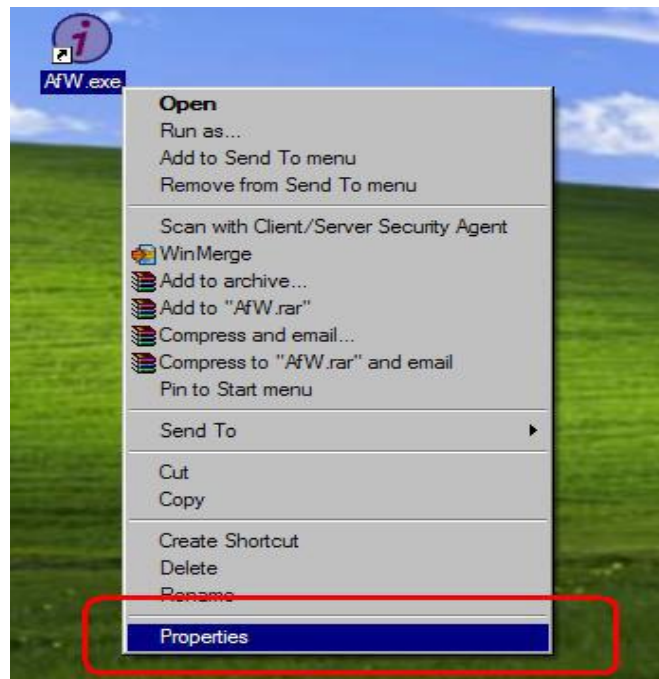**DATABASE FILES** Required from the Alice system

1. Please perform an <u>Alice shutdown</u> prior to sending the following files, and ensure Alice is not in use on any workstations.

2. Please compress and supply the entire Alice folder (including all files and subfolders), as a single zip file. The PREXXX (e.g., PRE600 or PRE700) and ARCHIVE folders may be excluded.

3. If you have file attachments that are stored outside of your Alice folder that you would like to be included in the conversion (such as Borrower Images), please compress and supply as well.

** For further assistance on locating your Alice folder, please see screenshots at the end of this document.
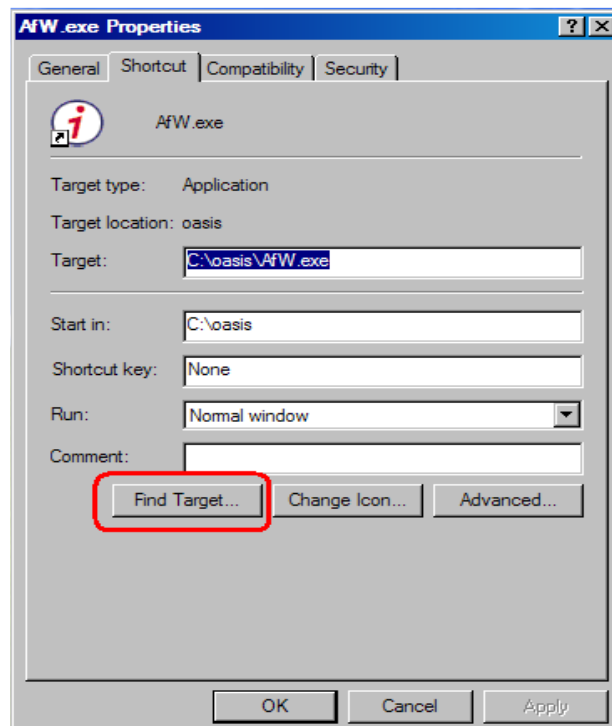
IMPORTANT: Please ensure all files are compressed (by using a zip utility), before sending, to maximise a stable upload.

LOCATING YOUR ALICE FILES

- Right click on your Alice shortcut and select Properties.

- Click on the Find Target button to locate the Alice folder.

Please compress and send a copy of **all <u>files</u>** (E.G. "AfW.exe") and **<u>folders</u>** (E.G. "LOASIS"). The ARCHIVE and PREXXX folders may be excluded.