

## Retrieving Or Replacing Script Files

### To retrieve the script file.

- **Complete manager MUST be closed while you follow this process**

1. Double click on My Computer (icon on desktop)
2. Double click on C (local drive)
3. Double click on Program Files
4. Double click on complete manager
5. Double click on data
6. Right click on the script file and select copy. (Nothing will appear to happen)
7. Minimize all screens and right click on your desktop and select paste. The script file will appear.
8. Open an email and attach script file and send it to [support@mybiz.co.uk](mailto:support@mybiz.co.uk)

### To replace the script file

Save the script file on your desktop, from the email.

- **Please ensure My Business /Complete Manager package is Closed, if not please close it.**

1. To save script file to desktop. Right click on script file and select copy.
2. Minimize all screens then right click on the desktop and select paste. The script file will appear.
3. Double click on My Computer
4. Double click on C (local drive)
5. Double click on Program Files
6. Double click on complete manager / Mybusiness
7. Double click on data
8. Right click somewhere on white space in the data folder and select paste.
9. Acknowledge the warning about replacing the existing file.
10. Close all open windows.