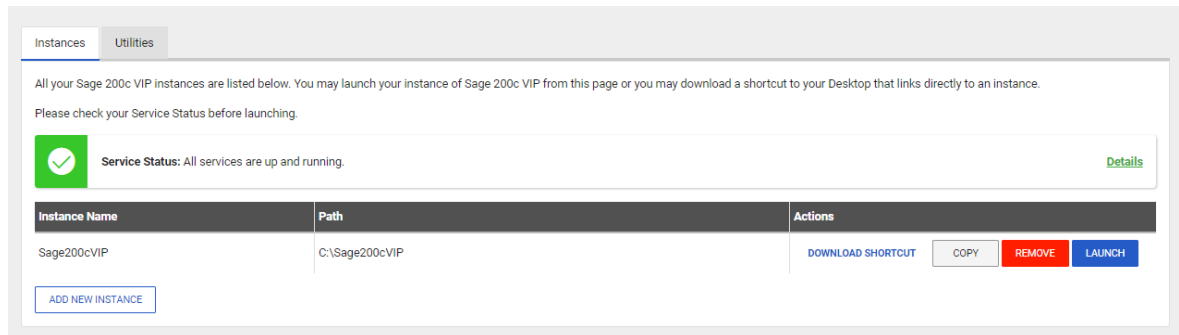


How to make a Copy System from the Landing Page

Before continuing with the copy process, ensure that all operators are out of the system, and will not access the system during the copy process.

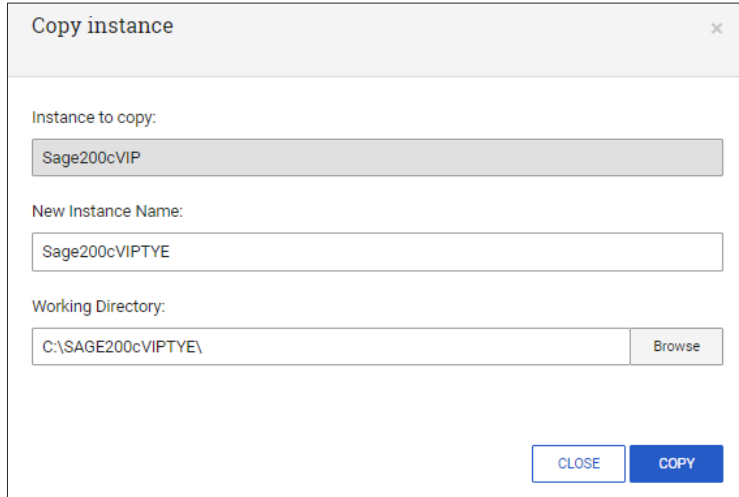
- Access the Sage 200c VIP application in your browser



The screenshot shows the 'Instances' tab in the Sage 200c VIP interface. It displays a table with one instance named 'Sage200cVIP' located at 'C:\Sage200cVIP'. Below the table is an 'ADD NEW INSTANCE' button. Above the table, there is a 'Service Status' section indicating that all services are up and running, with a 'Details' link.

| Instance Name | Path | Actions |
|---------------|----------------|--------------------------------------|
| Sage200cVIP | C:\Sage200cVIP | DOWNLOAD SHORTCUT COPY REMOVE LAUNCH |

- 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 instance' dialog box contains the following fields and buttons:

- Instance to copy: Sage200cVIP
- New Instance Name: Sage200cVIPTYE
- Working Directory: C:\SAGE200cVIPTYE\ (with a 'Browse' button)
- Buttons: CLOSE, 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 COPY REMOVE LAUNCH |
| Sage200cVIPTYE | C:\Sage200cVIPTYE\ | DOWNLOAD SHORTCUT COPY REMOVE LAUNCH |

[ADD NEW INSTANCE](#)

- Click on Launch to ensure the process was complete and successful.

All users that was able to access the copy source will be able to access this new Instance. We recommend you review Access Control on the system (if using Global Access Control) or companies (using Basic or Advanced Access Control), to ensure the correct users have access to the payroll data.