

How To Convert MERL 3.0 Contracts to MERL 4.0

1. Run the MERL Contract Converter by clicking **Convert MERL 3.0 Projects** from the **Tools** menu, or run it from your Start/Programs/MI-LTAP/MERL menu.
2. Log in to the MERL Contract Converter. **Note:** You must be an Admin user or log in as Admin to run the MERL Contract Converter.
3. Click Load Contracts and select Load From Database.
4. Browse to the location where your MERL 3.0 database is stored.
 - a. For Stand-Alone MERL 3.0 users, the default location is c:\Program Files\TDG\MERL\Data.
 - b. For Network MERL 3.0 users, you will have to browse to the location where the MERL30net.mdb file is stored. If you are not sure where this file is, open c:\Program Files\TDG\MERL\MERL.ini. The NetworkBEPATH entry contains the location of the file. **Please Note: If you are running the Network Version, make sure all users have their Contracts checked in BEFORE converting to 4.0.**
5. A list of contracts will be displayed and all will be selected. You can unselect any contract(s) you do not wish to convert.
6. Click the Convert Contracts button to transfer the 3.0 Contracts to 4.0. If any fail for whatever reason, you will receive notification in a list. To find out why a contract would not convert, double-click the individual contract in the list to convert and you will get a more detailed description of the problem.