OverNet Computer Services
Mechanic helpdesk query

How to… Copy the Live Data into the Practice Area.

This document contains the steps used to copy the live Mechanic data into the practice area. This is done so that the users are more familiar with the practice data and so can test new procedures more easily.

NOTE: It is critical that this process is done carefully. An error could result in the loss of your live data – so verify your backup first.

COPY LIVE DATA INTO PRACTICE

1. All users need to exit out of the Mechanic system.

2. Run windows explorer on the main computer, (the computer that contains the Mechanic data).

3. Find the computers hard drive – usually called Local Disk (C:)

4. On the C: drive, double click on the MECH directory. Under the MECH directory, double click on the CMP1_MCH directory. Under the CMP1_MCH directory, double click on the PRAC_MCH directory.

5. Press Ctrl-A to select all the files in the PRAC_MCH directory. Press DEL to delete all the files in the PRAC_MCH directory.

6. Double click on the CMP1_MCH directory. Press Ctrl-A to select all the files in the CMP1_MCH directory. Hold the CTRL button down and left click on the PRAC_MCH directory, (this will select all files except the PRAC_MCH directory).

7. Right click on the highlighted area and select COPY from the menu.

8. Right click on the PRAC_MCH directory and select PASTE from the menu.

9. When the copy process has completed, close windows explorer.

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