

Systems Support



SPA Contingency

26 January 2012

Northumberland 
Care Trust

*In partnership
with*

NORTHUMBERLAND
COUNTY COUNCIL

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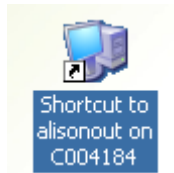
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SPA CONTINGENCY ICON

Desktop

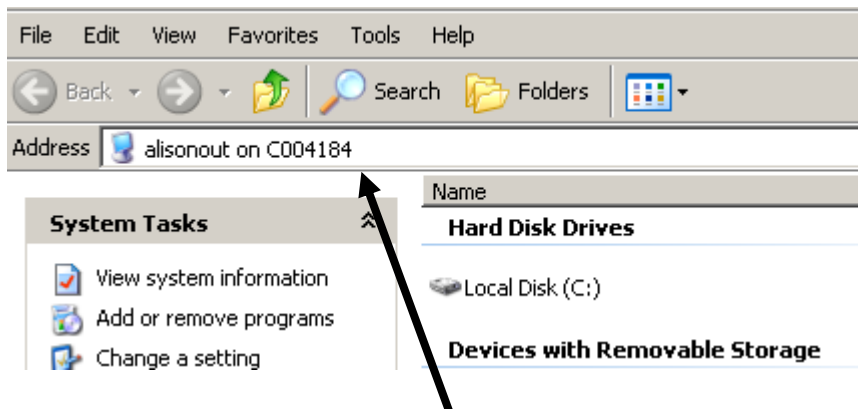
Selecting the icon

On your desktop go to the icon below:



[Your name should appear before the number beginning C00...]

This will open the following screen

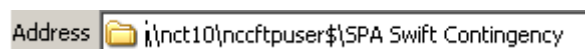


Overtyping the file location

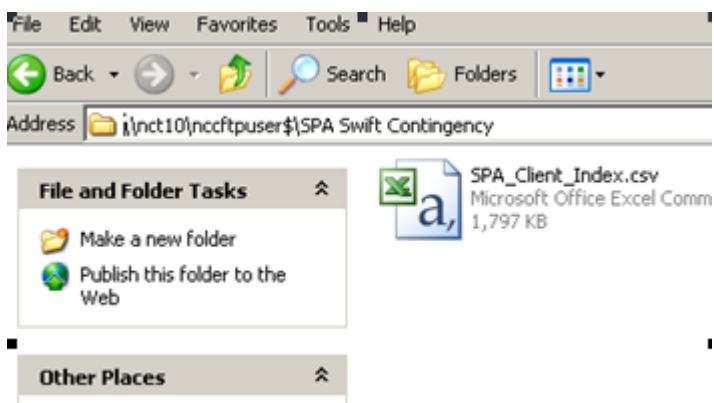
Click on where your name is displayed above and type over it with:

\\nct10\ncctpuser\$\SPA Swift Contingency

See example below:



The screen below will now display:



Adding the shortcut

Right click with your mouse on the icon and a drop down menu will then display.

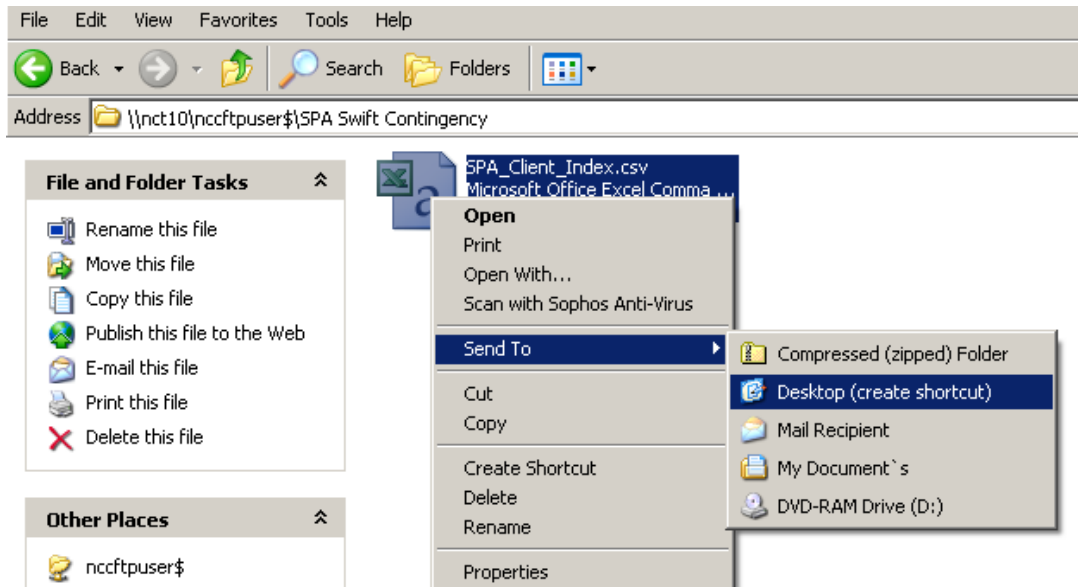
In the drop down menus select:

send to

another drop down menu will display select:

desktop (create shortcut)

see example below:



Close this screen and go to your desktop.

The SPA contingency icon on your desktop

The icon below will be displayed.

