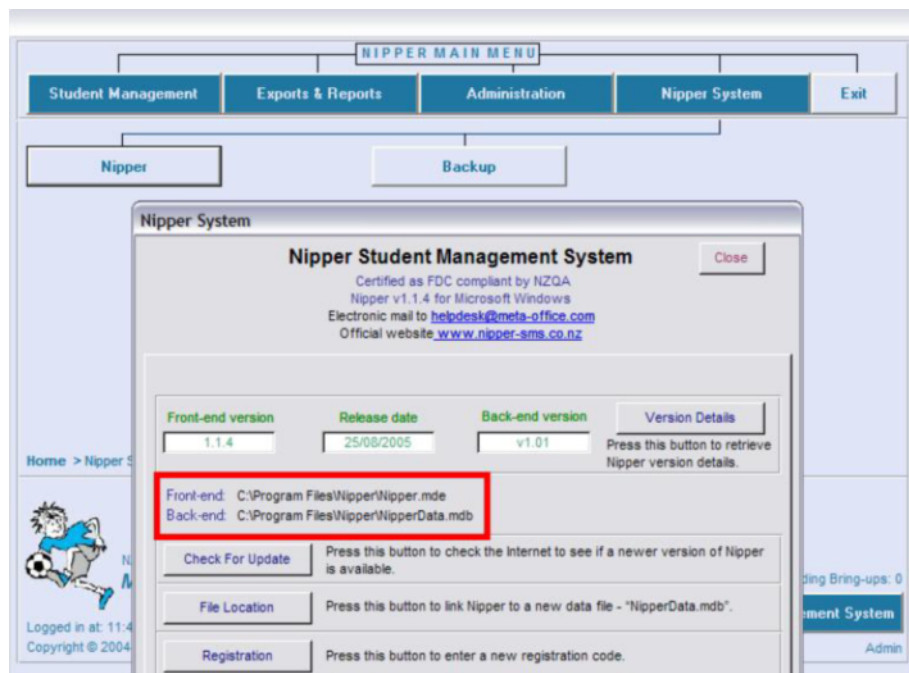


## Receiving a Back-end File from the Help Desk

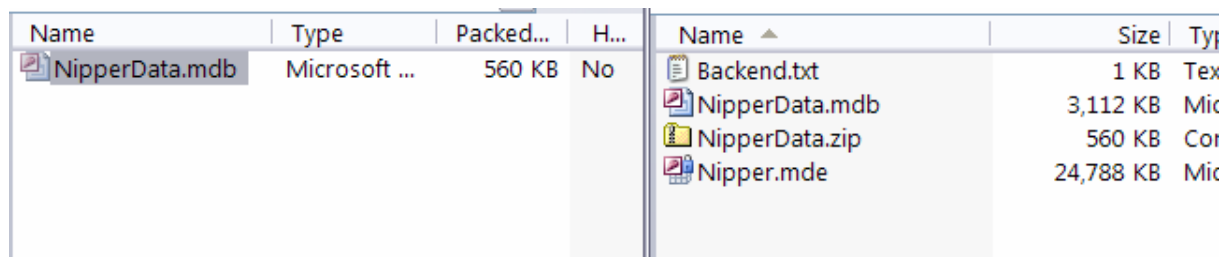
Sometimes Meta Office will send you a replacement back-end data file. It will be emailed to you as an attachment. You need to take the attachment and use it to replace the existing back-end on your system.

### Locating the existing back-end data file on your system

1. Click on the **Nipper System** button.
2. Click on the **Nipper** button.
3. A new window opens. Make a note of the location of the folder for the back-end as shown below.



4. Save the file attachment that has been emailed to you to the location you have just noted.
5. Using Windows Explorer, browse to the location you have noted.
6. Find the Zip file you just copied to the folder and double-click it. A new window opens.
7. Drag the *nipperdata* file from the new window to the backend location folder. When you are asked if you want to overwrite the existing NipperData.mdb, click the **Yes** button.



You can now run Nipper normally.

If new folder window doesn't appear at step 6, you can download a copy of Winzip from:  
<http://www.winzip.com>