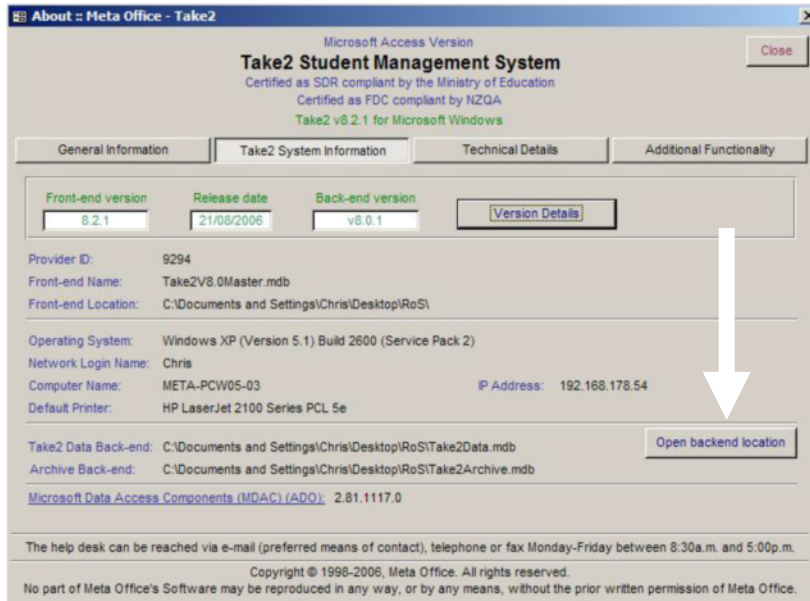


# Receiving a Back-end File from the Help Desk

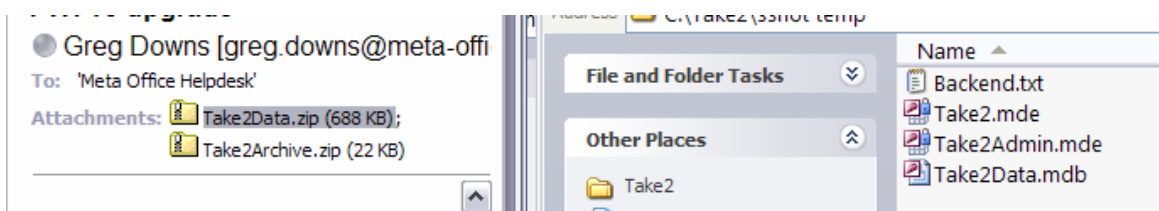
Sometimes Meta Office will send you a replacement back-end data file. It will be emailed to you as an attachment. You need to take the attachment and use it to replace the existing back-end on your system.

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

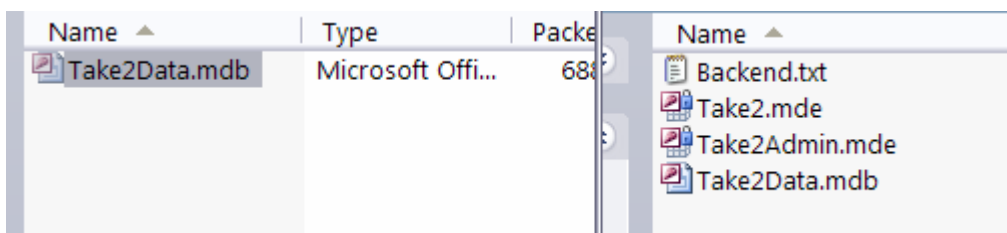
1. **Click** on the **Take2 Student Management System** button.
2. **Click** on the **Take2 System Information** button.
3. **Click** on the **Open Backend Location** button. A folder window opens.



4. Close Take2 and check all other Take2 users have closed the program.
5. **Drag** the attachment from your email to the backend location folder that opened in the previous step.



6. Find the Zip file you just copied to the folder and **double-click** it. A new window opens.
7. **Drag** the *take2data* file from the new window to the backend location folder. When you are asked if you want to overwrite the existing Take2Data.mdb, **click** the **Yes** button.



You can now run Take2 normally.

If new folder window doesn't appear at step 5, you can download a copy of Winzip from:  
<http://www.winzip.com>