



DATAIR
EMPLOYEE BENEFIT SYSTEMS, INC.

Serving Pension & Benefits Professionals since 1967

Pension System/Windows

Installation Guide

Updated for Microsoft SQL Server 2014 & MS SQL Express 2014

DATAIR Employee Benefit Systems, Inc.
735 N. Cass Ave. Westmont, IL 60559-1100
V: (630) 325-2600 | F: (630) 325-2660
www.datair.com | support@datair.com

PE/Win Installation Guide

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Introduction

The guide is intended to provide you with the information necessary to choose an appropriate system configuration for your environment, then walk you through the installation steps for the database, then the workstation software. It is expected that the reader is experienced with installing software applications, has a familiarity with network administrative activities, and possesses a general knowledge of terms commonly used in Information Technology.

Types of Databases Supported

This software currently supports two different database technologies; the file-based Access database and the client/server-based Microsoft SQL Server database.

SQL Server vs. Access

We strongly recommend using SQL Server as your database choice. Access is only supported for stand-alone single-user installations. If you are currently using the Access database, migrating to SQL Server is a simple process which is covered in the topic “*Migrating from Access to a SQL database*”. Using the Access database is covered under “*Scenario 5*”.

There are two different flavors of the SQL Database. The first is Microsoft SQL Server (MS SQL), and the second is the Microsoft SQL Server Express (Express) which is limited capacity version of MS SQL that is included free of charge with DATAIR applications.

Note: *We will only discuss editions of SQL 2014 in this document. DATAIR continues to support SQL 2000, MSDE, SQL 2005, SQL 2008, and SQL 2012, however we highly recommend SQL 2014 for new installations. As of the publication of this document, Microsoft only supports SQL 2008 and later versions. Keep in mind that DATAIR may end support for any operating system or SQL Server version no longer supported by Microsoft, with limited advance notice.*

Choosing between Express and MS SQL

The primary differences between the two versions are detailed in the following table:

Feature	MS SQL 2014 Express	MS SQL 2014 Standard Edition
Maximum Database Size	10 GB	No Limit
Number of Processors Supported	1	4
RAM Memory (Maximum used)	1 GB	No Limit
Cost	Included free of charge	Must be licensed from Microsoft separately

In essence, the limitations placed on the free Express version of the database include limiting the maximum size of a database to 10 gigabytes, which is actually a tremendous amount of data, a single processor, and will not use more than 1 GB of RAM.

The limit on the number of processors and amount of memory supported has a limiting effect on the number of simultaneous users that can be supported, but there is no magic formula that can predict a maximum number of users in practical terms.

When doing data entry, data is only read or written as you move from record to record or when changes are saved. Each of these database accesses take only a split second, thus it is possible to support many users since the chances of them pressing "Save" or moving to a new record at the exact same instant is very low. However, when you are running calculations, the system will be continually reading and writing data during the entire time the calculations are running and the chances of simultaneous database accesses is much higher.

More realistic is that you will have a mix of users doing data entry and calculations at the same time. Depending on their usage patterns, you will be able to support a varying number of simultaneous users, but it is difficult to predict the exact number.

The bottom line is this... If you outgrow the free Express version, upgrading to MS SQL is quite easy so we recommend starting with Express unless you are already using the full version of SQL Server for other software.

For additional information on SQL Server, please see the Technology Publications section of the DATAIR web site.

Choosing your Installation Type

Now that you have some insight into the differences between the various database options, we will present a number of 'scenarios' that represent the most common situations. These are general in nature, and you should select the one that most closely fits your situation.

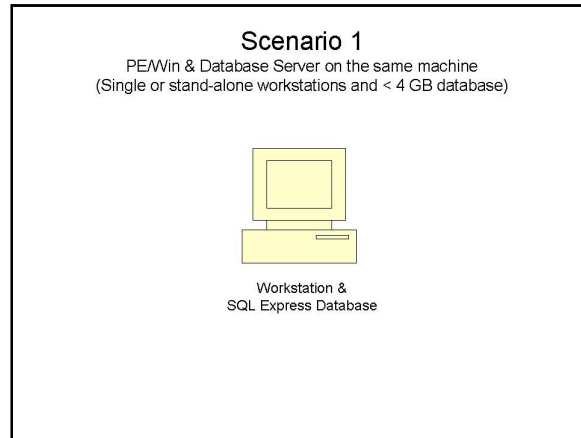
Each scenario includes a description and visual representation of the configuration, a listing of what's needed, and a brief description of the installation steps.

We also have included some example scenarios of configurations which are unsupported and will not work. We recommend that you review these also.

After choosing a scenario that most closely resembles your situation, proceed to the detailed installation instructions for each applicable installation step.

Note: Even though the scenarios mention 6 users as the division between Express and MS SQL, use the guidelines provided in "Choosing between Express and MS SQL" when considering the actual number of users each configuration will support.

Scenario #1 - Software and SQL Express Database on the same machine



Typical Uses

Notebook computer or stand-alone computer where each user has their own database. The database may not exceed 10 GB in size.

What's Needed

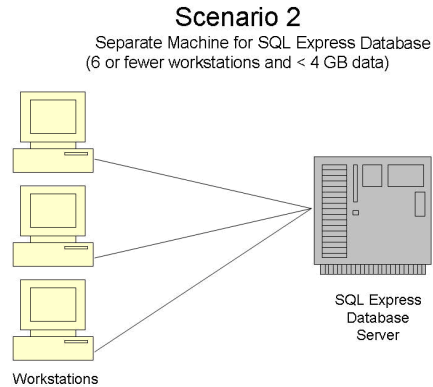
- PE/Win Full Version Download File
- DATAIR SQL Server Installer Download File
- Workstation that meets the Stand-alone Workstation requirements.

Installation Steps

Step 1: Install Express Server on Workstation

Step 2: Install PE/Win Application Software on Workstation

Scenario #2 – Software and SQL Database on different machines (for 6 or fewer users)



Typical Uses

Recommended for six or fewer networked workstations sharing a database with less than 10 GB of data.

What's Needed

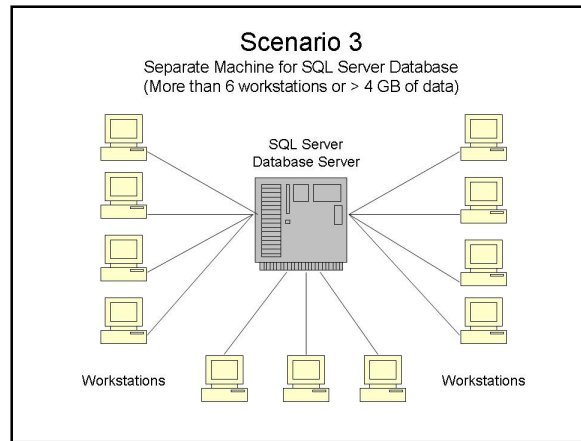
- PE/Win Full Version Download File
- DATAIR SQL Server Installer Download File
- Workstations that meet the “Workstation-only” requirements
- Machine that hosts the database must meet the “Stand-alone Workstation” requirements.
- Windows-compatible network

Installation Steps

Step 1: Install SQL Express & DATAIR Database on the machine that will be used as the server

Step 2: Install the PE/Win application software on each of the workstations

Scenario #3 – Software and SQL Database on different machines (recommended for more than 6 users)



Typical Uses

More than 6 simultaneous users sharing a database, OR more than 10 GB of data.

What's Needed

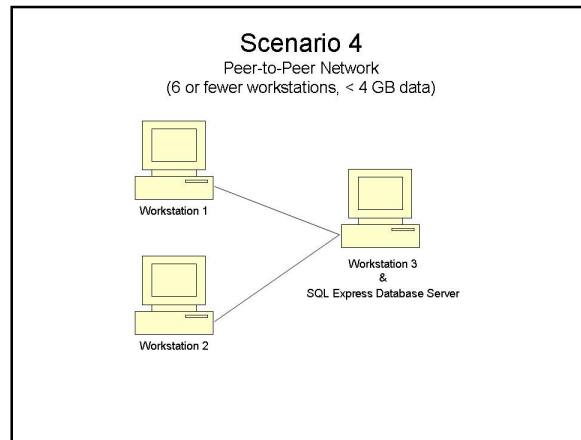
- PE/Win Full Version Download File
- Microsoft SQL Server (Licensed separately from Microsoft)
- Microsoft SQL Server Client Access Licenses (CALs) for each workstation (Licensed separately)
- Workstations that meet the "Workstation-only" requirements
- Server that meets the Microsoft SQL Server Database Only requirements
- Windows-compatible network

Installation Steps

Step 1: Install Microsoft SQL Server on the Server computer

Step 2: Install the PE/Win application software on each of the workstations

Scenario #4 – 6 or fewer users, < 10 GB data Peer-to-peer network (no dedicated server)



Description

While we strongly recommend having a machine to specifically be used as a server for the database, there are situations when having a workstation also serve as the database server is acceptable. Appropriate situations include where there are only two or three computers, or where there is a little-used workstation.

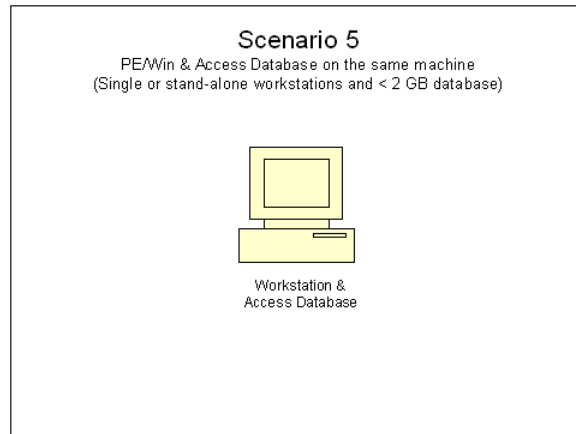
What's Needed

- PE/Win Full Version Download File
- DATAIR SQL Server Installer Download File
- Workstations that meet the "Workstation-only" requirements
- Machine that hosts the database must meet the "Stand-alone Workstation" requirements.
- Windows-compatible network

Installation Steps

- Step 1: Run the SQL Express Installation on the machine that will act as the database server
- Step 2: Install the PE/Win application software on the machine that will act as the database server
- Step 3: Install the PE/Win application software on each of the remaining workstations

Scenario #5 – Standalone Workstation with Access database



Description

This scenario is an alternative to Scenario #1, employing a local Access-based database. Access supports a maximum of 2 GB of data, and is recommended for very limited usage. SQL Server is a much more robust data storage technology.

What's Needed

- PE/Win Full Version Download File
- Workstation that meets the Stand-alone Workstation requirements.

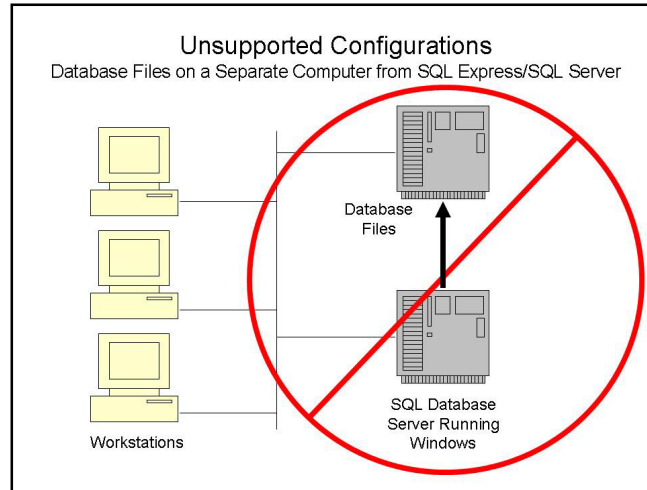
Installation Steps

Step 1: Install the PE/Win application software on the workstation

Unsupported Configurations

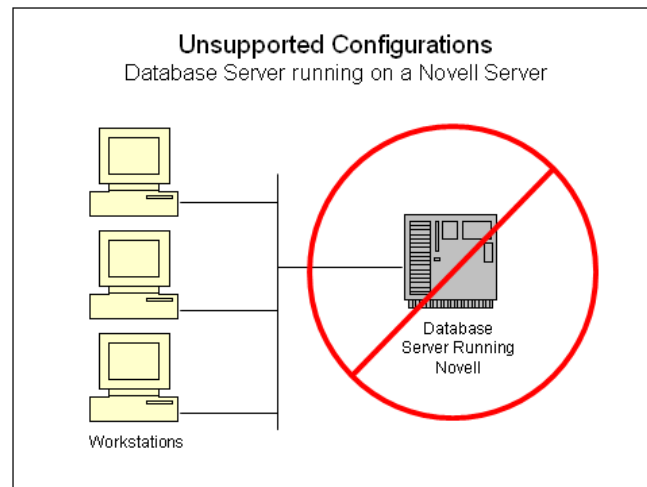
The following are examples of installation scenarios that may not be used.

SQL Express/MS SQL Database Server running on one machine and the database files on another



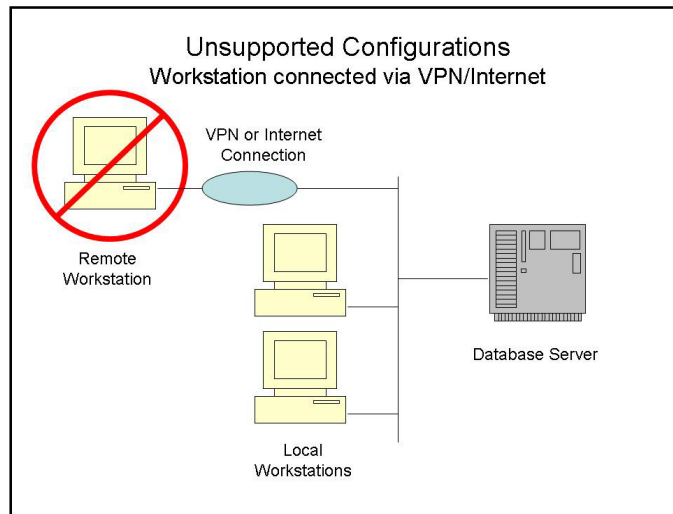
SQL Express/MS SQL Server requires that the database files be located on the same physical computer as where the database server software is running. You may not, for example, install the database server software on one machine and place the database files on another.

SQL Express/SQL Database Server running on Novell Server



SQL Express/MS SQL Server only runs on Windows-based computers. You can use a Novell network to connect the workstations and database server together, and use the Novell Server as you always have, however the database server software and its database files may only reside on a Windows-based machine.

Workstations connected via VPN, Wide Area Network, or Internet



Wide Area Networks, VPNs, and Internet connections do not provide adequate bandwidth to operate software remotely. This type of configurations may result in data loss or corruption.

We recommend using Windows Terminal Server/Remote Desktop if you require remote access.

NOTE:

Use of the software by a person not physically located at the licensed site may be a violation of the software license agreement and additional software licenses may be necessary. Contact your DATAIR Sales Rep for more information.

Hardware & Software Requirements

Hardware and software requirements vary by the configuration scenario selected. Unless specified otherwise, DATAIR supports both 32 and 64 bit versions of Windows and SQL Server.

Workstation-only:

**Applies to: Scenario 2 – Workstations
Scenario 3 – Workstations
Scenario 4 – Workstations
Scenario 5**

Feature	Minimum	Recommended
Processor	2 GHz Single Core	2.4 GHz Dual or Quad Core
RAM Memory	1 GB XP/4 GB Other OS	4 GB or more
Disk Space (excludes data)	250 MB	250 MB
Video	800x600 SVGA	1024x768 XGA or better
Windows OS	Windows XP (32-bit only) Windows Vista Windows 7 Windows 8 Windows 8.1 Windows 10 Windows 2003 Server Windows 2008 Server Windows 2008 R2 Server Windows 2012 Server Windows 2012 R2 Server	Windows 8.1 Windows 10 Windows 2008 R2 Server Windows 2012 R2 Server
Other	Windows-compatible pointing device Windows-compatible printer Windows-compatible network (optional for Scenario 5) Internet Access	

Stand-alone Machine (with SQL Express Database)**Applies to: Scenario 1****Scenario 4 – Server**

Feature	Minimum	Recommended
Processor	2 GHz Single Core	2.6 GHz Quad Core
RAM Memory	2 GB	4 GB or more
Disk Space (excludes data)	2.0 GB	2.0 GB
Video	800x600 SVGA	1024x768 XGA or better
Windows OS	Windows 7 Windows 8 Windows 8.1 Windows 10 Windows 2008 Server Windows 2008 R2 Server Windows 2012 Server Windows 2012 R2 Server	Windows 8.1 Windows 10 Windows 2008 R2 Server Windows 2012 R2 Server
Other	Windows-compatible pointing device Windows-compatible printer Windows-compatible network (optional for Scenario 1) Internet Access	

SQL Express Server Only**Applies to: Scenario 2 – Server**

Feature	Minimum	Recommended
Processor	2 GHz Single Core	2.6 GHz Quad Core
RAM Memory	1 GB	4 GB or more
Disk Space (excludes data)	5 GB	5 GB
Video	800x600 SVGA	1024x768 XGA
Windows OS	Windows 7 Windows 8 Windows 8.1 Windows 10 Windows 2008 Server Windows 2008 R2 Server Windows 2012 Server Windows 2012 R2 Server	Windows 8.1 Windows 10 Windows 2008 R2 Server Windows 2012 R2 Server
Other	Windows-compatible pointing device Windows-compatible network Internet Access	

Microsoft MS SQL Server**Applies to: Scenario 3 – Server**

Feature	Minimum	Recommended ***
Processor	2 GHz Dual or Quad Core Processor	2.8 GHz Quad Core/Xeon Multi-Processor
RAM Memory	2 GB	16 GB or more
Disk Space (excludes data)	5 GB	5 GB
Video	800x600 SVGA	1024x768 XGA
Windows OS	Windows 2008 Server Windows 2008 R2 Server Windows 2012 Server Windows 2012 R2 Server	Windows 2008 R2 Server Windows 2012 R2 Server
Other	Windows-compatible pointing device Windows-compatible network Internet Access	

*** Note: The hardware requirements are based on a server supporting a MS SQL database server for DATAIR Windows applications only. If the server is being used for other purposes, consult an IT professional for assistance in determining appropriate hardware requirements.

SQL Server 2014 requires **.NET Framework 3.5 SP1** and **Windows installer 4.5**. The latest Windows Operating System and SQL Server Service Packs/Updates are required.

Also, see Microsoft's website: [Hardware and Software Requirements for Installing SQL Server 2014](#) for additional guidance.

Database Disk Space Requirements

The actual space required for data will vary dramatically depending on the number of plans, employees, accounts, and the amount of transaction activity.

For SQL Express, we recommend allocating up to 90 GB of disk space for plan data and database backups. This is based on the SQL Express maximum database size of 10 GB, 70 GB of daily database backups (seven backups of 10 GB each), and 10 GB of temporary data storage. .

For SQL Server, the amount of data space required would need to be calculated based on the amount of data, types and number of backup, etc.

Installation Steps

In this section of the guide we will detail each of the installation steps referred to in each of the installation scenarios.

It is assumed that the installation is being performed by a person with at least some technical knowledge regarding installation of software on computers. This installation should be performed by a computer technician or a network administrator, **especially** if this is going to be a database server accessed by multiple client workstations in a network environment.

Installing the SQL Express Database Server

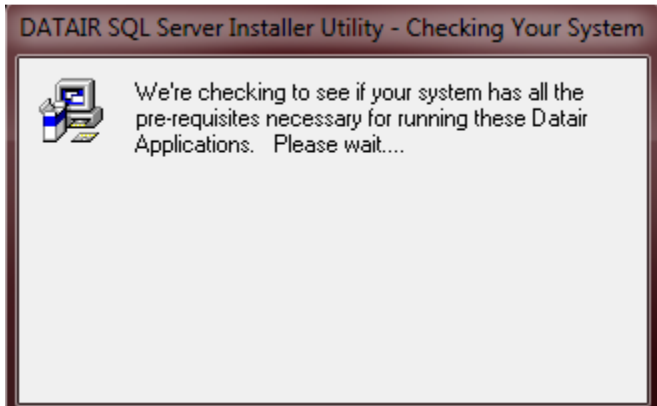
Before you Begin....

- Installation of the SQL Express database server must be done at the computer where it will reside. In other words, you cannot install this from a remote workstation over the network. You must be physically at the computer where it will reside.
- You only need to install SQL Express on one machine. All workstations will connect to this single installation of SQL Express.
- You will need to login to the machine with full administrative rights and full access to install SQL Express. If your login does not have these permission or you are not sure what they are, your network administrator should be performing the installation.
- You may be required to reboot the machine you are installing the SQL Express server on during, or at the conclusion of, the installation process. You may want to take this into account when deciding on an appropriate time to install the server software.
- The actual database files are installed to a default SQL Server folder. The location may be altered through the Advanced options tab while installing.
- When you are prompted for a “Shared/Data” directory, this is NOT where the database is installed. This is a common, shared folder on your network that all DATAIR users must have read/write access to. If you are installing this on a stand-alone PC, use the default local directory suggested during the installation.

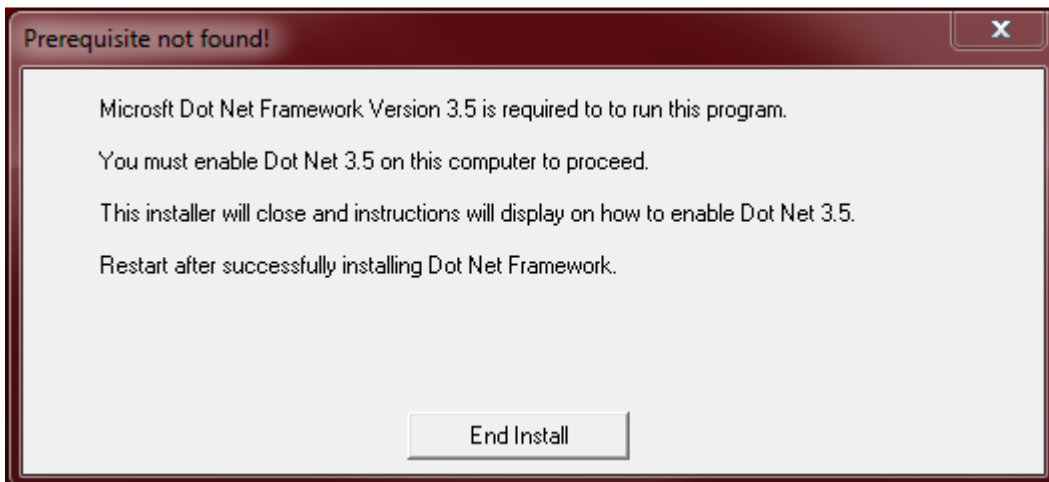
Step-by-Step...

- Download the DATAIR SQL Server Installer File from DATAIR’s web site
- Double-click the downloaded file to begin

The first screen you will see will indicate it is checking your computer for pre-requisites necessary to install.



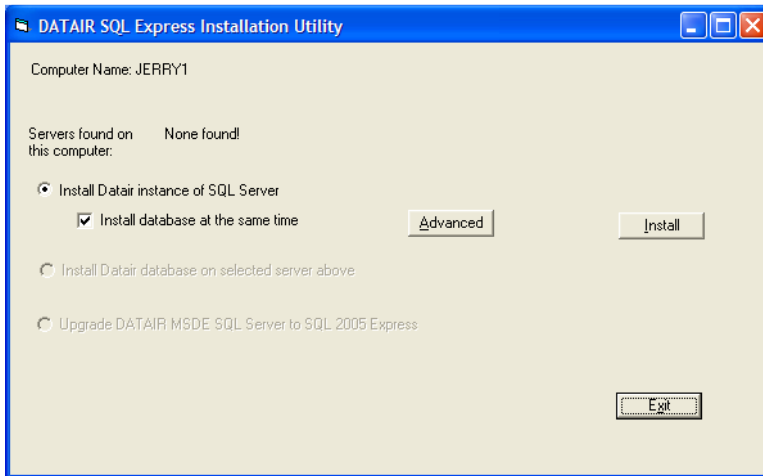
You will need Microsoft Dot Net Framework Version 3.5 to continue. If it is not enabled on this computer, you will get the message:



If this check passes, you will see the welcome dialogue. Click [Next >] to continue.

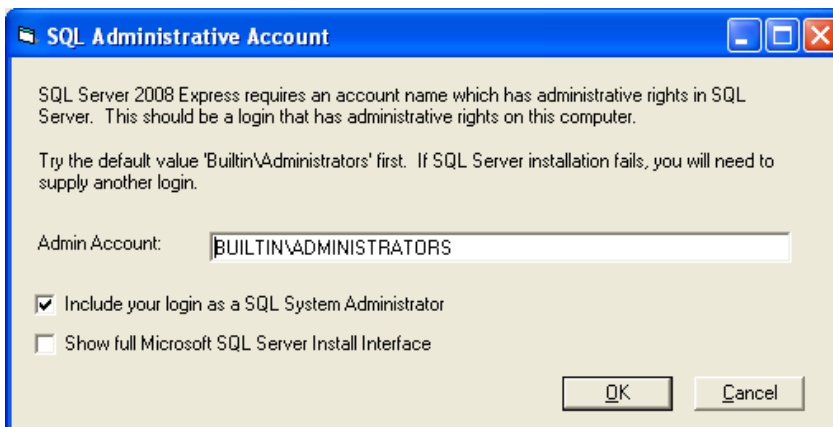
The installer will now install a few utilities and then analyze your system, looking for previously installed database servers and databases.

Depending on what components the installer found already installed on your computer, the screen choices will be different. Presuming that you don't have SQL Server, MSDE, or SQL Express installed currently on this machine, the screen will appear as follows...



By default, when the database is installed, it will be placed in the default data location as defined by Microsoft. Optionally, a backup job can be created to perform a local disk-based backup of the database every morning at 1:00 am. This type of backup is merely intended to allow restoration of a plan that was incorrectly altered within the past seven days, not prevention against hardware failure or changes that occurred more than a week ago. See the technical document “Backing-up your SQL Database” for additional information on backup strategies.

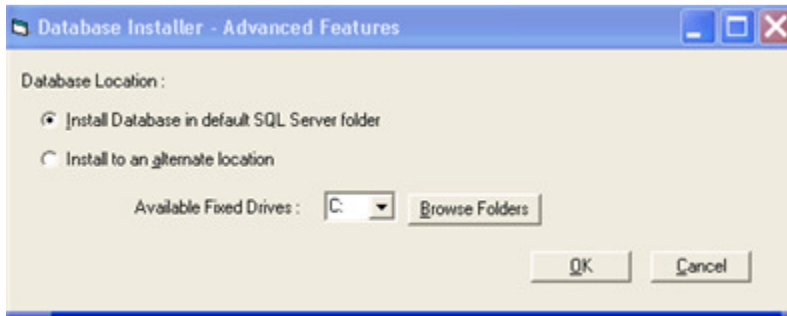
When you click “Install” you will be prompted for an administrative account name. This should be a login that has administrative rights on this computer. The example below uses : BUILTIN\ADMINISTRATORS. Another choice might be: MyDomain\Administrators.



It is recommended you keep checked the option to include yourself as a SQL Administrator.

If you wish to enable the Microsoft SQL Server Install interface, you can check that option. (For advanced users only). Normally, no interaction with Microsoft’s install screens is needed.

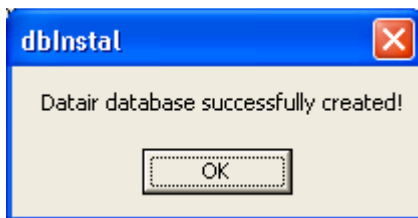
If you wish to disable or alter the time of the backups, or change the directory where the SQL database is installed, press the [Advanced] button to access the Advanced Features dialog



On this dialog you can choose the default database location, or another folder located physically on the same machine. SQL Server does not allow databases to be installed on network drives.

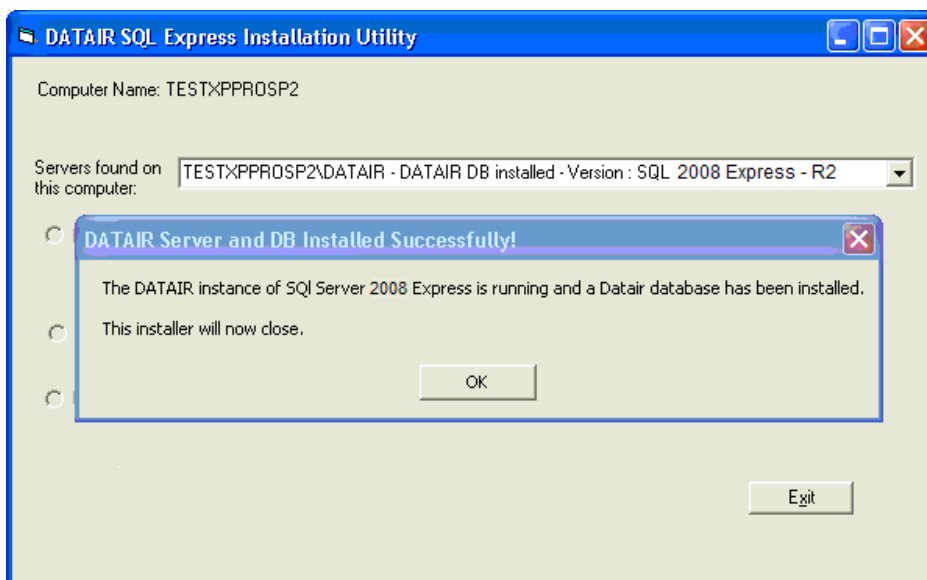
Click [OK] to return to the setup screen, then click the “Install” button to perform the selected installation. Several Microsoft SQL Express screens will appear as the installation proceeds.

After a successful installation of the database you will see this dialogue:



Press [OK].

The system will then be reanalyzed to verify the SQL Express server and DATAIR database were installed properly. If so, the following dialog will appear...



Press [OK]. This completes the installation of the Express database server and DATAIR Database. You may now install the DATAIR PE/Win workstation software.

Installing Microsoft SQL Server

DATAIR includes a copy of Microsoft SQL Server Express 2014 free of charge with the DATAIR Pension System. The Express version is limited in the size of database you can have and how much memory it will utilize.

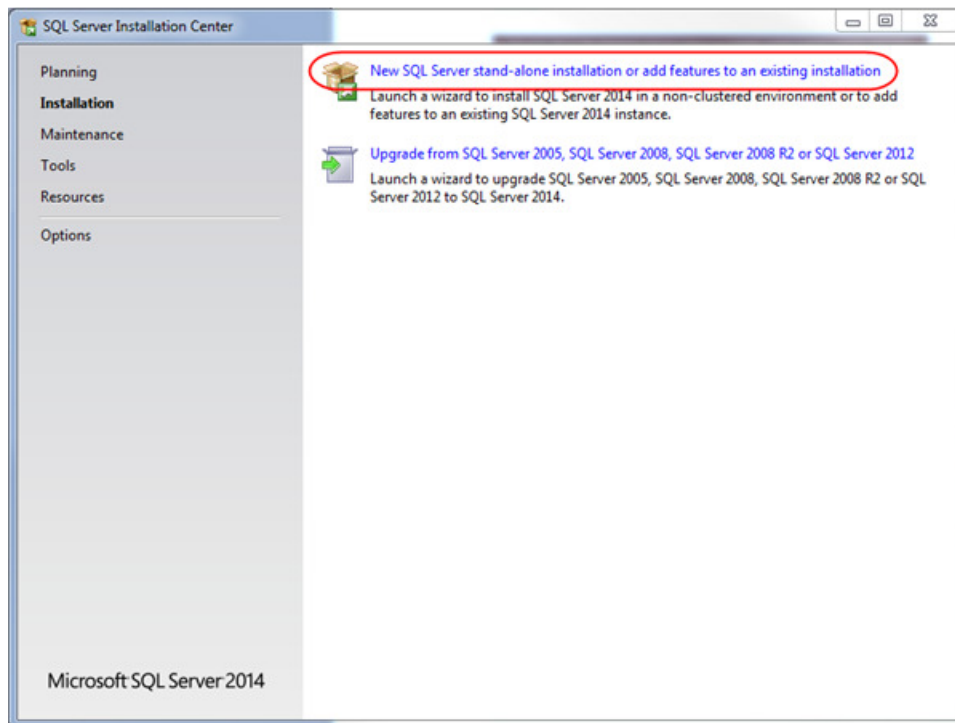
This section will cover the installation of a fully licensed Microsoft SQL Database Server as an addendum to Microsoft's instructions. Specific settings must be used during the install for SQL Server to work with DATAIR applications.

Before you Begin....

- Multiple copies, or 'instances' as they are called, of SQL Server may be installed on a single computer. Even if you have Microsoft SQL Server already running on the machine you will be server computer, you will need to install a second instance named "DATAIR". This will simplify support and eliminate any potential conflicts. The instructions for installing the server software on based on that configuration. *NOTE: Use of a non-DATAIR instance of SQL Server may result in additional fees for technical support due to non-standard configurations.*
- You may be required to reboot the machine you are installing the SQL Server on during, or at the conclusion of, the installation process. You may want to take this into account when deciding on an appropriate time to install the server software.

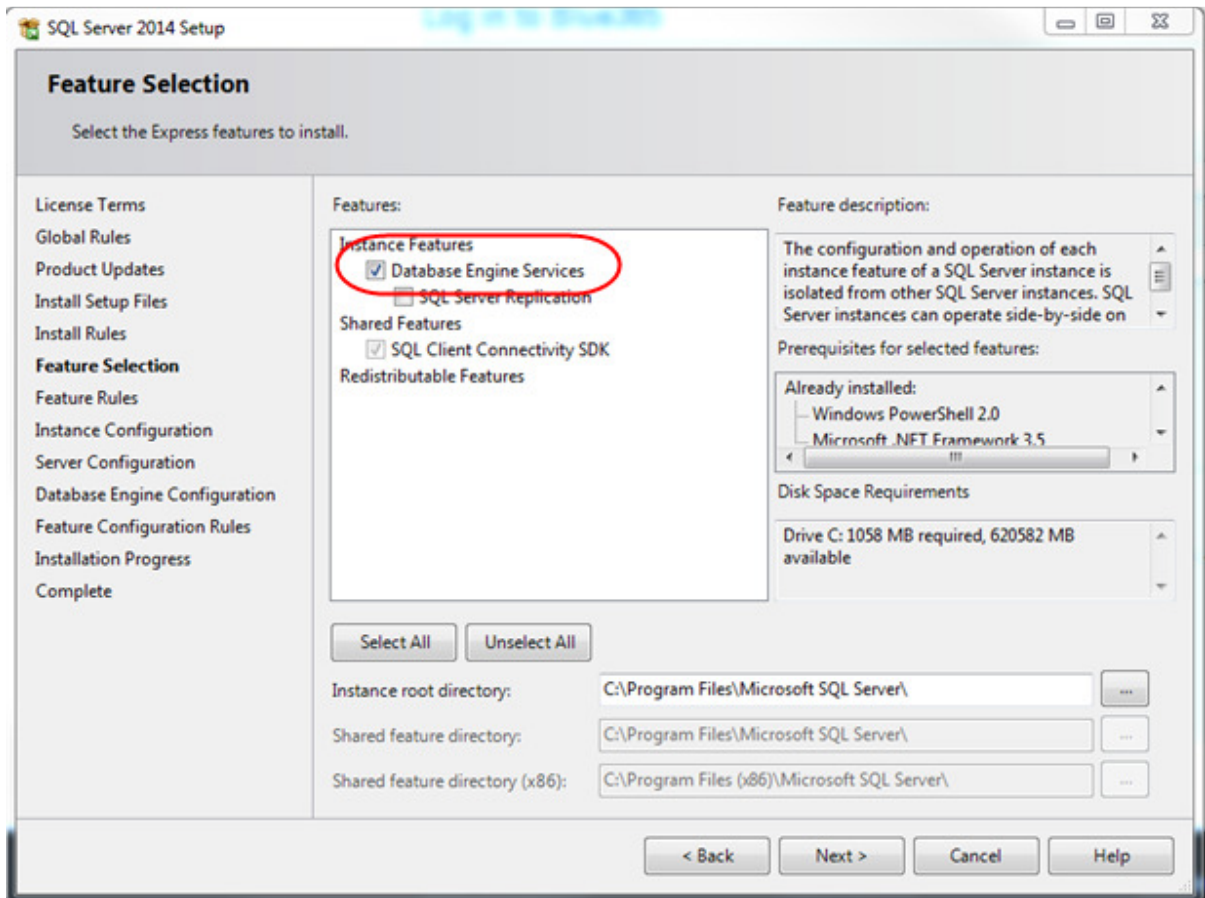
Step-by-Step Instructions SQL Server 2014

Insert the SQL Server CD or DVD

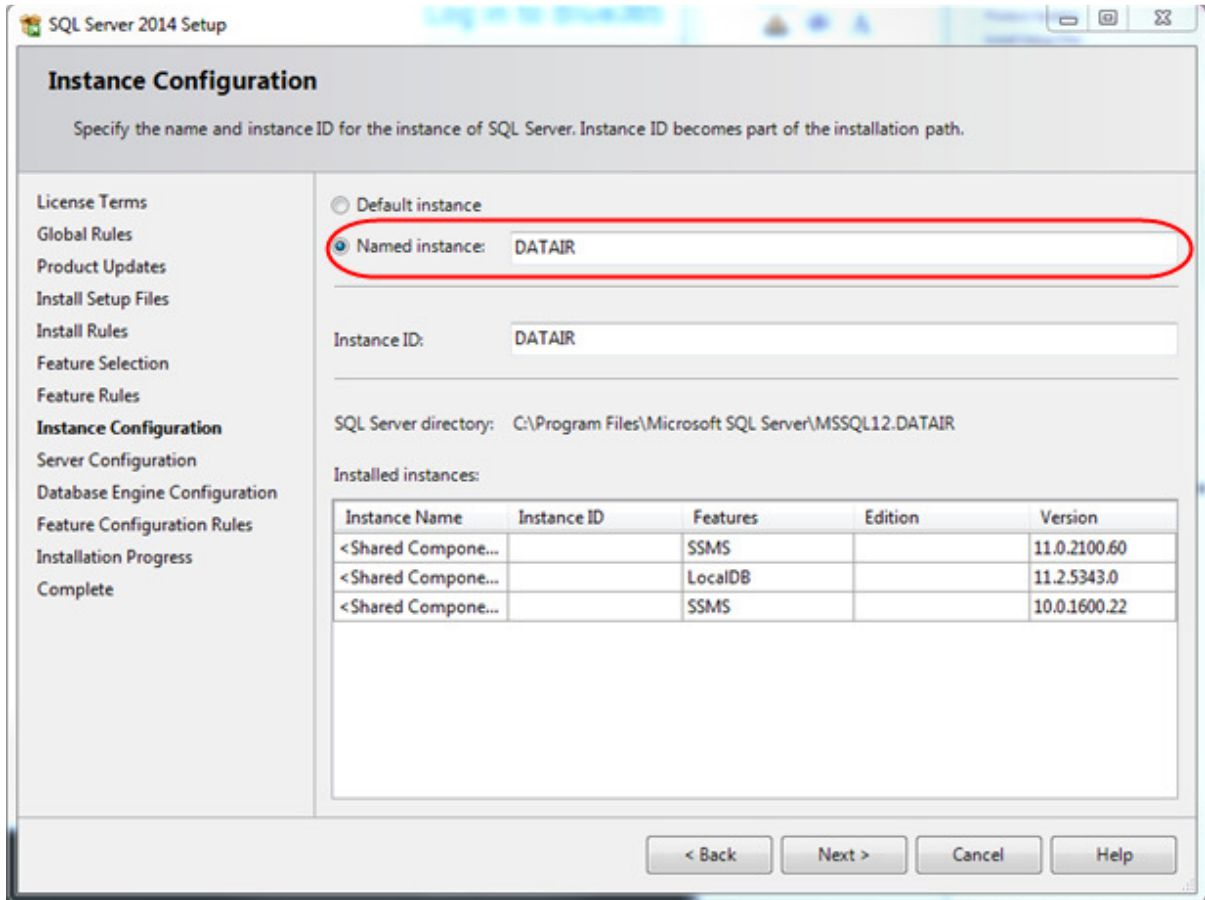


Accept the license terms, then click Next.

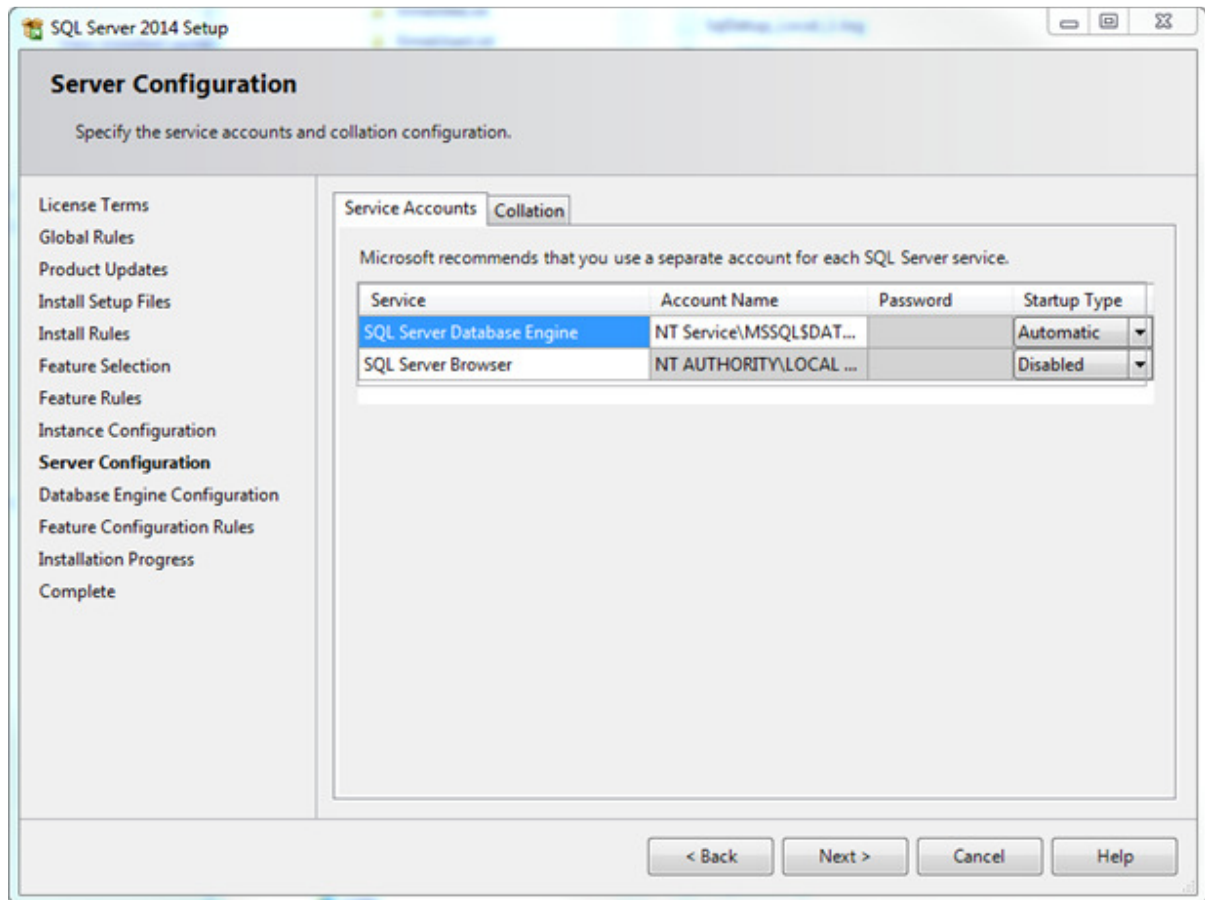
SQL Server Installer analyzes your system. If you get a "Fail" status on "Restart Computer", restart your computer manually, and restart the SQL install process.



Select Database Engine Services, then click Next.

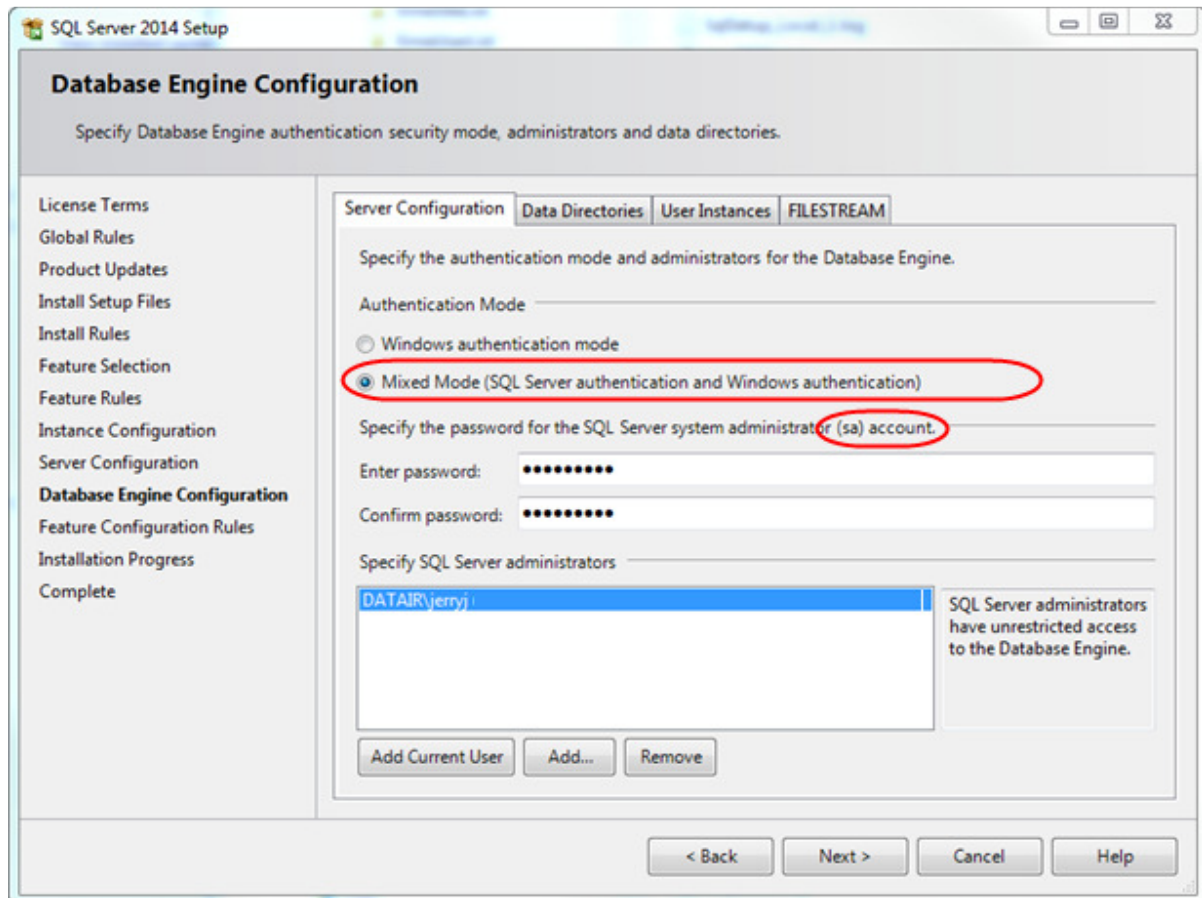


It is recommended you always use the name "DATAIR" for the instance name when installing an instance of SQL Server for Dair applications.



You need to supply account names for this SQL Server instance and SQL Browser to run under. Take the default if you are not sure.

Depending on whether you are installing a fully licensed version of SQL Server, you may be asked to enter the product key. SQL Express does not require a product key as it is a free license from Microsoft.



Database Engine Configuration

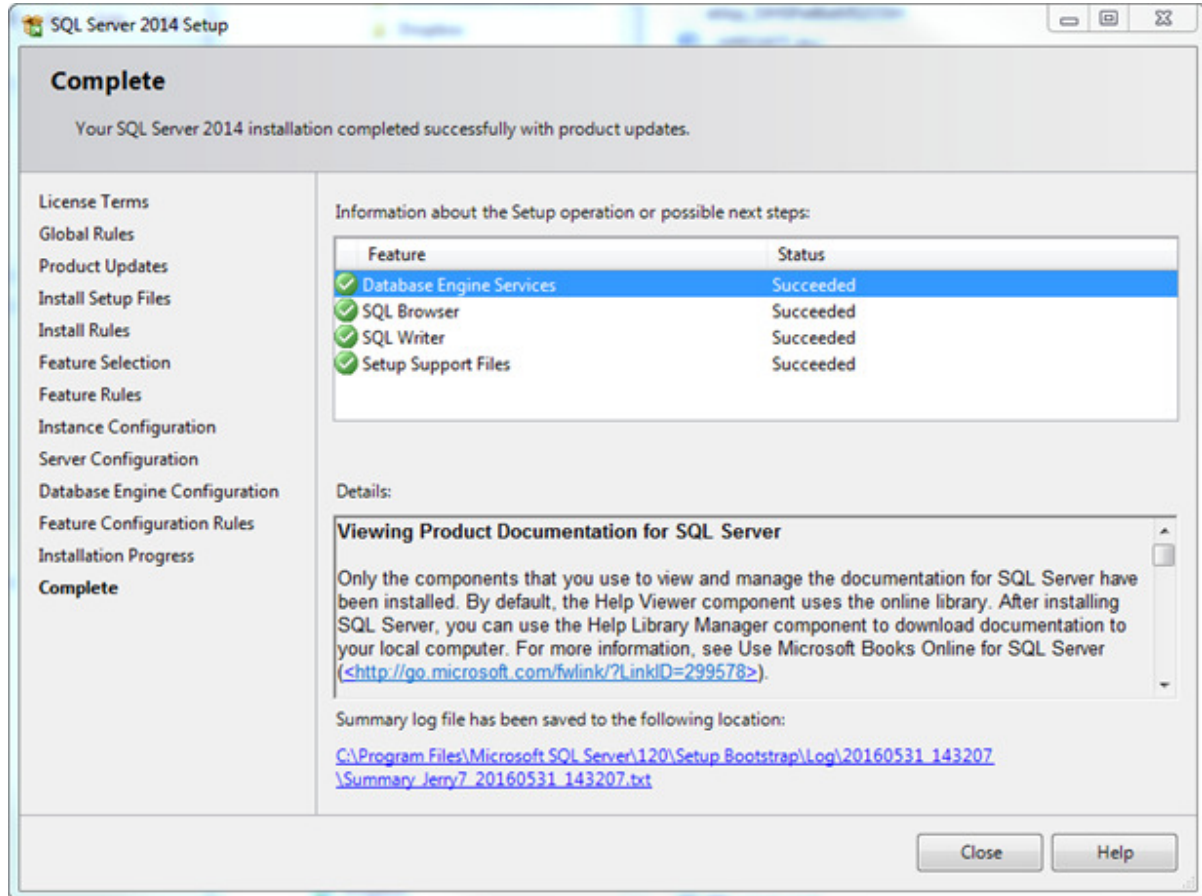
For DATAIR software to run properly, you **must** select “Mixed Mode” authentication, then enter a password for the “sa” login (system administrator). You should remember this password and you may want to store it in a safe place. Without this password, you may lose all access to the database.

Specify SQL Server administrators. You will need to select a login(s) from your Domain (or the Administrator of this computer) to be a SQL Server Admin. Please consult Microsoft instructions for more information on this subject.

It is recommended you should “Add Current User”. Clicking that button will add you to the list of SQL Server Administrators.

The installation will now proceed and display a progress.

If successful, you will see a screen similar to the one below.



Review any pertinent messages and press [Close] to conclude the installation.

You may now proceed to the instructions to install a DATAIR Database on the newly-installed server.

Installing a DATAIR Database on your Microsoft SQL Server

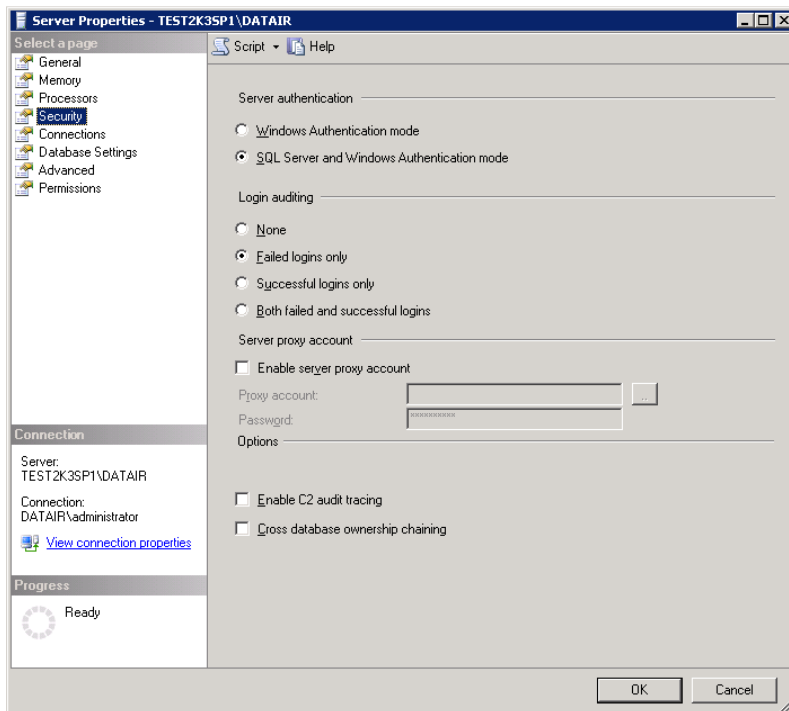
Follow the directions in this section if you want to install a DATAIR database on your own SQL Server. If you do not already have a DATAIR instance of SQL Server installed on your network, see the topic “Installing a new SQL Database Server” in this guide.

There are two methods on installing the DATAIR Database. Method 1 is installing the database using the Installation CD. Method 2 is installing from a workstation using the PE/Win application software. We recommend that you use the Method 1.

Before you begin...

Your MS SQL Server must be set for “SQL Server and Windows” authentication, also referred to as “Mixed Security”. If you are not sure, load SQL Server Management Studio and highlight the server you will use for the DATAIR database, right click, and choose Properties. Next, select “Security” from the “Select a Page” list.

A sample is shown below:



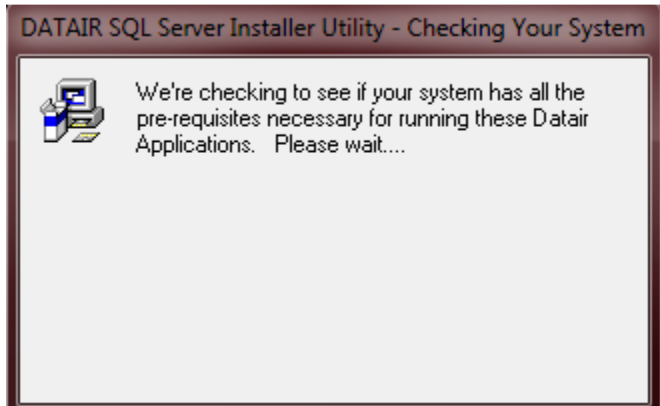
Note: It is imperative that “Server Authentication” be set to “SQL Server and Windows Authentication mode”. You cannot load a DATAIR database on a SQL Server set to “Windows Authentication only”.

Method 1 – Database installation using the DATAIR SQL Server Installer (preferred method)

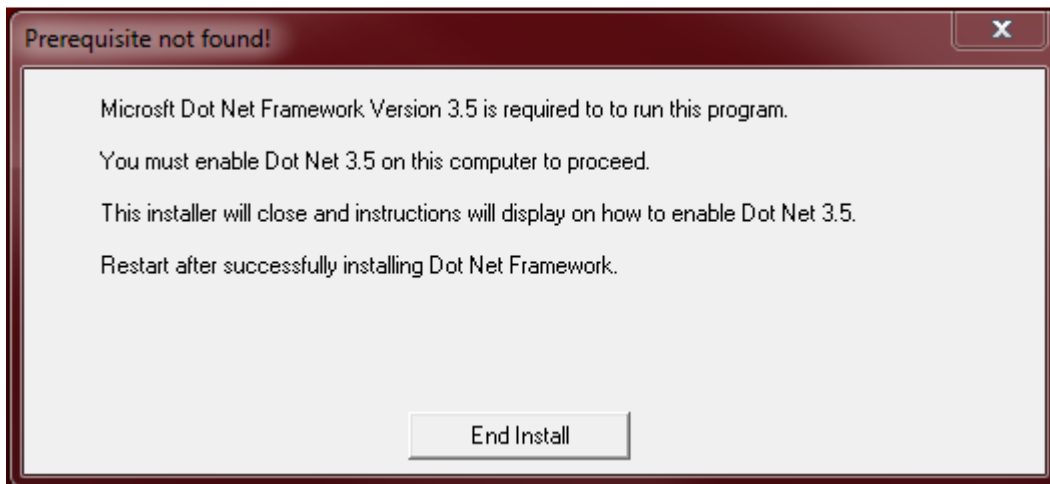
After you are logged into the server as an administrator, do the following:

- Download the DATAIR SQL Server Installer File from DATAIR’s web site
- Double-click the downloaded file to begin

The first screen you will see will indicate it is checking your computer for pre-requisites necessary to install.

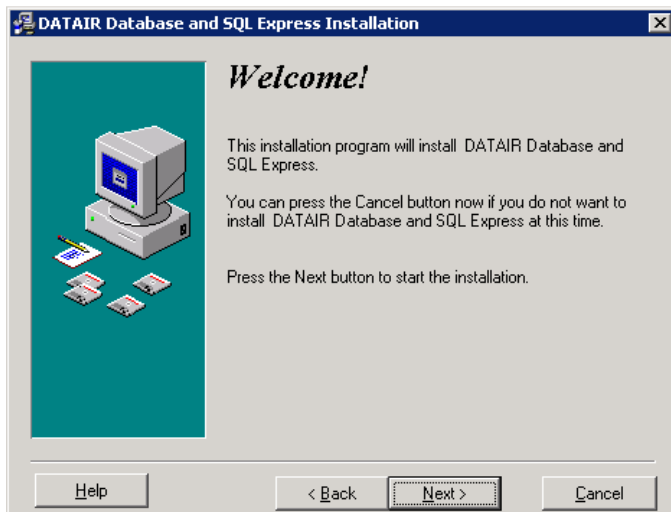


You will need Microsoft Dot Net Framework Version 3.5 to continue. If it is not enabled on this computer, you will get the message:

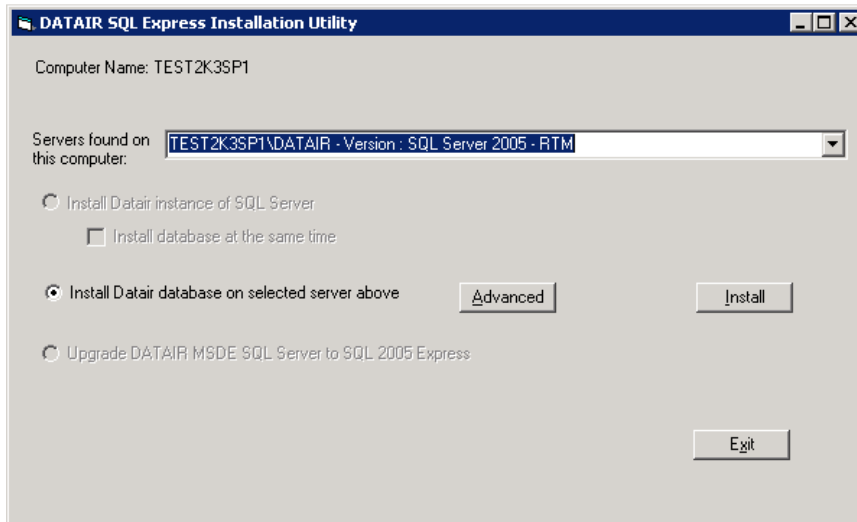


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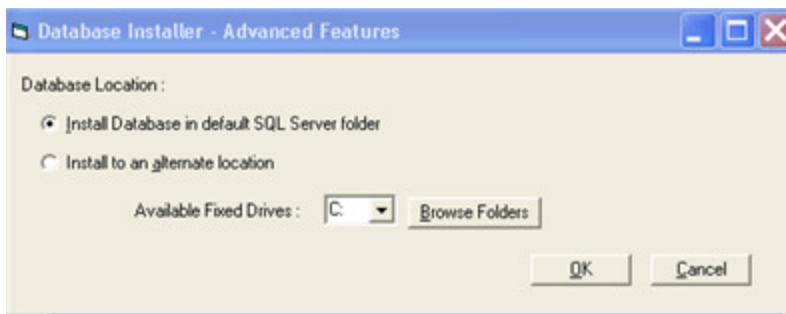
The installer will now analyze your system, looking for previously installed components or databases. When it's done you will see the screen below listing your options.



If you have multiple instances of SQL Server installed, you will need to choose the DATAIR instance in the Servers Found dropdown combo.

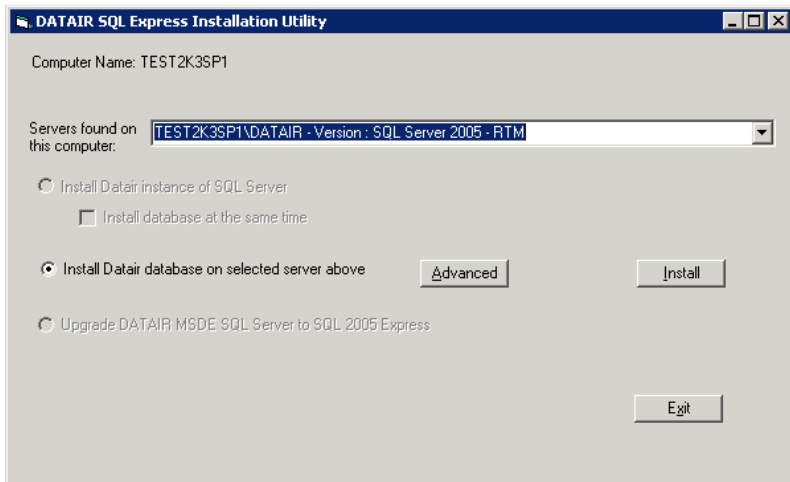
By default, when the database is installed, it will be placed in the default data location as defined by the installation of SQL Server. Additionally, a backup job will be created to create a disk-based backup of the database every morning at 1:00 am. This type of backup is merely intended to allow restoration of a plan that was incorrectly altered within the past 7 days, not prevention against hardware failure or changes that occurred more than a week ago. See the technical document "Backing-up your SQL Database" for additional information on backup strategies.

If you wish to disable or alter the time of the backups, or change the directory where the SQL database is installed, press the [Advanced] button to access the Advanced Features dialog

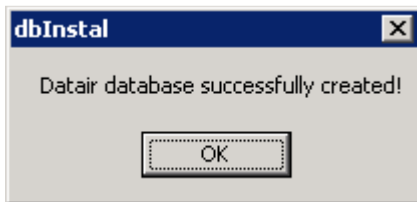


On this dialog you can choose the default database location, or another folder located physically on the same machine. SQL Server does not allow databases to be installed on network drives.

Click [OK] to return to the setup screen



Click [Install] to install the DATAIR database on the server. After the database has been installed, you will see the following dialog confirming it was installed properly.



Press [OK]. This completes the installation of the DATAIR Database.

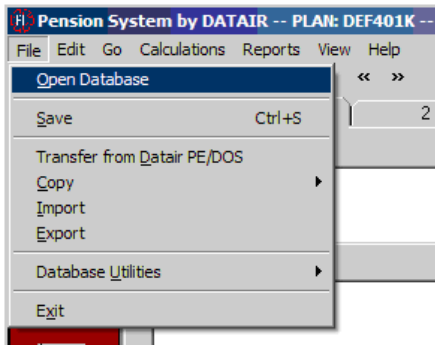
Method 2 – Installation using the PE/Win application

This install can be performed from any computer where you have run the workstation install of PE/Win.

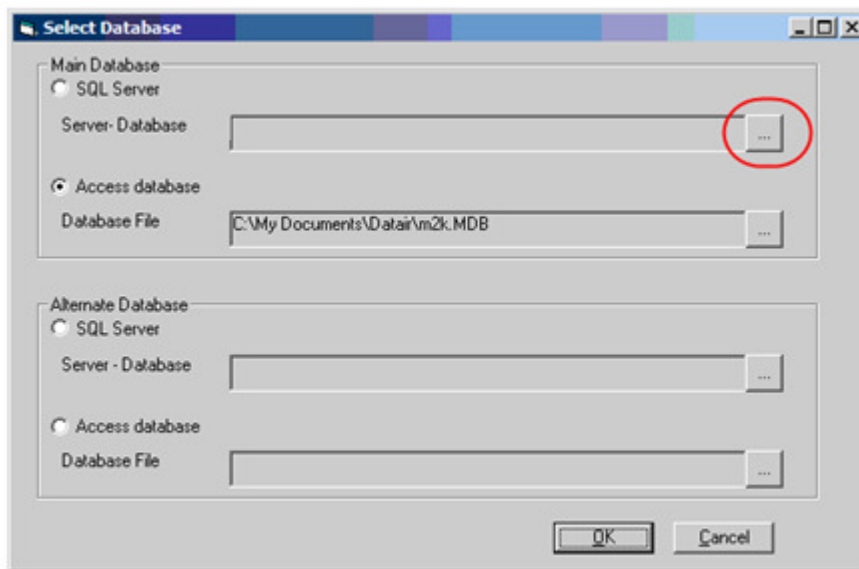
Installing the Database

You will install the database by first launching the PE/Win system. This can be done at any computer. However, you will need to log onto that computer using an administrator-level login, or have the “sa” administrator password for your SQL Server.

Launch the DATAIR PE/Win application and select “Open Database” from the “File” menu.

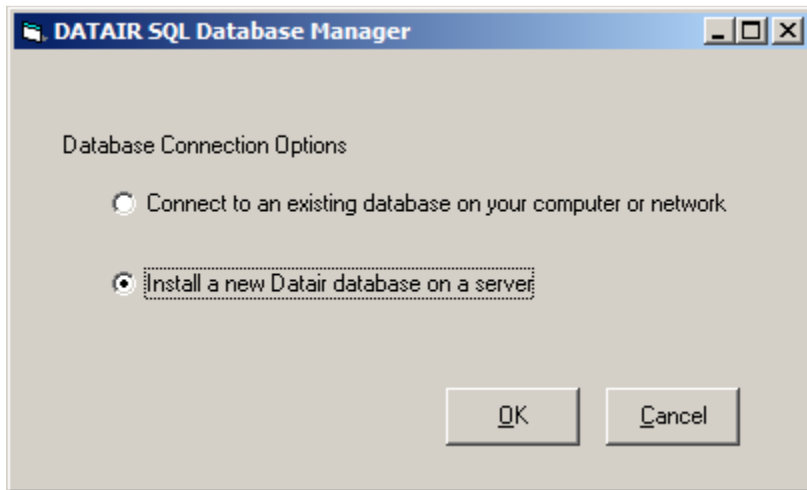


You will see the screen below:



Click the ellipses “...” button next to the blank “SQL Server area in the “Main Database” section above.

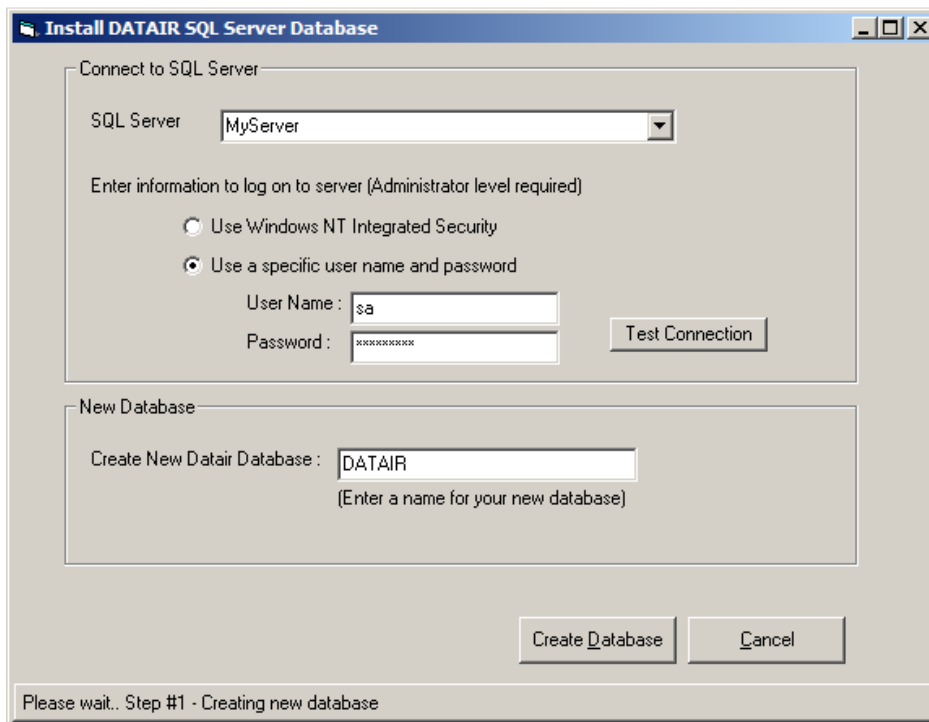
This action will cause PE/Win to shut down and launch the DATAIR SQL Database Manager seen below:



Select "Install a new DATAIR database on a server".

Select "OK" to begin searching for SQL Servers on your machine and on your network. You will see a list of servers flashing by on your screen. Depending on the size and speed of your network, this process may take from several seconds to a few minutes.

When that is completed, you see the "Install DATAIR SQL Server Database" screen.

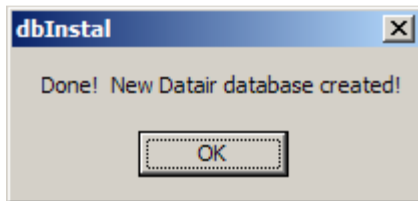


Select a Server from the list of Servers. You will have to supply a SQL username/password that allows owner access to this Server, or select “Use Windows NT integrated security” if your network login has administrative rights to this server. Click Test Connection and the utility will check if you have sufficient rights to install a database.

By default, the database name will be DATAIR. You may change this, but for support purposes, it is **strongly** recommended you keep the default.

Click “Create Database” and the process will begin.

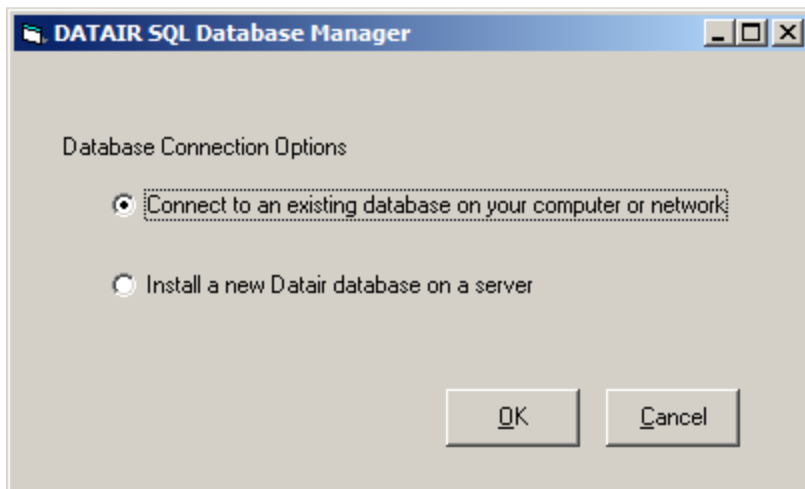
The status bar at the bottom will inform you of the progress. The entire process may take a few minutes, or more. When it is finished you will see a message:



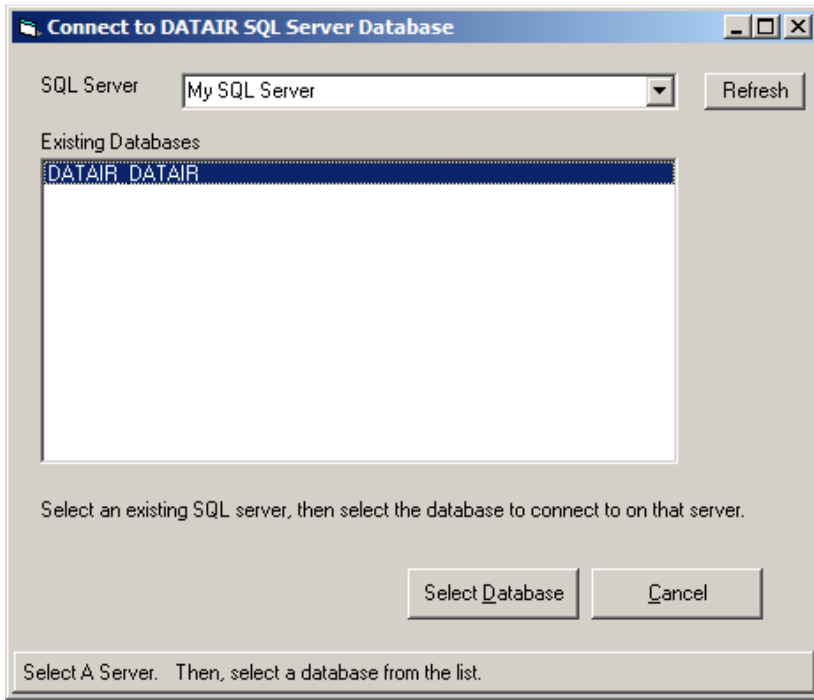
Click OK to finish and end the DB Installer. Restart PE/Win and you will be connected to the SQL Server database.

Connecting Other workstations to SQL Server

To connect other workstations to this SQL Server database, use the same steps in PE/Win (File menu/Open Database/SQL Ellipses), but choose “Connect to an existing database” in the DATAIR SQL Database Manager.

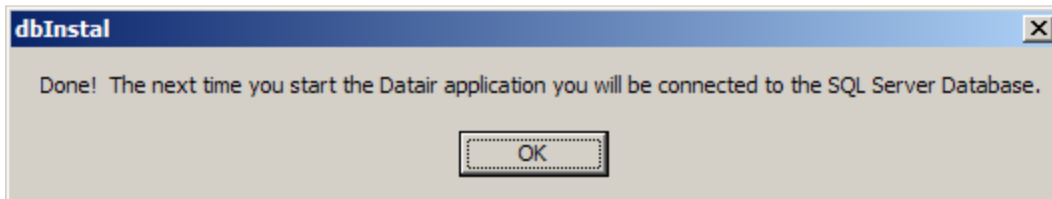


You will see the screen below after the program searches your network for SQL Servers



After selecting a Server, a list of DATAIR databases appears in the “Existing Databases” list. Highlight one of those by clicking on it.

When your selections have been made, click the “Select Database” button” to finish.



The message above indicates you have successfully installed a DATAIR Database on your Microsoft SQL Server. You’re done!

Installing PE/Win Workstation Application Software

What's Needed

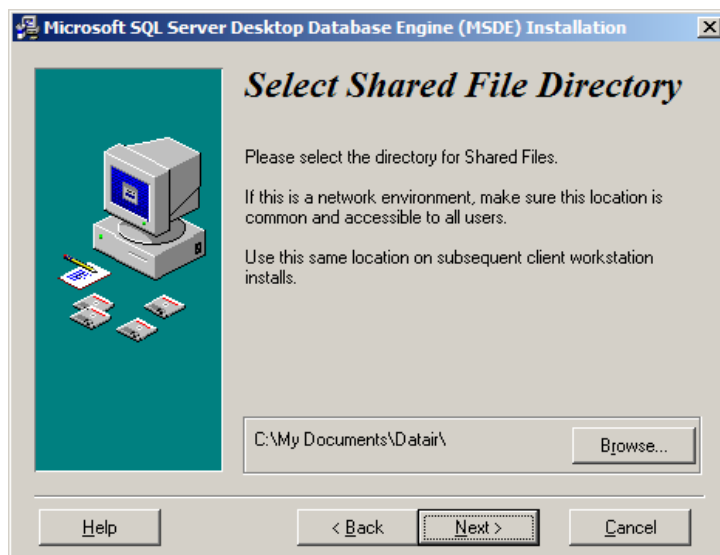
- PE/Win Full Version Download File (PEWinXXXSetup.exe)

Download the Full Version of PE/Win from the DATAIR Web site.
Double-click the file to begin.

You will see a welcome dialog and then a licensing dialog. Click "Next" to continue on these screens.

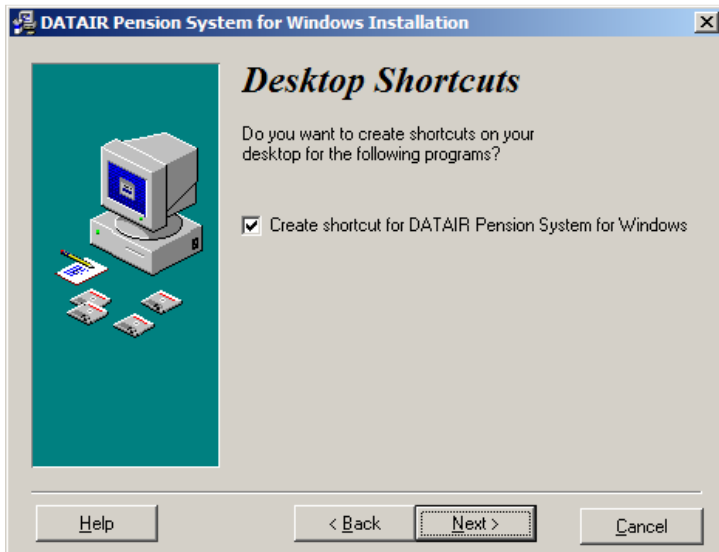
Next, you are asked for a Program Directory. We strongly recommend accepting the default installation directory. Press Next to continue...

Next, you are asked for a Shared Files Directory. If you have installed a previous version of this software, the directory will already be filled in correctly.



This shared directory is the same directory where the datair.mdb database file resides that is used in other DATAIR applications. It is also the same common, networked directory that was specified during the SQL Express/MS SQL database installation.

The installation may skip presenting this screen if it finds information already pointing to database/common files stored on your computer.



Last, check the box if you would like Desktop Shortcuts created.

Click "Next" on the "Ready to Install" message and your install will begin.

The installation should finish and you will see a "What's New" list of new features.

Migrating from Access to SQL Express/MS SQL

If you have already been using PE/Win with an Access database and wish to migrate to SQL, this topic will assist you in making this transition.

NOTE: If you are using other DATAIR systems such as the Document System, Pension Reporter, Client Manager, or Cafeteria Administration, this process will not affect those systems as PE/Win currently uses a separate Access database from those systems. Data from those systems will be merged with your PE/Win SQL database at a later date.

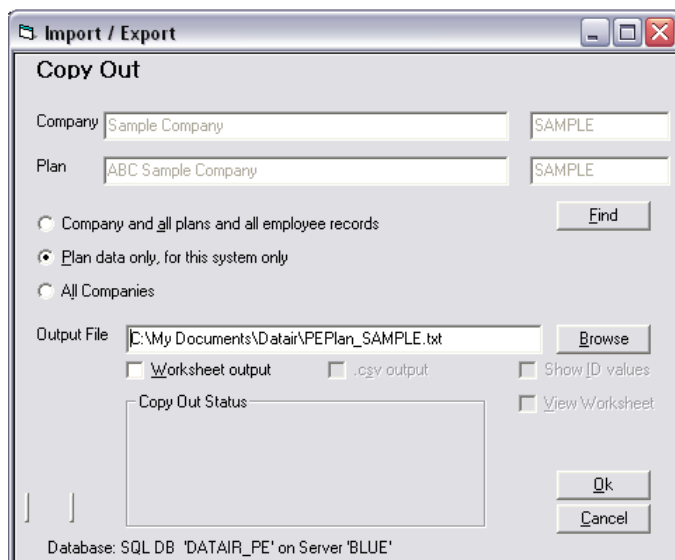
The overall process consists of the following steps:

- Export the data from your PE/Win Access database using the Plan Copy Out feature of the system
- Switch the system to connect to the SQL database
- Import the data exported in the first step using the Plan Copy In feature of the system

We recommend that you copy out your plans prior to installing SQL server. Copy Out prior to the installation will save a few extra steps as you will not need to switch back and forth between the access and SQL databases to retrieve the plan data. However, Plan Copy Out can be completed after the installation by switching to one database, then to the other.

Plan Copy Out

From the menu bar, select File | Copy | Copy Out. A new window will open for Copy Out. The current plan that is open will be listed under the Company & Plan. To change plans, click on find and select the plan.



There are three information choices for copying out plans. Choosing the “Company, and all plans and all employee records” will copy the entire company information from all systems. The “Plan data only” choice will copy the plan information along with the sponsor and employees. If you have more than one computer with the possibility of the same company or plan in more than database, you will most likely want to choose the “Plan data only” choice, which is the default.

The “All Companies” choice should be used with caution. This will export all plans in your database, and you may not wish to import all of them into the new database. Or if you have multiple copies of the plan on different computers, the last copied in plan will overwrite previous Copy In operations. If you only have one computer with the Access database and wish to copy all of your plans, then this could be the option that you would choose.

Once you have made your copy out choice, enter the Output File. This is where your file will be created. The file will have the default name based on the plan and the copy out choice. It can be changed. You will need to make sure that it has an extension of .txt in order to copy it back into the database.

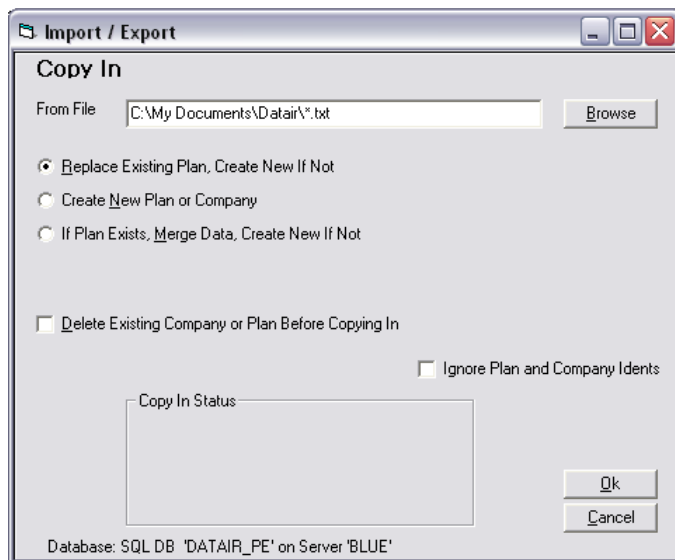
Once you install the SQL database, the system will automatically open in SQL. The only plans will be the default plans. You must select one of the defaults to open the plan level. You can then start the copy in process.

Plan Copy In

From the menu bar, select File | Copy | Copy In. A new window will open for Copy In.

***Important!** Verify that the correct database type and server/database is shown at the bottom of the screen before proceeding.*

The “From File” will need to be completed with the name of the file that you wish to copy in. Currently the *.txt will be listed. Replace the * with the name of the file. You may use browse to select your file.



Leave all other options on this screen at their default settings and click Ok and the plan(s) will be copied into the new database.

Upgrading from MSDE to SQL Express

The Database Installation utility will also allow you to upgrade an instance of older versions of SQL Express 2005, SQL Express 2008 or SQL Express 2012 to SQL Express 2014 Express. As Microsoft support for older versions of SQL Express comes to an end, it is recommended that users of those database engines upgrade to SQL Express 2014. Upgrading an existing SQL Server to a newer version may have advantages and disadvantages depending on the server's application load, free disk space, and especially available memory. Please review the requirements for SQL Express 2014 to make sure the host machine has the minimum resources. If you would like to discuss these, please call DATAIR Technical Support after you have gathered the hardware information about your server.