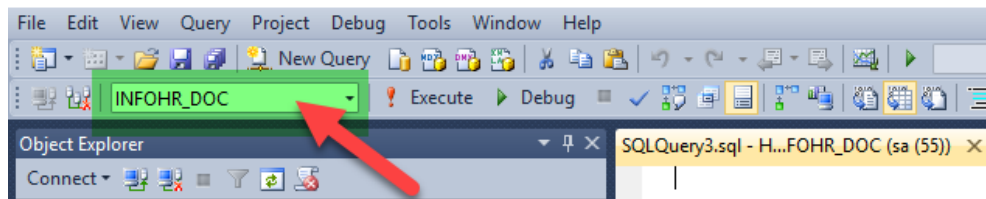After you have downloaded the "**SQL_Scripts82.zip**" and "**HRUpdt82SQL.EXE**" files:

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.
      ii. Copy the contents of the "**CONVERT82.SQL**" file into the query window.
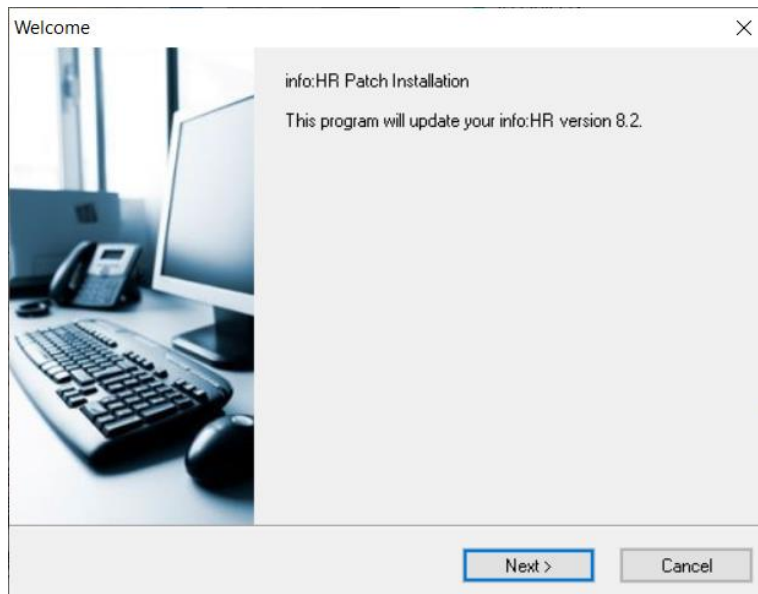

      iii. Make sure the database name showing is the info:HR database.
      iv. Click on the **Execute** icon on the toolbar to run the query.
      v. If the query ends successfully, proceed to the next step. Otherwise, call info:HR support for assistance at (800) 567-4254.
      vi. Close the query.

   d. Highlight the INFOHR_DOC database under the "**Databases**" folder,
      i. Click on **New Query** icon on the toolbar.
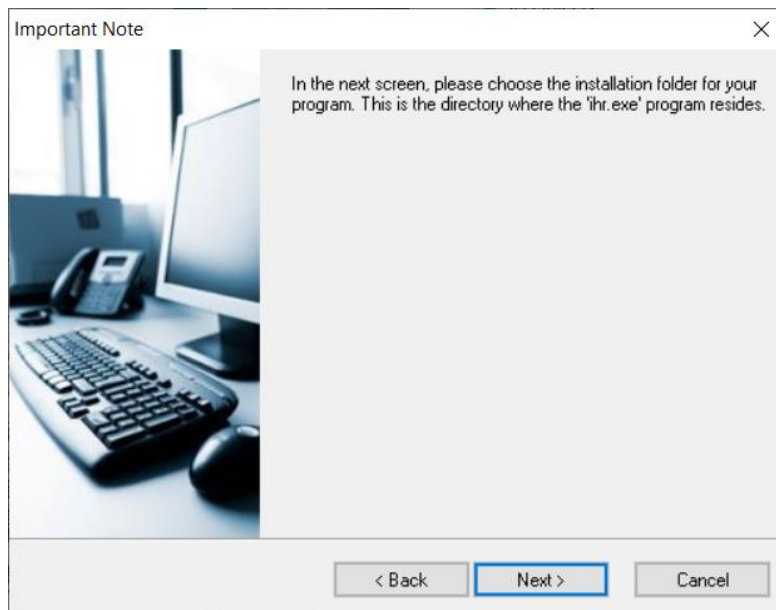   ii. Copy the contents of the "**CONVERT82_DOC.SQL**" file into the query window.

      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.
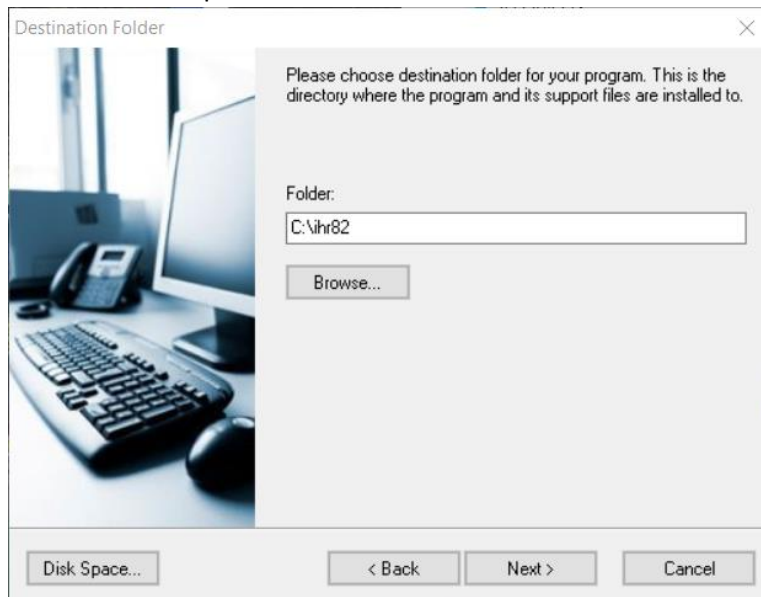   vi. Close the query.

   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,
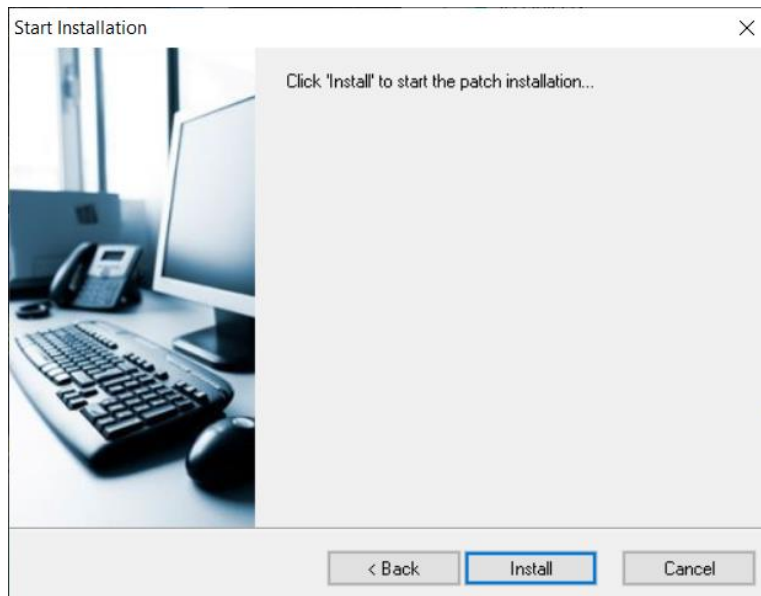   b. Run "**HRUpdt82SQL.EXE**" as Administrator.
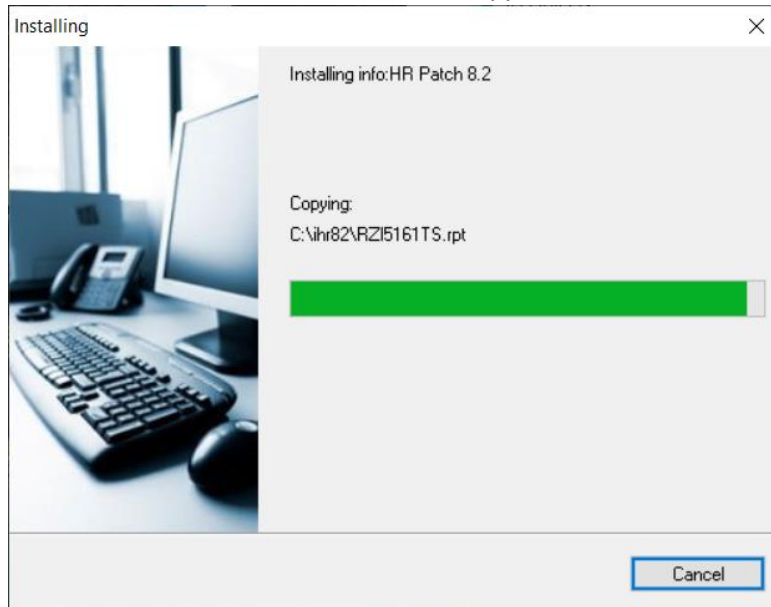   c. Click on **Next.**

   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.
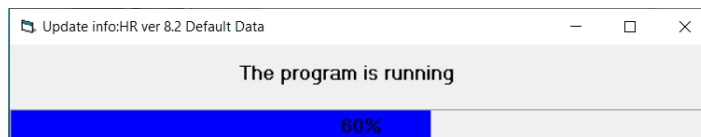
f. Click on **Next** to proceed.

g. Click on **Install** to start the installation.

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.

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