



Moving SmoothPay

A very common request is “*How do I move SmoothPay to a new computer?*”

SmoothPay is a fully self-contained application, which means it can simply be moved (to a server, a data stick, zipped and emailed...whatever), and it'll run fine from any of those locations (though it might be a bit slow running on a data stick...).

However there are many ways to do this, so the most common methods are described in more detail below.

Summary

- 1) SmoothPay is extremely portable and does not rely on an installation process - simply copy the entire SmoothPay folder to another computer, create a shortcut to the application and you're ready to run, or
- 2) Install SmoothPay from our website, start it and navigate (*use File..Open*) to your shared database (*if it was a local database you'll need to restore from a backup made on the old computer*).

Transfer SmoothPay on a data stick (USB drive)

NOTE: This example assumes you're using SmoothPay in a single-user environment and that your payroll company document files (e.g. SmoothPay.rsd, Widgets.rsd etc) are in the default location (in the payroll application folder).

If you're running SmoothPay in a multi-user environment (sharing a common set of payroll documents over a network) or moving to a Terminal Services or Citrix environment then please refer to our Multi-User Guide before proceeding.

Mac users: Copy the **/Applications/SmoothPay Gold** folder to a data stick, then copy from the data stick to the same location on the new computer. Create a shortcut to the SmoothPay Gold.app. Test.

Windows users: Copy the **C:\SmoothPay Gold** folder to a data stick, then copy from the data stick to the same location on the new computer. Create a shortcut to the SmoothPay Gold.exe. Test.

Linux users: Copy the SmoothPay Gold payroll folder to a data stick, then copy from the data stick to the same location on the new computer. Create a shortcut to the payroll application. Test.

Install and Restore data

This method might be required if the old computer is not available, or you're switching between Windows and Mac etc. (*SmoothPay runs on both, but the application is compiled separately for each platform*):

This process assumes you have your RSD files or backups on a data stick - if you don't then you need to create a fresh backup to a data stick (there's an option in the backup screen to copy the archive to another location) or copy and email the most recent archive or transfer it by some other means. You can also transfer the RSD files between platforms too (instead of using archive files).

ARCHIVES: The archive folder is a sub-folder in the SmoothPay application folder and contains all the most recent backup archives for all company files you might be using.

- 1) Install SmoothPay/Gold from the latest available version - a free download from our website.
- 2) Start SmoothPay and *Continue*. Choose *Tools..Restore* then navigate to the backup archive on your data stick (or other location). Following a successful restore you should see your data. If you have other payroll documents, for each additional document create a new company (must have the same name as the original) then use Tools Restore and select the applicable archive.

TIP: You can simply unzip the archive files (they contain your RSD payroll documents) and move them into the correct location.

COPY RSD FILES: If you have decided to copy the RSD files directly, then place these where you want them (the preferred and default location is in the SmoothPay application folder, however you can place them anywhere you have access to and locate them using SmoothPay's File..Open menu.

AUTO-START: Note that you can also "auto-start" any specific company by ticking an option in Configure - this bypasses the startup splash screen and gets you directly into your company document when you start SmoothPay.

Feedback

We're always keen to do better!

Any and all feedback is appreciated and if you feel we could include better examples, provide more explanation, provide references to additional information, make a process easier to use, or you spot something that isn't working the way it's supposed to - please let us know.