

Sage 50 Accounts Mobile

Step by Step

To configure Sage 50 Mobile in Sage 50 Mobile in Sage Accounts if your data is held on your PC

Before using Sage 50 Mobile, you must first turn on the mobile option in your Sage 50 Accounts 2012 software.

1. Open the Tools menu and choose Internet Options, then click the Mobile tab.
2. To begin configuring your Sage 50 Mobile settings, click Enable Mobile.
3. Select your location, and then **click OK**.
4. You can enable Sage 50 Mobile for your own use or for yourself and a number of other users. Choose Enable Mobile for me only or Enable Mobile for myself and others then **click next**.
5. Enter your Sage Passport credentials. This is the email address and password you get after you register in <https://signin.sage.com/MBSignIn/SignUp.asp> (see Sage Passport Appendix at the end of this document)

Tip: If you have forgotten your password, click Forgotten Your Password or, to set up a new account, **click Create a new one**.

6. Enter your Sage 50 Accounts software user name and password. It is recommended that you use the MANAGER details for the first mobile user you create, and then **click Next**.
7. If you chose to enable Sage 50 Mobile for yourself and others, to add other users, **click Add new then complete the required fields**.

After setting up each user, you can edit their access rights by clearing or selecting the check boxes, as required.

Repeat this stage for all of the required users **then click Next**.

8. Finish.
9. After completing the Sage 50 Mobile wizard for the first time, the Enable Mobile option changes to Configure Mobile. You can now use this wizard to edit and add new users as required.

Note: This routine must be completed in each company that you want to access through Sage 50 Mobile.



To configure Sage 50 Mobile in Sage Accounts if your data is held on a different PC

On your PC

1. Open the Tools menu and choose Internet Options, then click the Mobile tab.
2. To begin configuring your Sage 50 Mobile settings, click Enable Mobile.
3. Click Get Installer, then select your location and then click OK.
4. Click Save then Browse, select where you want to save the file on your PC and click OK.
5. Right-click on the file sage-mobile-setup.exe and click Copy.
6. Paste the file on to a memory stick or on to a network drive.

On the PC which holds your Sage 50 Accounts data

1. Paste the file sage-mobile-setup.exe to a location on the PC which holds your Sage 50 Accounts data, locate and double-click the file.
2. Ensure all options are selected, then click Install and then click OK.
3. Open the Start menu and choose Sage 50 Mobile then click Sage 50 Mobile.
4. Click Select Folder and locate your Sage 50 Accounts data, double-click the Accdata folder and click Open.
5. Click next, you can enable Sage 50 Mobile for your own use or for yourself and a number of other users. Choose Enable Mobile for me only or Enable Mobile for myself and others then click next.
6. Enter your Sage Passport credentials (see Sage Passport Index) Next.

Tip: If you have forgotten your password, click Forgotten Your Password or, to set up a new account, click Create a new one.

7. Enter your Sage 50 Accounts software user name and password. It is recommended that you use the MANAGER details for the first mobile user you create, and then click next.
8. If you chose to enable Sage 50 Mobile for yourself and others, to add other users, click Add New then complete the required fields.

After setting up each user, you can edit their access rights by clearing or selecting the check boxes, as required.

Repeat this stage for all of the required users then click Next.

9. Finish.



To download the Sage 50 Mobile App

1. Ensure the PC that holds your Sage Accounts data is switched on and connected to the internet.
2. Download the Sage 50 Accounts Mobile App on your mobile.

IPhone

You must download and install the iPhone App through the App Store. For more information about how to download and install the App, go to www.sage.ie/store/accounts/sage-50-mobile-app/iphone.aspx

BlackBerry

- You can download it to your PC and install it using the BlackBerry Desktop Manager.
 - Alternatively, you can install it directly onto your BlackBerry. For more information and to download the App, please go to <http://www.sage.ie/store/accounts/sage-50-mobile-app/blackberry.aspx>
3. Open the downloaded application and enter your Sage Passport email address and password.

A list of the companies that you have enabled for Sage 50 Mobile appears.

4. Choose your required company from the list.

Appendix Sage Passport

Anyone you want to use Sage 50 Accounts Mobile needs to get a Sage Passport.

Creating your Sage Passport

1. - Go to <https://signin.sage.com/MBSignIn/SelectOperation.asp>



My Passport

Your Sage Passport allows you to use all of our services with one username.









Passport

Passport

Select a Sage Subsidiary or Affiliate

Please select the proper Sage subsidiary or affiliate from the list below:

	Sage HR Solutions AG
	Sage Software GmbH
	Business Software GmbH
	Sage Australia
	Sage (UK) Limited
	Sage Group

2. - Click Sage Group



3. - Click Register as new user

Sign In with Sage Group Passport

This is the gateway to Sage Group's Internet tools and services. To sign in, please type your e-mail address and password in the form below. You may want to bookmark this page for future access.

Sign In	
	[Register as new user] [Reset your password]
E-Mail	<input type="text"/>
Password	<input type="password"/>
	<input type="checkbox"/> Sign me in automatically on this computer
<input type="button" value="Sign In"/>	

4. - You'll be taken to a page where you should fill in your details. At the end of the page you need to enter your company information, agree to the Terms and Conditions and click **Sign up**.

Sign Up for a Sage Group Passport

With Sage Group Passport, you get one secure profile and password for all Sage Group services. We will verify the e-mail address you provide below by sending you a confirmation message.

✖ = Required field

Account Information	
E-mail:	<input type="text"/> ✖
Password:	<input type="password"/> ✖
Retype Password:	<input type="password"/> ✖
Address Information	
First Name:	<input type="text"/> ✖
Last Name:	<input type="text"/> ✖
Company:	<input type="text"/> ✖
State:	<input type="text"/>
Country:	<input type="text" value="Ireland"/> ✖
<input type="checkbox"/> I accept the Terms and Conditions for online services from Sage Group.	
<input type="button" value="Sign Up"/>	

5. - An email will be sent to the provided email address. A hyperlink will be included in the email that should be clicked to activate the passport. Instructions will be included within the email.

As soon as you've activated your Sage Passport you'll be able to go back to the sign in page and use the services you're subscribed to as Sage 50 Accounts Mobile.

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