

PropertyBoss Data Conversion Process

Reduce Implementation Times and Ensure Data Accuracy

PropertyBoss offers professional Data Conversion Services to assist with importing existing data from a spreadsheet or another property management software application into PropertyBoss. Data Conversion Specialists have experience importing from a broad range of sources and follow a proven methodology for ensuring a successful conversion.

The PropertyBoss Data Conversion Process

- 1 Data Conversion Kick-Off Meeting**
The Data Conversion Specialist will review the mapping of the data, the time line, and the specific steps that need to be completed by both the client and PropertyBoss during the data conversion process.
- 2 Client Data Preparation**
A successful conversion requires good starting data. Clients should “clean up” their existing data by removing duplicates, checking for spelling or data errors and ensuring that the data accurately reflects the current state of their business.
- 3 Delivery of Data to PropertyBoss**
The Data Conversion Specialist will provide exact instructions on how the data should be supplied to PropertyBoss. The data provided will be used for the actual conversion so it is critical that it is timely and accurate.
- 4 Data Conversion**
The Data Conversion Specialist will convert your data into a format that can be imported into PropertyBoss. Once this step has begun, the client will not be able to make additions or changes to the data being converted.
- 5 Data Conversion Review and Acceptance**
The Data Conversion Specialist will review any outstanding items that came up during the conversion and provide a copy of the converted data for final review and acceptance. PropertyBoss will correct any mapping or conversion related errors.
- 6 Activation of Converted PropertyBoss Database**
Activation of the PropertyBoss database completes the Data Conversion Process. You and your organization are one step closer to a more productive and more profitable future!

Important Information Regarding Conversions

- In order to provide a price quote for a data conversion, PropertyBoss requires a sample set of the data to be converted. In the event the conversion is not performed, PropertyBoss will destroy all copies of the data.
- All data conversions **are performed one time** unless specifically stated otherwise on the Order Form.
- PropertyBoss is not responsible for any pre-existing errors that may exist in the data such as misspellings, inaccurate information or other discrepancies. PropertyBoss will rely on client for properly identifying the appropriate data fields to be included in the conversion.

What are you waiting for?

Free your data. Thousands of companies rely on PropertyBoss to help them improve the overall productivity and profitability of their organization. Isn't it time you did the same?

(800) 562-0661

www.propertyboss.com