TRISYS INC.

Tapit EX versions 4.1.6 and up can be upgraded to Tapit NOVA

1. If Tapit NOVA application is not open, click on the Tapit NOVA desktop icon to open it. Click on the **System** button.
2. Click on the **Locations** tab.
3. Click on the **Status** link. Make sure **Status** settings reflect settings in the old Tapit version.
4. Click on the **Call Costing** link. Make sure **Call Costing** settings reflect settings in the old Tapit version.
5. Click on the **Activity** link. Make sure **Activity** settings reflect settings in the old Tapit version. Verify the **Account / Authorization Code Processing Options** match the same options in old Tapit version.
6. Click on the **Dialing Patterns** link. Make sure **Dialing Patterns** settings reflect settings in the old Tapit version.
7. Click on the **Pricing** link. Make sure the **Pricing** table is empty. Pricing settings will be imported automatically later from the old version of Tapit.
8. Click on the **Dest Code Pricing** link. Make sure **Dest Code Pricing** settings reflect settings in the old Tapit version.
9. If you had trunks and trunk groups defined in Web Reports for Tapit EX, enter the same trunks and trunk groups into Tapit NOVA via **Trunks** and **Trunk Groups** links.
10. Minimize Tapit NOVA application and prepare old Tapit database for import by following steps below.
11. You can make old Tapit database accessible to Tapit NOVA for import by either sharing the old **Main** folder or copying the old **Main** folder to the PC where Tapit NOVA is installed. The Main folder of the old version of Tapit is a subfolder of **TapitW32\Data** folder.

    If you decide to move **Main** folder to the PC where Tapit NOVA is installed you can follow the steps below:
    a. create **TapitOld** folder on your C drive (**C:\TapitOld**)
    b. copy **Main** folder from **TapitW32\Data** (old Tapit's folder) to the **C:\TapitOLd** folder on the PC where Tapit NOVA is located.

12. Go back to the Tapit NOVA application, or if you closed it, open it by clicking on the Tapit NOVA icon on your desktop.
13. Click on the **System** button.
14. Click on the **Tasks** tab.
15. Select **Upgrade Tapit** task from the **Create a new Task** list.

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