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**Thank you for choosing Softline Pastel Payroll as your preferred payroll software, support and service partner.**

This installation guide will assist you with the smooth and effortless installation of your payroll software, providing you with easy to follow, step-by-step instructions.

## 1 | HARDWARE REQUIREMENTS

Pastel Payroll requires a computer equipped with a CD-Rom, and running Microsoft® Windows 2000, Microsoft® Windows XP Pro or Windows Vista.

For a single user version, or a workstation on a multi-user version, the **minimum** requirements are:

- A Pentium III, 1GHz Processor
- 512Mb RAM recommended
- Screen resolution of 800 x 600 or higher

For a server, the **minimum** requirements are:

- Server type operating system (Windows NT, Windows 2000 Server, Windows XP Pro or Windows Vista )
- 1Gb RAM recommended

## 2 | HOW TO INSTALL

To install Pastel Payroll, follow the instructions below. If you need assistance with your software installation, contact our Support Team on +27 11 304 4475 or e-mail us at support@pastelpayroll.com.

1. Place the CD in the CD-ROM drive. The CD should start up automatically. If the CD does not start up automatically:
  - Select **Start** on the Windows taskbar.
  - Select **Run**.
  - In the Open field, enter the CD-ROM drive name such as "d:" together

with "\Autorun\Payroll.exe", for example d:\Autorun\Payroll.exe".

- Select **OK**.
2. To start the Payroll installation, select the **Install my product** option, and then select the **Full Installation** option.

The **Installshield Wizard** will start to prepare the program setup process:



To continue, select the **Next** button.

3. The Licence Agreement is displayed. Read the Agreement, select the **I Accept the Terms of the Licence Agreement** option and then select the **Next** button to continue the installation.

On this screen, and in all subsequent screens, you can select the **Back** button to review or edit your previous selections or select the **Next** button to continue.

4. The Destination Location screen is displayed:



If you wish to change the default installation location, select the **Browse** button and select the location. We strongly recommend that you install into the default folder, C:\Payroll.

Select the **Next** button to continue.

#### 5. The Serial Number screen displays:



Enter the serial number as printed on your invoice, and select the **Next** button to continue.

#### 6. The Setup Type screen displays:



Your options are as follows:

### i) Server/Stand Alone Installation

- If you are installing Pastel Payroll on a single computer, and this computer is the only computer from which you will use the program, select the **Server / Stand-alone** option.
- If you are installing Pastel Payroll on a computer that will contain the payroll data, and from which other workstations will access the data, select the **Server / Stand-alone** option.

### ii) Workstation Installation

- If you have installed Pastel Payroll on a central computer as per the previous paragraph, and you are now installing on a workstation on which you will use Pastel Payroll, select the **Workstation** option and then select the drive that contains the payroll data.

7. The Start Copying Files screen displays:



This screen displays the details you previously selected. Review these details - if there are any errors, select the **Back** button to go back to the relevant screen to make the adjustments. Pastel Payroll uses the Pervasive database engine, which other software programs could also use. If an existing installation of Pervasive is present, do not overwrite it, as it may render these other software programs unusable. Should you encounter this situation, you should first check the compatibility of our version with your other software products. Should the need arise, our Support Team can then assist you to install the latest Pervasive version manually.

Select the **Next** button to begin the installation.

8. The installation displays a progress indicator. Once the installation is complete, you will have to restart your computer. You should do so prior to running your Pastel Payroll program for the first time.
9. If you are installing a multi-user version, you need to install the program, in the same manner, on each workstation.
10. After you have installed your software, you are required to register it. Refer to section 3 below.

If you need assistance with your software installation, contact our Support Team on +27 11 304 4475 or e-mail us at support@pastelpayroll.com.

### 3 REGISTERING YOUR SOFTWARE

After you have installed your software, you are required to register it. Until registered, your software will run in demonstration mode, which will allow you to process **25 employees** and a maximum of **200 transactions**. Once you register, you will not lose any work you may have done.

To register your software, contact our Payroll Registrations Team on +27 11 304 4400. The registrations consultant will ask for:

- The serial number, which you can find on the invoice you have received.
- The company name in which you wish to register your product.
- An access code which the program displays on the registration screen.

Alternatively, you are able to **register online**. Visit [www.pastelpayroll.com](http://www.pastelpayroll.com), select the REGISTER YOUR NEW SOFTWARE button on the home page and follow the instructions. Please note that your serial number will be required to register online.

You will be provided with your registration code via e-mail, which unlocks the full functionality of your Pastel Payroll software. The code is unique to your computer name and registered company name. You will also receive your login and password details that can be used to log into your profile on our Customer Zone (situated on [www.pastelpayroll.com](http://www.pastelpayroll.com)) at any time.

Our context sensitive help facility ( F1 button) contains full details about registering your software.

**TIP** Your serial number will assist us in providing you with the best possible service, so please have it available when contacting us.

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## Multi-User Licences

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If you require two or more users to access the same set of data simultaneously, you will be required to purchase a Multi-User Licence. Pastel Payroll allows up to 10 users to use the software simultaneously. Multi-users will only work in a LAN environment.

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## Additional Mobile Licences

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If you would like to use the software on a mobile laptop computer for work away from your LAN environment, you are required to purchase a Mobile Licence. Pastel Payroll limits the number of Mobile Licences to 1 licence per base package. Please note that your Mobile Licence will always be for the same employee bracket as your base package.

For more information on Mobile Licences and Multi-User Licences, please contact our Sales Team on +27 11 304 4475 or e-mail us at sales@pastelpayroll.com.

<b>4</b>	<b>SUPPORT AND CONSULTING SERVICES</b>
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When you purchase your payroll software package, you automatically receive telephonic and e-mail support as well as continuous legislative and product updates available on [www.pastelpayroll.com](http://www.pastelpayroll.com) during the tax year.

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## What is a Licence Fee?

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Pastel Payroll is subject to a Licence Fee (annually). This fee allows you to enjoy all the benefits of our maintenance and support. It also gives you the peace of mind that you always have support and the latest software and legislative changes that occur.

The Licence Fee entitles you to the following services for the duration of the registration period:

- **Product updates** ensure that you are running the latest version of our payroll software from a technological and feature point of view.
- **Legislative upgrades** ensure that you comply with all current payroll legislation in your country.
- **Telephonic and e-mail support** provides you with solutions to any technical or legislative queries.

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## On-site Consulting

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Our experienced Business Partners situated through-out the world, provide on-site consulting services to customers who require one-on-one consulting or training.

As a valued Pastel Payroll customer, help is always just a phone call away. Our experienced call centre agents will help you to gain maximum benefit from your payroll software.

Contact your local Pastel Payroll Reseller or our Support Team on +27 11 304 4475, alternatively e-mail us at [support@pastelpayroll.com](mailto:support@pastelpayroll.com).

## 6 TRAINING COURSES

Our international Training Team offers a comprehensive payroll software training solution. Training courses are hands-on, enabling the trainee to actively take part in step-by-step procedures for each payroll scenario. All lecturers have extensive and in-depth knowledge of the payroll industry which ensures the highest standard of training offered.

We offer the following training courses internationally:

- **Level 1 Training** - Processing your payroll from A-Z.
- **Level 2 Training** - Advanced features that will save you time and money!

If you would like us to host a training course in your country, please contact our Training Team on +27 11 304 4475 or e-mail us at [training@pastelpayroll.com](mailto:training@pastelpayroll.com).

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## International Accreditation (ICB)

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By completing our two 1-day training courses in a 6 month period, you will have an internationally recognised accreditation with the Institute of Certified Bookkeepers (ICB) aligning you with a professional body, allowing you to use the designation AfICB(SA)(Payroll).

This accreditation aligns you with a professional, internationally recognised institute which is governed by a comprehensive code of ethics.

For more information on Training Courses and workshops, contact our Training Team on +27 11 304 4270 or e-mail us at [training@pastelpayroll.co.za](mailto:training@pastelpayroll.co.za).

## 7 STATIONERY (PAYSLIPS)

We offer a range of professional, pre-printed payroll stationery that is convenient and ready to use. Our stationery is custom-designed to match the product, and presents information in a clear and logical manner.

At a glance, your employees can see their gross and net pay amounts as well as total deductions and company contributions.

Pre-printed stationery adds a measure of security and authenticity for your employees who often need to present payslips as proof of earnings to financial institutions.

You can order your stationery stock from your local Pastel Payroll Reseller or us directly on +27 11 304 4260. Alternatively, e-mail us at [stationery@pastelpayroll.com](mailto:stationery@pastelpayroll.com).

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### Payslips (P4)

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Confidential Laser Classic Payslip (black format)

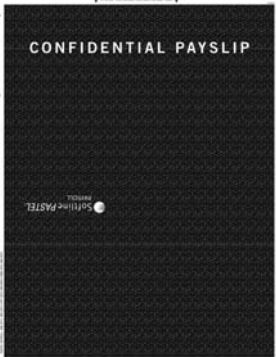


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### Payslips (P2)

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Confidential Laser Payslip (blue format)



## CONTACT DETAILS

### Johannesburg

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Registrations	+27 11 304 4400	registrations@pastelpayroll.com
Software Sales	+27 11 304 4200	sales@pastelpayroll.com
Stationery Sales	+27 11 304 4260	stationery@pastelpayroll.com
Training	+27 11 304 4270	training@pastelpayroll.com
Support	+27 11 304 4300	support@pastelpayroll.com
Pastel Accounting	+27 11 304 3000	info@sagepastel.com

Visit our Website for more information on our products and services:

**[www.pastelpayroll.com](http://www.pastelpayroll.com)**

The specifications and information in this Installation Guide are correct at the time of printing.

We continuously invest in Research and Development, and all the information in this guide is subject to change without prior notice. Therefore, Softline Pastel Payroll cannot be held responsible for any errors or omissions.

Copying or reprinting of sections of this guide are not permitted without prior authorisation in writing.