



# IRIS Bureau Payroll

## Installation Instructions

18/02/2014



## Installing IRIS Bureau Payroll for the first time

To install IRIS Bureau Payroll, just follow these step by step instructions.

**Important note:** before you begin the installation process, please close all of your applications.

1. Insert the IRIS Bureau Payroll CD into your CD-ROM drive and wait for the IRIS Bureau Payroll screen to appear. Please note: If the IRIS Bureau Payroll screen does not appear you should click on the Windows **'Start'** button, choose **'Run'** and enter **D:\autorun.exe** (where D is the identifier of your CD drive).
2. Choose the **'Install IRIS Bureau Payroll'** option from the menu.
3. Click **'Next'** on the welcome screen and accept the licence agreement.
4. You will see three installation options on the next screen:
  - Complete
  - Workstation
  - Custom

Choose the **'Complete'** option and click **'Next'**.

5. Now choose where you want to install IRIS Bureau Payroll.

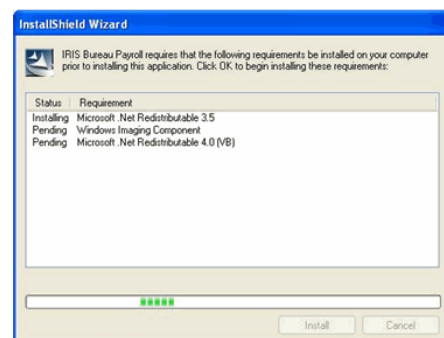
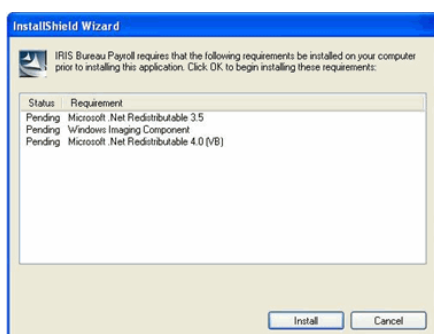
**Important Note:** please be aware you may wish to install IRIS Bureau Payroll on a network location if you want to run the software from more than one PC.

6. On the following screen, click **'Next'** to begin your installation.

IRIS Bureau Payroll will tell you when it has finished installing. Please restart your PC before using the software.

**Important Note:** if you have installed IRIS Bureau Payroll on a network, please read the section **Additional steps for networked installations of IRIS Bureau Payroll** [here](#).

**Important Note:** During your first installation the following screens may be displayed. Click **'Install'** to install the required components. This process can take several minutes.



## Updating an existing copy of IRIS Bureau Payroll

**Important note:** before you begin the installation process, please close all of your applications.

To download the latest version:

1. Click [www.iris.co.uk/update](http://www.iris.co.uk/update)
2. Select the link under '**Latest Version**' link under IRIS Bureau Payroll
3. To download the very latest version, select **Click Here** under the **Download column**.
4. After clicking on the link to download the file, choose '**Save**'.
5. Once the download is complete, click '**View downloads**'
6. Select **IRIS Bureau Payroll.exe** then '**run**'
7. Select '**Install**' to start the extraction
8. Click '**Next**' on the **welcome** screen and accept the licence agreement
9. From the **Setup Type** screen, choose '**Complete**' then '**Next**'
10. Click '**Browse**' if you need to change the **Destination Folder** then '**Next**'
11. Click '**Next**' to start the installation
12. A message will be displayed when the installation is complete. Click '**Finish**' and restart your PC before using the software

**Important note:** If you want to run IRIS Bureau Payroll from more than one PC, you may wish to install to a network location

If you have installed IRIS Bureau Payroll on a network, please read the section **Additional steps for networked installations of IRIS Bureau Payroll** [here](#)

If you already use IRIS Bureau Payroll and have requested an upgrade CD rather than downloading from the internet, follow these instructions to install the upgrade.

**Important note:** before you begin the installation process, please close all of your applications.

1. Insert the IRIS Bureau Payroll CD into your CD-ROM drive and wait for the IRIS Bureau Payroll screen to appear. Please note: If the IRIS Bureau Payroll screen does not appear you should click on the Windows **'Start'** button, choose **'Run'** and enter **D:\autorun.exe** (where D is the identifier of your CD drive).
2. Choose the **'Install IRIS Bureau Payroll'** option from the menu.
3. Click **'Next'** on the welcome screen and accept the licence agreement.
4. You will see three installation options on the next screen:
  - Complete
  - Workstation
  - Custom

Choose the **'Complete'** option and click **'Next'**.

5. Now choose the location where IRIS Bureau Payroll is installed (the installation location will default to wherever you installed IRIS Bureau Payroll previously).

**Important note:** please be aware you may have installed IRIS Bureau Payroll on a network location.

6. On the following screen, click **'Next'** to begin your installation.

IRIS Bureau Payroll will tell you when it has finished installing. Please restart your PC before using the software.

**Important note:** if you have installed IRIS Bureau Payroll on a network, please read on for further instructions.

## Additional steps for networked installations of IRIS Bureau Payroll

### From Download

These steps are only for networked installations of IRIS Bureau Payroll; if your copy of IRIS Bureau Payroll is only installed on one PC you can ignore this section.

**Important note:** you must perform these additional steps on every workstation you want to run IRIS Bureau Payroll from. This is in addition to running a **'Complete'** installation to the network location; please ensure you have installed on the network first.

1. Open your Downloads folder and select IRIS\_Bureau\_Payroll.exe (See **Updating an existing copy of IRIS Bureau Payroll**)
2. Select **'Install'** to start the extraction
3. Click **'Next'** on the welcome screen and accept the licence agreement
4. From the **Setup Type** screen, choose **'Workstation'** then **'Next'**
5. Click **'Browse'** if you need to change the **Destination Folder** then **'Next'**
6. Click **'Next'** to start the installation
7. A message will be displayed when the installation is complete. Click **'Finish'** and restart your PC before using the software
8. Ensure the **'Destination Folder'** shown is the network location and click **'Next'** or **'Browse'** if you need to choose a different location
9. Click **'Next'** to start the installation

A message will be displayed when the installation is complete. Please restart your PC before using the software.

Remember to complete a workstation install on all the PCs you want to run IRIS Bureau Payroll from.

## From CD

If you already use IRIS Bureau Payroll and have requested an upgrade CD rather than downloading from the internet, follow these additional instructions for networked installations.

**Important note:** you must perform these additional steps on every workstation you want to run IRIS Bureau Payroll from. This is in addition to running an **'Install'** to the network location; please ensure you have installed on the network first.

1. Insert the IRIS Payroll CD into your CD-ROM drive on the first workstation and wait for the IRIS Bureau Payroll screen to appear.
2. Click on the **'Install IRIS Bureau Payroll'** option.
3. Click **'Next'** on the welcome screen and accept the licence agreement.
4. From the three installation options on the next screen, this time choose **'Workstation'** and click **'Next'**.
5. On the next screen, choose the same location as your original **'Complete'** installation.
6. On the following screen, click **'Next'** to begin your installation.

IRIS Bureau Payroll will tell you when it has finished installing. Please restart your PC before using the software.

Remember to complete a workstation install on all the PCs you want to run IRIS Bureau Payroll from.

## Software available from IRIS

### **IRIS Payroll Basics**

Free, RTI compliant payroll software for companies with fewer than 10 employees

### **IRIS Payroll Business**

Intelligent, easy to use payroll software for smaller businesses

### **IRIS Payroll Professional**

Flexible payroll software for medium sized businesses

### **IRIS Bureau Payroll**

Intelligent management for multiple payrolls

### **IRIS OpenPayroll**

Cloud-based UK payroll software – accessible from anywhere on PC, Mac or tablet

### **IRIS P11D**

The easy way to complete employee expenses and benefits returns

### **IRIS HR Manager**

The easy way to keep employee data up-to-date

### **IRIS OpenPayslips**

A secure web based solution that allows your employees to access, and download their e-payslips via an online portal

## Stationery order line

0844 815 5656

## HMRC online service helpdesk

Tel: 0300 200 3600

Fax: 0844 366 7828

Email: [helpdesk@ir-e-file.gov.uk](mailto:helpdesk@ir-e-file.gov.uk)

## HMRC employer helpline

Tel: 0300 200 3200

## HMRC employer helpline (for new business)

Tel: 0300 200 3211

## Support

Tel: 0844 815 5661 (option 5)

Fax: 0844 815 5665

Email: [ipsupport@iris.co.uk](mailto:ipsupport@iris.co.uk)