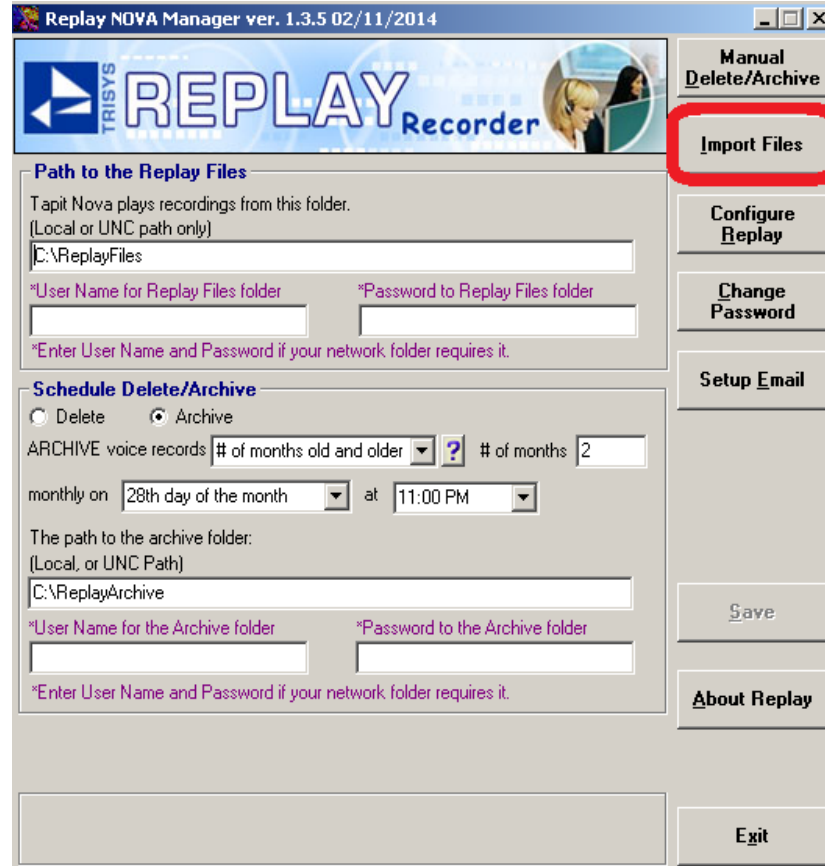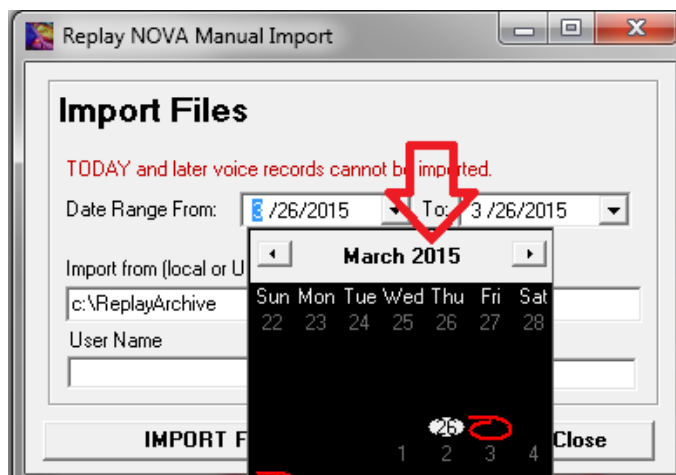1. Start → Programs → ReplayNOVA → Replay Manager

Default Password: **trisys123**
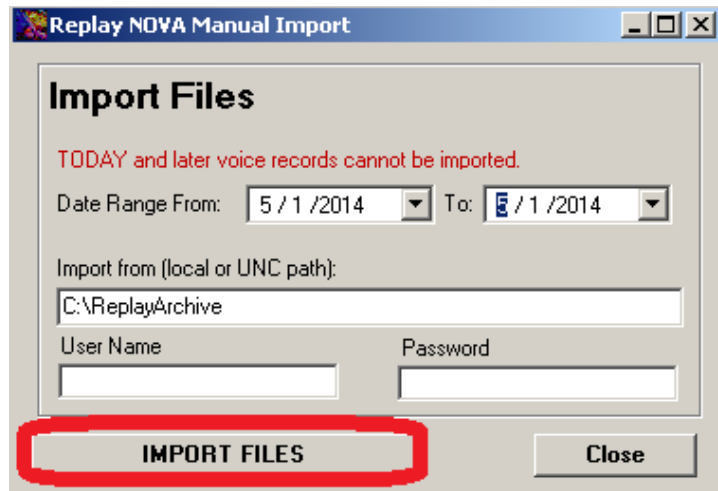

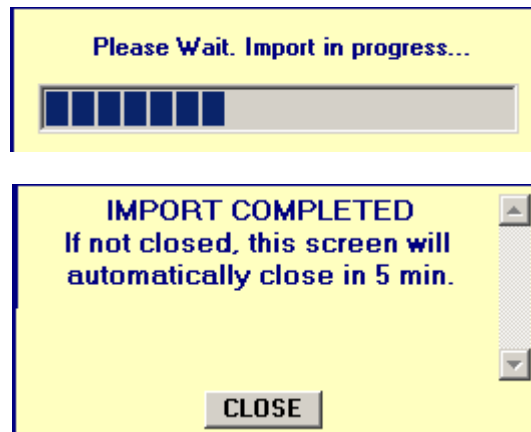2. Click **Import Files**

3.   Enter a date or date range, click on the year to change to a different year.

4.   Click **Import Files**.

5.   Click **Close**. The recordings for the date specified can now be found in TapitNOVA. In this example it was for May 1st.

Note: The smallest increment that can be imported is an entire day.

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