CU2 GLOBAL

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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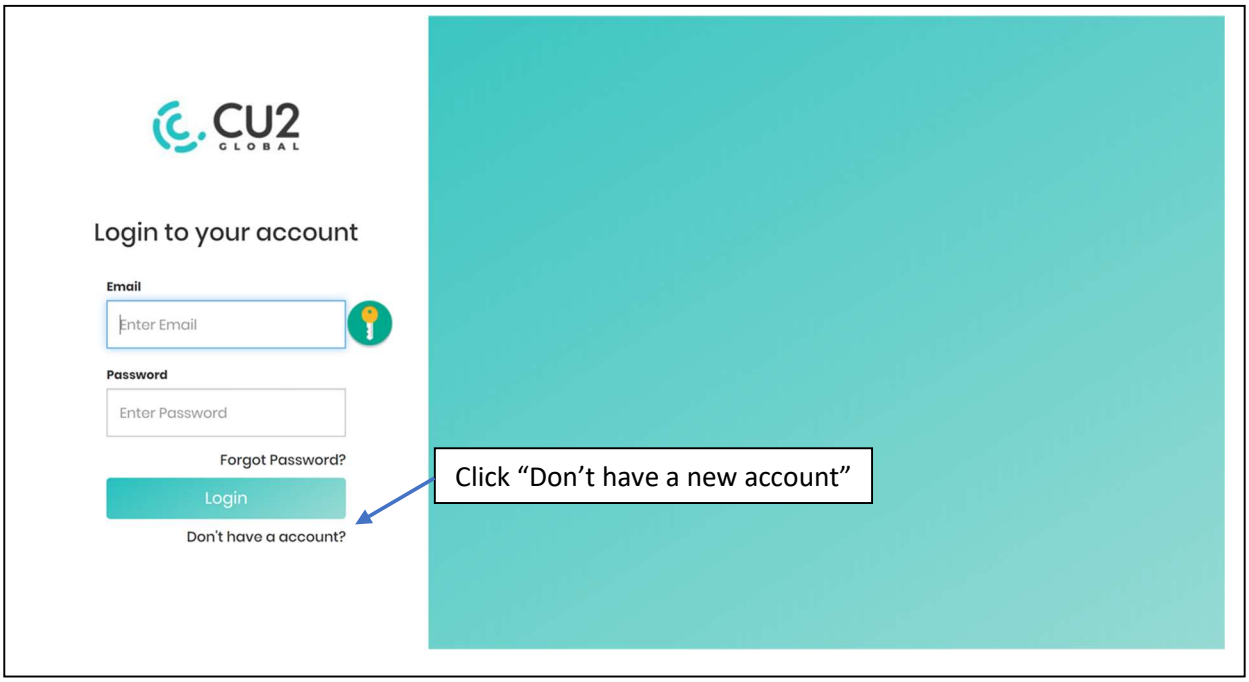
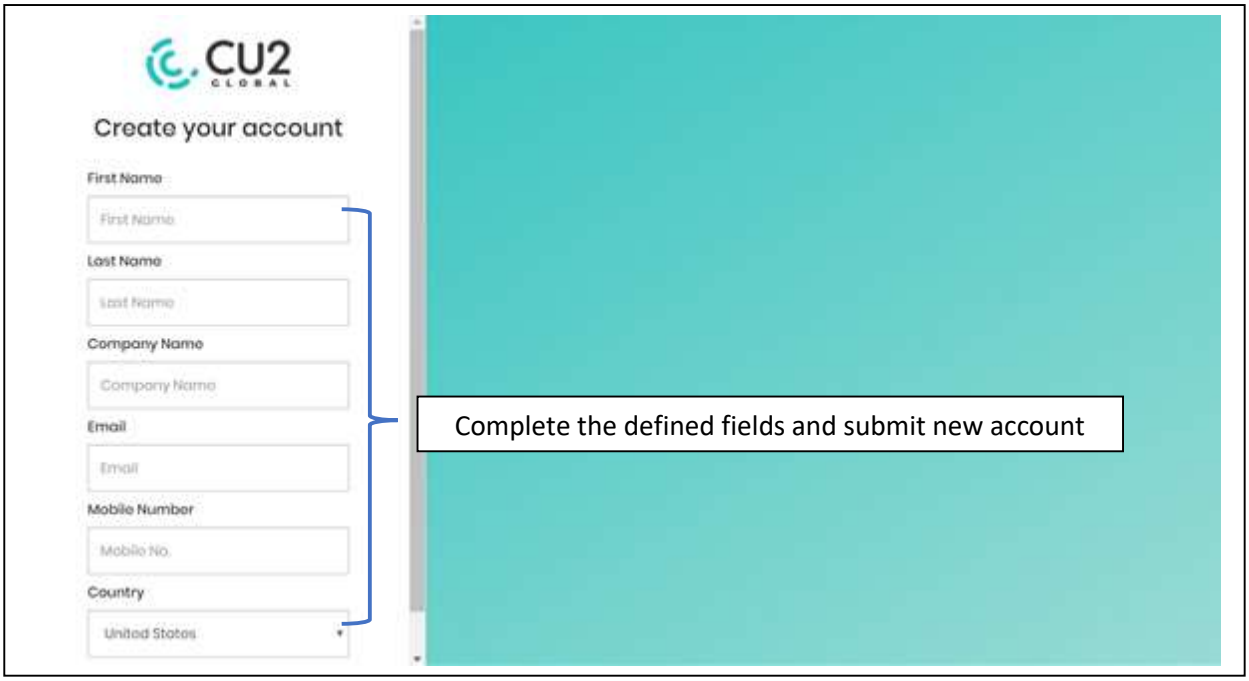
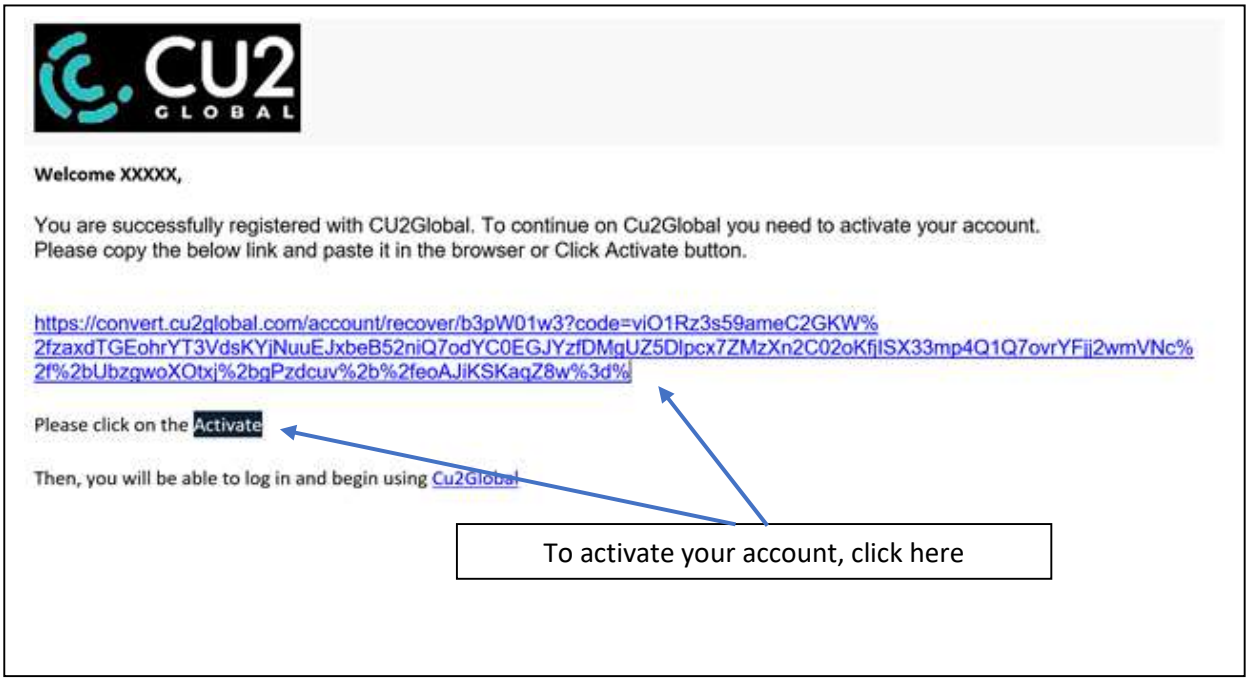
Opening Your Account – Registering and Creating a Password.

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

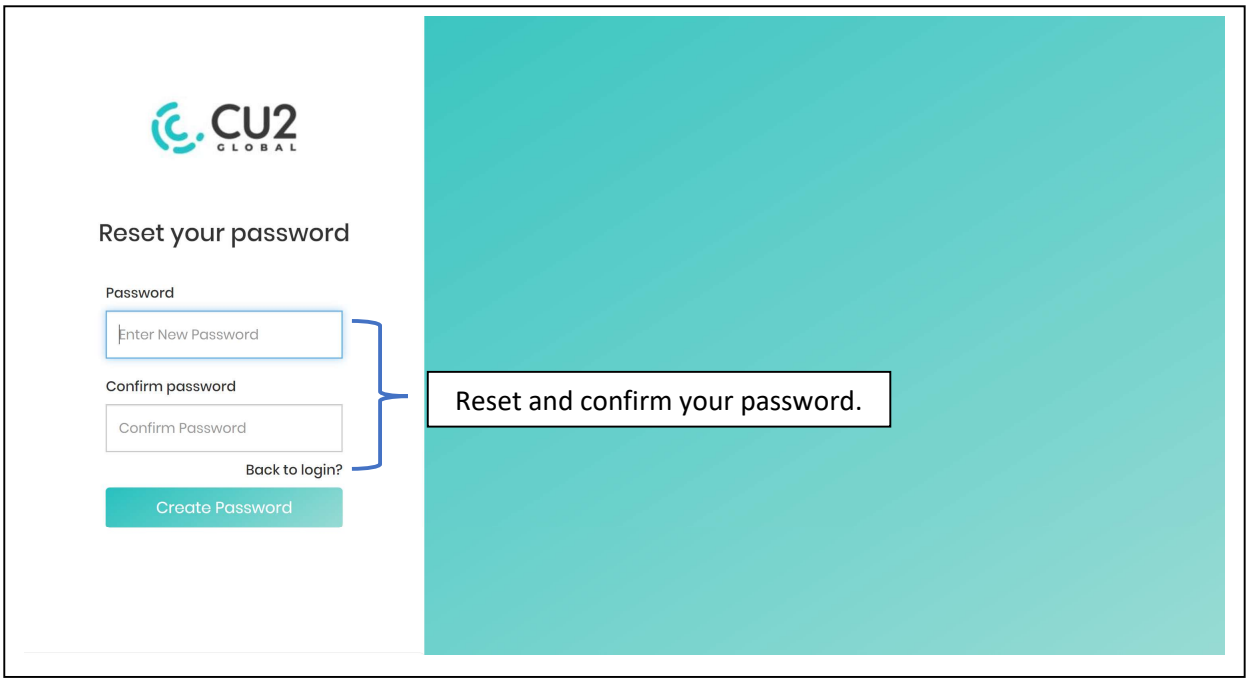




Once entered you will receive an email asking you to confirm your new account details.



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

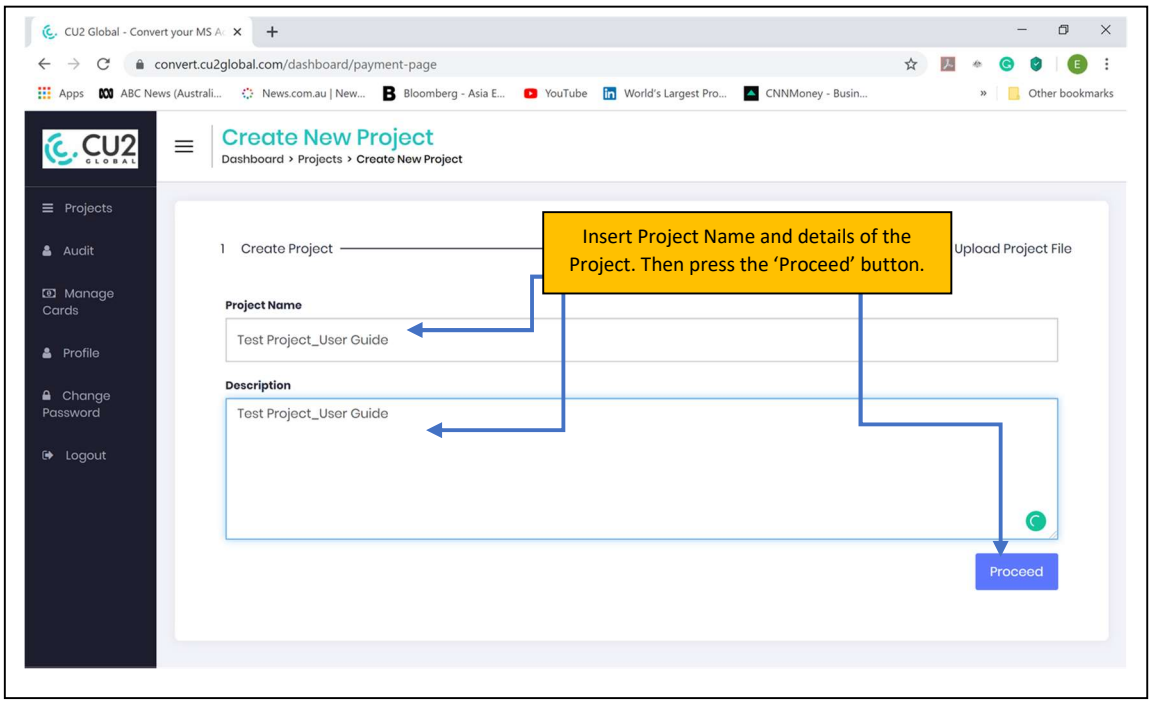


After resetting your password successfully you will be automatically logged out and requested to log back in again.

Congratulations, your new account is now open.

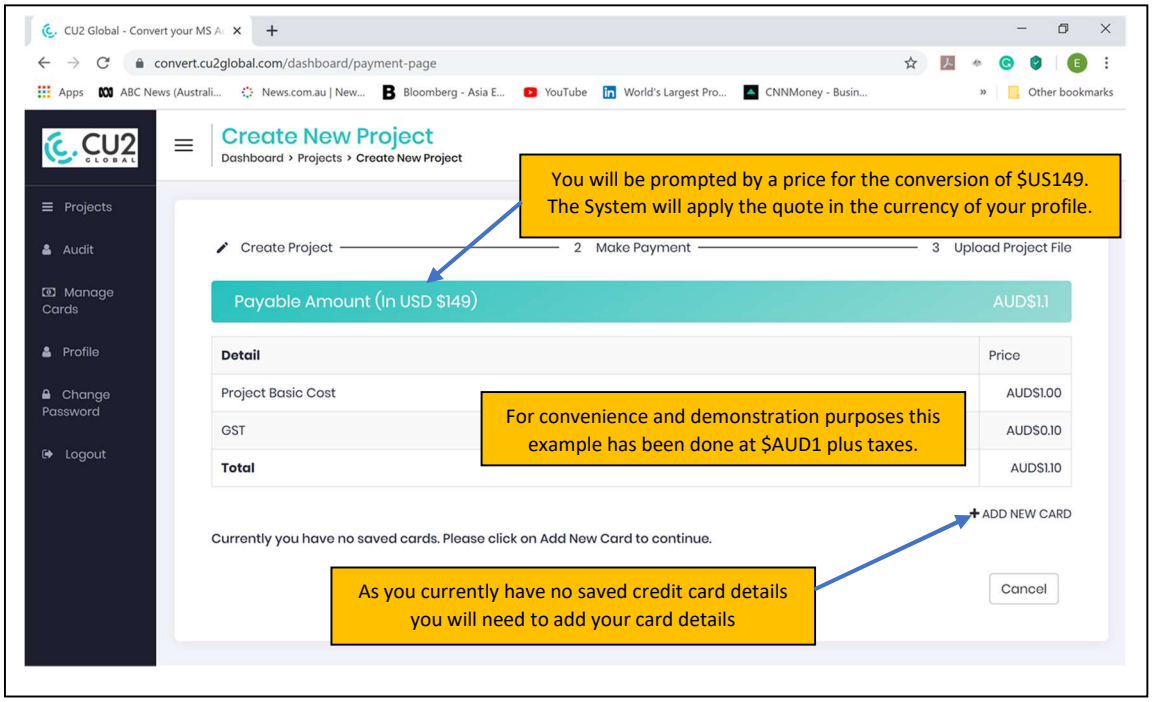
Create Your First Project

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

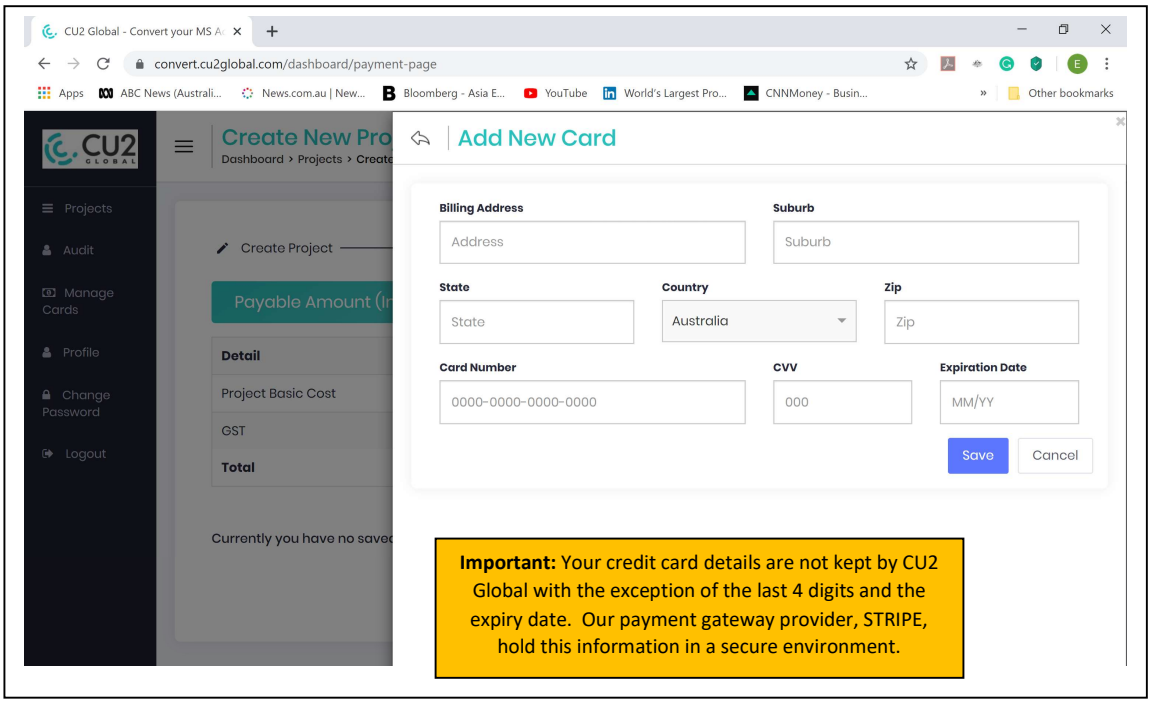


Making Project Payments and Registering your Credit Card Information.

Commence a Project and Make a Payment

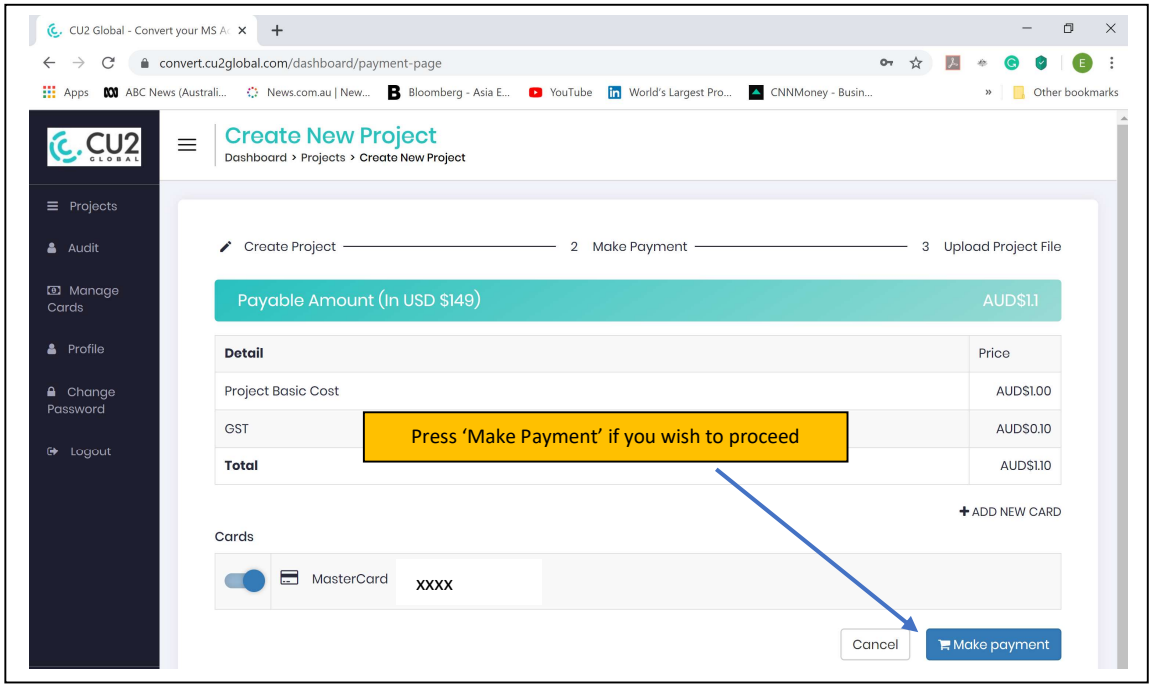


Enter your Credit Card details.

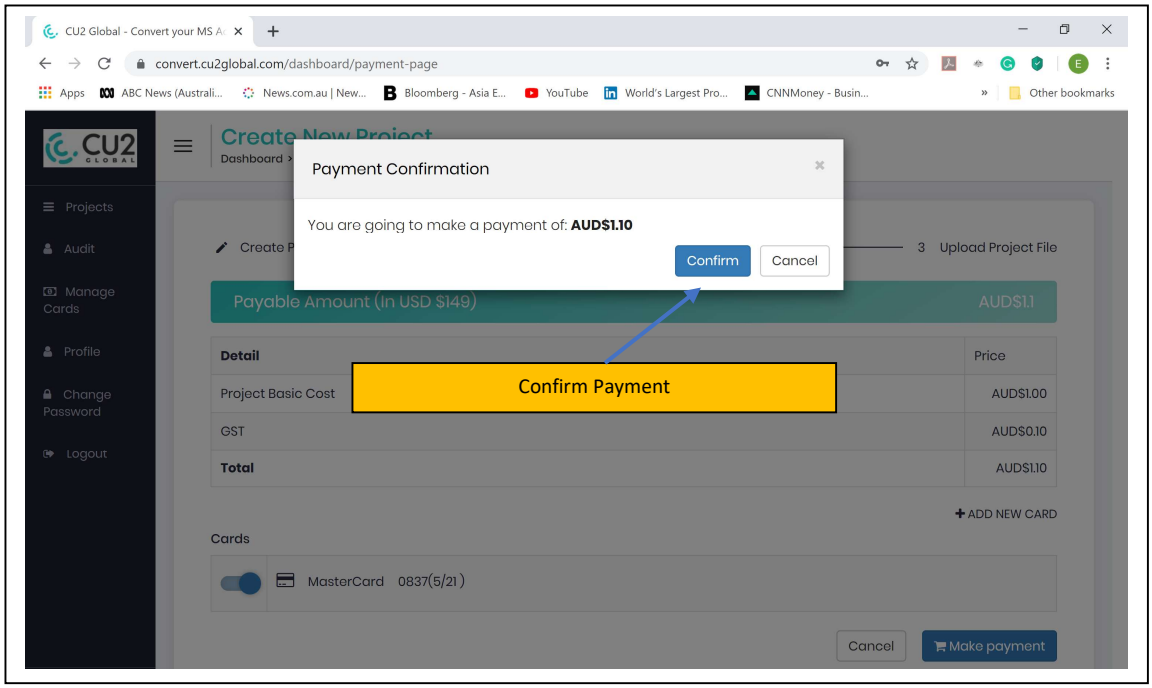


Card Information Complete – Finalize Payment.

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



Confirm 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.

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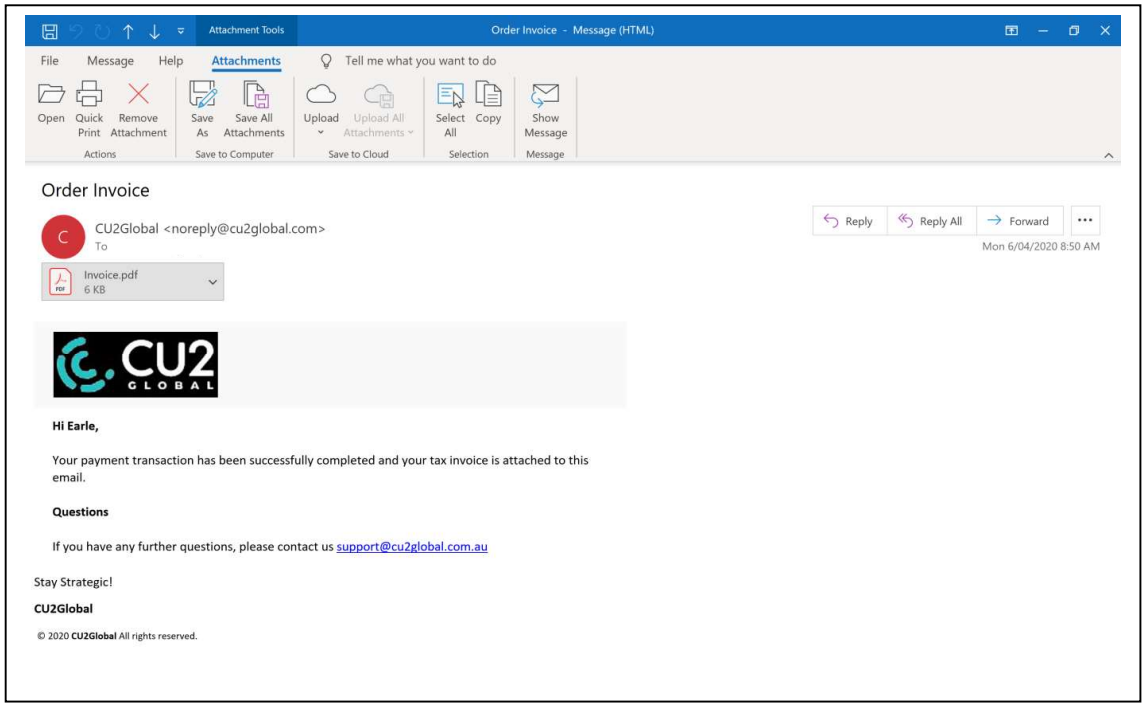
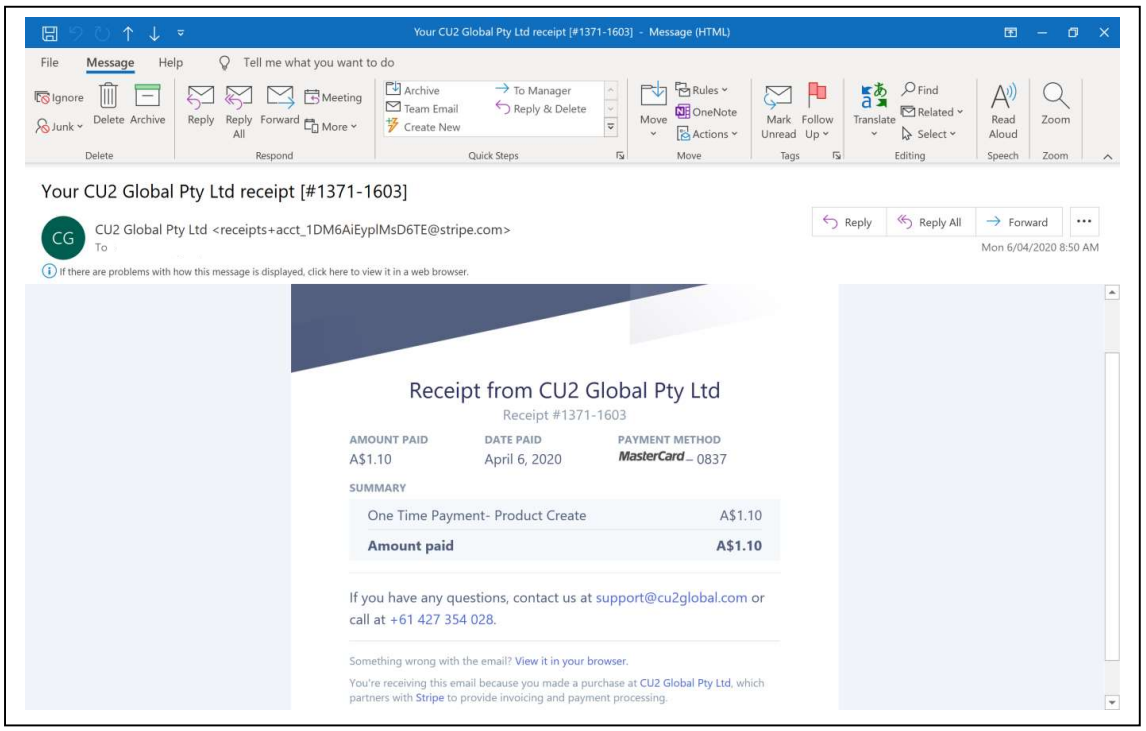
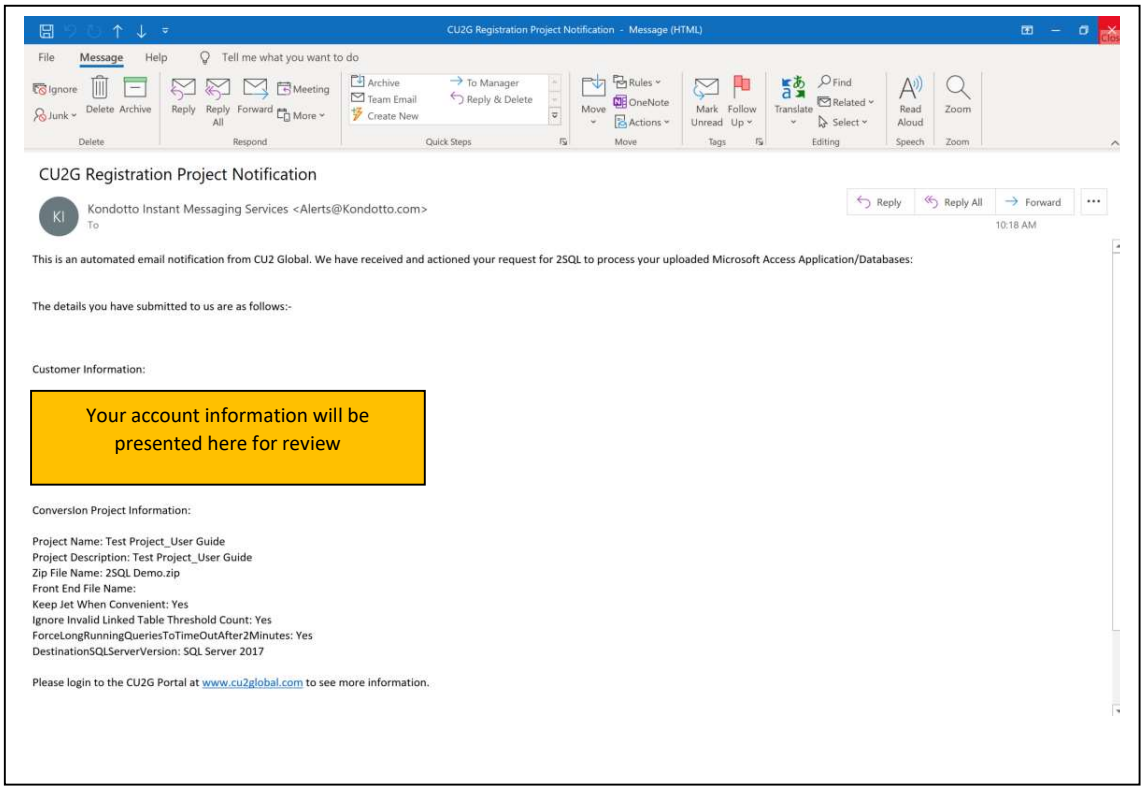


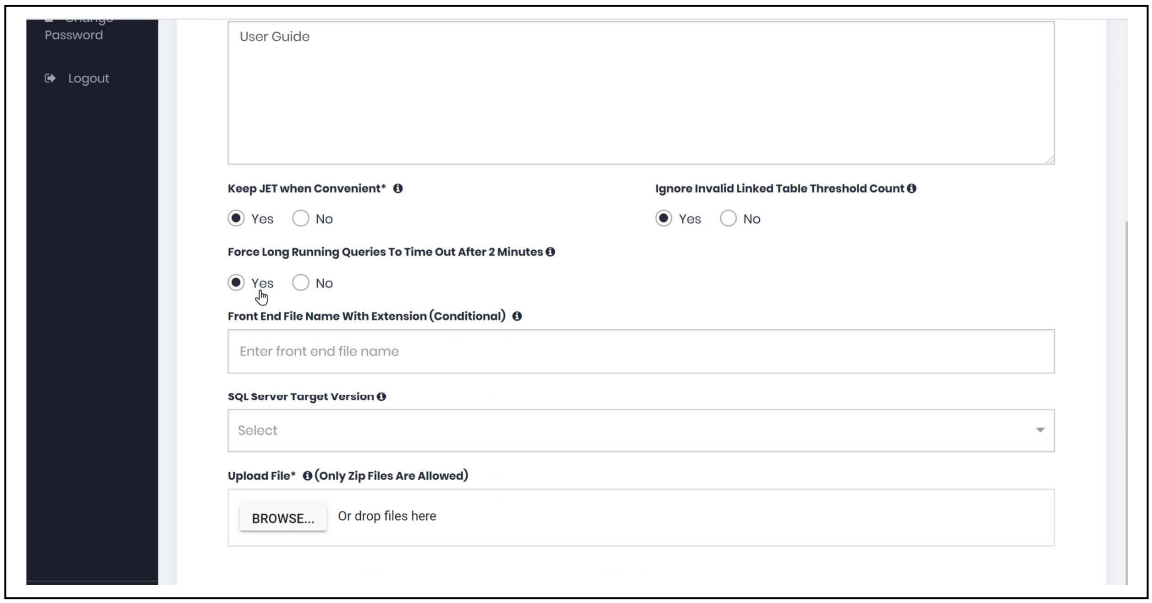



CU2G Registration Project Notification - Message (HTML)
File
Message
Help
Tell me what you want to do
Ignore
Junk
Delete
Archive
Reply
Reply All
Forward
Meeting
More
Respond
Archive
Team Email
Create New
To Manager
Reply & Delete
Quick Steps
Move
Rules
OneNote
Actions
Move
Mark Unread
Follow Up
Tags
Translate
Find
Related
Select
Editing
Read Aloud
Speech
Zoom
Zoom
CU2G Registration Project Notification
KI
Kondotto Instant Messaging Services <Alerts@Kondotto.com>
To
Reply
Reply All
Forward
10:18 AM
This is an automated email notification from CU2 Global. We have received and actioned your request for 2SQL to process your uploaded Microsoft Access Application/Databases:
The details you have submitted to us are as follows:-
Customer Information:
Your account information will be presented here for review
Conversion Project Information:
Project Name: Test Project_User Guide
Project Description: Test Project_User Guide
Zip File Name: 2SQL Demo.zip
Front End File Name:
Keep Jet When Convenient: Yes
Ignore Invalid Linked Table Threshold Count: Yes
ForceLongRunningQueriesToTimeOutAfter2Minutes: Yes
DestinationSQLServerVersion: SQL Server 2017
Please login to the CU2G Portal at www.cu2global.com to see more information.

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:



- ***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.

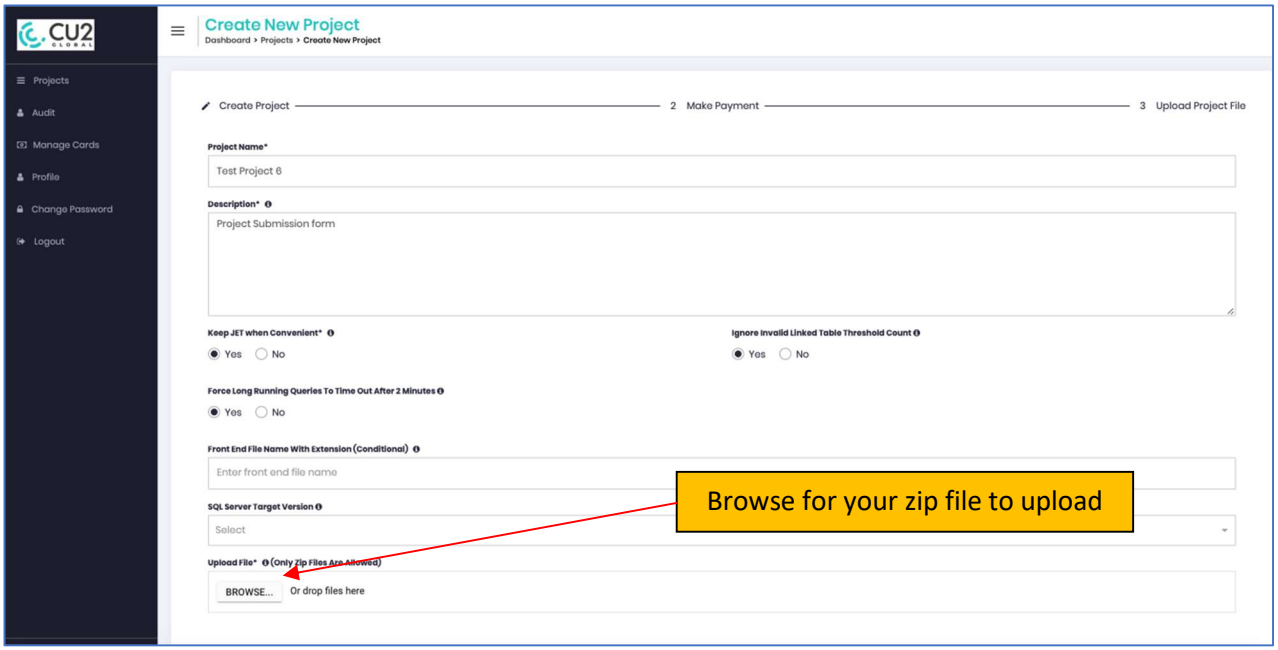
- ***Ignore Invalid Linked Table Threshold Count (Default is 'Yes')*****:** If your Access Application has linked tables pointing to one or more back end databases, then these links may be invalid. By default 2SQL will allow up to 10 invalid links; however you can instruct 2SQL to ignore this threshold 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.

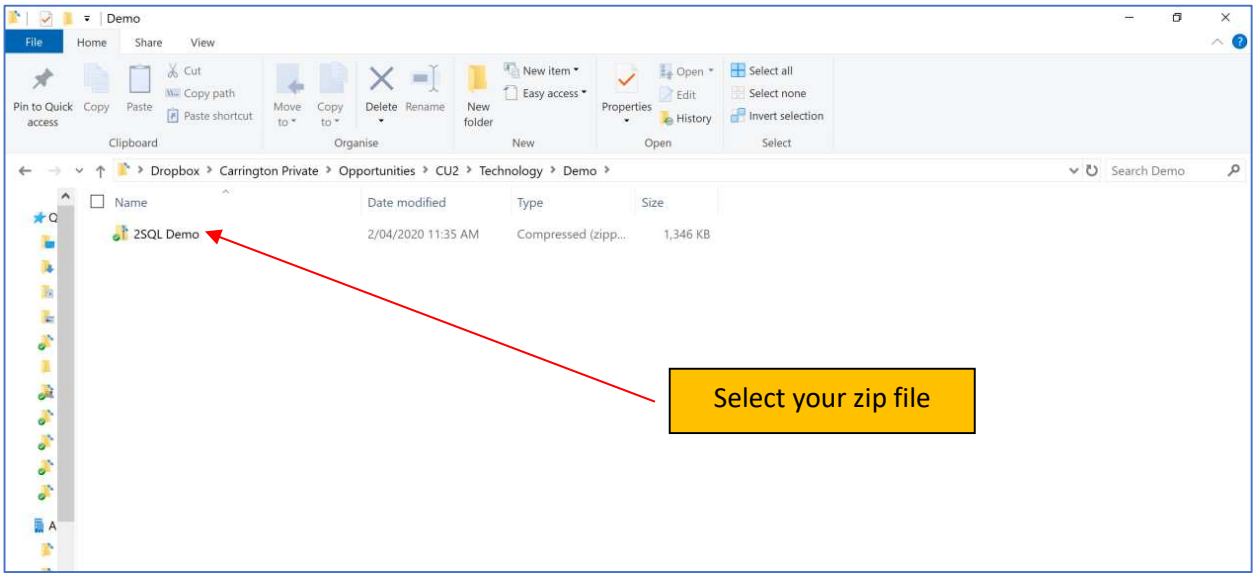
- ***Force Long-running queries to time out after 2 minutes (Default is 'Yes')*****:** 2SQL executes all SELECT based queries to ensure that the query is in an operational state. When 2SQL executes these queries, it also gathers statistical information such as the number of records, and the time it took 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.

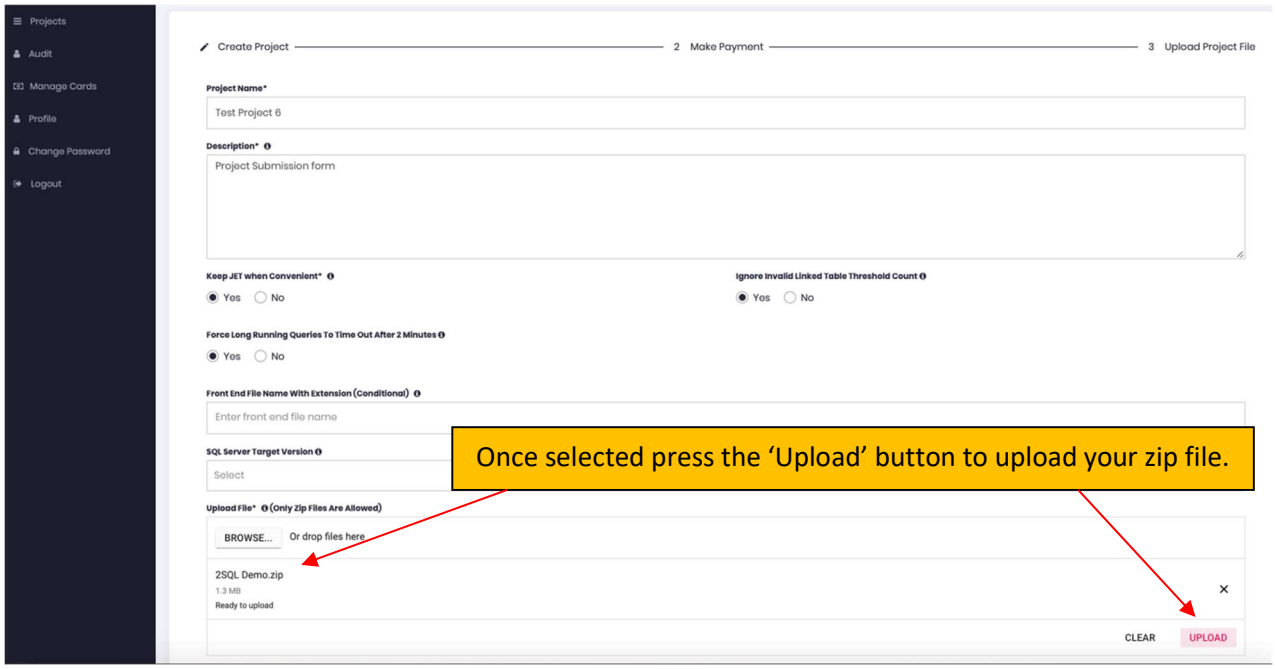
- ***SQL Server Target Version:*** Choose which version of SQL Server you want to convert.

Browse or Drop your zip file containing your Access database.

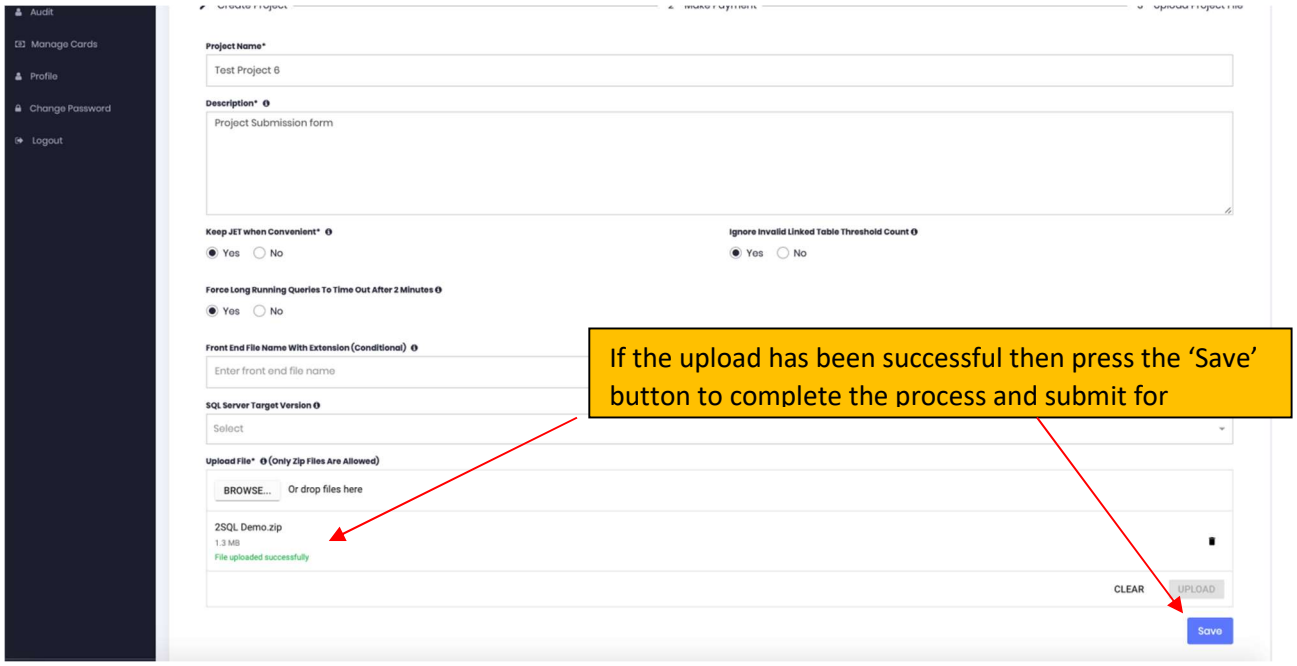




Upload your Access Database to the CU2 Global User Portal.

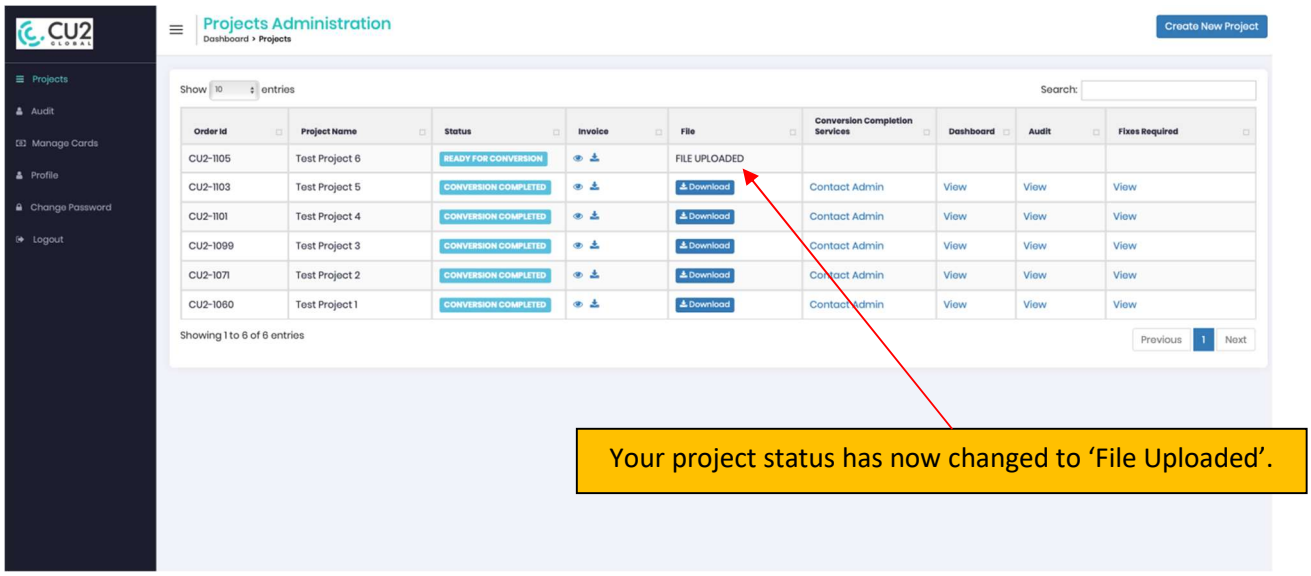


Save your Project to finalize the process and queue for processing by 2SQL.

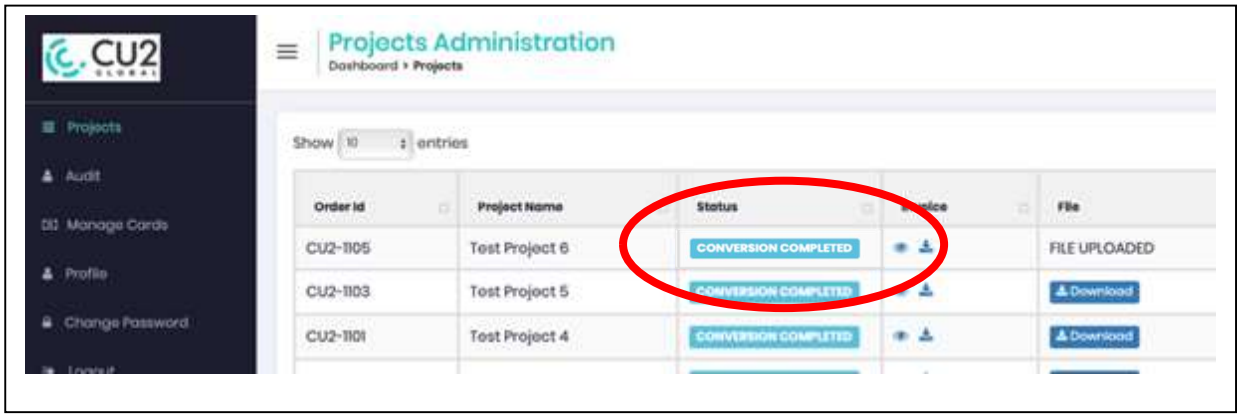


Uploaded Project status changed on the Projects Dashboard.

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'



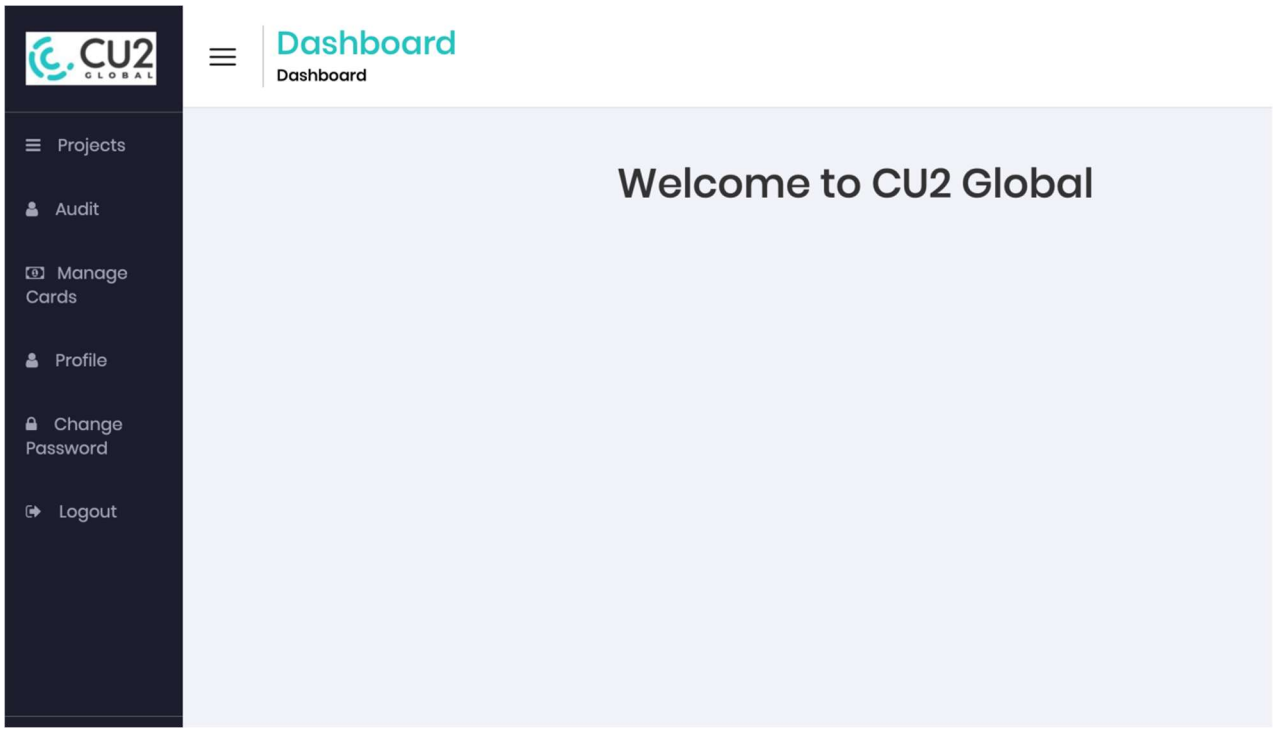
2SQL will now interrogate the application and automate the migration from MS Access to SQL Server. In a short period of time, you will receive an email advising you of the completion of the migration and your Projects administration screen will move to "Conversion Completed".



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.

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