



The Ampersand Group

SAGE ONLINE INSTALLATION LOCAL USERS COMPUTER

SAGE online software is designed to be installed on your LOCAL computer for your use. To Use SAGE you must download the software and install it locally first.

During the installation process you will be required to have ADMINISTRATOR PRIVILEGES to complete the install. This would be the Administrator logon and password for YOUR LOCAL SYSTEM.

First Step: Download the Software

The software is located at <http://docs.theampersandgroup.com/docs/member/65-Vendors/Sage/>

To download this software double click on SAGEOnlineSetup.zip and save it to your local computer in a location where you will be able to find it again.

Second Step: Launch the Software

After the software is downloaded, path yourself to the file (SAGEOnlineSetup.zip) and double click on it to open the .exe file and launch the install program.

Third Step: Walk through the install

The software will walk you through the install process. It will prompt you for an Administrator Logon and Password. You will NOT be able to complete the installation without that information. Please have it ready.

Fourth Step: Your Done!!

After the install is complete the software will be installed on your local computer and ready to use. Depending on your selection when you installed the software it may have put a shortcut on your desktop as well as in your Program Files.

Start Using Sage!!

When you launch sage you will be prompted for your specific user name and password as provided to you from The Ampersand Group