



## AutoPay Help Sheet

### Moving AutoPay to a New Computer

The following are the steps required to move the AutoPay software to a new computer:

1. On the existing computer, backup your AutoPay data, using the backup option within the program and then close AutoPay.
2. On the new computer, open the following link to download a new AutoPay program:  
[www.mercurysoftware.ie/ap/downloads/AutoPay-Setup-v1-23.exe](http://www.mercurysoftware.ie/ap/downloads/AutoPay-Setup-v1-23.exe)  
Run the installation program and accept all the default settings. Do not open the program yet.
3. Once installed and before opening the program, grant the "Users" group Full Security Permission to the folder **C:\Program Files\Mercury Software (i.e. Add, Edit, Delete permissions)**.  
Then, open the AutoPay program (from the desktop shortcut) and close it again, the default username is **user1** and the default password is also **user1**.
4. Save your most recent Licence file to the "Documents" folder of the new Computer. Your Licence File will have been provided by email when your Software Licence was last renewed. You can obtain a copy of your Licence File by email on request. The Licence File will have a name such as AP000123.MSL
5. Open AutoPay (from desktop shortcut). The program will detect the License File and display your business name on the main screen. Close the program and do not use it just yet.
6. **Most important step: moving your data**  
On the old computer, open the folder **C:\Program Files\Mercury Software\AutoPay**  
Within that folder will be a sub-folder called **ApData** – copy that folder to a network drive or removable device. **IMPORTANT: Do not copy any other files from the AutoPay folder other than the ApData folder.**
7. On the new computer, open the drive or device to which the **ApData** folder was copied, right click on the **ApData** folder and select Copy.  
Open the folder **C:\Program Files\Mercury Software\AutoPay** and paste the **ApData** folder in there, selecting "Yes" to all questions regarding replacing existing files and folders
8. Open AutoPay on the new computer, run the **Re-Index Files** option to refresh the data and then check that your data appears correctly e.g. Customers.
9. Once you have checked your data on the new computer, the AutoPay software must be removed from the old computer. On the old computer, select **Start, Programs, Mercury Software, Uninstall AutoPay**. Once this has completed, open the folder **C:\Program Files** and delete the **Mercury Software** folder if it is present. It is important to remove it from the old

computer to avoid any confusion later as to which is the correct version and to protect the security of your data if the computer is being disposed of or transferred to another user.