

How to Connect to your ScalIT File and Document Management Server as a Network Drive

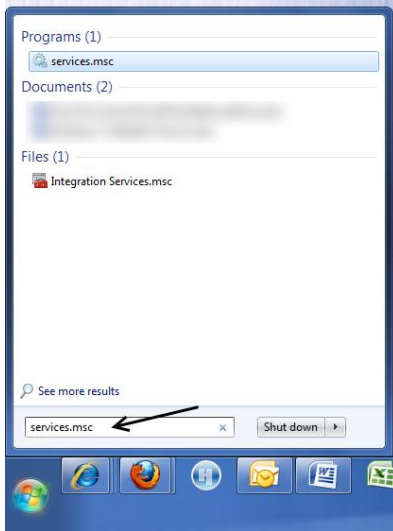
Before connecting your computer to the ScalIT File and Document Management Server, you should first have a good understanding of how the system works. Please read the ScalIT Introductory Tutorial on File and Document Management, located under the “Help” section of the ScalIT website, prior to following the directions below.

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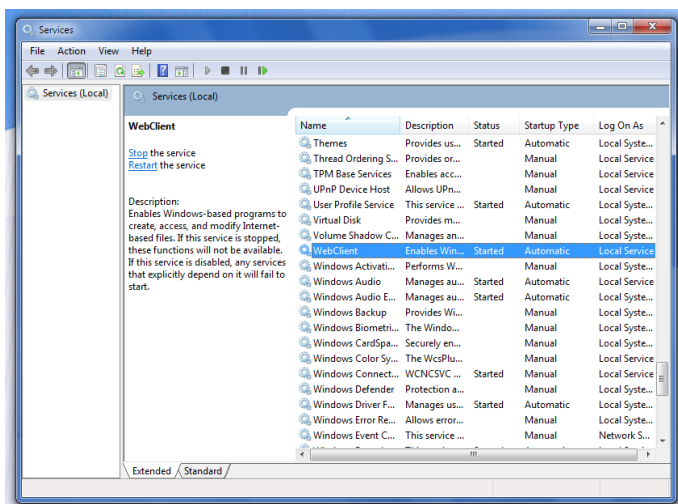
On Windows 7

Step 1

1. Before you can map a drive to your ScalIT File and Document Management application using WebDAV, you need to ensure that the “WebClient” service is running:
 - a. Open the “Services” window by clicking on the Windows “Start” icon. In the “Search Programs and Files” box, type “services.msc” and press enter on your keyboard. Alternatively, open the “Control Panel,” click “Administrative Tools,” and then click “Services.”

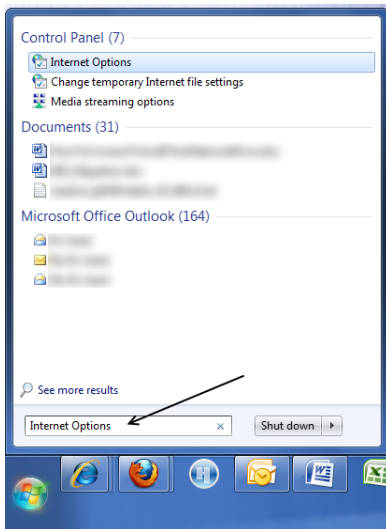


- b. Find the “WebClient” service in the list of services. Click on the word “WebClient” in the list to highlight that selection. Now, in the space to the left of the highlighted service, you will see a paragraph describing the service, and an option to “Start the service.” Click on “Start the service.” If you are only presented with options to “Restart the service” or “Stop the service,” that will indicate that the “WebClient” service is already running. You can also confirm this by observing the “Status” column of the “WebClient” service. If it is running, it should show “Started” in the “Status” column. You can now close the “Services” window.

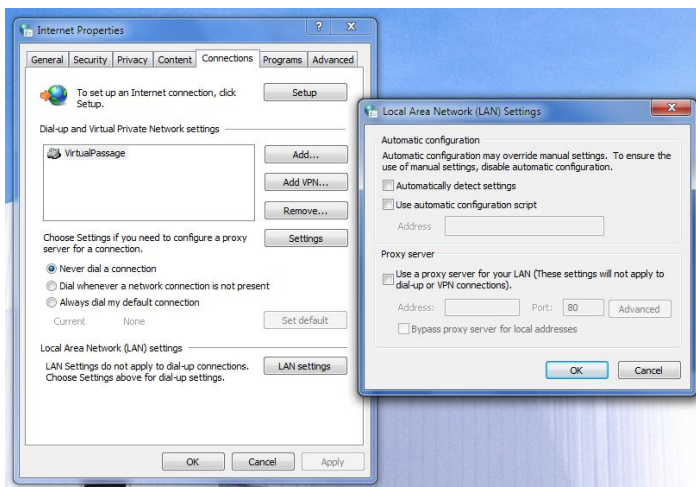


2. Next, you need to make sure Windows 7's internet options are configured correctly:

- a. Open the "Internet Options" window by clicking on the Windows "Start" icon. In the "Search Programs and Files" box, type "Internet Options" and press enter on your keyboard. Alternatively, open "Internet Explorer," click on the "Tools" menu, and then click "Internet Options."



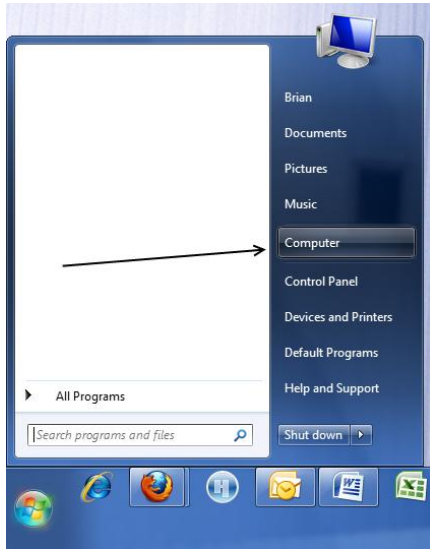
- b. On the "Internet Properties" window that is now open, select the "Connections" tab at the top. Then, click on the "LAN Settings" button. Make sure that the "Automatically Detect Settings" checkbox is unchecked. Also, drive mapping works much slower when run through a proxy server. Unless you absolutely need one, it would be advisable to make sure the other checkboxes on this window were also left unchecked. After you have made the changes to the "Local Area Network (LAN) Settings" window, click on the "OK" button, and then click on the "OK" button in the "Internet Properties" window.



3. Windows 7 requires a registry modification to be made in order to access a WebDAV folder. Download [this file](#), and run it after downloading, in order to make the appropriate change. When asked by Windows, you will have to give Windows permission to make the changes.

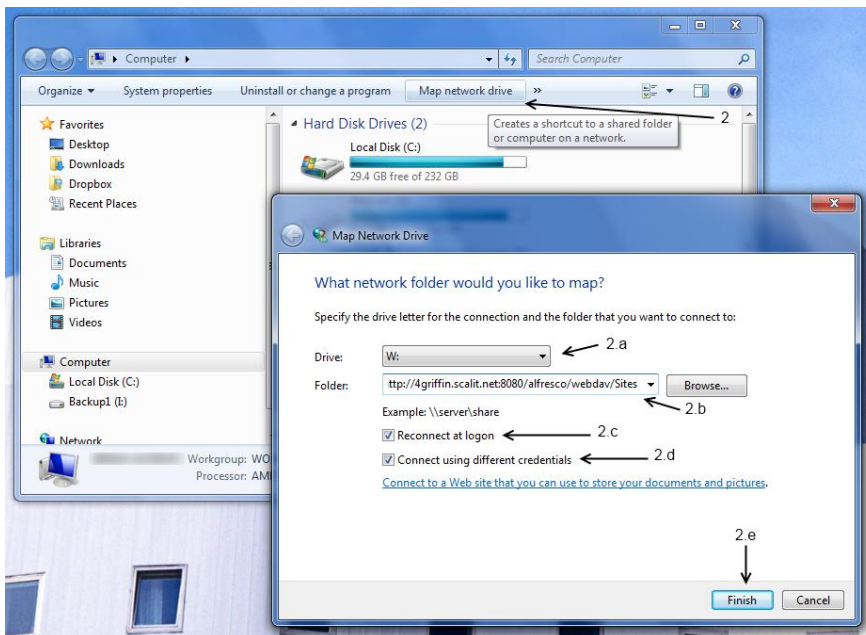
Step 2

1. Click on the Windows “Start” icon, then select “Computer.”

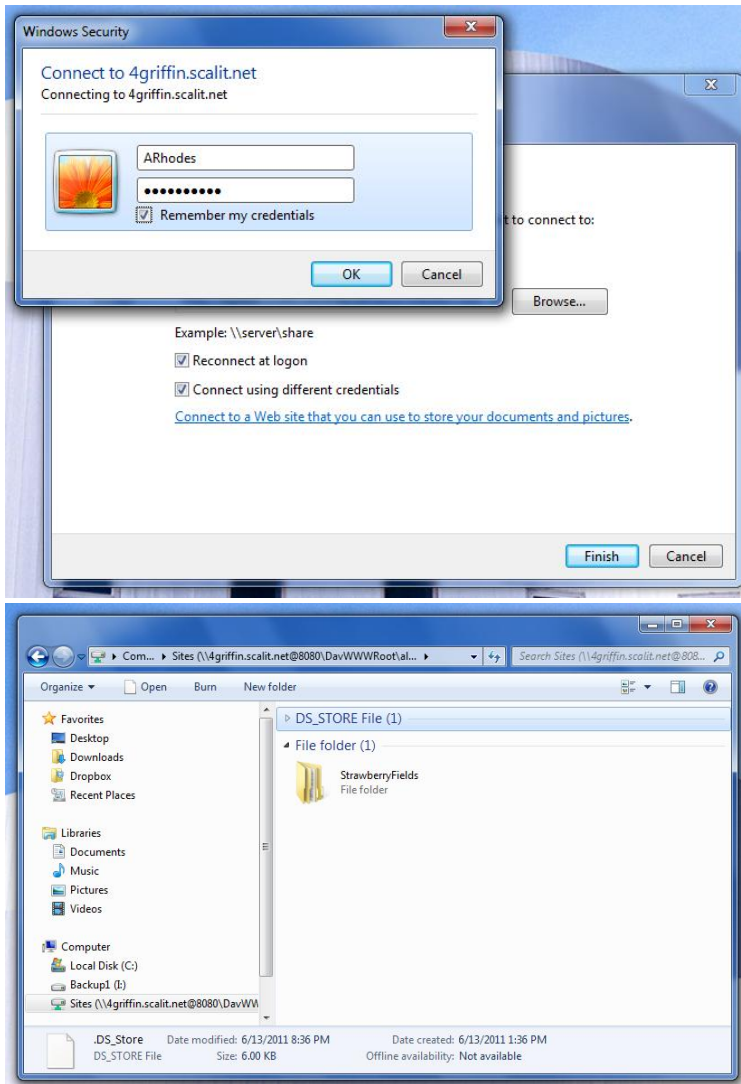


2. Click “Map Network Drive” at the top of the window.

- a. Select an available drive letter from the drop down list, i.e. “W:”
- b. In “Folder,” type “<http://yourdomain.scalit.net:8080/alfresco/webdav/Sites>” . Be sure to truncate the “.com” or “.net” from your company’s domain. For example *4griffin.net* becomes *4griffin.scalit.net* .
- c. Check “Reconnect at logon”
- d. Check “Connect using different credentials”
- e. Click on the “Finish” button



3. A window entitled “Windows Security” will pop up.
 - a. For “User Name,” enter that part of your ScalIT email address that appears before the “@” sign. For example: use “arhodes” for “arhodes@4griffin.net”
 - b. For “Password,” enter your ScalIT password.
 - c. Check “Remember my credentials.”
 - d. Click on the “OK” button



That’s it. You have now created a connection in Windows to your files and documents stored on the ScalIT File and Document Management application. You will want to place any files in the “documentLibrary” folder of the appropriate workspace you are working with. Files placed in this way will now be visible in the ScalIT File and Document Management web application. If you are unfamiliar with this application, please be certain to read the ScalIT Introductory Tutorial on File and Document Management, located under the “Help” section of the ScalIT website.

On Windows XP

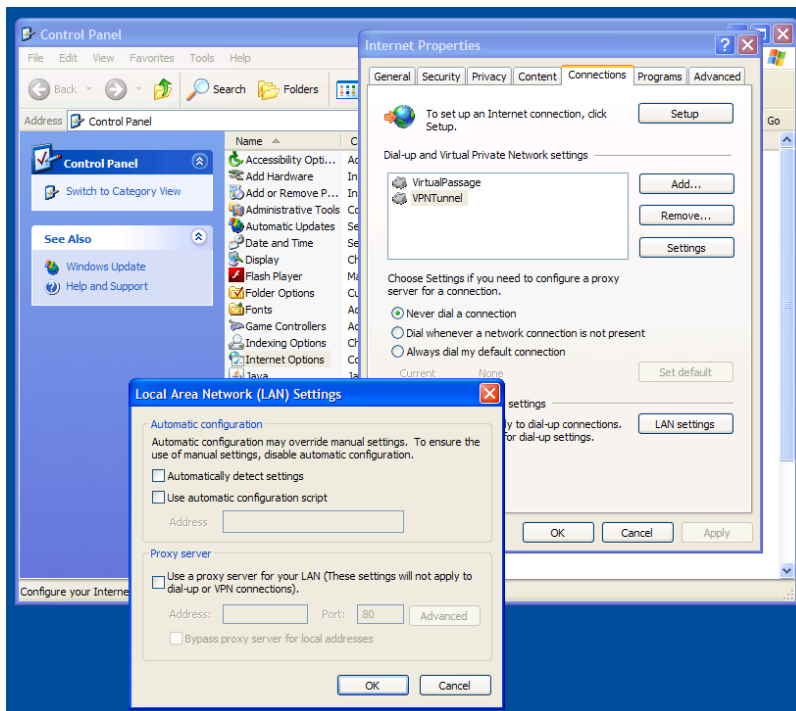
Step 1

First, you need to make sure Windows XP's internet options are configured correctly:

1. Open the "Internet Options" window by clicking on the Windows "Start" icon. Select "Control Panel," then select "Internet Options." Alternatively, open "Internet Explorer," click on the "Tools" menu, and then click "Internet Options."

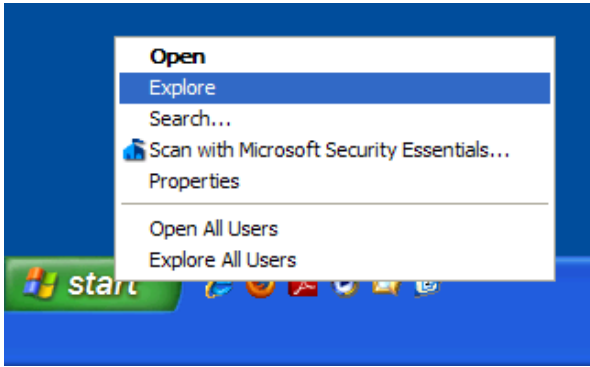


2. On the "Internet Properties" window that is now open, select the "Connections" tab at the top. Then, click on the "LAN Settings" button. Make sure that the "Automatically Detect Settings" checkbox is unchecked. Also, drive mapping works much slower when run through a proxy server. Unless you absolutely need one, it would be advisable to make sure the other checkboxes on this window were also left unchecked. After you have made the changes to the "Local Area Network (LAN) Settings" window, click on the "OK" button, and then click on the "OK" button in the "Internet Properties" window.

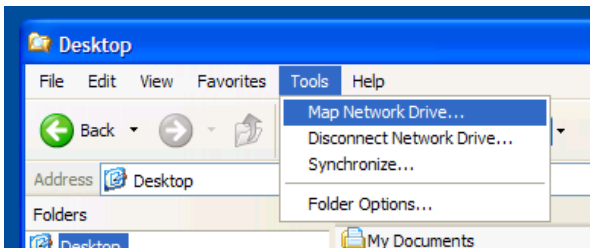


Step 2

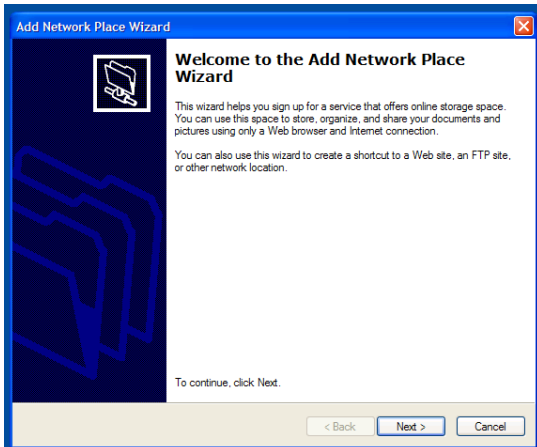
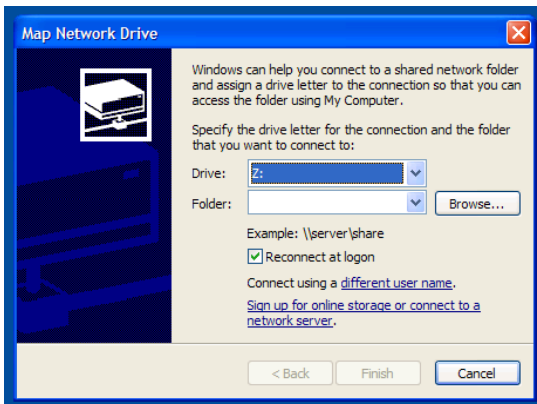
1. Open “Windows Explorer” by right-mouse button clicking on the Windows “Start” button and selecting “Explore.”



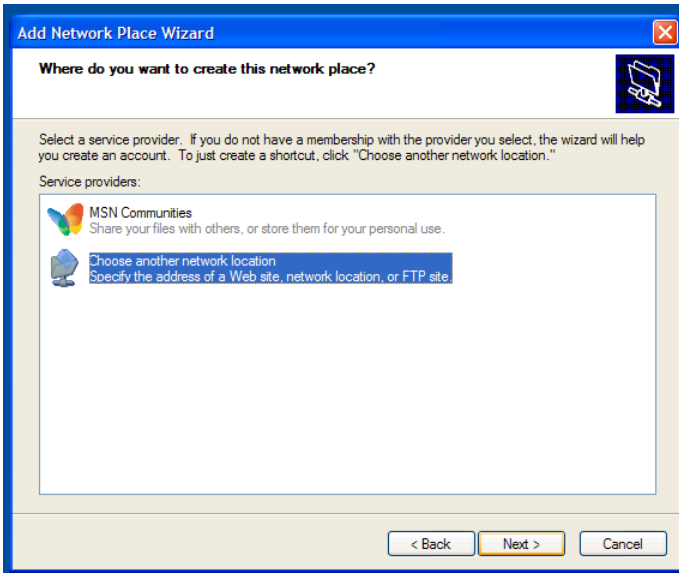
2. From the “Tools” menu, select “Map network drive...”



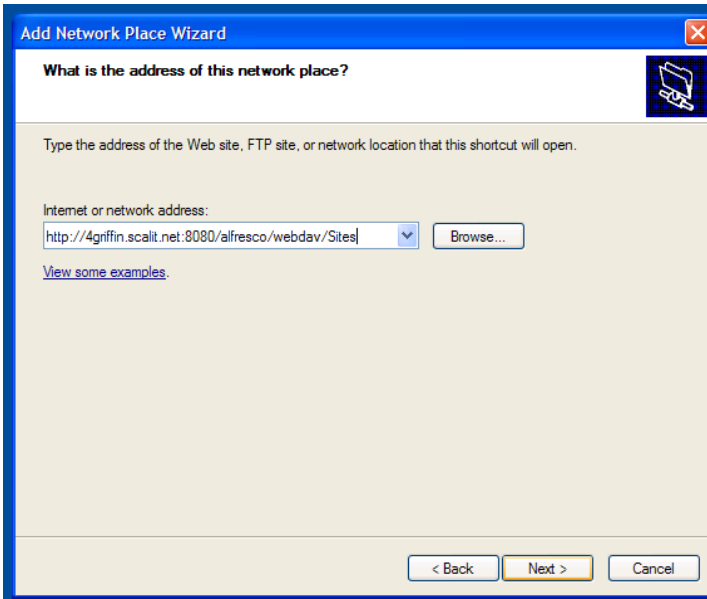
3. Click on “Sign up for online storage or connect to a network server.” This opens the “Add Network Place Wizard.”



- a. Select “Choose another network location” and then click on the “Next” button.



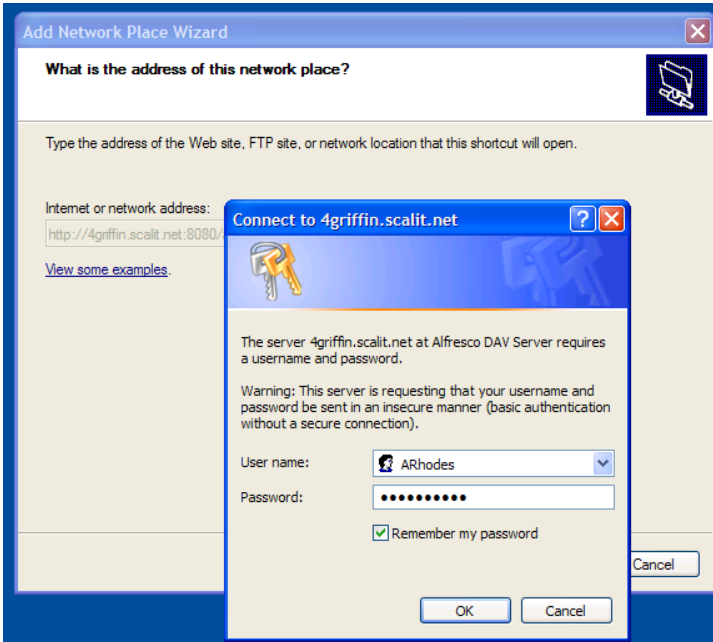
- b. In the “Internet or network address” box, type “<http://yourdomain.scalit.net:8080/alfresco/webdav/Sites>”. Be sure to truncate the “.com” or “.net” from your company’s domain. For example *4griffin.net* becomes *4griffin.scalit.net* .



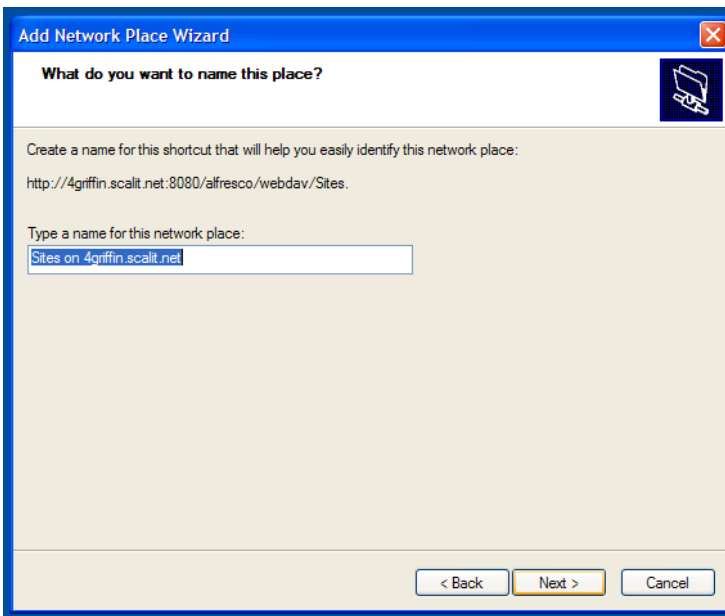
- c. Click on the “Next” button
- d. Click on the link that says “Connect using a different name.”

4. A new window will pop up

- a. For “User Name,” enter that part of your ScalIT email address that appears before the “@” sign. For example: use “arhodes” for “arhodes@4griffin.net”
- b. For “Password,” enter your ScalIT password.
- c. Check “Remember my credentials.”
- d. Click on the “OK” button.

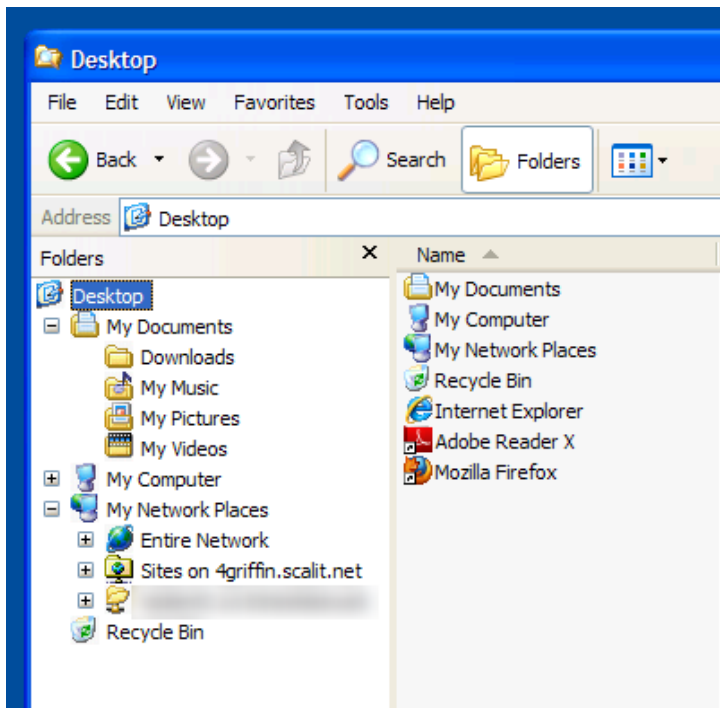


- e. In “Type a name for this network place,” accept the default.
- f. Click on the “Next” button.



- g. Click on the “Finish” button.

5. Windows XP will show this network mapping under “My Network Places,” below “My Computer” in Windows Explorer.

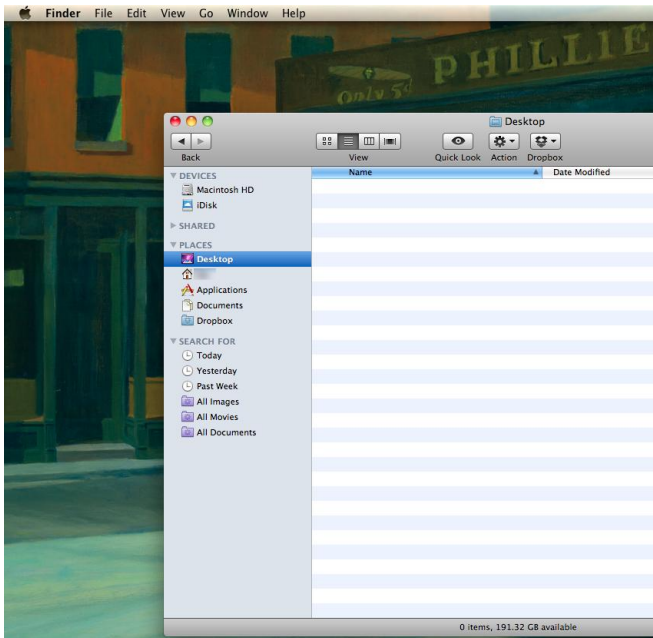


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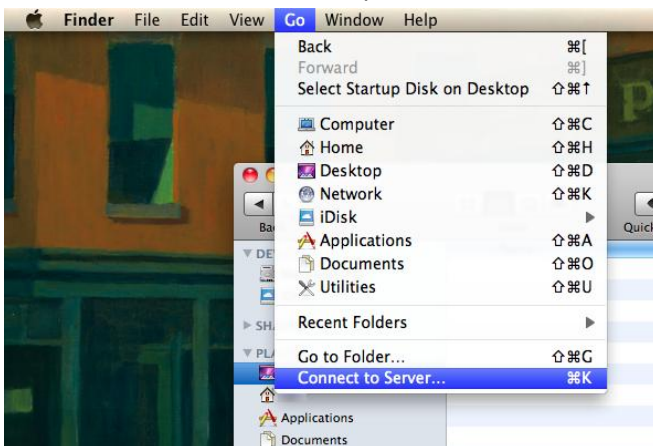
On Mac OS X

Step 1

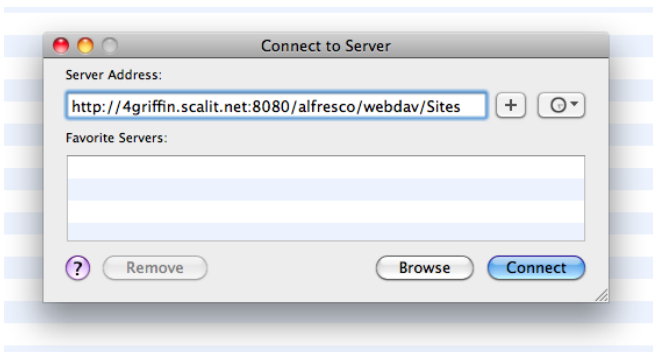
1. Open a “Finder” window



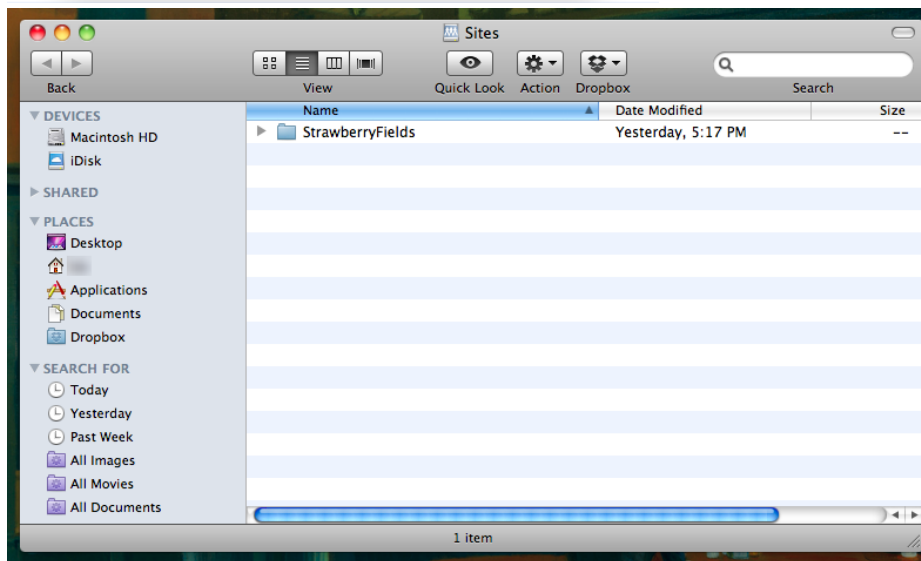
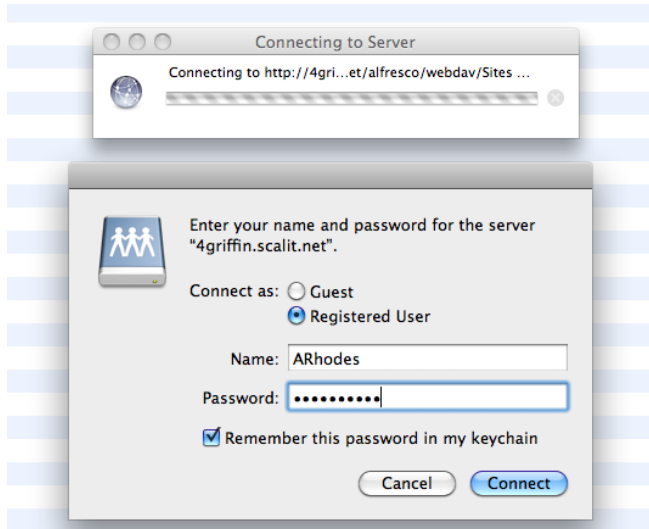
2. From the “Go” menu at the top, select “Connect to Server”



3. In “Server Address,” type “<http://yourdomain.scalit.net:8080/alfresco/webdav/Sites>” . Be sure to truncate the “.com” or “.net” from your company’s domain. For example *4griffin.net* becomes *4griffin.scalit.net*

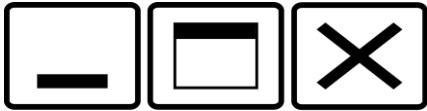


4. Click on the “Connect” button
5. On the resulting pop up window, enter the following:
 - a. In “Connect as:” select “Registered User”
 - b. For “Name:” enter that part of your ScalIT email address that appears before the “@” sign. For example: use “arhodes” for “arhodes@4griffin.net”
 - c. For “Password:” enter your ScalIT password
 - d. Check “Remember this password in my keychain”
 - e. Click on the “Connect” button



That's it. You have now created a connection in Windows to your files and documents stored on the ScalIT File and Document Management application. You will want to place any files in the "documentLibrary" folder of the appropriate workspace you are working with. Files placed in this way will now be visible in the ScalIT File and Document Management web application. If you are unfamiliar with this application, please be certain to read the ScalIT Introductory Tutorial on File and Document Management, located under the "Help" section of the Scalit website.

Congratulations! You have just configured your computer to map a network drive to your ScalIT File and Document Management server.



SCALIT

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Fits Your Business*

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