

Dear Clients,

In case your office has been affected due to COVID-19 and is closed then don't hamper your work you can also start with SAG Infotech software at any location.

If any customer has Online Registration – First you have to surrender the software, then do the installation of software at new location using the same activation code.

If any customer has Offline(Dongle) Registration– Take your dongle with you and install the software at new location then use the same dongle for activation.

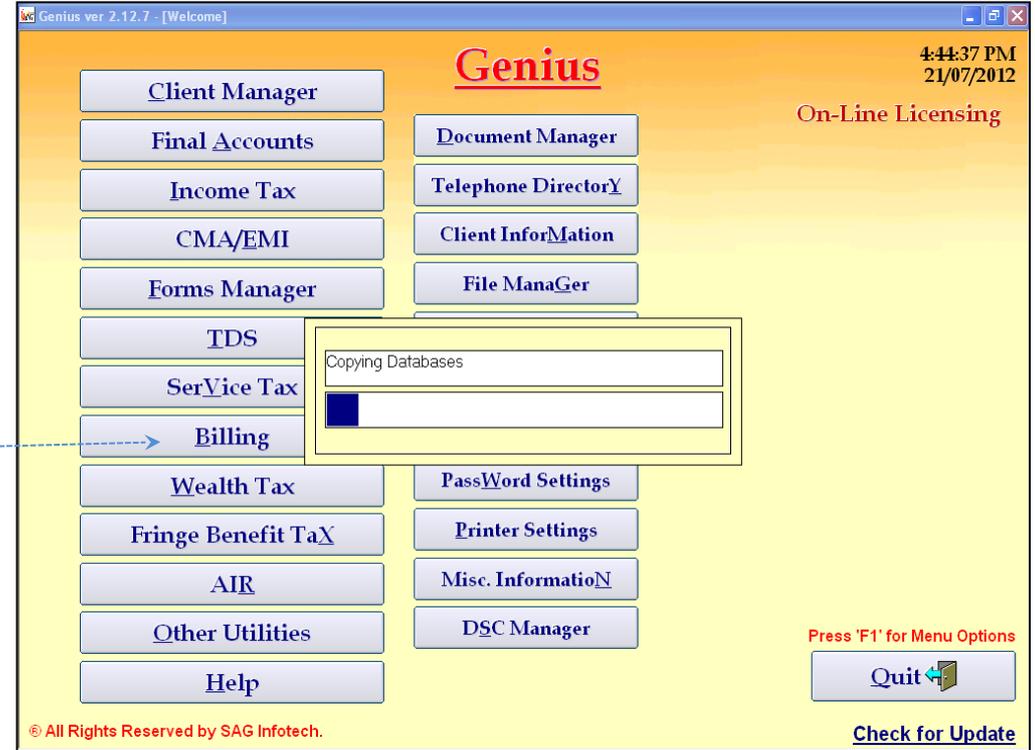
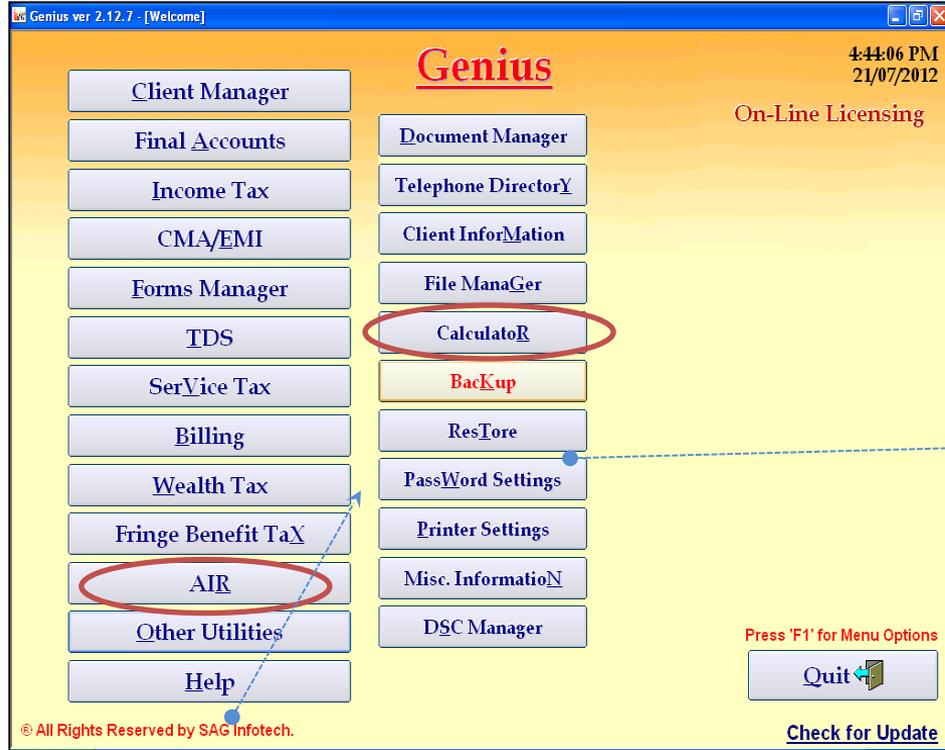
Apart from that, technical support team will help you if you face any problem and you can also access our website help section ( <https://saginfotech.com/help.aspx>) anytime and reach our support during office hours.

For more information please read our customer guidelines: <https://saginfotech.com/pdf/Guidlines-for-Customer.pdf>

Regards SAG Infotech Private Limited

# Online User: Steps to surrender Software from One PC and install it on another?

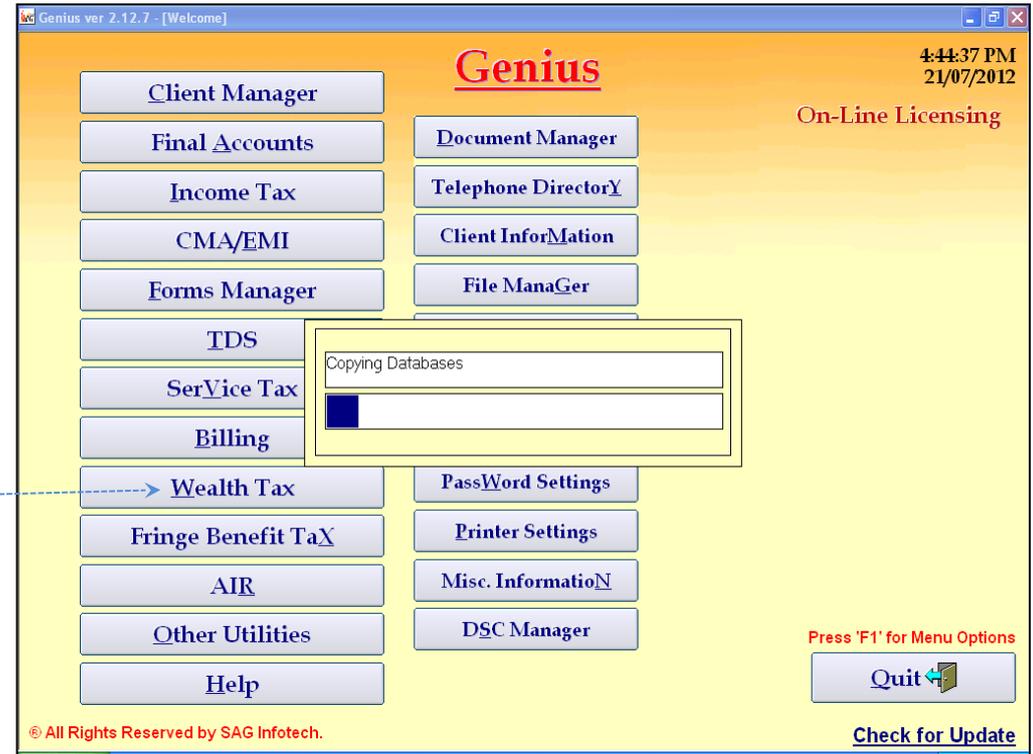
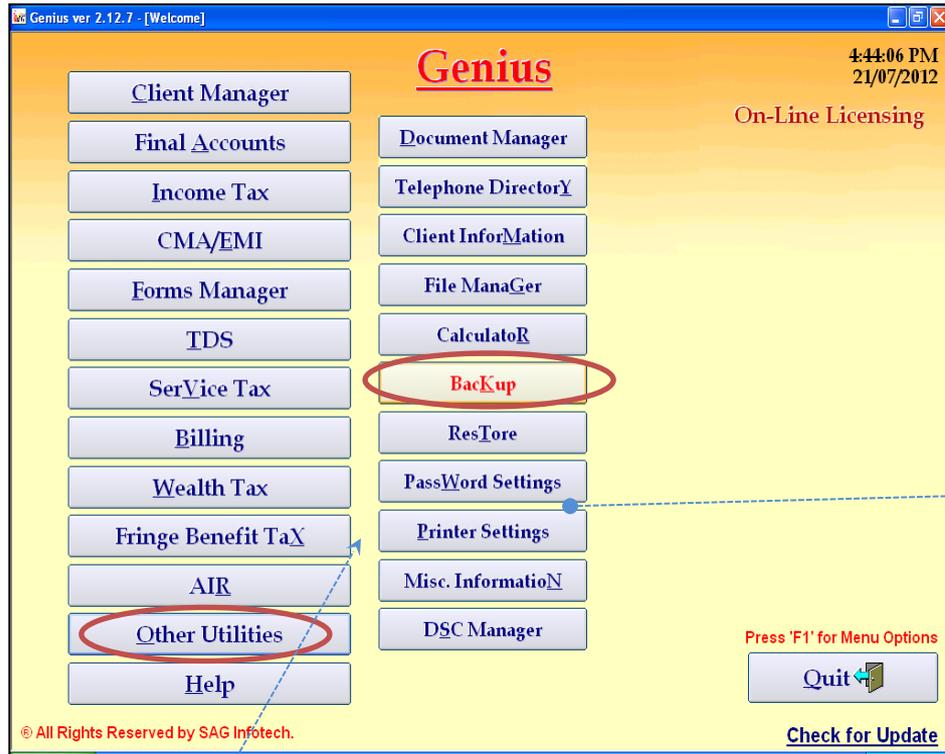
Remember : To take Backup of your data.



Go to "Other Utilities" then click on "BacKup".

This will start copying database and create a Zip folder at the given path.

# Step 1 : To take Backup of your data.



Go to "Other Utilities" then click on "Backup".



This will start copying database and create a Zip folder at the given path.

## Step 2 : Surrender the License.

First click on "On-Line Licensing" and then on "Surrender License".



After that enter your "Activation Code" and click on "Surrender".

The screenshot shows the Genius software interface. On the left is a vertical menu with buttons for Client Manager, Final Accounts, Income Tax, CMA/EMI, Forms Manager, TDS, Service Tax, Billing, Wealth Tax, Fringe Benefit Tax, AIR, Other Utilities, and Help. The main area displays the 'Genius' logo and the time '4:26:40 PM 21/07/2012'. A dialog box titled 'On-Line Licensing' is open, containing a 'Surrender License' button (circled in red), a description of the process, an 'Upgrade License' button with a progress bar at 100%, and a 'Close' button. A red circle also highlights the 'On-Line Licensing' title. At the bottom, there is a 'Quit' button and a 'Check for Update' link. The footer contains the copyright notice '© All Rights Reserved by SAG Infotech.' and the instruction 'Press 'F1' for Menu Options'.

The screenshot shows the same Genius software interface. The 'On-Line Licensing' dialog box is now filled with data: Name (Genius Testing), Email Id (info@saginofotech.com), and Serial No. (341823757). The 'Activation Code' field is empty and circled in red. Below the fields are 'Cancel' and 'Surrender' buttons, with the 'Surrender' button also circled in red. A dashed blue arrow points from the 'Surrender License' button in the previous screenshot to the 'Surrender' button here. The rest of the interface, including the menu and footer, remains the same.

# Step: (2) continues.....

This will check the License status with us online....



And gives you following message :  
Successfully Surrendered.

The screenshot shows the Genius software interface with a menu on the left and a main panel. The 'On-Line Licensing' dialog box is open, displaying 'Connecting ... [Wait]' and 'Checking License...'. A 'Cancel' button is visible at the bottom right of the dialog. A 'TCS - Notepad' window is also open in the background. The interface includes buttons for Client Manager, Final Accounts, Income Tax, CMA/EMI, Forms Manager, TDS, Service Tax, Billing, Wealth Tax, Fringe Benefit Tax, AIR, Other Utilities, and Help. At the bottom, there is a 'Quit' button and a 'Check for Update' link. The footer contains the text '© All Rights Reserved by SAG Infotech.' and 'Check for Update'.

The screenshot shows the Genius software interface with the 'On-Line Licensing' dialog box open. The dialog box contains a form with the following fields: Name (Genius Testing), Email Id (info@saginofotech.com), Serial No. (341823757), and Activation Code (0200-1424-6434-2565). There are 'Cancel' and 'Surrender' buttons at the bottom right of the dialog. A 'SAG' message box is displayed in the foreground, stating 'You have successfully surrendered the Software.' with an 'OK' button. The interface includes the same menu and buttons as the previous screenshot. The footer contains the text '© All Rights Reserved by SAG Infotech.' and 'Check for Update'.

Step: (3) Install the same software on desired Location PC , Please refer to our Installation Help by log on: [www.saginfotech.com](http://www.saginfotech.com) > HELP > Installation.

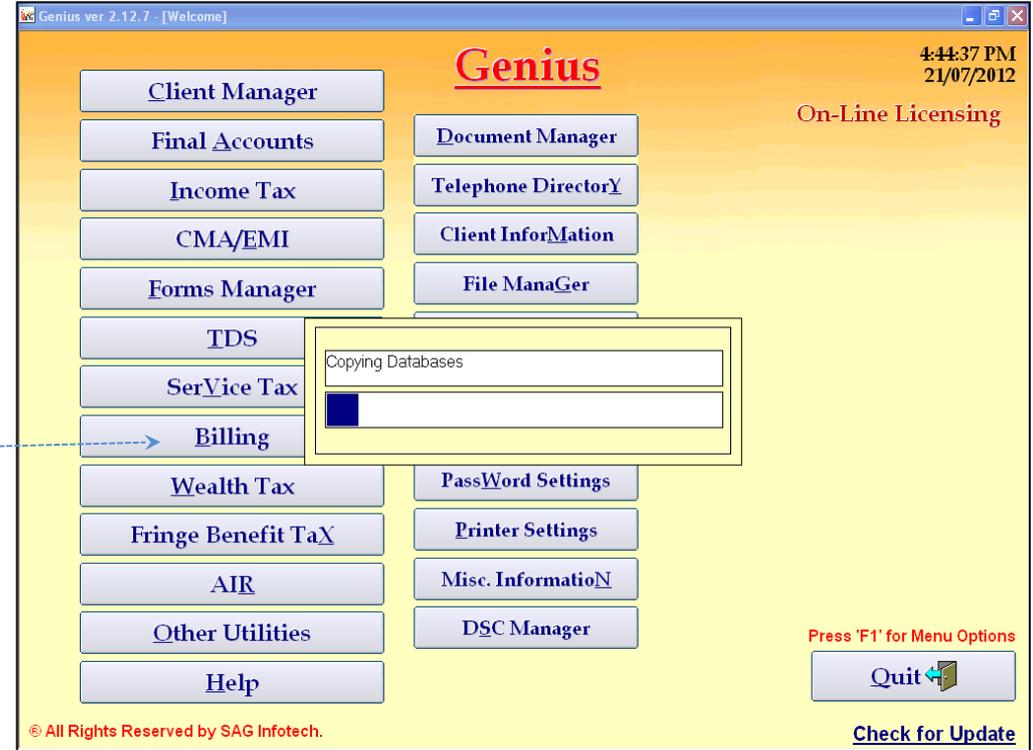
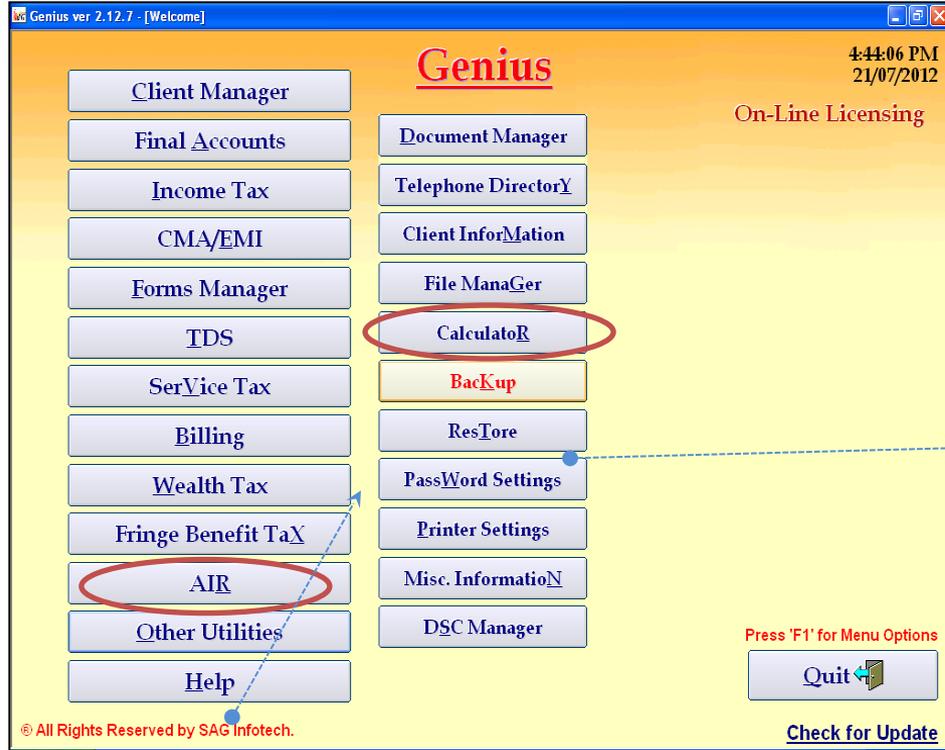
Step: (4) *After Installation please register your software with the same old Key .*

Step: (5) *Restore the Backup data by going to “Other Utilities” > “Restore” option.  
[same as taking Backup]*

*Your software is ready to work as it was previously!*

# Offline User: Steps to surrender Software from One PC and install it on another?

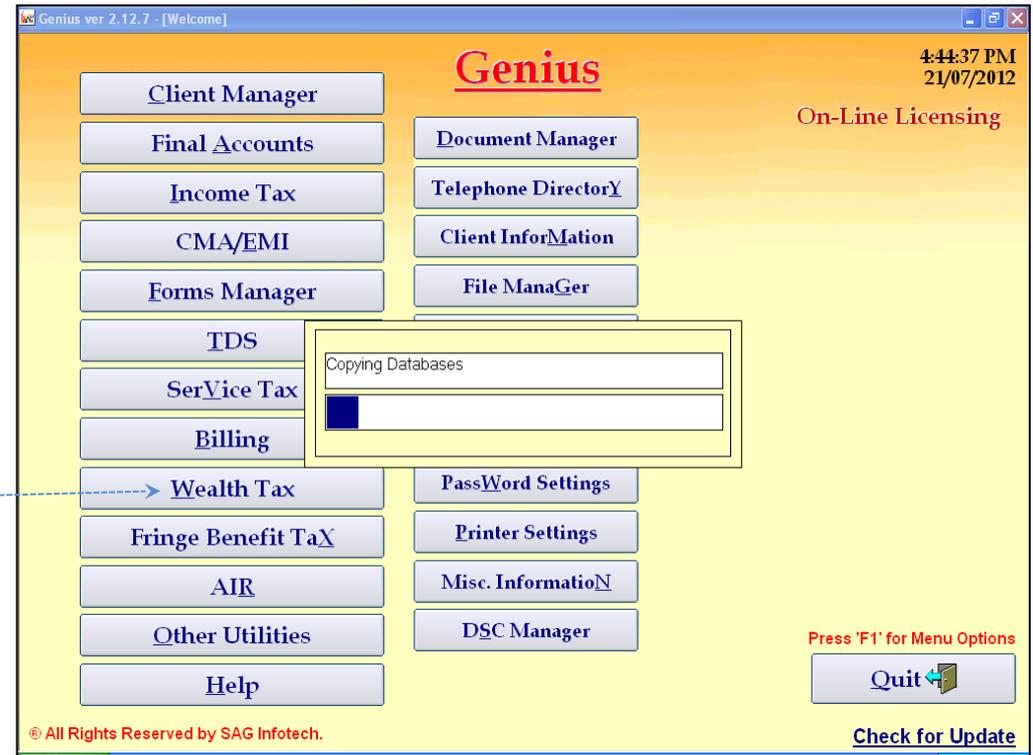
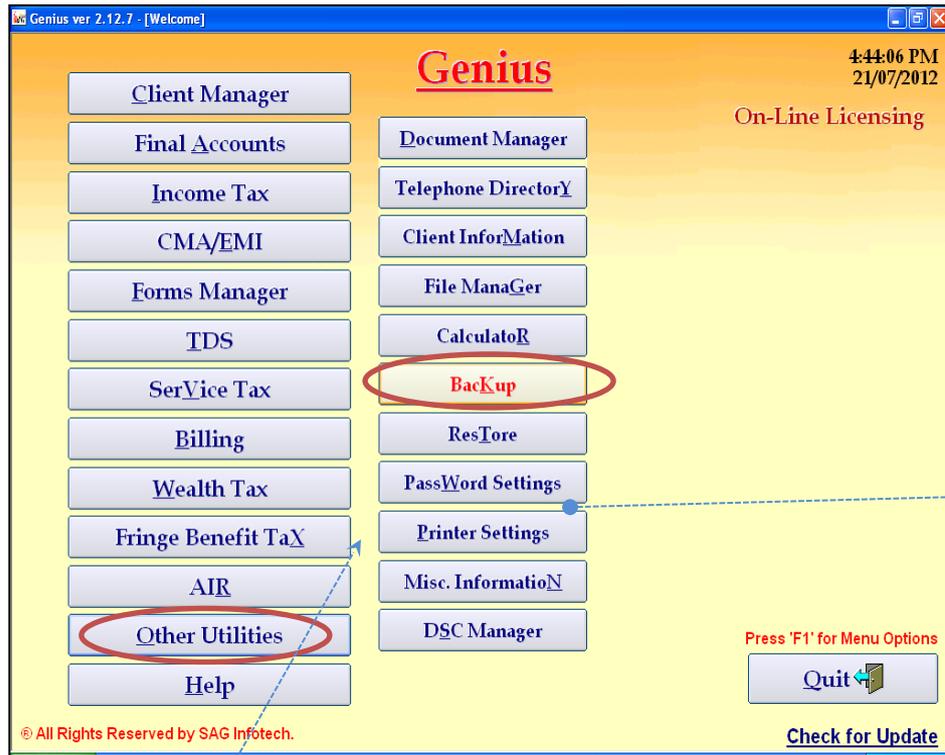
Remember : To take Backup of your data.



Go to "Other Utilities" then click on "BacKup".

This will start copying database and create a Zip folder at the given path.

# Step 1 : To take Backup of your data.



Go to "Other Utilities" then click on "Backup".



This will start copying database and create a Zip folder at the given path.

Step: (3) Install the same software on desired Location PC , Please refer to our Installation Help by log on: [www.saginfotech.com](http://www.saginfotech.com) > HELP > Installation.

Step: (4) *After Installation please use same dongle for activation.*

Step: (5) *Restore the Backup data by going to “Other Utilities” > “Restore” option.  
[same as taking Backup]*

*Your software is ready to work as it was previously!*