## Transferring MICROTEST Q™ Data to Q Local™ Software

You can quickly and easily transfer data from your MICROTEST Q system to your new Q Local software. (BHI™ and 16PF® 4th Edition test data cannot be transferred. Those tests are not on the Q Local software platform. The newer BHI 2 and 16PF 5th Edition tests are available in Q Local software.)

Step-by-step instructions follow for the two processes you'll use to transfer data:
*   Creating a MICROTEST Q transfer file
*   Importing the transfer file into Q Local software

Note: If you use the Archive feature of the MICROTEST Q software and you already have an up-to-date archive file, you can import it into the Q Local software by using the Import Archived Assessment Records option. Otherwise, follow the instructions below.

## Creating a MICROTEST Q Transfer File

1.  Within the MICROTEST Q software, click on **Tools** and then **Transfer Data To…**

2.  Click on the **Transfer To…** button. Select the drive and directory where you would like the transfer file located (A: drive, C: drive, Network drive, etc.). Type in a name for the transfer file. The software will automatically add the .tra extension. Click **Save**.

3.  If you want to transfer all records in the database, click on T**ransfer All Records.** Otherwise, select the desired records from your Administration View window and then click on the **Transfer Selected Records** button.

4.  When the transfer is complete, exit the Transfer Data screen and exit the MICROTEST Q software.

## Importing the Transfer File into the Q Local Software

1.  Within the Q Local software, choose the File menu and then Import and Export.

2.  Choose **Import assessment records from a MICROTEST Q transfer file (*.tra)** and click the **Next** button.

3.  To select the .tra file containing the records to import, use the **Browse** button. The selected file is displayed in the Archive File field.

4.  Select a Destination Folder for the assessment records by clicking on a folder in the database tree. (This is where the imported assessment records will be placed. ) The selected folder becomes highlighted.

5.  Finally, click the **Import** button. Once the import is complete, you can click **Cancel** to close the Import Assessment Records window.

The data is now ready to use in your Q Local software.

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