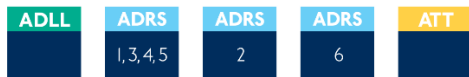


Creating a Support File

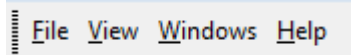
Your ADMIRALTY Chart Agent may request an ADP Support File when assisting you with an issue.

This guide will take you through the steps required to create a Support File from the ADP applications.

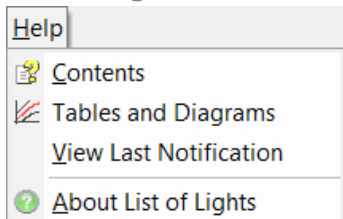
1. Open any one of the ADP applications from your desktop by double-clicking the appropriate desktop icon.



2. On the ADP toolbar, click **Help** to show the drop-down menu.

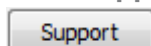


3. On the drop-down menu, click **About List of Lights**.



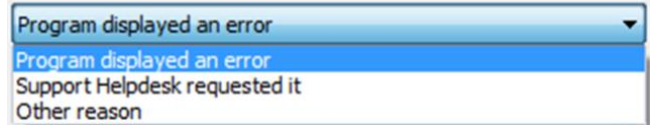
Note: this title will vary for each ADP application

4. The 'About' window will be shown. Click **Support**.



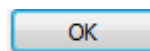
5. On the drop down menu, click to select the reason why you are sending this support file from the options provided.

Please choose a reason why you need to send a support message:




Note: If you select 'Other Reason' you will need to provide additional information.


6. When you have selected a reason from the drop-down menu, click **OK** to continue.




7. You will be shown a selection of options asking how you would like to create the support file:

 Send the Support Message in an e-mail


This option will automatically create an email containing your Support File if the PC has access to email.

 Save the Support Message in a text file

This option will create a text file containing the Support File information which can then be saved ready for transmission.

 Print the Support Message directly

This option will bring up a print window which will allow you to print a copy of the Support File information if the PC is connected to a printer.

 Copy the Support Message to the clipboard

This option will copy the Support File information as text to the windows clipboard. From here it can be pasted into an email or text file of your choice.