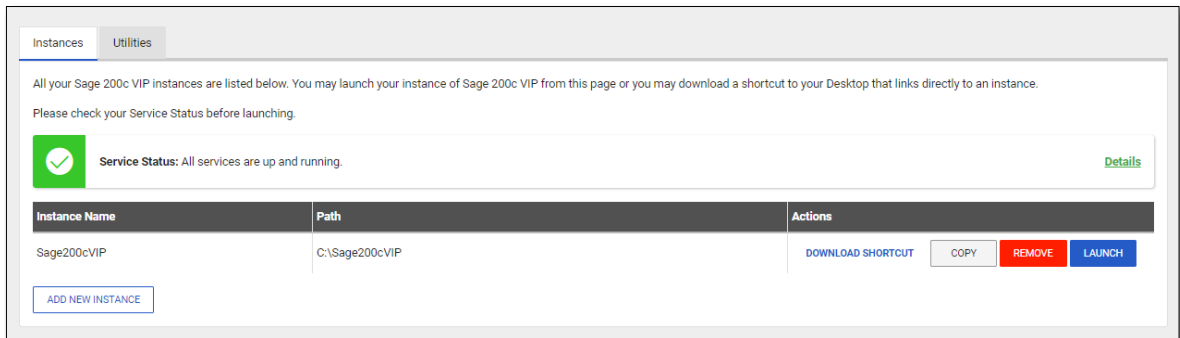


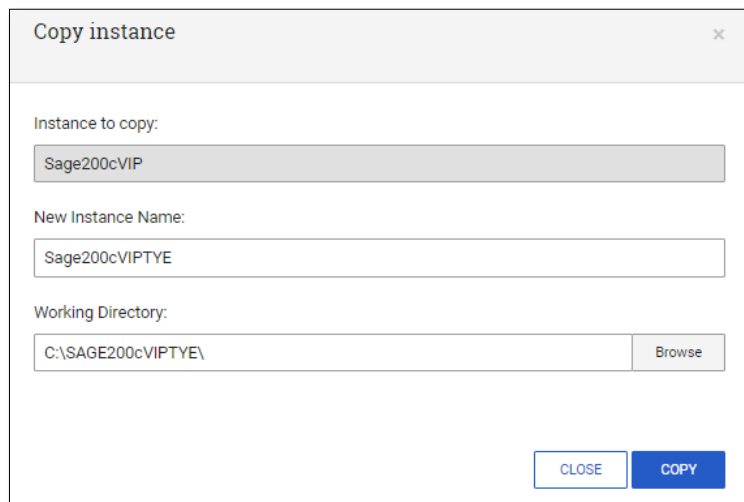
How to make a Copy System from the Landing Page

Please ensure that all operators have closed VIP, and that they will not access the system during the copy process.

- Access the Sage 200c VIP application in your browser



- On the Landing Page, click on COPY on the Instance you are required to copy
- Enter the new Instance name (no spaces or special characters)
- Browse and select/add the specific folder where the system data should be copied
- Click on COPY



- The copy process will proceed in the background, and should not be interrupted

- The new Instance will be added on the Landing Page reflecting the new system location path and name

Landing Page

Instances Utilities

All your Sage 200c VIP instances are listed below. You may launch your instance of Sage 200c VIP from this page or you may download a shortcut to your Desktop that links directly to an instance.

Please check your Service Status before launching.

Instance Name	Path	Actions
Sage200cVIP	C:\Sage200cVIP	DOWNLOAD SHORTCUT <input type="button" value="COPY"/> <input type="button" value="REMOVE"/> <input type="button" value="LAUNCH"/>
Sage200cVIPTYE	C:\Sage200cVIPTYE\	DOWNLOAD SHORTCUT <input type="button" value="COPY"/> <input type="button" value="REMOVE"/> <input type="button" value="LAUNCH"/>

- Click on Launch to ensure that the process completed successfully.

All users who were able to access the copy source, will now be able to access this new Instance as well. We recommend that you review the Access Control on the VIP system to ensure that the correct users have access to the relevant payroll data.