



pegasus
CAPITAL GOLD
PAYROLL

**Capital Gold Payroll
Installation Guide**



Capital Gold Payroll (4.14.00)

Installation Guide

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Installation Guide

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Installation Guide

Introduction

Preparing to Install Capital Gold Payroll

Before you begin to use your Capital Gold Payroll system, various tasks need to be carried out to ensure that the system is installed correctly and that you get the best service from the software.

We recommend that you:

1. Check that the computer complies with the system requirements listed on the next page.
2. Make sure you have your registration details to hand.
3. Install the software per the instructions in this guide, following the steps relevant to the type of installation.
4. Read the guides from the welcome screen displayed before you install Capital Gold Payroll.

If you are installing Capital Gold Payroll for the first time, you can use the demonstration data provided to learn about the basics of the product.

Important: Capital Gold Payroll can only be installed on a computer's local drive; it must not be installed on a network drive.

Other Capital Gold Payroll Guides and Help

Other guides are installed in the **Helpfiles** folder. The default installation folder is C:\Pegasus\Gold Payroll\Helpfiles.

F1 Help

Describes the screens and fields in Capital Gold Payroll. It is accessed via the **Help** menu or by using the F1 button.

Readme:

Readme contains all the information about the updates of the release.

Help Centre

All the payroll guides that are Legislation and Product Changes guide, Checklists guide, Auto Enrolment guide, Teachers' Pension guide and Installation guide available on the Help Centre.

Feedback

Pegasus is interested to hear your views on the documents we provide. To give your feedback, send an email to feedback@pegasus.co.uk. Please type "Capital Gold Payroll Installation Guide" in the subject box.

Please note that product support is not offered through the above email address.

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Minimum System Requirements

The system requirements for Capital Gold Payroll are as follows:

Microsoft Windows	Windows 10 Enterprise Windows 10 Pro Windows 11 Note: We only support build versions of the above that are currently within Microsoft support. <hr/> Important: Capital Gold Payroll cannot be installed on Microsoft Windows Server editions.
Memory	1 GB
Programs	100 MB
Monitor	Super VGA (800x600)
Printer	Laser printer

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Installing Capital Gold Payroll for the First Time

Follow these instructions to install Capital Gold Payroll. Before you start, make sure you have closed all your applications.

To Install Capital Gold Payroll

1. You must download the software using a link provided in the release letter. Read the installation instructions carefully before attempting to download and install the software.
2. On the welcome screen:
 - i. View the guides.
 - ii. Click **Install Capital Gold Payroll** to install the product. You are warned if there are programs running that need to be closed or guides that need to be read.
3. Click **Next**. If you accept the terms of the agreement, click **Yes** to continue. If you do not agree with the terms, click **No** and the setup program will be abandoned.
4. If you accepted the terms, the **Choose Destination Location** dialog box will appear. The suggested location is `C:\Pegasus\Gold Payroll`.

If you want your programs installed in a different location, click the **Browse** command button and select the folder in which you want the programs installed. You need to remember the location for when you need to install an update to the programs at a later date.

Important: Capital Gold Payroll can only be installed on a computer's local drive; it must not be installed on a network drive. Also, you must not install Capital Gold Payroll in the `C:\Program Files\...` or `C:\Program Files (x86)\...` location.

5. Click **Next**. The **Setup Type** dialog box appears. The default selection is **Typical** (see [Note](#) below). Accept this and click **Next**. The **Start Copying Files** dialog box appears. The settings are displayed to confirm your selections so far. If you need to change the settings, click **Back** to return to the appropriate setup stage to make your amendments. If the settings displayed are correct, click **Next**. The setup program will begin copying the files to your computer.
6. When the installation is completed, the **Setup Complete** dialog box appears. Click **Finish**.
7. A prompt might be displayed asking you to restart your computer. Even if this prompt does not appear, it is important that you restart your computer before you next start using the Capital Gold Payroll programs.

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Upgrading Existing Installations

You need to follow these instructions if you receive a new copy of Capital Gold Payroll that updates the one you have already installed.

To Update Capital Gold Payroll

Before you start, make sure you have closed all your applications.

1. You must download the software using a link provided in the release letter. Read the installation instructions carefully before attempting to download and install the software.
2. On the welcome screen:
 - i. View the guides.
 - ii. Click **Install Capital Gold Payroll** to install the product. You are warned if there are programs running that need to be closed or guides that need to be read.
3. At the **Welcome** dialog box, click **Next**.
4. The **Software Licence Agreement** dialog box then appears. If you accept the terms of the agreement, click **Yes** to continue. If you do not agree with the terms, click **No** and the setup program will be abandoned.
5. If you accepted the terms, the **Choose Destination Location** dialog box will appear. The default location depends on the version of Windows on the computer. The suggested location is `C:\Pegasus\Gold Payroll`.

If your existing programs are installed in a different location, click the **Browse** command button and select the drive and folder in which the programs are installed. It is important that you use the same location originally specified when you installed Capital Gold Payroll for the first time.

6. Click **Next**. The **Setup Type** dialog box appears. Accept the default selection of **Typical** (see [Note](#) below) and then click **Next**. The **Start Copying Files** dialog box appears. The settings are displayed to confirm your selections so far. If you need to change the settings, click **Back** to return to the appropriate setup stage to make your amendments. If the settings displayed are correct, click **Next**. The setup program will begin updating the files on your computer.
7. When the upgrade installation is completed, the **Setup Complete** dialog box appears. Click **Finish**.
8. A prompt might be displayed asking you to restart your computer. Even if this prompt does not appear, it is important that you restart your computer before you next start using the Capital Gold Payroll programs.

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Registering and Using Capital Gold Payroll for the First Time

Once Capital Gold Payroll has been installed, a menu option for Capital Gold Payroll will be available in the Programs section of the **Windows Start** menu. A Capital Gold Payroll shortcut folder is also available on the Windows desktop.

To Register and Use Capital Gold Payroll

1. Click the Windows **Start** button.
2. Point to and click **Capital Gold Payroll**. The Capital Gold Payroll Log In screen appears.
3. What you do next depends on whether you use Capital Gold Payroll Plus Pack:
 - i. If you use Capital Gold Payroll Plus Pack, use a login name of CAPITAL with a blank password and click **OK**.
 - ii. If you do not use Capital Gold Payroll Plus Pack, leave the password box blank and click **OK**.

A dialog box then appears informing you that you have an unregistered copy of Capital Gold Payroll. To register the copy, click **Yes**. The **Capital Gold Licencing** screen appears. You need to complete the details on this screen to activate the software.

4. In **Licence No**, type the licence number that appears on the registration certificate supplied with your software.

Note: that the licence number on the certificate will be shown as an alphabetic character followed by a five-digit number (for example, B54321, C12345 and so on). In the **Licence No** box you must omit the alphabetic character and ENTER THE DIGITS ONLY (for example, 54321, 12345 and so on).

5. In **Company Name**, type the name **exactly** as written on your registration certificate.
6. In **P.I.N.**, type the key that 'unlocks' the software as shown on your registration certificate. Note that the P.I.N. will not be accepted unless the licence number and company name details are correct.
7. The **Licence Details** box displays a brief specification of your system including the number of users and any special functions.
8. Click **OK**. A dialog box appears informing you that Capital Gold Payroll must close to finish the registration. Click **OK**.

Note: You do not need to enter registration details for Capital Gold Payroll when you upgrade from one version to another unless a new feature has been added; for example, if the Capital Gold Payroll Plus Pack feature is installed.

Installation and Configuration Guide

Protecting your System and Data

Pegasus Software is committed to performing regular security reviews of our software. This involves using standard vulnerability identification tools where possible to scan for software vulnerabilities as well as undertaking regular internal code reviews. Although we can never guarantee that our software is free of vulnerabilities, any vulnerabilities found will be immediately addressed and fixed with the highest priority.

Pegasus Software provides general guidelines on how to install, secure and protect the installation of our software through our product documentation. However, we cannot guarantee the security of the surrounding hardware/environment infrastructure, which is the responsibility of the customer, including networks, firewalls, operating systems, and web server configurations.

Although we always do our best to ensure that our software protects the customer, their users and their data, the customer also has a responsibility to protect themselves. It is therefore the customer's responsibility not to access the software or services, from a location that is not secure, would violate laws or would otherwise be inappropriate. Customers should also note that clicking on inappropriate links in emails or on websites or exposing data to the internet can all pose an element of risk, and may provide the opportunity for unauthorised third parties to circumvent security precautions and illegally gain access to the software, services and your data.

To help protect your business we would strongly advise that users of the system keep their usernames, passwords, or any other credentials secure and for their sole use. The changing of passwords on a regular basis as determined by each company's policies and procedures should also be adhered to. Users should also be security aware and should be cautious of any unsolicited emails requesting information or links which could ultimately be a security threat to your system.

In addition, customers should adhere to strict backup regimes to mitigate against data loss through security breaches, hardware failure or other unforeseen circumstances.