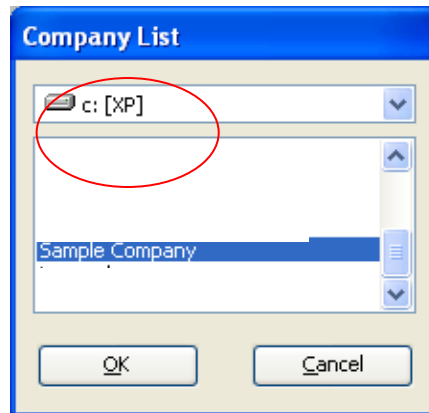


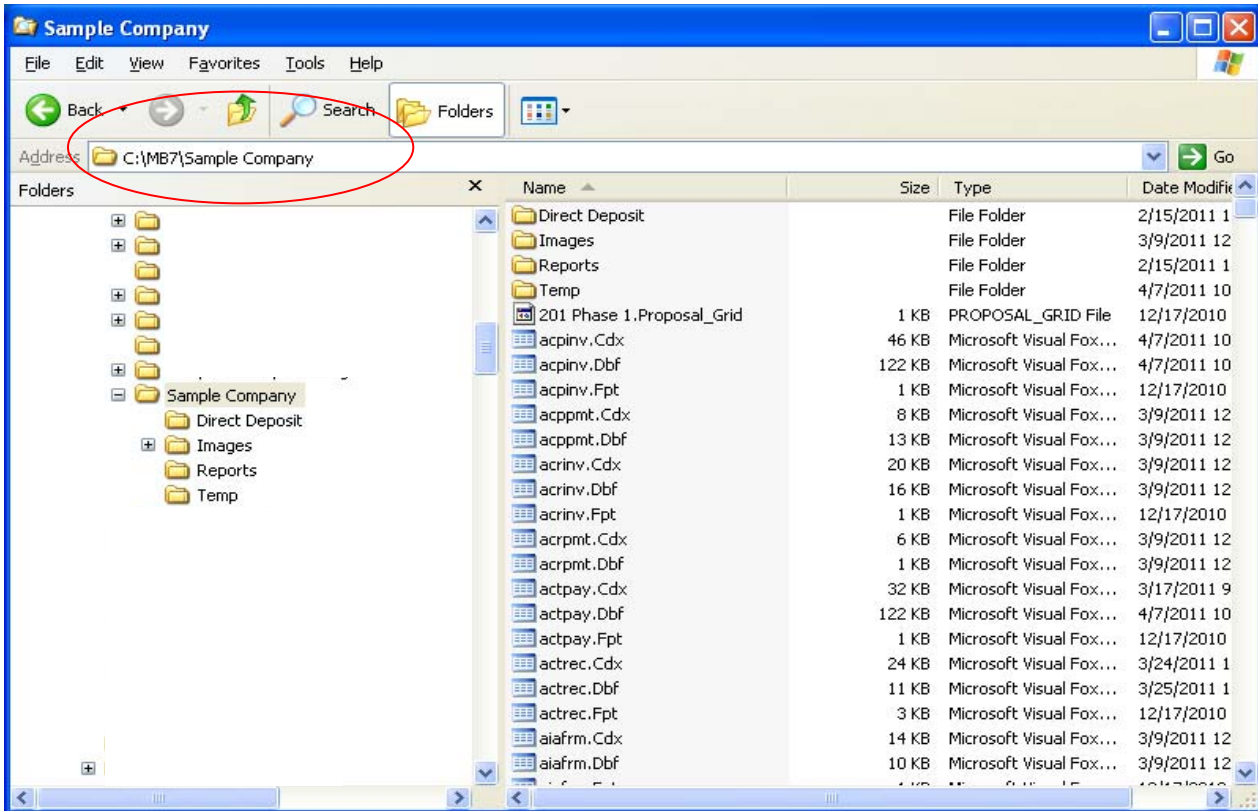
How to save your Master Builder data set in a Zip File

Syscon may request a Master Builder data set from your company when troubleshooting a Master Builder data issue or a programming issue. Before beginning this procedure it is important that all Master Builder users are logged out of the Master Builder data set.

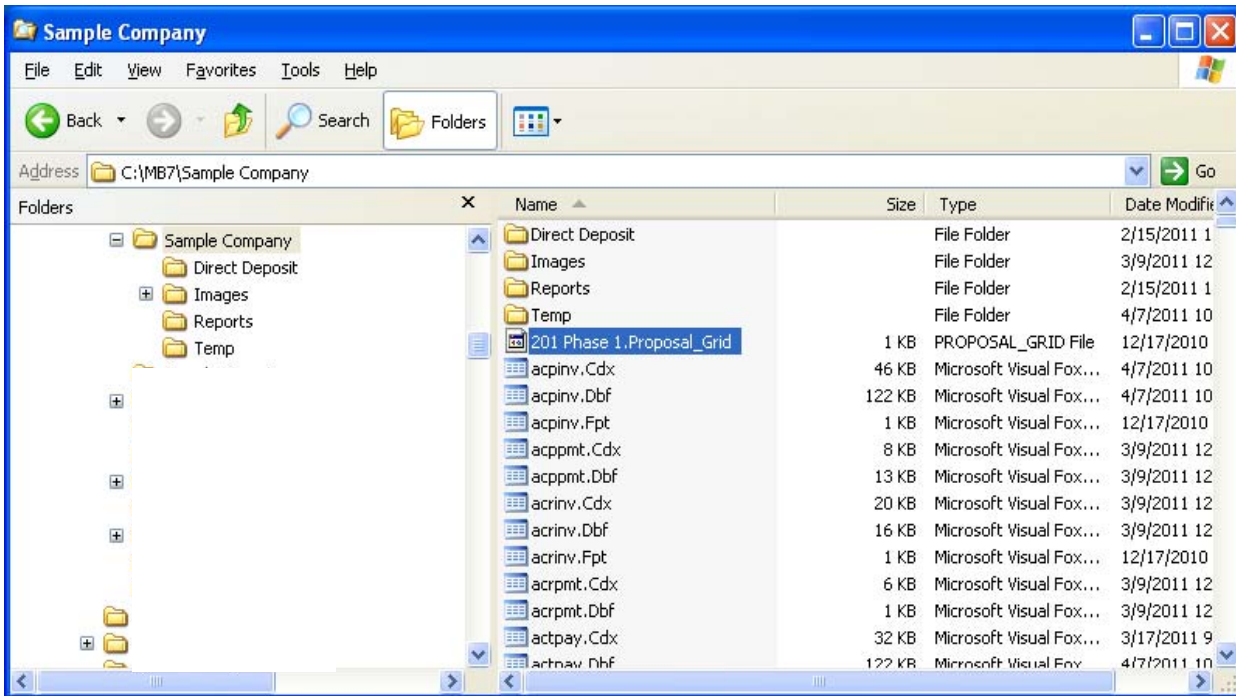
1. Determine the location of your Master Builder data set.
 - a. If you are not sure where your data is located, simply open the Master Builder *Company List* window.



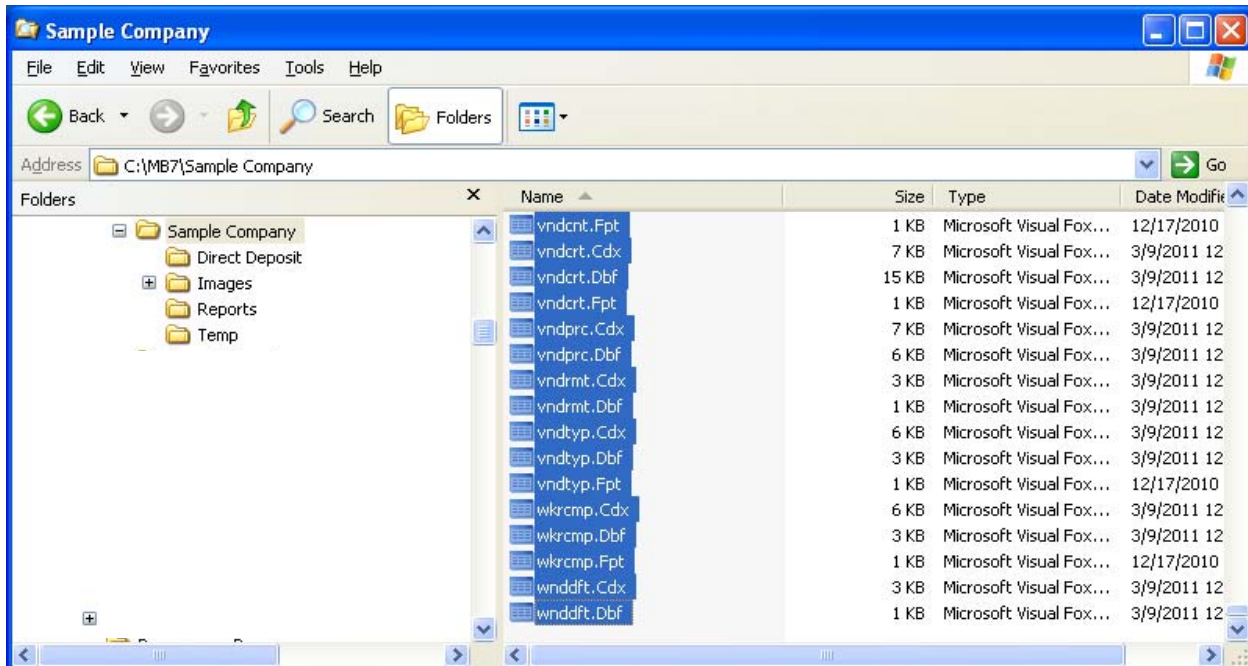
- b. Locate your company in this list and make note of the drive name. In this case the Master Builder files for Sample Company are located on the “C” drive. So, you will be able to locate your files in: C:\MB7\Sample Company.
 - c. Start Windows Explorer and navigate to the location of your Master Builder Dataset, in this case: C:\MB7\Sample Company.
 - d. Click on this directory so that the Master Builder data files appear on the right side of the screen.



2. Now highlight the first file on the right side of your window. Please note that you do not need to highlight any of the folders in your Master Builder directory – Syscon will not need these folders.



- a. Scroll down to the bottom of this window, then hold down the shift key and highlight the last file in the list. Now all of these files will be highlighted in blue.

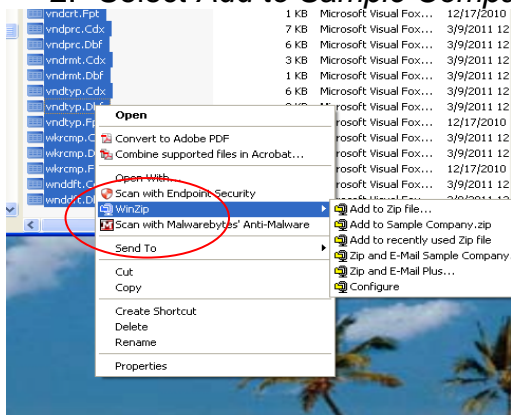


- b. Right click on the highlighted files.

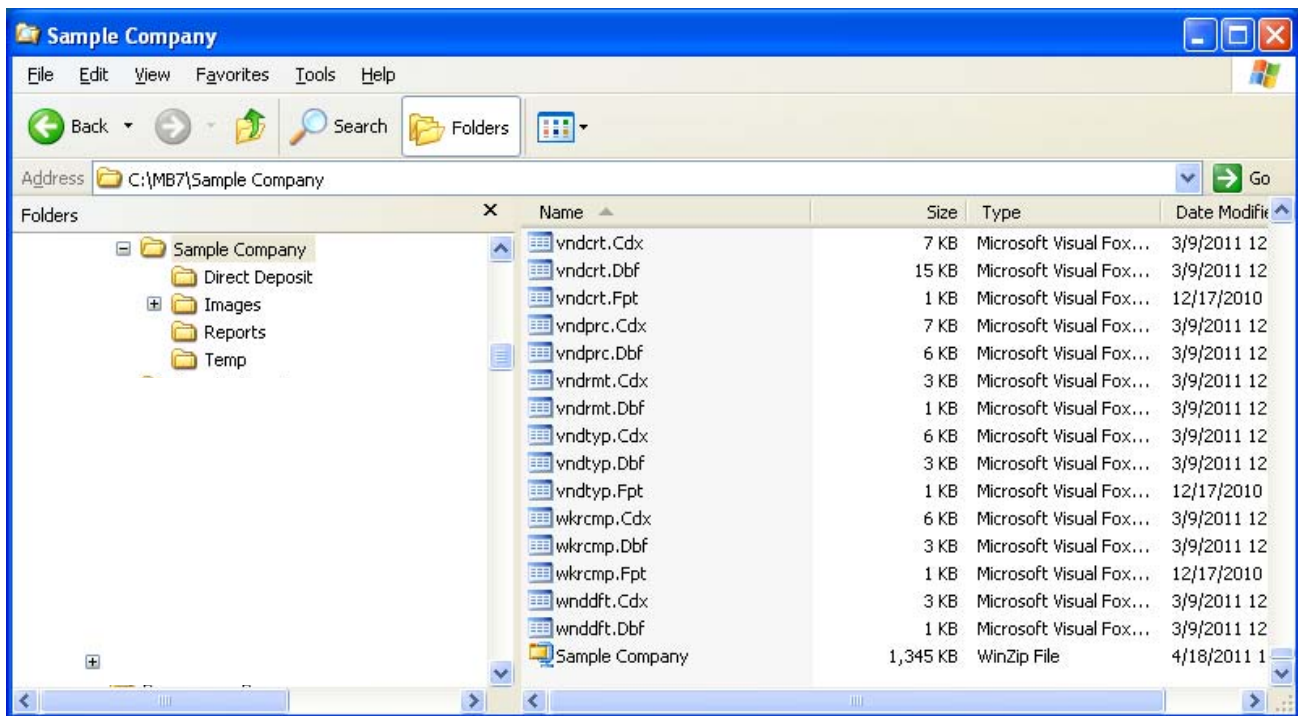
If after right clicking on the highlighted files, you see *WinZip*, continue with the instructions listed below:

Using the WinZip option:

1. Select *WinZip*
2. Select *Add to Sample Company.zip*

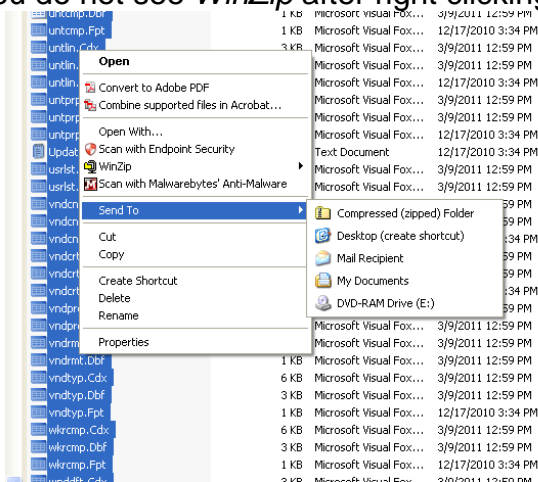


3. After processing, the new zip file will appear in your Master Builder directory.



1. Highlight the new zip file and then right click on it.
 - a. Select Rename – add the date to the file name, for example: 2011-04-22 Sample Company.zip.
2. Move the zip file to your Backups directory, and then send it to Syscon.

If you do not see *WinZip* after right clicking on your files:



3. Select *Send To*
4. Select *Compressed Folder*

5. After processing, the compressed file will appear in your Master Builder directory.
6. Highlight the new file and then right click on it.
 - a. Select Rename – add the date to the file name, for example: 2011-04-22 Sample Company.zip.
7. Move the zip file to your Backups directory, and then send it to Syscon.