

PAYMAN TRIAL INSTALLATION

Thank you for your decision to trial PAYMAN. This Software has been designed to save time and avoid errors whilst processing the PAYROLL on your computer. Please follow the steps below to quickly and easily evaluate PAYMAN.

1. Install PAYMAN
2. Start PAYMAN (select START / PROGRAMS / TRIMAR / PAYMAN)
3. Print and complete the **PAYMAN Familiarisation Exercise** (from the PAYMAN front screen, select UTILITIES / FAMILIARISATION EXERCISE / PRINT).

FAMILIARISATION EXERCISE : It is very important to print and fully complete the Familiarisation Exercise – it uses a small sample Payroll to quickly and easily show you how PAYMAN works. Once you have completed this exercise you can then use the sample Payroll to further evaluate PAYMAN.

TRIAL RESTRICTIONS : Being a Trial Version, certain restrictions apply to this copy of PAYMAN. Firstly, only one Payroll can be setup, as per the Familiarisation Exercise the Entity Code for this Payroll must be "DEMO". Secondly only 20 transactions can be entered in this Payroll. In every other way this trial copy performs the same as the fully licensed version.

REFERENCE MANUAL / BUILT-IN HELP : A comprehensive Reference Manual is built into PAYMAN and can be accessed whilst using the software. If you press the <F1> Function Key whilst using PAYMAN, the section of the Manual relevant to the part of the program you are currently using, will display on the screen. Alternatively, after starting PAYMAN, select HELP / HELP CONTENTS / SEARCH to access a complete listing of all available HELP Topics.

ACCESSING OUR HELP DESK : If you need help with PAYMAN and cannot find the answer within the built in Help Topics, the best way to log a call with our HELP DESK is by FAX or E-MAIL. This allows us time to research your question before responding.

FAX – briefly describe your problem and fax the details to (02) 99755 296

E-MAIL – as above but send the details to help@cibec.com.au

TELEPHONE – if neither of the above are suitable please contact us direct on (02) 9975 5297

PURCHASING PAYMAN : To purchase a PAYMAN LICENCE please contact us direct or complete and return one of our ORDER FORMS which can be printed from either our WEBSITE (www.cibec.com.au) or from our distribution CD.