

ADE Group Pty Ltd

...Reviewing the PayTek trial version...

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Once you have installed the PayTek trial version, you can load the demonstration data to make it quicker and easier to have a look at PayTek.

When you launch PayTek for the first time, it will automatically launch the "new company wizard" to create your payroll data files.

Step through the New Company Wizard.

Click next on the welcome screen.

On step 1 select Load from Transfer file then click next.

At step 2 enter a company code for your trial data (for example TRIAL) and click OK.

A dialogue box will pop up prompting you to select a PayTek transfer file. In the PayTek folder you used (PayTek by default) you will find a transfer file called "PayTek Demonstration Company.tfr".

Highlight this file and click Open. This will close the dialogue box and take you back to PayTek which will be ready to import the file when you click OK.

When you have finished you will be ready to enter some data or view the reports etc.

After reviewing PayTek with the demonstration data you may like to set up a company with your own employees data as this is often easier as you are familiar with the information. Leave the trial company and click Company–New to launch the new company wizard.

Remember that you can call ADE Group with any queries about the system.