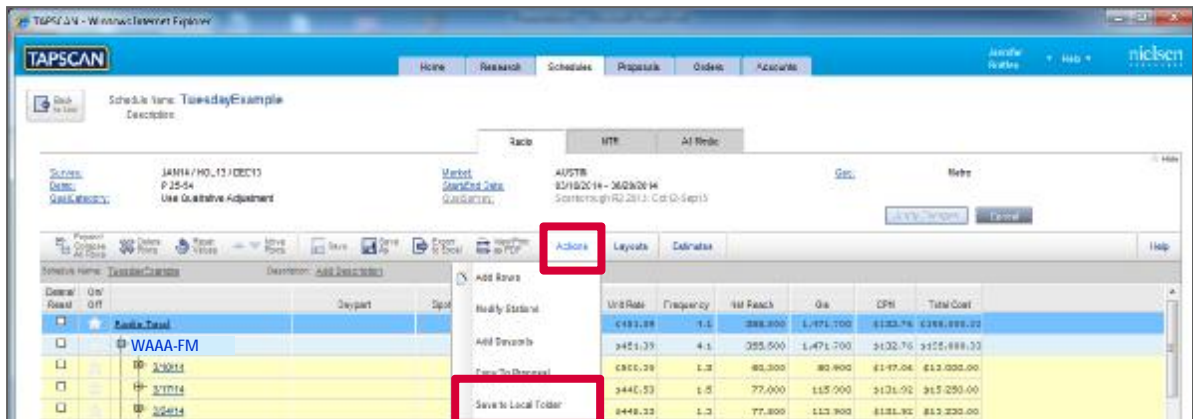
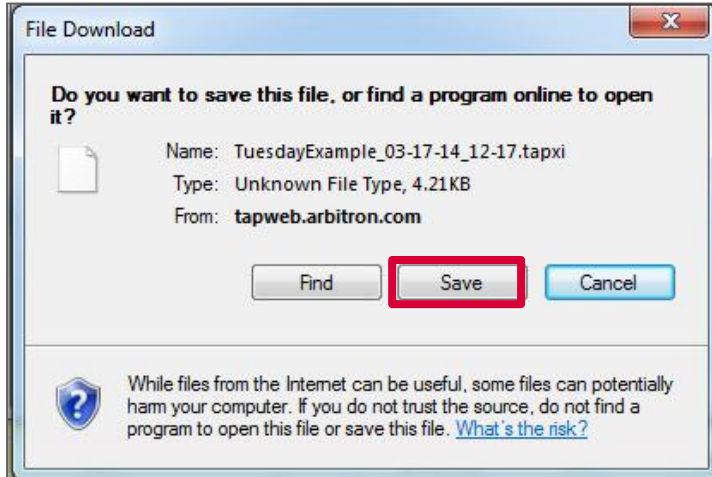


SAVING SCHEDULES TO A LOCAL FOLDER

1 Click on 'Actions' and select 'Save to Local Folder'.



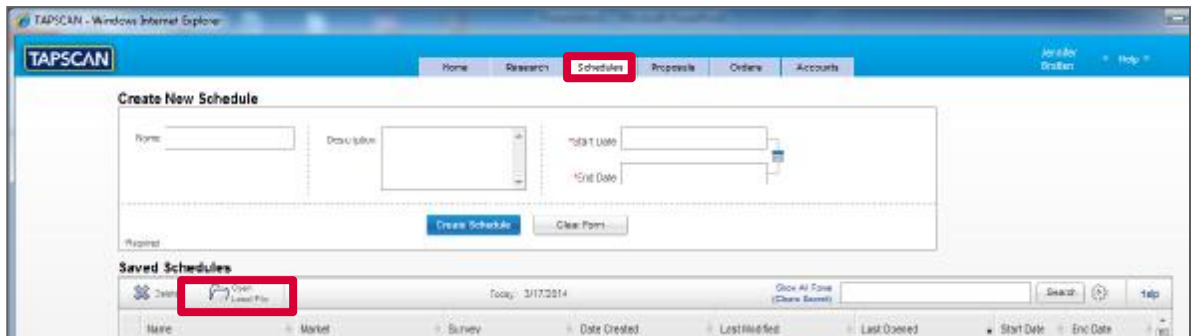
2 The File Download box will appear. Click 'Save'.



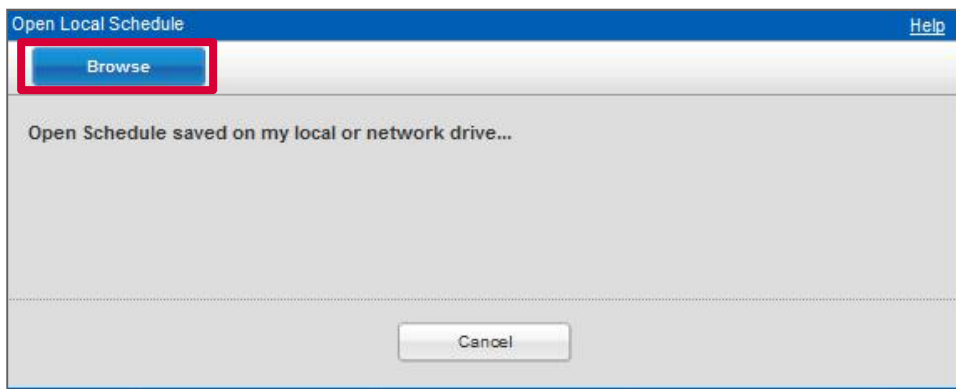
3 Select the drive and folder in which you want to save the schedule from your hard drive or LAN. It will be a .tapxi file which can only be opened within Tapscan.

OPENING SCHEDULES FROM A LOCAL FOLDER

- 1 Go to the 'Schedules' tab and click on 'Open Local File'.



- 2 Click on 'Browse' and find the saved schedule on your hard drive or LAN.



- 3 Click 'Open' and the .tapxi file will open as a schedule worksheet which you can edit and save/save as.