

HOW TO CREATE A PAYROLL MATE DESKTOP SHORTCUT IN WINDOWS 11

Question

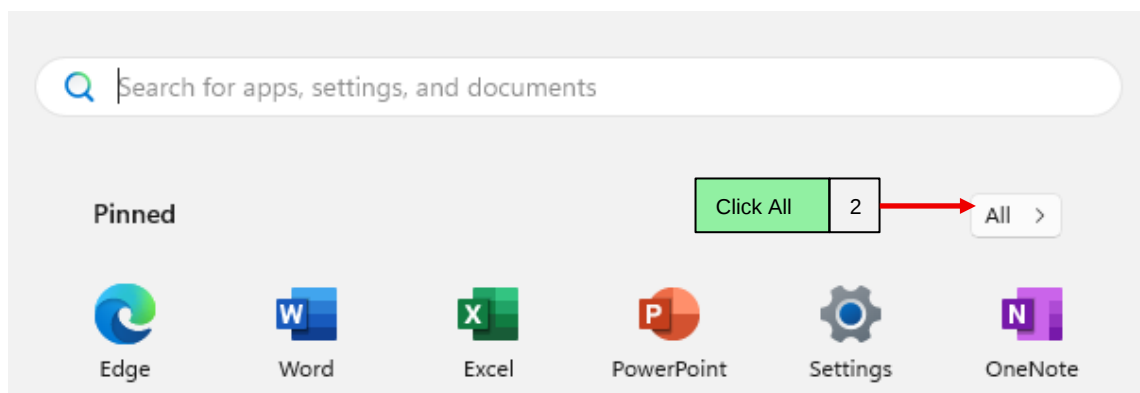
PLEASE REFER TO THE STEPS BELOW:

Answer

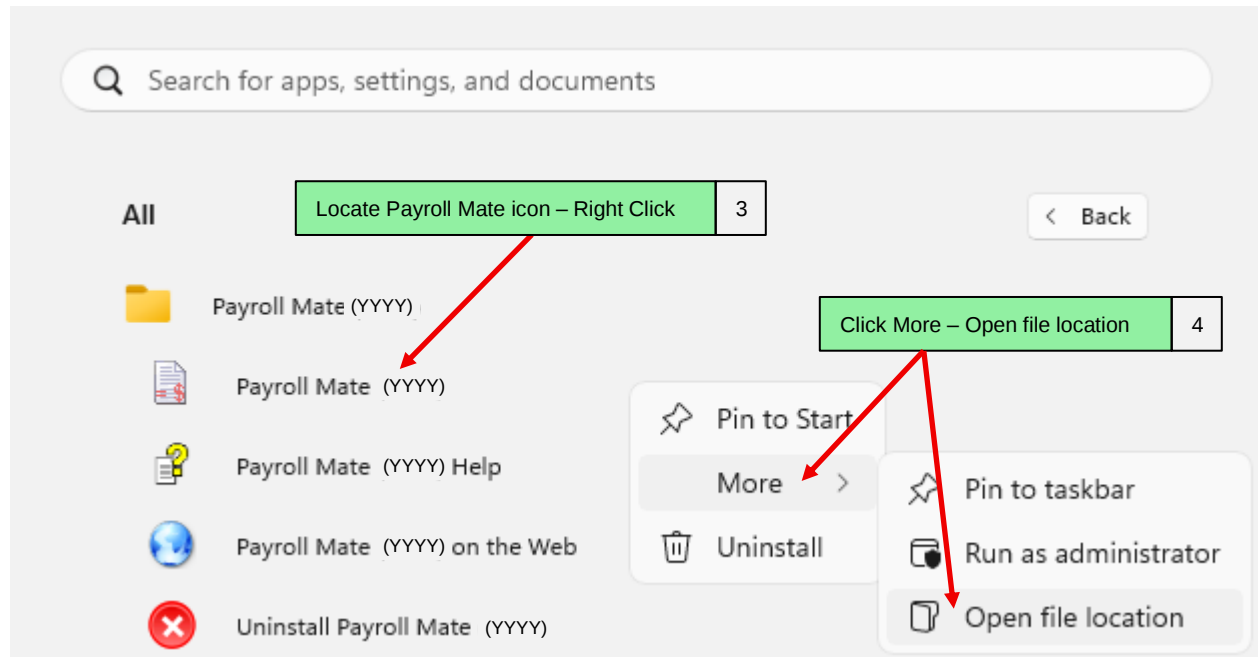
1. Click the **Windows icon** on you task bar



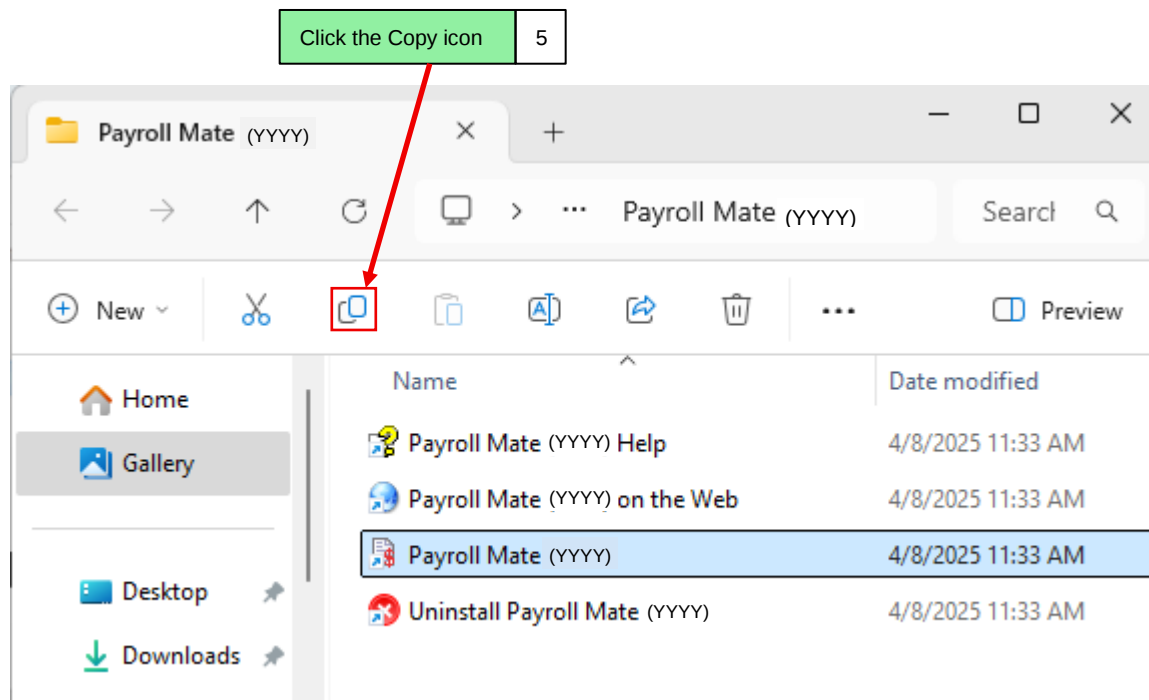
2. Click the **All** button



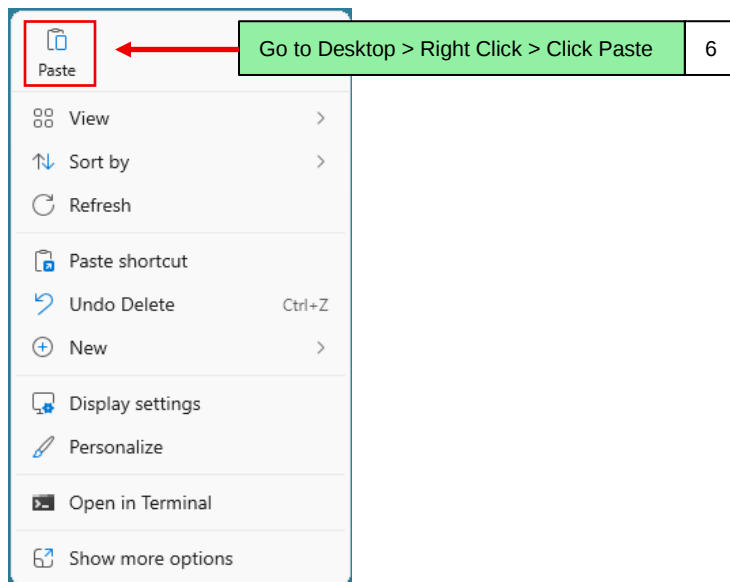
3. **Locate the Payroll Mate icon** for the year you want and **Right Click**
4. Click the **More** button and then click **Open file location**



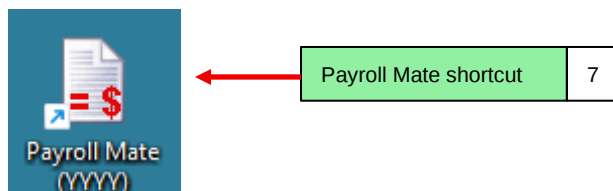
5. A window will open with the Payroll Mate application icon selected > **Click the Copy icon**



6. Go to your desktop > Right Click > Click Paste



7. Payroll Mate icon shortcut will now appear on your desktop



Congratulations! You have created your Payroll Mate desktop shortcut.