



## Convert from Version 6 to Version 12

Property Management Solutions for Over 30 Years

### ***Installing Version 12***

#### **Download LL12.exe**

- Go to [www.promas.com](http://www.promas.com)
- Click on User Access
- Click on Download
- Log in with your User ID and password to get to the Download page.
- Click on Download for the Professional Landlord - Version 12 production release.
- Download and install the Version 12 on your computer.

#### **Export (convert) from V6**

You must be on Production Version 6 Release 2018. If you are not, 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. Continue working in Version 6 while you familiarize yourself with version 12. Each time you export from Version 6 after the first time, 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.

Lagon to your Version 6 database

- Go to <<File, Export to Landlord Version 12>>
- Click <Replace Previously Converted Databases> checkbox if you have converted previously.
- NOTE: do not mark the <Convert All Databases> checkbox. Do each one individually.
- Click <Convert Current Database Only>.
- When finished click <Close>.

## **Logon to Landlord 12**

- Click on the Landlord 12 icon.
- Choose your database and use the same user name and password as for Version 6.
- NOTE: The database will update the AR and do a rebuild of the database when you first log in.

## **Install on a non-Version 6 computer**

After installing LL12.exe, download the demo files:

- Go to <http://www.promas.com/Myzip>
- Click the Landlord 12 icon.
- Click Reset Demo and Run Demo.

To run your database on a non-v6 computer export to v12 on your v6 computer, then copy the RPROMAS folder from the old machine to the new machine. See document on Add a New Computer V12.

## **Testing**

Perform whatever functions you want.

## **Purged Databases**

If you have previously purged your data in PROMAS and created a history database, keep in mind that the above instructions will not convert your history 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 the history database and doing the export to Version 12. We recommend the latter.

## **Version 12 Setup**

Users require admin authorization to perform some functions (backing up, managing reports and access to user and group access rights reports).

To have full access the user profile in System Security must have /admin in the comments field and must not be assigned to an access group.

To have rights to manage reports only, the user profile must have /reportadmin in the comments field and can be assigned to an access group.

For computer techs:

[Network Setup](#)

[Recommended Hardware](#)

[Network Guidelines-Backups](#)

[Best Practices Guide Version 12](#)