




## Quick Start: Steps for loading Hand Records via FTP

- 1) Click the **Deals for DMBC** Folder icon *(on the desktop)* to open the **Deals** folder window;  
resize window.
- 2) Click the FTP icon *(on the desktop)* to Open the FTP Window;  
resize window.
- 3) Open the **Hand Records** Folder in the FTP window to display the Years folders.
- 4) Open the **current year** Folder *(found in the Hand Records Folder)* in the FTP window to display the Months folders.
- 5) Move the FTP and **Deals** windows so they can both be viewed at the same time ... side-by-side or below-and-above each other.
- 6) Drag & Drop the  Hand Records HTML file from the **Deals for DMBC** window to the month folder in the FTP window.

**IMPORTANT!** Do not succumb to the hypnotic charms of the red fox icon  --- which is used by the dealing machine --- move the  HTML file.

 090810a	5 KB	BRI File
 090810a	83 KB	HTML Document
 090811m	5 KB	BRI File
 090811m	83 KB	HTML Document

A small upload window will appear and it takes a few seconds to upload the file.

- 7) Close the FTP window and the **Deals for DMBC** window.

You are done. Good Job!