ODBC INSTALLATION Operating System: Windows 10 64-Bit



This is documentation that will guide you through installing ODBC on a Windows 10 64-Bit Operating System. It is also VERY IMPORTANT that no one is in VIP or running reports at the time of the installation.

Installation requires LOCAL ADMIN rights on both PC and VIP Folder.

Step 1: Local Administrative Rights

NB! Please confirm with your IT department that you are a local administrator on the PC and the VIP directory.

If you are a domain administrator, this will need to be changed. Please restart PC before proceeding to Step 2

Step 2: Checking User Account Control

1. Click on Start > control Panel > User Accounts > Change User Account Control Settings

2. Change to NEVER NOTIFY (if not) and restart the machine



Step 3: Changing the Data Sources

 Click on Start > control panel > Administrative Tools > Right click on Data sources (ODBC) > Properties. Make sure the Target and start in is changed to match the print screen below:

🗊 ODBC Data Sources (32-bit) Properties 🛛 🗙							
General Shortcut	Security	Details	Previous Vers	sions			
	ODBC Data Sources (32-bit)						
Target type:	Applicatio	n					
Target location:	SysWOW	64					
Target:	%windir%	\SysW0	W64\odbcad3	2.exe			
Start in:	%windir%	\SysWO	W64				
Shortcut key:	None						
Run:	Normal window \sim						
Comment	Maintains	ODBC d	ata sources ar	nd drivers.			
Open File Lo	ocation	Cha	nge Icon	Advanced			
		ОК	Cance	Apply			

 Click on Security > Users (bottom) > Edit > Click on Users again > Tick Full control > Apply

DDBC Data Sources (32-bit) Properties					
General Shortcut Security Details Previous Versions					
Object name: C:\ProgramData\Microsoft\Windows\Start Menu\Progr					
Group or user names:					
Sa (SAGPTANBC3WYD12\Sa)					
van Blommestein, Pieter (Pieter.vanBlommestein@sage.com)					
Administrators (SAGPTANBC3WYD12\Administrators)					
SAGPTANBC3WYD12\Users)					
To change permissions, click Edit.					
Permissions for Users Allow Deny					
Full control 🗸					
Modify 🗸					
Read & execute 🗸					
Read 🗸					
Write 🗸					
Special permissions					
For special permissions or advanced settings. Advanced click Advanced.					
OK Cancel Apply					

Step 4: Full Control - Workstation

- 1. Open Computer
- Right Click on C:\ > Properties > Security > click on users (bottom) > Edit > Users (again) > Full Control > apply. (*Continue though all messages that appear*)

Permissions for Local Disk (C:)		×
Security		
Object name: C:\		
Group or user names:		
& Authenticated Users		
SYSTEM		
Administrators (SAGPTANBC3	WYD12\Administrat	ors)
	Users)	
	Add	Remove
Permissions for Users	Allow	Deny
Full control	\checkmark	□ <u>^</u>
Modify	\checkmark	
Read & execute	\checkmark	
List folder contents	\checkmark	
Read	\checkmark	

3. Right Click on VIP Drive (e.g. V:\) Properties > Security > click on users (bottom) > Edit > Users (again) > Full Control > apply

Step 5: Installation ODBC

- 1. Right Click on the Desktop > New Folder > Name it TEST
- 2. Right Click on the VIP Icon on the desktop > Open file location
- 3. Locate the ODBC folder and open

Name	Date modified	Туре	Size
Advisor	2017/07/17 8:10 A	File folder	
Attachments	2017/07/17 8:10 A	File folder	
Backups	2017/07/17 8:10 A	File folder	
BIM001	2017/07/17 8:17 A	File folder	
📕 Checklists	2017/07/17 8:05 A	File folder	
📕 Exports	2017/07/17 8:10 A	File folder	
📕 Insight	2017/07/17 8:06 A	File folder	
InstallerLogs	2017/07/17 8:10 A	File folder	
DDBC	2017/07/17 8:17 A	File folder	
Tools	2017/07/17 8:07 A	File folder	
VIPBIM	2017/07/17 8:13 A	File folder	

- 4. Right Click in the folder > Arrange Icons by > Type
- 5. Copy all the .dll files (there will be a minimum of 8) & the licence.ini file close the screen

Ś	acme.dll
ŝ	avision5.dll
ø	Tsacu32.dll
Ŷ	Tseng32.dll
6	Tsodws32.dll
¢.	Tstran32.dll
Ŷ	usqlcs32.dll
ø	Usrfnc32.dll

- 6. Paste the files in the folder on the desktop (TEST)
- Copy only the .dll files from the TEST folder > Click on Start > Computer > C Drive
 Windows > System32 >Paste the files overwrite if asked
- Click one window back on the screen (Windows) and open the folder SysWow64 > paste the .dll files inside overwrite if asked > Close the screen
- Open the TEST folder on the desktop > copy the licence.ini file > Click on Start > Computer > C Drive > Windows > Paste the File (overwrite if asked)

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> This PC > Local Disk (C:) > Windows
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10. Close all Screens > Click on Start > Computer > C Drive > check if there is a temp folder (if not – right click > new Folder > rename: TEMP



Step 6: Setting up the ODBC Username & Password (IF YOU RECEIVED A NEW/UPGRADED PC AND ALREADY HAVE AN ODBC USERNAME & PASSWORD > PROCEED TO STEP 7)

- 1. Right Click on the VIP Icon on your desktop
- 2. Click on Properties > Advanced > Tick Run as Administrator > OK > Apply > Close
- 3. Open VIP and log in to a company
- 4. Click on Utilities > VIP ODBC Configuration
- 5. Send us a print screen of the message block (either authorisation code or password) that appears with the ODBC super user or apply changes document (step 6) to odbc.vip@sage.com and keep the block open

License Code	Login to ODBC install
Please contact VIP support on +27 (012) 420 7000 to authorise your access to the ODBC configuration utility. When calling, please quote the following string:	Enter password:
The VIP staff will then supply you with an authorisation code which you need to enter below.	
	Session ID :801846
Please enter :Authorisation code :	OK Cancel
OK Cancel	

 Go to www.sagevip.co.za > Click on Login > Customer zone > Knowledge base > ODBC > Super user document > Search > download and have your manager sign off the document

Welcome to our Knowledge Base!					
This user-friendly Support Tool has been designed to serve as an alternative means of support to our clients. Here, you have instant access to a wide variety of support documents, which have been created to guide you through common topics and procedures. If you are not sure which section you should access, simply select the Area and then click the Search button – all items related to your search will then be presented to you.					
If your Search result is unsuccessful, <u>please click here.</u>					
Area ODBC Keywords Super user document	0	Search			

- a. If you are the VIP Super User you can access the configuration tool with your password
- b. If you are a normal ODBC user, please ask your ODBC Super User to assist with applying changes or have the manager complete the Apply changes document and send it with the code below (step 5)
- 7. Insert the code sent by the ODBC Support Desk

8. A list of all the companies should appear now. You would need to tick all the companies that the user needs access to. Please remember that the client may not be the only ODBC user and if there are companies that are already ticked this should be left alone

Apply Changes	X Cancel	Add U
Data Sources Permi	ssions	
Company 001		
Company 002		
Company 005		
Company 007		
Company 008		
Company 015		
Company 020		

- 9. The next step is setting up the User on Each Company that was ticked
 - a. Click Add user; a block will appear on the company dropdown you can start by selecting the first company from the dropdown you will need access to
 - b. Username: please insert your name in lowercase
 - c. Password: no alphanumeric password, minimum 5 characters, lowercase eg. 12345
 - d. Confirm Password: Retype the password added in step c.

Company	Company 001	•
Username		
Password		
Confirm Pass	word	
J. DK	Cancel	

e. Redo step a-d for the companies' access is needed to before proceeding

f. After the user has been added you now have to add the permissions for each company. Click on the Permission tab and then go to the first company tab the user was added on



g. You will then need to click on the new user's name that was created and then tick all boxes on the right-hand side. This process needs to be repeated for each company that the user needs to be setup for

ODBC configuration to	lool	_	_		100
Apply Changes	X Cancel	Add User	Delete User	Change User Password	Logi
Data Sources Permi	ssions	1			
Company 001 Comp	any 002	R			
<u>fest</u>	<u>, , , , , , , , , , , , , , , , , , , </u>	BIM Tables (c Career History Company Info Employee Co: Employee Fin Employee Fin Employee Ho Employee Info Equity Informat Carerol Histor General Ledge Interview Histor Interview Histor	ontains Fixed and and Definitions st Centre Info ancial Info ed Information urs and Shifts too & Remunere Info on Y er by formation tent Information tion & Transactio History fistory formation	d Financial Info) dion	

h. After the user has been added to all the companies and all the permissions have been added please confirm that Excel and VIP is closed on all VIP users' workstations before proceeding

i. You can now click on the **APPLY CHANGES** button. A progress button will appear and the following message on to which you just click OK

ODBC configuration to	ol	
Apply Changes	X Cancel	
Data Sources Permis	sions	
VIPGT ODBC Configuration Tool		×
ODBC data sources are about to be created a begin.	please ensure all other	applications are closed before you continue. Click OK when you are ready to
	For the second s	OK

- j. The "Apply Changes" might run for a while depending on how many companies there are and the amount of users in ODBC
- k. The Following message should appear when ODBC Setup has been completed

VIPGT ODBC Configuration Tool	×			
Permissions updated successfully!				
ОК				

STEP 7: Applying Changes (ODBC User already)

 Go to www.sagevip.co.za > Click on Login > Customer zone > Knowledge base > ODBC > Super user document > Search > download and have your manager sign off the document

Welcome to our Knowledge Base!					
This user-friendly Support Tool has been designed to serve as an alternative means of support to our clients. Here, you have instant access to a wide variety of support documents, which have been created to guide you through common topics and procedures. If you are not sure which section you should access, simply select the Area and then click the Search button – all items related to your search will then be presented to you.					
If your Search result is unsuccessful, <u>please click here.</u>					
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Keywords	Super user document	Scarch			

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- 2. Open VIP and log into a company

- 3. Click on Utilities > VIP ODBC Configuration
- 4. Send us a print screen of the message that appears with the correct documentation to odbc.vip@sage.com and keep the block open

License Code X	Login to ODBC install
Please contact VIP support on +27 (012) 420 7000 to authorise your access to the ODBC configuration utility. When calling, please quote the following string: *** CDDE: VIPGT-0DBC-080-N0PASS *** The VIP staff will then supply you with an authorisation code which you need to enter below.	Enter password:
Please enter :Authorisation code :	Session ID :801846
OK Cancel	OK Cancel

- 5. Insert the code sent by the ODBC Support Desk
- No companies need to be added as you already use ODBC, you can now click on the APPLY CHANGES button. A progress button will appear and the following message on to which you just click OK

ODBC configuration tool				
Apply Changes	🗙 Cancel			
Data Sources Permis	ssions			

VIPGT ODBC Configuration Tool	×
ODBC data sources are about to be created please ensure all other applications are closed before you continue. Click OK when you are r begin.	eady to
ОК	

- 7. The "Apply Changes" might run for a while depending on how many companies there are and the amount of users in ODBC. Make sure that there are no users in VIP or ODBC
- 8. The Following message should appear when ODBC Setup has been completed

VIPGT ODBC Configuration Tool	\times				
Permissions updated successfully!					
ОК					

Post installation: Local administrative rights are needed to run reports on ODBC. Please do not remove the local admin rights on the pc and the VIP directory for the users once installation is done, as this was part of the system requirements when the software was purchased and if removed, we can't be held responsible for the software functioning correctly

For further support, contact the Special Solutions Desk: Tel: +27 (0)12 420 7000 Email: odbc.vip@sage.com with the subject ODBC Installation – Win 10 64-bit