



Data Conversion Worksheet

Company Name _____
Contact Name _____
Contact's Position _____
Date _____

Which version of eMaint are you planning to use?

_____ eMaint X3 Online

_____ eMaint X3 Enterprise

_____ Not sure

This worksheet consists of the following two sections:

- Section 1, Should You Consider Data Conversion? This section supplies you with the questions to ask yourself in considering converting data. It is designed to help you decide if you should pursue data conversion; and
- Section 2, Required Data Conversion Information. The second section will provide eMaint with the information we need to prepare a quotation for your data conversion.

Please complete Section 1 before proceeding to Section 2.

When finished, return the completed sections of the questionnaire to us, and we will prepare a quotation.

If you are unable to answer any of the questions in either section you may want to consider a visit from one of our Senior Consultants. Contact your Account Representative for more information.

Section 1: Should You Convert Your Data?

Please answer the following questions (1-14), and then write your score for each question on the line provided. Calculate your total score when you have finished. Take your total score and use the Scoring Key to determine if you are a suitable candidate for a data conversion.

1) Can you provide your data in one of the following PC-readable formats (If Yes, **please select** the format(s) you have available):

- Excel
- Access
- dBase/FoxPro (.DBF)
- ASCII Delimited (Tab, Pipe, CSV)
- Fixed-length ASCII (no delimiter)

- Yes (3 points)
- No (**STOP***)

score: _____

2) Can you deliver your data to us using any of the following PC-readable media types (If Yes, **please select** the media types you have available):

- CD-ROM
- Email Attachment Zip-File
- Upload zip file to designated web site (eMaint will provide)

- Yes (3 points)
- No (0 points)

score: _____

3) What kind of data do you want to convert?

- Equipment List
- Inventory List
- Employee List
- Customer List
- Work Order History
- Parts Transactions
- Labor Transactions
- Other _____
- Other; please specify _____
- PM Procedures / Schedules
- Purchasing
- Vendor/Supplier
- Work Orders
- Lookup Tables

(Give yourself one point for each kind of data you checked) score: _____

4) Do you currently have a numbering system for your data?

- Yes (2 points)
- No (0 points)

score: _____

5) If you answered "Yes" to question 3, is your numbering system a useful, logical numbering system you wish to maintain?

- Yes (2 points)
- No (0 points)

score: _____

6) Do you plan to convert an entire system (CMMS) of data?

- Yes (1 point)
please specify your system _____
- No (0 points)

score: _____

7) Do you have more than 1000 records **total** that need to be converted?

- Yes (1 point)
- No (0 points)

score: _____

8) Is your present data accurate (in other words, do you feel that all of the values in your data are correct to the best of your knowledge and that no changes need to be made to any values)?

- Yes (2 points)
- No (0 points)

score: _____

9) Would you say that your present data is complete (for example, if you are currently using a CMMS, are you making use of all the fields available)?

- Yes (2 points)
- No (0 points)

score: _____

10) Is your present data current and up-to-date?

- Yes (1 point)
- No (0 points)

score: _____

11) Do you have an understanding of how information is selected and reported in eMaint?

- Yes (1 point)
- No (0 points)

score: _____

12) If you answered "Yes" to question 11, do you think you will you be able to pull the reports you need once your data is in eMaint?

- Yes (2 points)
- No (0 points)

score: _____

13) Do you plan to receive training for eMaint (either a training class or an on-site visit from a Senior Consultant)?

- Yes (2 points)
- No (0 points)

score: _____

14) If we send a Senior Consultant on-site to your facility, will you be able to help him analyze your present data in order to find its corresponding place in eMaint?

- Yes (3 points)
- No (0 points)

score: _____

Total Score: _____

****A scoring key is provided below.***

Scoring Key for Total Score

- 0 - 9** based on our experience, a data conversion would not be in your best interest; contact your Account Representative to discuss alternatives.
- 10 - 19** you should discuss alternatives with your Account Representative, but a data conversion is a feasible option for you.
- 20 - 25** you are a likely candidate for a data conversion, but you should carefully consider the alternatives and discuss them with your Account Representative
- over 25** you are a good candidate for a data conversion.

If you have determined that you are a suitable candidate for data conversion, please read the following sheet titled "IMPORTANT Data Conversion Considerations" then proceed to Section 2.

IMPORTANT Data Conversion Considerations

The purpose of a data conversion is to transfer information from one software program to another. This process can be time-consuming and costly. The user should evaluate the value of the data to be converted into an eMaint product. While in rare instances, it is possible that the cost of the data conversion can exceed the cost of the software, eMaint will strive to help you convert your data in the most economical manner possible.

Converting data from one system to another can be a complex process. eMaint will try to assist the customer in identifying the potential data conversion pitfalls, and provide appropriate solutions where available. It should also be noted that not all data can be converted from one software package to another. Additionally, constraints may be applied to one program that is not applied to another. It is important that the customer understand that all data in the current software may not be inserted into the destination data files. It should also be noted that the length of the fields may not be the same from one program to another. Should a field in an eMaint table be shorter than the field in the original table provided by the customer, the data in the field may be truncated (shortened) to the number of characters available in the eMaint field. Should this be the case with a key field (such as Equipment number) it may be the responsibility of the customer to re-number all records in the key field to the number of characters available in the eMaint field before sending the data to eMaint for the conversion.

eMaint will only accept files which are in a PC-readable format in one of the formats listed in question 1.

If a fixed length ASCII file is provided, the customer should be able to provide a field mapping of the starting position and length of each field. eMaint reserves the right to modify the quoted cost of the conversion for any file that was not included in the original quote. Should sample files be sent to eMaint for quoting the conversion, the files sent for the actual conversion **MUST** have the exact same structure and file names as the sample files sent for providing the quote.

Upon review of the data provided to eMaint, a quote will be submitted with the cost for converting the data. The quote will list the files to be converted. **ONLY** those files listed in the quote will be converted for the cost provided. Any additional files provided by the customer after the quote has been submitted to the customer will require a change in the quote document to reflect the new files. It is the customer's responsibility to assure all files listed in the quote are necessary for the conversion. When in doubt, the best policy is to send all of your data to insure a proper quotation has been prepared and that **ALL** of the desired data will be converted.

Section 2: Required Data Conversion Information

Please read the previous page entitled "IMPORTANT Data Conversion Considerations" before proceeding with this section.

If, using the test in Section 1, you have decided you are a suitable candidate for a data conversion, please provide us with a copy* of your data and answer the following questions (**NOTE: You must answer all of the questions below in order for us to provide a quote**):

1) Please provide the type of data you are sending (example: Access, Excel, Fixed-length ASCII):

2) Please provide the **specific names** of the data files to be converted (example: INVY.dbf, WO.txt, Purch.xls); attach additional sheets if necessary:

See attached sheet

3) Is turn-around time of the data conversion critical for you?

Yes; please specify your time frame _____

No

4) Your data conversion will over-write any existing data in eMaint unless otherwise specified. If data is required to be added to an existing eMaint database instead, please indicate below.

Over-write existing data

Add to existing data

6) Is special handling of your data required (example: add a suffix or prefix to all equipment numbers)?

Yes; please explain below; attach additional sheets if necessary

No

See attached sheet

****DO NOT send your ONLY backup. eMaint Enterprises, LLC will not be responsible for the loss of any data submitted for conversion; we typically discard data after 30 days. It is important that you label your backup disks with your company name, a contact name and phone number, and the current date. It is important to note that we will convert only one set of files. If you would like us to convert more recent data than the data you send for quotation purposes, please send us a new set of data before we begin the conversion; any new data must have the same layout as the quotation data.***