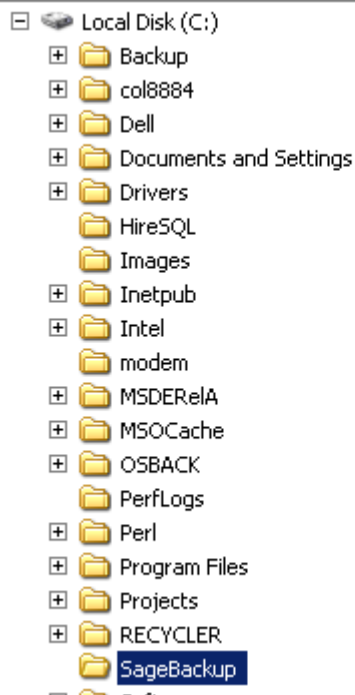




How to load your Sage Data to Your Office Anywhere Once Commissioned

Create a directory on your local PC

Create a folder on the c:\drive called c:\SageBackup



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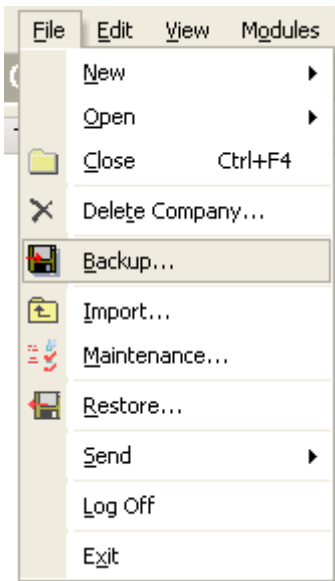
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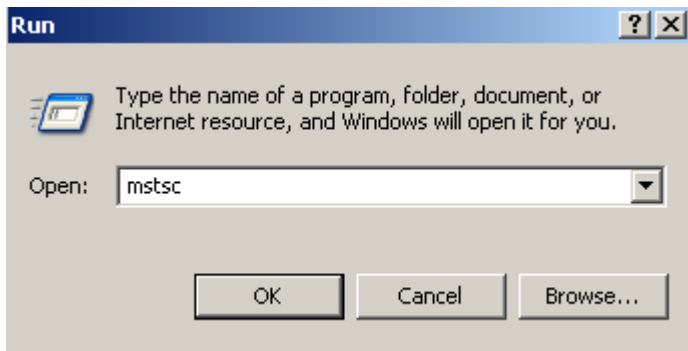
Backup your local copy of Sage as you would do normally using Sage



And select the c:\SageBackup location on your local PC. Call the backup file SageBackup.001

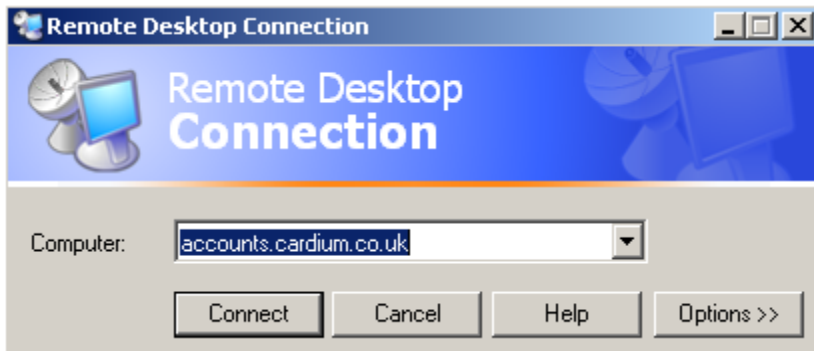
Start your remote desktop application

Select Start – Run – MSTSC

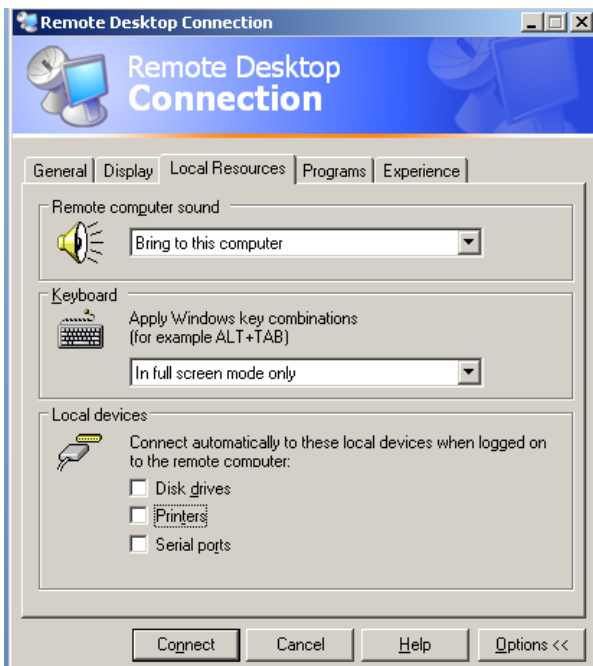


Select Options button. Check you have the correct name in the computer option – this is an example of a connection.

| | | |
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|--|---|---|



Select Local Resources Tab



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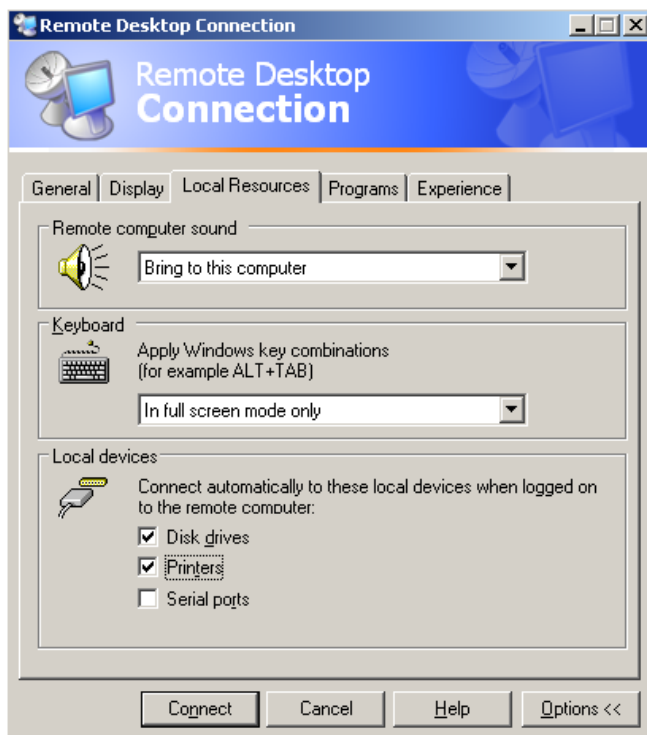
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Check Disk Drives (optionally check printers if you wish to print to locally attached printers)



Select Connect



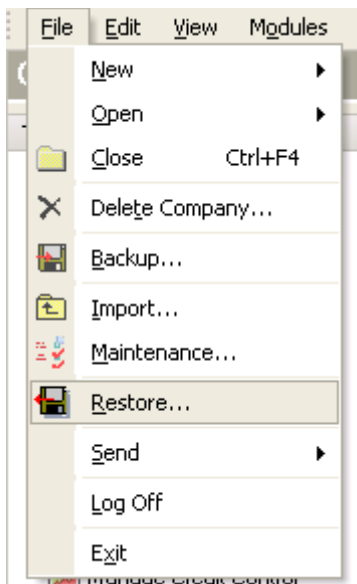
Select OK to the above message

| | | |
|--|---|--|
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|--|---|--|

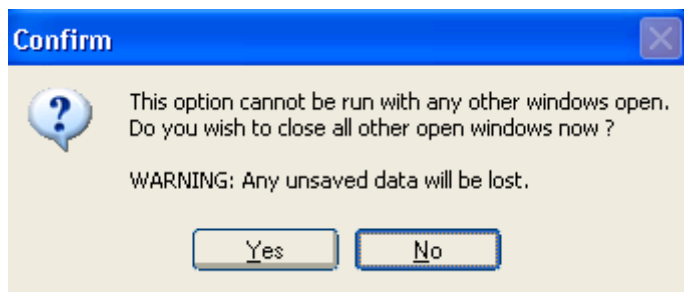
Launch and Backup Sage

Start Sage on the terminal server. Note if you have a Network Version of Sage or Multi User to logon you will need to use Manager with no password to access the system initially – this is the network password for the demo data, and any passwords and usernames will change to be the same as your data once uploaded.

Select File and Restore in Sage to restore Sage



Select Yes to any confirmation Screen



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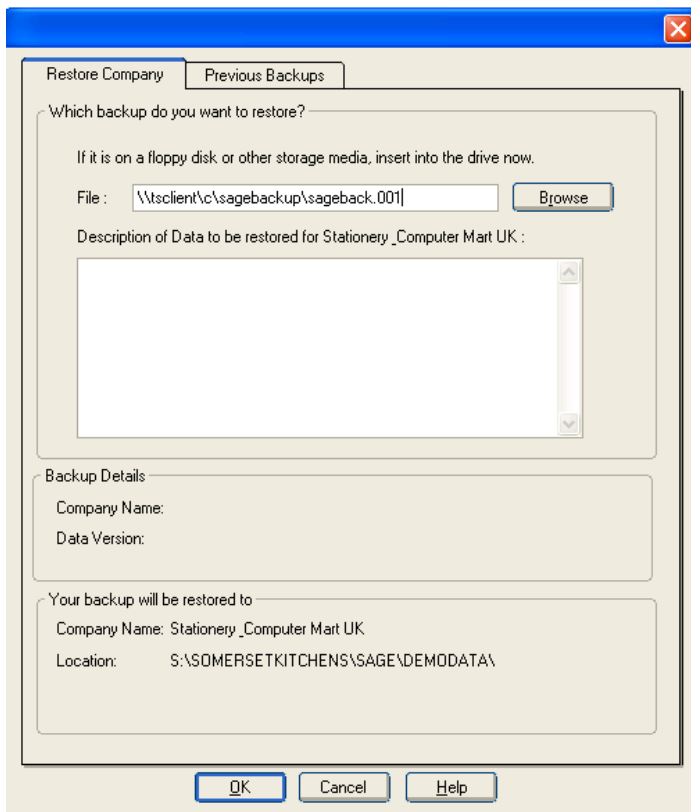
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In the file name key in [\\tsclient\c\sagebackup\sageback.001](#)



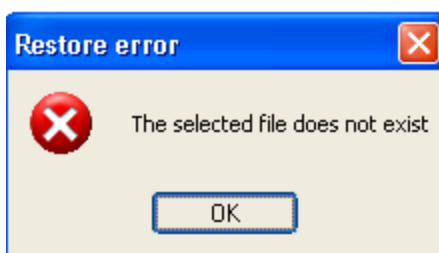
Where [\\tsclient\c\sagebackup](#) is the folder on your local PC

Sageback.001 is the file name that sage will be restored and created previously in this article.

Select OK. You will see the restore starting

The restore will take some time depending on your internet connection.

If the restore does not work you will see the following error



| | | |
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|--|---|--|

Local disks have not been presented – see step 4/5

The path is incorrect – see step 1/7.

Re Launch Sage in the terminal session and you will now see your data – test everything appears to be OK before moving completely to the Your Office Anywhere Sage solution. Make sure you only update either the local or Your Office Anywhere solution at any time – this procedure can be used as many times as necessary to get the data into Your Office Anywhere.

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