



MICROPAY PROFESSIONAL

12.4 Upgrade Instructions

By

Pims Business Systems Ltd

13 Seapoint
Riverstown Business Park
Tramore
Co Waterford
Tel: 051-395900
Fax: 051-395959
e-mail: support@pims.ie



Business Partner



1. Please ensure you have a **Full System Backup**.
2. Log into <http://www.pims.ie/updates/payroll-technical-updates.php> and select MicropayProfessionalv12.4Install 902

pims business systems ltd. sage Business Partner

• Payroll Technical Updates

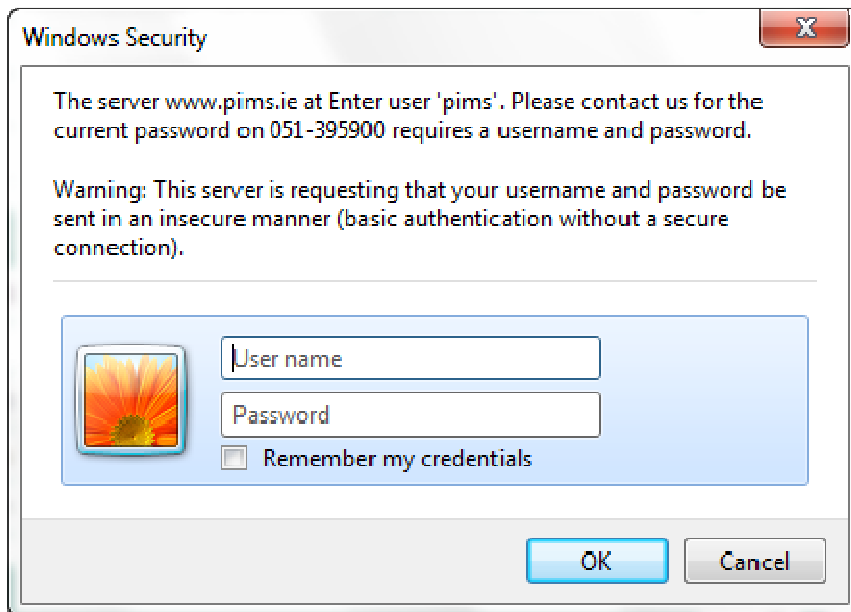
Payroll Technical Updates - Please email or call us to request password

Quick Pay - 2011 :	
Quick Pay Budget Update V 11.1 :	Download Update
Quickpayv11.2 Update :	Download Update
Quickpayv11.3Update.exe :	Download Update
Quickpay v11.4 :	Download Update

Micropay Professional - 2011 :	
Micropay Pro Budget Update V 12.1 :	Download Update
Micropay Pro V 12.2 :	Download Update
MicropayProfessionalv12.3Install.exe :	Download Update
Quickpay2MicropayProInstall Nov 11 :	Download Update
MicropayProfessionalv12.4Install 902 :	Download Update

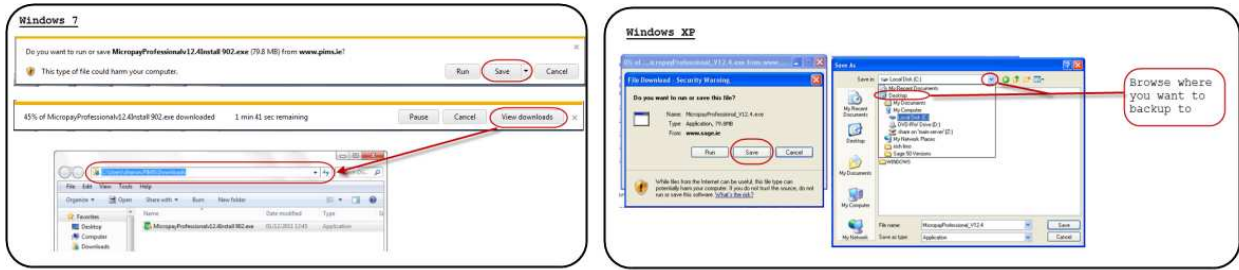
Pims Waterford
13 Seapoint, Riverstown,
Tramore, Co. Waterford.
tel - 051 - 395900
fax - 051 - 395959

3. It will prompt you to enter in a username and password. Please call us on 051-395900 to get the daily password to download.

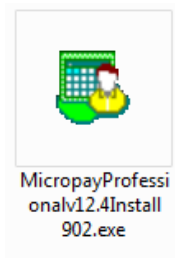




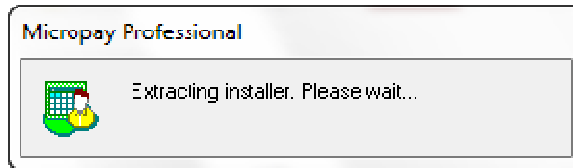
4. It will prompt you to run or save this file. Click **Save** browse where you want to save the download to. You can select where you save the file to on Windows XP, we recommend you save this file to the desktop. Windows 7 PC's will download directly to the 'downloads' folder.



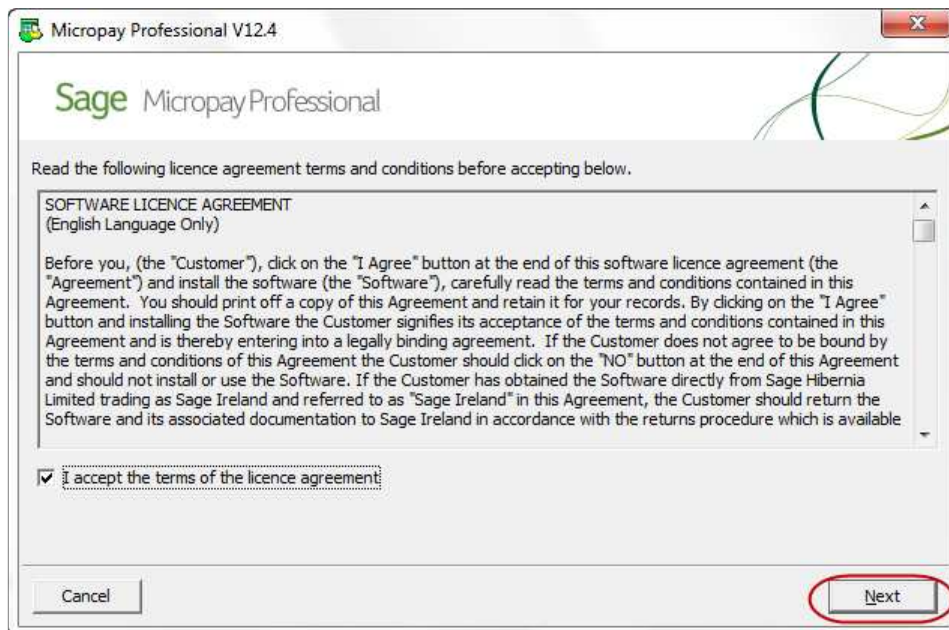
5. Double click on the icon to run the install



6. Micorpay Professional will start Extracting installer.



7. Read the Licence Agreement. Click on the box **I accept the terms of the licence agreement** and then click **Next**





8. Specify whether you want to carry out a Standalone, Client or Server installation.

a. Standalone:

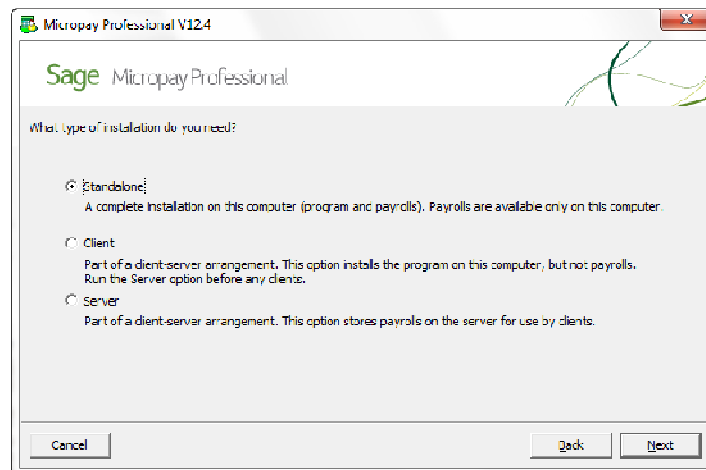
If your program directory and data directory are on the same use the standalone option.

b. Client:

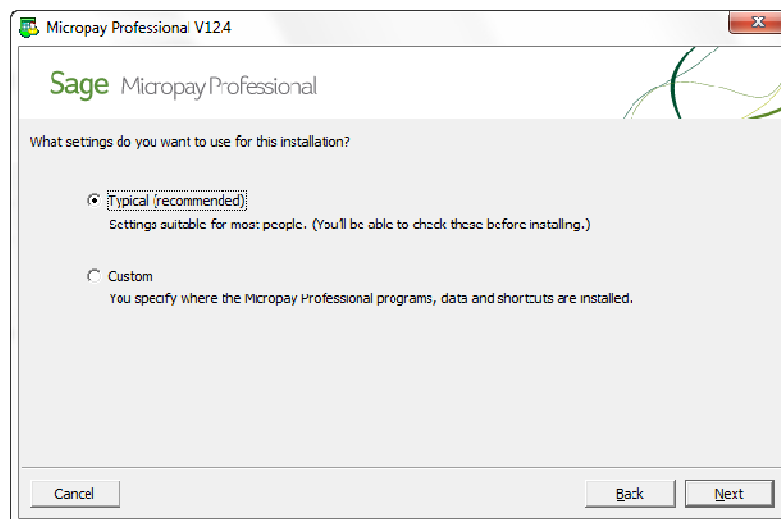
If your program Directory and Data Directory are in different locations you must install the client application on each computer using the payroll. You must install the server option first though.

c. Server:

If your program directory and data directory are in different locations you must run this option prior to running the client application. The server installation is only run once.



9. Specify whether you want to use 'Typical' setting or 'Custom' Setting for your installation.



a. Typical

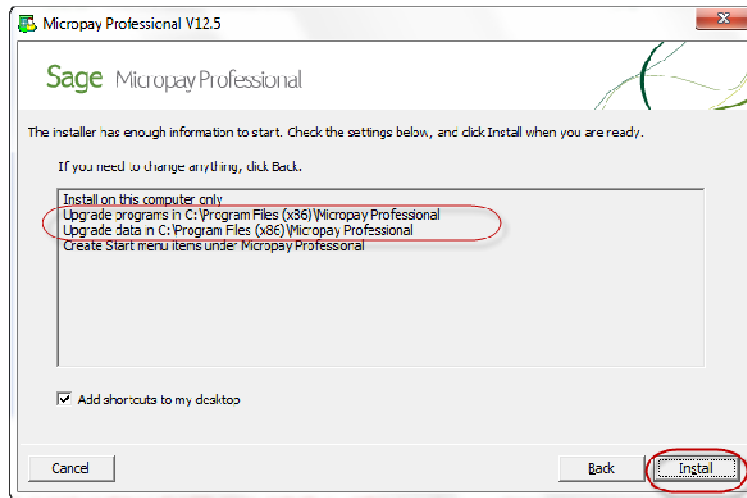
A typical installation is only suitable for users using the payroll on a standalone pc and defaults to c:\program files\Micropay Professional\

b. Custom

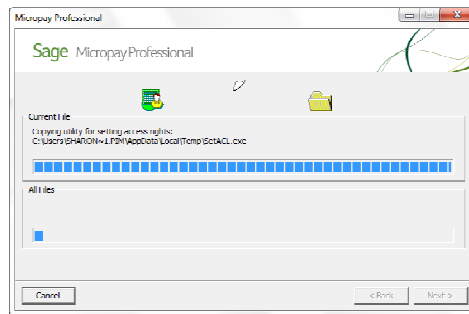
This is where you specify where the Micropay Professional Programs and Data are installed.



10. The installer has enough information to start. Click on Install to continue.



11. Installation has started and will take a few minutes to complete.



12. Click **Finish** to Close

