

Migrating AlphaTrack 5.x to a New Workstation

This guide will help you through moving an existing AlphaTrack license to a new computer so the system will remain usable. This guide does not include instructions for reconfiguring or creating Visitor groups, tracking or reporting settings.

Please review all steps and instructions before proceeding with the migration process. Failing to follow these instructions may result in the inability to activate your software, or the loss of parts or all of your data.

Please Note: these instructions only apply to 5.x versions; previous version (4.x and 3.x) migration is not supported as these versions have reached their end of life, and new license activations will not be supplied. Please contact our Sales department for options to migrate 4.x and 3.x versions of AlphaTrack. Additionally, these instructions only apply if the previous computer is accessible. If your previous computer is inaccessible due to hardware failure, please AlphaCard Technical Support.

Before starting you may find it easiest to create a Notepad.txt file in which to keep notes that you'll be taking during this process for the convenience and accuracy of copying and pasting file paths and names.

Backing Up Your Data

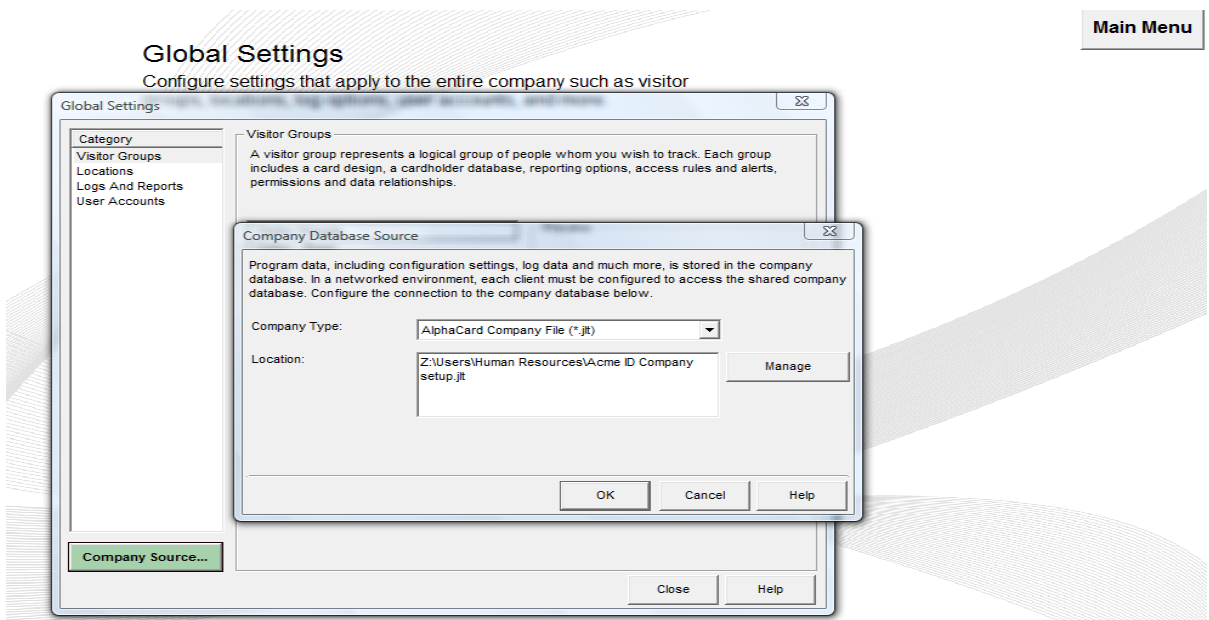
First, identify the existing AlphaTrack version and License Key on the existing computer.

1. Launch the AlphaTrack program on the existing computer
2. Click on the Help menu, and then About Product option
3. Copy the Version (*Standard, Professional or Enterprise*), the build version, and the Product Key (usually referred to in this document as the License Key) to the notepad document you created



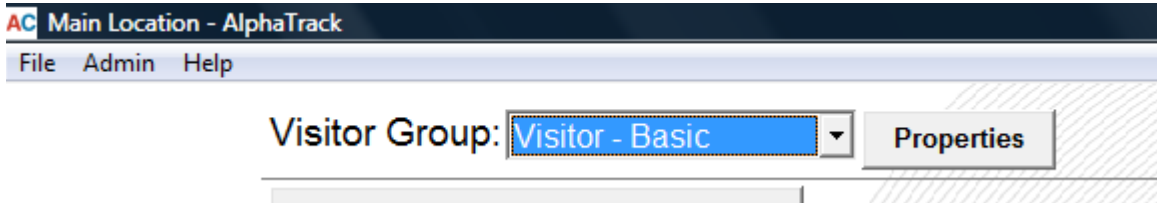
Determine the Company Setup (contains all Visitor Group card designs) file on the existing computer.

1. For AlphaTrack Standard, this will be C:\Program Files (or Program Files (x86) when an option) \Alpha Card Systems\Alpha Track\Sample Companies\Sample Company.jlt.
2. For AlphaTrack Professional or Enterprise, you will need to navigate to *Main Menu/Setup/Global Settings/Company Source*. In the example below the filepath/name is Z:\Users\Human Resources\Acme ID Company setup.jlt.

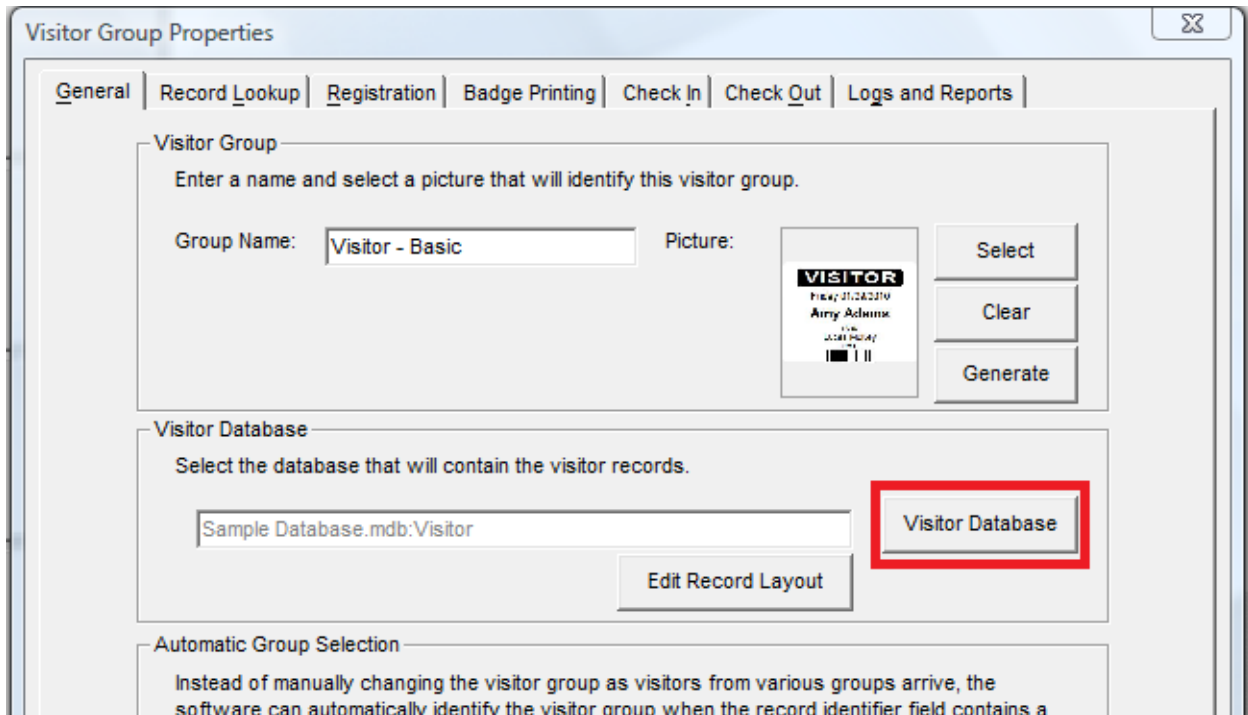


Determine all associated Visitor Group databases from the existing computer.

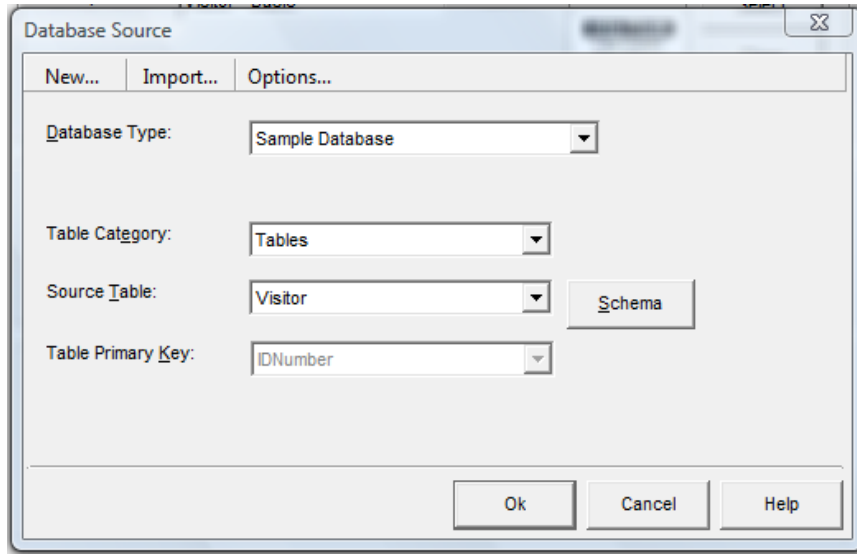
1. In the Main Menu, select the Visitor Group and click on Properties



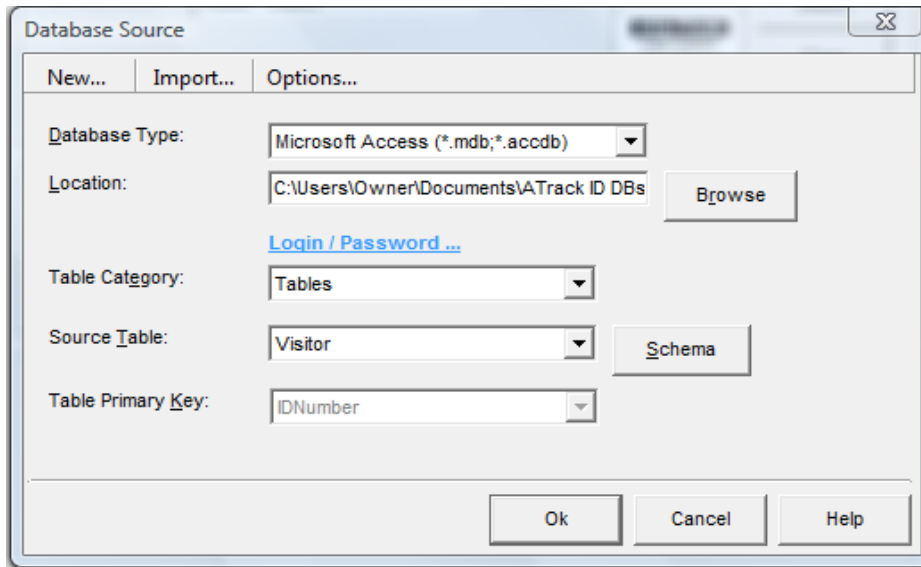
2. Click on the Visitor Database button.



3. If the Database Type is Sample Database as shown below, the filepath/name is C:\Program Files (or Program Files (x86) when an option)\Alpha Card Systems\Alpha Track\Sample Databases\Sample Database.mdb.



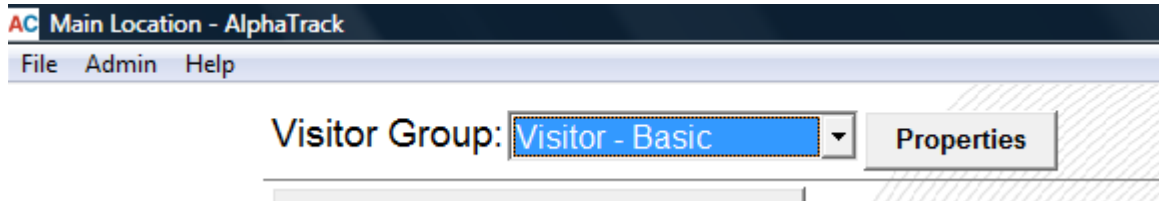
4. If the Database Type is anything other than Sample Database, the type, filepath/name, Source Table, and Primary Key will be reported as shown below:



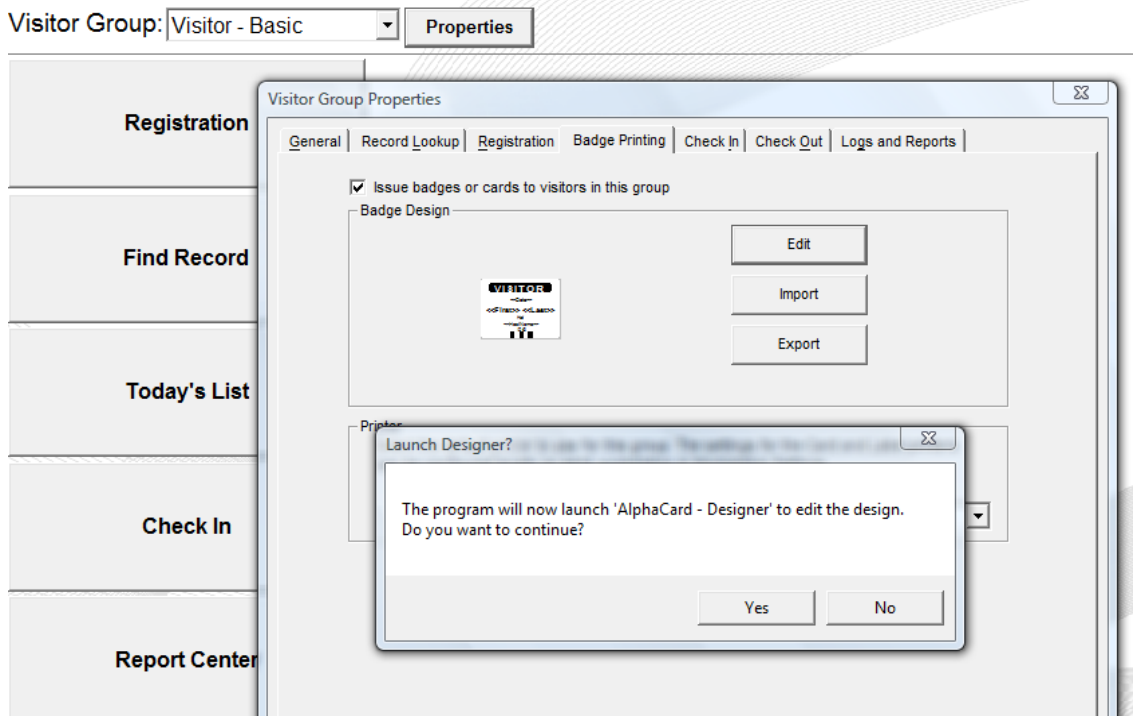
5. Repeat this process for all Visitor Groups being used by the end user, noting the database type, filepath/name, Source Table, and Primary Key for each

Then you need to determine Photo handling on the existing computer

1. In the Main Menu, select the Visitor Group and click on Properties



2. Click on the Badge Printing tab, then the Edit button, and the Yes button to continue launching the AlphaCard Designer



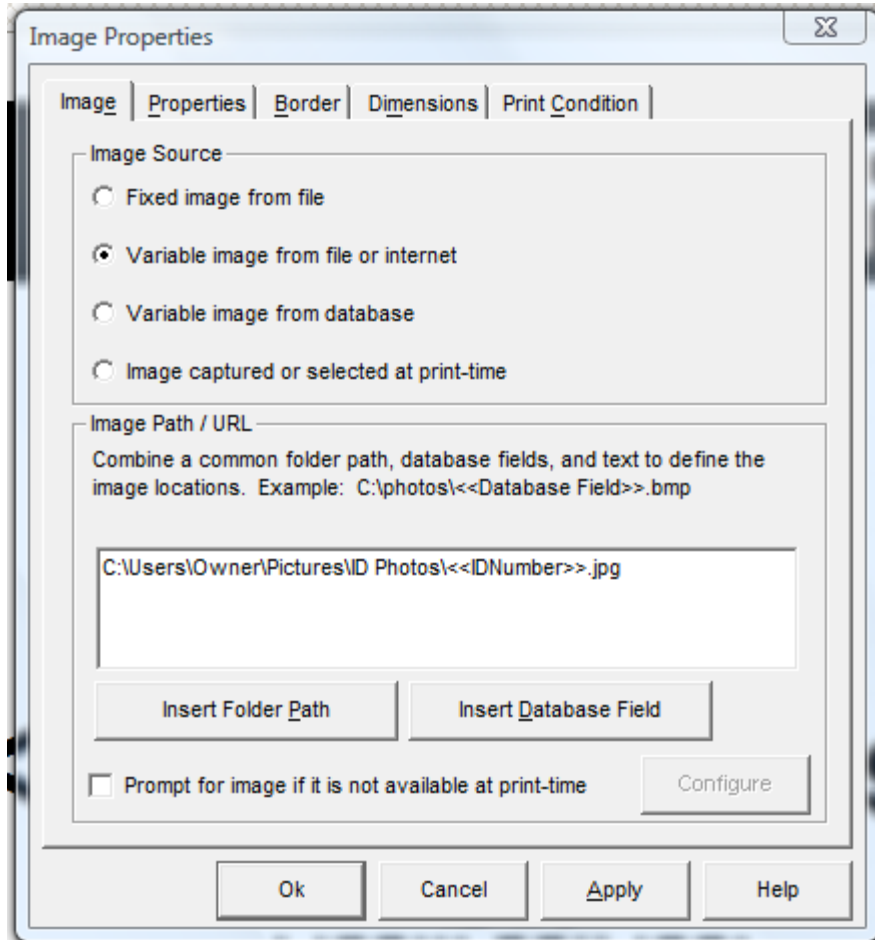
3. If the Photo object label begins with two carats (may be truncated) on both ends as shown below, then the photos for this Visitor group are stored in the associated database as binary data and will transfer with that database



4. If the Photo object label begins with a filepath as shown in the first image below, you'll need to open the properties for that object by double-clicking (or right-click and choose properties) on it

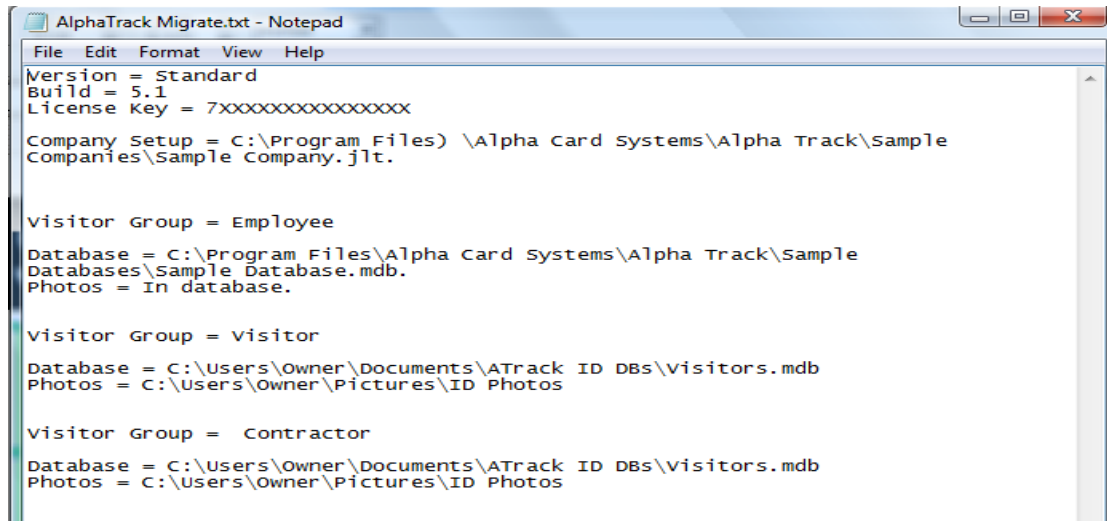


In the example below, “C:\Users\Owner\Pictures\ID Photos\<<IDNumber>>.jpg”, indicates that the photos associated with this Visitor Group are individual image files with “.jpg” file extensions named using the IDNumber field of the associated database and stored in the ID Photos folder. That “ID Photos” folder is what needs to be copied to the target computer. This will need to be done with each Visitor Group.



Back up (copy) the Company Setup file, database(s) and photo image file folders on the existing computer.

At this point, you should have notes as shown below:



```
AlphaTrack Migrate.txt - Notepad
File Edit Format View Help
Version = Standard
Build = 5.1
License Key = 7XXXXXXXXXXXXXXXXX
Company Setup = C:\Program Files) \Alpha Card Systems\Alpha Track\Sample
Companies\Sample Company.jlt.

Visitor Group = Employee
Database = C:\Program Files\Alpha Card Systems\Alpha Track\Sample
Databases\Sample Database.mdb.
Photos = In database.

Visitor Group = Visitor
Database = C:\Users\Owner\Documents\ATrack ID DBs\Visitors.mdb
Photos = C:\Users\Owner\Pictures\ID Photos

Visitor Group = Contractor
Database = C:\Users\Owner\Documents\ATrack ID DBs\Visitors.mdb
Photos = C:\Users\Owner\Pictures\ID Photos
```

Close the AlphaTrack program and copy the Company Setup file, Database Files, and Photo folders that you identified in the preceding 3 steps and copy them to a flash drive, CD-Rom, or shared networked folder if accessible by both the existing computer and the target computer.

Note: If you determined in the previous steps that all of your files are on a networked folder accessible by the target computer you only need to back up the Workstation Settings file, copy it to the same location on the target computer and relink the Company Setup file as shown in step 2 of page 2 (clicking on the *Manage* button) to configure the software on the target computer.

Back up (copy) the Workstation Settings file from the existing computer:

1. Navigate to C:\Program Files\Alpha Card Systems\Alpha Track\Application Data and copy the jollyLocalApplicationData.dat to a flash drive, CD-Rom, or shared networked folder if accessible by both the existing computer and the target computer.

Install AlphaTrack on the Target Computer

If you determined in step one that your previous installation was build 5.0 or 5.1, you may want to contact AlphaCard for a link to download build 5.2, which may be provided upon verification of your customer account. This must be installed on a Local Machine, not on a Server for distribution to Client machines. To avoid future permission issues, you should be logged on with Local Machine admin permissions when you install.

First, copy the backed up copy of the Company Setup file to the target computer.

1. For AlphaTrack Standard, this must be the same filepath/name as on the existing computer: C:\Program Files (or Program Files (x86) when an option) \Alpha Card Systems\Alpha Track\Sample Companies\Sample Company.jlt. You will need to copy to replace this file on the target computer.

For AlphaTrack Pro or Enterprise, if the Company setup file is on a shared network accessible by the target computer, no transfer will be necessary, but you will need to relink the Company Setup file as shown in step 2 of page 2 (clicking on the *Manage* button) to configure the software on the target computer.

2. Otherwise, it can be pasted to same default location with the same filename to be accessed automatically by the software when launched. Alternatively, it can be pasted to any location accessible by the target computer and linked to after launching the software.

Then, copy the backed up copy of the Visitor Group database(s) to the target computer. Regardless of the version of AlphaTrack, these files can be pasted to almost any location accessible by the target computer. As it will be unlikely that the folder and file paths will be duplicated exactly on the target computer, it's easiest to assume that you will be re-linking the Visitor Group(s) to the new database locations after launching the AlphaTrack software.

Next, copy the Workstation Settings file to the target computer. Regardless of the version of AlphaTrack, this must be copied to replace the existing jollyLocalApplicationData.dat file at C:\Program Files\Alpha Card Systems\Alpha Track\Application Data from the existing computer exactly.

Launch AlphaTrack on the target computer.

1. Select English or Spanish and choose Next
2. Select Next to Install a new license



3. Install the 12 digit License Key (Product Key) determined in step 1 and click Next



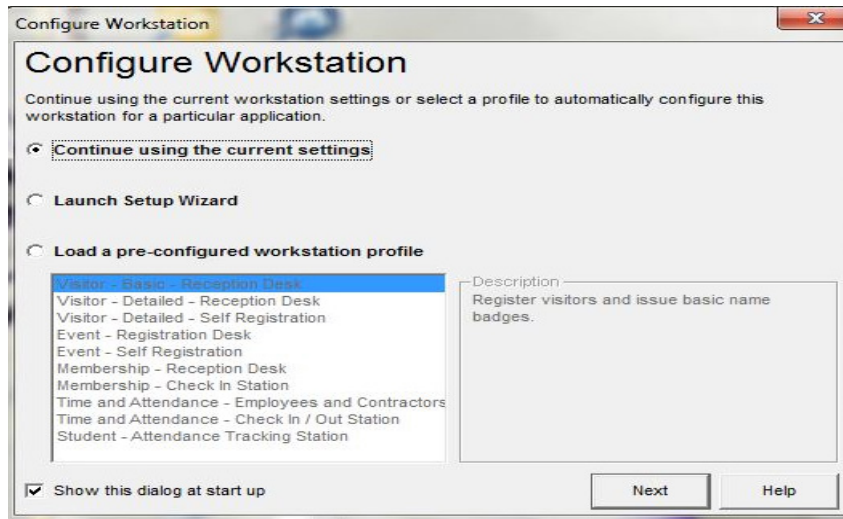
4. Choose to Activate Later



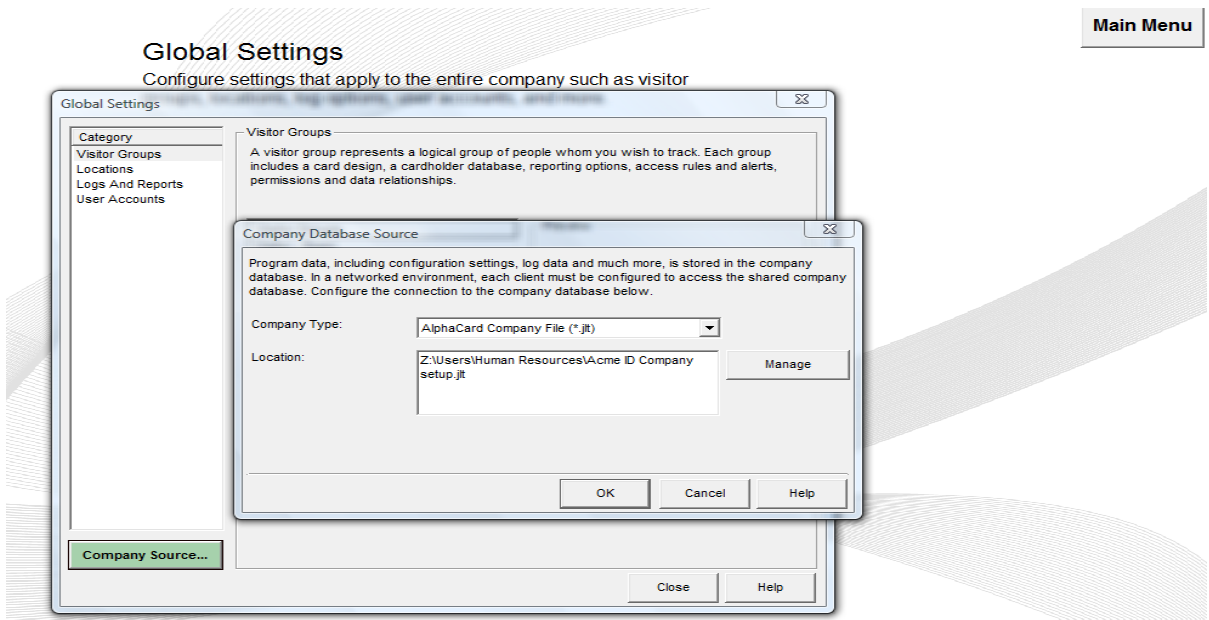
5. The next screen will report the number of days remaining before activation is required



6. Choose to Continue using the current settings

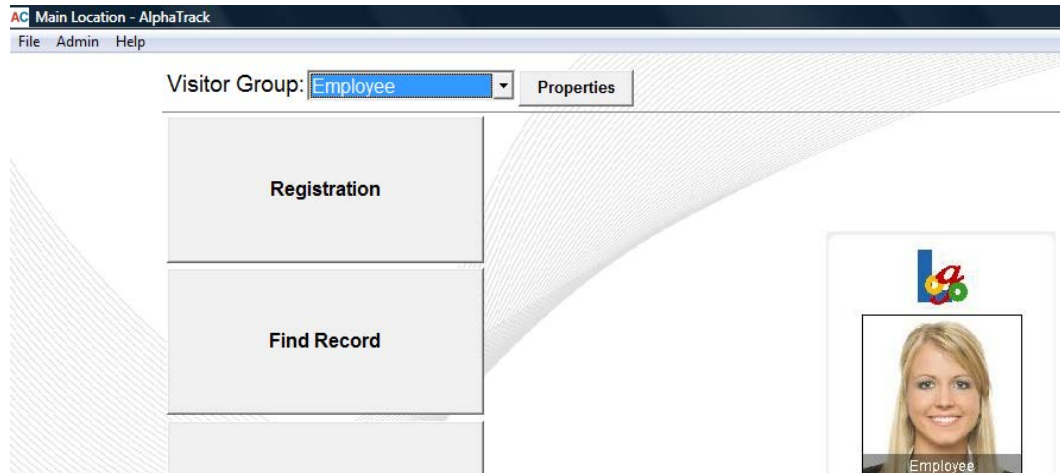


Relink AlphaTrack to the backed up and transferred copy of of the Company Setup (.jlt extension) file. For AlphaTrack Standard, this was done if the file was backed up and transferred correctly per step 8. For the Professional and Enterprise versions, you will need to navigate to Main Menu/Setup/Company Source and click on Manage to browse to the filepath/name of the correct Company Setup file.

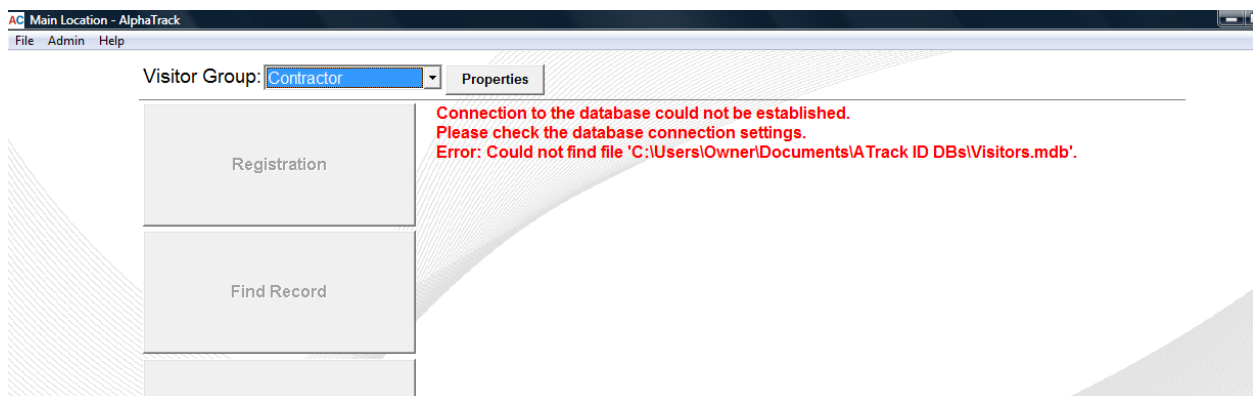


Then, relink the Visitor Group(s) to their associated database(s).

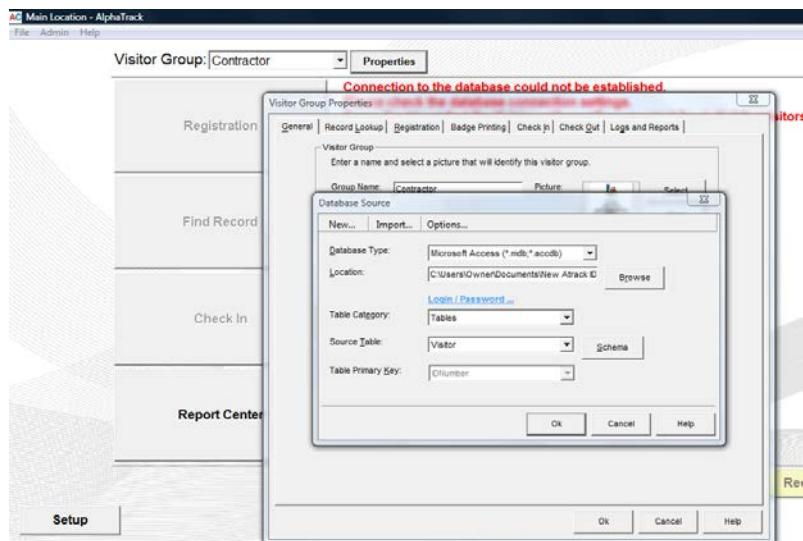
1. In the example below, in the Main Menu, the Visitor Group “Employees” is selected, and since this Visitor Group is linked to the Sample Database, no error is thrown, whether it's the Sample Database that was freshly installed on the target computer or the Sample Database transferred over from previous computer. The end user will need to verify if the data is correct by opening the Record Center for that Visitor Group.



2. In the example below, this Visitor Group was linked to the Visitors.mdb file located at C:\Users\Owner\Documents\ATrack ID Dbs on the previous computer which filepath was not duplicated on the target computer.

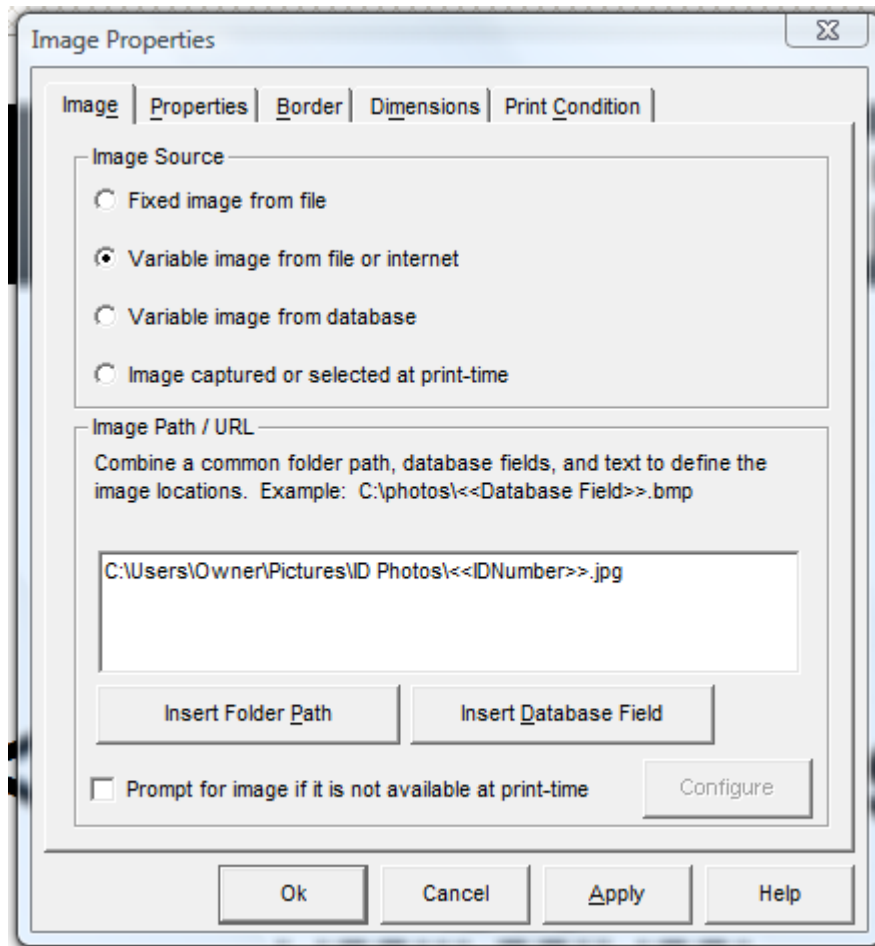


3. To relink a Visitor Group to the correct database, click on the Properties button and then the Visitor Database Button. Browse to the filepath/name that you transferred the associated database to. Choose the appropriate Table and Primary Key and click OK. Choose Yes to save the database settings, No to save the Record Layout, Yes to re-mapping key-fields, and OK. This will need to be done with each Visitor Group.



Relink Photo objects to Image folder. If you determined that your photos are stored outside of the database in a separate folder, you will most likely have to recreate this image path.

1. In the Main Menu, select the Visitor Group and click on Properties. Click on the Badge Printing tab, the Edit button, and the Yes button to continue launching the AlphaCard Designer. Open the properties for the Photo object by double-clicking (or right-click and choose properties) on it. Highlight the existing folder path (only) and replace it by clicking on the Insert Folder Path and browsing to the new Photo folder.



Verify with the end user that all Visitor Groups are showing in the Main Menu drop down and that all records and photos are showing correctly in the Record Center for each group.

Deactivate the License on the Existing Computer

In the Main Menu screen, click on Help/Activation and Next to transfer or change license

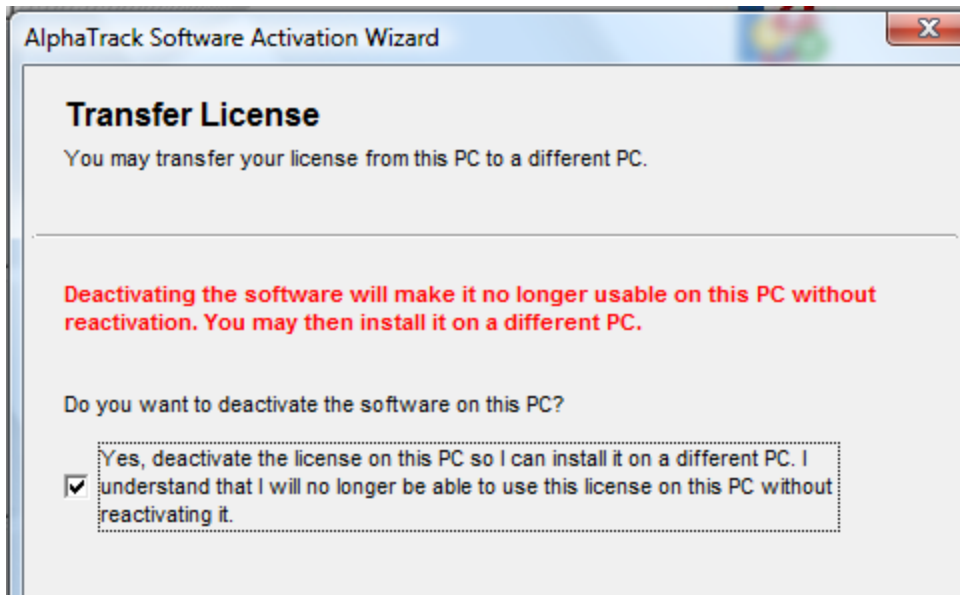


Check the box to confirm deactivating the license on this PC.

Please Note: It is recommended that a screen shot be taken of the Deactivation Code to avoid incorrectly documenting it, as this code will not be available after selecting Next.

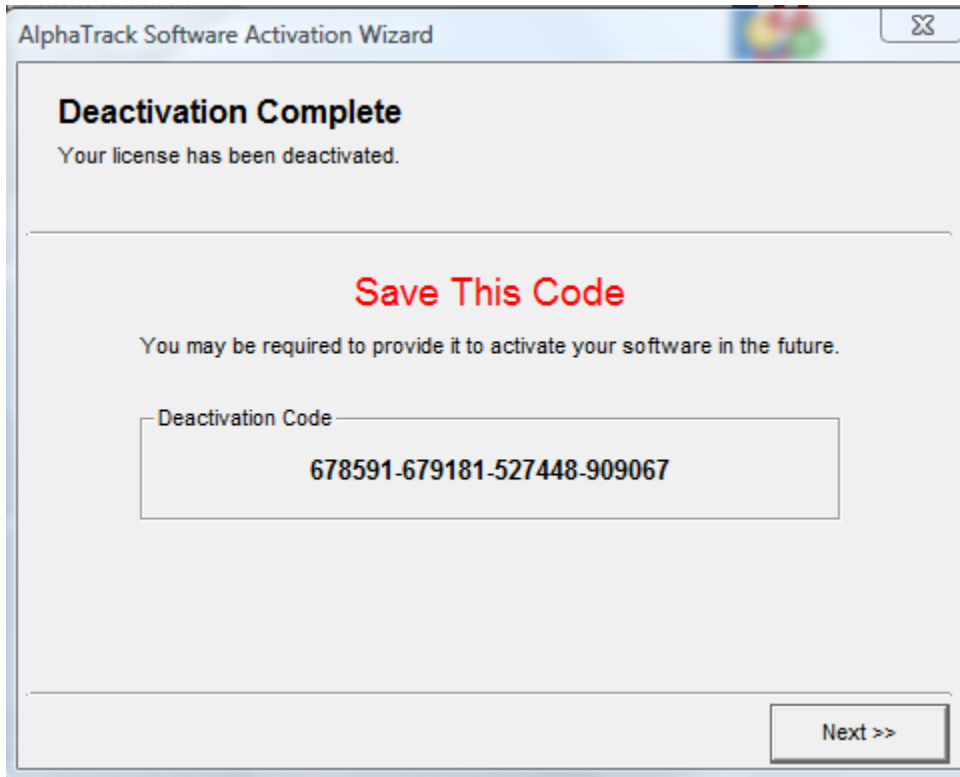
1. Have the deactivation code visible on the screen
2. Press the "PrtScn" (print screen) button on the keyboard
3. Launch MS paint and click file>paste and click file>Save As to save picture with a name to a folder (this file can be attached to an email to the Technical Support department)

If you do not record the deactivation key exactly, your software will not be able to be activated on the new computer.



The deactivation code in the example below is an example only. You will need to record the deactivation code specific to your existing computer. Click Next and Finish.

Take a screen shot, or record the deactivation code exactly how it appears.



Activate the license on the target computer

Logged on as an administrator, launch the AlphaTrack program by right-clicking on the AlphaTrack icon on the Desktop and selecting Run as Administrator.

When prompted to Activate Now or Activate Later choose Activate Now and click Next.

If the activation fails, verify that you are logged on as an administrator, that the target computer is connected to the internet, and that the system clock is correct for date and time. Otherwise, you will need to navigate to <http://www.alphacard.com/technical-support/software-support/alphacard-5x-software/transfer-license> and submit a request including the License Key, the Hardware ID of the target computer, and the deactivation code of the previous computer.

Our experienced staff is standing by to help you
get the most out of your ID card program.

Call 877-232-6799 or visit www.AlphaCard.com to order.