Transferring IRIS PAYE-MASTER to a new PC

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

You will need some media to copy your data onto to move to the new PC ie. USB memory stick.

1. Take a backup of your existing data which is currently on your old PC:
    a. Go to "File" > "Back-up & Restore Data"
    b. Highlight the company in the "Active Files" list in the top portion of the window.
    c. Click "Backup" in the top right hand corner
    d. The system will then prompt you to choose where to save the backup, select a location on the memory stick and click "Save"

2. Once you have a backup for each company:
    a. Install the latest version of IRIS PAYE-Master on the new PC ([Download here](#))
    b. As a part of the installation process the system will have created an "IRIS Software Ltd" folder in your "Documents" or "My Documents" folder. You need to copy the PAYE-Master backup files into this folder.
    c. Once the files are copied over, start PAYE-Master on the new PC.
    d. When prompted, select the option "New" and work through the wizard entering your latest licence details.
    e. Once you complete the registration wizard you will be prompted to log into the program.
    f. Once logged in you will see a message "You currently have no data files". Select the option "Import Existing Data File(s)".
    g. You will then be presented with the "Import Data Files" window. If the backups from the memory stick have been copied to the correct location they will show in the list down the left hand side.
    h. Work down the list, any company you want to add into the new system, click on it in the list and click the "Add" button in the centre of the window. You will see the file move into the list on the right hand side.
    i. Once all the companies you want to import are in the list on the right click "OK".
    j. The system will work through the process of preparing the files for use in the new installation.
    k. Once the process has completed restart PAYE-Master and you are ready to process payroll.

3. Finally back on the old PC:
    a. We need to make sure that any old back files are copied off this PC before it is retired.
    b. This process would be easiest completed using windows explorer rather than within PAYE-Master itself.

c. We recommend you run a search for all files of type .DTA (*.DTA). Once the search is complete any results found should be copied onto a memory stick or CD/DVD. These files do not necessarily need to be copied onto the new PC but should be kept available should we need to restore some data.

NOTE: Restoring a backup is the only way to return to a previous payroll period. If you fail to archive the backups off the original PC you will NOT be able to re run an older period should it become necessary.