



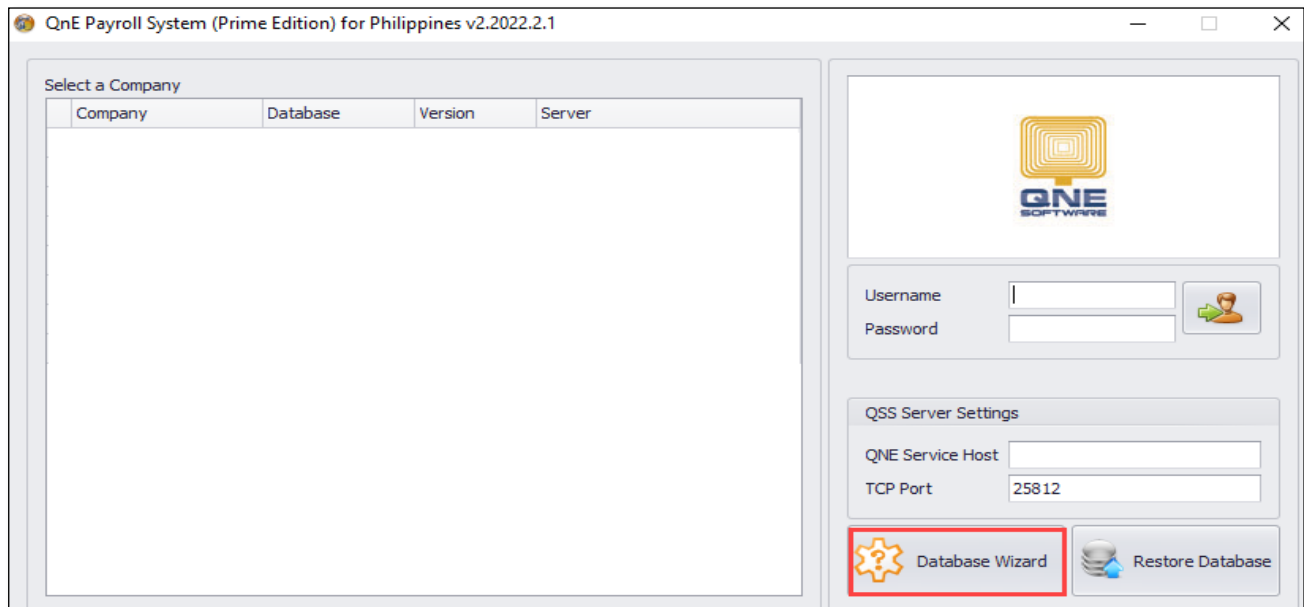
How to Append a Database in Payroll

Overview:

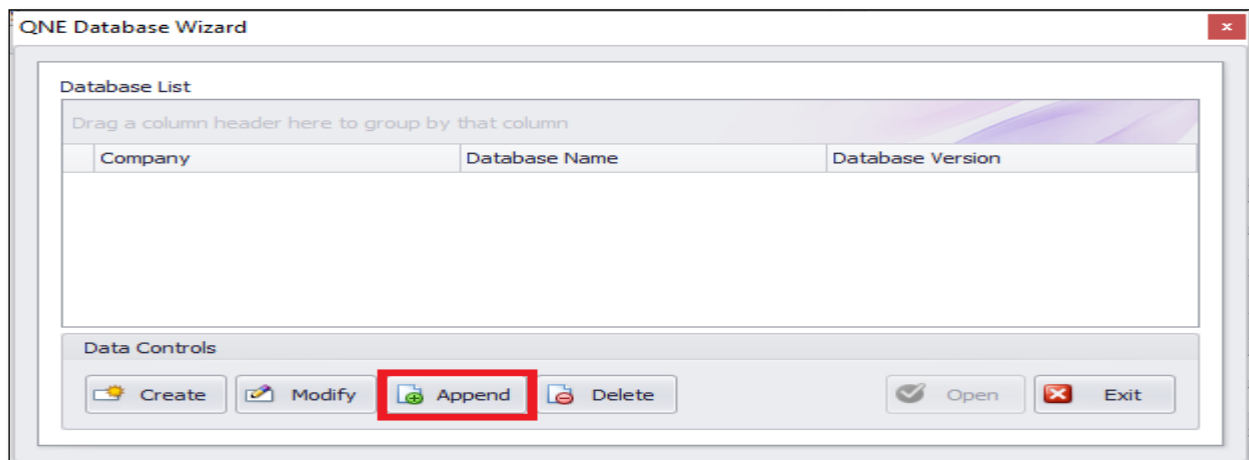
Append is the process of connecting to a particular Database and saving that Database Connection in the system.

Procedure:

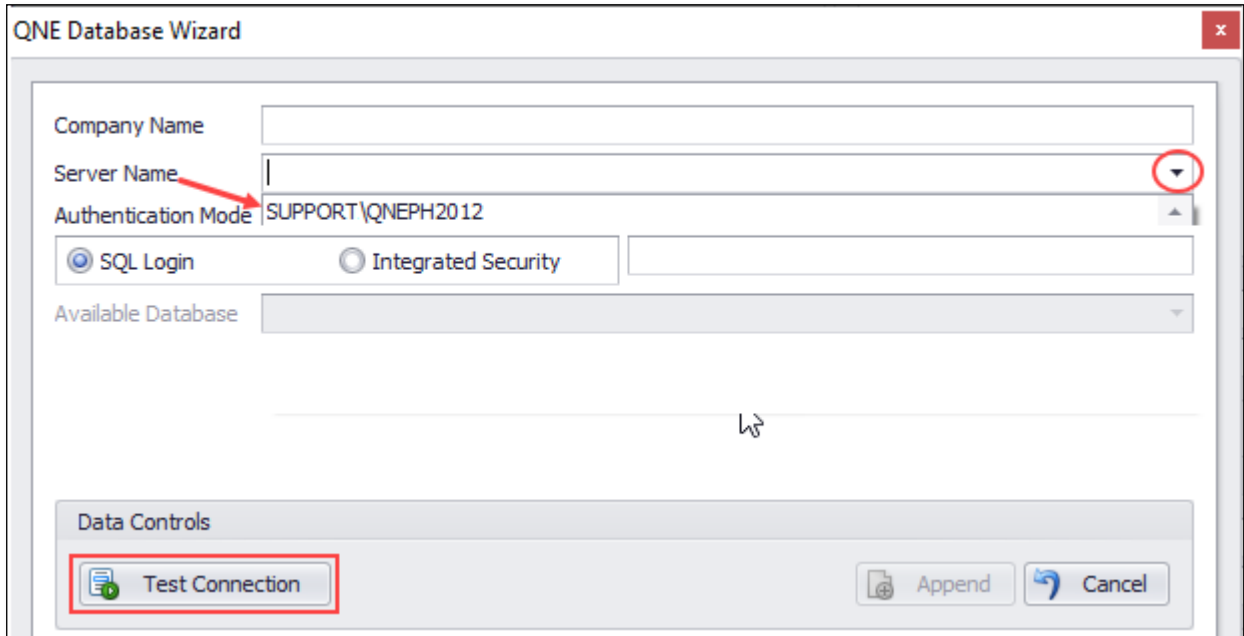
1. Open the Payroll System and click **Database Wizard**.



2. Click **Append**.

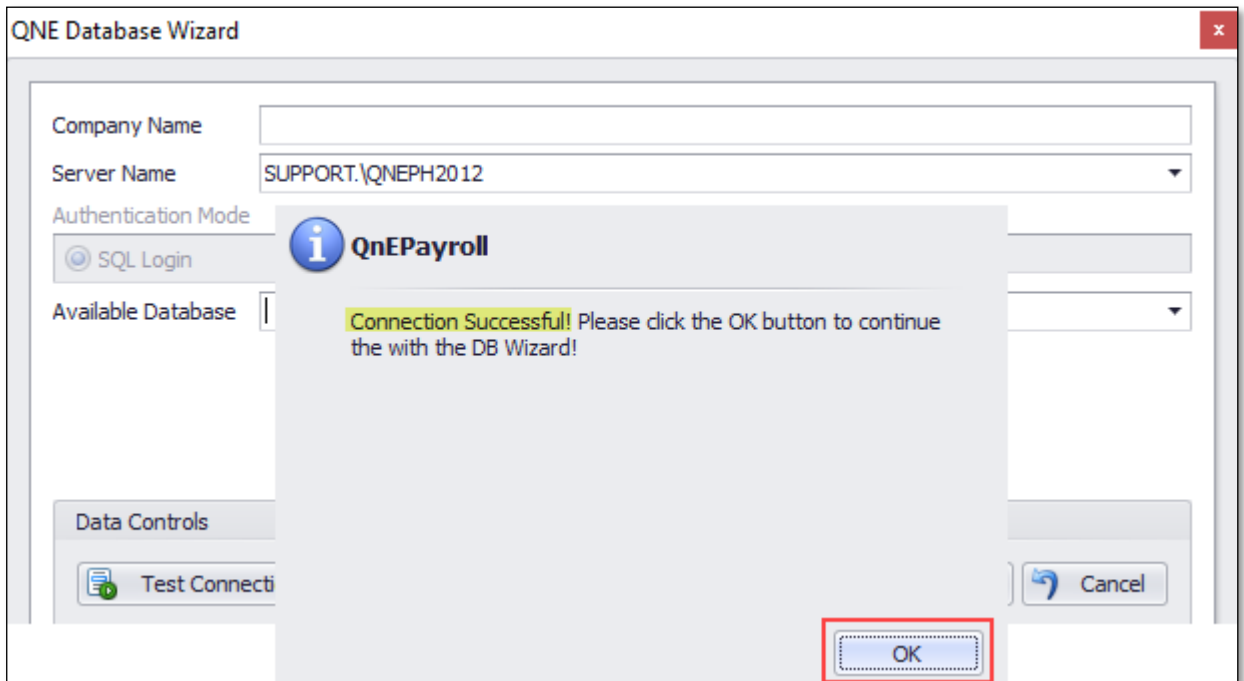


3. In the **Server Name** drop-down list, select the *SQL Server Instance Name* for the Payroll System (this is created during the SQL Server installation). Click **Test Connection**.



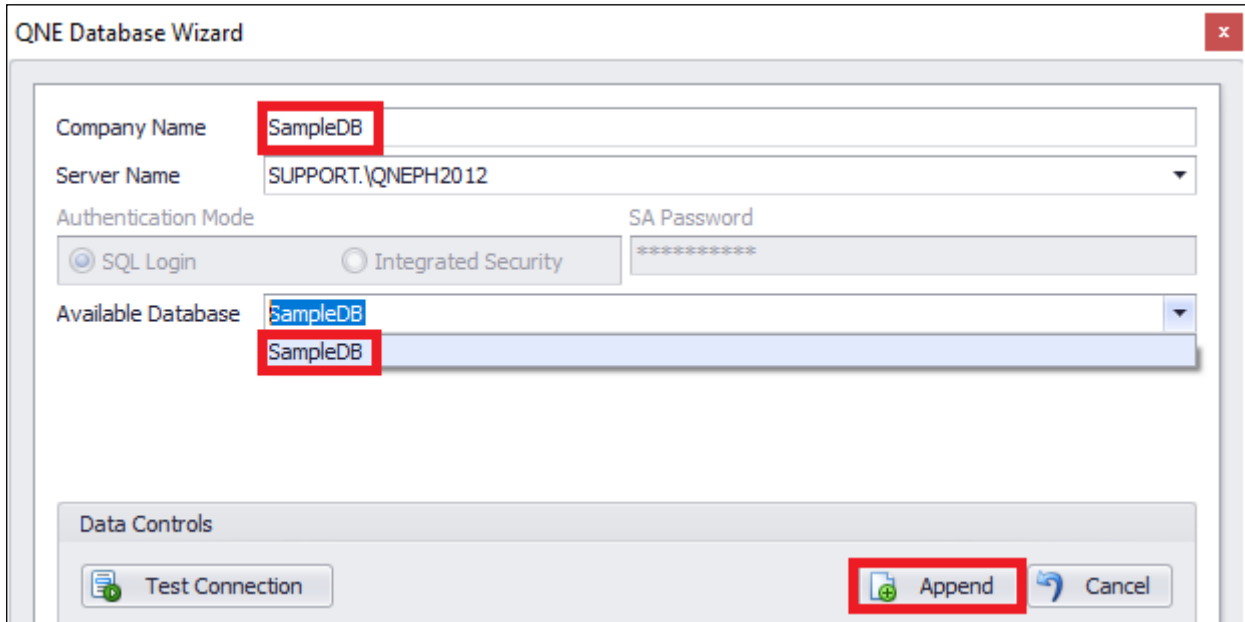
The screenshot shows the 'QNE Database Wizard' window. The 'Server Name' dropdown is open, and a red circle highlights the dropdown arrow. A red arrow points to the 'Test Connection' button in the 'Data Controls' section at the bottom. The 'Authentication Mode' is set to 'SQL Login'.

4. Once the connection is successful, click **OK**.



The screenshot shows the 'QNE Database Wizard' window with a success message overlay. The message reads: 'Connection Successful! Please click the OK button to continue the with the DB Wizard!'. The 'OK' button is highlighted with a red rectangle. The 'Server Name' dropdown is now set to 'SUPPORT.\QNEPH2012'.

5. In the **Available Database** drop-down list, select the **Database** you want to connect to. In the **Company Name** field, type your desired *display name* for the selected database. Click the **Append** button.



The screenshot shows the 'QNE Database Wizard' window. The 'Company Name' field contains 'SampleDB'. The 'Server Name' is 'SUPPORT.QNEPH2012'. The 'Authentication Mode' is set to 'SQL Login'. The 'SA Password' field is masked with '*****'. The 'Available Database' drop-down list is open, showing 'SampleDB' as the selected option. At the bottom, the 'Append' button is highlighted with a red box.

QNE Database Wizard

Company Name: SampleDB

Server Name: SUPPORT.QNEPH2012

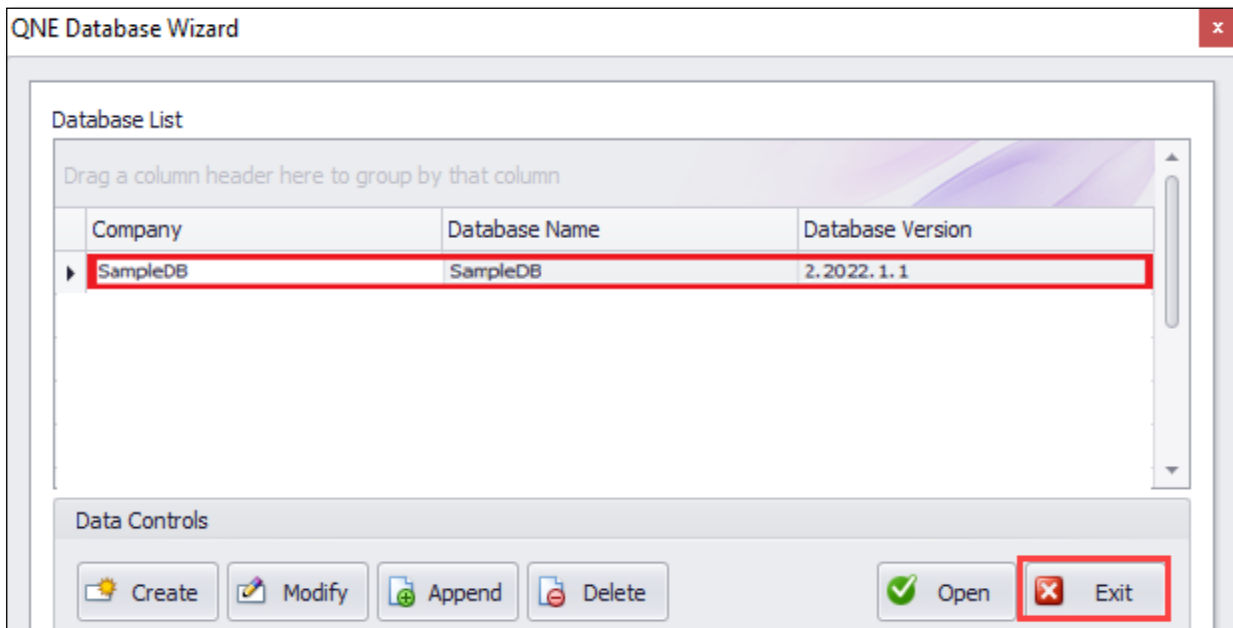
Authentication Mode: ☒ SQL Login ☐ Integrated Security

SA Password: *****

Available Database: SampleDB

Data Controls: Test Connection, Append, Cancel

6. The database is now appended. Click **Exit** to close the Database Wizard window.



The screenshot shows the 'QNE Database Wizard' window with the 'Database List' tab selected. The list contains one entry: 'SampleDB' with 'Database Name' 'SampleDB' and 'Database Version' '2.2022. 1. 1'. The 'Exit' button is highlighted with a red box.

QNE Database Wizard

Database List

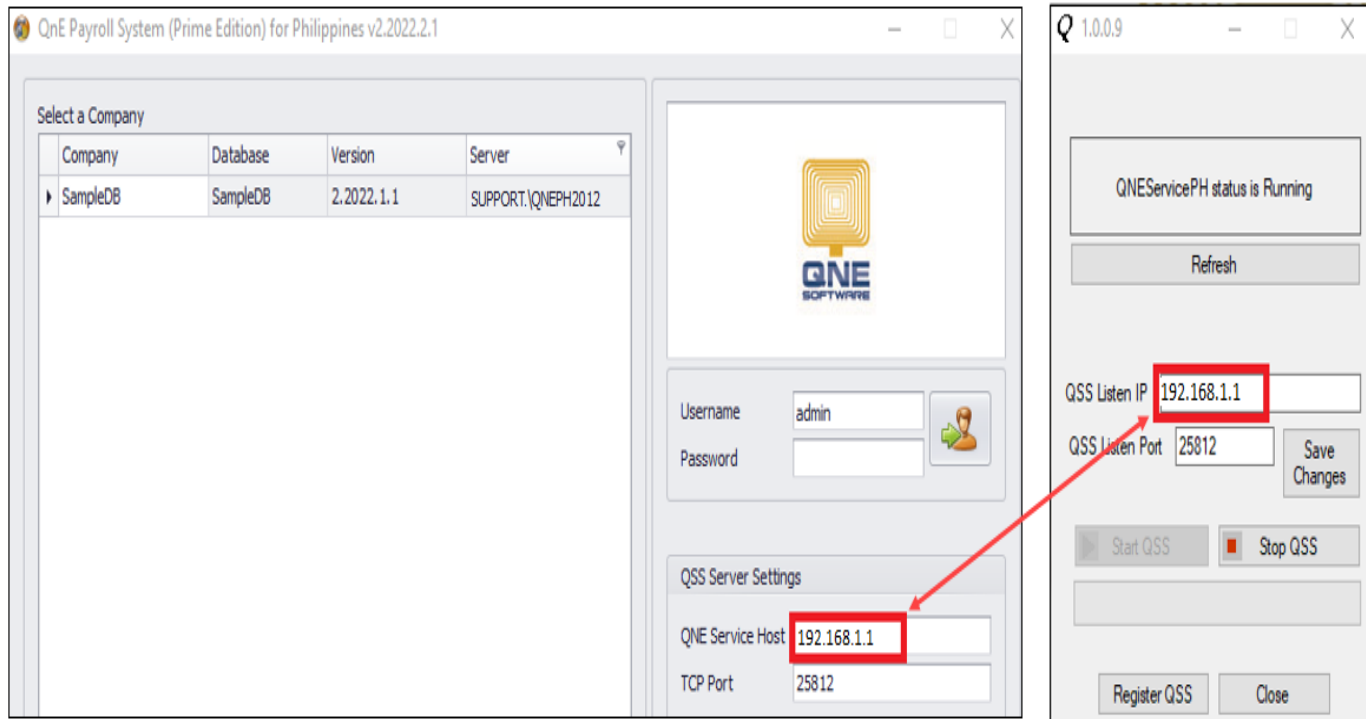
Drag a column header here to group by that column

Company	Database Name	Database Version
SampleDB	SampleDB	2.2022. 1. 1

Data Controls: Create, Modify, Append, Delete, Open, Exit

7. In the **QNE Service Host** field, enter the same IP Address from the *QSS Panel's QSS Listen IP* field. The user may now log in to the database.

Note: The QSS Panel is installed in the Server Computer



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