

INTRODUCTION

The VolunteerWorks to VSys One conversion process takes several stages:

1. Initial transfer of VolunteerWorks data to Bespoke; VolunteerWorks remains live and in-use
2. First round conversion of that data to VSys One format, with consultation on how various aspects of the VolunteerWorks data will be translated
3. Customer testing of that first conversion
4. Repeat steps two and three incorporating settings changes to better match customer expectations
5. Final transfer of VolunteerWorks data to Bespoke, all entry of new information into VolunteerWorks ceases, and VolunteerWorks is used just for reference
6. Final conversion of VolunteerWorks data to VSys One
7. Go-live with final VSys One data

TRANSFER OF VOLUNTEERWORKS DATA FOR CONVERSION

In order to simplify the transfer of VolunteerWorks data to Bespoke, we've developed a simple tool to compress only the needed VolunteerWorks data files into a single .zip file.

1. Download <http://www.bespoke.com/download/VSysOneVolWorksPreConverter.zip>
2. Extract the file within that .zip (VSysOneVolWorksPreConverter.exe) file into your VolunteerWorks folder
3. Get everyone out of VolunteerWorks – the converter cannot transfer files that are in use.
4. Run VSysOneVolWorksPreConverter.exe

**VSys One pre-conversion data transfer tool**

**VolunteerWorks data**

Folder where VolunteerWorks and its data are located:  
 T:\VolWorks [List files to be included](#)

VolunteerWorks login name: My login  
 VolunteerWorks login password: My password  No login required for VolunteerWorks

**Encryption**

Encrypt the file created here

**Contact and Comments**

Organization: My Organization

Technical contact: Joe the Tech Phone: 888-555-1212 E-mail: joe@myorg.org

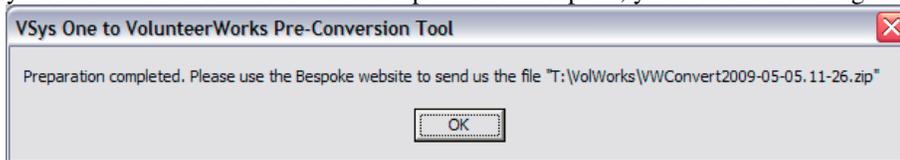
Volunteer department contact: Pat the Volunteer Leader Phone: 888-555-2323 E-mail: pat@myorg.org

Comments, special instructions:  
 This is the final conversion!

Ready to back up your data for transfer.

**Make file for transfer** **Cancel**

5. The conversion tool will attempt to locate your existing VolunteerWorks data, and if it can, that folder will be entered at the top. If VSys is unable to find it, or it selects the wrong folder, click on the  icon to select the correct folder.
6. Enter the login information you use when you start VolunteerWorks. This is not your network password, but it's the user name and password you have for VolunteerWorks itself. If you don't have or use one, check the box "No login required for VolunteerWorks."
7. If you want to encrypt the data before it's sent to Bespoke, check the box "Encrypt the file created here" and enter the same password in both provided fields. You'll need to give Bespoke this password later for us to be able to open your data!
8. Enter your information – organization, technical and volunteer department comments, and any comments or special instructions. The organization name and volunteer department contacts are required.
9. (optional) Click on the List files to be included link – the converter will show you the files that it will include with the transfer.
10. If any notes show in red at the bottom of the screen, correct them. These most likely relate to missing files, or incomplete fields.
11. Click on the [Make file for transfer] button. The converter will then compress all of the files it needs into a single .zip file. This process may take some time, depending on the size of your database and the speeds of your machine and network. When the process is complete, you will see a message similar to this:



12. Send us the file that was created. The easiest method is to click on the Send file via Bespoke's website, this will launch your web browser and bring up our file transfer tool. Within that, enter your information and select the file indicated above. You can also send us this file using FTP, or if it is small enough (under 10MB), by e-mail.

Contact us at any point along the way if you've got questions, issues, or something's not working the way you expected.

#### CONVERSION

VolunteerWorks conversions are mostly automated, but because different organizations store the same data in VolunteerWorks in different ways, and different data in the same place, it sometimes requires multiple conversion/analysis cycles to get the data into its preferred form. Getting access to the VolunteerWorks data early is key, as is access to experienced users at the customer site to explain to Bespoke staff how various bits of data are used.

There is always information which does not come across completely. For example, report setups and awards/recognition reminder criteria in VolunteerWorks are not compatible with VSys One. We can bring the awards themselves across, but not the rules for their future use. Mandates in VolunteerWorks are simply sets of textual notes rather than explicit criteria, so their raw contents are brought into VSys One as a custom field, and can be manually made into VSys One mandates from there.

Where you have other data that does not map one-to-one from VolunteerWorks into VSys One, we're happy to help you with alternatives, whether that's new custom fields in VSys, a custom certification, or other ways to ensure that your start with VSys One is the best it can be.