

## Trial Data

A SagePay database containing trial data is available for download from the internet at [www.sagepay.com.au](http://www.sagepay.com.au).

The database contains examples of employees, maintenance lists and transactions. This data can then be used to perform end of pay processes and run meaningful reports.

The trial data is contained in a SagePay database which can only be accessed by restoring the database to your installation of SagePay.

You cannot access the trial data and your own company data at the same time. Ensure you have taken a backup of your own SagePay company database before proceeding.

## Preparing for the Trial Data

In preparation to use the Trial Data you must:

- 1 Install SagePay.
- 2 Take a backup of your company database.
- 3 Download the trial data from [www.sagepay.com.au](http://www.sagepay.com.au)
- 4 Restore the Database containing the trial data.

### 1. Install and Register SagePay

Instructions on installing SagePay are available with your SagePay software.

Refer to the SagePay [Interactive Software Learning Assistant](#) and the [SagePay Registration](#) support FAQ to complete this step.

### 2. Backup your Company Database

The process of restoring the Database containing the trial data will overwrite the SagePay company database. Therefore, it is ESSENTIAL that you backup your Company Database before you attempt to restore the database containing the trial data.

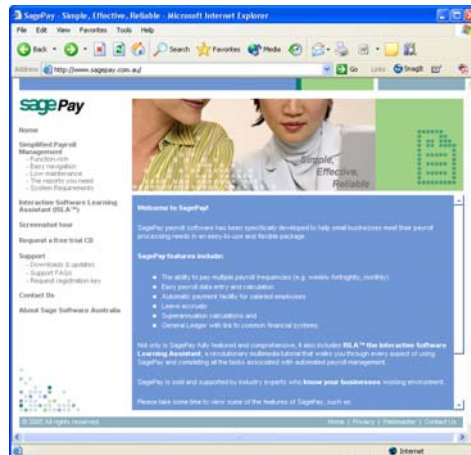
Refer to the Support FAQ [How do I Backup and Restore a Database](#) for instructions on how to backup your company database.

### 3. Downloading the Trial Data

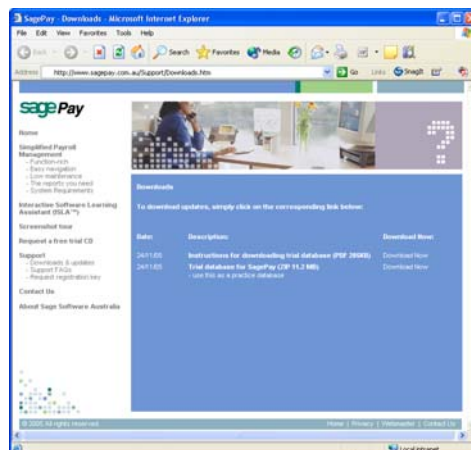
The Database containing the Trial Data is included in a WinZip file which will be extracted and then restored to SagePay. You must:

- Have WinZip to extract the Database file before it can be restored.
- Know where you store your database backup files, eg. c:\SagePay

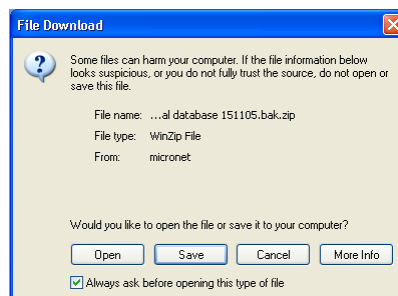
### To download the file from the SagePay website:



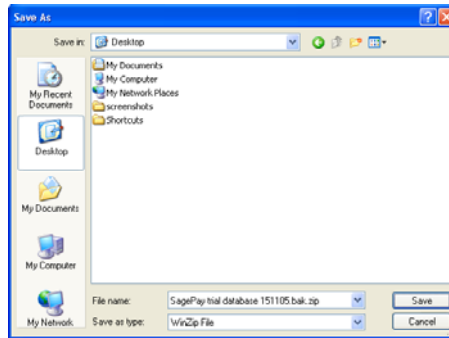
- 1 Go to [www.sagepay.com.au](http://www.sagepay.com.au).
- 2 Click on the **Downloads and Updates** link.



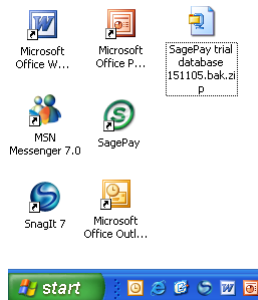
- 3 Click on the **Download Now** link next to the description Trial database for SagePay (ZIP 11.2MB).



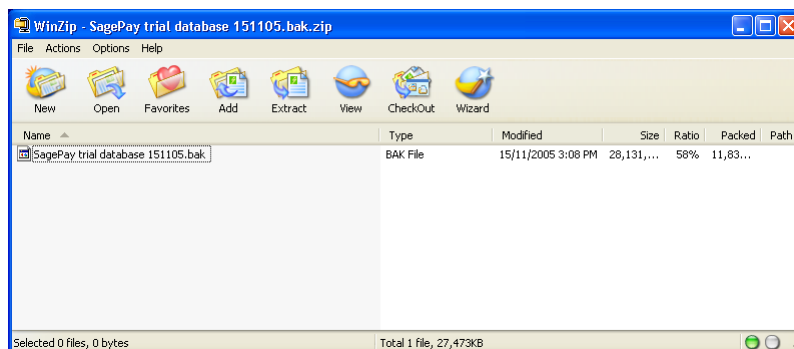
- 4 Click Save to save the zip file to your computer.



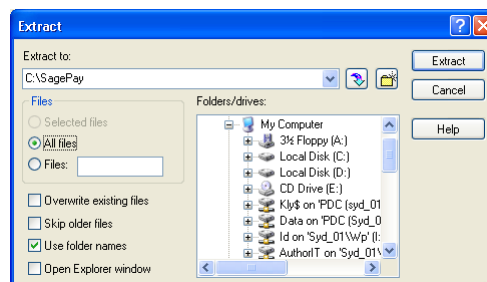
- 5 Save the zip file to your desktop. Use the **Save In** field at the top of the **Save As** window to select My Desktop.



- 6 Return to your desktop and double-click on the zip file.



- 7 Select Extract from the toolbar.



- 8 We recommend you extract the file to the location where you keep all your SagePay backups. Ensure the File name is not the same as an existing backup, or the existing backup will be overwritten. You can type the directory into the **Extract to:** field or use the **folders/drives** section to navigate to the required folder.

- 9 Click on the **Extract** button.

- 10 Close Winzip.

You have now extracted the SagePay Trial Data Database file and it is ready to be restored into SagePay.

#### 4. Restore the Trial Data Database



**DO NOT PROCEED WITH THIS STEP IF YOU HAVE NOT TAKEN A BACKUP OF THE DATABASE CREATED WHEN SAGEPAY WAS INSTALLED. IF YOU DO NOT TAKE A BACKUP, YOU WILL LOSE ANY DATA YOU HAVE ENTERED INTO YOUR COMPANY DATABASE.**

Instructions on how to restore a SagePay .bak file are available in the SagePay Support FAQ **How do I Backup and Restore a Database**. When you are instructed to select the .bak to restore, ensure you select the file you have just extracted.

### Using the Trial Data

The Trial Data can be used to perform a pay run, generate reports and perform an End of Pay.

A range of data examples are provided.

The license for this data will expire when you license for SagePay expires. Do not use the trial data for live payroll processing as you will lose the data when the license expires or you restore you Company Database.

### Restoring your SagePay Company Database

When you have finished with the SagePay Trial Data, you must restore your own Company database before you enter/edit data or run pay end processes.

Instructions on how to restore your company database are available in the SagePay Support FAQ **How do I Backup and Restore a Database**. When you are instructed to select the .bak to restore, ensure you select the backup file you created at the beginning of this process.