



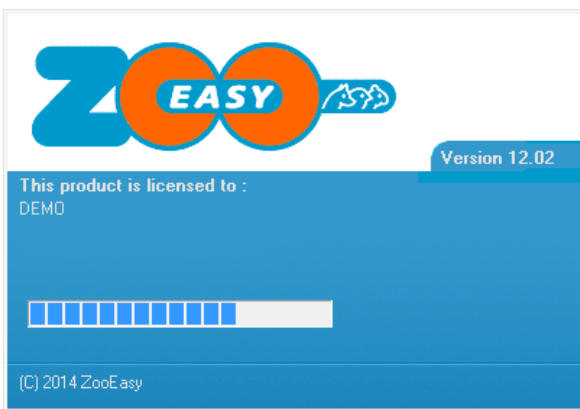
## How can I import my data from ZooEasy Stand Alone to ZooEasy Online?

Hello! It's nice to know you want to import your database to ZooEasy Online. First take a look at this roadmap, before you will start importing your data in ZooEasy Online. This roadmap contains 3 parts:

- A: Determine if you're using the right ZooEasy Version
- B: Starting your own ZooEasy Online database
- C: Import your data in ZooEasy Online

### A: Determine if you're using the right ZooEasy Version

When you're starting up ZooEasy, you can see your version number in the up right corner in this starting screen. This starts with 1 or 2 numbers, followed by a dot and another 2 numbers (for example: 12.02). You can see this in the example below:



*Step 1: Do you use version 11 or lower?*

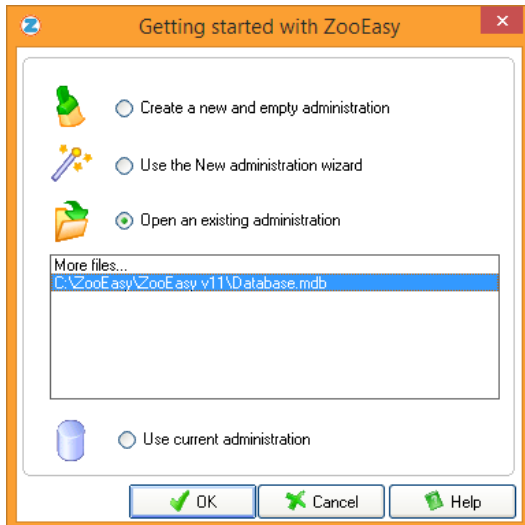
Yes: go to step 2

No: go to step 3

*Step 2: Install the free demo of version 12*

To import the files in ZooEasy Online, you'll require at least version 12.02. You can download this version without charge:

1. Go to: <http://standalone.zooeasy.com>
2. Click on 'Download the free demo'
3. Click on 'OK' and follow the instructions
4. Finish the installation and start ZooEasy
5. You will see the following screen:



6. Select the database of your current version and click on 'Ok'
7. ZooEasy will start now and your data will be imported into version 12
8. Go to step 4

#### *Step 3: Download the latest changes*

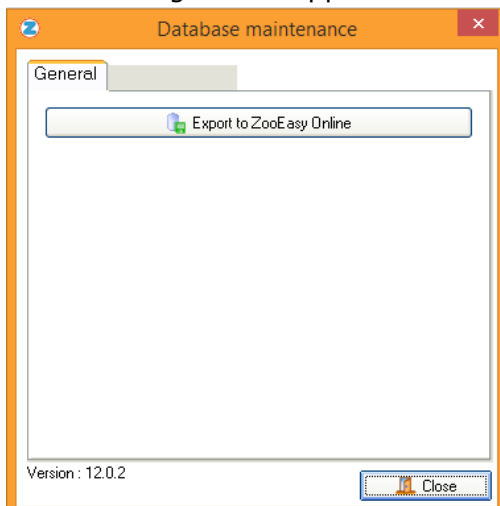
If you use version 12, the minimum requirement of the program is version 12.02 You can download this for free:

1. Go to <http://standalone.zooeasy.com>
2. Click on the tab 'Support'
3. On the left side, click on 'Download latest changes'
4. Click at version 12.02 (or higher) on 'Download now'
5. Click on 'OK' and follow the instructions
6. Go to step 4

#### *Step 4: Import your data in ZooEasy Online*

In this step you will make the file that can be imported in ZooEasy Online:

1. Click on the menu File and chose 'Export to ZooEasy Online'
2. The following screen appears:



3. Click on 'Export to ZooEasy Online'
4. Chose a location and click on 'Save'
5. Go to part B.



## **B: Starting your own ZooEasy Online database**

*Step 5: Do you have an account of ZooEasy Online?*

Yes: go to part C

No: go to step 6

*Step 6: Start your own ZooEasy Online database*

1. Go to [www.zooeasy.com](http://www.zooeasy.com)
2. Click on 'Sign up free'
3. Click on 'Single User, including 30 days free trial'
4. Fill in the form
5. Choose 'Create me an empty administration'
6. Click on 'Create my administration', you will receive a confirmation on your email.
7. Click in the confirmation mail on 'Confirm'. You will now receive an email with your login code (this is your email address) and your password.
8. Go to part C.

## **C: Import your data in ZooEasy Online**

*Step 7: Import your data in ZooEasy Online:*

1. Go to [www.zooeasyonline.com](http://www.zooeasyonline.com)
2. Login with your email address and password
3. Go to menu 'Management', left in the blue column
4. Click on the tab 'Import'
5. Click on the sub tab 'ZooEasy Stand Alone'
6. Click on the button 'Browse'
7. Go to the location where you have saved the file ToOnlineDatabase.zip
8. Click this file once, the background is now marked blue
9. Click on the button 'Open' (at the bottom right of your screen)
10. Click on the button 'Import Stand Alone files'
11. Confirm the question and click 'Ok'

The administration is now in the queue and will be imported soon. Please keep in mind this can take a while. You will receive an email when this is done. Do not enter any data in ZooEasy Online till then!

In the mail that you'll receive when the import is finished, you will also see that you have to 'reopen' the administration. You can do this as follows:

1. Go to menu 'Management'
2. Click on the tab 'Settings'
3. Uncheck the box 'Lock administration'
4. Click on 'Save'

Your files are now imported in ZooEasy Online! We hope you'll enjoy your free trial!

Do you have any questions or do you need some help? Please let us know and mail us at [support@zooeasy.com](mailto:support@zooeasy.com)