Convert Current Database Only>.
- When the conversion has finished, click <Close>.
- Close Version 6. If this is the first time you have converted your data, follow the instructions in the [Installation Guide for Version 12](#) to Select the Working Folder from the Logon Screen.
- If you are moving the data to the new server, you may now copy the data folders as described in the [Installation Guide for Version 12](#).
- Note: the first time a user logs into data exported from Version 6, the Version 12 application will perform several updates to the database. Depending on the size of the database and the speed of the network, this could take from several minutes to over half an hour.

## New Logon Options in Version 12

You must have installed Landlord 12 on your computer or network. Please refer to the [Installation Guide for Version 12](#) for detailed instructions.

- Launch the application by clicking on the Landlord 12 icon.
- Note that the database name, user name and password will all convert from Version 6.
- If you choose to log on, the first time you open an exported database you will have to wait for the application to perform several updates.
- If you would like to run or reset the demo database, click the "More Options" link.

The Professional Landlord for Windows

The Professional Landlord™

PROMAS  
No Unit Limit  
C:\RPromas

Database: My Database

User Name:

Password:  [More Options](#)

Version 12  
Release 2018.2 Build 8

OK Cancel

Release 2018.3 Build 9

Options to Open a Demo Database

Run Demo Reset Demo

Options to Open a Training Database

Run Training Reset Training

Other Options

Select Working Folder Logon

- You may return to the logon screen by clicking the "Logon" button.

## Historical Databases

If you have previously purged your data in PROMAS and created one or more historical databases, keep in mind that the above instructions will not convert your historical databases. You have the option of leaving Version 6 on a computer where you can access the history when you need it, or logging in to each historical database and performing an export to Version 12. We recommend the latter approach.

## Changes in Version 12 System Security

Users require administrative authority to perform some functions such as backing up, managing reports and access to user and group access rights reports.

- For a user to have full administrative access, the user profile in System Security must have /admin in the comments field and must not be assigned to an access group.
- For a user to have the right to manage reports only, the user profile must have /reportadmin in the comments field and can be assigned to an access group.

## Evaluation and Testing

The entire reporting system for Version 12 has been changed to allow for highly customized reporting. It is recommended that you review the reports in Version 12 and if you have trouble finding the equivalent reports that meet your in house procedures for Version 6 that you contact the Help Desk for assistance.

Note also that:

- The scheduled statement function is no longer supported in Version 12.
- Version 12 can be hosted in the cloud. Contact the help desk for more information.
- Version 12 can be set up to provide anywhere access with Windows Server products. See the [Installation Guide for Version 12](#) for more information.