

Moving Payroll Mate to a New Computer Video Transcript

When you move Payroll Mate to a new computer, what you actually need to move is your data.

Payroll Mate, itself, needs to be downloaded and installed onto the new computer, in the same way you downloaded and installed it to the original computer.

To do this, locate the email that you were sent when you purchased Payroll Mate, or contact us and request that it be resent (within 1 year of your original purchase).

Find and open your Payroll Mate Instant Download Instructions email.

click the link in the email...

fill in the email and name fields...

download the installation file and install Payroll Mate on your new computer.

Moving your company payroll data from the original computer to the new computer.

Backing up your company data from your old computer.

If you haven't already done so, your first step is to create a backup of your company database.

NOTE – It is advisable to create a fresh backup of your data to an external storage device, such as an external hard drive or a USB flash drive, each time you complete a payroll cycle.

To create a backup of your company

Click on "Tools" at the top menu.

...then click Backup Company Database.

In the dialog box that opens select your external hard drive, or flash drive and click on the folder where you want to save your backup file.

Then click on "OK"

Your company backup has completed successfully.

You can verify this by navigating to your backup file in the Windows File Explorer.

Restore company data to Payroll Mate on the new computer.

When you open Payroll Mate on your new computer, it will open to the Sample company.

Make sure that the external hard drive or USB Flash drive that contains your backup file is connected to the new computer.

To restore the backup of your company, Click on "Tools" at the top menu then click Restore Company Database.

In the dialog box that opens select your external hard drive, of flash drive and click on the folder where you saved your backup file. Select your backup file.

Then click on "Open"

The restore of your company data has completed successfully.

You can open the restored company from here.

You will see your company name in the upper corner

as well as your payroll data, as soon as your restored company opens in Payroll Mate.

Moving multiple company's payroll data from the original computer to the new computer.

If you're responsible for managing payroll for multiple companies, you can move all of your companies in a single operation from your companies backup files.

Backing up data for multiple companies at one time.

If you haven't already done so, your first step is to create a backup of all of your companies databases.

NOTE – It is advisable to create fresh backups of the data for all companies that you are responsible for, to an external storage device, such as an external hard drive or a USB flash drive, each time you complete a payroll cycle.

To create a backup of all of your companies data in one operation

Click on "Tools" at the top menu.

Then click on "Backup All Companies Database Files"

In the dialog box that opens select your external hard drive, or flash drive and click on the folder where you want to save your backup files.

Then click on "OK"

Payroll Mate has finished backing up all of your companies files successfully.

When you click on "OK", the software will open Windows File Explorer into the folder where your backups have been created. You can click into the folder to see that the backups are there.

Restore data for all of your companies to Payroll Mate on the new computer at one time.

When you open Payroll Mate on your new computer, it will open to the Sample company.

Make sure that the external hard drive or USB Flash drive that contains your backup file is connected to the new computer.

To restore the backup of your companies, Click on "Tools" at the top menu, then click Restore Multiple Companies Database Files.

In the dialog box that opens select your external hard drive, or flash drive and go to the folder where you saved your backup files.

Select the folder.

Then click on "OK"

Payroll Mate has finished restoring all of your companies backup files successfully.

All of your companies, and their payroll data, are now available on the new computer.

You can use the steps outlined in this video to maintain backups of your data, as well as to move Payroll Mate to a new computer.

After moving Payroll Mate to a new computer, it's important to remove it completely from the old computer.

If this isn't done, the program may fail to operate properly.

Thank you for trusting Payroll Mate!