IRIS HR Manager
## How to integrate IRIS HR Manager and IRIS PAYE-Master locally

We make it easy

To integrate IRIS HR Manager with IRIS PAYE-Master you have to know which .DTA file IRIS PAYE-Master is using and where it is located on the PC.

Step 1

To find the location of the data file(s) in IRIS PAYE-Master click on the **'Utilities'** menu and select **'Move Data File'**.

This will show you (companies currently imported are listed in black) the file name and the drive and folder where the file is located. Make a note of the name of the file and its location as you will need this information to hand later (then click **'Close'**).
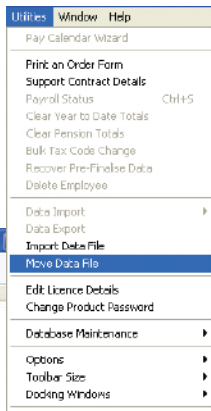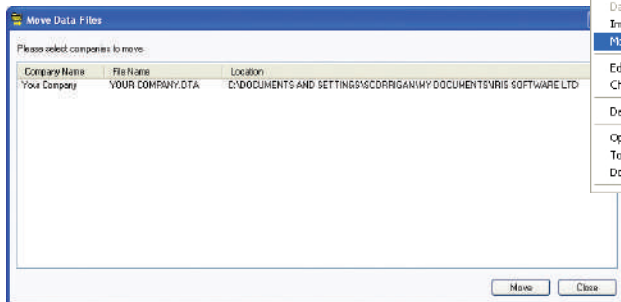
Close IRIS PAYE-Master, open IRIS HR Manager and you will be presented with the IRIS HR Manager Setup Wizard.

Step 2

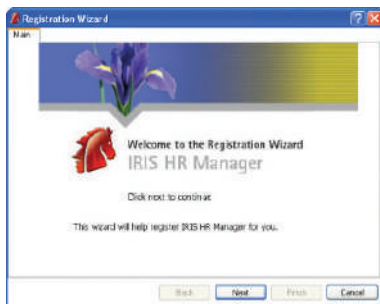Choose **'First Install'** and then click **'Next'**.

Step 3

Choose **'Register'** to access the Registration Wizard.

Step 4

The IRIS HR Manager Wizard now appears. To continue, click **'Next'**.

Step 5

Fill in your company details and click **'Next'**.

The next screen asks for your licence details including bureau, number of companies and maximum employees. Once these details have been entered click **'Next'** again, enter the correct Authorisation code, and then click **'Finish'** to return to the IRIS HR Manager Wizard.
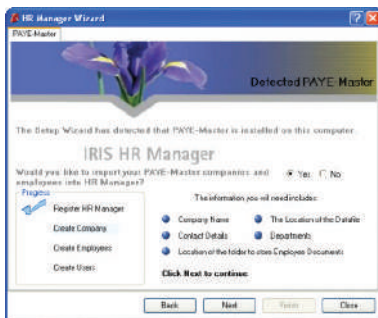
Step 6

When the '**Update Registration Information**' screen appears, click **'Next'**.

Step 7

To enable integration, the option **'Would you like to import your PAYE-Master companies and employees into HR Manager?'** should to be set to **'Yes'** and then click **'Next'**.


Step 8

The **'Import PAYE-Master Datafiles'** screen is displayed. Click the **'Browse'** button to find the IRIS PAYE-Master datafile that you wish to integrate.
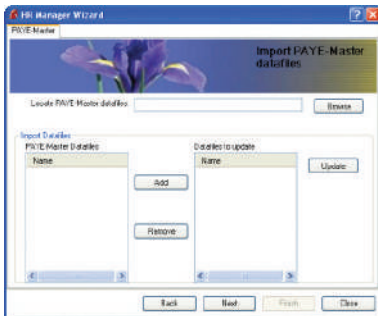
## Step 9

A screen named **'Browse For Folder'** is displayed.

Navigate through your PCs drives or folders to locate the folder that holds the data files. Click on the + sign to show sub folders within a folder. When the folder has been located, left click on the folder name and click **'OK'**.
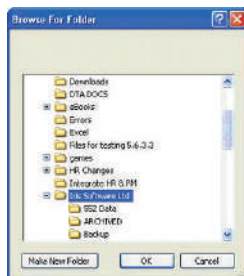
Step 10

The files are displayed under the heading **'PAYE-Master Datafiles'**.
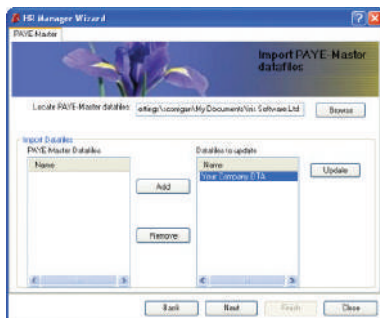
Highlight the data file required by left clicking on the file name on the left hand part of the screen and then click on the **'Add'** button.
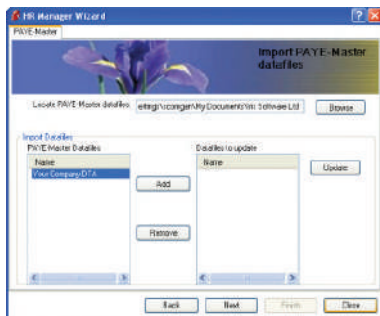
Step 11

The data file will be transferred to the right hand side and listed under the heading **'Datafiles to Update'**.
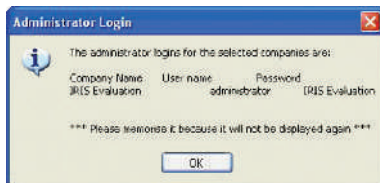
Highlight the data file and then click on the button **'Update'**.

Step 12

The **'Administrator Login'** screen is displayed showing the **'User name'** and **'Password'** required to login to IRIS HR Manager.

⚠ **Please note:** Please record the login information as you will need these details to login access the program for the first time. The login details are case sensitive.

Step 13

You will be prompted to create another Employee (this can be done at a later date). To continue click **'Next'**.

Step 14

You will be prompted to create another user (this can be done at a later date). To continue click **'Next'**.

Step 15

The final screen in the IRIS HR Manager set up process confirms the processes that have been completed during the set up process.

To finish the set up click the **'Finish'** button.

Step 16

The installation is now complete.

First time users of IRIS HR Manager will find comprehensive help topics within the Help system. Simply click the **'Help'** icon across the top toolbar within the software.

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