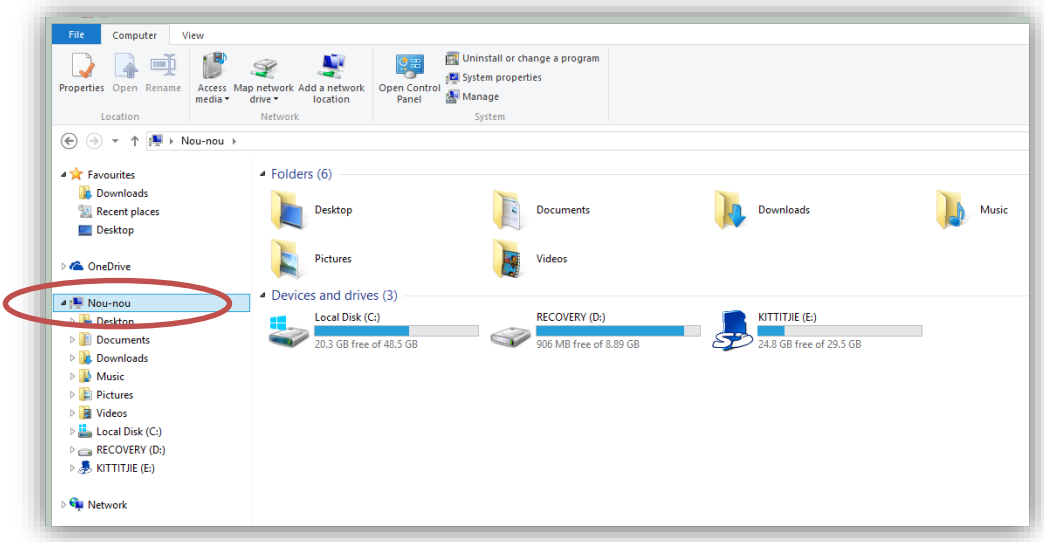
SCHEPENS 200161476 PHD DATABASE

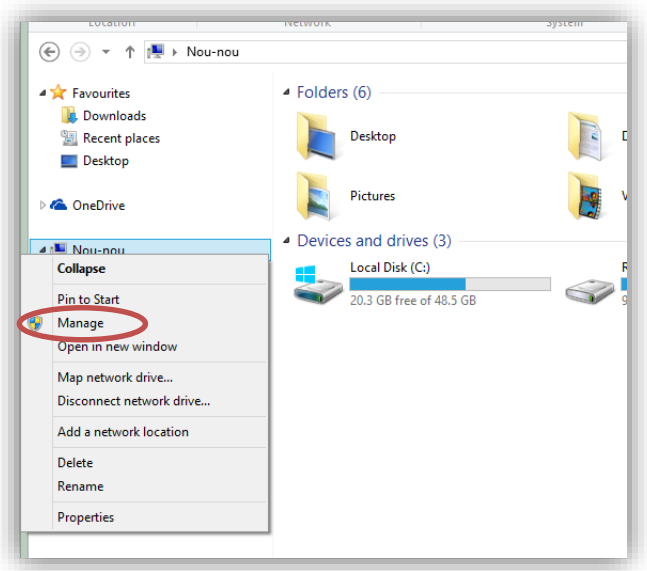
HOW TO CHANGE THE DRIVE LETTER

In order for the access databases to work, due to a series of interlinked databases, the USB drive (SCHEPENSPHD) needs to be assigned to E:. Please follow the step-by-step instructions below to amend the computer settings if your system has not automatically assigned the drive to E:

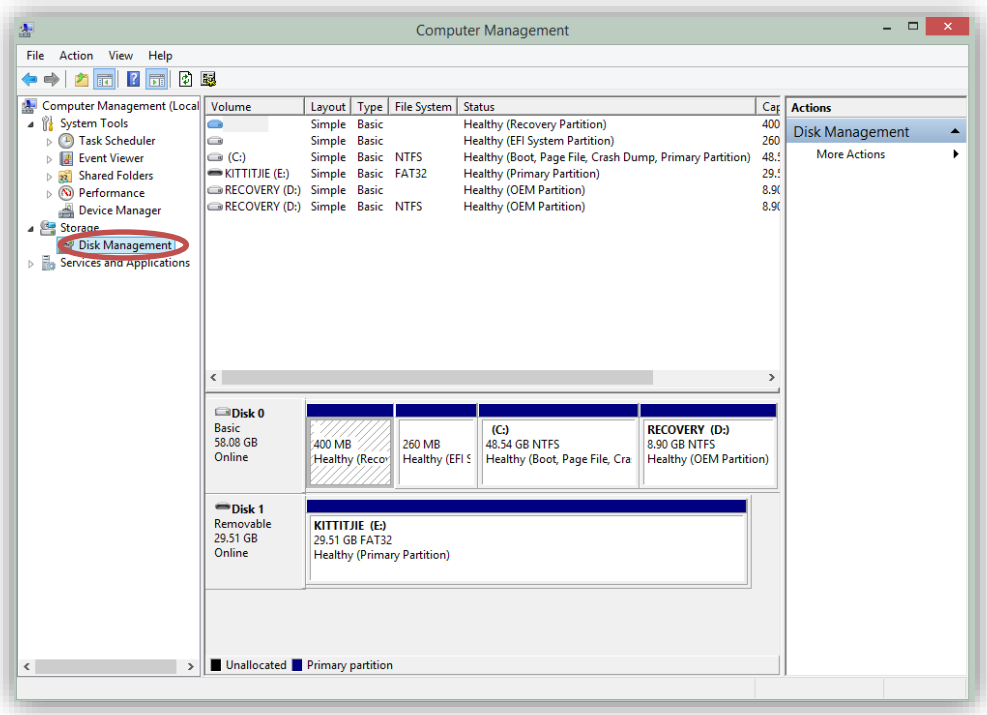
1. GO TO MY COMPUTER



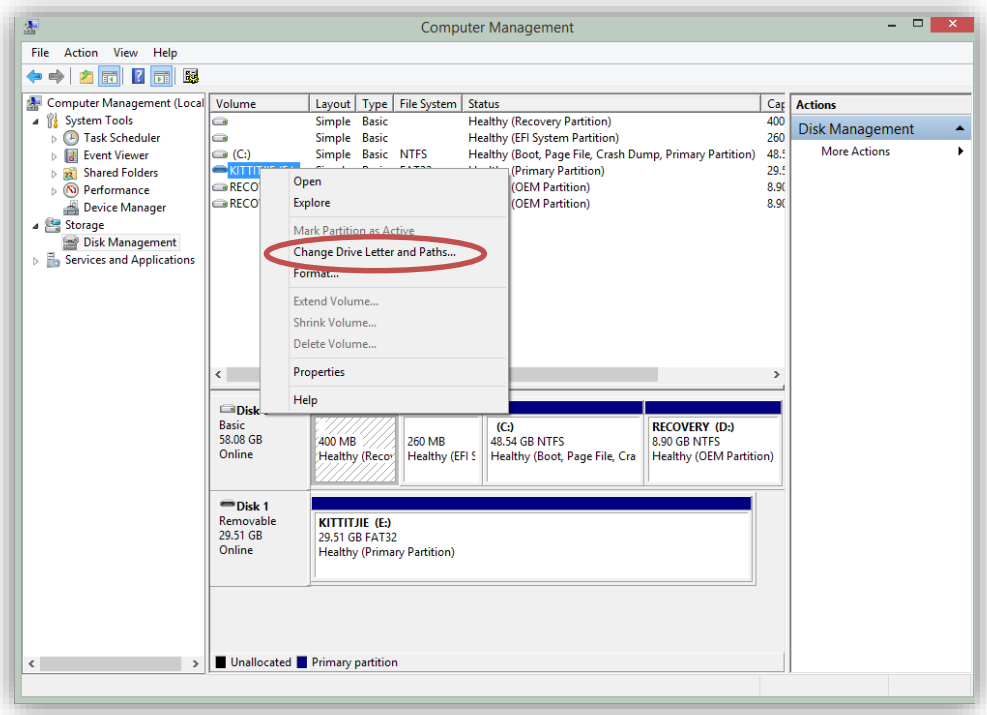
2. RIGHT CLICK ON 'MY COMPUTER' (IN THIS EXAMPLE IT HAS BEEN RENAMED 'NOU NOU') AND SELECT THE 'MANAGE' OPTION



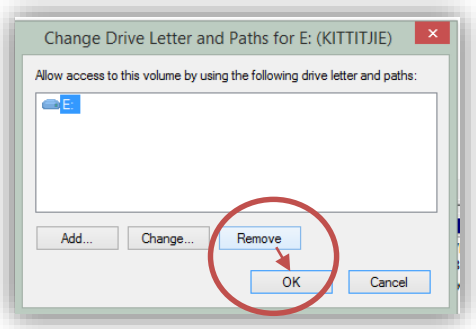
3. WITHIN THE COMPUTER MANAGEMENT PROGRAMME, SELECT DISK MANAGEMENT

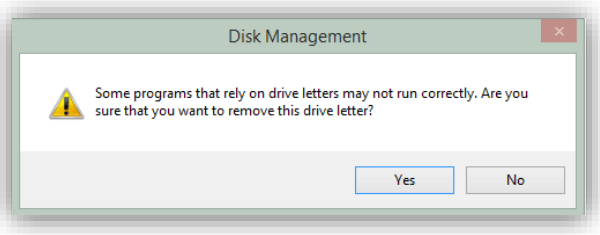


4. RIGHT CLICK THE APPROPRIATE DISK DRIVE, AND SELECT CHANGE DRIVE LETTER AND PATHS

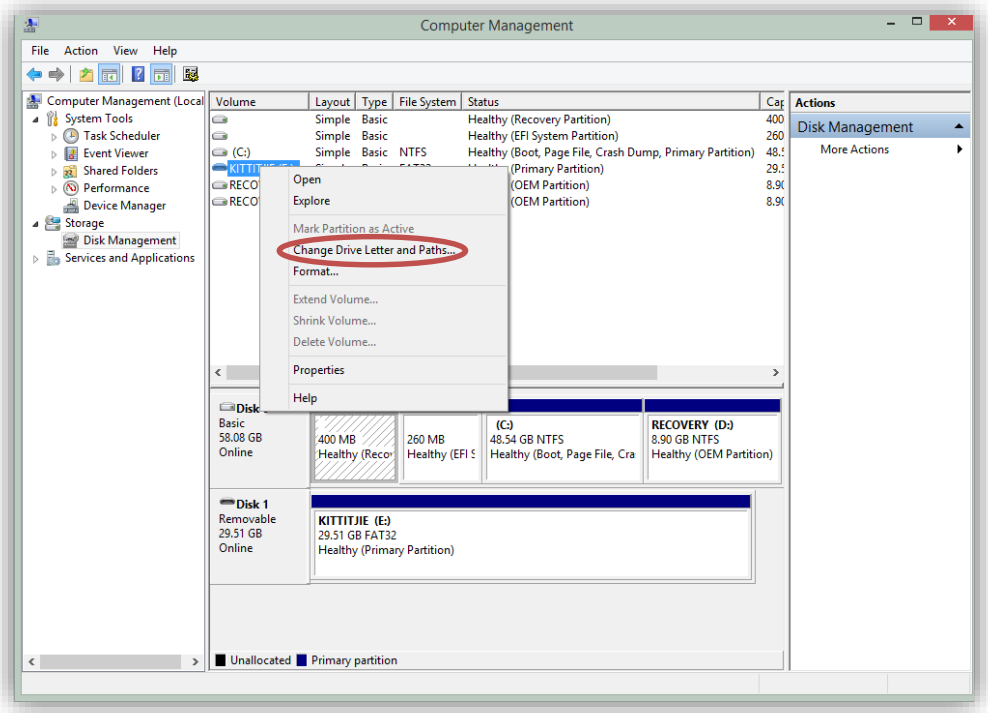


5. FIRST REMOVE THE CURRENT ASSIGNMENT, CLICK 'YES' WHEN THE WARNING MESSAGE APPEARS

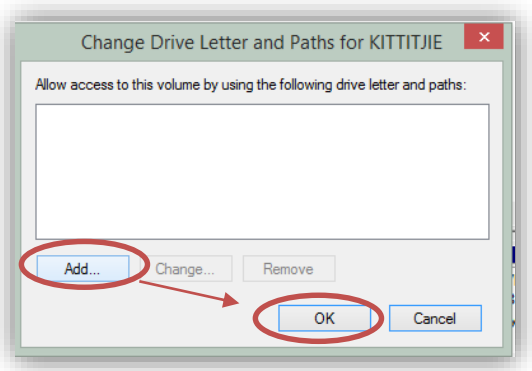




6. REPEAT STEP FOUR, RIGHT CLICK THE APPROPRIATE DISK DRIVE, AND SELECT CHANGE DRIVE LETTER AND PATHS



7. SELECT 'ADD', THEN SELECT THE LETTER (FOR THE ACCESS DATABASE TO WORK, PLEASE SELECT E:)



Any drives assigned to this letter will automatically have this designation removed. In order to then use the affected drive, please follow these steps again and assign a new letter to it.