

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.

Miscellaneous			
Company Miscellaneous			
Miscellaneous	s 1 Miscellaneous 2 Miscellaneous 3 Miscellaneous 4 Miscellaneous	5	
Company Logo/Wat	atermark		
Logo Shape:	🔿 Square 🗿 Rectangular		
Logo File Name:	PAYLOG01.BMP	BROWSE	
	Logo file type must be a Bitmap with the extension .BMP and the file must reside in the dire	ctory.	
	Sizes for best results: Square 100 X 100 and Rectangular 154 X 46 pixels		
Watermark File Nam	me:	RROWSE	
watermark rife wan		DROWGE	
	Watermark file type must have the extension ".GIF, ".JPG or ".PNG and the file must reside in t	ne directory.	
	For best results use high resolution.		
Currency		Hot off the Press	
Country	Not used 🔻 🕕	News from Sage	
	The Overseen Overseel for the extended Overseen will wisk as extended on each		
	The currency symbol for the selected country will print on selected reports.	Your Life Line from	
Default Browse Loca	cations		
Export:	BROWSE	Backups:	
Payslins:	BROWSE		
l ajonpo.			
	The Default Browse Locations should not contain any spaces.		

- 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