sage

This document will guide you through applying changes in ODBC to update the drivers for the following reasons:

1. You have received a new/upgraded PC – ODBC has been reinstalled, but there is problems running the reports.

2. You have done a VIP update and need to reconnect the ODBC drivers to the new information.

3. You have made changes in your payroll and want to fresh the data links.

4. You use more than one directory (or copy systems) and need to apply changes to change the directory the drivers are looking at when running reports.

> Please make sure that you have Local Admin rights and that all users are logged out of VIP and excel is closed

Applying Changes via ODBC

1. Right Click on the VIP Icon on your desktop

2. Click on Properties > Advanced > Tick Run as Administrator > OK > Apply > Close

3. Open VIP and log in to a company

4. Click on Utilities > VIP ODBC Configuration

5. Go to www.sagevip.co.za > Click on Login > Customer zone > Knowledge base > ODBC > Super user document > Search > download and have your manager sign off the document

   – If you are the ODBC Super user, enter your code and access the Configuration Tool

   – If you are not the ODBC Super user, please contact your Super user and ask for assistance with the code

Welcome to our Knowledge Base!

This user-friendly Support Tool has been designed to serve as an alternative means of support to our clients.
Here, you have instant access to a wide variety of support documents, which have been created to guide you through common topics and procedures. If you are not sure which section you should access, simply select the **Area** and then click the **Search button** – all items related to your search will then be presented to you.
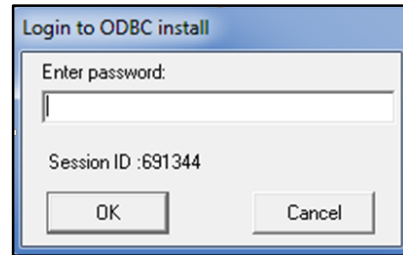
If your Search result is unsuccessful, please click here.

| Area | ODBC |
| Keywords | Super user document |

🔍 Search

6. Send us a print screen of the message block (either authorisation code or password) that appears with the ODBC super user or apply changes document (step 5) to odbc.vip@sage.com and keep the block open


OR

7. Insert the code sent by the ODBC Support Desk

8. After the user has been added you now have to add the permissions for each company. Click on the Permission tab and then go to the first company tab the user was added on
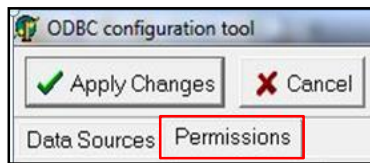

9. You will then need to click on the new user's name that was created and then tick all boxes on the right hand side. This process needs to be repeated for each company that the user needs to be setup for
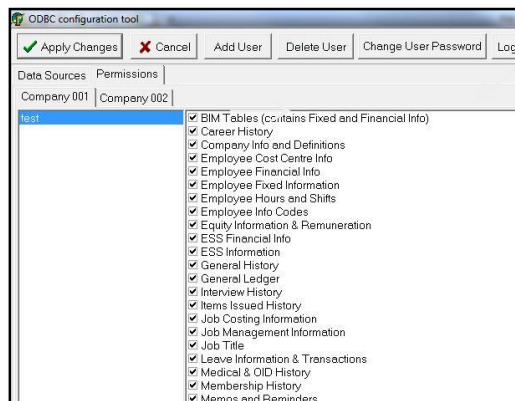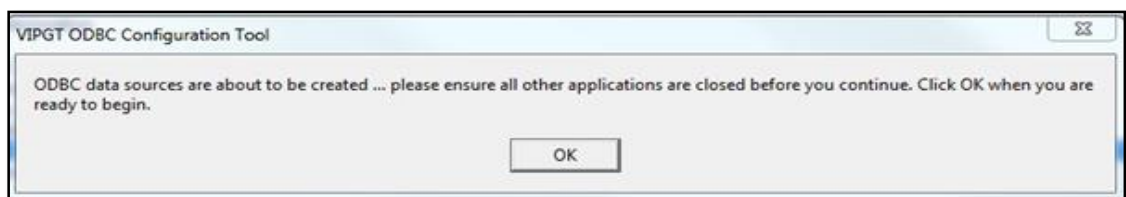

10. After the user has been added to all the companies and all the permissions have been added please confirm that Excel and VIP is closed on all VIP users' workstations before proceeding
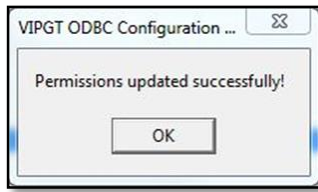
11. You can now click on the APPLY CHANGES button.
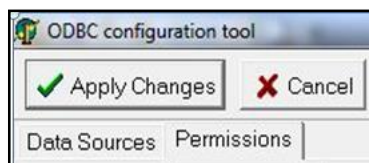
12. A progress button will appear with the following message > Click OK

– The "Apply Changes" might run for a while depending on how many companies there are and the amount of users in ODBC

13. The Following message should appear when ODBC Setup has been completed > Click OK

Post installation: Local administrative rights are needed to run reports on ODBC. Please do not remove the local admin rights on the pc and the VIP directory for the users once installation is done, as this was part of the system requirements when the software was purchased and if removed, we can't be held responsible for the software functioning correctly

For further support, contact the Special Solutions Desk:
Tel: +27 (0)12 420 7000
Email: odbc.vip@sage.com with the subject *ODBC Apply Changes*