## Creating a New Petro Data Icon

When networks go down, the Petro Data icon may get changed or damaged. This is not our fault but it happens. To create a new icon, you need knowledge of Windows Explorer. If you don't know how to use it, get someone in the office to help you.

So here is how to find the Petro Data Icon in the BASE folder and send it to the desktop to create a new icon.

Click on any folder or MY PC or your network drive (P, F, Z, etc). Now find the BASE folder as seen below. In the example below, the network drive is P:

🖻 New 🐇 🗘	î 🔕 🖻	© î↓ son	: - 🛛 🗮 View -		
$\rightarrow$ $\checkmark$ $\uparrow$ $\frown$ This	PC > New Volume (P:)		~ C	Search New	م Volume (P:)
A Home	Name	^	Date mo	dified	Туре
👝 OneDrive - Personal	EASE		4/3/2023	6:16 AM	File folder
	concord		9/25/201	15 7:30 AM	File folder
E Desktop	🖈 📒 СТТАХ		1/2/2023	3 2:03 PM	File folder
June Downloads	🔹 📩 DTNBOL		1/13/202	22 4:57 PM	File folder
Documents	🖕 📒 dtninv		4/24/201	16 9:11 AM	File folder
o occurrents	dtnrack		8/15/202	23 9:37 AM	File folder

Figure 1 Find BASE folder on Network Drive

Click on the BASE folder and look for RUNMENUN.EXE as shown below.

∋ New ~ 🔏 🗘 🗋	[] [2 🗊 🛝 Sort	~ 🗏 View ~ …		
$\rightarrow$ $\sim$ $\uparrow$ $\stackrel{\frown}{=}$ $\rightarrow$ This PC $\rightarrow$	New Volume (P:) > BASE >	~	C Search BASE	۶
New Volume (F:)     New Volume (G)	Name	Date modified 2/18/2009 9:50 AM	Type Microsoft Visual F	Size 80 KB
New Volume (0.)	RUNMENUG.pjx	2/18/2009 9:50 AM	Microsoft Visual F	2 KB
- New Volume (H:)	ADD RUNMENUG.PRG	2/18/2009 9:49 AM	Microsoft Visual F	1 KB
<ul> <li>New Volume (K:)</li> </ul>	🛐 runmenun.exe	10/13/2017 6:53 AM	Application	10 KB
<ul> <li>New Volume (N:)</li> </ul>	ABC runmenun.FXP	11/20/2014 7:24 AM	Microsoft Visual F	1 KB
- New Volume (0:)	🔤 runmenun.PJT	8/20/2007 8:38 AM	Microsoft Visual F	4 KB
Rev Volume (P:)	🔤 runmenun.pjx	8/20/2007 8:38 AM	Microsoft Visual F	2 KB
- New Volume (V:)	ARC RUNMENUN.PRG	8/20/2007 8:36 AM	Microsoft Visual F	1 KB
	ABC runmenup.FXP	1/29/2013 6:47 AM	Microsoft Visual F	1 KB
	ARC RUNMENUP.PRG	1/29/2013 6:47 AM	Microsoft Visual F	1 KB
= petro (\\DESKIOP-REUTQGI) (Y:)	🛐 runmenux.exe	10/20/2009 3:21 PM	Application	66 KB
PetroData (\\192.168.20.248) (Z:)	Ryan.jpg	2/17/2012 11:21 AM	JPG File	8 KB
- New Volume (K:)	A sugar but	12/16/2011 2-44 DM	Tout do sum ant	11 1/0

Figure 2 Runmenun.exe is found in BASE folder

Highlite RUNMENUN.EXE and do a **right click** to open up the options box below. You are looking for the option to SEND TO.

Ē	Open	Enter
G	Run as administrator	
$\Diamond$	Pin to Start	
	Add to Favorites	
	Compress to ZIP file	
<u>\\.</u>	Copy as path	Ctrl+Shift+C
B	Properties	Alt+Enter
Ø	Norton Security	>
62	Show more options	

Figure 3 Options on right click

In the above box, we are looking for the option to **Send To**, if you find it, select it. If not, click on **Show More Options** and it will there for sure.

BASE × ⊕ New × → □ □	+	t ∽ ≣ View ∽ ····		- L	× נ	Yahoo hance - S.
	New Volume (P) >> BASE	upen           Wan as administrator           Add to Favorites           Trouble-hoot compatibility           Pin to Start           ©           Carbonite           ©           O Notron 800           Upload using WS_FTP Upload Wizard           Pin to taskbar           Copy as path           ©           Share           Restore previous versions           Send to           Cut	>	Size	2 KB 2 KB 1 KB 1 KB 1 KB 2 KB 1 KB 1 KB 1 KB 1 KB 6 6 KB 8 KB	
Network 3,024 items 1 item selected 9.51 KB New Open 2 C Q Q 1	Save Print Preview Send E-Mail	Copy Create shortcut Delete Rename				-

Figure 4 This screen does have the Send To Option

Once you see the **Send To** option, then click on it. The third option says **Desktop** 

Send to		>	8	Bluetooth device
Cut				Compressed (zipped) folder
Сору				Desktop (create shortcut)
				Documents
Create shortcut			2	EditPad Pro 8
Delete				Fax recipient
Rename			•	LogMeln File Sharing
File Insight			-	Mail recipient
Properties			÷	TeamViewer
	2/18/2009 9:49 AM	Micr	-	DVD RW Drive (D:)
	10/13/2017 6:53 AM	Appl	-	New Volume (K:)
	11/20/2014 7:24 AM	Micr	-	fdrive (\\LARRYLAPTOP) (X:)
	8/20/2007 8:38 AM	Micr	-	petro (\\DESKTOP-REUTQGI) (Y:)
	8/20/2007 8:38 AM	Micro	SUIL	VISUALE 2 ND
	8/20/2007 8:36 AM	Micro	soft	Visual E 1 KB

Figure 5 Deskopt is 3<sup>rd</sup> option. Click on it.

Now select **Desktop** and click it. The icon should now be on your desktop. If you wish, highlite the icon, press F2 and **rename** it to Petro Data Menu.