

# Copy System

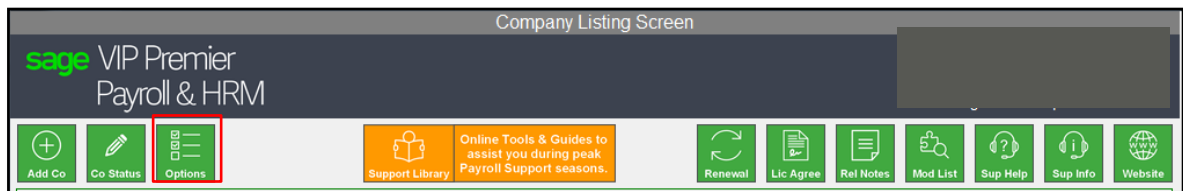
## How to make a copy system on VIP



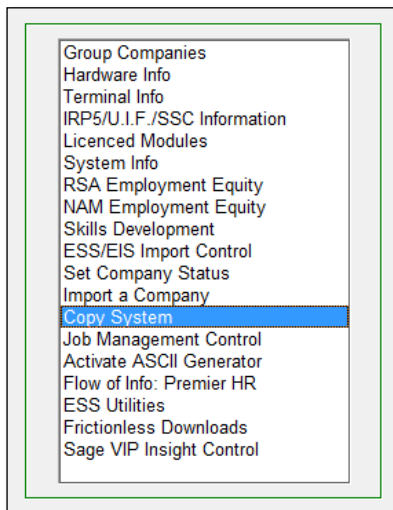
Ensure that all other operators have closed their VIP systems.

- From the company listing screen (before you access any company)

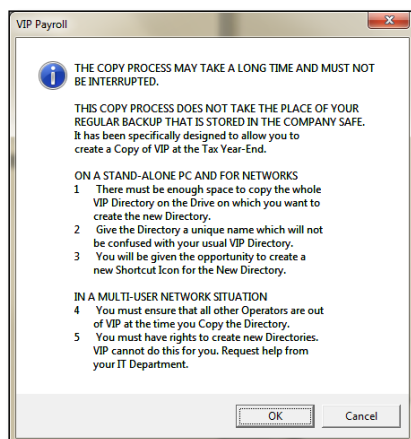
Click on **Options**



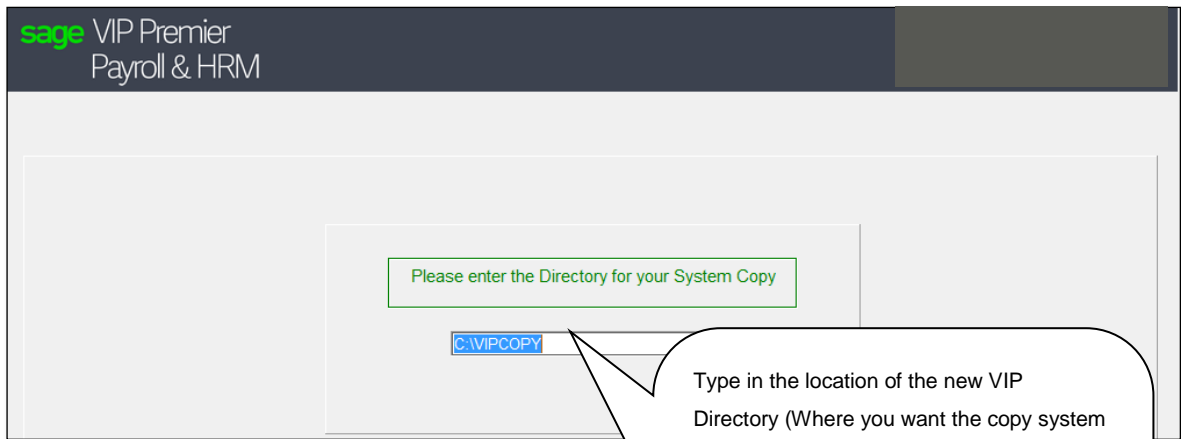
- Click on **Copy System** then continue



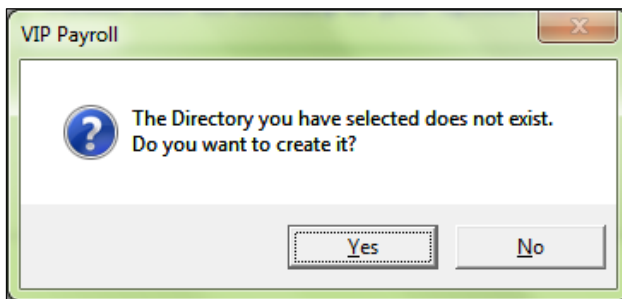
- Click on **OK**, once you have read the message which displays



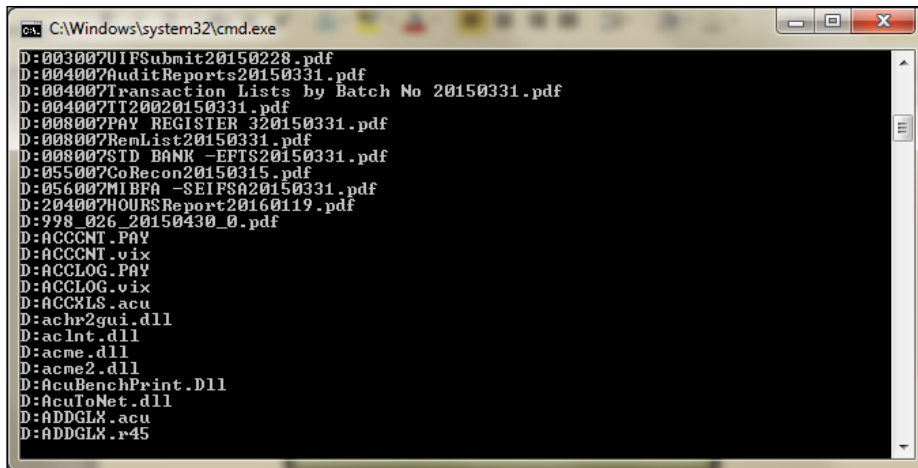
- Type the location of the copy system directory and then continue



- Select **Yes** to proceed

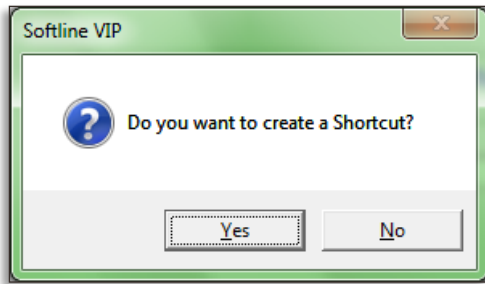


- Do not interrupt the copy process, as it runs through in DOS.

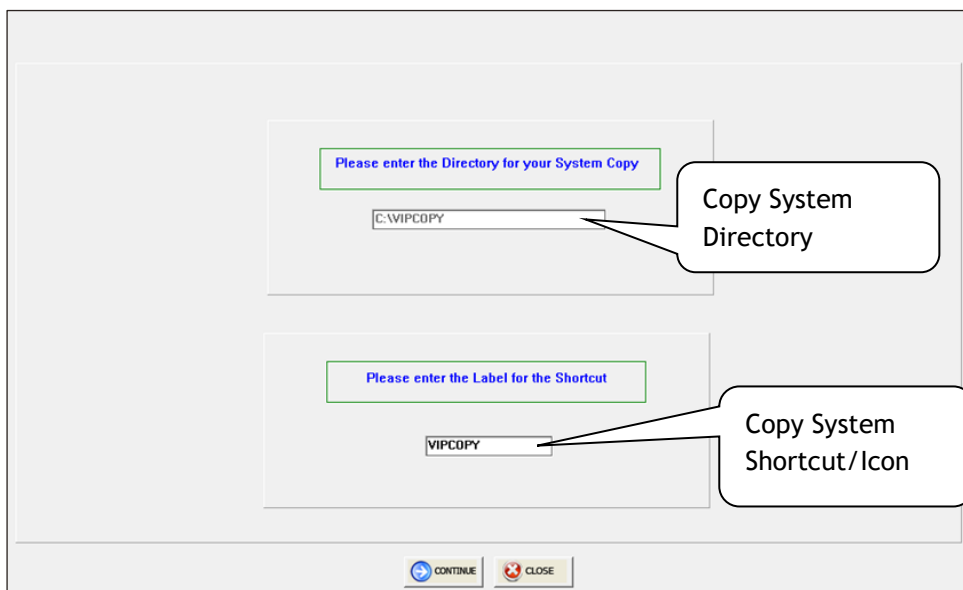


- Once the copy is complete (The DOS Screen will disappear), a message will appear to say that the copy system is complete. Click on **OK**

- Choose **Yes** to create a unique shortcut which will display on the desktop.



- Type in a name for your Shortcut e.g. VIPCOPY



- **Continue**
- The new icon will appear on your desktop
- Please access the new icon and ensure that the VIP copy directory is identical to your live VIP system