

Backing up a single Company.txt

To backup a single company or selected companies and all of the data within each company(employees, taxes, checks, etc):

Start Insta-Pay for Windows and select any tax year and select any company.

Next select File on the menu and choose Export Client Files.

We suggest entering a path to a removeable hard drive or a network drive that gets backed up regularly, or to a folder where the files can be copied to a CD drive so that a CD can be burned.

YOU CAN NOT BACKUP DIRECTLY TO A CD

After making sure the company or companies are selected (with a check in the box next to each company that you want to backup) and a valid path to a backup folder is entered in the box for the 'path to exported files'.

DO NOT CHECK THE BOX FOR EXPORTING TO CAB FILE.

HINT: Adding the date of the backup to the end of the export path on the screen will allow the ability to restore the company at the date it was backed up. Press OK.

This may take a few minutes so this procedure should probably be done at the end of the day and after all payroll processing is finished.

There should be no work being done in Insta-Pay while the back up is being processed. (This includes all workstations - no one should be in Insta-Pay during the backup process.).

RESTORING COMPANY DATA: Any company that is needed can be restored by selecting File on the menu and then Import Client Files. Enter the number of the company and enter the path to the back up folder to where your company files were originally backed up to.

Press OK.

Your chosen company will be restored to the point of where it was at the time of the previous backup.

NOTE: THE ABOVE PROCEDURE IS FOCUSED ON ENABLING THE RESTORATION OF A COMPANY THAT HAS CORRUPT DATA DUE TO A POWER OUTAGE DURING THE 'SAVE', OR DURING THE POSTING OF A PAYROLL, OR A TYPO OR ERROR IN THE ENTERING OF DATA.