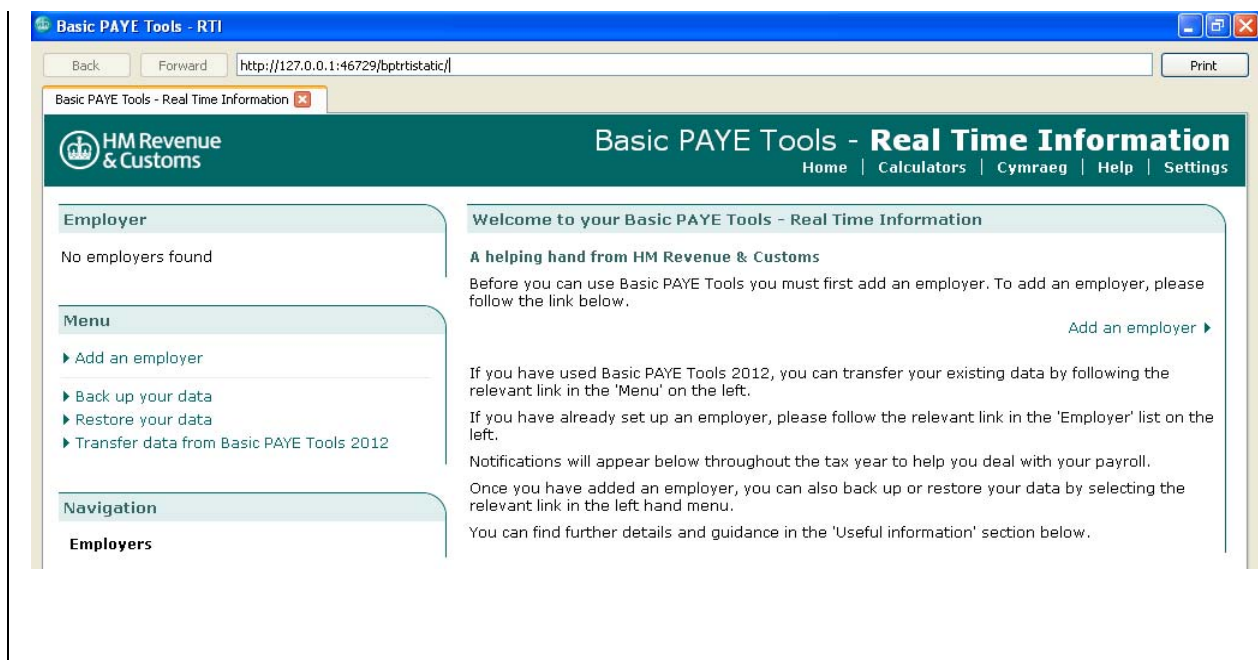


# Installing Basic PAYE Tools onto a networked computer



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## Overview and Disclaimer (please read before downloading the Tools)

This guide is provided as an overview to the most common network installation requirements of Basic PAYE Tools – Real Time Information. Please note that this guide is advisory, and may differ in regards to your specific environment, product version or system configuration.

This guide is provided for guidance only. HMRC will not be responsible for any loss, damage, cost or expense arising out of the installation and use of this application or the advice given in this document. The security of the data held in the Basic PAYE Tools is your responsibility.

The Basic PAYE Tools is not designed to be installed on an IT network, and there are risks in doing this which you must recognise and accept before you take such a course of action.

This guide is designed to be read by people who understand IT networks, and have experience of configuring files, folders and settings on IT networks.

Due to the complexities of IT networks, HMRC is unable to provide any further advice on installing Basic PAYE Tools for Real Time Information onto a networked computer beyond that set out in this guide.

**HMRC strongly recommends that you backup your data before following any instructions in this guide.**

## Guides

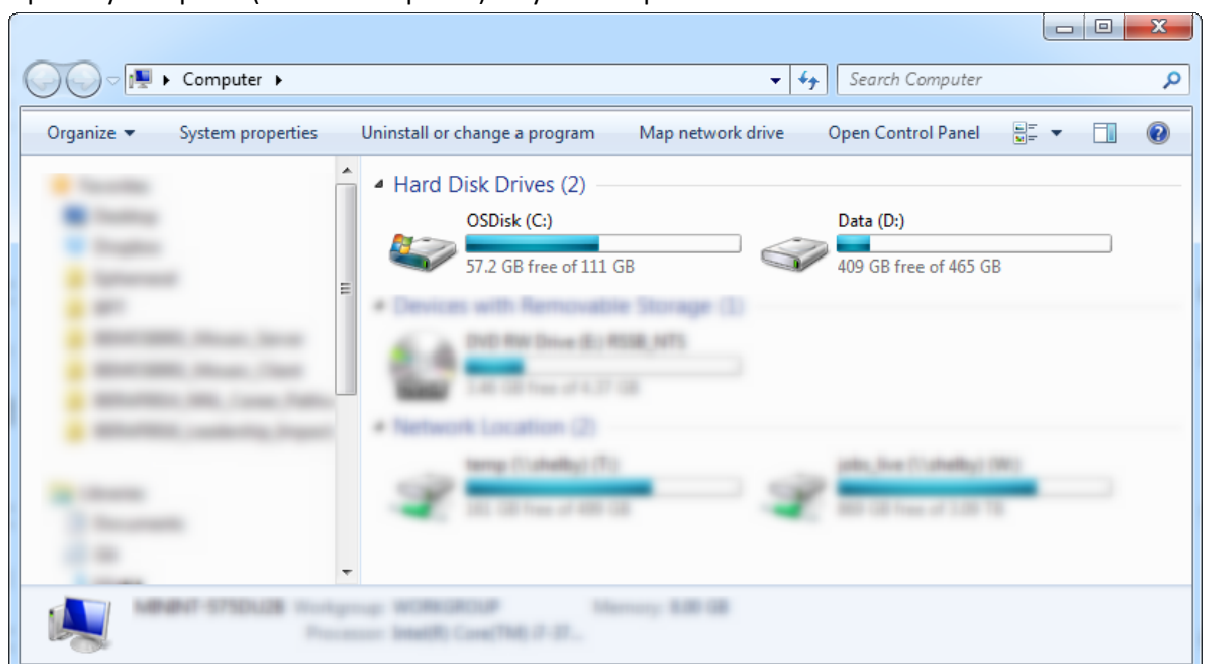
### I want to install Basic PAYE Tools – Real Time Information on one computer and store the database on a network drive or network computer

#### Installation

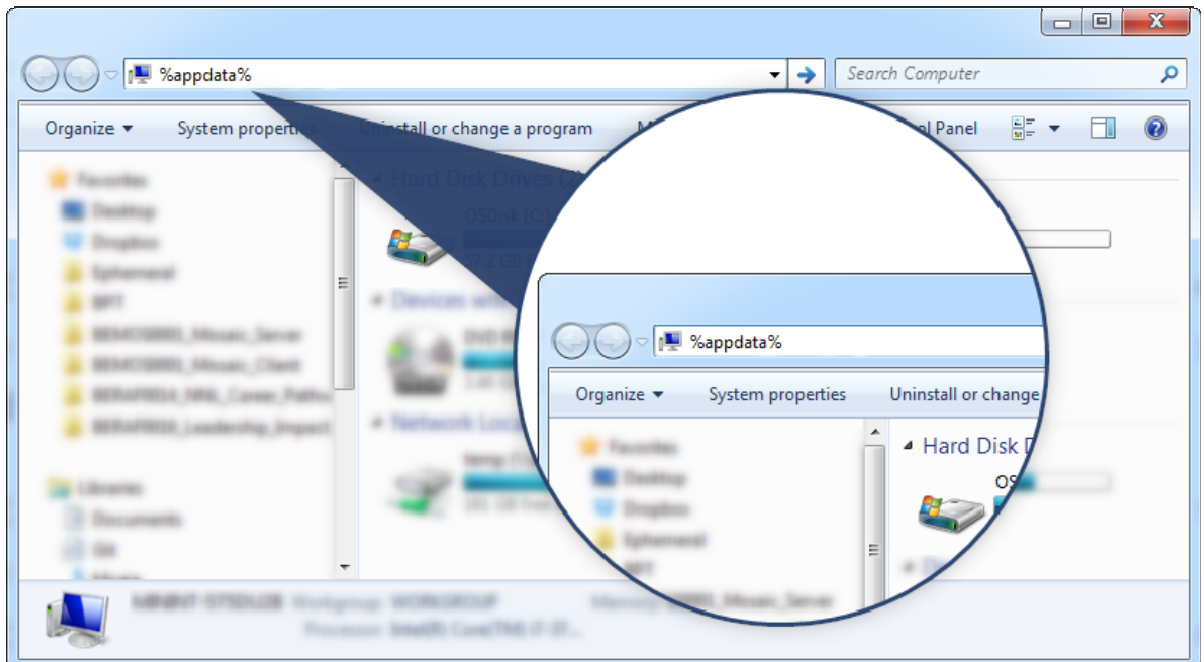
- Install Basic PAYE Tools – Real Time Information on the computer you want to use the software upon, accepting the default options.
- Open the application at least once to setup the database and confirm installation success.

#### Amend the database location

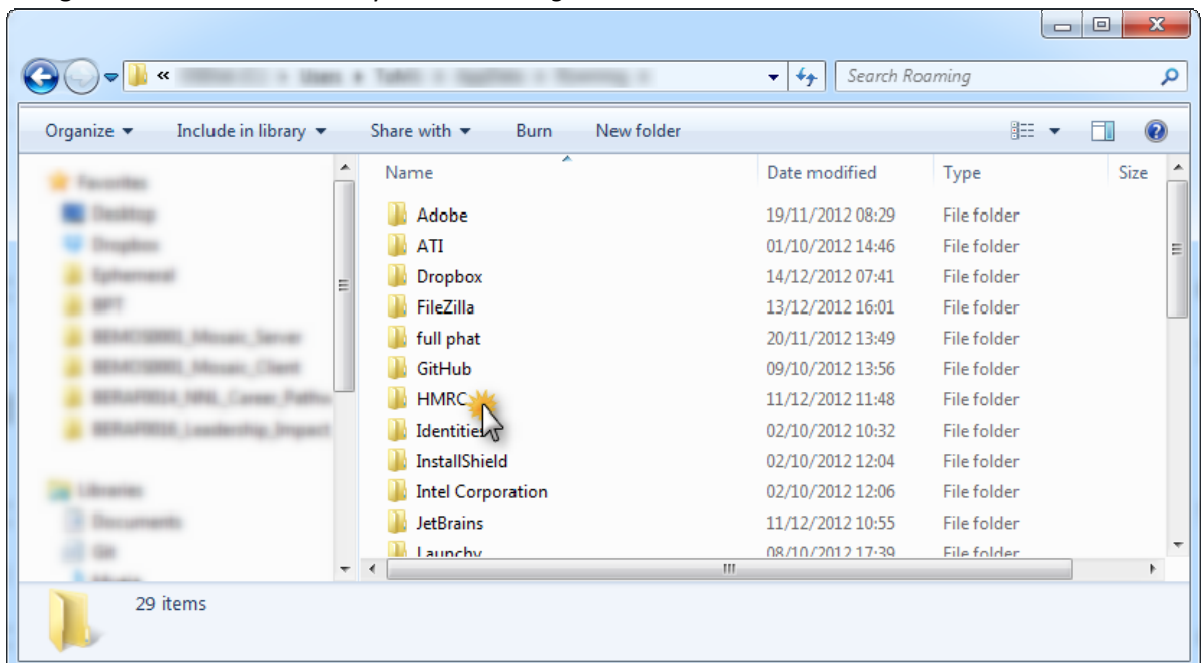
- Open My Computer (Windows Explorer) on your computer:



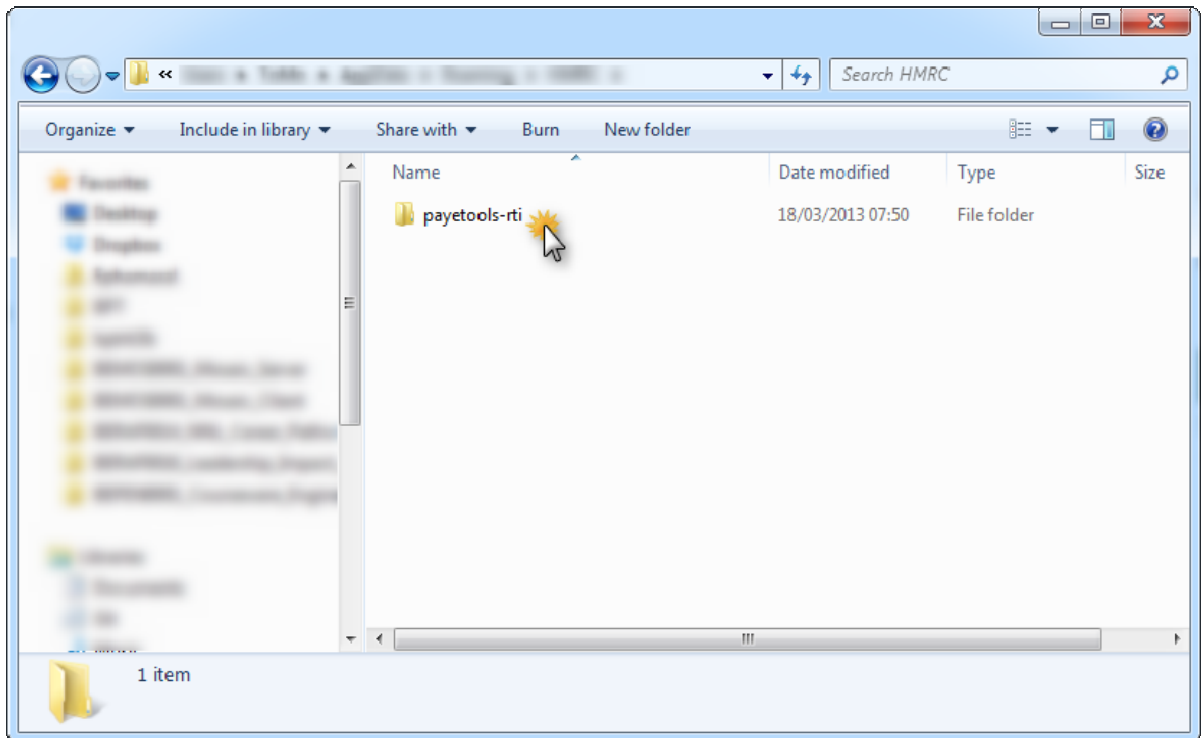
- Type `%appdata%` in the address bar and press *Enter* on your keyboard.



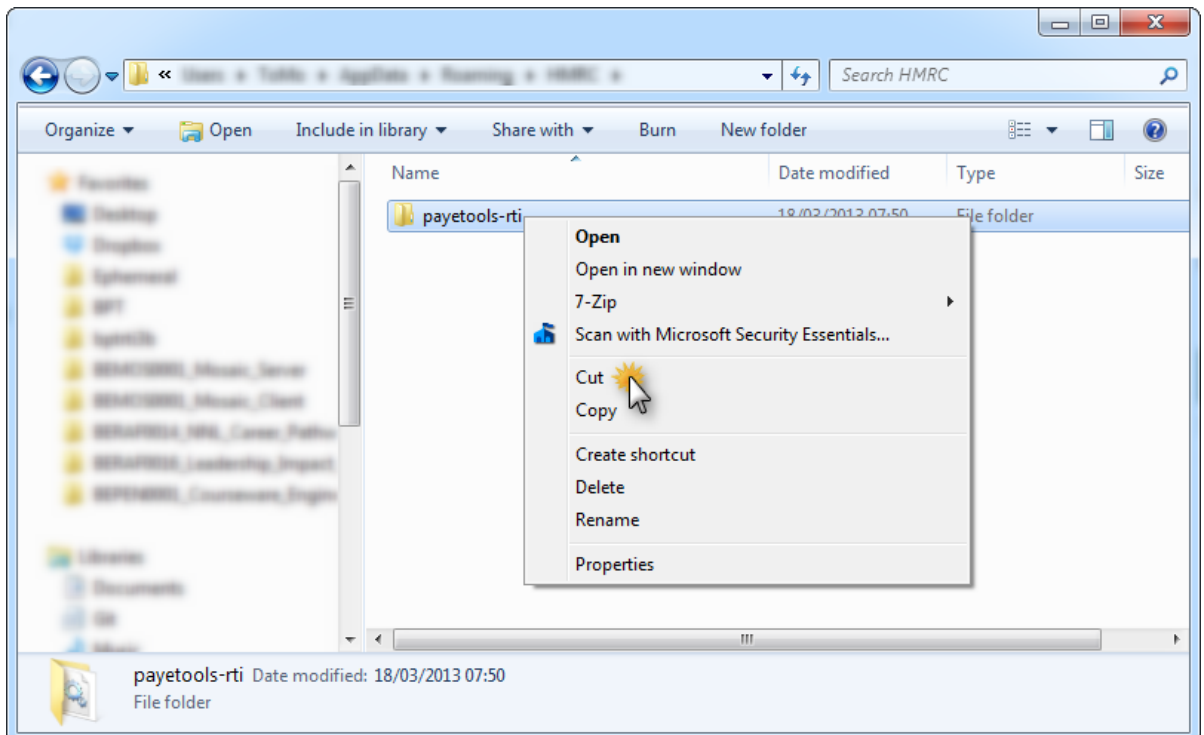
- Navigate to the *HMRC* folder by *double clicking* on the folder:



- *Right click* on the *payetools-rti* folder:

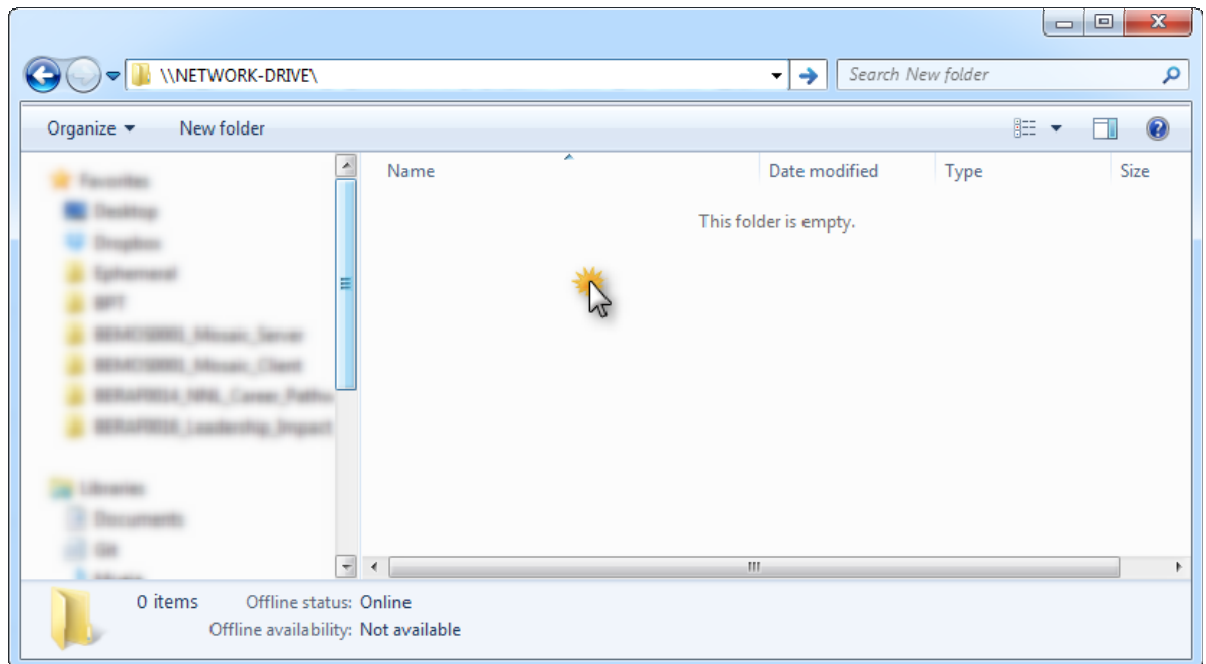


- Select *Cut* in the menu that appears:

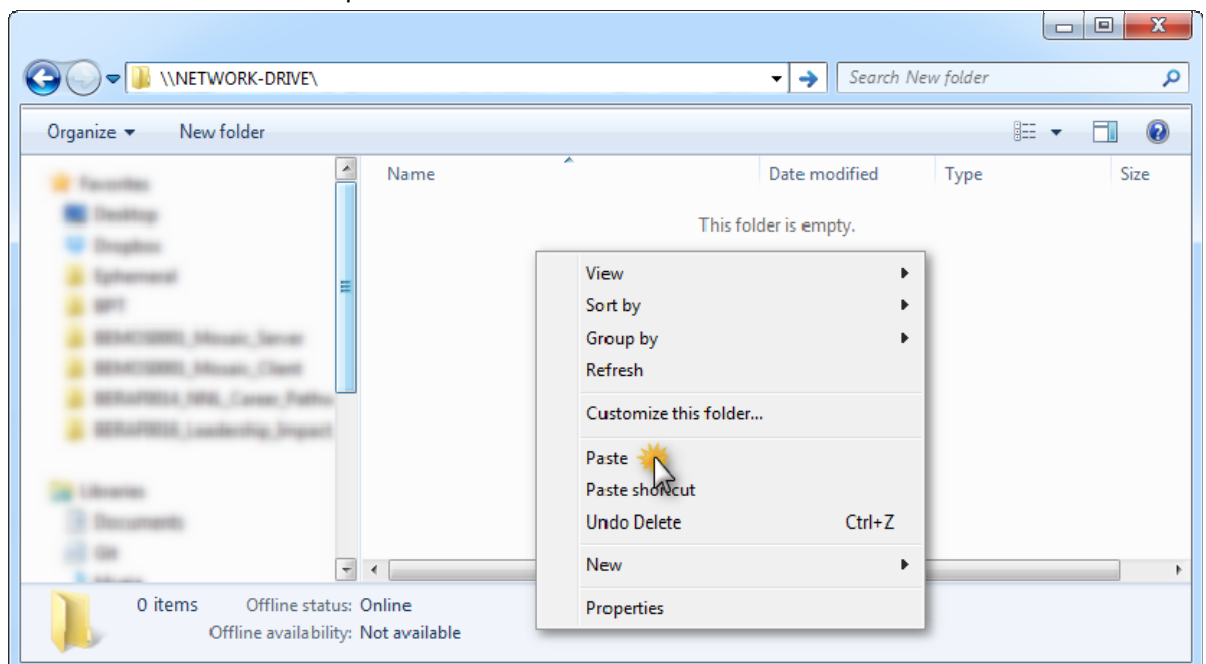


- *Navigate* to the network location that you want to use the database from. The example given here is a network location named `\\NETWORK-DRIVE\`  
Please replace the network drive location in the following instructions with the address of the location you want to store the data. *Right click* in the location you want to store the

database on the network:



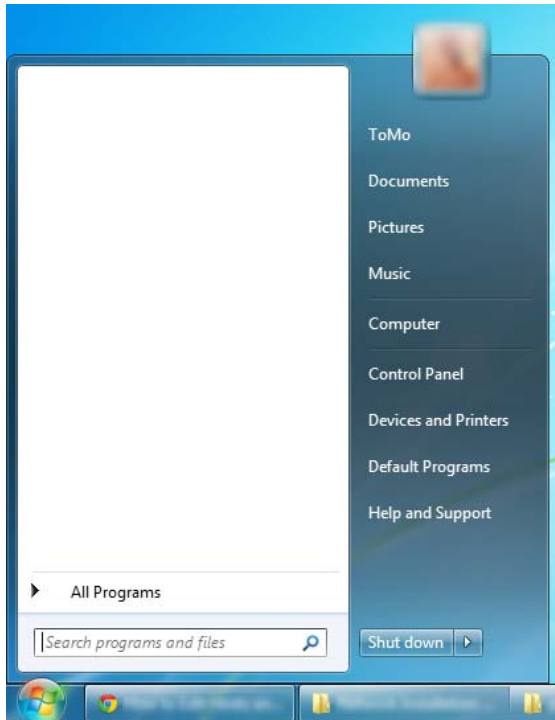
- Select *Paste* from the menu provided:



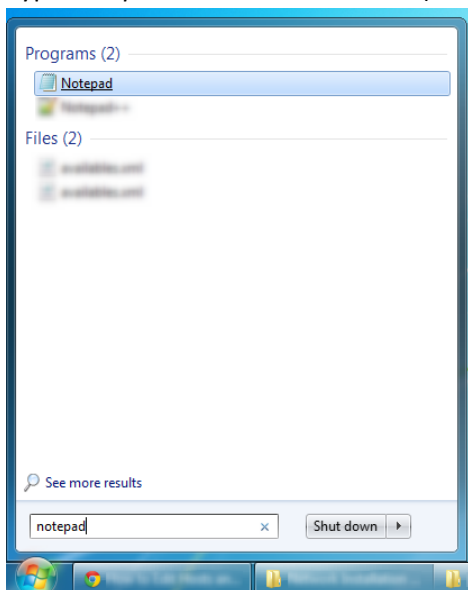
- This will remove the database from your local computer and place it into the network location.

## Software Configuration

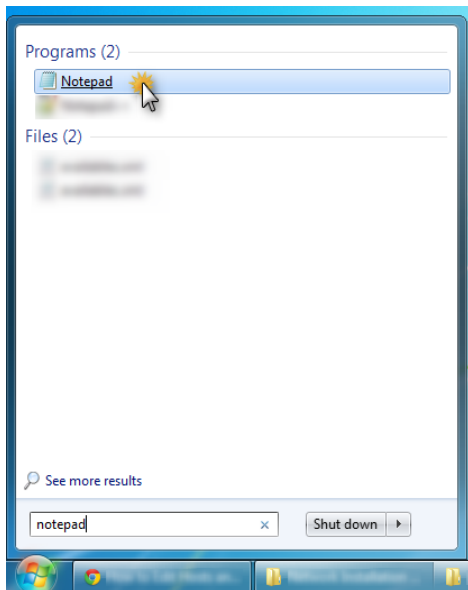
- Now you must inform Basic PAYE Tools – Real Time Information where you have moved the database to. *Select* the start button:



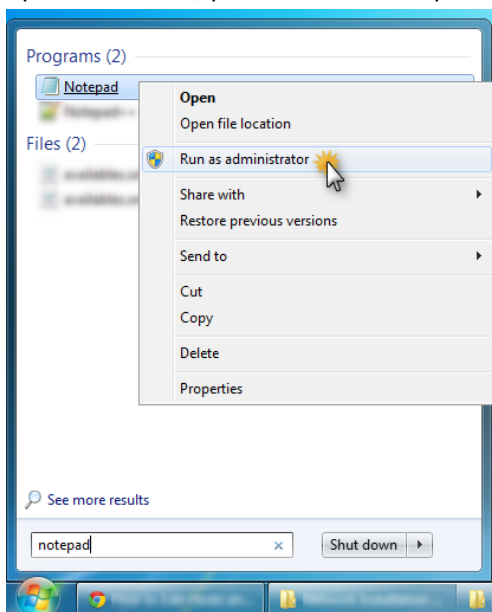
- Type *notepad* into the search field (or alternatively locate Notepad in the program list):



- *Right click* on the Notepad program located:



- Select the *Run as administrator* option from the menu displayed. If you do not have this option available, please select the *Open* option from the menu instead.

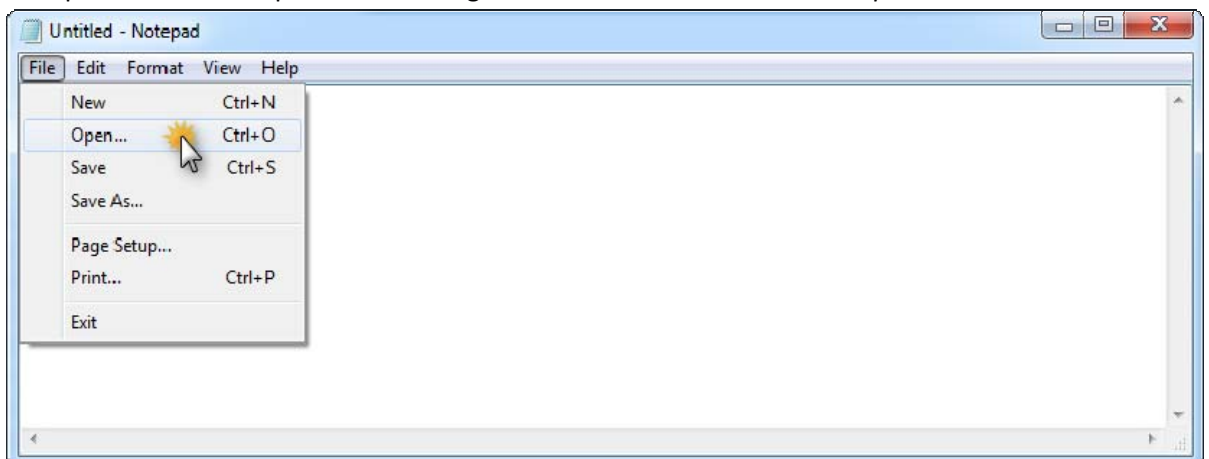




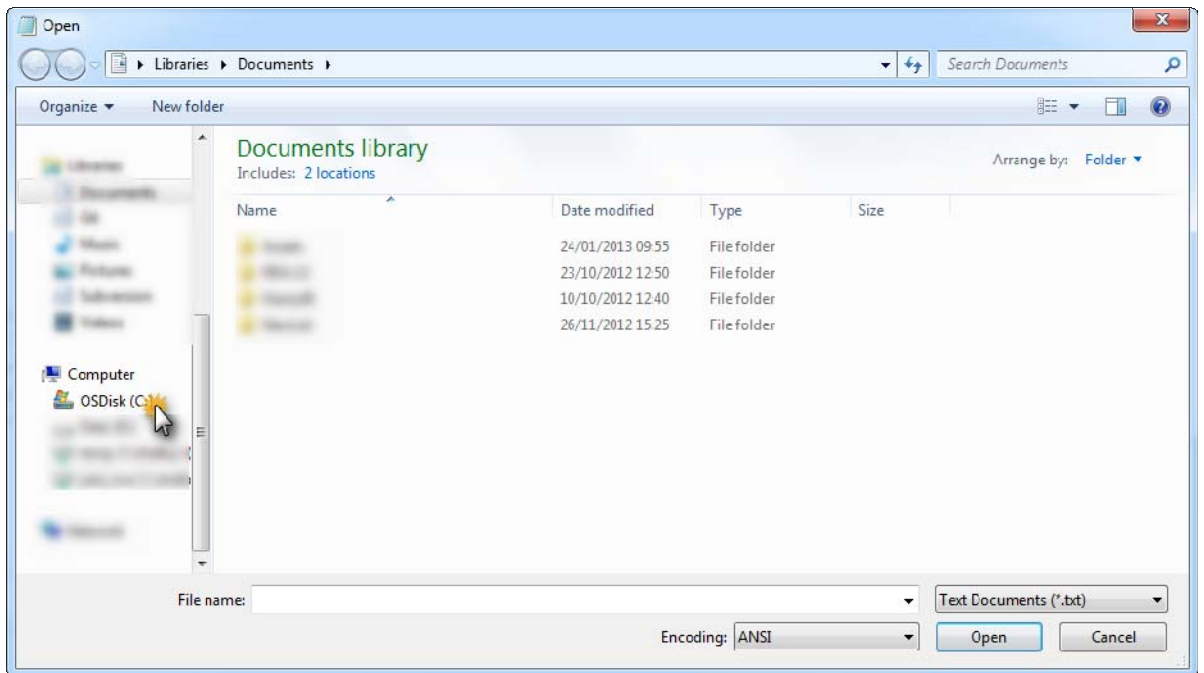
- You may be prompted with a dialog asking you confirm that you accept the program can make changes to the computer. Please accept the dialog by clicking on Yes.



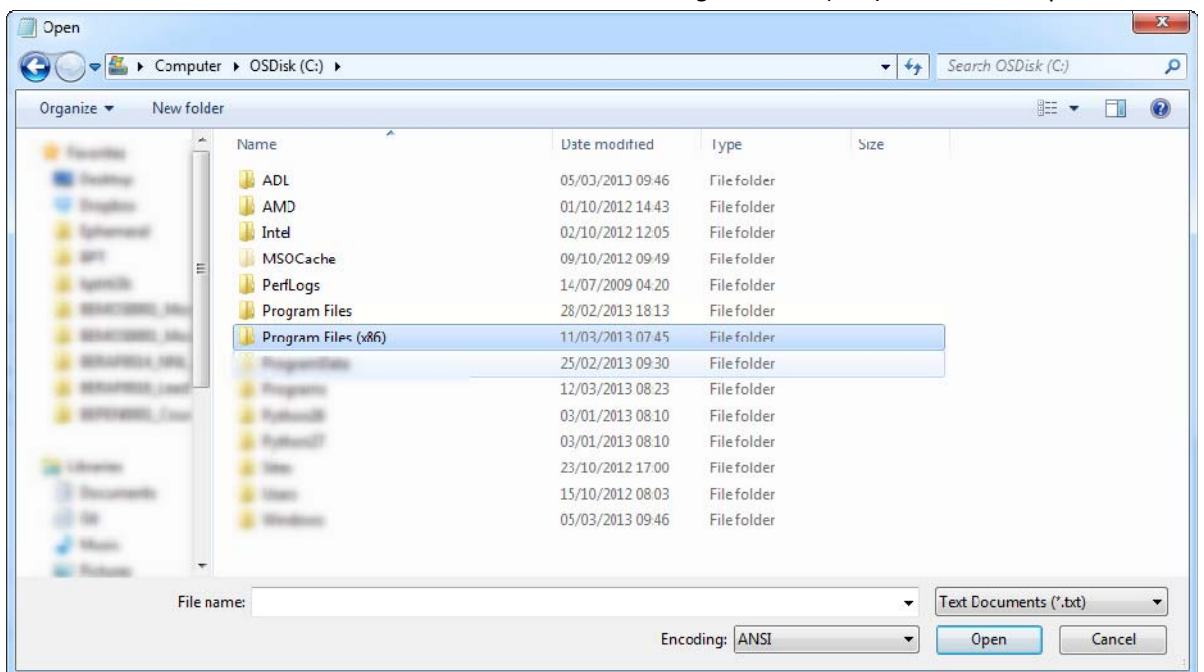
- Notepad will now be open. Please navigate to the *File* menu and select *Open*:



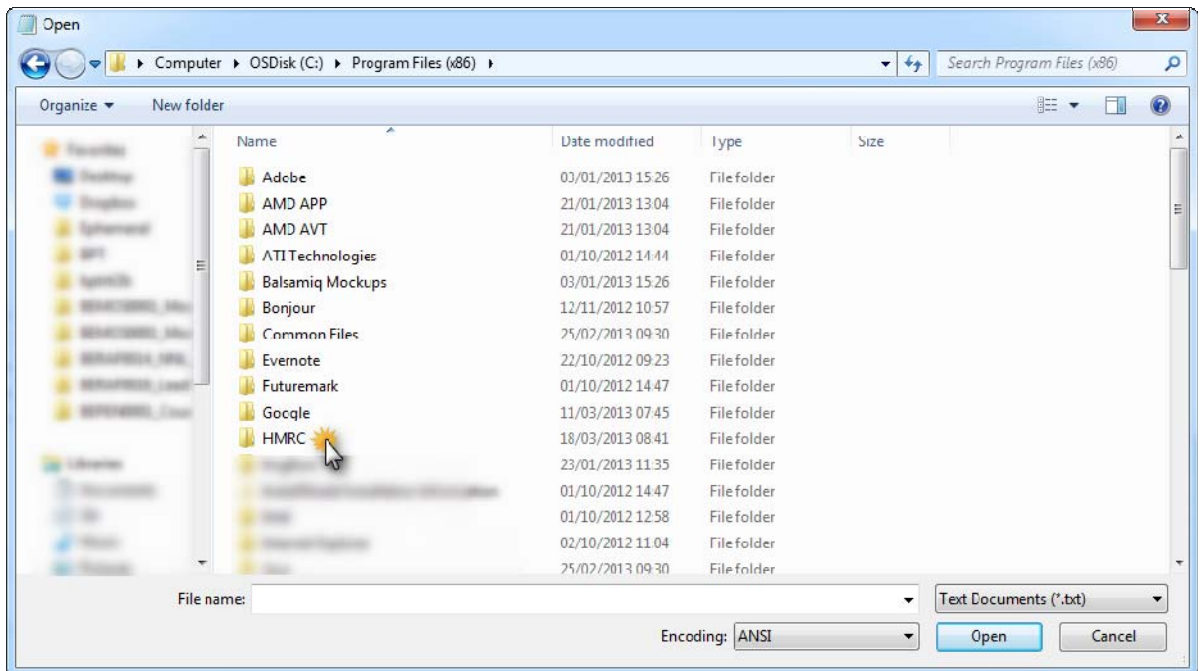
- You will now locate the configuration file for Basic PAYE Tools – Real Time Information. Please navigate to your C: drive. You may do so by *selecting* the following option in the left hand menu. Please note: Your C: drive may not appear like shown. Alternatively you may type C: into the address bar and press *Enter*.



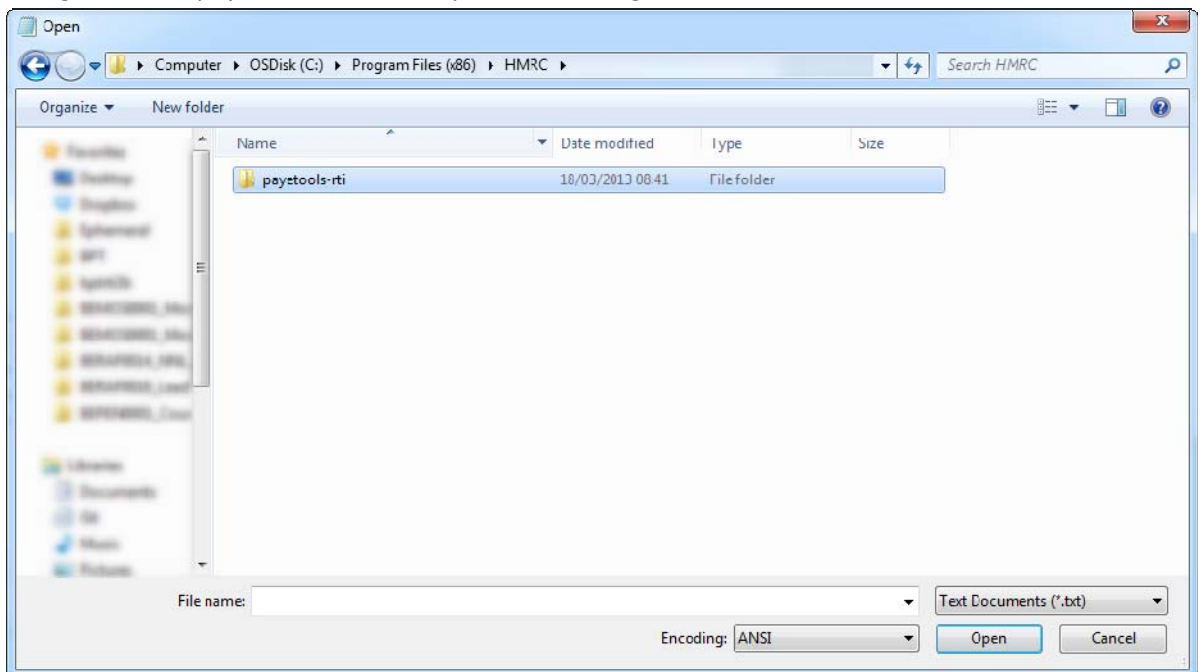
- If you can now see a folder named “Program Files (x86)” please *double click* to open the folder. If you can **only** see a folder named “Program Files”, please *double click* to open that folder instead. This demonstration will continue with “Program Files (x86)” as the example:



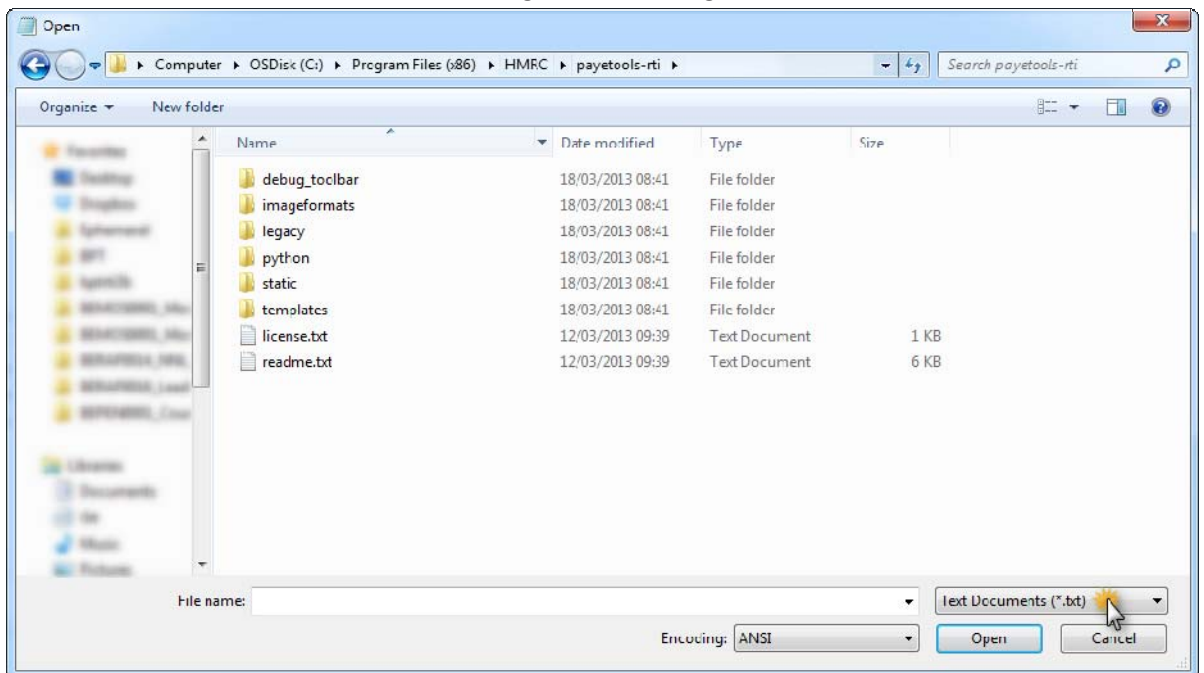
- *Navigate to the HMRC folder by double clicking:*



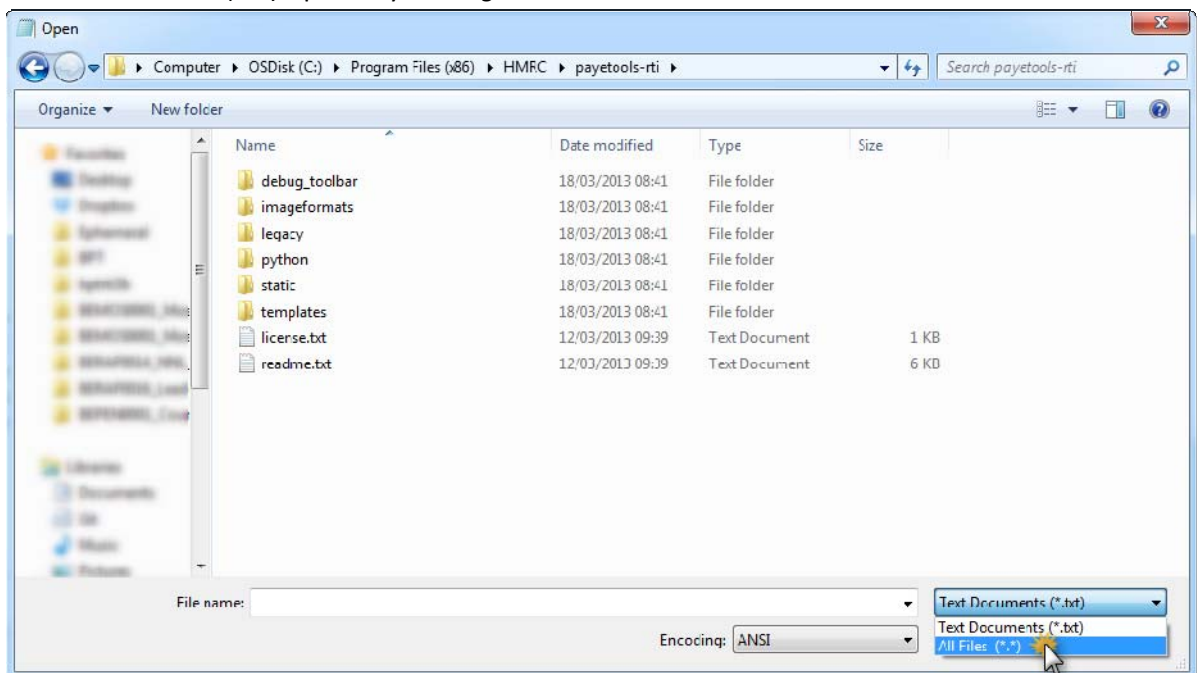
- *Navigate to the payetools-rti folder by double clicking:*



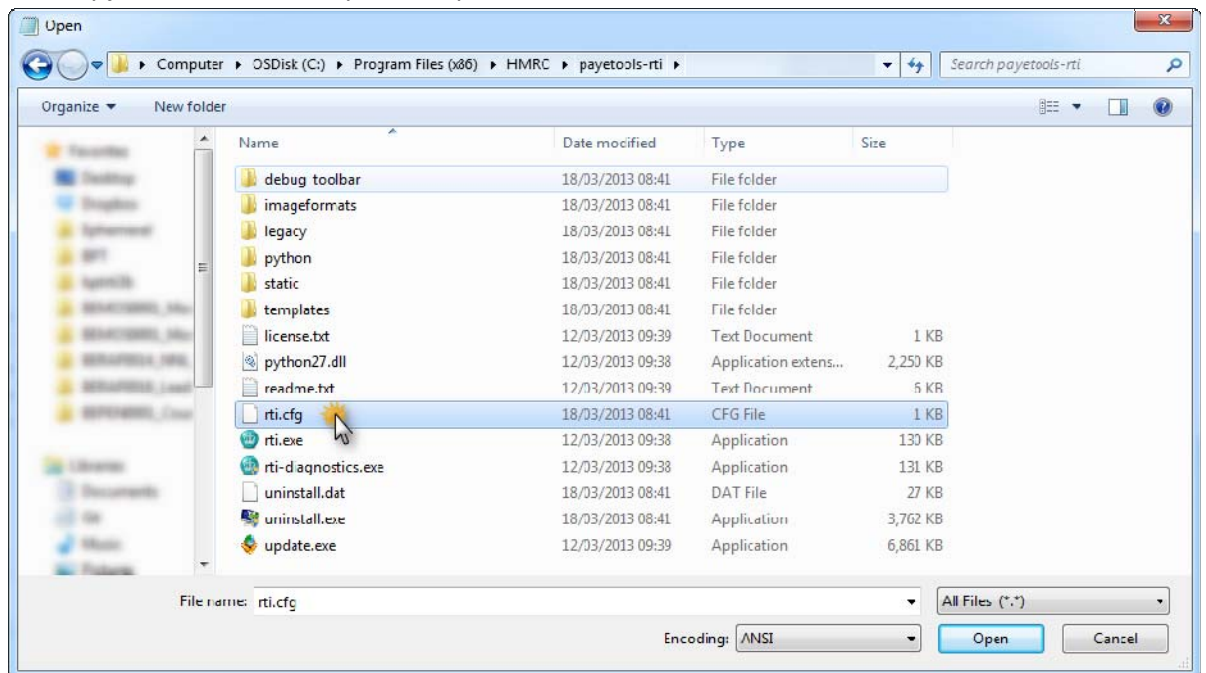
- You will now be in the correct location; but you cannot currently see all the files available. Please *click* the combo box in the bottom right of the dialog, as shown:



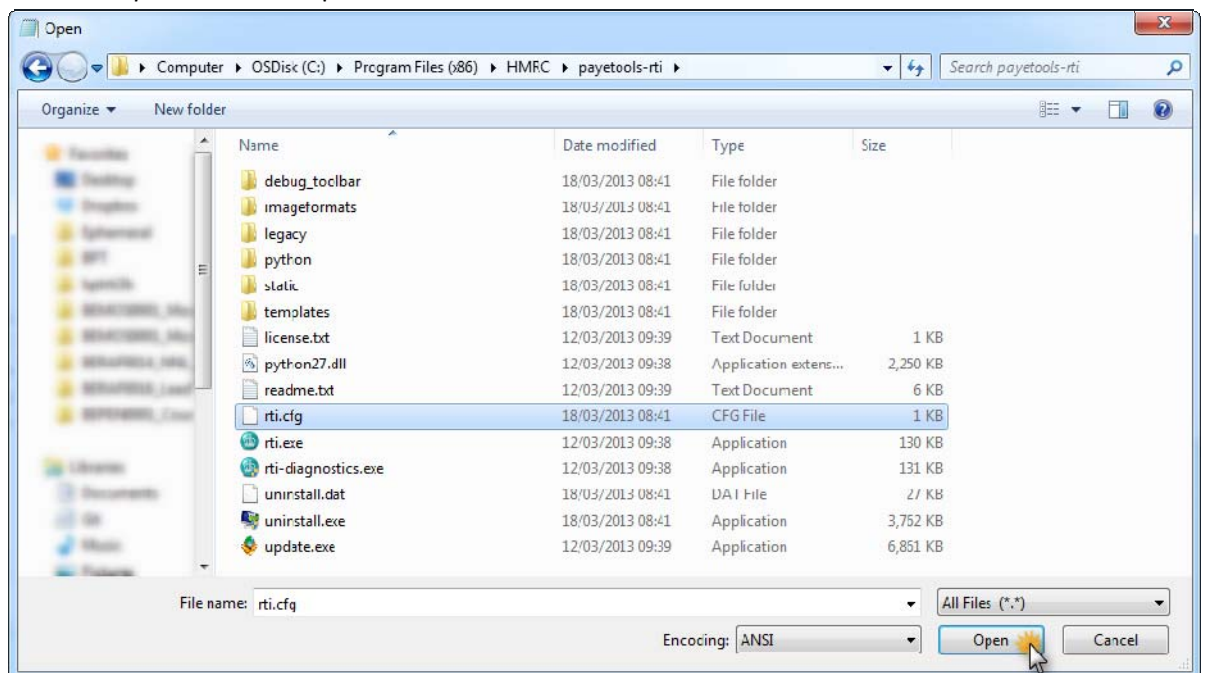
- Select the *All Files (\*.\*)* option by *clicking* it:



- You will now be able to see all the files. Click on the *rti.cfg* file in this folder. Please note, this file may just be called *rti* on your computer:



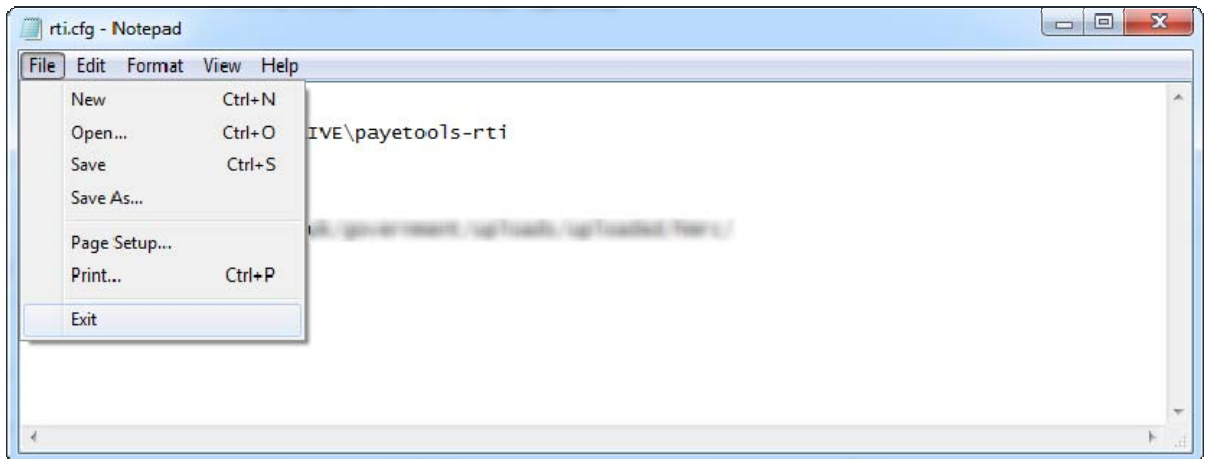
- Click the *Open* button to open the file:



- The file will now open in Notepad. Please note the lines in the file that you will amend:



- Finally, select the *File* menu and select *Exit*:



Open Basic PAYE Tools – Real Time Information and confirm the installation success by viewing existing employers and/or adding new employers or employees.

You have now completed the installation.

**I want to install Basic PAYE Tools – Real Time Information on multiple computers and store the database on a network drive or network computer which all computers will access**

**Note: Basic PAYE Tools – Real Time Information is not designed to support multiple computers accessing the same database. If two separate computers use the database at the same time, database corruption *will* occur. If this is your selected installation method, please ensure that only one computer uses the software at any time.**

### ***Installation***

- Install Basic PAYE Tools – Real Time Information on each computer you want to use the software upon, accepting the default options.
- Open the software application on one computer to setup the database.

### ***Amend the database location***

On the computer that you opened the software application to create the database, follow the instructions given for [amending the database location](#) in the “I want to install Basic PAYE Tools – Real Time Information on one computer and store the database on a network drive or network computer” section, [here](#).

### ***Software Configuration***

On each computer that you want to connect to the database, follow the instructions given for [Software Configuration](#) in “I want to install Basic PAYE Tools – Real Time Information on one computer and store the database on a network drive or network computer” section, [here](#).

Open Basic PAYE Tools – Real Time Information on one computer and make an amendment to the Employer. Close the software and then open Basic PAYE Tools – Real Time Information on another computer to confirm the shared database.

You have now completed the installation.



**I want to install Basic PAYE Tools – Real Time Information on one networked computer or drive and run it from multiple computers, each with their own database.**

### ***Installation***

- Install Basic PAYE Tools – Real Time Information on the computer or drive you want the software to reside.  
You may want to select a custom installation to select the destination folder for the Basic PAYE Tools – Real Time Information software product.
- Download and install the Microsoft Visual C++ 2008 Redistributable on each computer that you want to run Basic PAYE Tools – Real Time Information upon, or check that it is currently installed.

It is available from: <http://www.microsoft.com/en-us/download/details.aspx?id=5582>

If everything went well, opening Basic PAYE Tools – Real Time Information from each computer from the shared location will work as expected. You can confirm this by viewing existing employers and/or adding new employers or employees to the product.

Open Basic PAYE Tools – Real Time Information on more than one computer and confirm that the database is not shared.

You have now completed the installation.

**I want to install Basic PAYE Tools – Real Time Information on one networked computer or drive and run it from multiple computers, and store the database on a network drive or network computer which all computers will share**

**Note:** Basic PAYE Tools – Real Time Information is not designed to support multiple computers accessing the same database. If two separate computers use the database at the same time, database corruption *will* occur. If this is your selected installation method, please ensure that only one computer uses the software at any time.

***Installation***

- Install Basic PAYE Tools – Real Time Information on the computer or drive you want the software to reside.  
You may want to select a custom installation to select the destination folder for the Basic PAYE Tools – Real Time Information software product.
- Download and install the Microsoft Visual C++ 2008 Redistributable on each computer that you want to run Basic PAYE Tools – Real Time Information upon, or check that it is currently installed.  
It is available from: <http://www.microsoft.com/en-us/download/details.aspx?id=5582>
- Open the software application from the shared location on one computer to setup the database.

***Amend the database location***

On the computer that you opened the software application to create the database, follow the instructions given for [amending the database location](#) in the “I want to install Basic PAYE Tools – Real Time Information on one computer and store the database on a network drive or network computer” section, [here](#).

***Software Configuration***

On the network computer or network drive that you installed the shared software product upon, follow the instructions given for [Software Configuration](#) in “I want to install Basic PAYE Tools – Real Time Information on one computer and store the database on a network drive or network computer” section, [here](#).

Note that the location of the software may differ, dependant on where you selected to install the software product initially.

If everything went well, opening Basic PAYE Tools – Real Time Information from the shared location on a computer will work as expected. You can confirm this by viewing existing employers and/or adding new employers or employees.

Open Basic PAYE Tools – Real Time Information on one computer and make an amendment to the Employer. Close the software and then open Basic PAYE Tools – Real Time Information on another computer to confirm the shared database.

You have now completed the installation.