




Insta-Pay™ for Windows Removal Instructions

1st STEP How to remove the Program:

- 1) Click Start.
- 2) Click Settings, Control Panel. -or- Click Start, Control Panel.
- 3) Double-click Add/Remove Programs.
- 4) Click Insta-Pay for Windows
- 5) Click Change/Remove
- 6) Click Yes to Remove
- 7) Click Remove All
- 8) Click Ok.
- 9) Click Ok to Application Removed.
- 10) Close Add/Remove Programs.
- 11) Close Control Panel
- 12) Click Start.
- 13) Click Run.
- 14) In the Open box type: C:\Program Files
- 15) Press Enter or click OK.
- 16) Find and right-click the Insta-Pay™ folder.
- 17) Left-click Delete.
- 18) Click Yes to send to the Recycle Bin.
- 19) Close the Program Files window.
- 20) Right-click the Insta-Pay (horse) icon on your desktop).
- 21) Left-click Delete shortcut.
- 22) Click Yes to confirm the delete.

2nd STEP How to remove the Database Server:

- 1) Locate the MSSQL Sever on your toolbar. This is bottom right on your screen and likes this: 
- 2) Right-click the MSSQL Server icon.
- 3) Left-click MSSQL Server – Stop
- 4) Click Yes to Stop. The triangle should become a red square.
- 5) Right-click the MSSQL Server icon.
- 6) Left-click Exit. The icon should disappear.
- 7) Click Start.
- 8) Click Settings, Control Panel. -or- Click Start, Control Panel.
- 9) Double-click Add/Remove Programs.
- 10) Click MSDE (if there is no MSDE, skip to step 19)
- 11) Click Change/Remove.
- 12) Click Yes to delete or remove.
- 13) Click Yes to All for removal.
- 14) Click Yes to Shared file removal.
- 15) Click Ok to Close program.
- 16) Close Add/Remove Programs.
- 17) Close Control Panel.
- 18) Click Start.
- 19) Click Settings, Control Panel. -or- Click Start, Control Panel.
- 20) Double-click Add/Remove Programs.
- 21) Click Microsoft Sql Server Desktop Engine.
- 22) Click Change/Remove.

- 23) Click Yes to delete or remove.
- 24) Click Yes to All for removal.
- 25) Click Yes to Shared file removal.
- 26) Click Ok to Close program.
- 27) Close Add/Remove Programs.

3rd STEP How to remove the Registry entries:

(only do this if you installed CD-ROM version 1.30 or earlier)

- 1) Click Start.
- 2) Click Run.
- 3) Type: **Regedit** and press Enter or click Ok.
- 4) Press CTRL-F. Type: **VB and VBA Program Settings** and press Enter or click Ok.
- 5) Right-click the Insta-Pay™ folder.
- 6) Left-click Delete.
- 7) Click Yes.
- 8) Close Registry Editor

IF YOU WISH TO INSTALL SQL SERVER AGAIN & SAVE YOUR DATABASE FILES THEN SKIP TO STEP 5

4th STEP How to remove the Directory entries: (only do this if you want to delete your data)

- 1) Click Start.
- 2) Click Run.
- 3) Type: **C:\MsSql7\Data** and Press Enter or click Ok. If Windows cannot find the folder, skip to step 12.
- 4) Right-click the InstaPay.Mdf file.
- 5) Left-click Delete.
- 6) Left-click yes.
- 7) Right-click the InstaPay_Log.Ldf file.
- 8) Left-click Delete.
- 9) Left-click yes.
- 10) Click Start.
- 11) Click Run.
- 12) Type: **C:\Program Files\Microsoft SQL Server\MSSQL\Data** and Press Enter or click Ok. If Windows cannot find the folder, skip the remaining steps, you are done.
- 13) Right-click the InstaPay.Mdf file.
- 14) Left-click Delete.
- 15) Left-click yes.
- 16) Right-click the InstaPay_Log.Ldf file.
- 17) Left-click Delete.
- 18) Left-click yes.

5th STEP How to remove and save the Database files:

(only do this if you want to SAVE your data)

- 19) Click Start.
- 20) Click Run.
- 21) Type: **C:\MsSql7\Data** and Press Enter or click Ok. If Windows cannot find the folder, skip to step 32.
- 22) Right-click the InstaPay.Mdf file.
- 23) Left-click copy.
- 24) Find the Local Disc (C) or your local drive and Right-click
- 25) Left click Paste .
- 26) Go back to C:\MsSql7\Data
- 27) Right-click the InstaPay_Log.Ldf file.
- 28) Left-click Copy.

- 29) Find the Local Disc (C) or your local drive and Right-click
- 30) Left click Paste .
- 31) You are finished if your files were in the above folder (Look at final paragraph)
- 32) Click Start.
- 33) Click Run.
- 34) Type: **C:\Program Files\Microsoft SQL Server\MSSQL\Data** and Press Enter or click Ok. If Windows cannot find the folder, skip the remaining steps, you are done. Your database files are not in either folder and may have been deleted at some earlier time.
- 35) Right-click the InstaPay.Mdf file.
- 36) Left-click copy.
- 37) Find the Local Disc (C) or your local drive and Right-click
- 38) Left click Paste .
- 39) Go back to C:\Program Files\Microsoft SQL Server\MSSQL\Data
- 40) Right-click the InstaPay_Log.Ldf file.
- 41) Left-click Copy.
- 42) Find the Local Disc (C) or your local drive and Right-click
- 43) Left click Paste .
- 44) You are finished if your files were in the above folder

IMPORTANT: IF YOU ARE POSITIVELY SURE THAT NO OTHER PROGRAMS USE SQL SERVER AND YOU WISH TO RE-INSTALL THE SQL SERVER AFTER THE REMOVAL IS FINISHED THEN IT IS SAFE TO DELETE THE ENTIRE SQL SERVER FOLDER.

FIND C:\Program Files\Microsoft SQL Server

- 1) Right-click and select Delete
- 2) Click Yes

If that folder does not exist then,

FIND C:\MSSQL7

- 3) Right-click and select Delete
- 4) Click Yes

NOTE: IF RE-INSTALLING THE SOFTWARE AND IF YOU SAVED YOUR DATABASE FILES AND WISH TO USE THEM:

After the entire installation is complete, before you start Insta-Pay™ for windows, copy the Instapay.mdf and the Instapay_log.ldf files back into the original locations in which they were copied from. The folders will have been rebuilt in the same locations and with the same names as before.

CAUTION: YOU WILL NEED TO TURN OFF THE SQL SERVER BEFORE YOU MOVE THE DATABASE FILES AND THEN TURN IT BACK ON AFTER THE FILES HAVE BEEN MOVED.

Locate the MSSQL Sever in your task bar. This is bottom right on your screen and likes this:



- 28) Right-click the MSSQL Server icon.
- 29) Left-click MSSQL Server – Stop
- 30) Click Yes to Stop. The triangle should become a red square.
- 31) Now right click the 2 database files listed above and paste them into their original folder
- 32) Right-click the MSSQL Server icon.
- 33) Left-click MSSQL Server – Start
- 34) Click Yes to Start. The red square should become a green triangle