

FIELD TRAINING · WINDOWS 11

USB File Basics

Working with files on the laptop, backing up and restoring the controller, and sending files in Outlook

tke > backup > XX12345



tke > update

This guide walks through the everyday Windows 11 file skills we need, then puts them to work on the controller backup and restore.

WHAT WE'LL COVER

Four parts, in order

01

Windows basics

- Find the USB
- Make folders
- Copy and paste
- Select many files
- Eject safely

02

USB setup

- The tke folder layout
- every USB needs

03

Backup and restore

- Back up the controller
- Move the job image
- and cpua
- Upload to CPUTA or CPUB

04

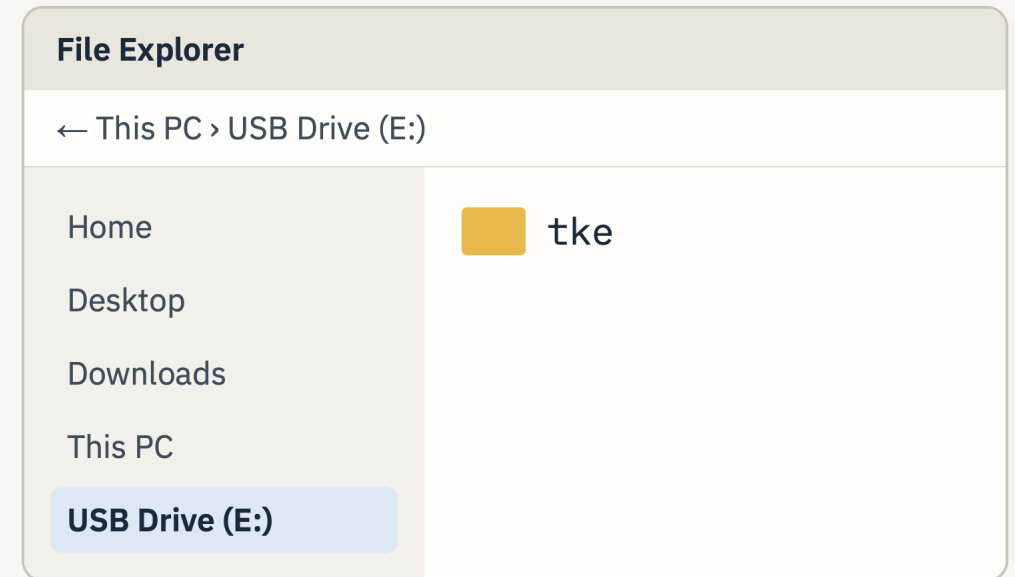
Send files

- Attach files in Outlook
- Zip a whole job folder

Open File Explorer and find the USB

- 1 Plug the USB into the laptop
- 2 Press **Windows key + E**, or click the yellow folder on the taskbar. This opens File Explorer; you'll pick the USB next
- 3 In the left panel, click **This PC**, then the **USB Drive** (often D: or E:)
- 4 **Double-click** a folder to open it. Click the **back arrow** to go up a level

Shortcut: when you plug in the USB, Windows may pop up **Open folder to view files**. Click it to jump straight to the USB. Not every laptop shows it.



Make a new folder

- 1 Open the place the folder should go, like the USB drive
- 2 **Right-click an empty spot** › **New** › **Folder** (shortcut: Ctrl + Shift + N)
- 3 Type the name and press **Enter**
- 4 Wrong name? Click the folder once and press **F2** to rename it

Names must match exactly. tke is all lowercase, and so are logfiles, update and backup.

View

Sort by

Group by

New ›

Properties

Folder

Shortcut

Text Document

Copy and paste a file

Copy and Paste keeps the original

- 1 **Right-click the file** > **Copy** (or Ctrl + C)
- 2 Open the folder it should go into
- 3 **Right-click an empty spot** > **Paste** (or Ctrl + V)

In Windows 11, Copy and Paste show as small icons along the top row of the right-click menu.

⚠ These MOVE the file

Cut (Ctrl + X) and then Paste

Dragging a file into another folder on the same USB

Moving pulls the file out of the backup.
Always **copy** from backup.

Dragging between two different drives copies, but dragging within the same USB moves. Since backup and update are both on the USB, stick with Copy and Paste.

Select a group of files

Ctrl + click

Hold Ctrl and click each file you want. Pick any files, in any order.

File A (picked)

File B

File C (picked)

File D

Shift + click

Click the first file, hold Shift, click the last. Everything between is picked.

File A (first click)

File B

File C (Shift + click)

File D

Ctrl + A

Selects every file in the open folder at once.

File A

File B

File C

File D

Picked the wrong ones? **Click an empty spot** to clear the selection and start over.

Eject the USB safely

- 1 Close any File Explorer windows showing the USB
- 2 In File Explorer, **right-click the USB Drive** › **Eject**
- 3 Or: click the **^ arrow** by the clock › **USB icon** › **Eject**
- 4 Wait for **Safe to remove hardware**, then pull the USB

Why it matters

Pulling the USB too soon can leave freshly copied files incomplete, and the controller upload may fail.

USB SETUP

Every USB needs this folder layout

■ USB Drive (E:)

■ **tke**

■ logfiles

■ update

■ backup

■ XX12345

■ XXX123

tke

All lowercase, right on the USB, not inside another folder

logfiles

Log files live here. These are the files you'll email

update

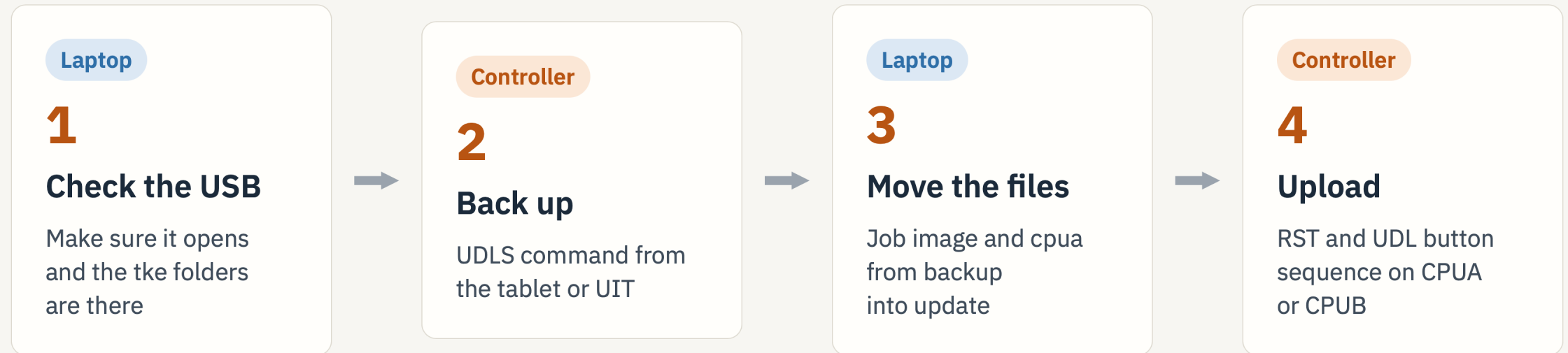
Files the controller will load go here

backup

Each backup lands here as a folder named with the job number, like XX12345 or XXX123

BACKUP AND RESTORE

The whole job in four stages



STAGES 1 AND 2

Check the USB, then back up the controller

- 1 Plug the USB into the laptop and make sure it **opens and works**
- 2 **Safely eject** it from the laptop (see slide 7), then insert it into the **CPUA** or **CPUB**
- 3 On the **tablet or UIT**, enter the **UDLS** command to back up the software
- 4 Wait for the **backup complete** message
- 5 Remove the USB and plug it back into the laptop

COMMAND

UDLS

WAIT FOR

Backup complete

The backup appears on the USB in the > backup as a job-number folder

Open the job folder in backup

tke > backup > XX12345

☐ ...XX12345...	Job image: has the job number in the name
☐ ...cpua...	Generic software: has "cpua" in the name
☐ other file	Leave in the backup
☐ other file	Leave in the backup

You need exactly two files

The **job number** is your guide: the folder and the job image both carry it.

The other one has **cpua** somewhere in its name.

File names are shown generically here. The job image contains the job number, like XX12345 or XXX123, and the generic software contains cpua.

STAGE 3 • BEFORE YOU PASTE

Check what's already in update

Remove first

Any other **cpua** file

Any other **job image**

Delete them, or move them off the USB, before pasting the new pair.

OK to leave

NP and **SP**: processor files

Names with **rect**, **inv** or **pea**: drive software

These load differently and are covered in the advanced tutorial.

Rule: update ends up with exactly one cpua file and one job image.

STAGE 3 • COPY THEM OVER

Copy both files into update

- 1 In the job folder, hold **Ctrl** and click the **job image** and the **cpua** file
- 2 Right-click one of them › **Copy** (Ctrl + C)
- 3 Click **tke** in the address bar, then open **update**
- 4 Right-click an empty spot › **Paste** (Ctrl + V)
- 5 Check both files are there, then **eject the USB safely**

tke › backup › XX12345

...XX12345... job image

...cpua... generic



Copy, not move

tke › update

...XX12345... job image

...cpua... generic

STAGE 4 • UPLOAD

Load the files into the controller



First, take control of the car: door disconnect and inspection. Then reinsert the USB into **CPUA** or **CPUB**.

A

RST

UDL

Press and hold RST

B

RST

UDL

Keep holding RST, **press and hold UDL**

C

RST

UDL

Release RST, keep holding UDL until the STAT LED shows the pattern

D

RST

UDL

Pattern showing?
Release UDL

Solid dark button = held down • Dashed outline = released

STAGE 4 • READ THE LIGHTS

How you know it's working, and done

UPLOAD MODE • STAT LED



blink, blink, blink-blink-blink

This means it's in upload mode. **Release UDL** as soon as you see it.

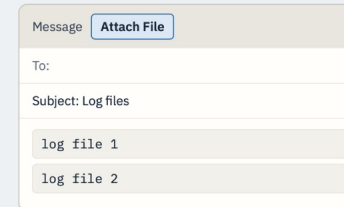
DONE • ABOUT 5 MINUTES

- ✓ STAT LED **stops blinking**
- ✓ Controller **reboots**
- ✓ WD LED: **solid green**



Attach files to an email

- 1 In Outlook, click **New Email**
- 2 Click **Attach File** (the paperclip) › **Browse This PC**
- 3 Go to **the** › **logfile**s on the USB, **Ctrl + click** each file you want › **Open**
- 4 Or **drag** the selected files from File Explorer into the email
- 5 Check the files show under the subject line, then **Send**

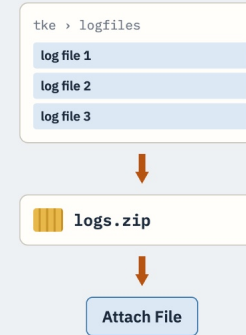


The screenshot shows an Outlook email composition window. At the top, there is a 'Message' tab and an 'Attach File' button. Below this, the 'To:' field is empty. The 'Subject:' field contains the text 'Log files'. Under the subject line, two files are listed as attachments: 'log file 1' and 'log file 2'.

In the newer Outlook, the menu may say Browse this computer instead of Browse This PC. Same thing.

Lots of log files? Zip them, then attach

- 1 Open **tke** > **logfiles** on the USB
- 2 Select the files: **Ctrl + click** the ones you need, or **Ctrl + A** for all (see slide 6)
- 3 Right-click one of the selected files > **Compress to** > **ZIP File** (some PCs say **Compress to ZIP file**)
- 4 A new **.zip** file appears. Type a name and press **Enter**
- 5 Attach the .zip in Outlook (see slide 16)



Only a few log files? You can skip zipping and attach them directly, as on the previous slide.

QUICK REFERENCE

Keyboard shortcuts

Keys	Files and folders
Windows + E	Open File Explorer
Ctrl + Shift + N	New folder
F2	Rename
Delete	Delete selected
Ctrl + Z	Undo last action

Keys	Copy and select
Ctrl + C	Copy
Ctrl + V	Paste
Ctrl + X	Cut (moves the file)
Ctrl + click	Pick several files
Shift + click	Pick a range
Ctrl + A	Select all