

ODBC

New User or Additional Companies



Date: _____

This permission letter needs to be signed off by the ODBC Super user, direct manager or stand in manager who has the authority to grant the user access to the ODBC tables to create VIP ODBC reports. Please note the ODBC user needs local admin rights on the workstation and the VIP Folder on the server pre and post ODBC installation. If the user has a 64-bit operating system, they will need to make sure that the Office package (Excel) is on 32-bit. **All fields have to be completed.**

Date authorised: _____

I, _____ (Name and Surname) give permission to Sage VIP Payroll to provide the following user/-s access to ODBC and granting them an ODBC username and password:

USERNAME

COMPANY NUMBERS USER MAY ACCESS
WITH ODBC eg. 001, 002

Authorisation:

I, _____ (**Manager**), grant _____
permission to use ODBC for reporting.

Name & Surname (Direct Manager)

Signature

Company Name: _____

Site Code: _____

Contact No: _____