



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.

Login to your account		
Password Enter Password		
Forgot Password? Login Don't have a account?	Click "Don't have a new account"	

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Create your account	
First Name	
First Name	
Last Name	
Sant Normo	
Company Name	
Company Nama	
Email	Complete the defined fields and submit new account
Email	
Mobile Number	
Mobilio No.	
Country	

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

(CU2	
Welcome XXXXX,	
You are successfully registered with CU2GI Please copy the below link and paste it in th	obal. To continue on Cu2Global you need to activate your account. the browser or Click Activate button.
	ver/b3pW01w3?code=viO1Rz3s59ameC2GKW% 07odYC0EGJYzfDMgUZ5Dlpcx7ZMzXn2C02oKfjISX33mp4Q1Q7ovrYFjj2wmVNc% 0AJiKSKaqZ8w%3d%
Then, you will be able to log in and begin using	Cu2Global
	To activate your account, click here

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

Reset your password	
Password Enter New Password Confirm password Confirm Password	Reset and confirm your password.
Back to login?	

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.

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Making Project Payments and Registering your Credit Card Information.

Commence a Project and Make a Payment

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Enter your Credit Card details.

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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.

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Confirm Payment

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	Cards	+ ADD NEW CARD
	MasterCard 0837(5/21)	
	Cancel	Make payment

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.

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Selecting and Submitting your Access application for Conversion Choosing the processing options

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

- *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.

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Browse or Drop your zip file containing your Access database.

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Upload your Access	Database to	the CU2 G	Blobal User	Portal.
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Save your Project to finalize the process and queue for processing by 2SQL.

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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'

Show 10	entries						Search:	
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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".

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Audit					
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	CU2-1105	Test Project 6	CONVERSION COMPLETED	· ±	FILE UPLOADED
Profile	CU2-1103	Tost Project 5	CONVERSION COMPLETED	- 4	A Download
Change Password	CU2-1101	Test Project 4	CONVERSION COMPLETED	. 1	A Download

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.

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≡ Projects	
🛔 Audit	Welcome to CU2 Global
Manage Cards	
🛔 Profile	
ChangePassword	
🕞 Logout	

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

ltem	Тад	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:

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