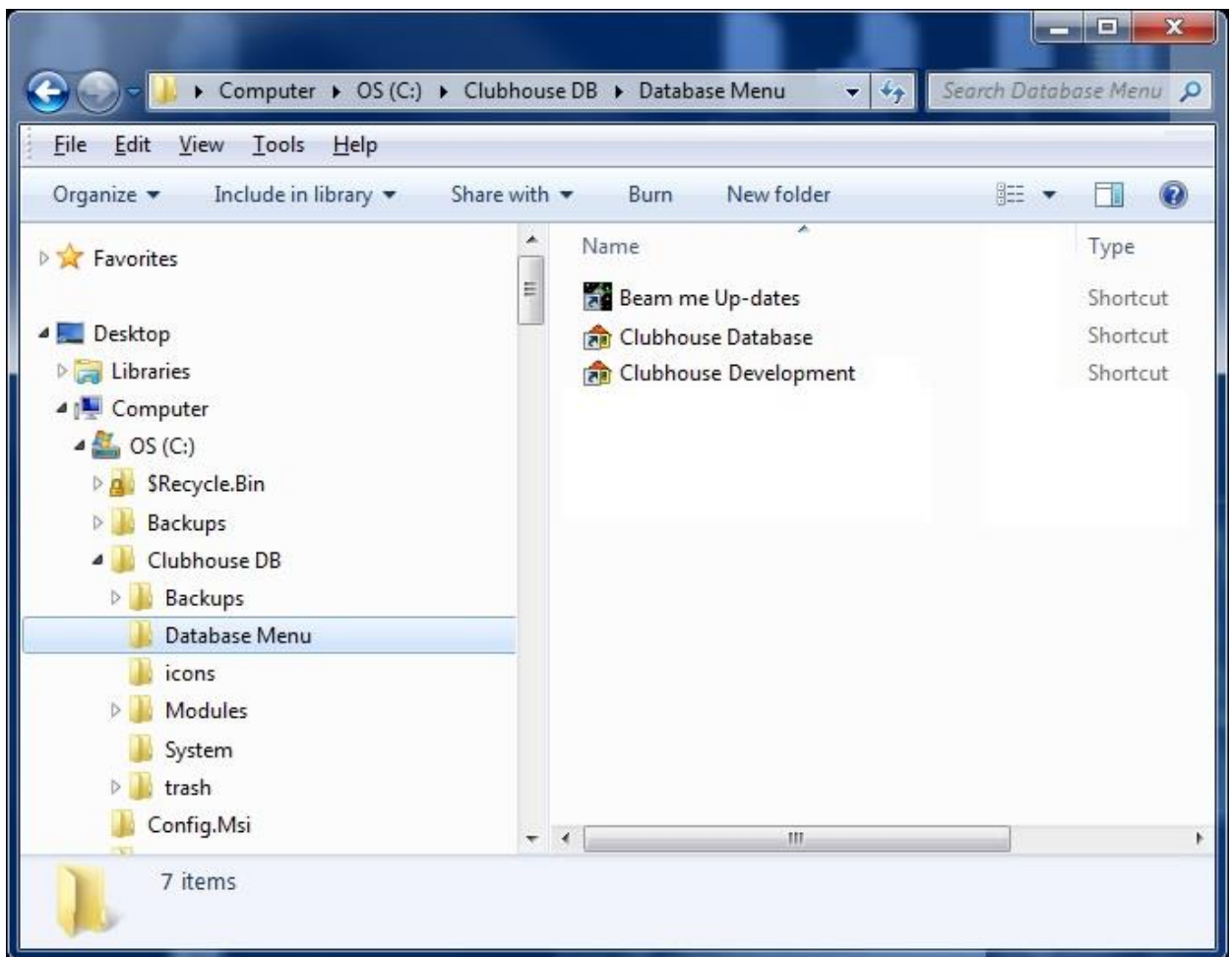


## **Where can I find the Beam Me Up-Dates shortcut ?**

When the database is installed, it is normal to install the “Beam Me Up-Dates” shortcut on the All Users desktop. If the shortcut is no longer available on your desktop, there are two other locations where you can find it:

### **1) Where the database is installed on the computer you are using.**

- a. This is called the Local Path, and it is usually:
  - i. C:\Clubhouse DB\;
  - ii. C:\Appilistic\;
  - iii. Or, in a similarly named folder located within “My Documents”;
- b. Right click on the “Start” button or orb and select “File Explorer”, “Open Windows Explorer” or “Explore” to open File Explorer.
- c. Using File Explorer, find and open the “Database Menu” folder, found within the Local Path, as shown in the illustration below.



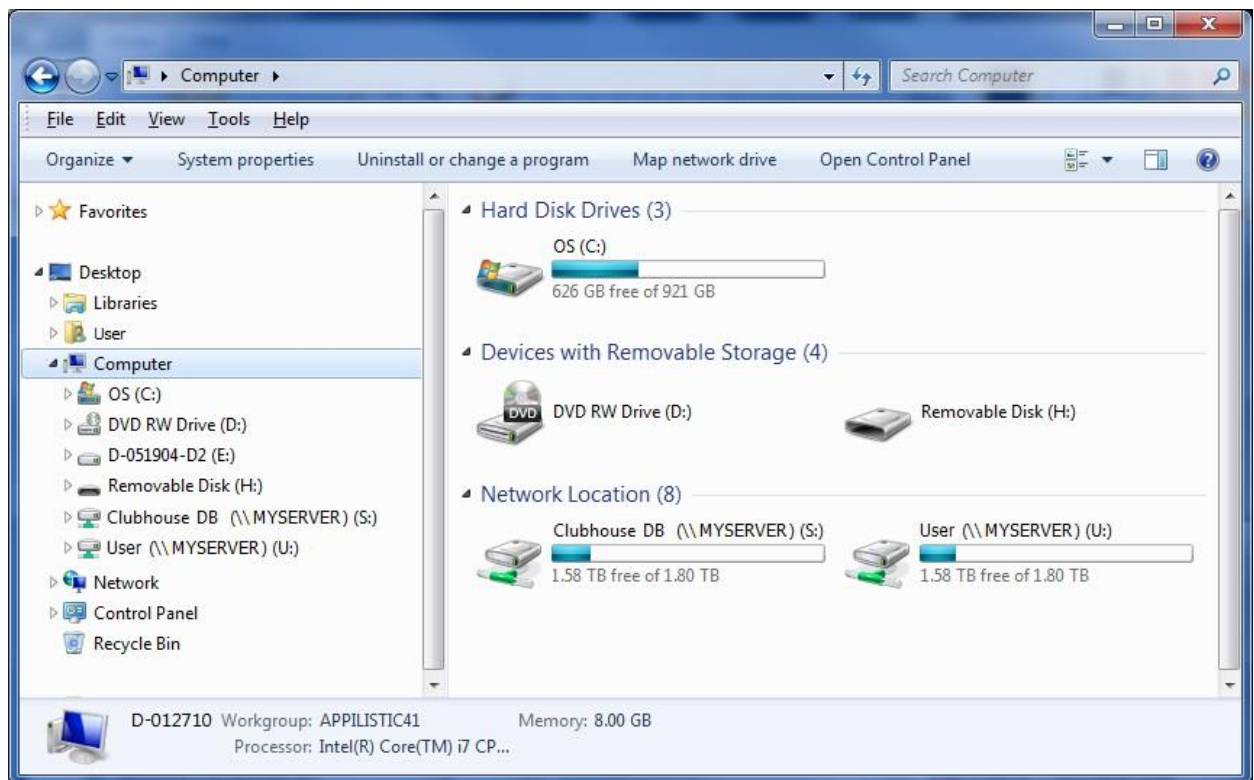
- d. Copy and paste (DO NOT DRAG or MOVE) the “Beam Me Up-Dates” shortcut to the desktop.

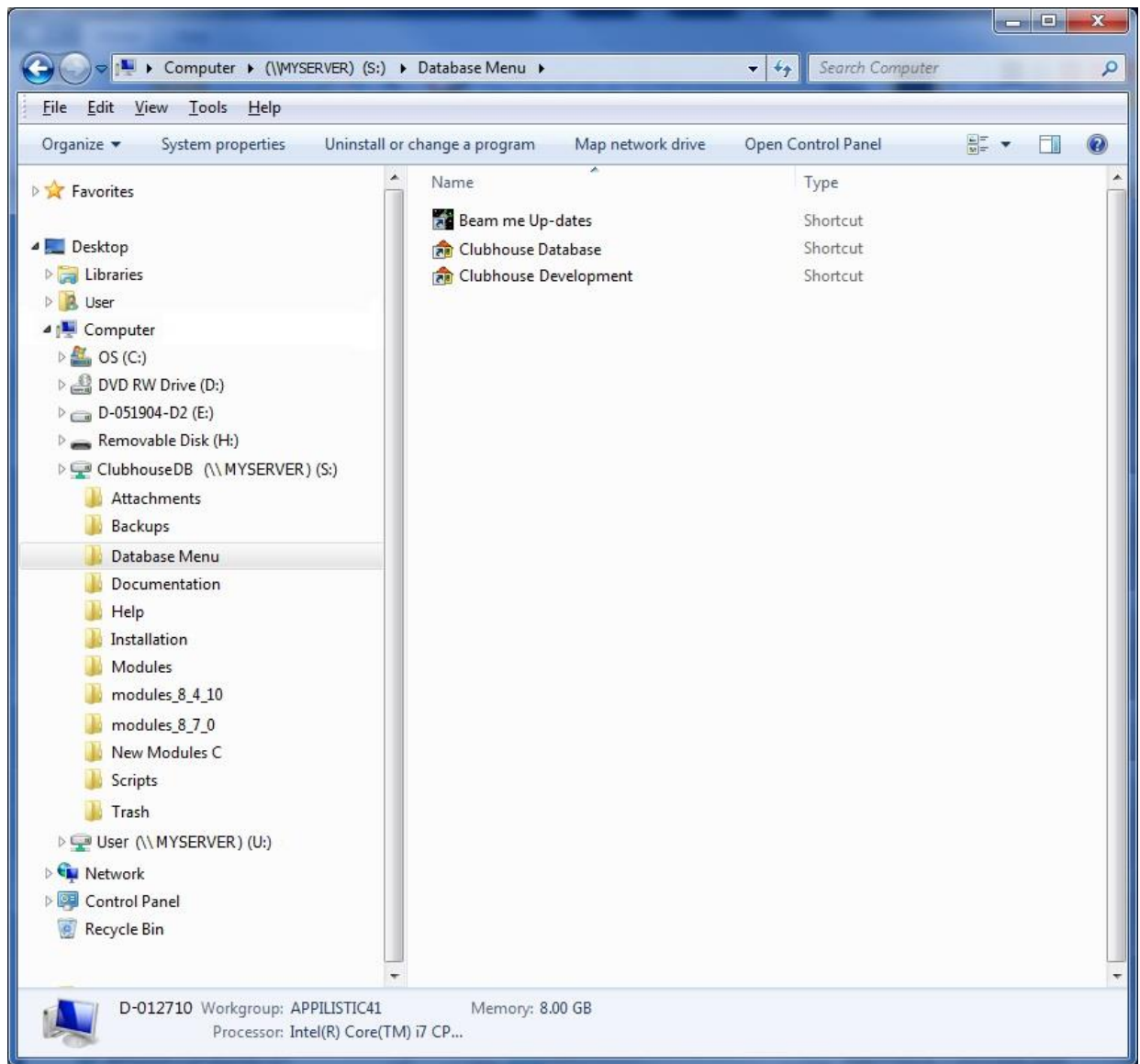
## NOTES:

- i. If you don't leave the original where you found it, it won't be there the next time you need it;
- ii. On Windows XP and earlier operating systems, the All Users desktop is located at "C:\Documents and Settings\All Users\Desktop\";
- iii. On Windows Vista, Windows 7 and Windows 8 machines, the All Users desktop is located at "C:\Users\Public\Desktop\";

## 2) Where the database is installed on your server, NAS or base computer.

- a. This is called the Server Path and is most commonly the "S:" drive, but it is sometimes the "L:", "T:" or "Z:" drives;
- b. Right click on the "Start" button or orb and select "File Explorer", "Open windows explorer" or "Explore" to open Windows Explorer.
- c. Using File Explorer, find and open the "Database Menu" folder, found within the Server Path, as shown in the illustrations below.





- d. Copy and paste the “Beam Me Up-Dates” shortcut from the server “Database Menu” folder to the desktop. NOTES:
- On Windows XP and earlier operating systems, the All Users desktop is located at “C:\Documents and Settings\All Users\Desktop\”;
  - On all machines running a new version of the Windows operating system, the All Users desktop is located at “C:\Users\Public\Desktop\”;