

**Step 1: Backup the database on the old computer.**

1. From the Start Menu, choose All Programs | ExakTime | TimeSummit Utilities.
2. From within TimeSummit Utilities, click Backup Database from the menu on the left-hand side of the screen.
3. Click Browse to select the location you want the backup database to be saved.
4. Click Backup. Your database will be saved at the location you specified.

**Step 2: Install TimeSummit.**

1. Install the appropriate version of TimeSummit for your company.

**Step 3: Restore the database on the new computer.**

1. Copy the database backup from your old computer to the hard disk of your new computer using your network, a CD, or a USB flash drive. We recommend you copy the backup to your desktop so you can easily find it later.
2. Launch TimeSummit Utilities on the new computer.
3. Click Restore Database from the menu on the left-hand side of the screen.
4. Click Browse to select the location you want the backup of database to be restored from then click okay.
5. Click Restore to restore your old TimeSummit database to the new computer. Congratulations! TimeSummit is now up and running on this computer.

**Step 4: Remove TimeSummit from the original computer.**

After the restore process successfully completes, you may delete the backup file from your old computer.

This last step is very important to prevent records from being downloaded to the wrong computer for those customers using the ExakTime Cloud Service.