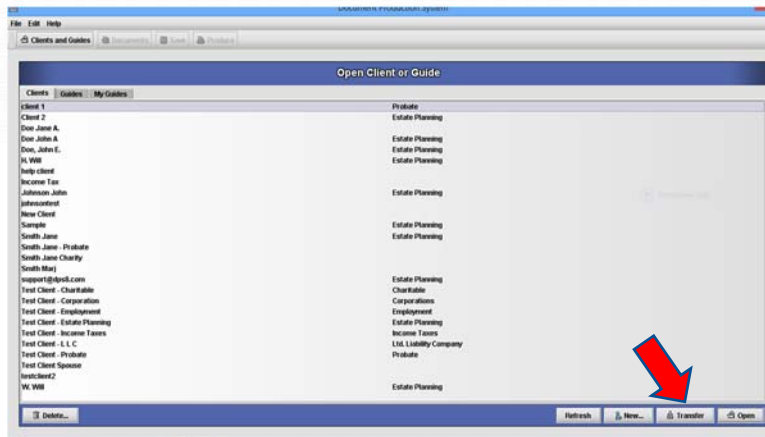


# How To Manage Files Using The Transfer Option In DPS

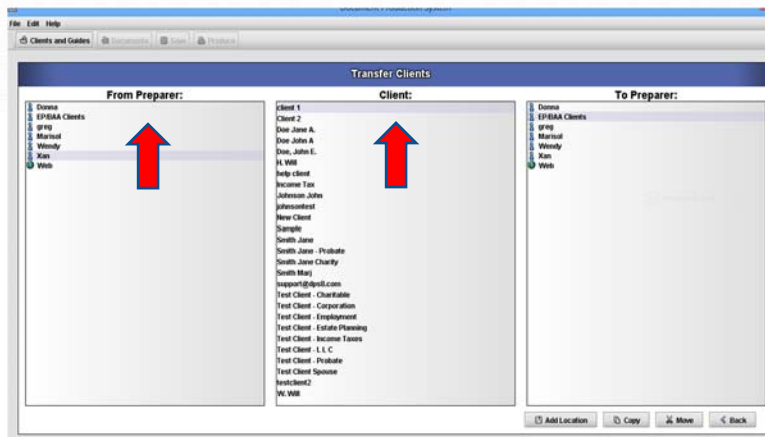
## Purpose Of This Tutorial

- This tutorial will show you how to move Client files from one Preparer to another.
- You can also move Client files from and to your Desktop or a drive.

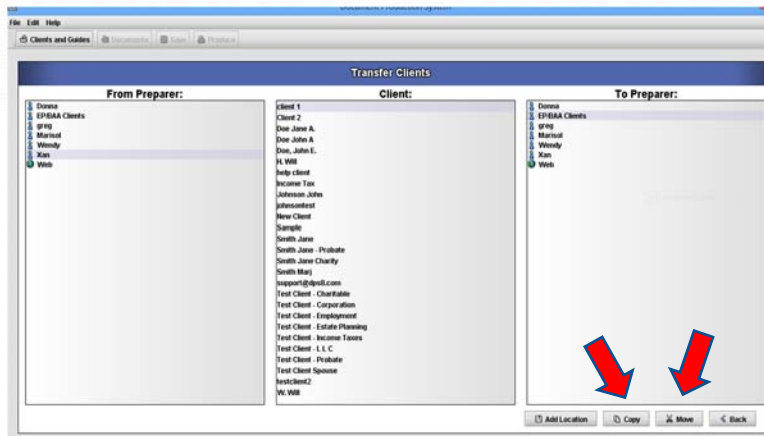
Log in to DPS 8.0 and select the Transfer button on the Open Client screen. This will display the Transfer Clients screen



Using the From Preparer list, select the preparer account that holds the client file. The selected preparer's clients will appear in the center Client column.



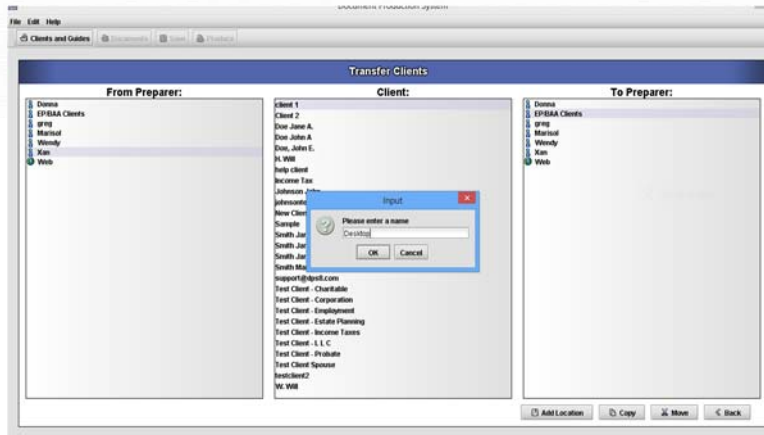
Select a client from the list, then choose a destination preparer from the To Preparer list. Click the Copy or Move buttons to copy or move the client.



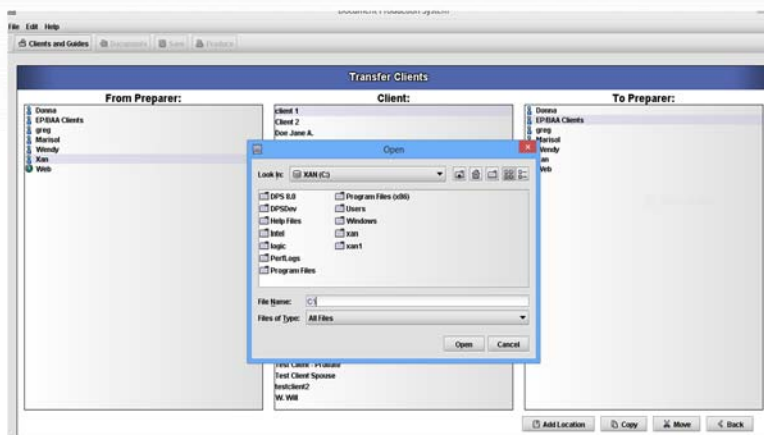
**If a preparer has a password set, the preparer icon will appear red.**

**If you select that preparer from the From Preparer column, you will be prompted to enter that preparer's password**

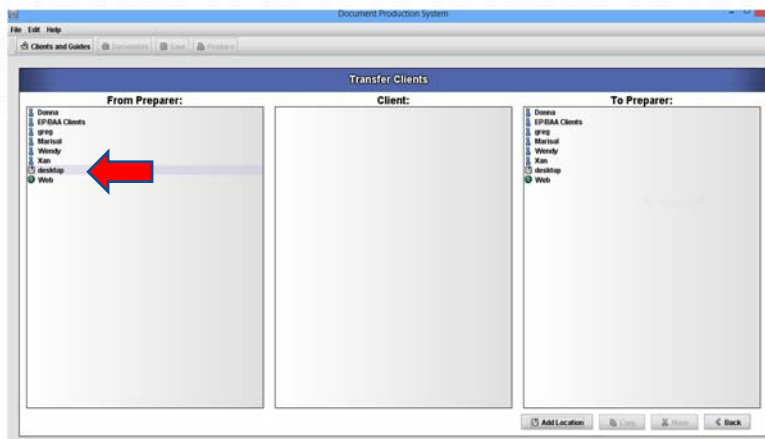
In addition to preparers, you can copy and move files to given locations, such as a drive or to your Desktop. Click the Add Location button to add a new location.



Choose a name for the location and find the location using the Open dialog.



The location will now appear in the preparer lists and can be used just like a Preparer. Locations will have a disk icon next to them. You can edit and remove locations by right clicking the location name in the From Preparer list.



**For additional assistance call or email  
Xan Taylor  
Advanced Logic Systems  
1-800-454-7703  
support@dps8.com**