

## 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 a note of your tQp v4 software version, build, serial number and install key:

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

To check for the current release version, go to [www.acroprint.com/support-article/tqplus-version/](http://www.acroprint.com/support-article/tqplus-version/). If you do not have the current release version installed, contact Technical Support for instructions and a download link. 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 the 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 default location of the backup file or choose a new location when saving the file.
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 the old PC.

### On the New PC:

1. Install tQp v4 using the install key from the old PC.
2. Once installed, double-click the tQp icon to launch the tQp **Setup Wizard**.
3. Click **Next** repeatedly as needed 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 in to tQp on the old PC. Continue to 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 backup file on the flash drive or external storage device.

9. Check the box labeled ***Keep the current install key*** and click **Next** to proceed with the restore operation. Once restore is complete, click **Finish** to exit. When you log in again, your data will appear as it did on the old PC.

For assistance contact Acroprint Technical Support at 800.334.7190 or via email at [supportdept@acroprint.com](mailto:supportdept@acroprint.com). Note that per-incident charges will apply for telephone support, or you can purchase a Support Contract entitling you to unlimited support for the period covered by the contract.