After you have downloaded the "SQL_Scripts82.zip" and "HRUpdt82SQL.EXE" files:

- 1. Unzip the "SQL_Scripts82.zip" to a local drive.
- 2. Open Microsoft SQL Management Studio and complete the tasks below:
 - a. BACKUP the info:HR database. The database is usually called "INFOHR".
 - b. **BACKUP** the info:HR Attachment database. The database is usually called "INFOHR_DOC".
 - c. Highlight the INFOHR database under the "Databases" folder,
 - i. Click on **New Query** icon on the toolbar.

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- ii. Copy the contents of the "CONVERT82.SQL" file into the query window.
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- iii. Make sure the database name showing is the info:HR database.
- iv. Click on the **Execute** icon on the toolbar to run the query.
- v. If the query ends successfully, proceed to the next step. Otherwise, call info:HR support for assistance at (800) 567-4254.
- vi. Close the query.
- d. Highlight the INFOHR_DOC database under the "Databases" folder,
 - i. Click on **New Query** icon on the toolbar.
 - ii. Copy the contents of the "CONVERT82_DOC.SQL" file into the query window.

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- iii. Make sure the database name showing is the info:HR Attachment database. The attachment database name always ends in "_DOC".
- iv. Click on the **Execute** icon on the toolbar to run the query.
- v. If the query ends successfully, proceed to the next step. Otherwise, call info:HR support for assistance at (800) 567-4254.
- vi. Close the query.
- e. Exit SQL Management Studio.

- 3. Once the INFOHR and INFOHR_DOC databases have been upgraded, the latest info:HR application files need to be installed.
 - a. Using a computer where info:HR client has been installed,
 - b. Run "HRUpdt82SQL.EXE" as Administrator.
 - c. Click on Next.



d. Click on Next.



- e. If the folder showing in the screen below is NOT the folder where the file "IHR.EXE" resides, click on the **Browse** button to find the proper location.
- f. Click on **Next** to proceed.

Destination Folder	>
	Please choose destination folder for your program. This is the directory where the program and its support files are installed to.
	Folder:
	C:\ihr82
	Browse
Disk Space	< Back Next > Cancel

g. Click on Install to start the installation.

Start Installation		×
	Click "Install" to start the patch installation	
	< Back Install	Cancel

info:HR v8.2 – installation instructions

h. The files are transferred to the info:HR application folder...



i. A window will come up indicating the info:HR database getting updated with the default values. Let it finish.

🖏 Update info:HR ver 8.2 Default Data	_		×				
The program is running							
60%							

j. Once completed, click on the **Exit** button.

