

# 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.

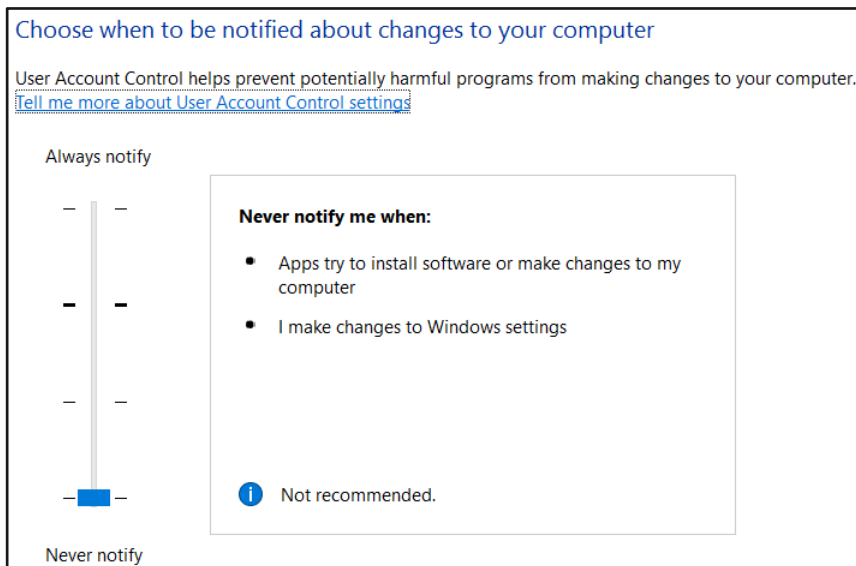
## Step 1: Local Administrative Rights

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

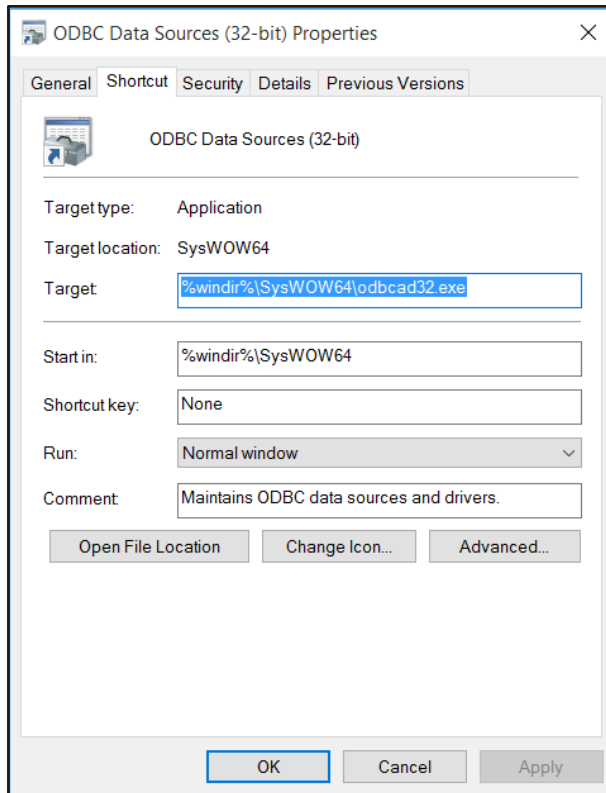
## Step 2: Checking User Account Control

1. Click on Start > control Panel > User Accounts > Change User Account Control Settings
2. Change to NEVER NOTIFY (if not) and restart the machine

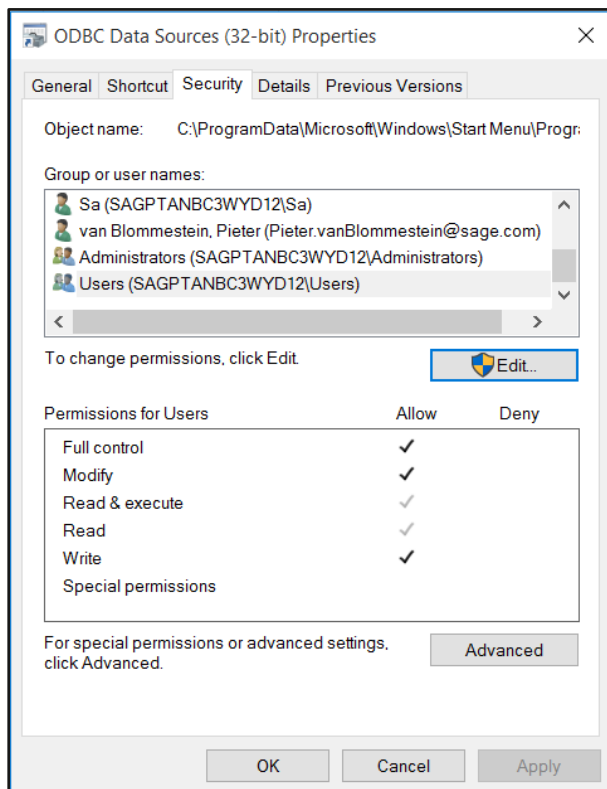


### Step 3: Changing the Data Sources

1. 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:

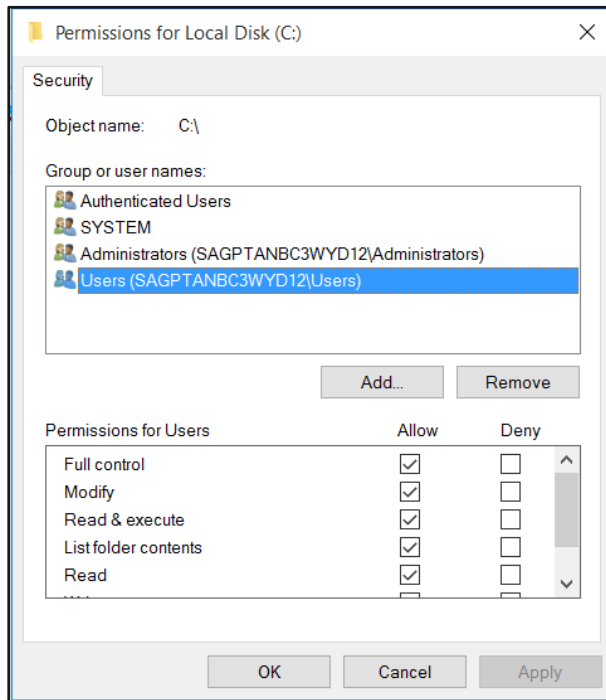


2. Click on Security > Users (bottom) > Edit > Click on Users again > Tick Full control > Apply



#### Step 4: Full Control - Workstation

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



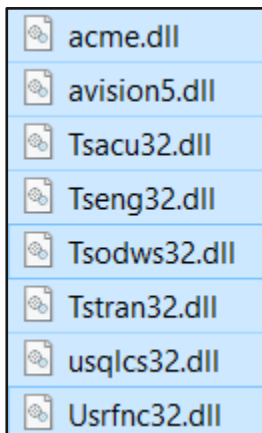
3. Right Click on VIP Drive (e.g. V:\) Properties > Security > click on users (bottom) > Edit > Users (again) > Full Control > apply

#### Step 5: Installation ODBC

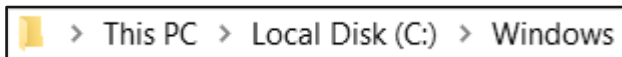
1. Right Click on the Desktop > New Folder > Name it TEST
2. Right Click on the VIP Icon on the desktop > Open file location
3. Locate the ODBC folder and open

Name	Date modified	Type	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	
ODBC	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	

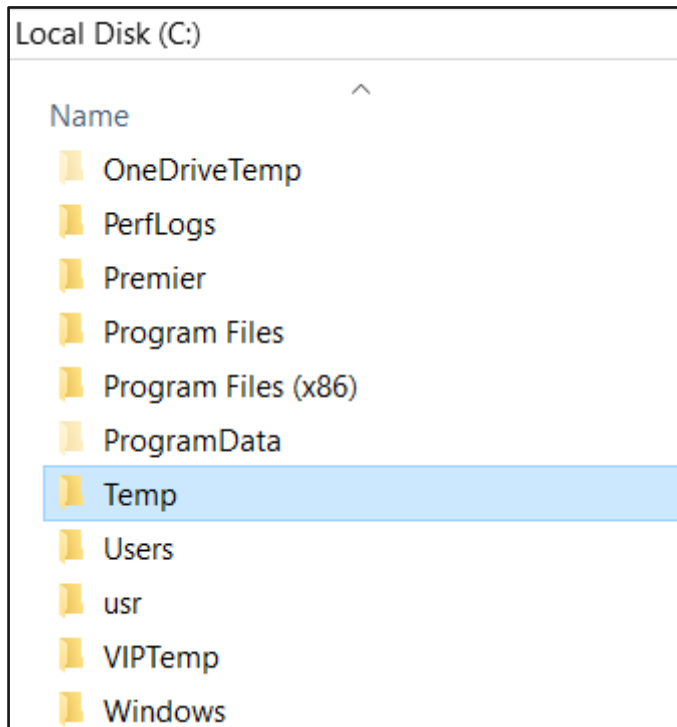
4. Right Click in the folder > Arrange Icons by > Type
5. Copy all the .dll files (there will be a minimum of 8) & the licence.ini file – close the screen



6. Paste the files in the folder on the desktop (TEST)
7. Copy only the .dll files from the TEST folder > Click on Start > Computer > C Drive > Windows > System32 > Paste the files – overwrite if asked
8. Click one window back on the screen (Windows) and open the folder SysWow64 > paste the .dll files inside – overwrite if asked > Close the screen
9. 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)

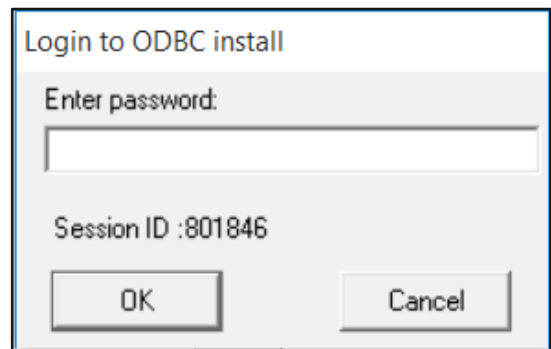
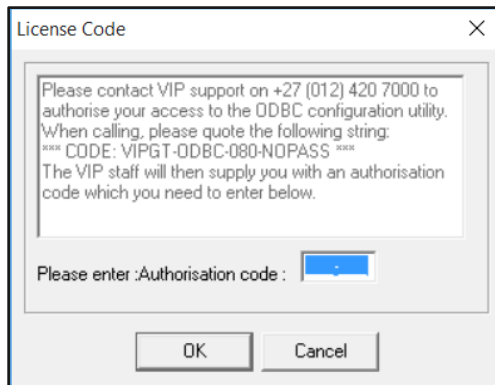


10. Close all Screens > Click on Start > Computer > C Drive > check if there is a temp folder (if not – right click > new Folder > rename: TEMP)

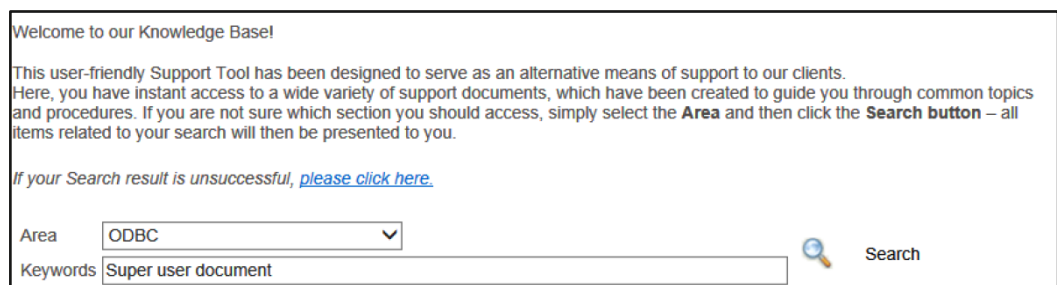


**Step 6: Setting up the ODBC Username & Password  
(IF YOU RECEIVED A NEW/UPGRADED PC AND ALREADY HAVE AN ODBC  
USERNAME & PASSWORD > PROCEED TO STEP 7)**

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](mailto:odbc.vip@sage.com) and keep the block open

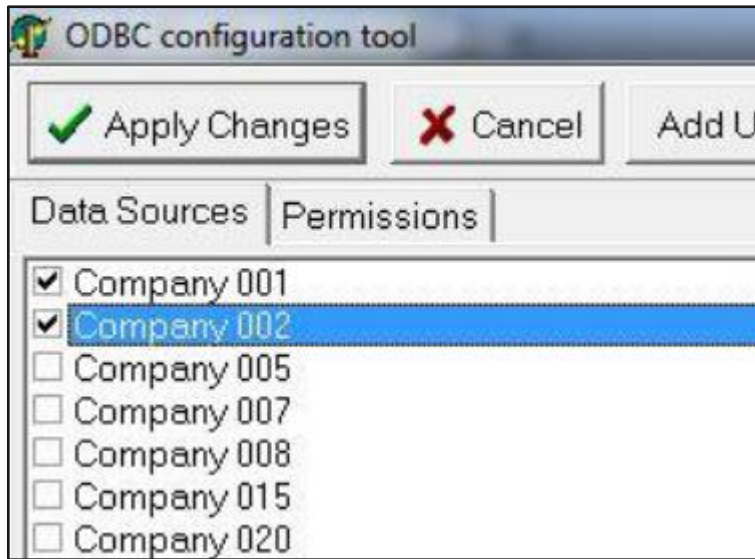


6. Go to [www.sagevip.co.za](http://www.sagevip.co.za) > Click on Login > Customer zone > Knowledge base > ODBC > Super user document > Search > download and have your manager sign off the document

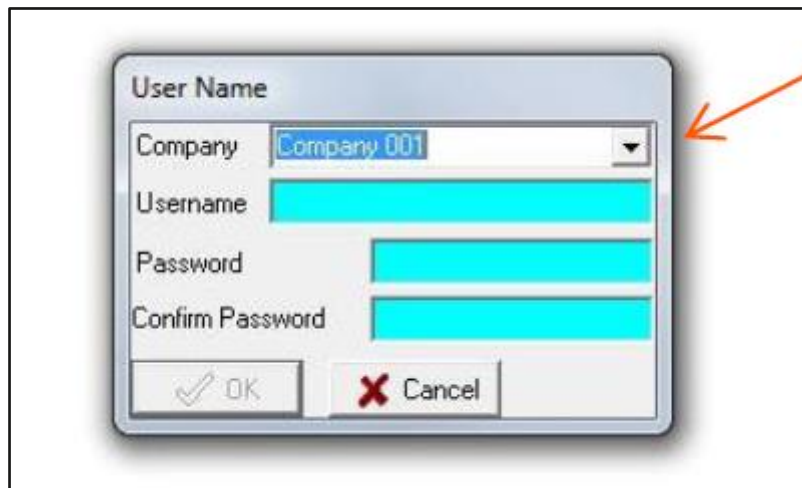


- a. If you are the VIP Super User you can access the configuration tool with your password
  - b. If you are a normal ODBC user, please ask your ODBC Super User to assist with applying changes or have the manager complete the Apply changes document and send it with the code below (step 5)
7. Insert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



9. The next step is setting up the User on Each Company that was ticked
- 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
  - Username: please insert your name in lowercase
  - Password: no alphanumeric password, minimum 5 characters, lowercase eg. 12345
  - Confirm Password: Retype the password added in step c.

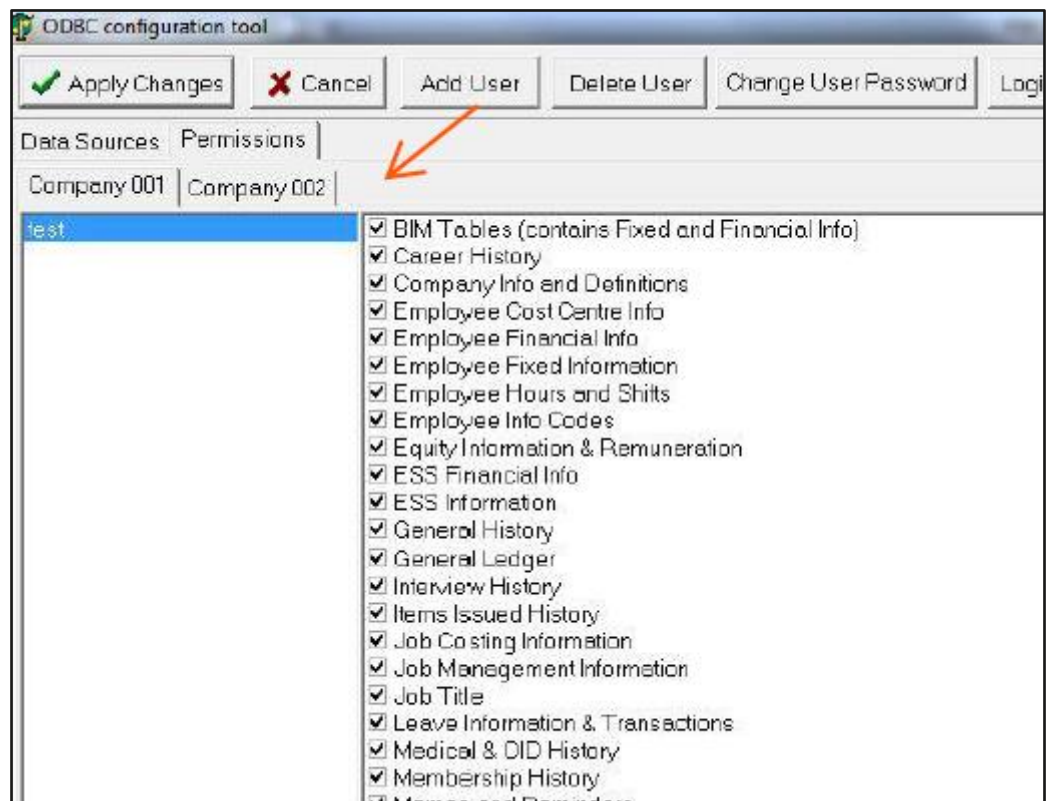


- e. Redo step a-d for the companies' access is needed to before proceeding

- 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

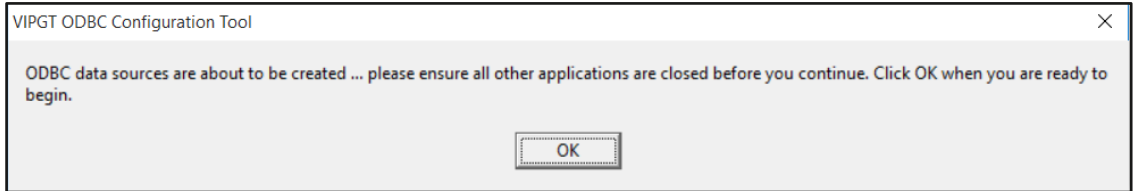
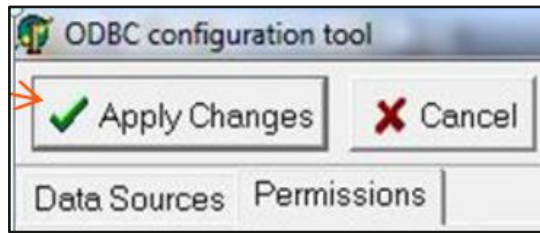


- g. You will then need to click on the new user's name that was created and then tick all boxes on the right-hand side. This process needs to be repeated for each company that the user needs to be setup for

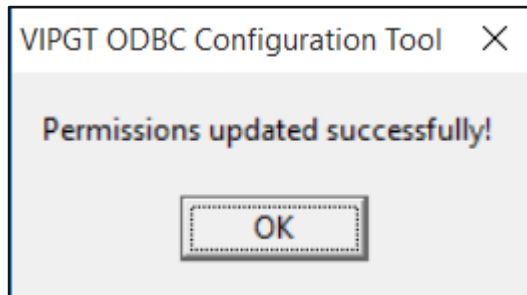


- h. After the user has been added to all the companies and all the permissions have been added please confirm that Excel and VIP is closed on all VIP users' workstations before proceeding

- 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

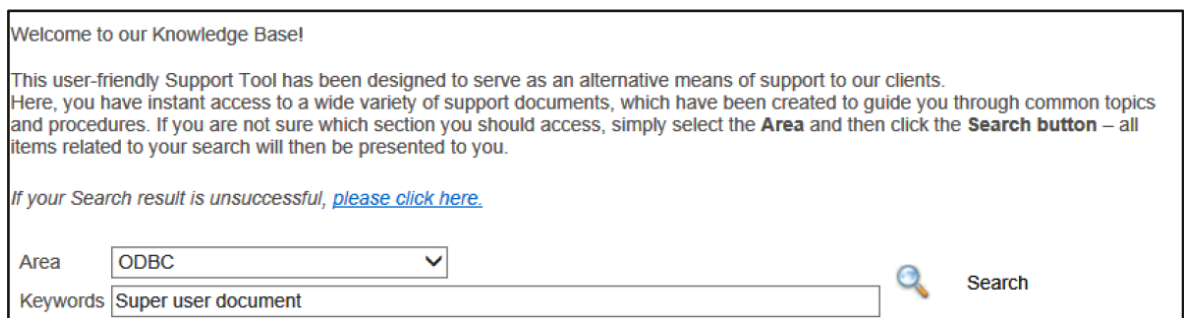


- j. The “Apply Changes” might run for a while depending on how many companies there are and the amount of users in ODBC
- k. The Following message should appear when ODBC Setup has been completed



### STEP 7: Applying Changes (ODBC User already)

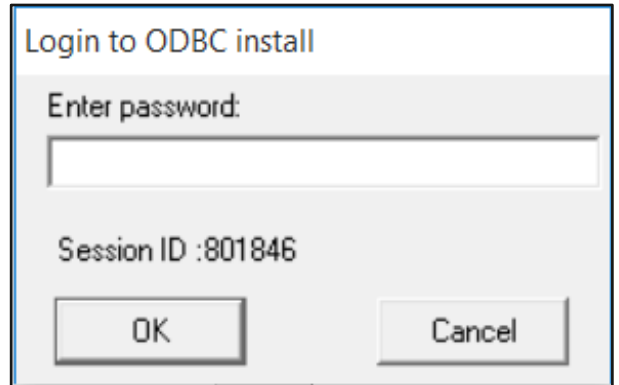
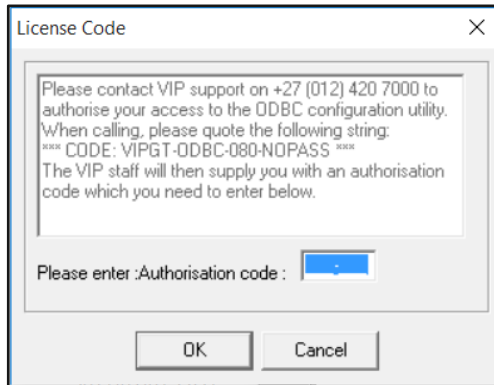
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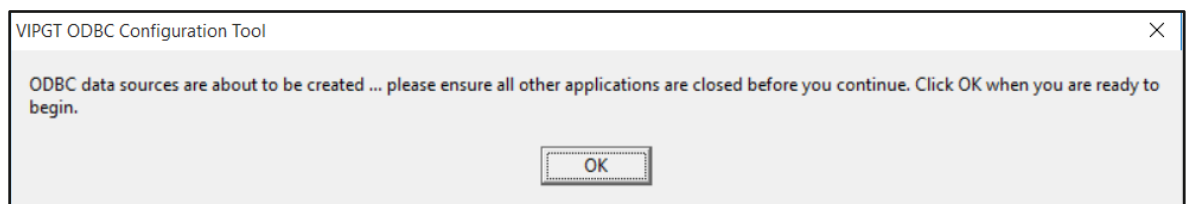
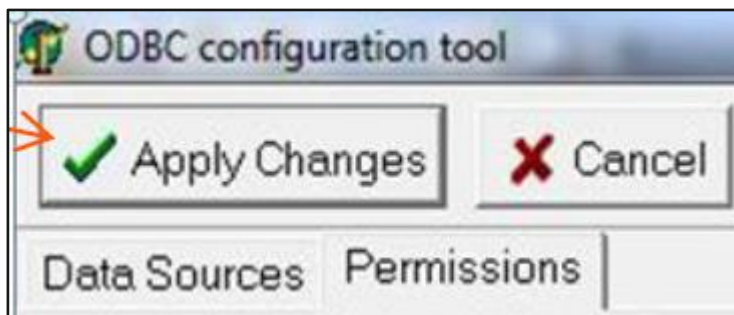
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2. Open VIP and log into a company



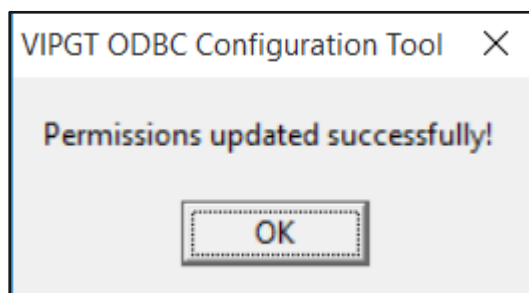
3. Click on Utilities > VIP ODBC Configuration
4. Send us a print screen of the message that appears with the correct documentation to [odbc.vip@sage.com](mailto:odbc.vip@sage.com) and keep the block open



5. Insert the code sent by the ODBC Support Desk
6. 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



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



**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](mailto:odbc.vip@sage.com) with the subject ODBC Installation – Win 10 64-bit