folder. Each backup is named with the date and time it was made (for example LokalPay_Full_Backup_2026-10-18_18-59-30.json), so a new backup never replaces an earlier one. Keep the old ones until you are sure you no longer need them.

2. Name backups with the company, date and purpose. Keep more than one dated copy, and at least one protected copy on separate storage. Check that each file exists and opens; a zero-byte file is not a backup.

3. Keep backups private. They contain employee data, history, settings and review ledgers. A payroll PDF/CSV is not a full backup.

4. To restore, first export the current state as a rollback backup. Check that the replacement backup belongs to the correct company and has the intended date.

5. Choose Restore Full Backup (2) and select the file. Read the confirmation: restoration replaces current employees, history, attendance drafts and settings with the backup. Confirm only after preserving the current state.

6. Wait for the successful restore/reload message. Verify the company, employees, payroll history, attendance drafts, contributions and settlement/remittance ledgers. Quit and reopen to confirm persistence.

7. If restoration fails, do not repeatedly reset company data. Keep the failed file and the exact error, preserve the current state, and ask the owner to review the format or corruption safely.

LokalPay also keeps automatic backups on the computer: one each day, and one before finalizing payroll, deleting payroll or employees, or restoring. The newest 30 are kept. In Government Rules & Full Backup, choose an entry under Automatic backups (3) and click Restore Selected Automatic Backup, or click Back Up Now (4). Automatic backups stay on the same computer, so continue to export Full Backups to separate storage.

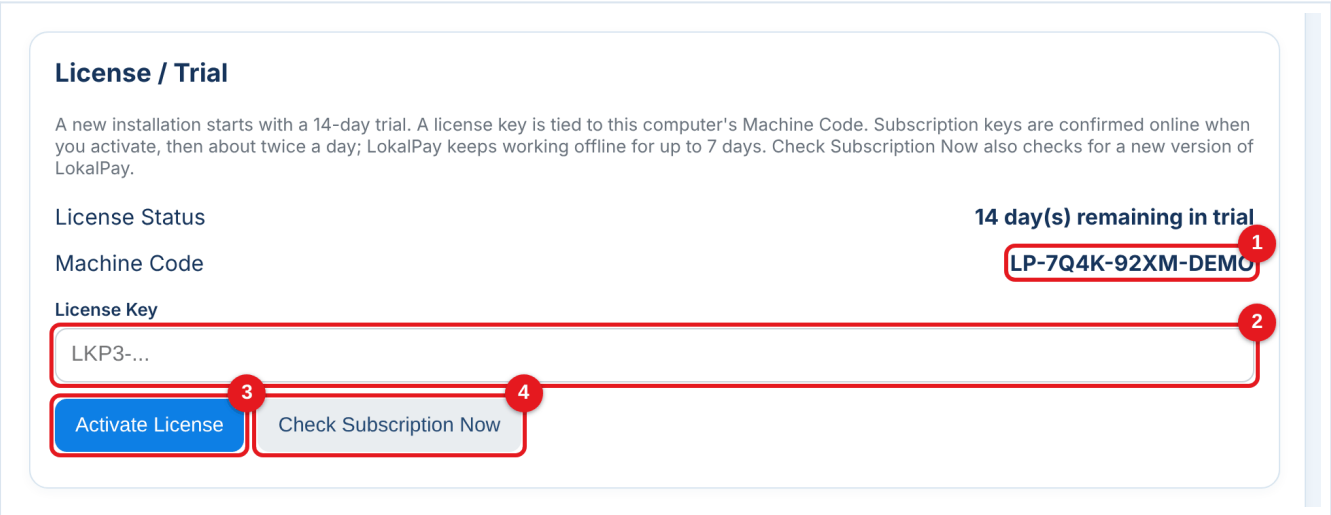
If a change cannot be written to the data file, LokalPay shows NOT SAVED, a red banner and a notice. Do not close the application. Check free disk space and folder permissions, export a Full Backup, then restart and re-check the last change.

A full payroll restore does not authorize license transfer to another computer, because license security is machine-bound. A recovered native backup or a corruption warning needs review before new payroll; do not delete recovery files as a repair. Reset Company Data is destructive maintenance, not a backup or restore test, and is unnecessary in ordinary use. Payroll data on the computer is not encrypted: use a password-protected Windows or macOS account and turn on disk encryption (BitLocker or FileVault).

22. Trial, subscription and activation

A new installation starts a 14-day trial. Company / Settings → License / Trial shows the status and the Machine Code (1).

The trial uses native security state; changing the computer clock, deleting data or restoring payroll does not extend it.



License / Trial: (1) Machine Code, (2) License Key, (3) Activate License, (4) Check Subscription Now.

LokalPay is licensed by subscription. The license key is tied to the computer's Machine Code, and the subscription (plan, end date and number of computers) is kept by LokalPay on its license server.

1. Send the Machine Code to LokalPay through the approved support channel. LokalPay registers the computer on your subscription and sends you a license key.
2. With the computer connected to the internet, enter the key in License Key (2) and click Activate License (3). LokalPay contacts the license server, and the status shows "Subscription active", your company name and the end date. Keep the key private.
3. Quit and reopen LokalPay to confirm the status stays active.
4. LokalPay re-checks the subscription about twice a day. It keeps working without internet for up to 7 days after the last successful check. Connect the computer at least once a week. Check Subscription Now (4) checks straight away, for example right after a renewal.
5. From 7 days before the end date, a yellow bar at the top shows how many days are left. After the end date there are 5 grace days: payroll still runs, but a red bar (and a message when LokalPay opens) shows the date payroll will lock. Renew before then.
6. When the grace days are over, the subscription is cancelled, or the computer is removed from it, payroll is locked: Calculate, Save, Finalize and attendance approval show a message instead. The lock screen explains the reason. Click Continue — view records only to open employees, payroll history, payslips, reports and backups. These are never locked, so your data is always available. After renewal, click Check Subscription Now.
7. For a replacement computer, ask LokalPay to move the subscription to the new Machine Code, then restore your Full Backup on the new computer. A backup does not move the license.

Your plan may cover a set number of active employees; License / Trial shows, for example, "12 of 25 employees". When the plan is full, LokalPay will not add a new employee or re-activate a former one; set a former employee to Separated or Inactive, or contact LokalPay to upgrade. Existing employees, payroll and records are never locked by this, and separated or inactive employees do not count.