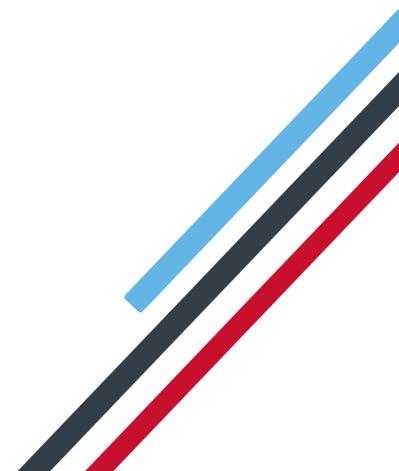




# **Network Installation Guidelines**

**IRIS PAYE-Master**

January 2017



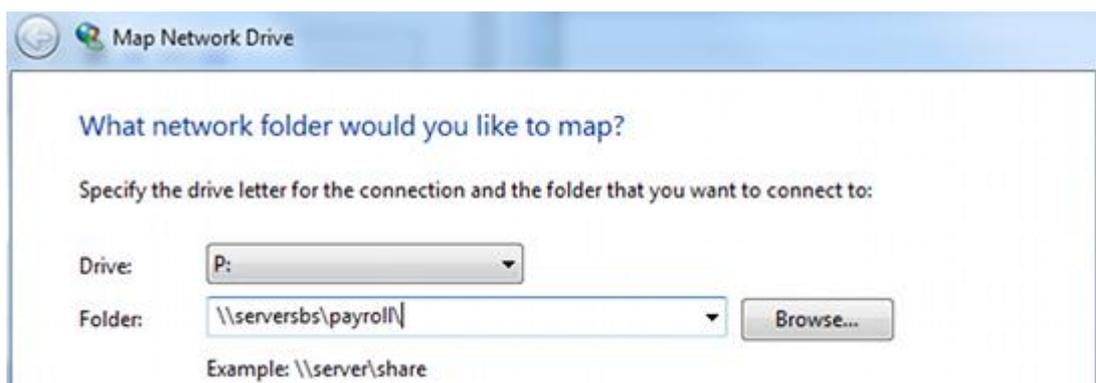
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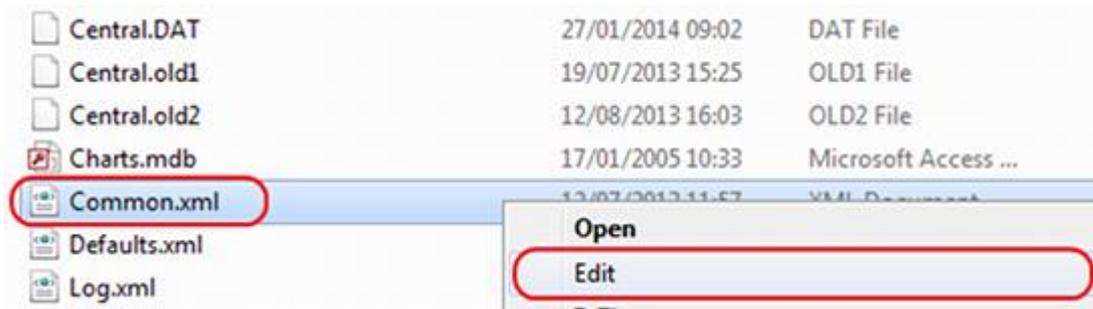
## Network Installation Guidelines

IRIS PAYE-Master isn't recommended for network use. The following instructions represent best usage guidance only. If you decide to proceed with this set-up please ensure you create frequent backups to help mitigate against database corruption.

1. Set-up a common location to hold the payroll data and software licencing information. This would need to be configured as a mapped network drive rather than a UNC path (ie "P:\payroll" as opposed to "\\serversbs\payroll\payroll"). This mapped network drive must be configured exactly the same on all PCs you wish to run PAYE-Master. Do not run data from the root of the drive, create a subfolder on the mapped drive.



2. Each user you wish to access PAYE-Master should be given permissions for full control of the folder and subfolders. Depending on your security/anti-virus software you may also need to configure exceptions/exclusions to the data location. Refer to your system administrator for configuring permissions and security software.
3. Run a local installation on each PC you wish to use PAYE-Master on. **Even when using a network set-up each workstation must have the PAYE-Master program files installed locally.** [Follow the guide here for further details.](#)
4. Once the installation is complete, on each workstation we need to edit the file "**Common.xml**". This can be found (make sure to enable the option to show hidden files and folders):
  - **Windows 7, 8 & 10:** C:\ProgramData\IRIS Software Ltd\
5. Right click on the file "**Common.xml**" and edit. You will need to change the text as highlighted to the mapped drive configured above (this file will need to be altered on each workstation):



Original file looks like this:

```
File Edit Format View Help
<?xml version="1.0" encoding="utf-8"?>
<configuration>
  <CommonFilesLocation>c:\ProgramData\IRIS Software Ltd\</CommonFilesLocation>
  <CommonRegistryLocation>HKEY_CURRENT_USER\Software\IRIS Software Ltd</CommonRegistryLocation>
</configuration>
```

Edit the file to show your mapped network location:

```
File Edit Format View Help
<?xml version="1.0" encoding="utf-8"?>
<configuration>
  <CommonFilesLocation>P:\Payroll</CommonFilesLocation>
  <CommonRegistryLocation>HKEY_CURRENT_USER\Software\IRIS Software Ltd</CommonRegistryLocation>
</configuration>
```

6. Next copy and paste the file "Central.DAT" into your mapped drive (You will find this file in the same folder as Common.xml as above. This will only need to be done from one workstation).
7. Start up PAYE-Master and record licence details.
8. Once activated you can then create new companies or import existing company data from the mapped network drive. For help importing existing data files please [click here](#).

## Additional Software and Services Available

### IRIS AE Suite™

The IRIS AE Suite™ works seamlessly with all IRIS payrolls to easily manage auto enrolment. It will assess employees as part of your payroll run, deduct the necessary contributions, produce files in the right format for your pension provider\* and generate the necessary employee communications.

### IRIS OpenPayslips

Instantly publish electronic payslips to a secure portal which employees can access from their mobile phone, tablet or PC. IRIS OpenPayslips cuts payslip distribution time to zero and is included as standard with the IRIS AE Suite™.

### IRIS Auto Enrolment Training Seminars

Choose from a range of IRIS training seminars to ensure you understand both auto enrolment legislation and how to implement it within your IRIS software.

### Useful numbers

HMRC online service helpdesk	HMRC employer helpline
Tel: 0300 200 3600	Tel: 0300 200 3200
Fax: 0844 366 7828	Tel: 0300 200 3211 (new business)
Email: <a href="mailto:helpdesk@ir-efile.gov.uk">helpdesk@ir-efile.gov.uk</a>	

### Contact Sales (including stationery sales)

For IRIS Payrolls	For Earnie Payrolls
Tel: 0844 815 5700	Tel: 0844 815 5677
Email: <a href="mailto:sales@iris.co.uk">sales@iris.co.uk</a>	Email: <a href="mailto:earniesales@iris.co.uk">earniesales@iris.co.uk</a>

### Contact support

Your Product	Phone	E-mail
IRIS PAYE-Master	0844 815 5661	<a href="mailto:payroll@iris.co.uk">payroll@iris.co.uk</a>
IRIS Payroll Business	0844 815 5661	<a href="mailto:ipsupport@iris.co.uk">ipsupport@iris.co.uk</a>
IRIS Bureau Payroll	0844 815 5661	<a href="mailto:ipsupport@iris.co.uk">ipsupport@iris.co.uk</a>
IRIS Payroll Professional	0844 815 5671	<a href="mailto:payrollpro@iris.co.uk">payrollpro@iris.co.uk</a>
IRIS GP Payroll	0844 815 5681	<a href="mailto:gpsupport@iris.co.uk">gpsupport@iris.co.uk</a>
IRIS GP Accounts	0844 815 5681	<a href="mailto:gpaccsupport@iris.co.uk">gpaccsupport@iris.co.uk</a>
Earnie or Earnie IQ	0844 815 5671	<a href="mailto:earniesupport@iris.co.uk">earniesupport@iris.co.uk</a>