How to map the network drive.
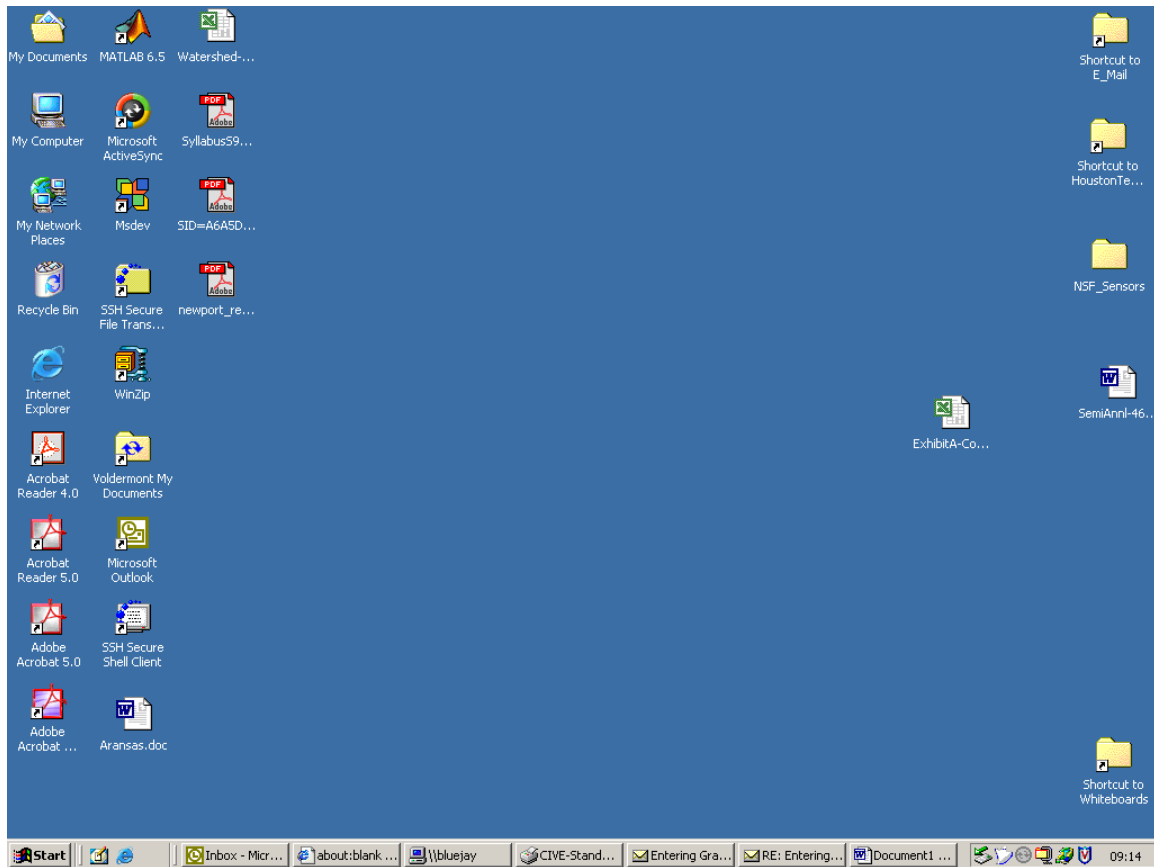
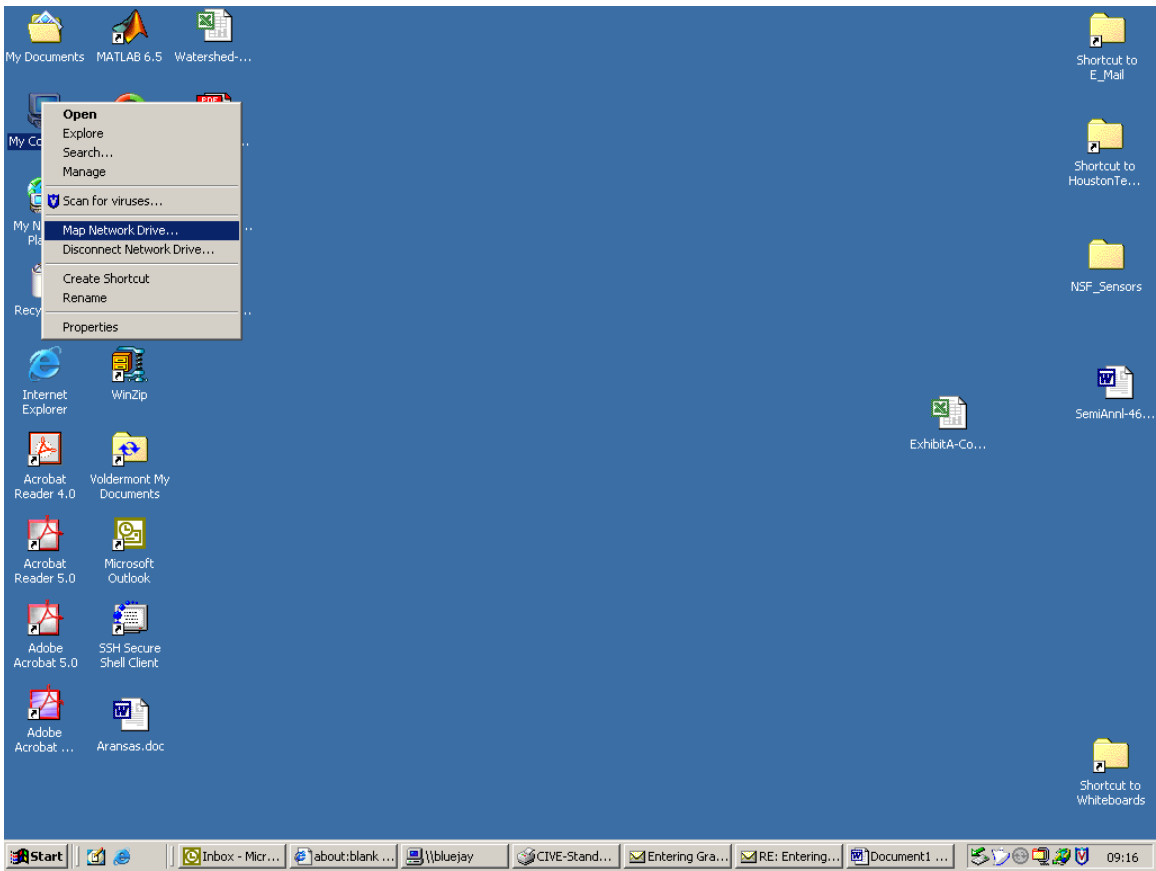

**Figure 1.  Logon –  get your desktop.**

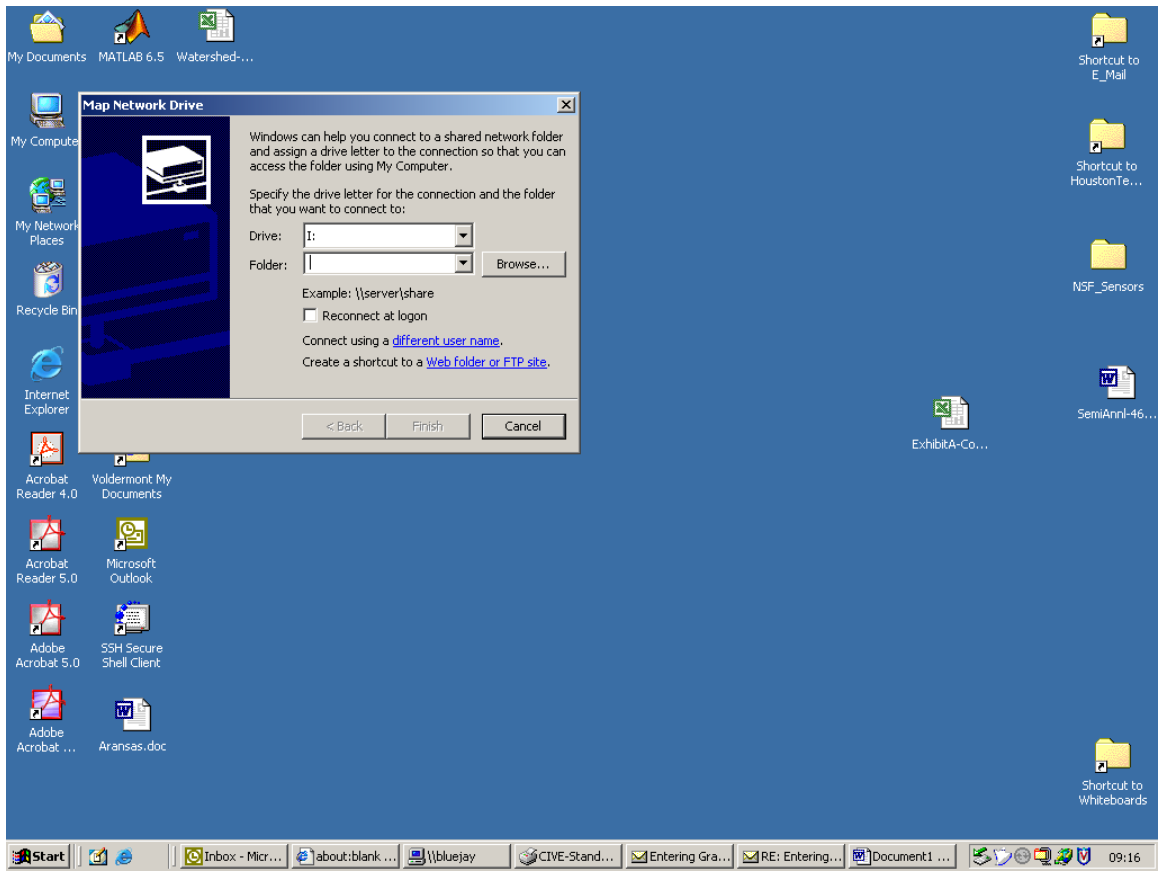**Figure 2. Right-click "My Computer", Select "Map Network Drive"**

**Figure 3.  In the dialog box you will type path to the network server, in our workgroup it is**
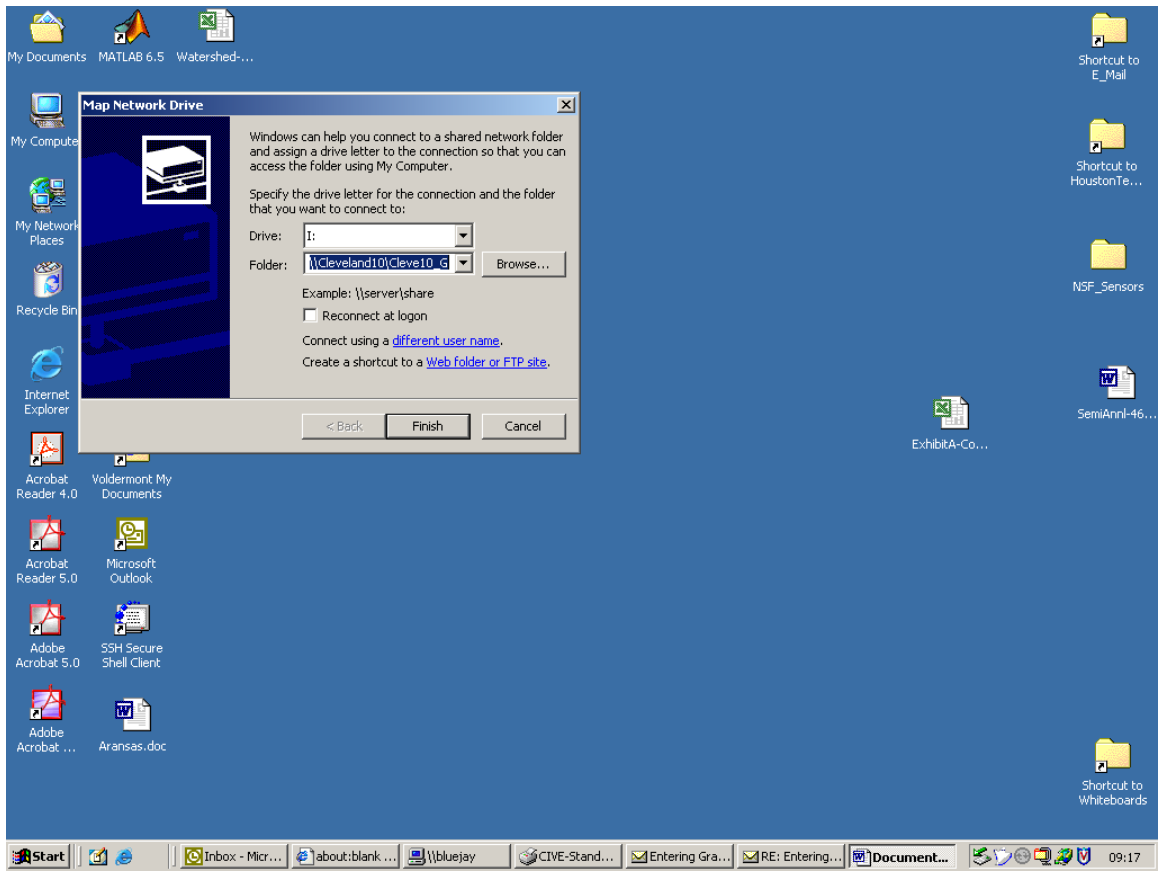**\\cleveland10\cleve10_g**

**Figure 4. Server share is entered, if all goes well we should get a connection. Press Enter.**
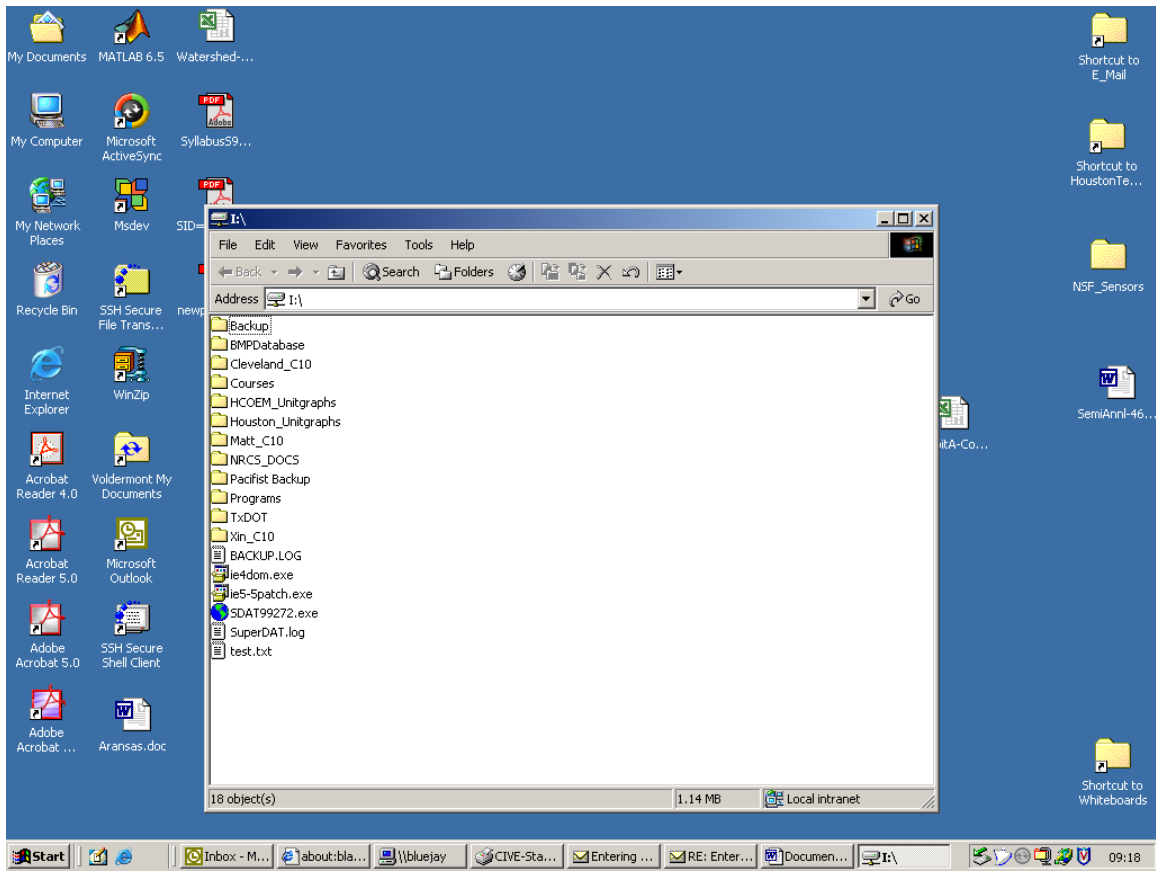
**Figure 5. Success! (Sometimes it will challenge you requesting your username and password) In these cases try the following:**

a) username   and  password  (if this fails)

b) \\clevernet\username   and password (if this fails -  get Matt or myself)

On a side note, it does share across domains, so you cannot access from the ECC for instance (sometimes one can, but it is unreliable)
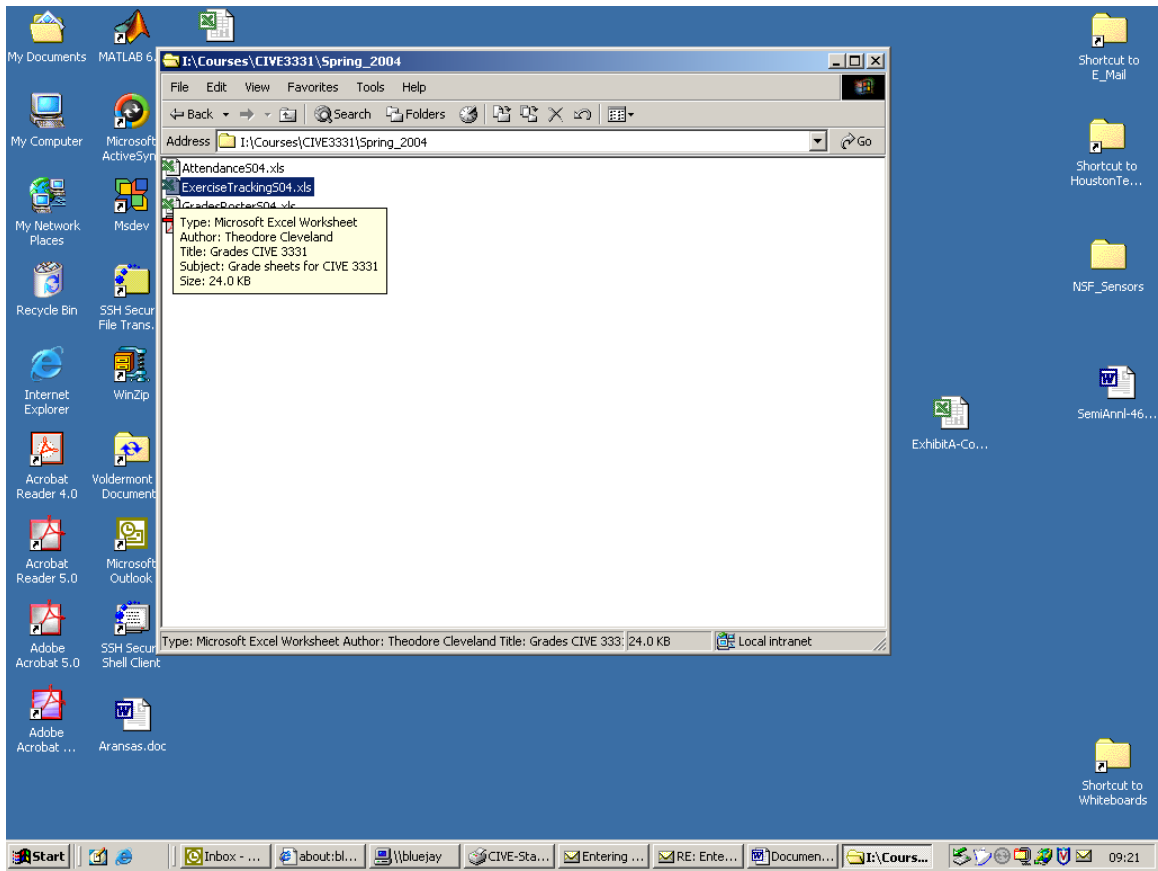
**Figure 6. Actual file where the data are entered. If you open the file you get a spreadsheet. From this point it should be self-explanatory. I back up the data about 1/week, so it is hard to lose anything.**