

Back up your CoRe Remedy Tray database before adding anything extra

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Hello Group:

Just a quick reminder that BEFORE you make any changes or additions to the CoRe Remedy Tray database (remedytray.xls), you should make a backup copy of the original database. That will if something should ever go wrong, you can always restore the original.

Step by Step:

1. Navigate to the CoReTM Remedy Tray database: use Explorer (Right click on the Windows START button on the bottom left of the screen) to find the Excel Tray File:

It is located in: My Computer: Local Disk C / Inergetix/ Database and is listed as RemedyTray.xls You can reference Eddie's directions on how to update the Remedy Tray database located in our group's Files Section.

2. Place your mouse pointer over the remedytray.xls file name or icon and RIGHT CLICK.

3. In the menu that opens, choose COPY.

4. Move the mouse pointer away from the file to an empty area in the folder and RIGHT CLICK. <Alternatively, click on EDIT in the top menu and then choose PASTE.>

5. From the menu that appears, choose PASTE.

6. A copy of the file will appear. This is your backup copy.

Alison