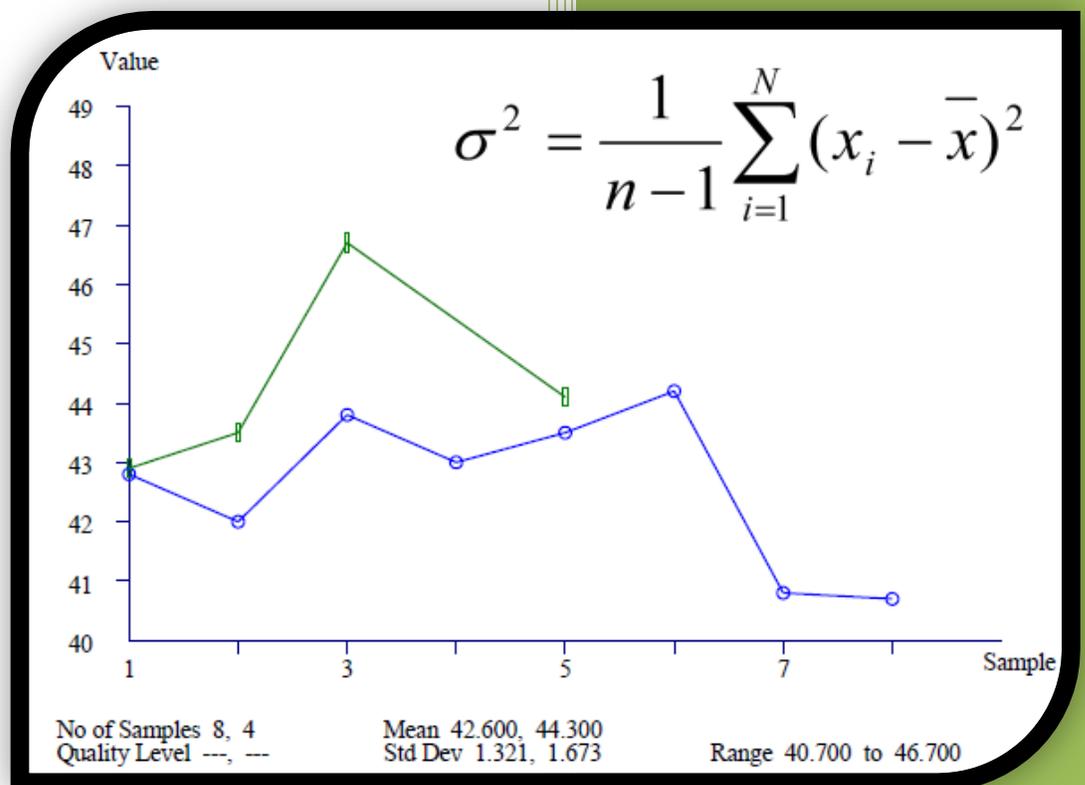


# Instructions for Transferring Data from QL-PAY Version 5 to 6

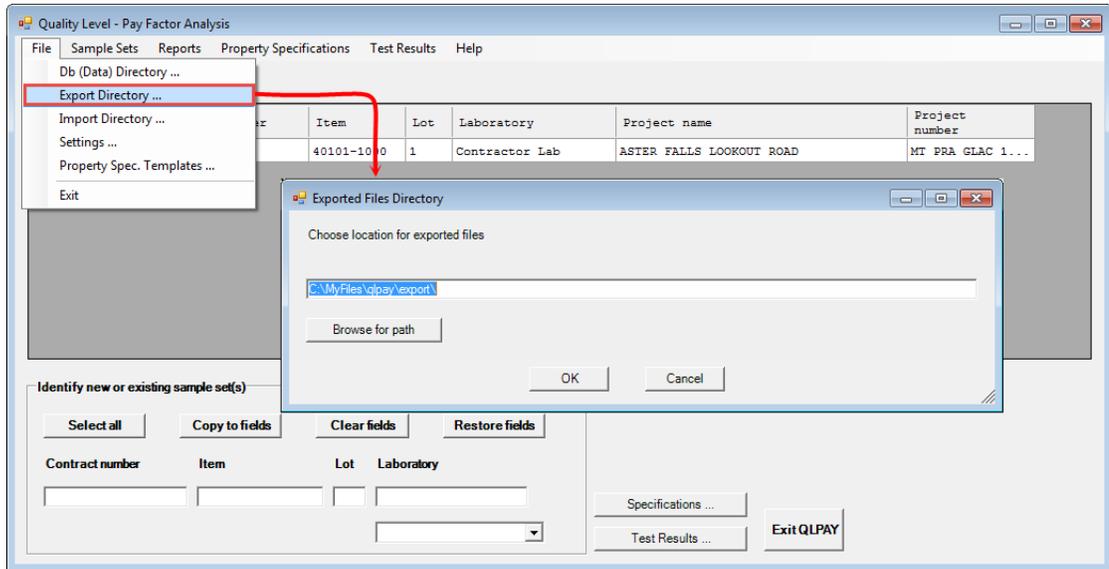


## 1. Importing/Exporting

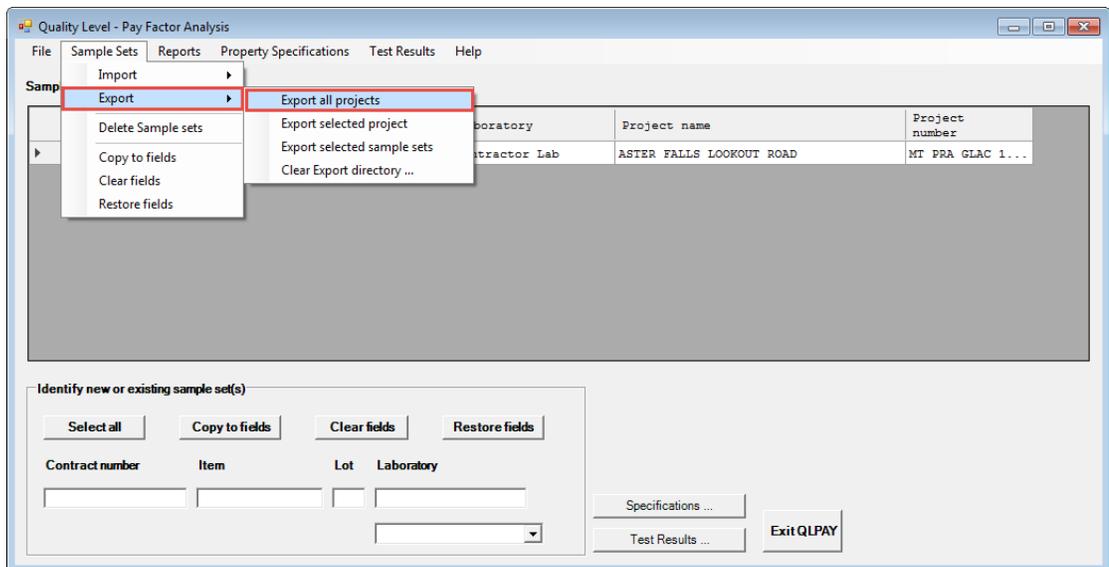
Due to differences between QL-PAY Version 5 and 6, data must be transferred between the two versions using the importing and exporting process. The user must export the data using Version 5 and then import the data using Version 6.

### 1.1. Export existing data from Version 5

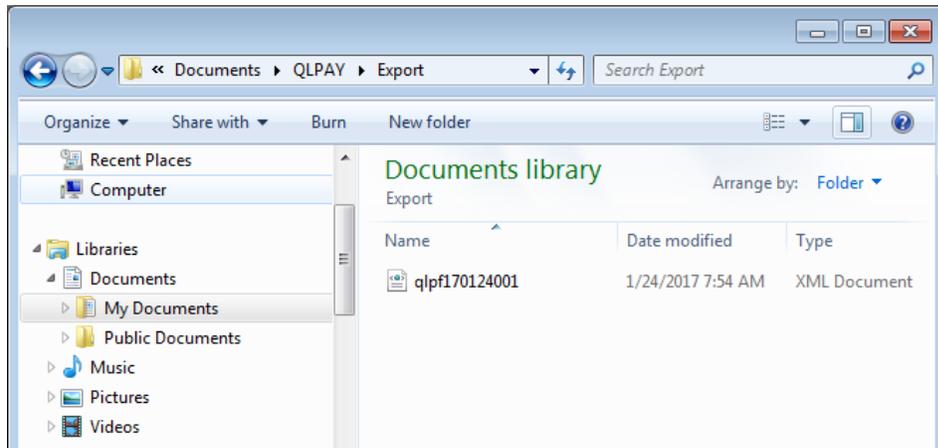
- A. Open QL-Pay Version 5 and select the following menu function: “File” → “Export Directory...” Note the location of the directory.



- B. Select the exporting function by going to “Sample Sets” → “Export” → “Export all Projects.”

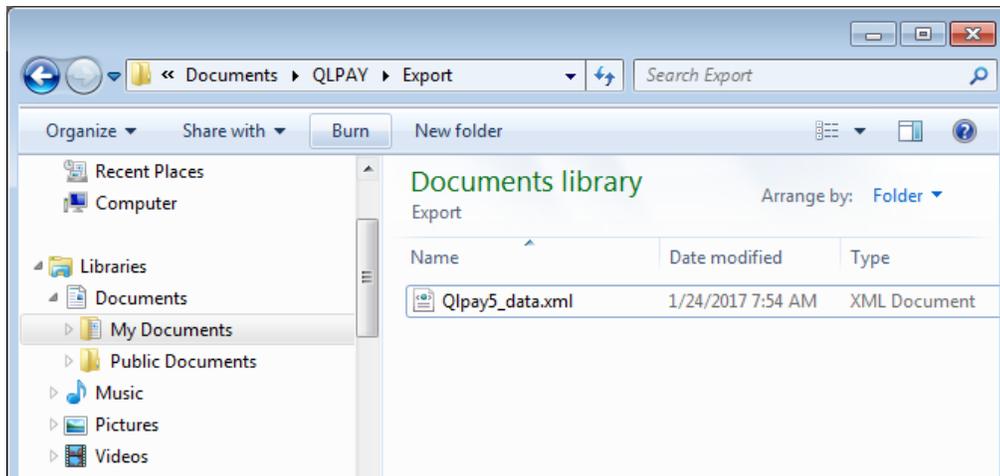


- C. The data set(s) will be saved in a single file and sent to the export directory. Open the export directory and locate the file that was exported.



**Note:** Even if multiple sample sets are exported at one time, there will only be one file created.

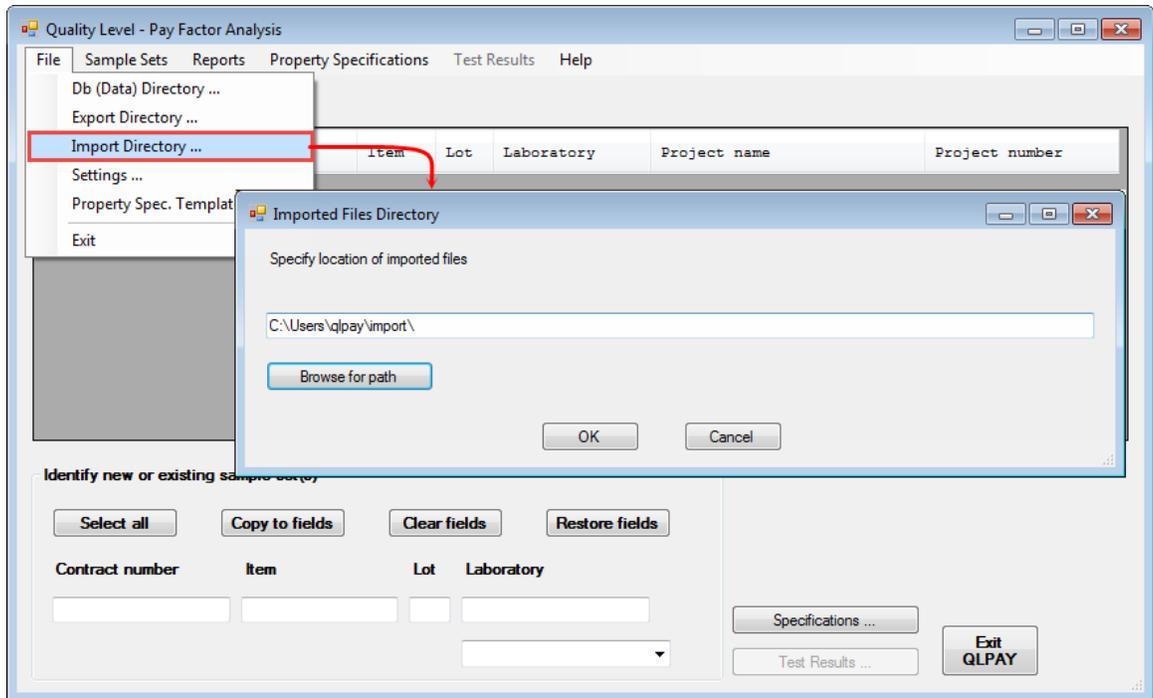
- D. Rename the export file containing the data to be transferred to “Qlpay5\_data.xml” and save the file to a location that will be remembered. The name **must** have the “.xml” suffix.



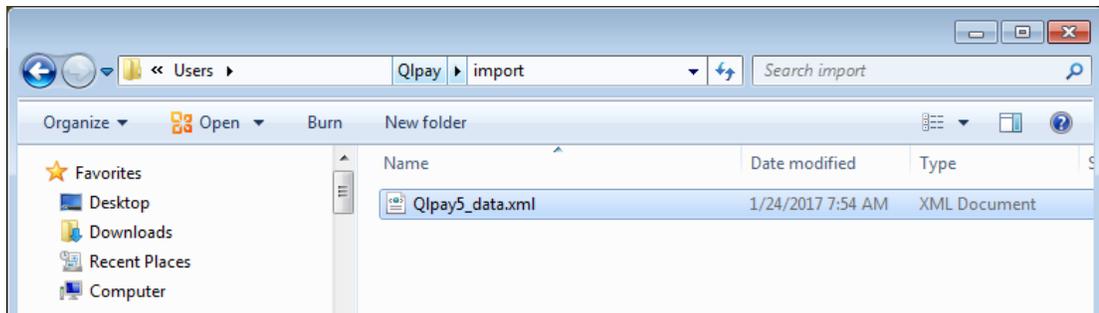
- E. After all the data has been exported, the user can choose to uninstall QL-Pay Version 5 at their discretion.

## 1.2. Import existing data into Version 6

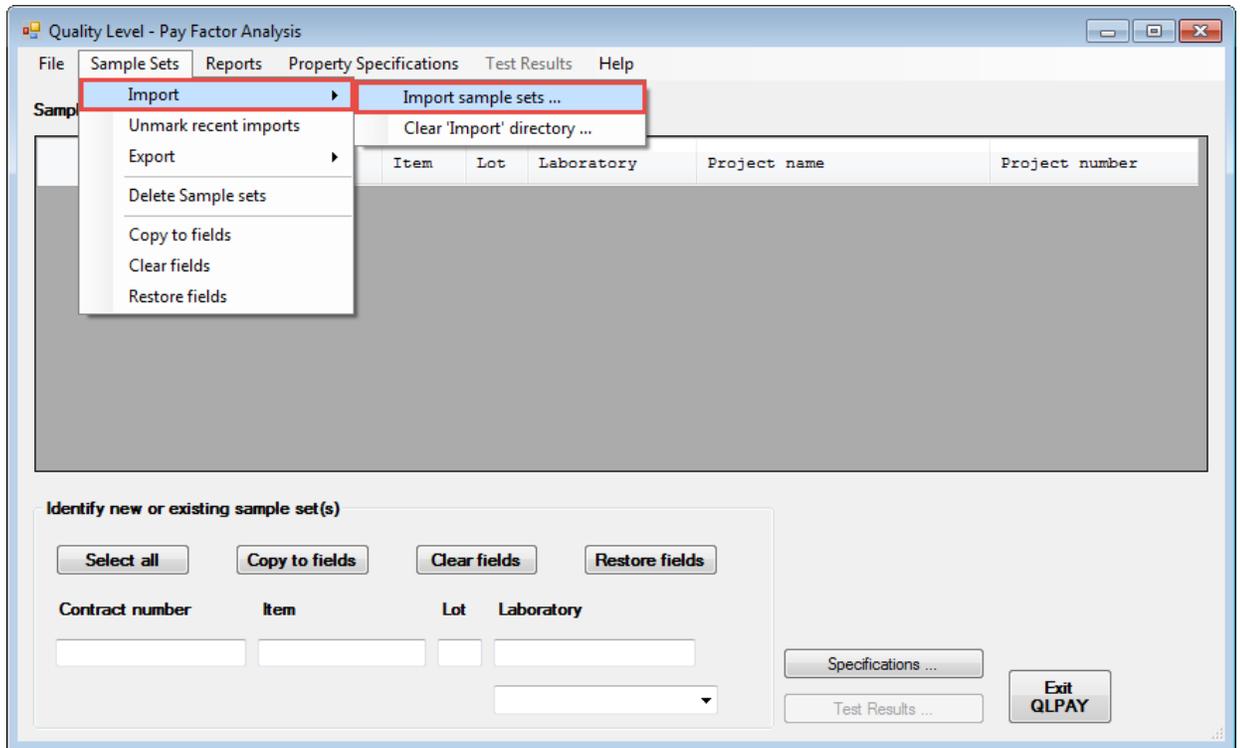
- A. Install QL-Pay Version 6.  
B. Find the location the imported files are being pulled from by looking in the “Imported Files Directory.” Note this directory location. A screen shot can be seen on the following page.



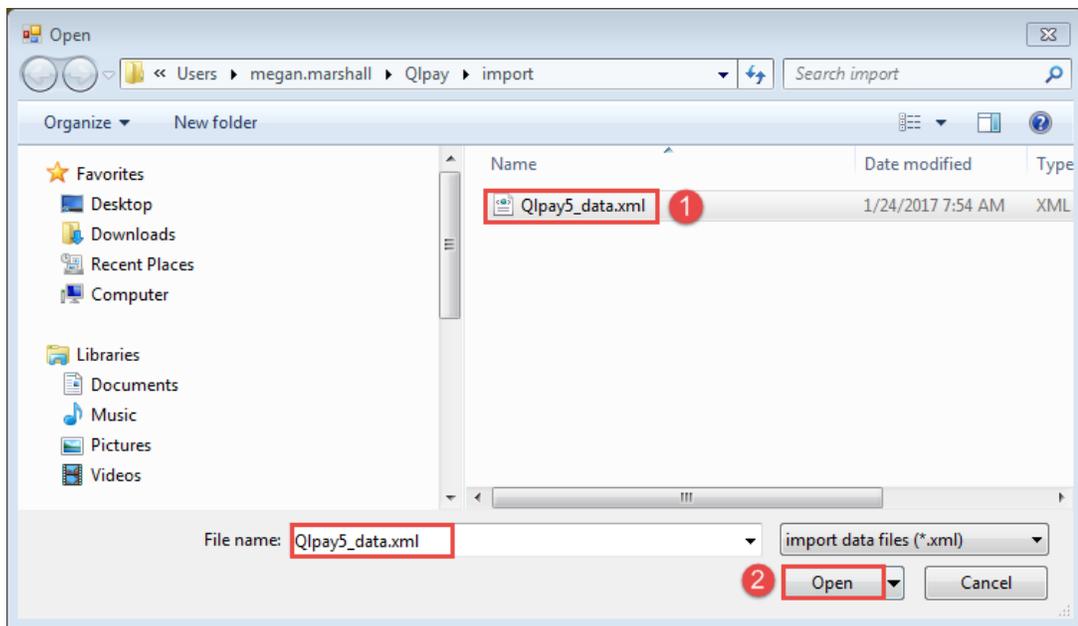
- C. Locate the previously saved file “Qlpay5\_data.xml”, and drag the file into the QLPAY Version 6 Import directory.



- D. Go to “Sample Sets” → “Import” → “Import Sample Sets.” A window will open showing the files available to be imported. A screen shot is shown on the following page.



E. Select the “Qlpay5\_data.xml” file to be imported and select “Open.”



F. QL-PAY will analyze the existing and new lot(s) to be imported. This import process can be time consuming.

**Note:** The program window may say “Not Responding” while the import process is occurring. Do not restart the program. Once the files have been imported, the program will allow user access again.

- a. QL-PAY will prompt the user to Import or Skip each new lot in the file. If all new lots need to be imported, check the “Import All New Lots” (box 1 below). If the user does not want to import a specific lot, select “Skip this Lot” (box 3 below).

