How to Create a New Shortcut

Create shortcut



Step 1: Access your VIP Directory

Right Click on your VIP Icon – Go to properties at the bottom – and look at the 'Start in' for the location of your VIP Directory.

Security	Details	Previous Versions		
General	Shortcut	Compatibility		
Cla	issic			
Target type:	Application			
Target location:	Classic			
Target:	C:\Classic\wrun32.exe	e -s -c cblconfi vipsal.acu		
Start in:	C:\Classic\			
Shortcut key:				
Run:	Maximized 🗸			
Comment:	Sage VIP Payroll			
Open File Lo	cation Change Ic	on Advanced		

Click on the Open file location Icon to access the VIP Directory.

Step 2: Find the 'Create Shortcut' application

Once in the VIP Directory – Top right of the folder – Click in the 'Search Field and search the word 'Create'

Two files should come up and you must select to open the 'Create Shortcut' file. Double click on the 'Create Shortcut' file to run it.

♀ ► Search Results in Classic	▶aaa [+]	-	∳∲ ceate	
Save search			ii • 🖽	(
iht be slow in non-indexed locat	ions: C:\Classic. Click to add to index			
tes gle Drive	CREATEGUID.acu	Type: ACU File	Date modified: 2017/03/07 11:57 PM Size: 5.00 KB	
Drive ent Places nloads	CreateShortcut		Date modified: 2017/03/07 11:57 PM Size: 765 KB	
51-20161012 111-22 DL	Cearch again in:			

Step 3: 'Create Shortcut' application

- Step 1 will automatically identify the 'System Folder' and no action is required by you.
- Step 2: You need to select the type of system. Premier, Classic, Essentials
- Step 3: Type the name of your new shortcut.
- Step 4: Click on create shortcut. Your shortcut will be placed on your Desktop.

Step 1: Please select the			
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otep 1. i lease select the	System Folder y	you would like to create a Shortcut for:	
C:\Classic\			
Step 2: Please select you	sage viP Payr కెప్రెల్లి	on variance కాండ్రి	
	Classic he Name you we	Premier ould like to give the Shortcut:	
Classic	2		
Step 4: Create Shortcut Create Shortcut			