

HOW TO FIND YOUR INFOPAYLITE DATA FILES WHEN MOVING TO A NEW COMPUTER

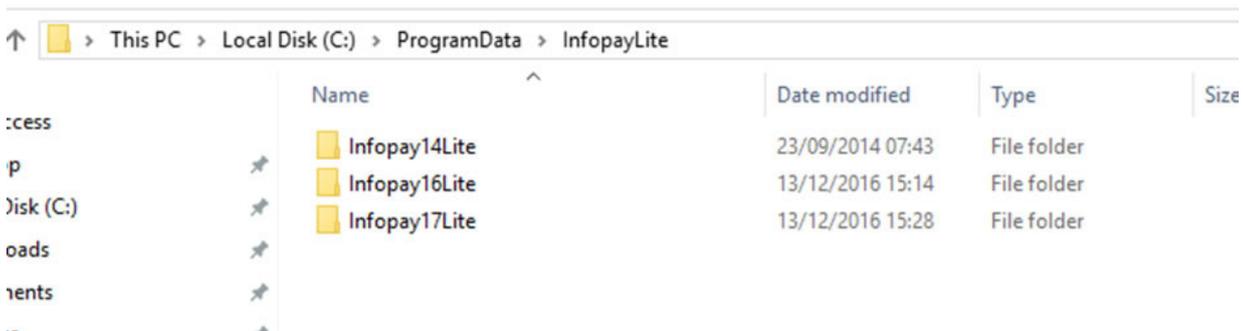
1. Download & Install InfopayLite for the relevant years from our downloads page.

<http://www.infopay.ie/userdownloads.htm>

2. Move the Data files from the old computer to new one.

a. Infopay14Lite onwards.

- In the Program Data Folder, there will be a folder called InfopayLite which in turn will have a folder for each year. These folders contain the data.



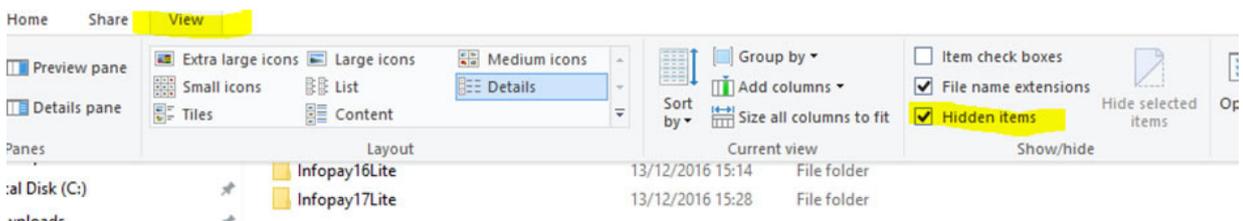
- Copy the entire InfopayLite folder to the Program Data folder on the new computer, replacing the blank one created by the setup programs.

NOTE:

It is possible that the Program Data folder will be hidden in either or both computers. This can be unhidden in My Computer in Windows 7 or Windows Explorer in Windows 10 as follows.

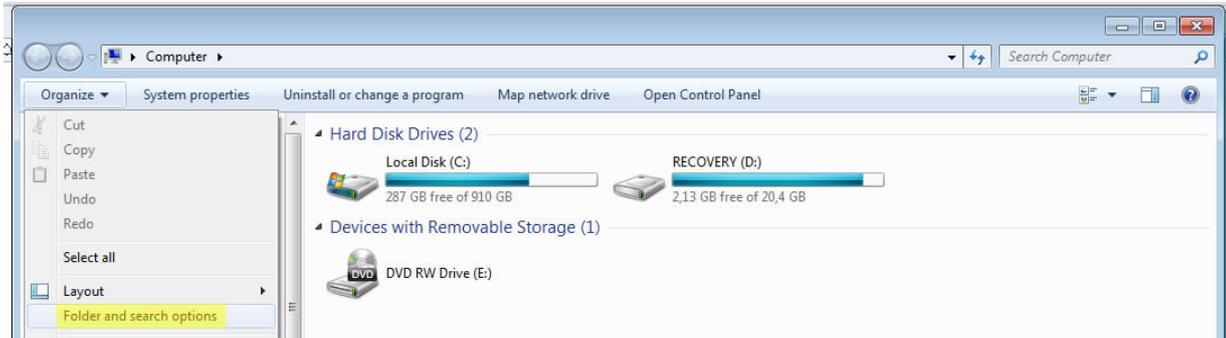
How to unhide your files in Windows 10

- Go to Windows Explorer, select View and then tick Hidden items to reveal the data files

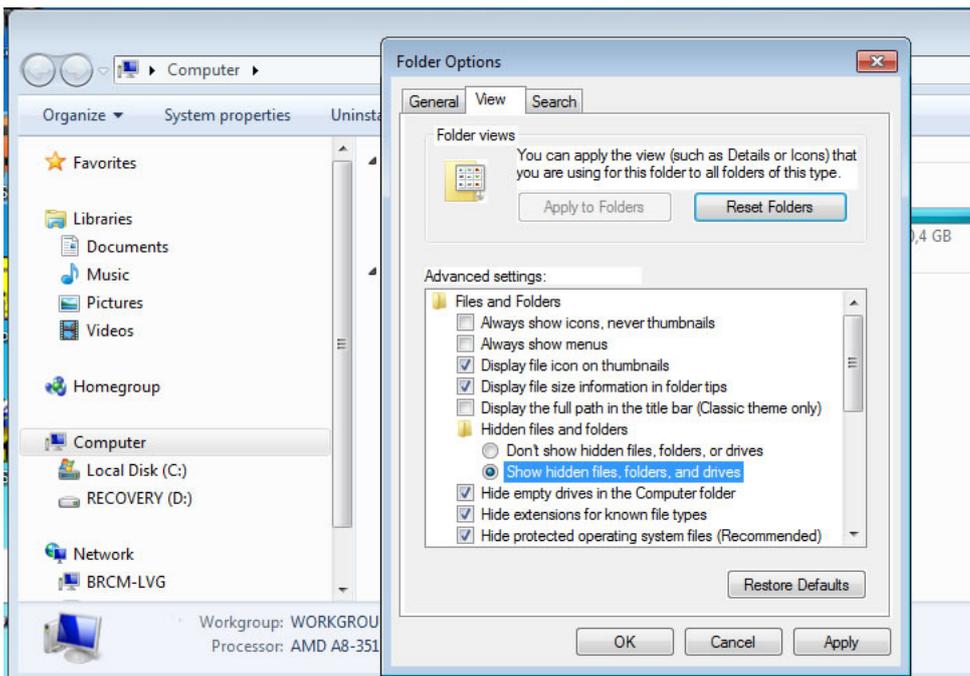


How to unhide your files in Windows 7

- Go to My Computer, Organize and then choose Folder and Search Options



In the Folder options panel, choose view and then tick Show hidden files, folders and drives and then Apply.



b. Prior to Infopay14lite

- On each computer, there will be an InfopayLite folder for each year on the C: Drive.
- On the old computer there will be a file called employer1.*py in each InfopayLite folder.
- For example in the Infopay11Lite folder there will be a file called employer1.1py.
- Prior to Infopay10Lite the number will proceed the "py" .
- Transfer all the employer1.*py files to the corresponding InfopayLite folders on the new computer.

If you have the two company versions of InfopayLite, then there will also be a file called employer2.*py in each InfopayLite folder which will also need to be transferred.