

WinStabs Backup Data File Upload Instructions

Part 1 – Using Winstabs NMR

1. Open Winstabs NMR
2. Under tools click on export to TD Connect. A new window will popup after you click export to TD Connect
3. Follow the prompts as follows
 - Step 1.** Click “Create”
 - Step 2.** Click “Compress”
 - Step 3.** Click “Copy to Clipboard”
 - Step 4.** Click “open TD Connect”

Part 2 – Using Td Connect

1. Click on the plus sign by the Winstabs section on TD-Connect. Then Click on “browse.”

The screenshot shows the TD Connect Local Management interface. The 'WinStabs' section is highlighted with a red circle. Below it, the 'Secure Data File Upload' section is visible, showing a 'Browse...' button and an 'Upload' button.

Alerts & To Do Items	Messages & Reminders
Process eBill JANUARY 2020 NOT AVAILABLE	Message Updates to TD Connect and WinStabs-NM 1/6/2020. These will include 2020 function reporting. Please hold off on entering 2021
Member Billed Amount Changes	
Accept Transfers 0	
Pending Transfers 0	
Missing Applications 0	
Missing Addresses 1	
Missing Authorizations 0	

Secure Data File Upload:
To Upload a Winstabs backup file, click the browse button and then select the '.zip' file that contains the backup data. Once the file has been selected, click the "Upload" button to initiate the process that will upload the file to the International office.

Browse... Upload

2. Another box will open. Place your cursor in the “file name” box and hit Ctrl+V on your keyboard to copy the file name into the box. Then click “open.”
3. Click “upload”. Once you click upload you should see a message that says “file uploaded successfully.”

The screenshot shows the WinStabs 'Secure Data File Upload' dialog box. The 'File uploaded successfully.' message is highlighted with a red circle.

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Browse... Upload

File uploaded successfully.