

**Objective:** How to Zip and Send your Data to CME Tracker Support

**Note:** Know your CME Tracker folder path before you Zip and Send.  
See Tutorial: "Locating your CME Tracker Folder Path".

**Step 1:** Open your CME Tracker. Click Tools. Click Zip-N-Send. (Fig. A)



Fig. A

**Step 2:** The CONFIRM TABLE MAINTENANCE popup appears. Click Yes. (Fig. B)

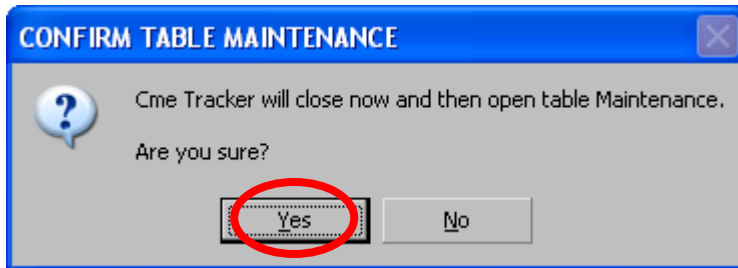


Fig. B

**Step 3:** The ZIP-N-SEND popup appears. Click Zip & Send. (Fig. C)

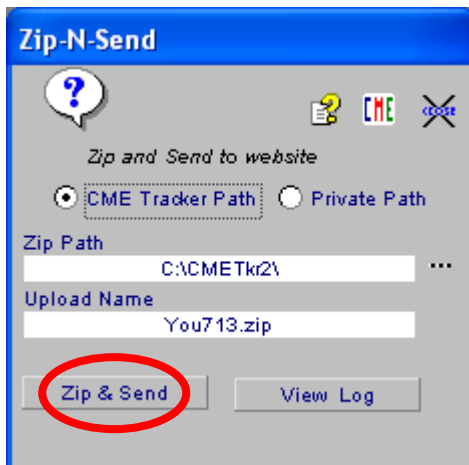


Fig. C

**Step 4:** The CONFIRM ZIP-N-SEND popup appears. Click YES. (Fig. D)

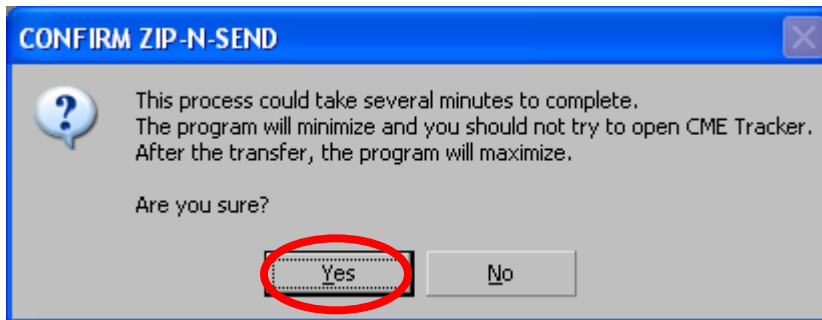


Fig. D

**Step 5:** The Files are now being prepared to be sent to the CME Tracker website in the Upload area. A Server Reply popup will appear when complete. Click OK. The ZIP-N-Send popup reappears. Click Close. (Fig. E)

**Note:** You will receive an error message if your firewall will not allow this file to be sent.

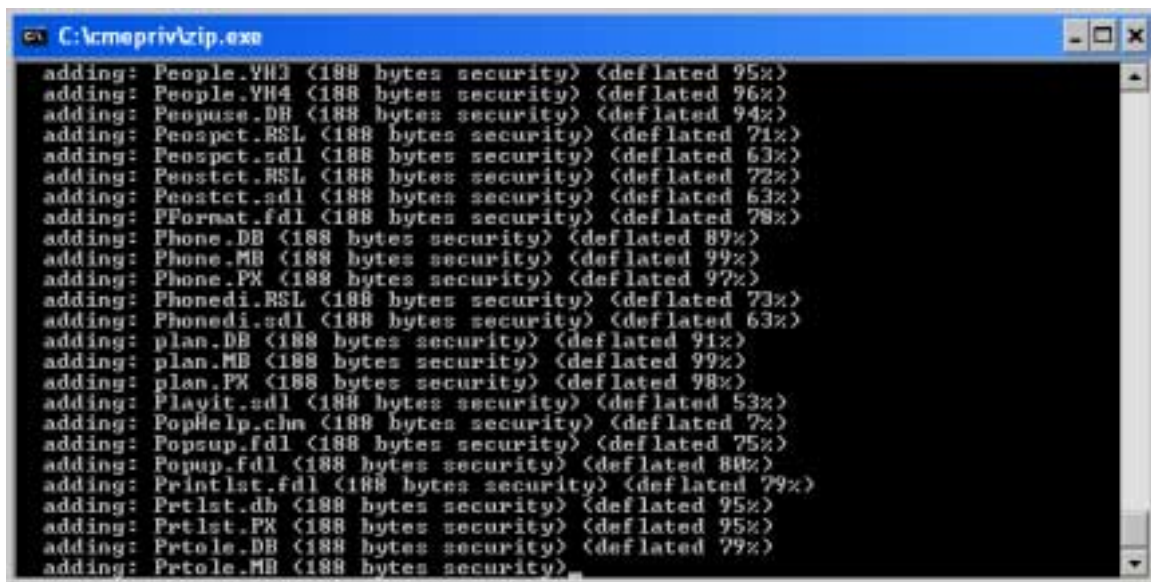


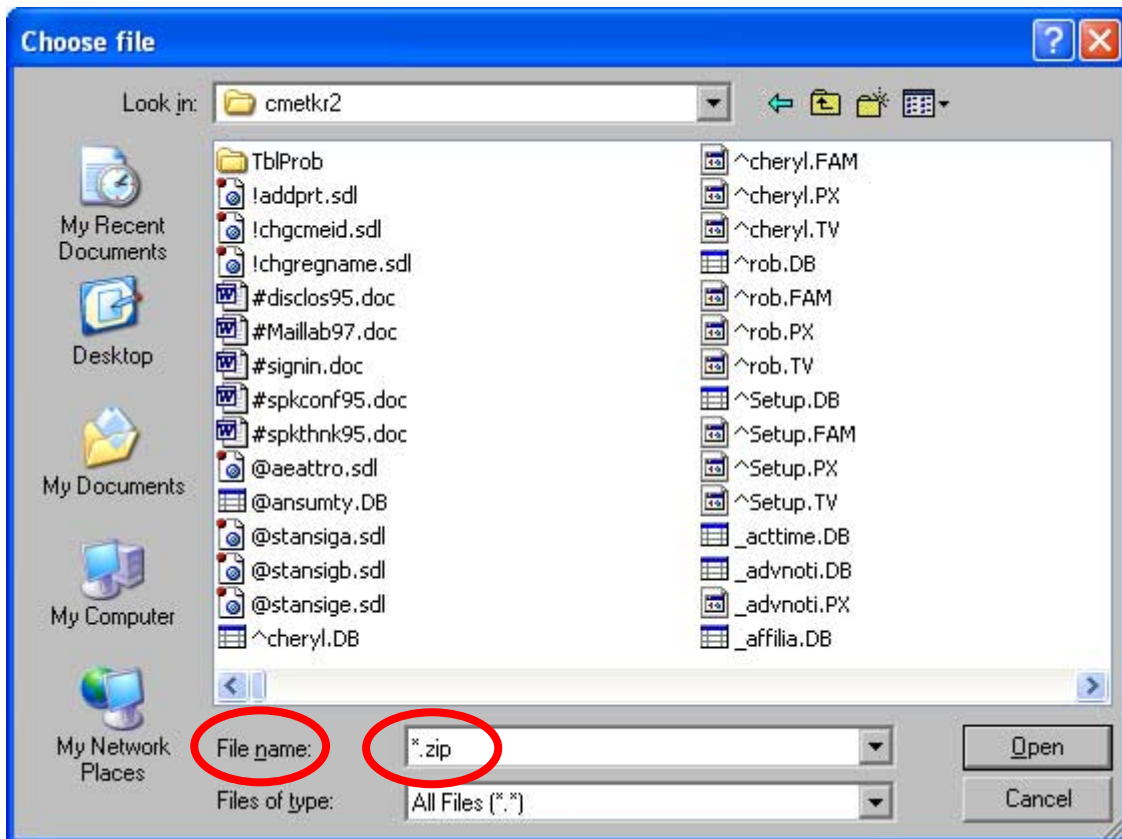
Fig. E

**Step 6:** Once the Program maximizes, open your Web Browser and go to [www.cmetracker.com/upload.html](http://www.cmetracker.com/upload.html) . This takes you directly to the Upload area in the CME Tracker Website. Click on Browse... (Fig. F)



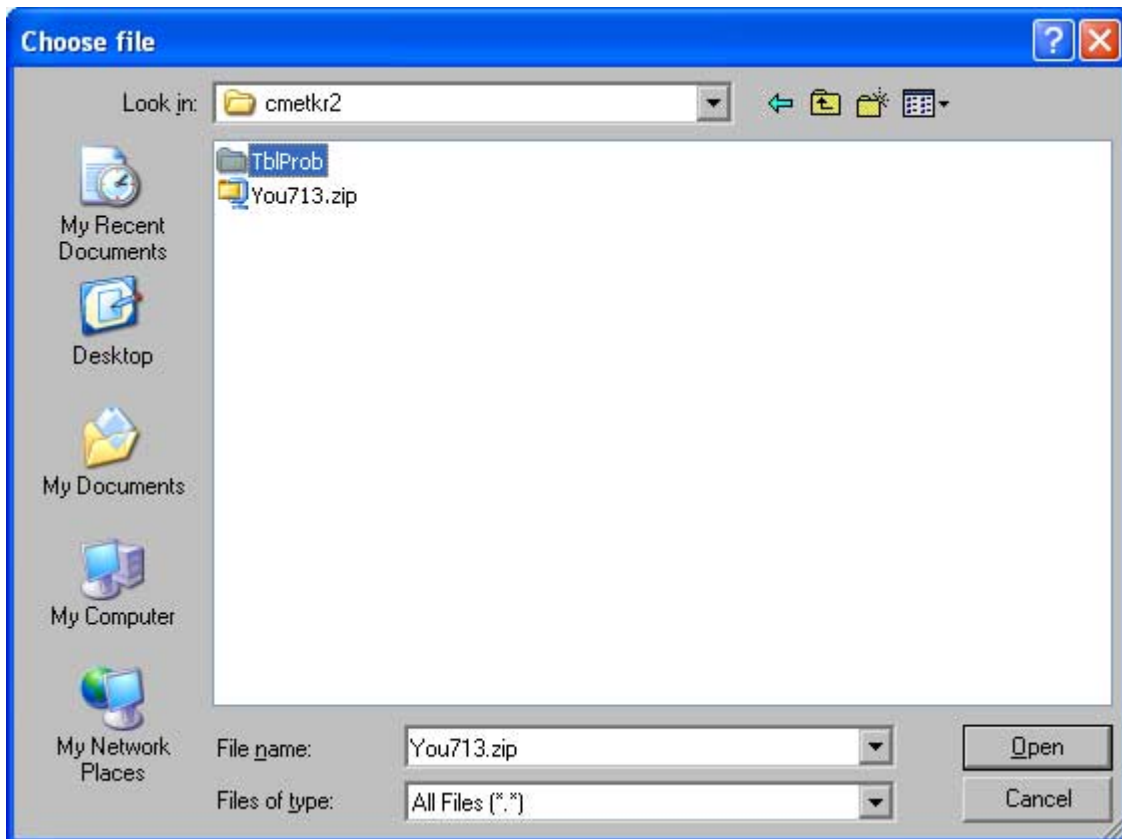
Fig. F

**Step 7:** Locate your CME Tracker folder by using your CME Tracker path. Once you find your folder, in the File name box, type in \*.zip and then Enter to find the file that you just zipped up. ([Fig. G](#))



[Fig. G](#)

**Step 8:** The file will have a date followed by zip. In this example, You713.zip means this file was for July13. Click on this file. It will appear in the File name box. Click Open. ([Fig. H](#))



[Fig. H](#)

**Step 9:** The Zip file now appears in the Upload area. Click Upload. ([Fig. I](#))

**Note:** This may take several minutes.



[Fig. I](#)

**Step 10:** You will get a message on your screen letting you know that the "File Uploaded Successfully". ([Fig. J](#))



[Fig. J](#)