

This document outlines the procedure required to move SmoothPay to a new computer.

NOTE! If your old computer only had the free SmoothPay Multi-user Network Client installed, and you accessed SmoothPay data stored on a network drive (like a server), you need only install the free network client software on the new PC. Refer to the documentation on the CD or website.

These instructions are for computers that have SmoothPay programs and data files stored on a local drive.

## On the OLD COMPUTER...

- ❑ Perform a backup to diskette from SmoothPay Control Centre – if the old computer is lost/stolen/unusable, obtain the most recent diskette backup made from SmoothPay – this backup will be used to restore your payroll data on to the new computer.
- ❑ Locate your Registration Activation Code sent to you when you registered your software. If you don't have it, start SmoothPay on the old computer, choose Company Setup..Register and note down the registration activation code displayed, or contact SmoothPay HelpDesk for a replacement activation code.

## Moving to a new STAND-ALONE computer...

- ❑ Install SmoothPay Fresh Install from your latest SmoothPay CD or from our website. The CD will autostart, displaying a menu – choose Fresh Install option. SmoothPay can be installed to a server, then accessed via the separate and free SmoothPay network client. Refer documentation on the website or CD.
- ❑ Install the latest update from the SmoothPay website (if there has been one issued that is more recent than the CD or diskette media used to install the software).
- ❑ Start SmoothPay on the new computer. If you installed from CD or website, an icon will have been created on the desktop.
- ❑ Navigate past the welcome dialogs, then choose **Your Company** from the company selection field. The usage agreement will be displayed, which must be accepted in order to continue.
- ❑ Choose Restore from the Control Centre menu (Your Company must be selected), then restore from the diskette taken from the old computer. Typically you will use the "Restore from external media" option, Run, then navigate to the backup file from the old computer. The file will be tested for integrity, and if successful you will then be asked if you wish to perform a Live restore. Respond Yes.
- ❑ Once your data has been successfully restored you will see your employee's displayed in the employee list, and the payday and period ending will be set to whatever was set at the time the backup was made on the old computer (you may need to complete the pay processing).
- ❑ Choose Company Setup..Register..Next..Next..Enter Activation, then enter the activation code and choose Finish.

## Moving to a new shared server...

- ❑ Simply move the entire SmoothPay program folder to a shared location on the new server
- ❑ Install the free SmoothPay Network Client on each workstation that requires access (refer separate guide)
- ❑ When you start the SmoothPay network client, it'll ask where SmoothPay is – just point to the new server location and you're ready to go.
- ❑ PLEASE MAKE SURE that full access permissions be set on the shared SmoothPay folder – this is required.

## Moving to Citrix or Terminal Services server...

- ❑ Install SmoothPay Fresh Install from your latest SmoothPay CD or from our website. This MUST be done using the Administration Add/Remove Programs facilities provided on your server.

- Other than that, follow the instructions for “Moving to a new stand-alone” computer. Your terminal services clients will require the new application to be made available to their terminal desktop.
- It is not necessary to install the *SmoothPay Multi-user/Network Client* on Citrix or Terminal Services systems.

As always, if you need any assistance at all, please call the HelpDesk.

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