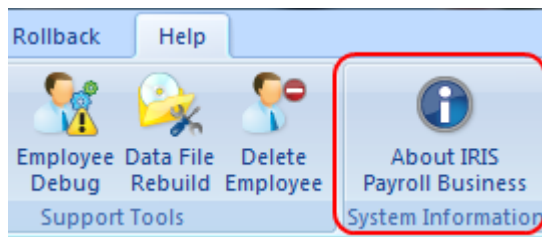# Transferring IRIS Payroll Business to a new PC (Local)

This guide will take you through the steps required to get IRIS Payroll Business transferred to a new PC running a local installation.

For guidance setting up IRIS Payroll Business on a new workstation over a network installation please see the guide "Installing a New Workstation (Network)".
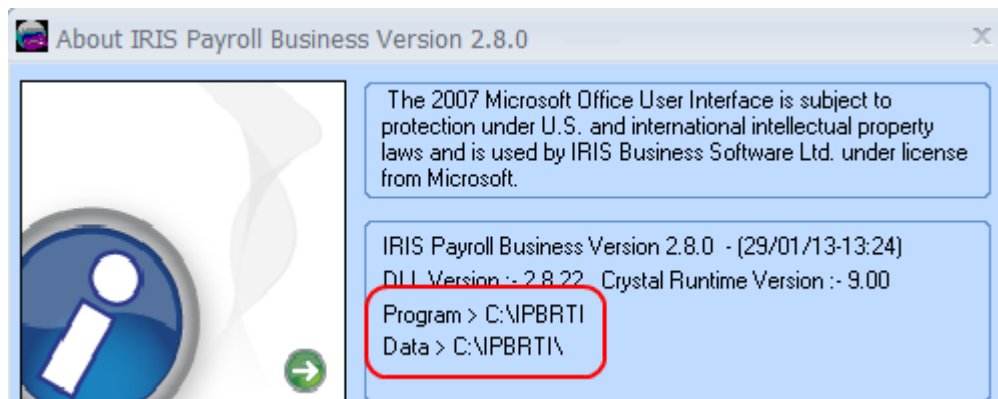
You will need some media to copy your data onto to move to the new PC ie. USB memory stick.

1. The first step is to get a copy of your data for transfer. Check in your current system where the program and data file are stored.

   Go to the help tab and click "About IRIS Payroll Business"

   This will show the system information:

   The folders listed under "Program" and "Data" are the ones we need to copy. In most cases these will be the same location unless you have changed the default settings.
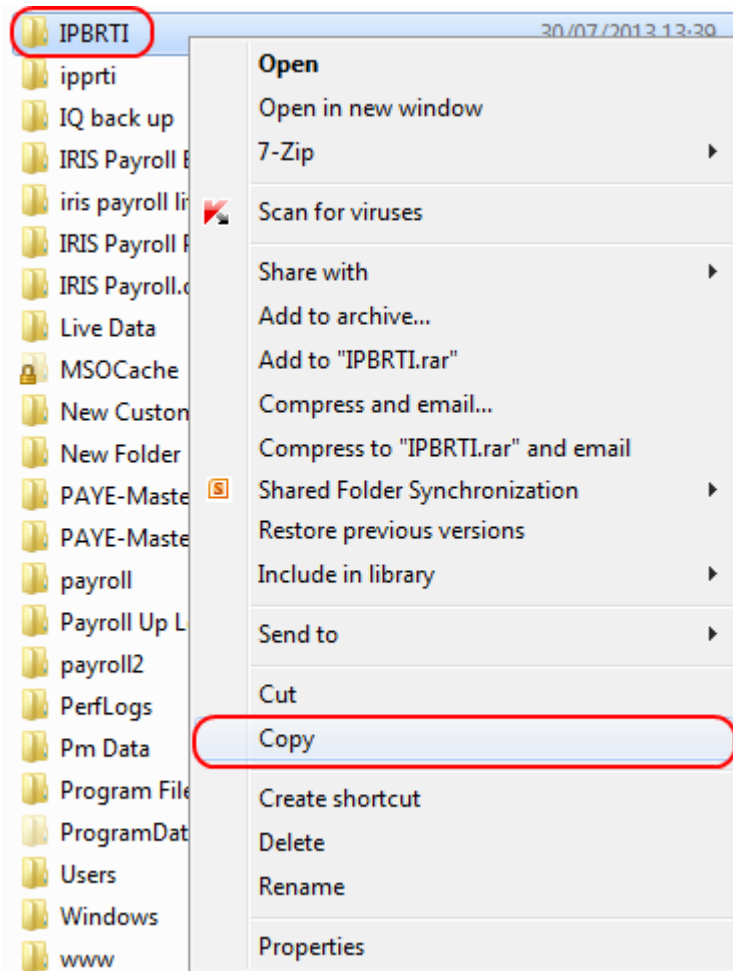
   Make a note of these folders and close IRIS Payroll Business down.

2. Now we know what to copy:

Go to "Computer" or "My Computer" and double click on the C: drive to open the contents.
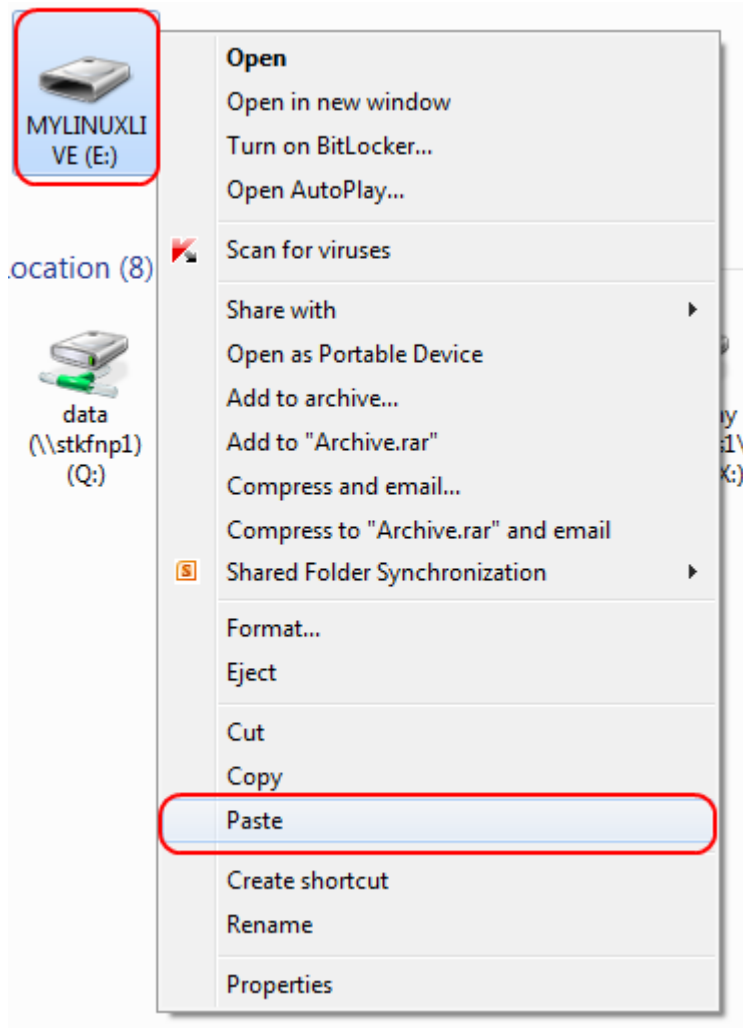
Find the folder(s) as shown in the "About IRIS Payroll Business" window.

When found, right click on the folder and "Copy"

3. Paste the folder(s) onto the memory stick:

Go to "Computer" or "My Computer". You should see on this menu your memory stick, right click on this and "Paste".

This will copy your data over to the memory stick for transfer. Once the progress bar completes remove the stick and take it to the new PC.

4. Plug the memory stick into the new PC, open the "Computer" or "My Computer" menu and double click on the memory stick to open the contents.

   Find the folder you copied onto the memory stick. Right click on this and copy.

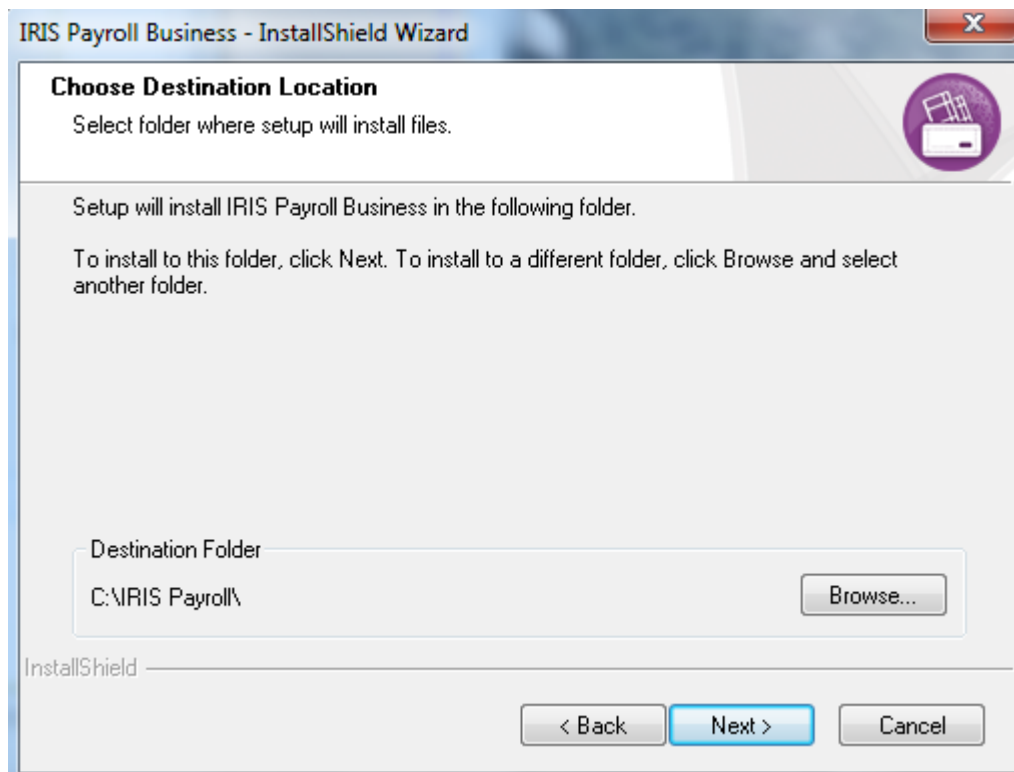   Go back to "Computer" or "My Computer". On the drive labelled as C: right click and paste.

5. Once the copy is complete we need to install IRIS Payroll Business to the folder you've just copied onto the C: drive.

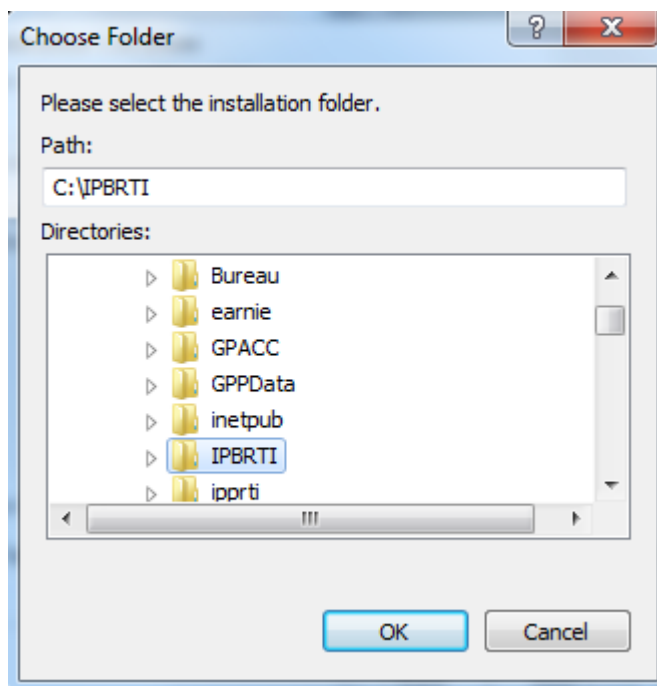   Download the latest version of the program form here:

   Downloads

6. Once the download is complete double click the saved file IRIS_Payroll_Business.exe to start the installation.

   In the wizard, leave the default setting as is and click "Next" until you see this screen:
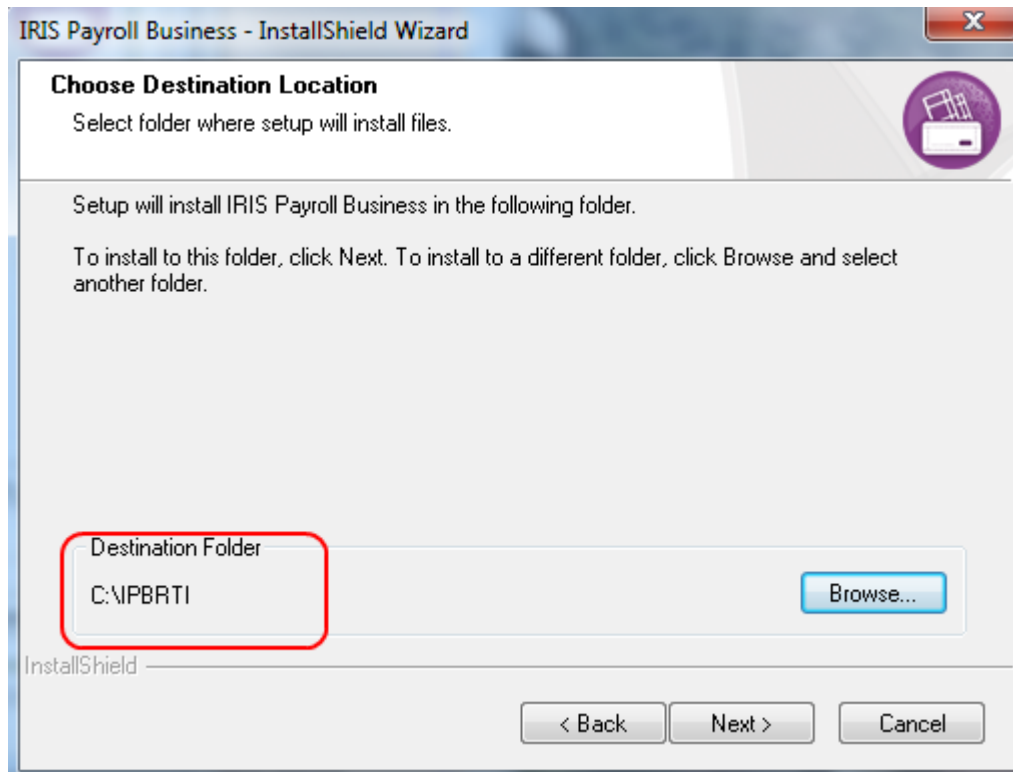
Here we need to change the destination folder to match the one copied over from the old PC.
Click the "Browse" button:

In the list find the folder you copied over, click on it to highlight and click "OK"
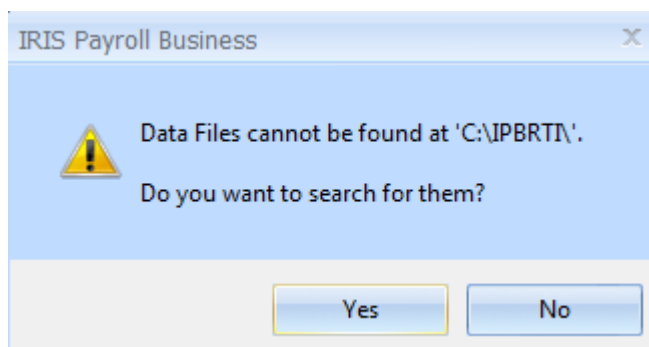
Check the destination folder is now showing correctly:

Continue to click "Next" and complete the installation. Once this is finished you will be able to log into IRIS Payroll Business and pick up where you left off on the original PC.

NOTE: If the file path has changed between the old and new PC you will need to point the software to the data file when you first start the program.

If you see the following message:

Click "Yes"

In the list find the file xxxxDATA.MDB (xxxx is the company number eg. No.1 = 0001DATA.MDB), click on this and click "Open"

This will now set the new data location.