

How to provide access to Instance Maintenance for a Super User

What is the "Landing Page"?

The Sage 200c Landing Page is the first screen that opens in the browser which allows you to add or remove instances, copy the system folder, and launch the application. It also allows a user to access the Utilities tab, download shortcuts, and view the Service Status which will allow the application to run.

You may access the landing page, by typing in **localhost:3000** in your browser. (Chrome is the preferred browser)

What is an "Instance"?

An Instance is an identifying name that refers to a specific Payroll folder, containing specific data.

Multiple Instances (Payroll folders) can exist on one server/PC. This serves the same function as a shortcut to access an application.

On the Landing Page of the server, you will have the following options to maintain instances:

- **Add New Instance** – you can add an instance for any directory running on Sage 200c VIP.
- **Copy an Instance** – this will copy the full directory to a new location and a new instance will be created on the landing page.
- **Remove an Instance** – directories which are no longer in use can be removed from the Landing Page. The directory will still exist, but the instance to access the application will no longer be available on this page.

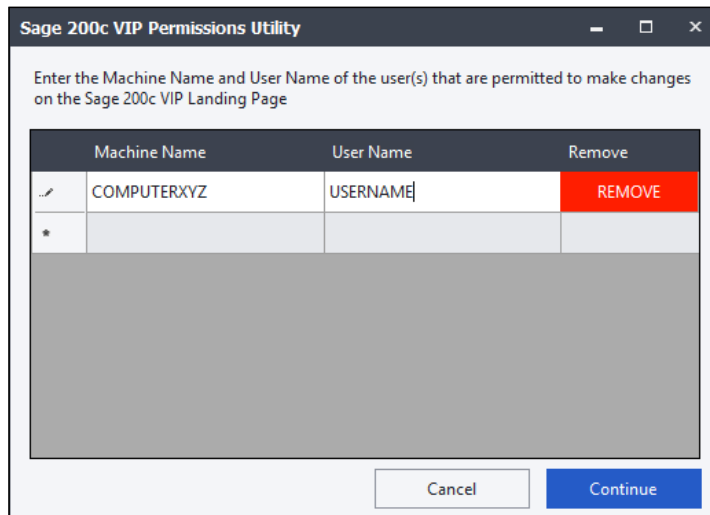
Copy, remove and adding of new instances is restricted to the server administrator.

If you are working in a Network environment, the users on workstations will only have a Launch option on the Landing Page.

You can grant permission to a Super User to add, copy and remove instances using the SiteAccess.exe tool.

How to grant a Super User access to all functionality on the landing page:

- Launch the tool by accessing the location the **C:\Program Files (x86)\Sage\Sage 200c VIP\Settings** folder on the server
- Double click on **SiteAccess.exe**



- Input the **Machine Name** (this is the name of the computer on the network, found on the Properties of My Computer/This PC)
- Enter the **User Name** of the user who should have access. This will be the username to access the computer.

When the user access the Landing Page, they will have the same options available as the server administrator.