

How to Restore W2 Mate Data

The steps in this tutorial will show you how to restore your W2 Mate data.

These two main cases are covered by this tutorial:

1. **Case # 1:** You have W2 Mate backup files (.WMB files) for your company(s).
2. **Case # 2:** You do not have W2 Mate backup files, but you have the database file (.PMT files) from the hard drive where W2 Mate was installed.

Before we get started, let's get familiar with two types of files used by W2 Mate software:

1. **(.WMB files):** These are the W2 Mate backup files. W2 Mate creates these types of files each time you create a backup.
2. **(.PMT files):** These are the W2 Mate database files. You do not need to deal with these files in regular day to day use of W2 Mate. You will need to know about these files only when your machine crashes and you can't locate your backup files.

Case # 1: You have W2 Mate backup files (.WMB files) for your company(s)

This is a simple case and you only have a few steps to follow:

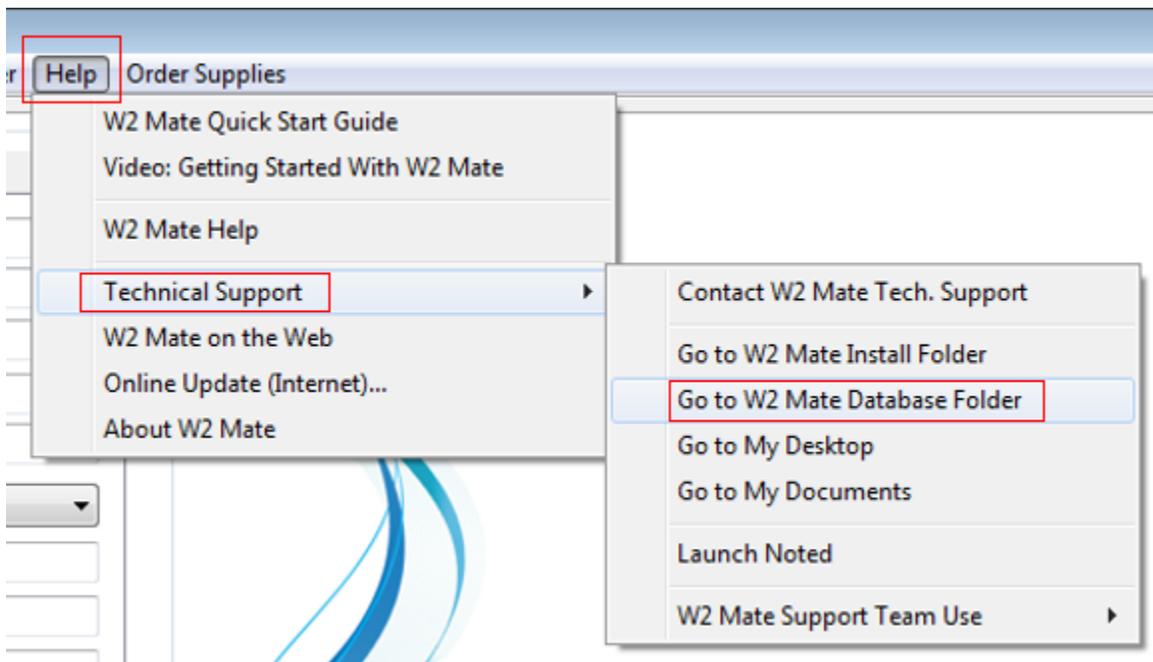
1. Open W2 Mate software.
2. For each company you would like to restore click Tools > Restore Company. In the dialog that comes up select the W2 Mate backup file (.WMB file) you would like to restore. Please make sure to restore ONLY valid W2 Mate backup files, do not try to rename other types of files to .WMB thinking it will work, it won't.
3. Once you are done restoring all your backup files you can open your companies one by one and make sure all the data is what you expect it to be. You can open a company by selecting Company > Open from the top menu inside W2 Mate.

See the Case #1 complete tutorial here - <http://www.1099tutorial.com/restore-company-database/>

Case # 2: You do not have W2 Mate backup files, but you have the data from the hard drive where W2 Mate was installed

This case is a bit more complicated and needs more work to get W2 Mate up and running. Please remember that you should always keep up-to-date backups of W2 Mate. Please also note that these steps assume that you have the database files from the hard drive where W2 Mate was installed on the old machine.

1. Locate the W2 Mate database files. These files have the extension (.PMT). You may need to search your old computer or external drive for the location of these files.
2. Once you locate the W2 Mate database files (.PMT files) please make sure to copy these files to a new location which you can easily access such as your desktop or a flash drive.
3. Open W2 Mate software.
4. From inside W2 Mate software click on the following menu item: Help > Technical Support > Go to W2 Mate Database Folder



5. Once you click on the menu above, your computer will open the current folder where the (.PMT) Company data is stored.
6. Paste the .PMT files (W2 Mate database files) found in step 2 to this W2 Mate Database Folder.

7. Go back to W2 Mate program and click on the menu item: Company > Open. You should see the company (.PMT) files that you have just copied and pasted listed in this window, go ahead and select the company you would like to use.

