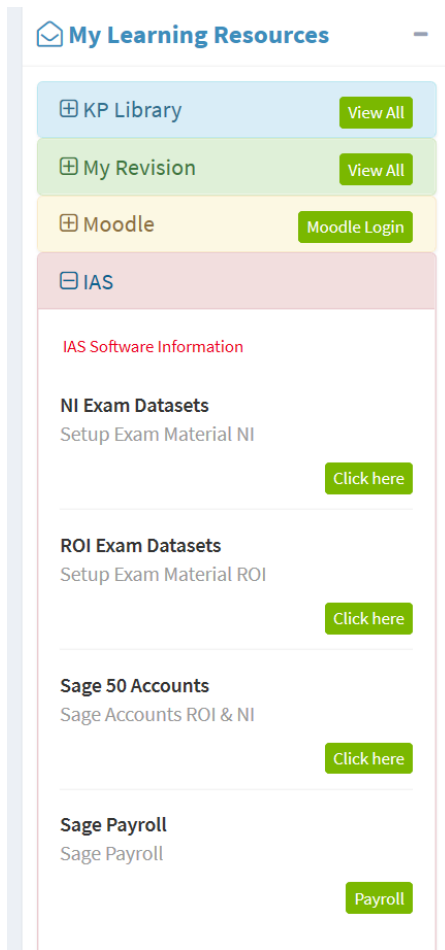


Accessing the Datasets

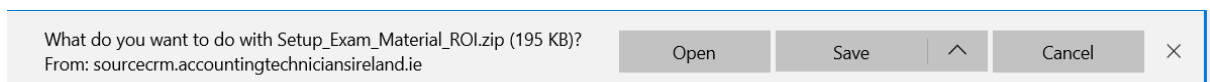
Click [here](#) to access your touchpoint and login using your registration number, password and PIN.

Click on section 'My Learning Resources'.

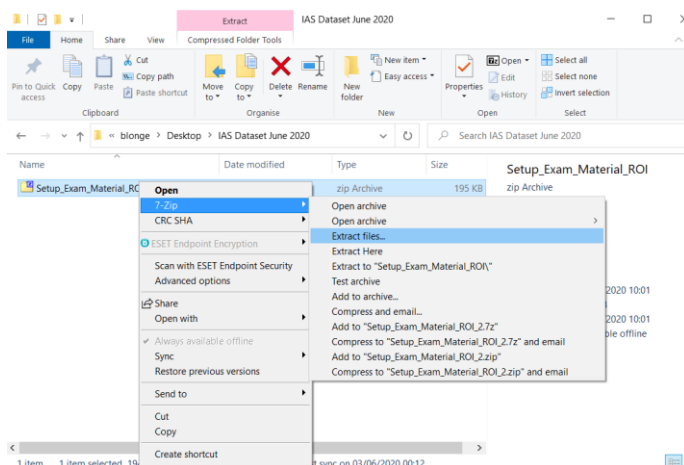


Select the dataset appropriate to your exam paper.

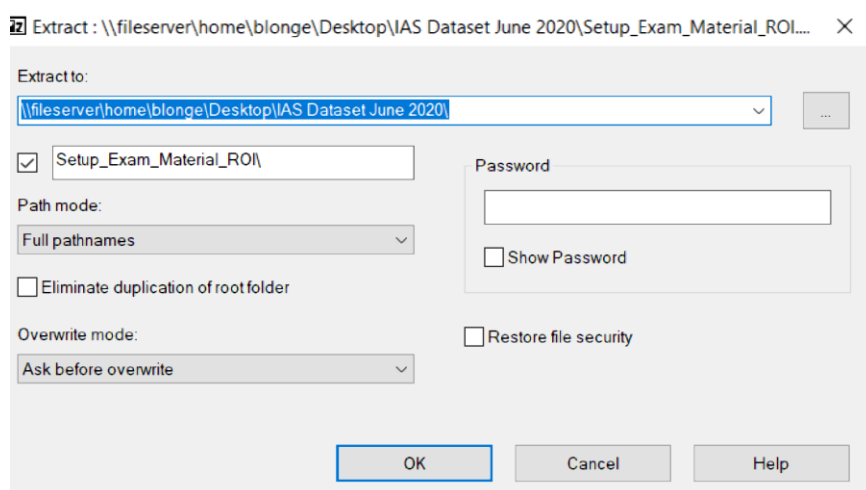
Select 'click here' and a pop up will appear at the bottom of your screen asking you to Save the file. Click on the up arrow beside to select the option 'Save As'. Save the file to a location where you can find it easily, eg Desktop.



The dataset is compressed/Zipped and you will need to extract it before you can restore.



Click on the extract button at the top, your version of windows may extract files differently.



Save it into a folder where you can access it easily

Now open your Sage Payroll

You will need to have completed the steps on Page 21 of the text book and have the **Accounting Technicians Ireland** company and the user, **USER1** set up.

If you have not already done so, establish a payroll within the Accounting Technicians Ireland company. Enter the payroll ID **ATI**, password **PASS** and frequency **monthly** – refer to Page 22 of the text book.

Refer to page 23 if you need to set up USER1

Now login to Micropay and restore the dataset

