

# Copy System

## Copy System steps for Sage VIP

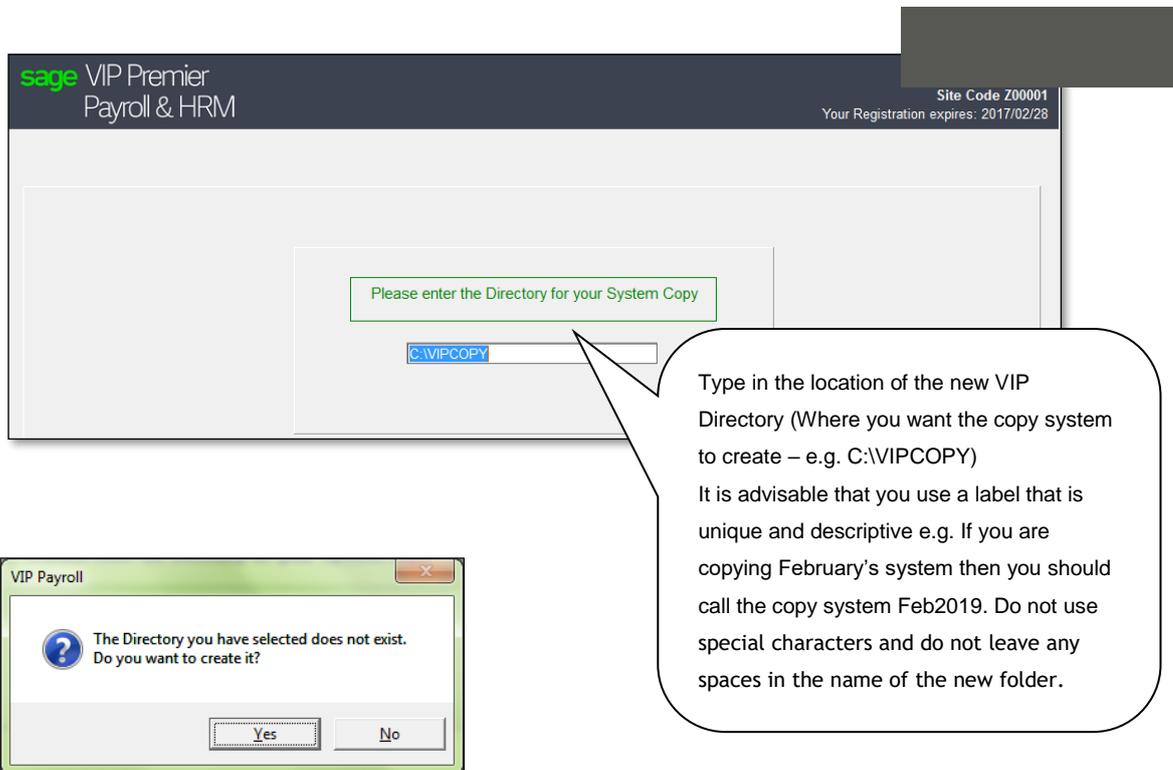


Ensure that all operators have exited the VIP system.

- From the company listing screen (before you access any company) click on the Options button



- Select “Copy System” from the list
- Type the location and folder name you would like to create



- The message above means that you are creating a new directory and not overwriting an existing directory
- A black DOS screen will display and the copy process will begin. Do not interrupt the process
- Once the copy is complete (The DOS screen will disappear), a message will appear to say that the copy system is complete
- Follow the prompts to create a shortcut. Please access the new icon and ensure that the VIP copy directory is identical to your live VIP system