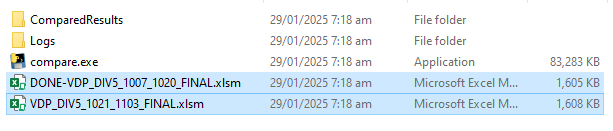
**PAYROLL ANALYSIS GUIDE:**

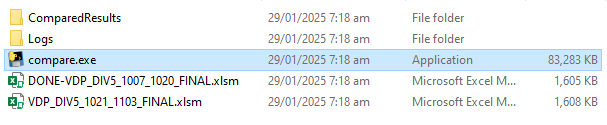
**1. Open the project folder:**



**2. Paste the files needed to be compared:**

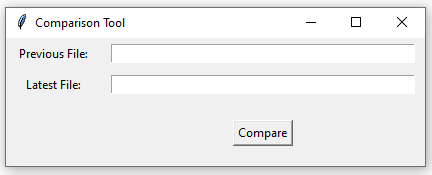


**3. Run ‘compare.exe’:**

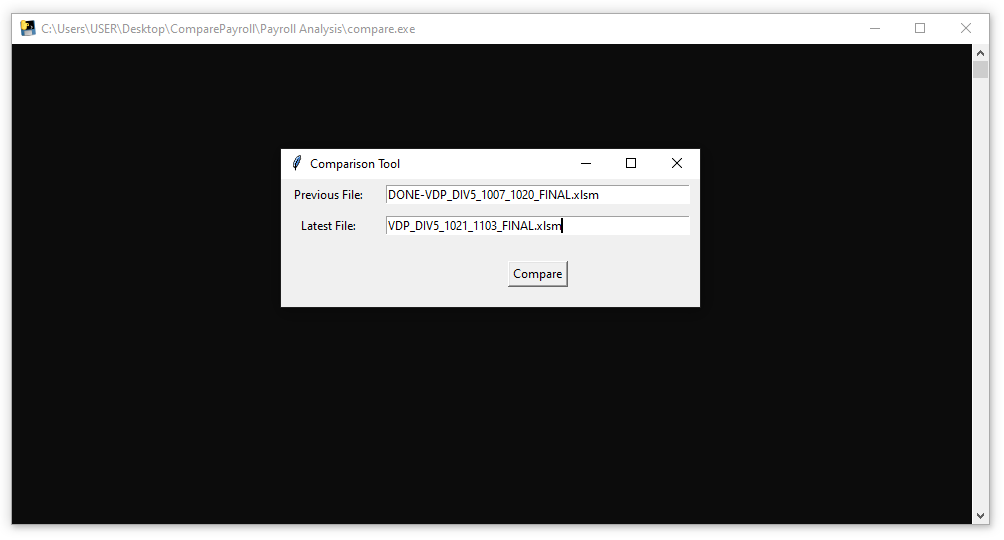


**Note:** Make sure that any files in this folder is not open when we run the application.

- Wait for a little while until the dialog box appears:



**4. Input the file name of the previous file and latest file:**



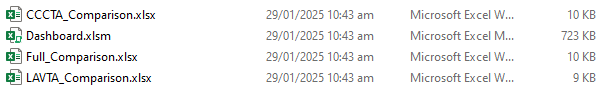
- After that, click “Compare”

- Wait until the application finished processing the files and it will automatically close.

**5. Check the results:**

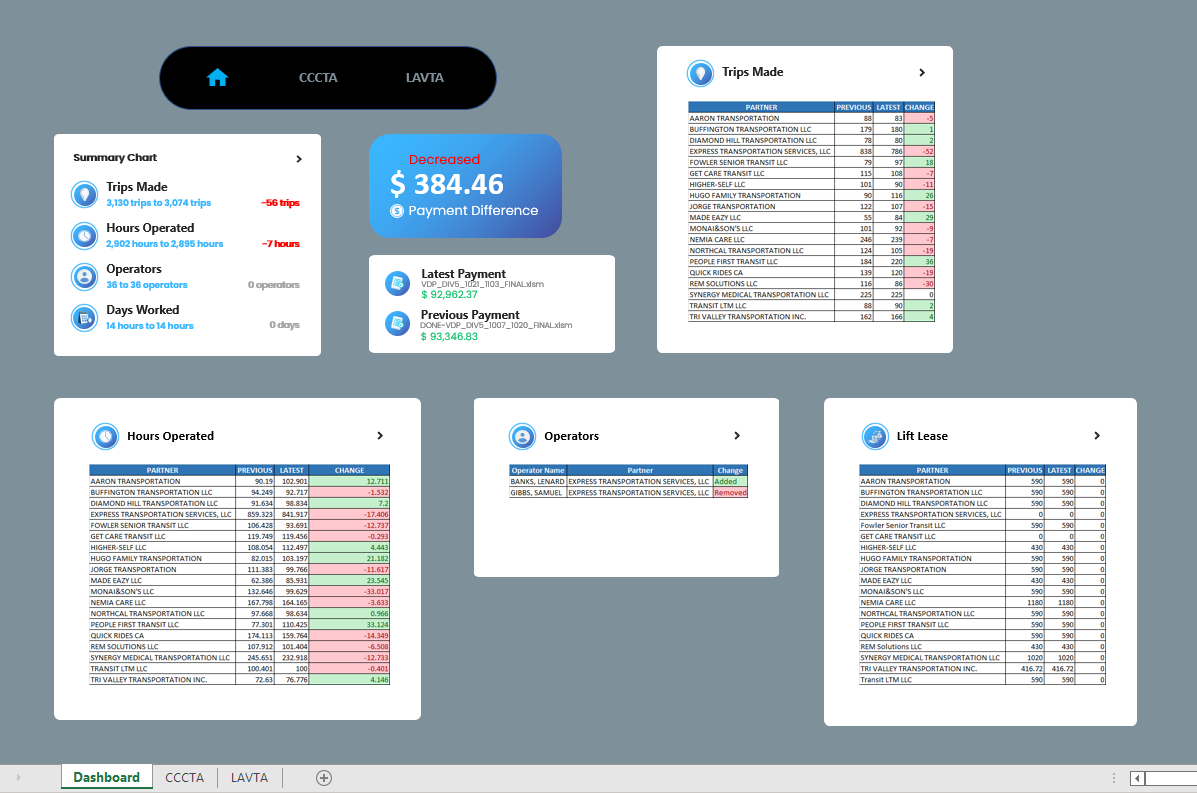


- Open the “ComparedResults” folder and check the files located here:



**Note:** Make sure that when running the application, do not delete **“Dashboard.xlsm”** as this is the template for the dashboard.

**5. Open “Dashboard.xlsm”**



- This is how the dashboard looks.

- Each of the boxed fields can be clicked and will redirect you to their data source.

**Note:** Make sure that for the link to work on Dashboard, the following files must be present and not be deleted from the folder.

