

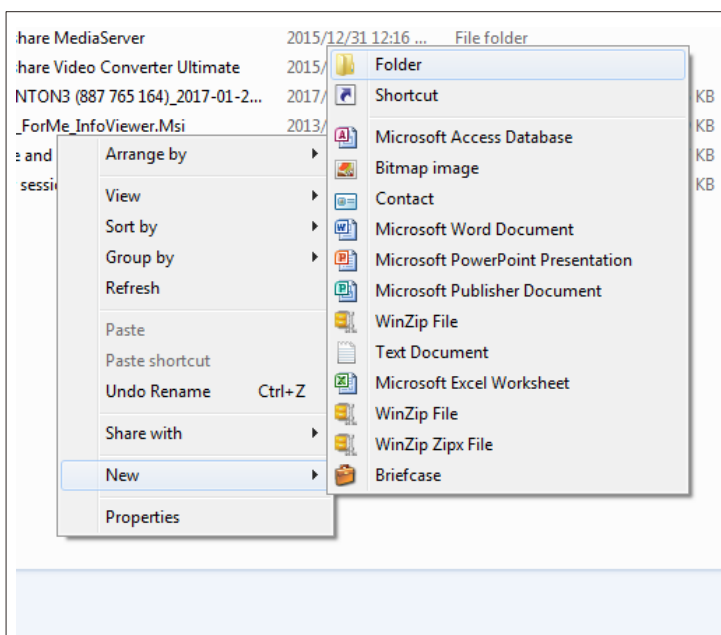
Select default browser folders



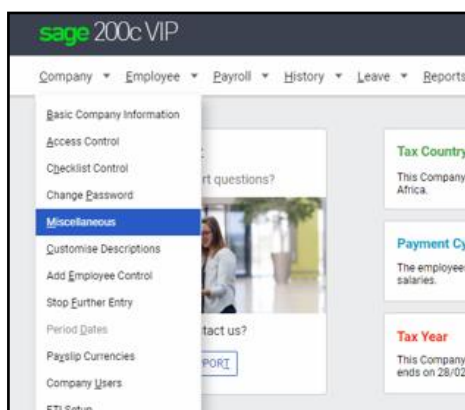
This option allows you to select location on your computer where VIP will store backups and payslips.

- Access the Drive you want to save into save files e.g C:
- Right click on blank space and select new folder
- Rename folder e.g backup, reports or payslips

Please Note: Your folder name shouldn't have spaces or special characters.



- Open you payroll system and access a company
- From main menu click on "Company"
- Select "Miscellaneous" Tab



- Open miscellaneous 3 tab
- Towards the bottom of the screen there are 3 browse options for Payslips, Backups and Exports.

- Browse to folders created and select.
- The blocks will then have the location selected e.g C:\Backups

Please Note: For the users with VIP installed on servers, ensure the location points to mapped drive letter e.g V: and not a server name e.g \\servername