

# Dealing PC Documentation

## Log On

All new PCs have predefined users and passwords. This PC is called “**Dealing**”. It has two users defined:

- **Dealer**
- **IT**

You logon as **Dealer** to deal cards or run Compscore2. If the main Bridgemate PC fails, you can use this PC as a hot spare.

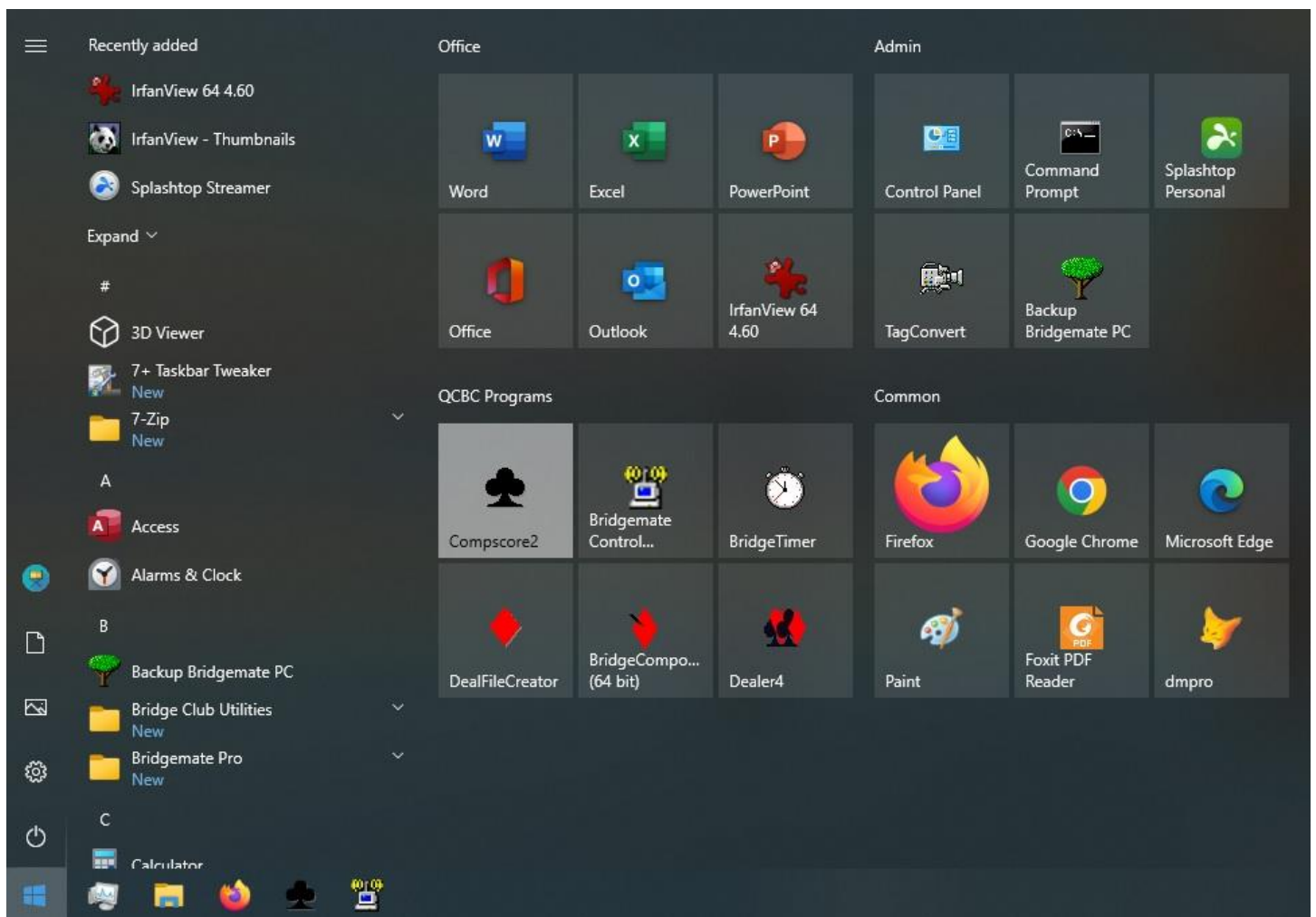
The password is:

**qcbc123**

The IT user is only used by IT administrators. This user can fix problems or reset the Dealer password as required.

## Start Menu

All desktop icons are now on the START MENU – an example is below:



Please do not put Documents and Shortcuts on the Desktop.

## **Documents/Folders placed on the Desktop will not be backed up!**

- All required program shortcuts are pinned to the Start Menu and the Taskbar.
- If you need another shortcut pinned to the Start Menu, please ask me to provide one.
- All **Documents** should be put in the Documents folder (**Quick Access > Documents**).
- All **Pictures** should be put in the Pictures folder (**Quick Access > Pictures**).
- All documents found on the old laptop have been copied to the Documents folder (**Quick Access > Documents**)
- There were some shortcuts on the old laptop Desktop along with Documents. These have all been copied to the Documents folder on the new laptop (**Documents > Desktop**).
- All QCBC documentation is in **Documents > Documentation**.
- All these folders are **backed up** to the other laptops **and** to OneDrive (**for offsite backup**).
- Office 365 is installed. You can send and receive email using Outlook.
- You can also use Word, Excel, etc as required.

## **Dealing PC Operation**

- Use **Deal File Creator** to deal and print boards (See other documentation).
- Close **Deal File Creator** when finished.
- Click the Start Menu -> **Backup Dealing PC**

## **Finishing Up**

Just walk away and leave the laptop turned on. **Do NOT shutdown the PC**. All the new laptops need to be running all the time so they can backup their data to each other.

## **Questions**

For the moment, call Mike Le Voi during the day - 9am to 5pm 😊

### **Mike Le Voi**

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