

ManagerPlus Pro

Setup for a central attachments and images location

These instructions assume that you're setup in a "Domain" environment and we have permissions to create a folder. (this process can vary slightly on different operating systems)

In order to setup a centralized attachments location we'll want to:

1. Create a file share (typically done by IT)
2. Setup the permissions on the file share (typically done by IT)
3. Edit the connections.ini file
4. Load attachments

Create a file share:

Typically we'll create a file share on a server although this can be setup on any computer. This is normally done by IT personnel.

We'll want to create a folder by going into "Computer" (Windows 7) or "My Computer" (Windows XP), then we can right click and select "New" > "Folder." Give the folder a name (it will be "New Folder" by default).

Right click the folder and go to "Properties." Select the "Share" tab. Give the share a name, then click "share."

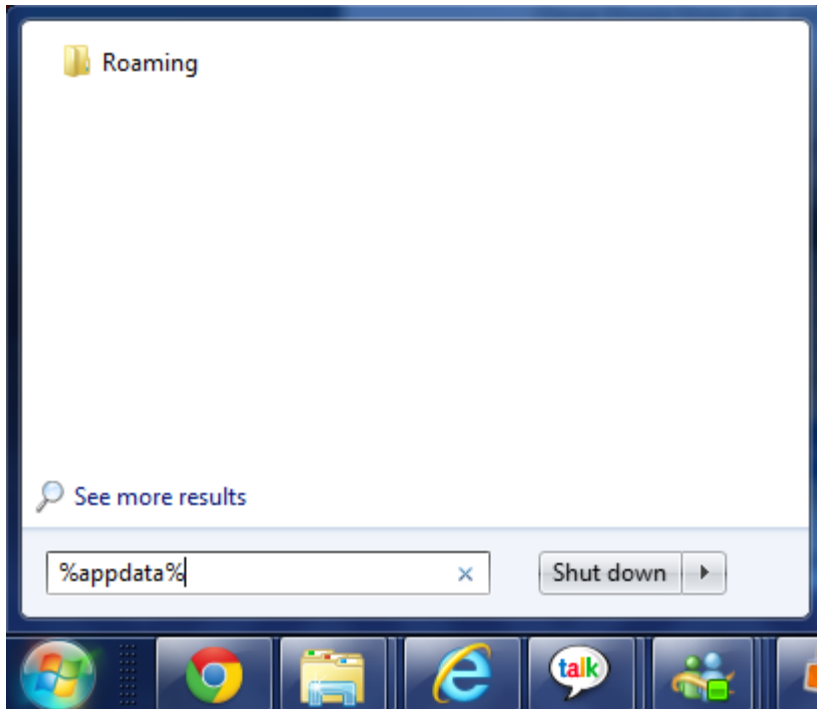
We'll want to find the filepath. It should be something like [\\~computername~\~sharename~](#) (where ~computername~ = the name of the computer and ~sharename~ is the name you put in for the share).

Setup the permissions on the folder:

Right click on the file and select "Properties." Go to the Security tab. We can add domain users or security groups to have different levels of access. We'll want all ManagerPlus users to have at least "Read" permissions and anyone that should be adding files to this directory will need at least "write" permissions. Optionally we can allow the built in "Users" to have the appropriate rights. We cannot support the specifics of your network security. Any changes in network security should be reviewed by your local IT support.

Edit the connections.ini file:

We'll want to edit a file called connections.ini. By default this file can be found by going to Start > Run > (type) %appdata% then press Enter.



This should take you into the user specific appdata folder. Go into the ManagerPlus folder. Open the “connections.ini” file (you may or may not see the .ini extension). Go below the database connection and the encrypted information and add the lines.

Add this information:

Attachments=[\\~computername~\~sharename~](#)

Images=[\\~computername~\~sharename~](#)

Once those lines are added, save the file. If ManagerPlus is open, close it.

Here’s what the connection file may look like when you’re done:

[Database]

```
ConnectionString=wXuY0IMCe+gR4O5eFyFp9X26yKVctPhncU7L+UmrWh5fmv8xTowBY6VM2elecA84/GJpAAKf3z4J5eAtmgUKb+WDnAYnU7D8Aeapa5I2+2yetS8UxHUs13DI7BD4E7L6Jt5JjuWeSdquMPdz3RPTncyzJxRPuA6JpTcbmUsY+4PLKdsTzRDbm+kmezJ98uXE4Z1FaQe7wWsdJe0rI07t9DqYXaJTGN5TKjFz1iZ5c7o=
```

```
Attachments=\\Server\ManagerPlusFiles
```

```
Images=\\Server\ManagerPlusAssetPics
```

Setup attachments:

Launch ManagerPlus. If you go into a module where you can add attachments, it should now go to the directory above by default. We can add any items from that location, and all ManagerPlus users will be able to see the attachments.

If you would like assistance setting up attachments, give us a call in Technical Support.

1-800-730-9809