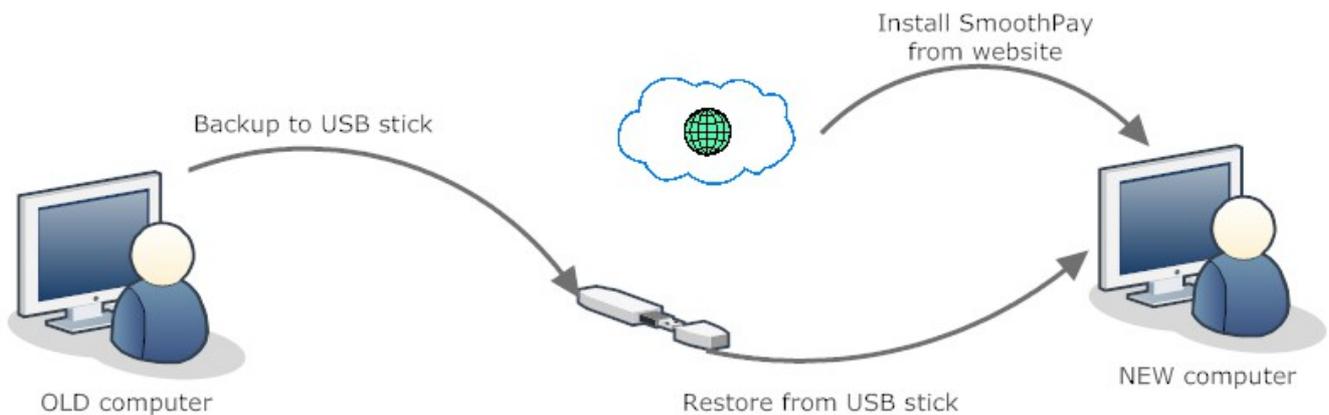


SmoothPay Moving to a New Computer

The best way to move SmoothPay Payroll depends on how you want to install it on your new computer. The following sections describe the most common scenarios.

Give it a go yourself - it's easy. If you need any help with this process, please call the helpdesk (*a service charge may apply*).

Single-computer, single-user: Preferred method



This is the most common installation - proceed as follows:

1. Create a fresh backup of your payroll data on your OLD computer to a USB stick
2. Install SmoothPay on your new computer (Trial or full install - not just the update) from www.smoothpay.co.nz
3. Start SmoothPay on the new computer and follow the various prompts (e.g. Re-installing, Existing user etc)
4. Restart SmoothPay (or select "Your company")
5. Choose: Restore (use the External media option to Restore from your USB stick)

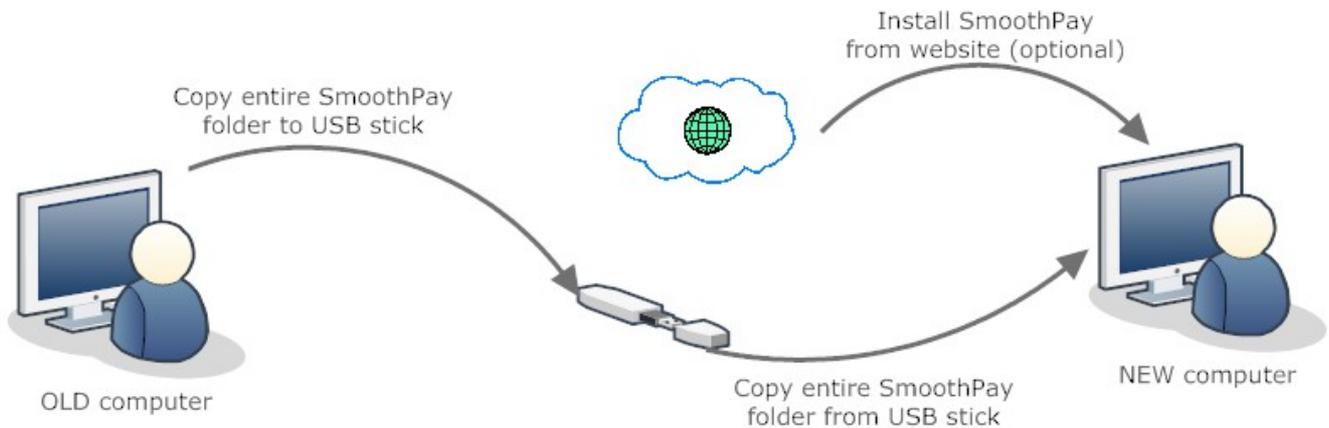
Check everything is OK (no issues and setup problems), and that the location for your direct credit file is valid (Company Setup..Bank). You may need to ensure that your folder for your direct credit actually exists on the new computer, as SmoothPay will not create these for you (if you don't know how to do that please get your IT person to help).

SmoothPay should automatically re-register itself (assuming your anti-virus or security settings permit SmoothPay to communicate with it's web-services). Otherwise, re-enter your activation details in Company Setup..Register (you can view the original details on your old computer or request your activation details from the HelpDesk).

TIP: Step 1 and Step 5 can also be used to transfer between your office computer and a laptop (and back again)

Moving to a New Computer

Single-computer, single-user: Alternative method



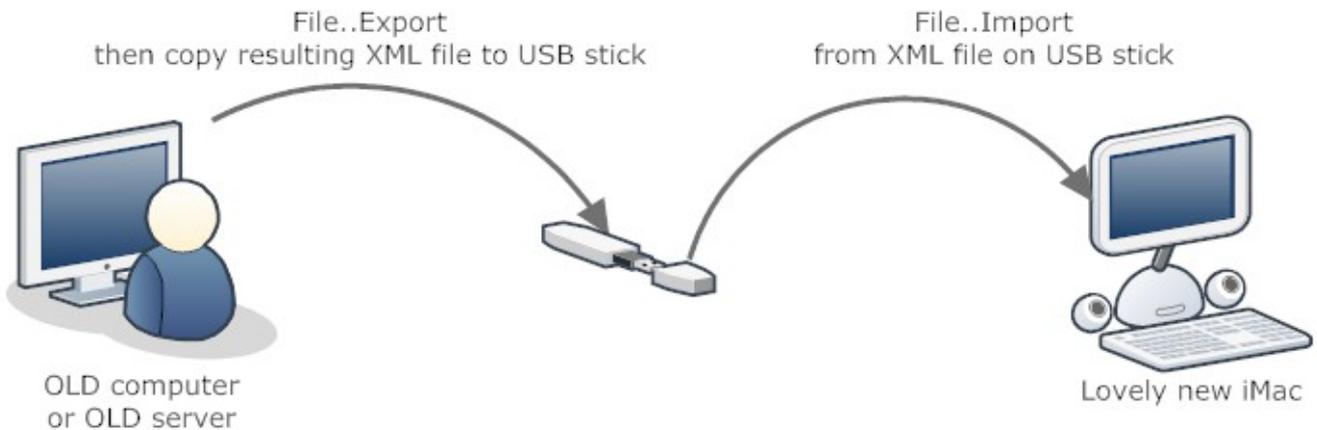
This method works well if you're transferring between machines that have the same version of Windows (e.g. Windows 8.1 to Windows 8.1)

With one extra step (4), this method can also be used where the operating system is different.

1. COPY the entire Payroll folder (usually C:\SmoothPay\Payroll) from the old computer to a USB stick (you can check where SmoothPay is installed by viewing the About screen)
2. Create the new [C:\SmoothPay](#) folder on the new machine and copy the Payroll folder from the USB stick into the [C:\SmoothPay](#) folder (you should end up with C:\SmoothPay\Payroll). Rename folders as required.
3. If your version of Windows is the same, on old and new computers, then you should be able to run the SmoothPay program (winpay.exe) from the Payroll folder (create a shortcut to your desktop), or
4. If your version of Windows is different (or Smoothpay doesn't start correctly, or you don't know how to create a desktop shortcut), perform a full install from www.smoothpay.co.nz This will create a desktop shortcut and install any files required for your version of Windows.

SmoothPay Moving to a New Computer

Moving from SmoothPay Blue (Windows) to SmoothPay Gold (Mac)



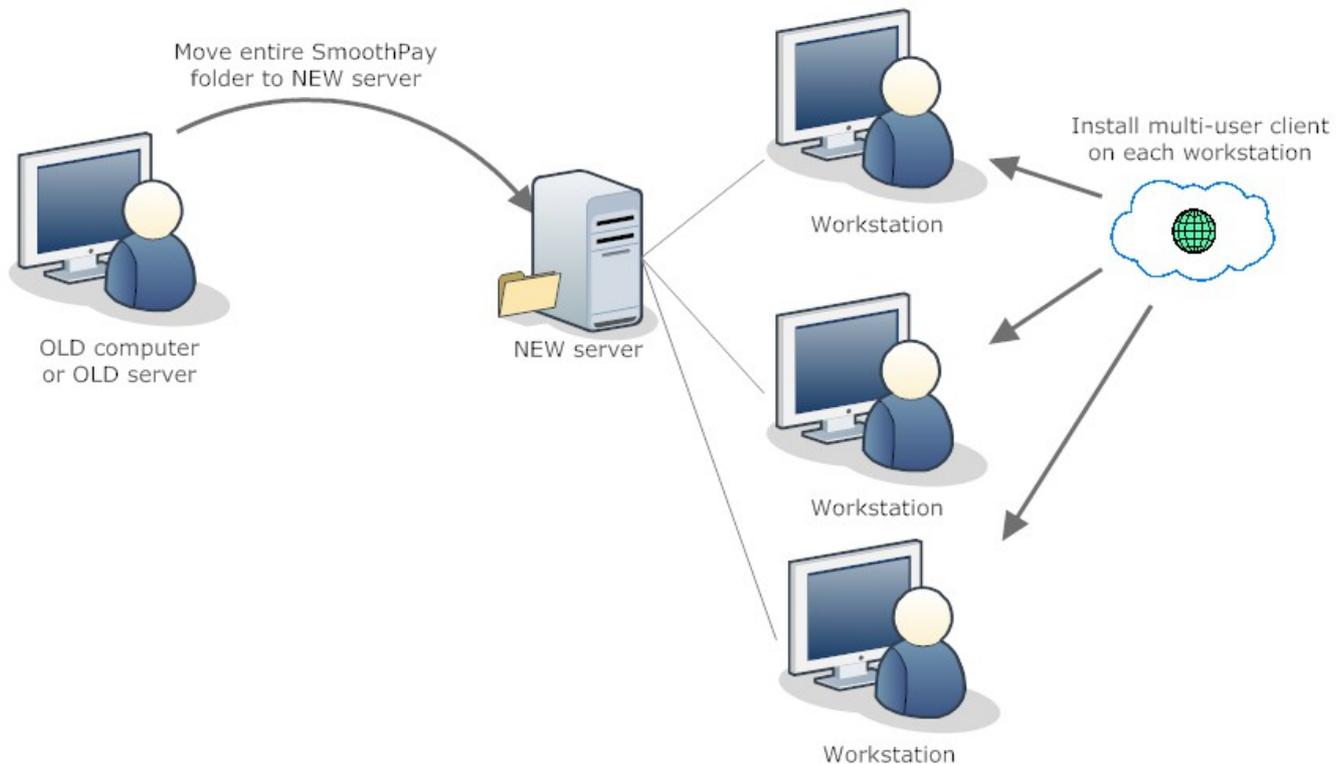
To move from SmoothPay Blue (the standard payroll used on Windows in NZ since 1995) to SmoothPay Gold (the latest, international-capable payroll for Windows, Mac and soon the cloud), follow this procedure:

1. Complete any current pay processing.
2. Choose *File..Export..SmoothPay Gold*. This will generate a file in your company data folder (see About screen) called export.xml
3. Copy the export.xml file to a USB stick
4. Start SmoothPay/Gold on your new iMac (installer available from www.smoothpay.co.nz). If you install from www.smoothpaygold.com, make sure you do so from the NZ page - otherwise you'll have Australian rules by default)
5. In the usual smoothpay.rsd database (or create a new one if you have multiple companies), select *File..Import..Other payroll..SmoothPay Blue*
6. Navigate to the export.xml file on your USB stick and run the import process.

TIP: It is usually better to get SmoothPay to assist with the conversion process, as occasionally some tidying up is required.

Moving to a New Computer

Multi-user: Moving to a new server (shared folder) – REQUIRES IT SPECIALIST



To move your existing installation of SmoothPay to the new server, simply:

1. COPY the original SmoothPay\Payroll folder to a suitable folder on the new server and make it sharable (if it's not already). For security you could create a hidden share and set adequate security permissions .
2. DELETE the original SmoothPay\Payroll folder (to prevent accidental use of the "old" copy - you could also just delete the winpay.exe program from the old SmoothPay\Payroll folder)
3. Start the Multi-User Client and set the location of winpay.exe using the UNC path (e.g. [\\server\\$payroll\winpay.exe](#)) or a shared drive letter (e.g. Z:\SmoothPay\Payroll\winpay.exe). Use whatever is appropriate for your network setup.

To allow more than one user to access SmoothPay at a time in a "Shared Folder" scenario, each workstation must have the free SmoothPay Multi-user/Network Client installed (this ensure's that workstations having different versions of Windows all work correctly with SmoothPay).

The free client installer is available from www.smoothpay.co.nz (downloads).

Multi-user: Moving to Terminal server or Citrix- REQUIRES IT SPECIALIST

To move from a traditional single-user or shared-folder to terminal services or Citrix (where all users will run terminal sessions on the server), we recommend the following procedure:

1. Create a fresh backup of your payroll data to a USB stick (or any shared location that can be accessed later)
2. Download the installer from www.smoothpay.co.nz (do not run it directly)
3. Install the downloaded setup executable in user-mode (or use Window's Add/Remove Programs tools). This ensures the software is correctly registered so that users can access it from their terminal desktop.
4. Start SmoothPay from a normal user terminal session (to ensure everything starts correctly). DO NOT run SmoothPay as the installation Administrator as you will likely cause file and folder ownership issues (if you do then you will need IT/Administrator to correct permissions).
5. Restart SmoothPay (or select "Your company").
6. Restore from your USB stick backup (use the External media option)

This type of installation does NOT usually require the free Multi-User/Network Client, as all users will be using the same version of Windows (a terminal session that runs on the server itself).

In mixed installations (where the system has both thin- and fat- clients) then install the Multi-User Client as required.