

# Upgrading TT PAPA Manually

This document describes how to copy and install a new PAPA.mdb program file to an existing TT PAPA installation.



## Copy Files

Download the new PAPA.mdb file from our website or ask TT Software for the version you require. Then:

1. Copy the new PAPA.mdb file to C:\TT PAPA\TT Interface\ replacing the existing file (this can be done on just the main user's PC only)
2. Copy the new PAPA.mdb file to X:\TT PAPA\TT Security\ replacing the existing file (your network may have a drive mapping other than X:\)

## Upgrade TT PAPA

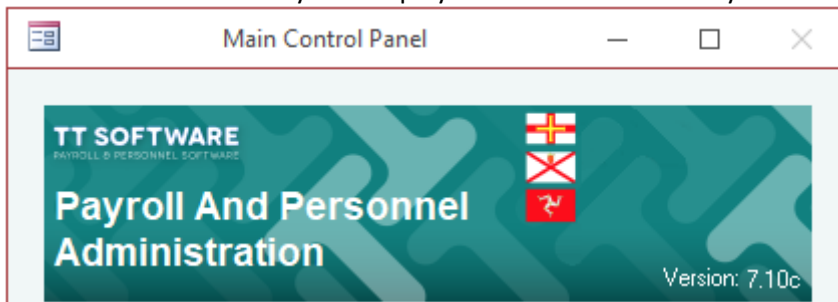
From the main user's PC: login as...

- Login as TTInstaller (your payroll administrator will know the password)
- If asked for the TT Database file browse to X:\TT PAPA\TT Database and select the PAPA.tdb file and click OK.
- The User form will be displayed. For each user click Grant Full Access (if the new version includes new fields and the user has access to everything) or make changes manually and click the Rebuild Interface file.
- Close the User form.

## Logon

All users can now login for the final stages of the upgrade...

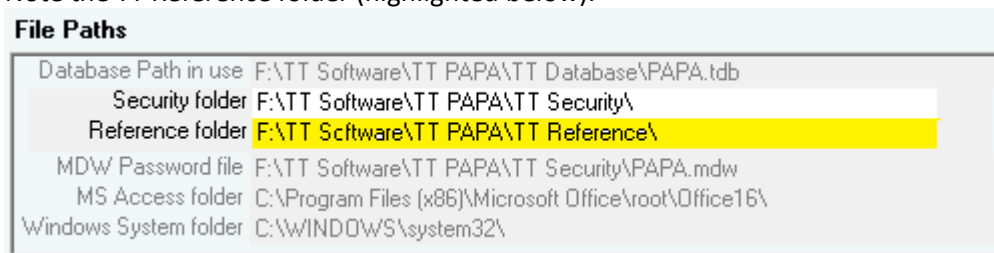
- Login with the normal user credentials.
- If TT PAPA reports that the 'Qeys' are missing or incorrect then TT PAPA will automatically copy a new interface file for you from X:\TT PAPA\TT Security\UU.mdb to C:\TT PAPA\TT Interface\PAPA.mdb where 'UU' is the code for the user trying to login. If TT PAPA fails to copy this file then you can try copying it manually.
- If TT PAPA loads correctly and displays the main screen then you have finished the upgrade!



## Solve Problems

To find out where your TT PAPA folder is (for example X:\TT PAPA) try this...

1. Login to TT as normal from any PC and select Administration from the TT Database menu
2. Note the TT Reference folder (highlighted below).



If all else fails, we can perform the upgrade for you. Just download and run Team Viewer from the support page of our website ([TeamViewerQS.exe](#)) and arrange a convenient date and time with us.