

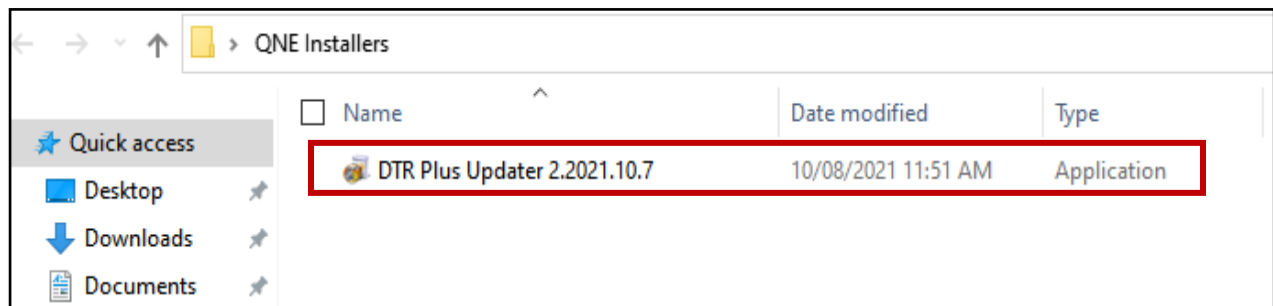


How to Perform System Update in Payroll Server

Procedure:

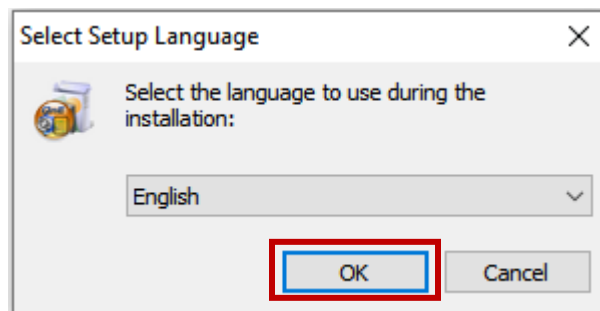
Part 1 - Updating the Payroll System Application

1. Browse to the folder where you have saved the System Updater and double-click the Setup file (e.g. *DTR Plus Updater 2.2021.10.7*).



Note: If you don't have the Updater yet for the latest version, please request from us.

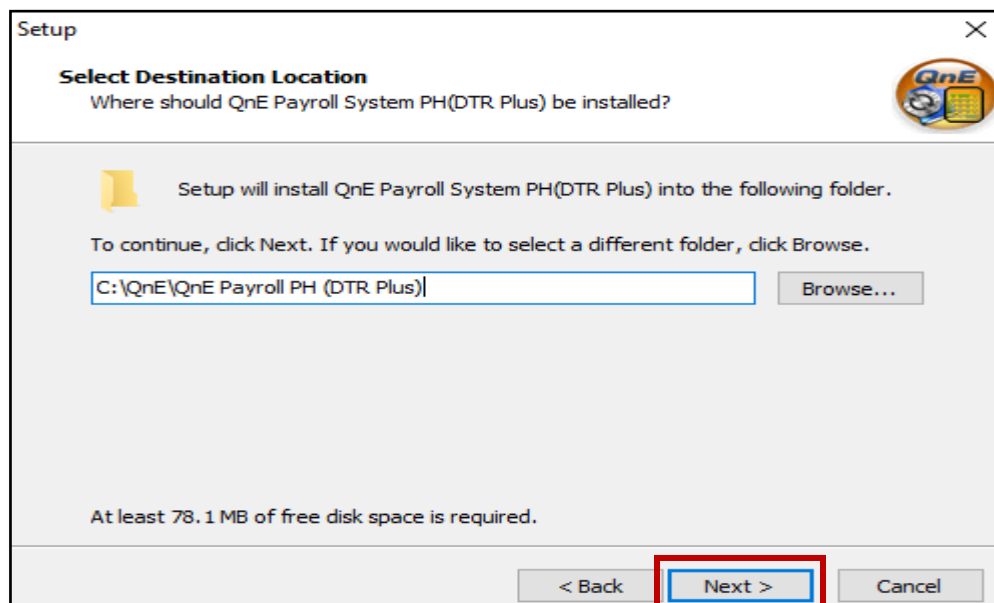
2. Select the language and Click **OK**.



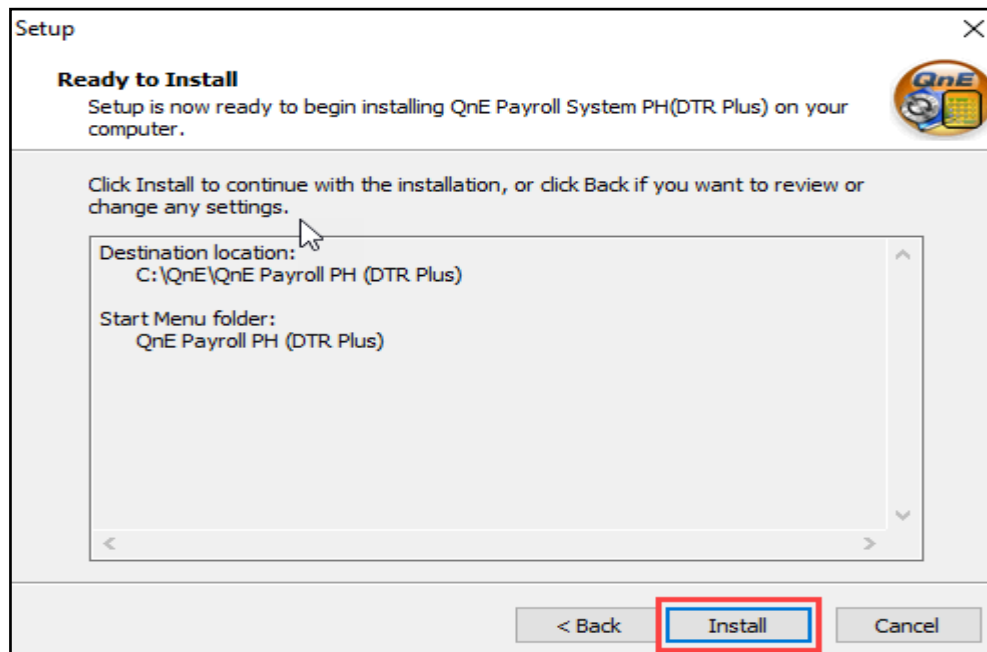
3. On the setup wizard, Click **Next**.



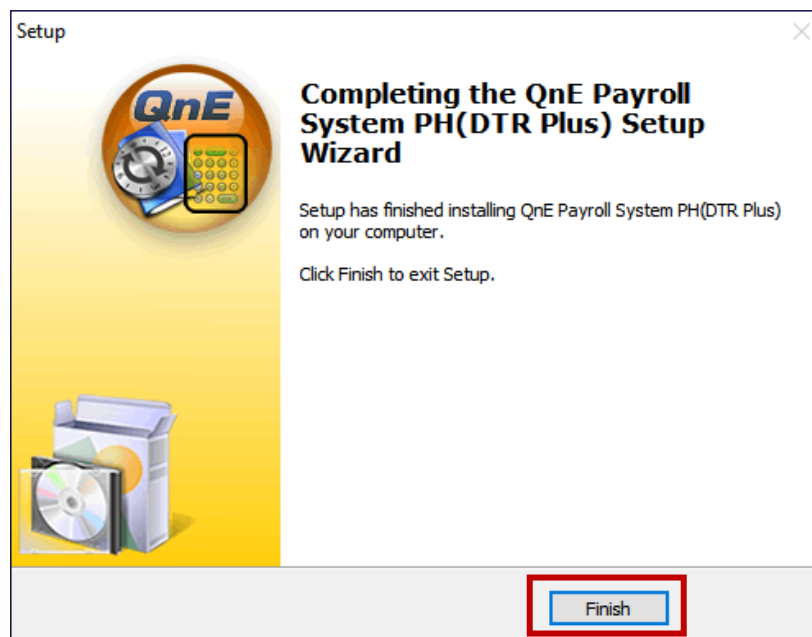
4. By default, the update will be installed in the following folder. If your QNE Payroll System has been installed in a different folder, click the Browse button and select the folder. Click **Next**.



5. Click **Install**.



6. Once completed, click **Finish**.

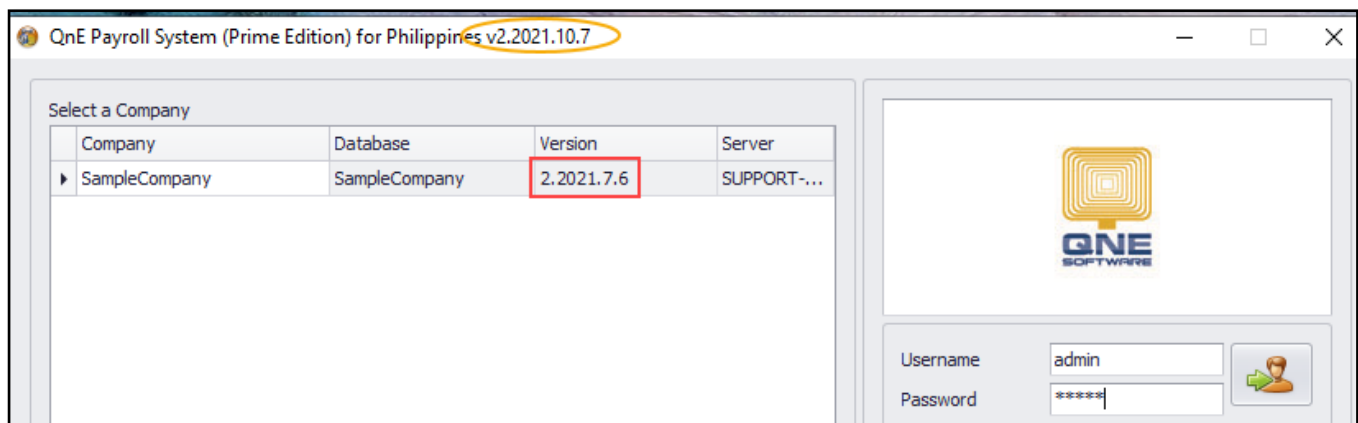


Part 2 - Upgrading the Database (*one database at a time*)

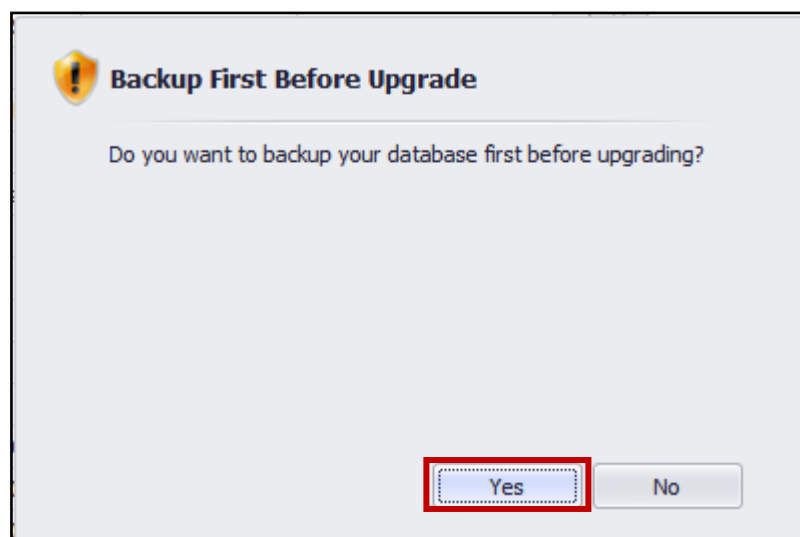
Before proceeding with the Database upgrade:

- ✓ All Users must be logged out of QNE Payroll System.
- ✓ Check the System Build and it must be the same as your updater file (e.g. 2.2021.10.7).

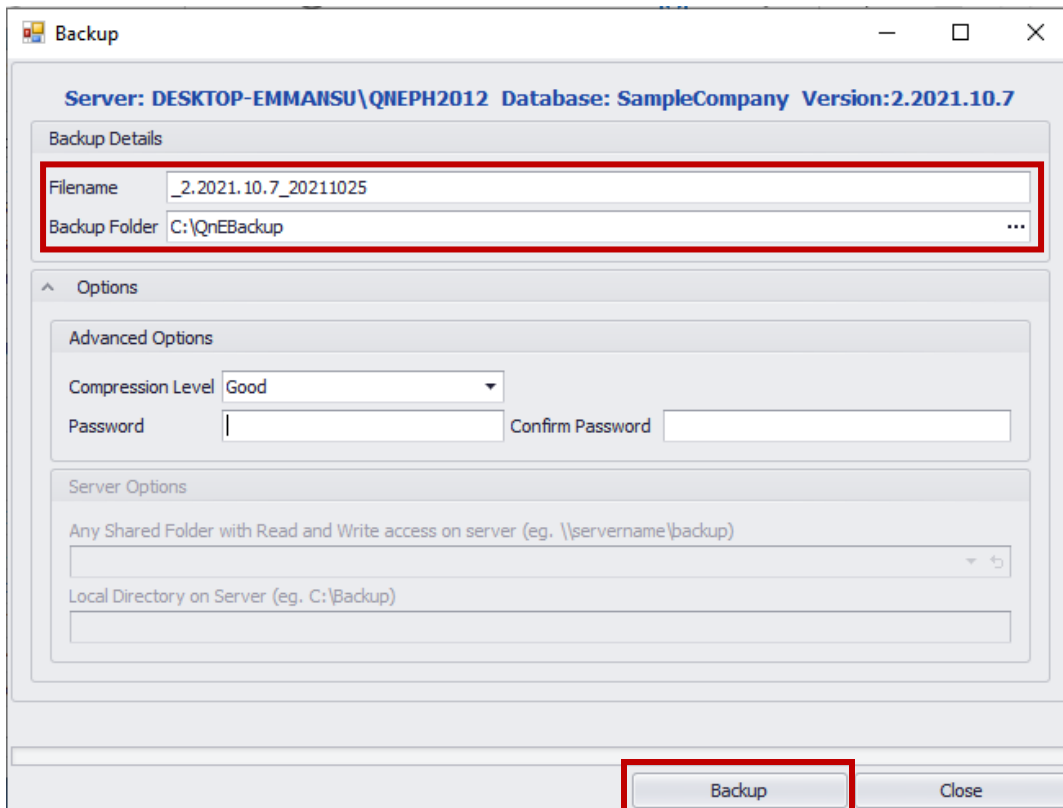
1. Open the QNE Payroll System and log in to one of your databases.



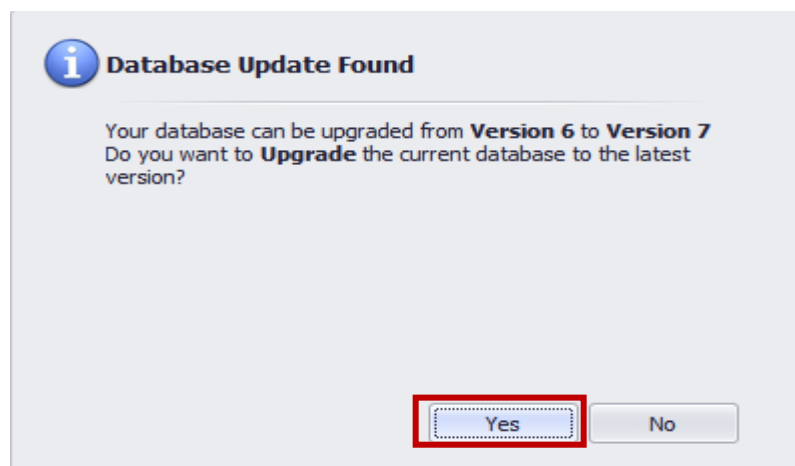
2. On the 'Backup First Before Upgrade' prompt, click **Yes** (recommended).



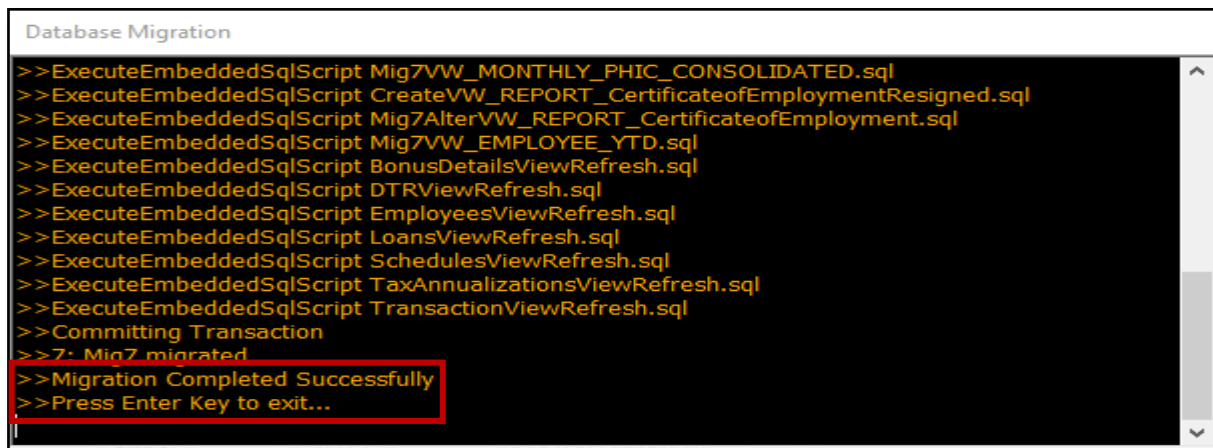
- You may edit the filename or enter a new filename for the backup (e.g. *DatabaseName_Date*). Type the folder path or browse to the folder where you want to save the backup and click **Backup**.



- Once the backup is done, click **Yes** on the 'Database Update Found' prompt.

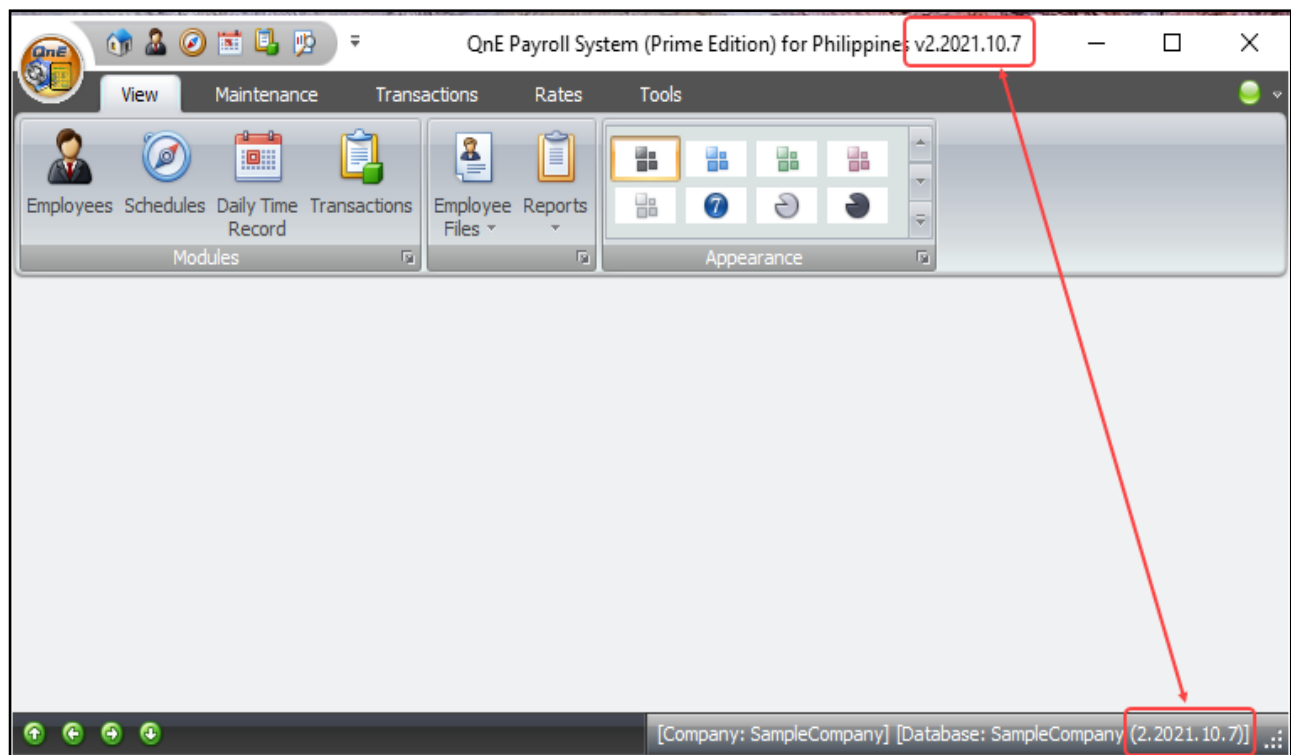


5. Wait until the Database Migration is done and press the **Enter** key to exit.



```
>>ExecuteEmbeddedSqlScript Mig7VW_MONTHLY_PHIC_CONSOLIDATED.sql
>>ExecuteEmbeddedSqlScript CreateVW_REPORT_CertificateofEmploymentResigned.sql
>>ExecuteEmbeddedSqlScript Mig7AlterVW_REPORT_CertificateofEmployment.sql
>>ExecuteEmbeddedSqlScript Mig7VW_EMPLOYEE_YTD.sql
>>ExecuteEmbeddedSqlScript BonusDetailsViewRefresh.sql
>>ExecuteEmbeddedSqlScript DTRViewRefresh.sql
>>ExecuteEmbeddedSqlScript EmployeesViewRefresh.sql
>>ExecuteEmbeddedSqlScript LoansViewRefresh.sql
>>ExecuteEmbeddedSqlScript SchedulesViewRefresh.sql
>>ExecuteEmbeddedSqlScript TaxAnnualizationsViewRefresh.sql
>>ExecuteEmbeddedSqlScript TransactionViewRefresh.sql
>>Committing Transaction
>>7. Mig7 migrated
>>Migration Completed Successfully
>>Press Enter Key to exit...
```

6. It will proceed with logging you in to the database and the database is now upgraded to the same version as the system version.



For further concerns regarding this matter, please contact support to assist you or create ticket thru this link <https://support.qne.com.ph>