

# **Moving Intercode Payroll to a New Computer**

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# 1 Moving Intercode Payroll to a New Computer

Sooner or later, there will come a time when you will need to move your Intercode Payroll software and data files from one computer to another.

This is actually a very simple process which consists of two simple steps:

1. Installing the Intercode Payroll software on the new computer.
2. Moving your existing employer files (i.e. your data files) from the old computer to the new computer.

## 1.1 Installing Intercode Payroll on the New Computer

In order for you to be able to access any of your existing employer files on the new computer, Intercode Payroll must first be installed on that computer. The latest version of the Intercode Payroll software is always available for download from the Intercode web site at [www.intercode.co.za](http://www.intercode.co.za).

To install Intercode Payroll on the new computer:

- Go to the Intercode web site at [www.intercode.co.za](http://www.intercode.co.za).
- Click Downloads at the top of the page.
- On the Downloads page click Download Now.
- You should see a message asking if you want to Run or Save the file - select Run.
- You should now see a download progress indicator. Wait for the download to complete.
- Once the download process has completed you might see a message asking you to confirm whether or not you want to run the file. If this is the case, select Run again.
- This should start the Intercode Payroll installation wizard. On the first page if the wizard, click I Agree.
- On the second page of the wizard, click Install (do not change the destination folder unless absolutely necessary).
- Wait for the installation process to complete. On the last page of the installation wizard, remove the tick-mark from the option to open Intercode Payroll automatically when the wizard closes, then click Finish to close the wizard.

Note: If Intercode Payroll opens up automatically when the installation wizard is closed, it means that you forgot to remove the tick-mark from the "Open Intercode Payroll automatically..." option before you clicked Finish. If this is the case you will see the Employer File window prompting you to create a new employer file. Click Cancel to cancel the Employer File window, then close the program.

## 1.2 Moving Your Existing Employer Files

Once Intercode Payroll has been installed on the new computer you will need to move your employer file(s) from the old computer to the new computer. This is done by simply copying the employer file(s) onto a flash drive and then copying the file(s) into the default employer file location on the new machine.

On the old machine:

- Open the folder where your employer file(s) are located. By default this should be "My Documents\Intercode Payroll\Employer Files".
- In this folder you should see one or more files that start with the employer's name and end with ".icdb". These are your employer files (i.e. your data files). Copy these files onto a flash drive (or any other removable media).
- Go to the new machine, insert the flash drive and copy the files you copied from the old machine into the default employer file location (My Documents\Intercode Payroll\Employer Files) on the new machine.

Open Intercode Payroll. The program should pick up your employer files automatically, and they should be visible in the Employer File window. From there you should be able to open the relevant employer file and continue working as usual.

Note: When an employer file that has already been registered is moved from one location to another, the file's registration details travel with the file. There is no need to re-register an employer file after it has been moved from one machine to another, as the file will already be registered on the new machine as well.