



## Opening Your Account & Submitting your First Conversion Project

Microsoft Access Application migration made easy.

## **What is this User Guide for?**

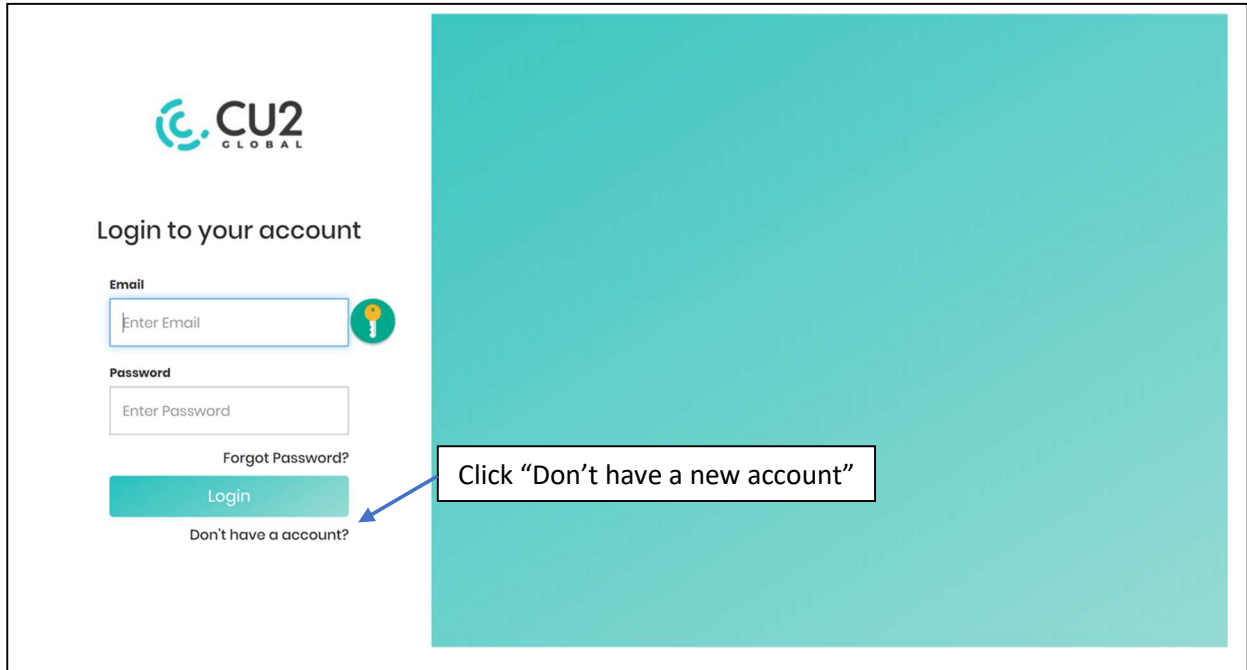
This document explains how to open your CU2 Global account and the process to submit your first conversion project.

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## Opening Your Account – Registering and Creating a Password.

For first time users, you will need to register your details so that we can activate your account.



The image shows the CU2 GLOBAL login page. The header features the CU2 GLOBAL logo. Below it, the text "Login to your account" is displayed. The login form includes an "Email" field with a placeholder "Enter Email", a "Password" field with a placeholder "Enter Password", and a "Forgot Password?" link. A teal "Login" button is present, and below it is a link that says "Don't have a account?". A blue arrow points from a text box to this link. The text box contains the instruction "Click 'Don't have a new account'". The right side of the page is a solid teal color.

CU2 GLOBAL

Login to your account

Email

Enter Email

Password

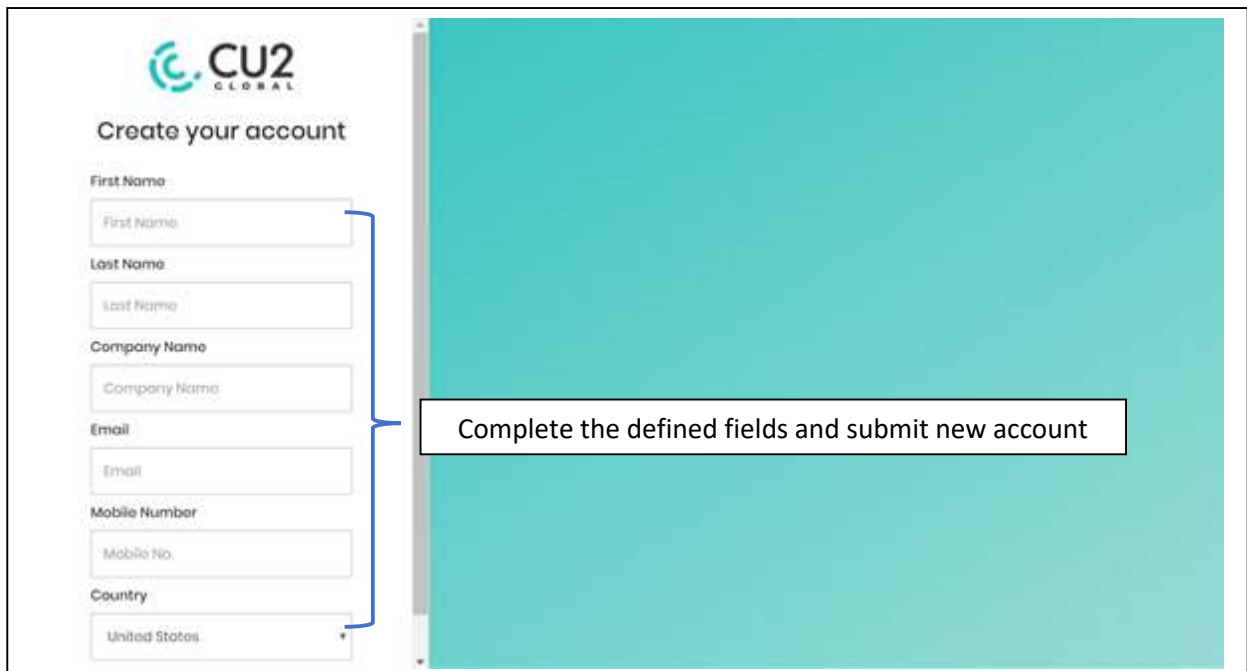
Enter Password

Forgot Password?

Login

Don't have a account?

Click "Don't have a new account"



The image shows the CU2 GLOBAL "Create your account" page. The header features the CU2 GLOBAL logo. Below it, the text "Create your account" is displayed. The form includes fields for "First Name", "Last Name", "Company Name", "Email", "Mobile Number", and "Country". A blue bracket groups these fields, and a blue arrow points from a text box to the bottom of the bracket. The text box contains the instruction "Complete the defined fields and submit new account". The right side of the page is a solid teal color.

CU2 GLOBAL

Create your account

First Name

Last Name

Company Name

Email

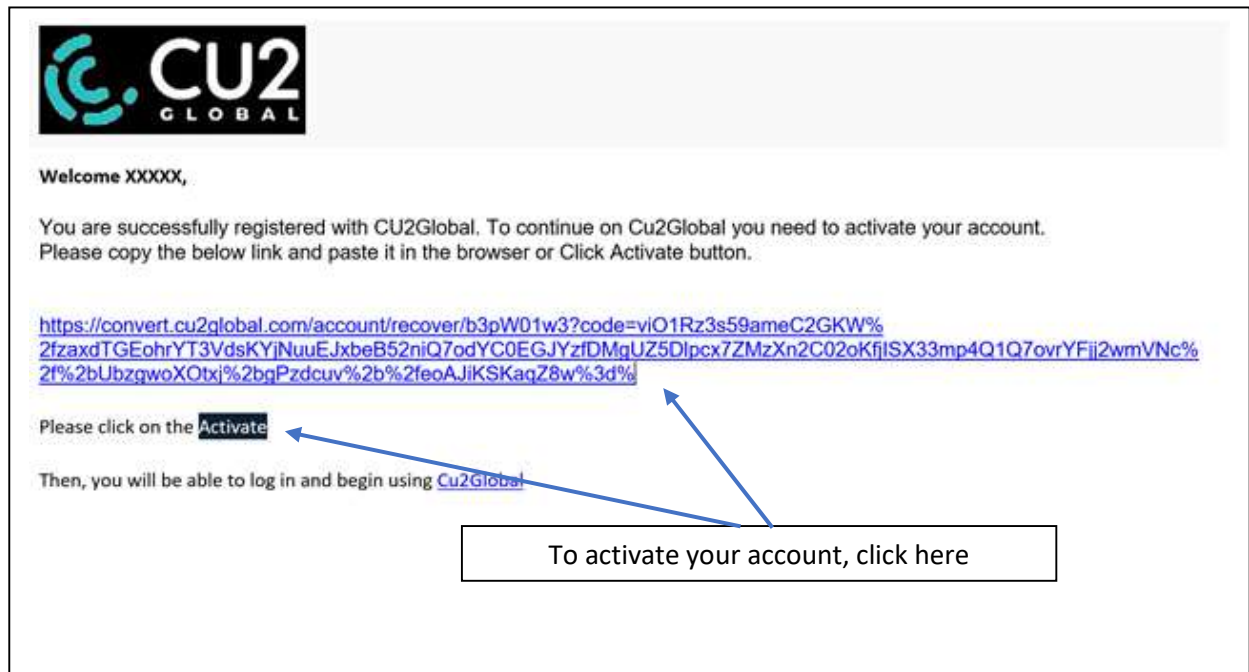
Mobile Number

Country

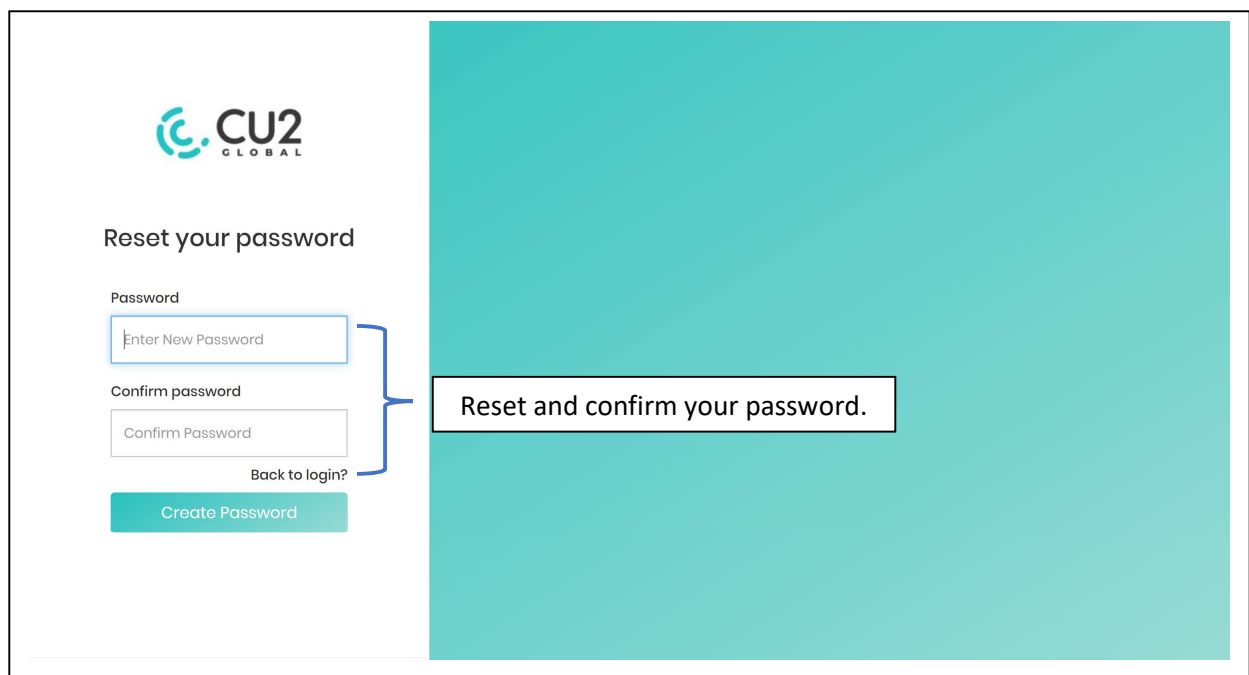
United States

Complete the defined fields and submit new account

Once entered you will receive an email asking you to confirm your new account details.



After activating your account, you will be prompted to reset your password for security purposes.



After resetting your password successfully you will be automatically logged out and requested to log back in again.

Congratulations, your new account is now open.

## Create Your First Project

On your first entry into the CU2 Global portal you will automatically be directed to the 'Create New Project' page.

The screenshot shows the 'Create New Project' page in the CU2 Global portal. The browser address bar shows the URL `convert.cu2global.com/dashboard/payment-page`. The page has a dark sidebar with navigation links: Projects, Audit, Manage Cards, Profile, Change Password, and Logout. The main content area is titled 'Create New Project' with a breadcrumb trail 'Dashboard > Projects > Create New Project'. A yellow callout box with the text 'Insert Project Name and details of the Project. Then press the 'Proceed' button.' has blue arrows pointing to the 'Project Name' and 'Description' input fields. The 'Project Name' field contains the text 'Test Project\_User Guide'. The 'Description' field also contains 'Test Project\_User Guide'. To the right of the description field is an 'Upload Project File' button with a green circular icon. At the bottom right of the form is a blue 'Proceed' button. A step indicator at the top left of the form shows '1 Create Project'.

## Making Project Payments and Registering your Credit Card Information.

### Commence a Project and Make a Payment

CU2 Global - Convert your MS A: x

convert.cu2global.com/dashboard/payment-page

CU2 GLOBAL

Create New Project

Dashboard > Projects > Create New Project

1 Create Project 2 Make Payment 3 Upload Project File

Payable Amount (In USD \$149) AUD\$1.1

Detail	Price
Project Basic Cost	AUD\$1.00
GST	AUD\$0.10
<b>Total</b>	<b>AUD\$1.10</b>

For convenience and demonstration purposes this example has been done at \$AUD1 plus taxes.

Currently you have no saved cards. Please click on Add New Card to continue.

As you currently have no saved credit card details you will need to add your card details

ADD NEW CARD

Cancel

### Enter your Credit Card details.

CU2 Global - Convert your MS A: x

convert.cu2global.com/dashboard/payment-page

CU2 GLOBAL

Create New Project

Dashboard > Projects > Create New Project

Add New Card

Billing Address

Address

Suburb

Suburb

State

State

Country

Australia

Zip

Zip

Card Number

0000-0000-0000-0000

CVV

000

Expiration Date

MM/YY

Save

Cancel

Important: Your credit card details are not kept by CU2 Global with the exception of the last 4 digits and the expiry date. Our payment gateway provider, STRIPE, hold this information in a secure environment.

## Card Information Complete – Finalize Payment.

Once you have entered and saved your card information you will be returned to the 'Make Payment' screen to finalize the payment.

CU2 Global - Convert your MS A

convert.cu2global.com/dashboard/payment-page

Create New Project

Dashboard > Projects > Create New Project

Create Project — 2 Make Payment — 3 Upload Project File

Payable Amount (in USD \$149) AUD\$1.1

Detail	Price
Project Basic Cost	AUD\$1.00
GST	AUD\$0.10
<b>Total</b>	<b>AUD\$1.10</b>

Press 'Make Payment' if you wish to proceed

+ ADD NEW CARD

Cards

MasterCard XXXX

Cancel Make payment.

## Confirm Payment

CU2 Global - Convert your MS A

convert.cu2global.com/dashboard/payment-page

Create New Project

Dashboard > Projects > Create New Project

Create Project — 2 Make Payment — 3 Upload Project File

Payable Amount (in USD \$149) AUD\$1.1

Detail	Price
Project Basic Cost	AUD\$1.00
GST	AUD\$0.10
<b>Total</b>	<b>AUD\$1.10</b>

Confirm Payment

+ ADD NEW CARD

Cards

MasterCard 0837(5/21)

Cancel Make payment.

Payment Confirmation

You are going to make a payment of: AUD\$1.10

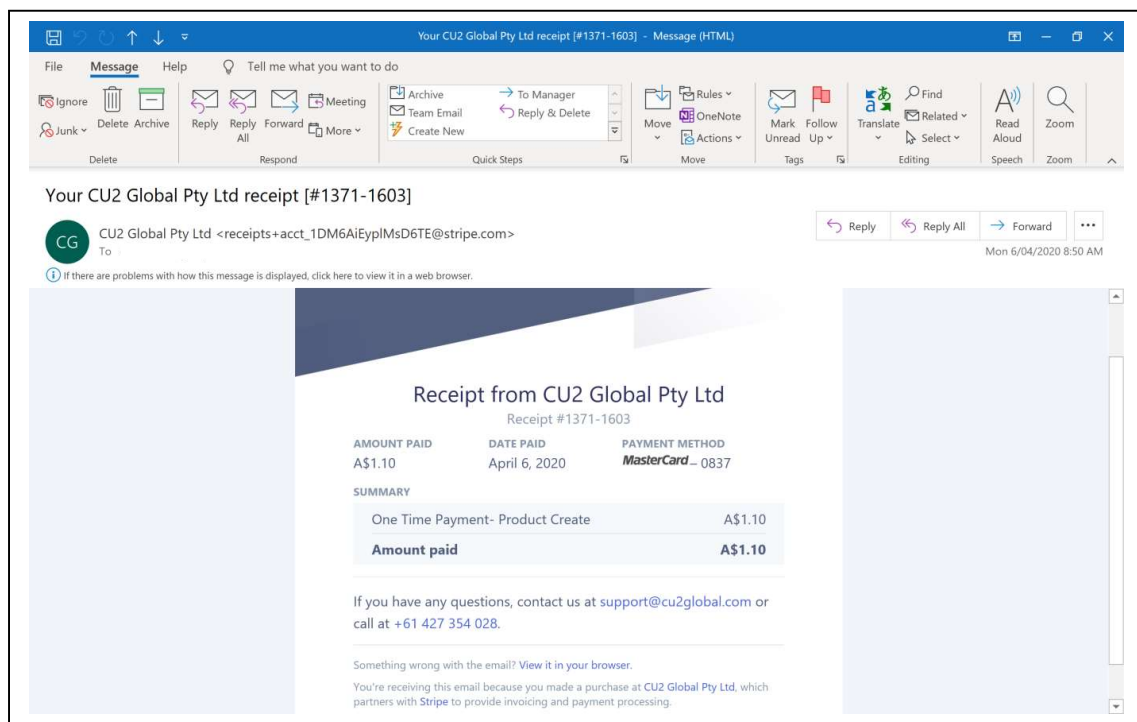
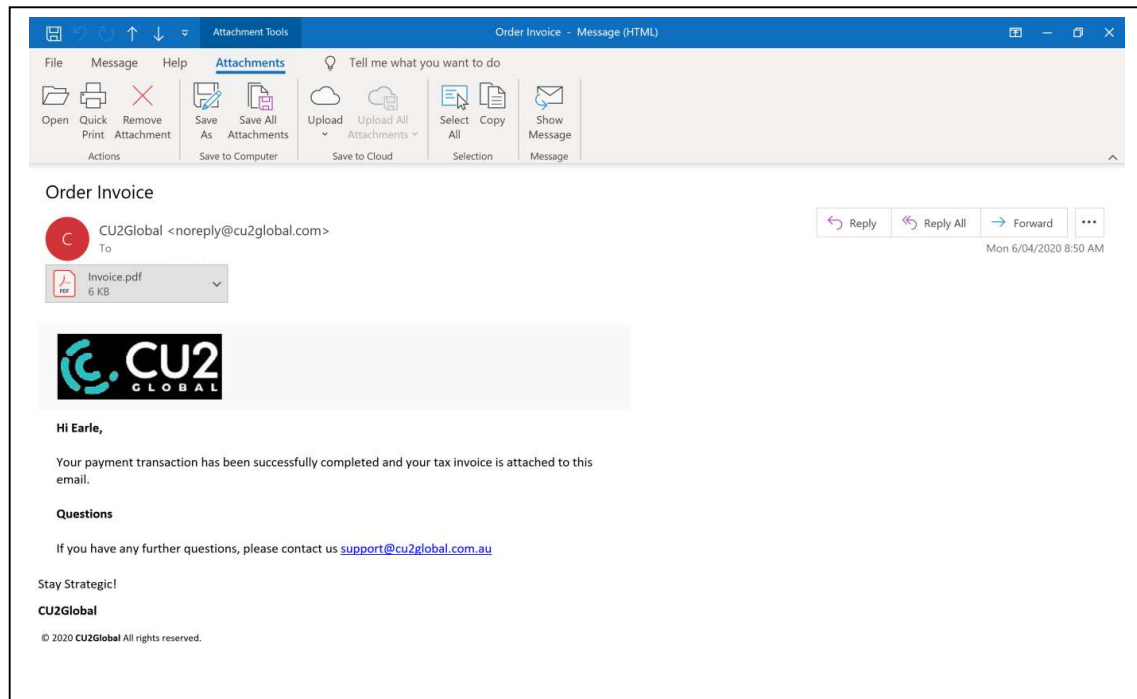
Confirm Cancel

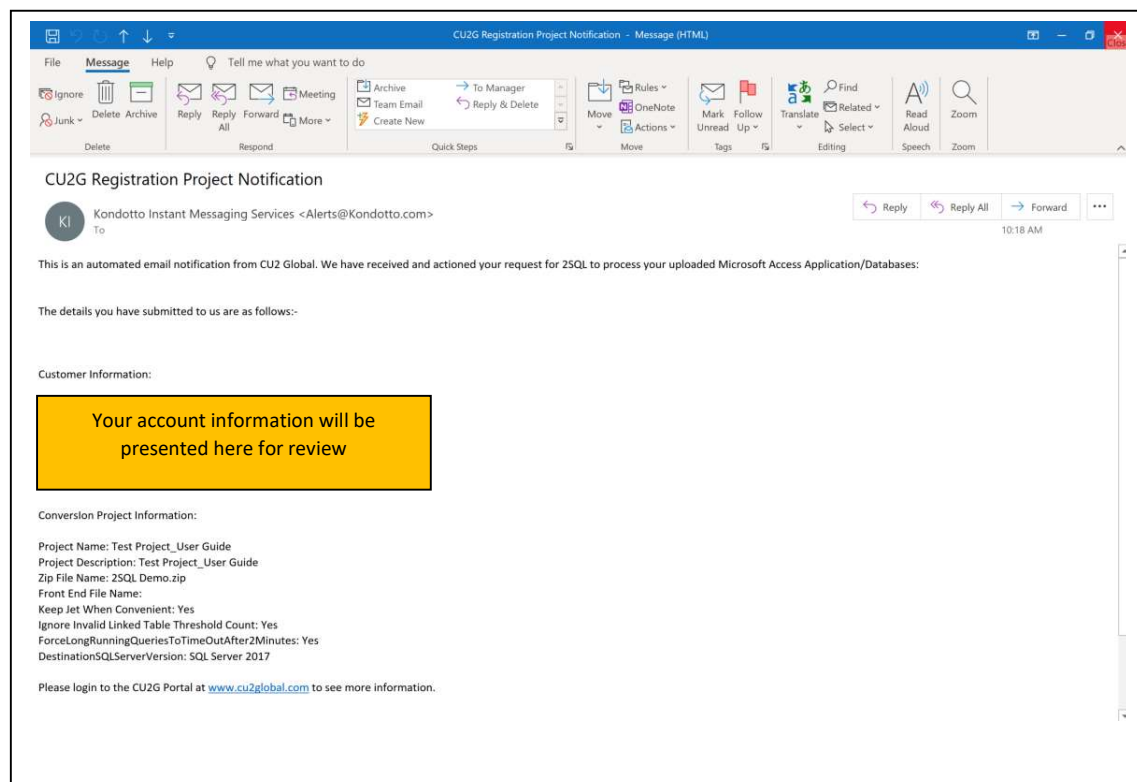


## Confirmation of Payment & Invoice sent by E-Mail.

You will automatically receive, via email, confirmation that your payment has been successful along with a tax invoice, a receipt for your payment and an e-mail confirming the success of the uploading of your project.

You will automatically receive via email confirmation that your payment has been successful along with a tax invoice, a receipt for your payment and an e-mail confirming the success of the uploading of your project.

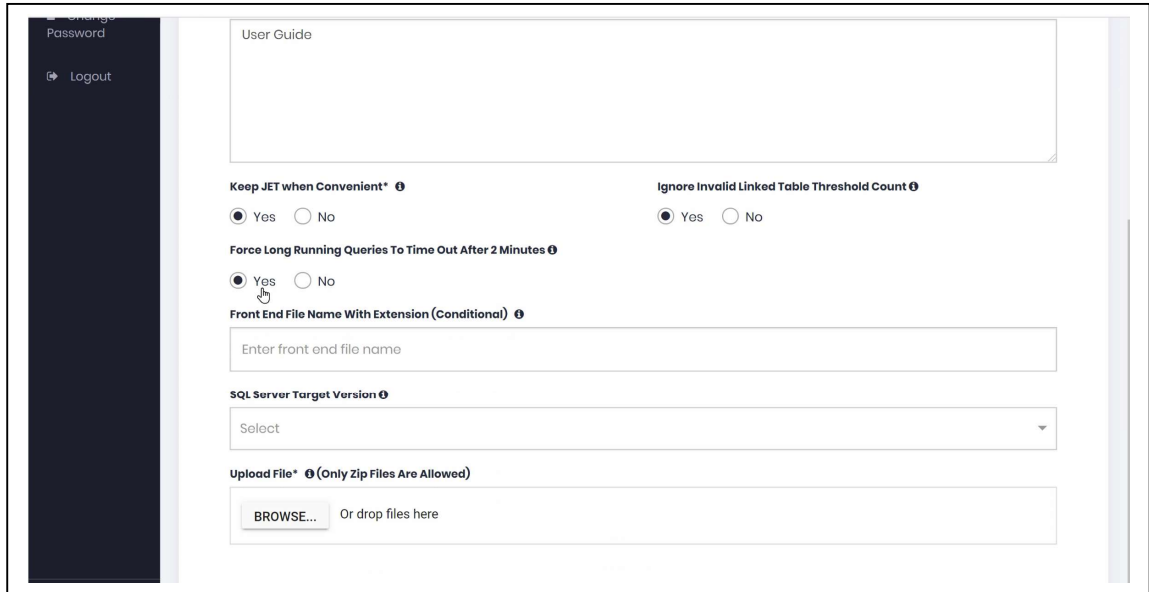




## Selecting and Submitting your Access application for Conversion

### Choosing the processing options

Before uploading your project, you are able to select from a number of processing options. These are:

The screenshot shows a web interface for 2SQL. On the left is a dark sidebar with 'Password' and 'Logout' links. The main area is titled 'User Guide' and contains several settings. 'Keep JET when Convenient\*' has radio buttons for 'Yes' (selected) and 'No'. 'Ignore Invalid Linked Table Threshold Count\*' has radio buttons for 'Yes' (selected) and 'No'. 'Force Long Running Queries To Time Out After 2 Minutes\*' has radio buttons for 'Yes' (selected) and 'No'. Below these is a text input field for 'Front End File Name With Extension (Conditional)\*' with the placeholder 'Enter front end file name'. Then is a dropdown menu for 'SQL Server Target Version\*' with 'Select' as the current value. At the bottom is an 'Upload File\*' section with a note '(Only Zip Files Are Allowed)', a 'BROWSE...' button, and the text 'Or drop files here'.

- **Keep Jet When Convenient (Default is 'Yes'):** JET is the underlying technology in Microsoft Access which is used to process the DAO commands, and these commands can become slow once the data is in SQL Server. 2SQL removes JET and replaces it with Server Side ADO commands so that performance is not compromised. However sometimes this can add an unnecessary layer of complexity to the conversion project. If you do not have advanced ADO/OLE and SQL Server programming skills, then tick the box to Keep Jet When Convenient because it will reduce the number of hours to manually complete the conversion project after 2SQL has done its own work.
- **Ignore Invalid Linked Table Threshold Count (Default is 'Yes'):** If your Access Application has linked tables pointing to one or more back end databases, then these links may be invalid. By default 2SQL will allow up to 10 invalid links; however you can instruct 2SQL to ignore this threshold and proceed with the conversion. Invalid table links will prevent 2SQL from processing any of the objects that depend on these links. By default 2SQL will stop its conversion if there are more than 10 invalid links and will then cancel the project. You will receive an email advising you to resolve the invalid links and upload the Access Application again.
- **Force Long-running queries to time out after 2 minutes (Default is 'Yes'):** 2SQL executes all SELECT based queries to ensure that the query is in an operational state. When 2SQL executes these queries, it also gathers statistical information such as the number of records, and the time it took to execute the query. Sometimes queries will either take a long time to execute or simply hang. 2SQL will force any query that takes longer than 2 minutes to execute, to time out. You can instruct 2SQL to execute queries without timing them out however if the execution causes 2SQL to stop then your project will be cancelled and you will receive an email advising you of which query needs to be fixed.

- **Front End File Name With Extension (Conditional):** If your zip file contains more than one Microsoft Access Database, please specify the name of the Front End Database. The other databases will be treated as Back Endsto this Front End. If there is only one Access database in your zip file, please leave this field blank.
- **SQL Server Target Version:** Choose which version of SQL Server you want to convert.

Browse or Drop your zip file containing your Access database.

**Create New Project**  
Dashboard > Projects > Create New Project

Create Project ————— 2 Make Payment ————— 3 Upload Project File

**Project Name\***  
Test Project 6

**Description\***  
Project Submission form

**Keep JET when Convenient\***  
☒ Yes ☐ No

**Ignore Invalid Linked Table Threshold Count\***  
☒ Yes ☐ No

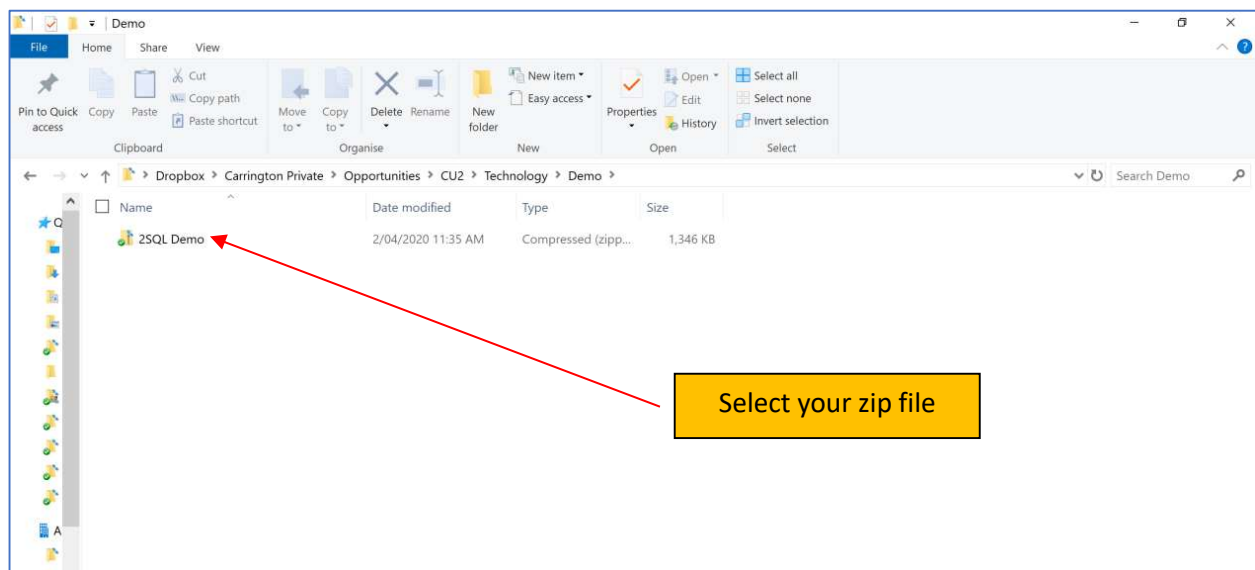
**Force Long Running Queries To Time Out After 2 Minutes\***  
☒ Yes ☐ No

**Front End File Name With Extension (Conditional)\***  
Enter front end file name

**SQL Server Target Version\***  
Select

**Upload File\*** (Only Zip Files Are Allowed)  
BROWSE... Or drop files here

**Browse for your zip file to upload**



Upload your Access Database to the CU2 Global User Portal.

The screenshot shows the 'Upload Project File' step in the CU2 Global User Portal. The form includes the following fields and options:

- Project Name\***: Text input field containing 'Test Project 6'.
- Description\***: Text area containing 'Project Submission form'.
- Keep JET when Convenient\***: Radio buttons for 'Yes' (selected) and 'No'.
- Ignore Invalid Linked Table Threshold Count**: Radio buttons for 'Yes' (selected) and 'No'.
- Force Long Running Queries To Time Out After 2 Minutes**: Radio buttons for 'Yes' (selected) and 'No'.
- Front End File Name With Extension (Conditional)**: Text input field containing 'Enter front end file name'.
- SQL Server Target Version**: Select dropdown menu.
- Upload File\***: Section for uploading files, including a 'BROWSE...' button and a file list showing '2SQL Demo.zip' (1.3 MB, Ready to upload).
- Buttons**: 'CLEAR' and 'UPLOAD' buttons at the bottom right.

A yellow callout box with the text "Once selected press the 'Upload' button to upload your zip file." has two red arrows pointing to the '2SQL Demo.zip' file entry and the 'UPLOAD' button.

Save your Project to finalize the process and queue for processing by 2SQL.

The screenshot shows the 'Upload Project File' step in the CU2 Global User Portal, with the file '2SQL Demo.zip' successfully uploaded. The form includes the following fields and options:

- Project Name\***: Text input field containing 'Test Project 6'.
- Description\***: Text area containing 'Project Submission form'.
- Keep JET when Convenient\***: Radio buttons for 'Yes' (selected) and 'No'.
- Ignore Invalid Linked Table Threshold Count**: Radio buttons for 'Yes' (selected) and 'No'.
- Force Long Running Queries To Time Out After 2 Minutes**: Radio buttons for 'Yes' (selected) and 'No'.
- Front End File Name With Extension (Conditional)**: Text input field containing 'Enter front end file name'.
- SQL Server Target Version**: Select dropdown menu.
- Upload File\***: Section for uploading files, including a 'BROWSE...' button and a file list showing '2SQL Demo.zip' (1.3 MB, File uploaded successfully).
- Buttons**: 'CLEAR', 'UPLOAD', and 'Save' buttons at the bottom right.

A yellow callout box with the text "If the upload has been successful then press the 'Save' button to complete the process and submit for" has two red arrows pointing to the '2SQL Demo.zip' file entry and the 'Save' button.

## Uploaded Project status changed on the Projects Dashboard.

You will now be returned to the Projects Dashboard where you are able to see that the status of your project has been changed to 'Uploaded'

Projects Administration  
Dashboard > Projects

Show 10 entries

Order Id	Project Name	Status	Invoice	File	Conversion Completion Services	Dashboard	Audit	Fixes Required
CU2-1105	Test Project 6	READY FOR CONVERSION		FILE UPLOADED				
CU2-1103	Test Project 5	CONVERSION COMPLETED		<a href="#">Download</a>	Contact Admin	<a href="#">View</a>	<a href="#">View</a>	<a href="#">View</a>
CU2-1101	Test Project 4	CONVERSION COMPLETED		<a href="#">Download</a>	Contact Admin	<a href="#">View</a>	<a href="#">View</a>	<a href="#">View</a>
CU2-1099	Test Project 3	CONVERSION COMPLETED		<a href="#">Download</a>	Contact Admin	<a href="#">View</a>	<a href="#">View</a>	<a href="#">View</a>
CU2-1071	Test Project 2	CONVERSION COMPLETED		<a href="#">Download</a>	Contact Admin	<a href="#">View</a>	<a href="#">View</a>	<a href="#">View</a>
CU2-1060	Test Project 1	CONVERSION COMPLETED		<a href="#">Download</a>	Contact Admin	<a href="#">View</a>	<a href="#">View</a>	<a href="#">View</a>

Showing 1 to 6 of 6 entries

Previous 1 Next

Your project status has now changed to 'File Uploaded'.

2SQL will now interrogate the application and automate the migration from MS Access to SQL Server. In a short period of time, you will receive an email advising you of the completion of the migration and your Projects administration screen will move to "Conversion Completed".

Projects Administration  
Dashboard > Projects

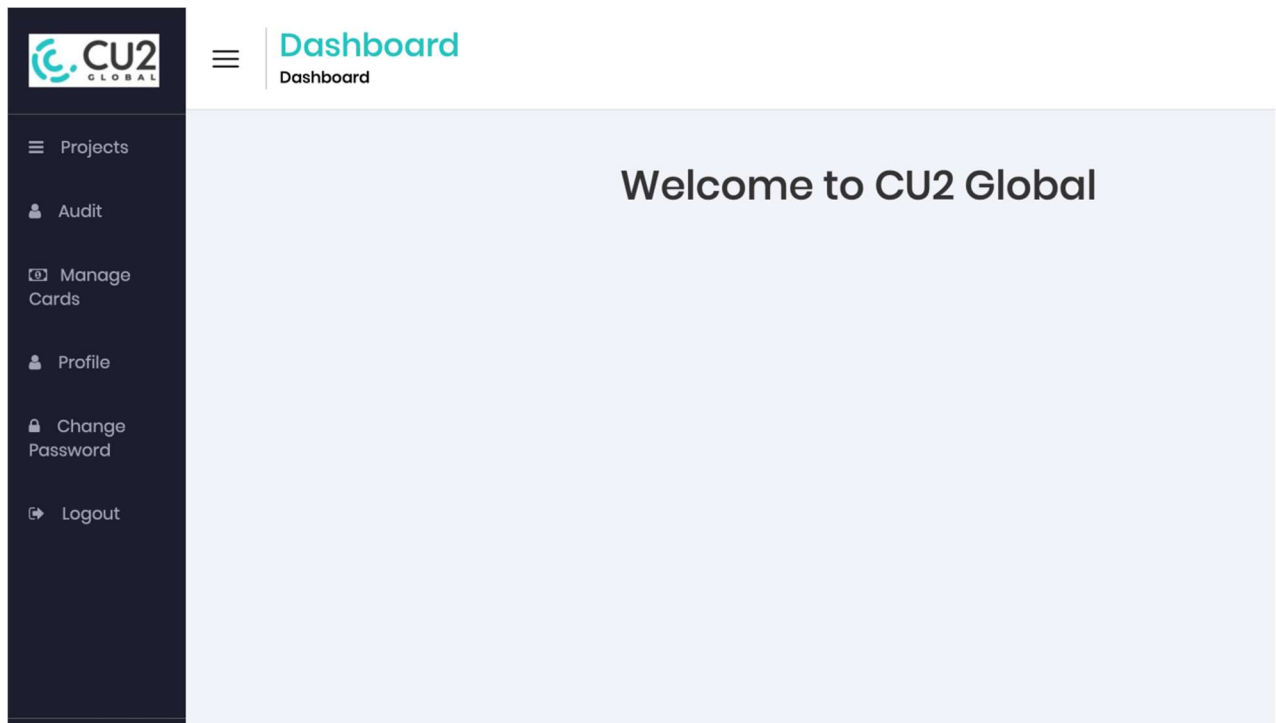
Show 10 entries

Order Id	Project Name	Status	Invoice	File
CU2-1105	Test Project 6	CONVERSION COMPLETED		FILE UPLOADED
CU2-1103	Test Project 5	CONVERSION COMPLETED		<a href="#">Download</a>
CU2-1101	Test Project 4	CONVERSION COMPLETED		<a href="#">Download</a>

Now, it is time to review the application that has been migrated.

## Successive Logins to the CU2 Global User Portal.

After your initial login to the portal and submission of your first project you will be presented with the CU2 Global User Portal home screen.



The function of each menu items on the left hand side of the screen is detailed below:

Item	Tag	Comment
1	Projects	This is the history of your activity.
2	Audit	For each project, an audit report will table what work, if any, will be required to complete the application conversion.
3	Manage Cards	Allows you to manage the payment of your account. All payments will be done via credit or debit card.
4	Profile	Manage your profile settings.
5	Change Password	Change your password as required.
6	Logout	We always recommend that you log out of the system at the end of your session.

For further information, please contact CU2 Global on:

[support@cu2global.com](mailto:support@cu2global.com)

[www.cu2global.com](http://www.cu2global.com)



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