

Migrating a timeQplus V4 Server to a Different PC

Before You Begin

These instructions for migrating the timeQplus V4 (tQp V4) system assume that the most current tQp V4 release is installed and working correctly with no data corruption issues.

Make note of your tQp V4 software Version, Build, Serial # and Install Key:

1. Log into tQp as an administrator.
2. Click **Help** and select **About timeQplus**.

To check for and, if not currently installed, to download the current release version, go to <http://support.acroprint.com>, click **timeQplus Software** and then click the **Support Page** link under **timeQplus(4+)**. This is critical, especially if changing to a different version of Windows.

IMPORTANT! Do not use the tQp V4 system and/or connected time clocks during this process. Punches will not be recorded correctly and will be lost.

On the old PC:

1. Log into tQp as an administrator. Please make note of this password. You will use it to log into tQp on the new PC.
2. Click **File** and choose **System Utilities**.
3. Click the **Backup** button to create a backup of the tQp database. Please note the location of the Backup file or choose a different location.
4. Click **Next** to begin the backup process.
5. Once complete, click **Finish** to exit.
6. Copy the Backup file to a flash drive or other external storage device. It will be restored in tQp on the new PC.
7. Uninstall tQp from this PC.

On the new PC:

1. Install tQp V4 using the tQp V4 Install Key from the old PC.
2. Once installed, double-click the tQp icon to launch the tQp **Setup Wizard**.
3. Click **Next** repeatedly to navigate through the wizard. There is no need to configure any of these settings since they will be overwritten once the tQp V4 Backup database (from the old PC) is restored.
4. On the **Password** screen, enter the password you used to log into tQp on the old PC. Click **Next** until the wizard completes.
5. Click **Finish** to exit the wizard and log in to tQp using the password created in step 4.
6. Connect to the new PC the flash drive (or external storage device) containing the tQp V4 Backup file from the old PC.
7. In tQp, click **File** and choose **System Utilities**.
8. Click the **Restore** button and select the tQp V4 Backup file on the flash drive (or external storage device).
9. Check the box labeled **Keep the current install key** and then click **Next** to proceed with the Restore. Once complete, click **Finish** to exit. When you log in, your data will appear as it did on the old PC.

For assistance contact Acroprint Technical Support at (800) 334-7190 [Opt. 3] or via email at supportdept@acroprint.com. Support contracts are available.