

# OffiSign-In™

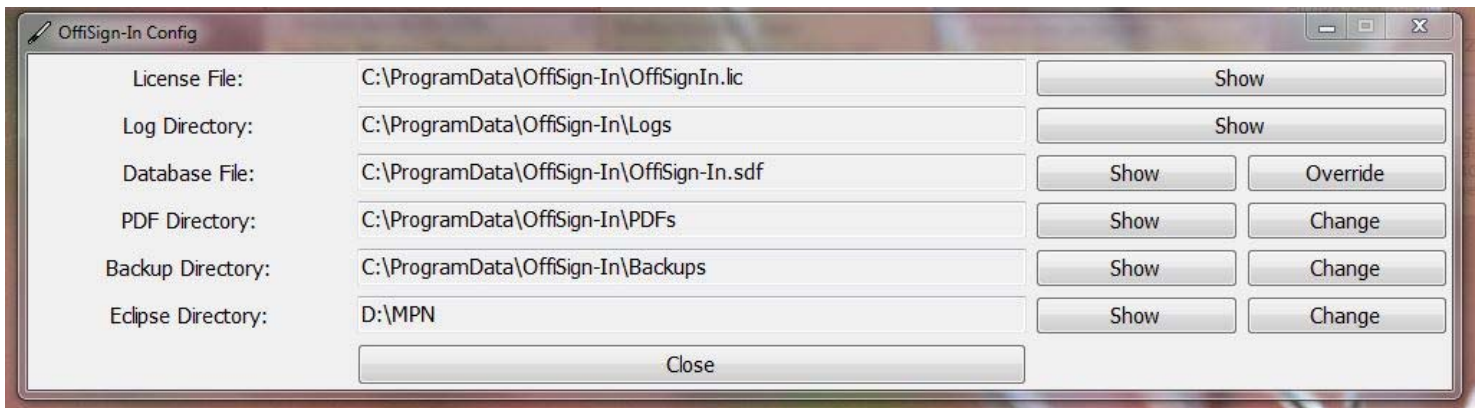
Electronic Sign-In Solutions, LLC

## Moving OSI to a Different Computer

When you install the **OffiSign-In™** software on your computer for the first time, the software license is 'locked' to that computer. You will not be able to move the software or install the license onto any other computer until you have contacted us and requested that your license be reset for moving to a new computer. Once the license is reset and moved the old computer will no longer be able to accept signatures.

In order to copy over your database and pdf files you will have to determine where they are stored on the old computer. Go to: **Start/OffiSign-In/Change Settings/View Settings**

You will see your settings and locations for your files.



You only need one file, the **Database file** and one directory the **PDF directory**. Note the location of both and copy the **OffiSign-In.sdf** file (*this contains all your signature data*) and the **entire PDF directory** (*this is where the daily pdf files are stored as a third tier level of back up in case of computer crash*) to a portable storage device.

After installing **OffiSign-In™** on the new computer and activating the license go to :

**Start/OffiSign-In/Change Settings/View Settings** to determine the location where you need to copy the old files in order to have access to your database and the stored PDF files. Once you've done that you are ready to run **OffiSign-In™** on your new computer.

**NOTE:** You should be backing up the **Log Directory, Database File and PDF Directory** daily to protect your data.