

Instructions to move an EasyPay Database from one computer to another

On old computer:

1. Log in to EasyPay as a user with EasyPay Administrator rights. Go to the Admin menu at the top and select **Backup Options**.
2. Perform a backup by clicking **Backup Now**. This will append a backup of the EasyPay database to the current EasyPay backup file.
3. In **Backup Options**, click the button for **Backup Location**. This will take you to the folder with the EasyPay Backup file. The backup file is called **BACKUP.BAK**
4. Copy the backup file from the old PC to a safe place to transfer to the new PC.

On the New Computer:

1. Install EasyPay on the new computer and set up a new blank database. For information on how to do this, please follow the instructions or video guide, on the downloads page of our website at www.easypay.gi
2. Log in to EasyPay. Go up to the Admin menu at the top and select **Backup Options**.
3. Click the button for **Backup Location**. This will open the **Backup Location** folder which contains the EasyPay Backups.
4. Copy the EasyPay backup file you took from the old PC to this folder.
5. Click the button on Backup Options to **Rescan folder**.
6. Click on the most recent backup in the list, which is at the top of the list.
7. Click **Restore Database**.
8. Restart EasyPay and log in to test that the data is restored successfully.

On the Old computer:

1. Once you have confirmed that EasyPay is running on the new computer, you must uninstall EasyPay from the old computer to prevent a licensing conflict.
2. Go to "Add or Remove Programs" in the control panel on your old computer.
3. Click on EasyPay and select the option to uninstall.
4. Click on Microsoft SQL Server 2014 (64-bit) and click on the option to uninstall. If you have more than one SQL Server set up on your system, you will be offered the option to select which one you wish to uninstall. The one that you need to uninstall is called DBEP.

If you run into difficulties, our helpdesk is available for further advice at easy@easy.gi