

How to extract 1 company from a database and import it into another database.

Right click the SQL icon with the green triangle and select STOP MssqlServer.
The green triangle will turn into a red dot.

Next, open Windows Explorer and select:

C:\Program Files\Microsoft SQL Server\MSSQL\Data\InstaPay.mdf
and right-click it and rename it to CurrentInstaPay.mdf

C:\Program Files\Microsoft SQL Server\MSSQL\Data\InstaPay_log.ldf
and right click it and rename it to Current InstaPay_log.ldf.

NOTE IF THE FILES ARE NOT LOCATED THERE THEN LOOK HERE:

C:\Program Files\Microsoft SQL Server\MSSQL\Data\MSSQL\Data\InstaPay.mdf
and right-click it and rename it to CurrentInstaPay.mdf

C:\Program Files\Microsoft SQL Server\MSSQL\Data\MSSQL\Data\InstaPay_log.ldf
and right click it and rename it to Current InstaPay_log.ldf.

Now copy the InstaPay.mdf and InstaPay_log.ldf from the backup drive and paste them into:

C:\Program Files\Microsoft SQL Server\MSSQL\Data\ or C:\Program Files\Microsoft SQL Server\MSSQL\Data\MSSQL\Data (which ever folder houses the current InstaPay files)

Now select the SQL server icon in the lower right corner (has a red dot in it now) and right click it and select START SQL Server.

Wait until the red dot turns into a green triangle.

Next, start InstaPay for Windows and select company 8.

Then select File, Export Client File(s).

For the Company ID, it should already be in the upper text area, if it is not, enter the company number you want to export.

On the screen, there will be a text box that contains the path to the folder where the files will be exported to.

Write this down because after the export is finished , this is the folder that you will locate in order to import the files back into the Current database after you replace it. Click OK.

NOW YOUR COMPANY FILES FROM LAST SATURDAY ARE IN THE FOLDER WAITING TO BE IMPORTED BACK INTO YOUR CURRENT DATABASE.

See next page for Replacing your current data base

STEP 2: REPLACING YOUR CURRENT DATABASE BACK INTO THE PROGRAM

Right click the SQL icon with the green triangle and select STOP MssqlServer. The green triangle will turn into a red dot.

Now as long as you have the InstaPay.mdf and InstaPay_log.ldf still on the backup drive you can delete the ones the we just used.

They should be here:

C:\Program Files\Microsoft SQL Server\MSSQL\Data\ or C:\Program Files\Microsoft SQL Server\MSSQL\Data\MSSQL\Data (which ever folder houses the current InstaPay files)

BE CAREFUL NOT TO DELETE CurrentInstaPay.mdf and CurrentInstaPay_log.ldf.

Now after these are deleted, right-click CurrentInstaPay.mdf and rename it back to InstaPay.mdf
Also, right click CurrentInstaPay_log.ldf and rename it back to InstaPay_log.ldf

We are getting close now!!!

Now select the SQL server icon in the lower right corner (has a red dot in it now) and right click it and select START SQL Server.

Wait until the red dot turns into a green triangle.

Now you can start Insta-Pay for Windows again. Select any company except for company 8.

Select File and then select Import Client Files/Un-Post.

When the screen opens, enter 000008 in the top box and the other box for company number.

IMPORTANT: PLACE A CHECK IN THE BOX TO OVERWRITE EXISTING COMPANY

Now enter the path to the folder where your files were exported to above (DO NOT INCLUDE THE COMPANY FOLDER IN THE PATH)

EX: If your files are in C:\Export Data\000008\ then in the box you enter C:\Export Data\

Click OK. After the hour glass goes away the button will say CLOSE or Finished.

Now you can select the company from the menu and choose company 000008.

You will be at the place you were last week and all the other companies will be up to date and unchanged.