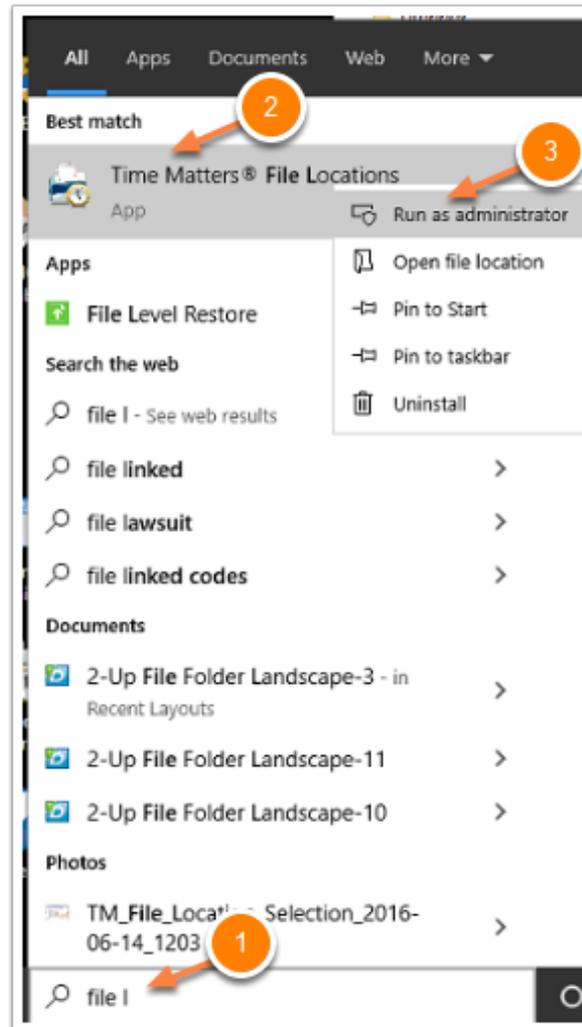


How to change the File Locations used by Time Matters for storing documents

Open the Time Matters File Locations

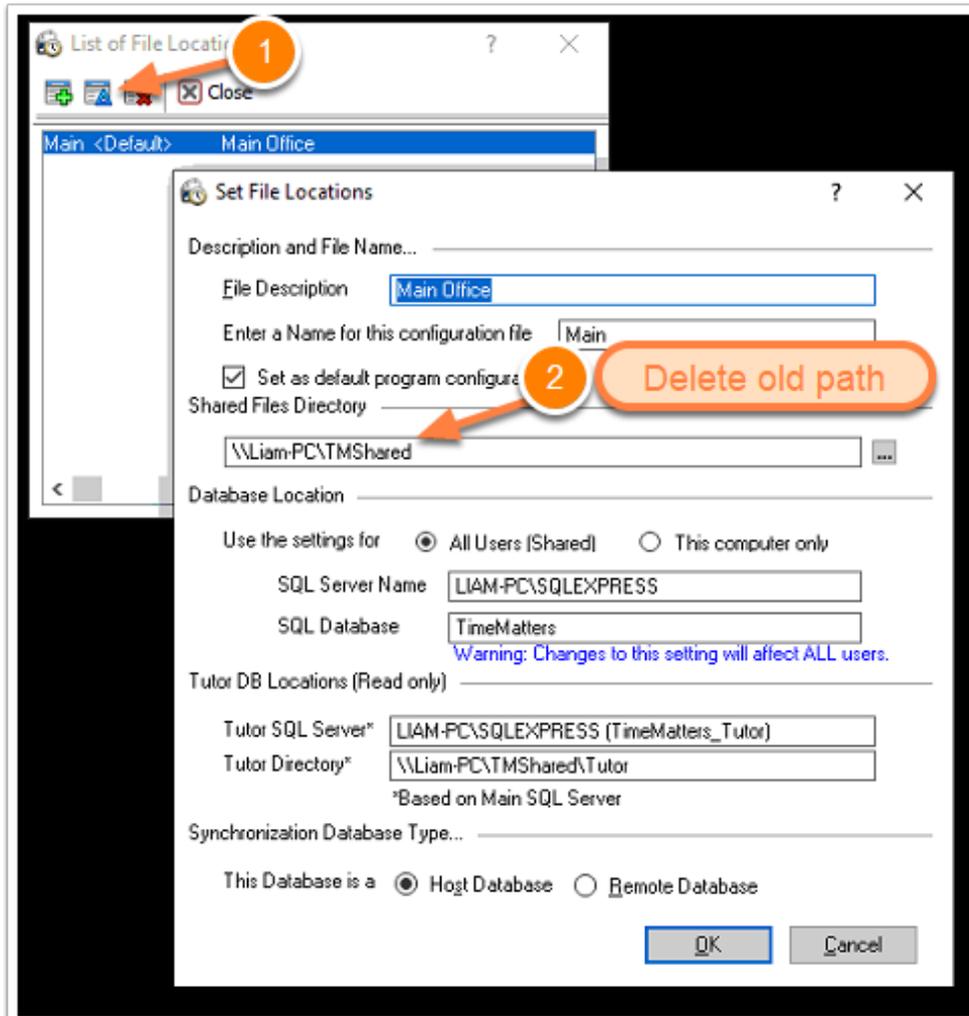
Open the Time Matters File Locations.

1. Press the Start button and type: **File loc**
2. Time Matters File Locations should appear. Right-click on **Time Matters File Locations**
3. Click **Run As Administrator**.



Open the Set File Locations Window

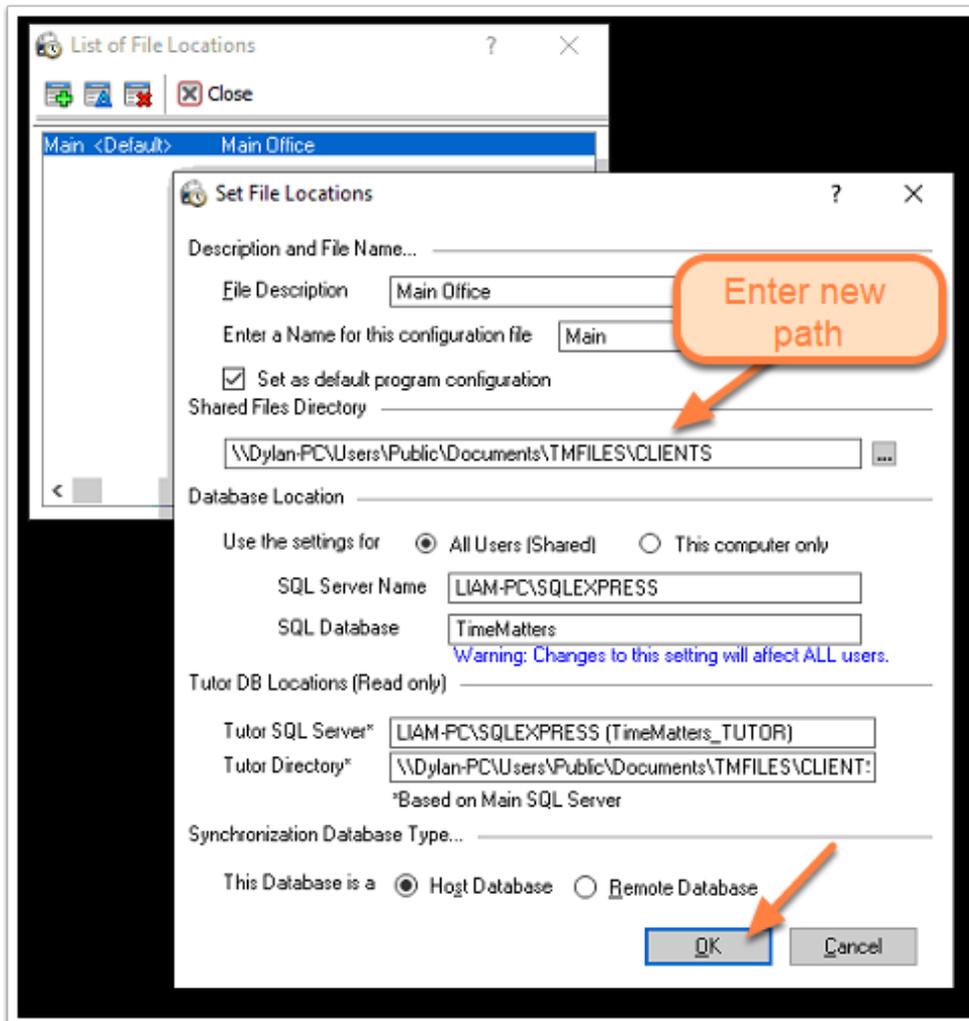
1. Click on the **Change Record** icon (blue triangle)
2. **Delete** the entry in the Shared Files Directory field.



Enter the New Shared Files Directory

Enter the path to the new Time Matters Shared Files Directory.

The Directory may be a folder in a local drive, mapped drive (e.g. F:) or a network drive using its UNC path as shown below.

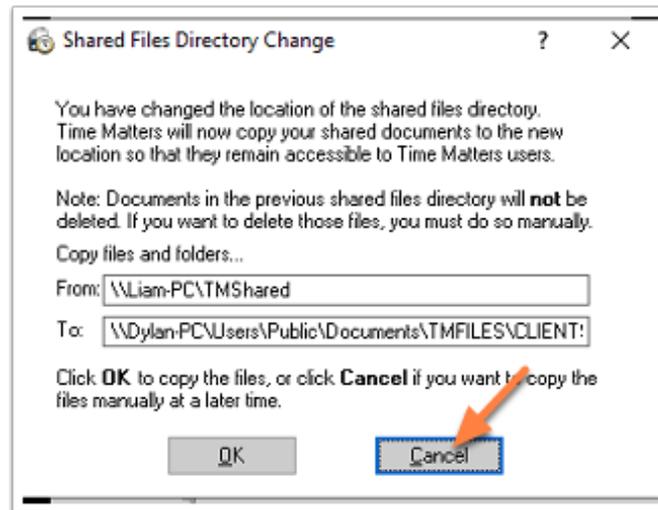


Cancel the Shared Files Directory Change

You will need to move the tree of folders from the old computer or drive to the new one.

But we recommend using a program like Robocopy (if you can master the options) or simply Windows File Explorer to move the folders.

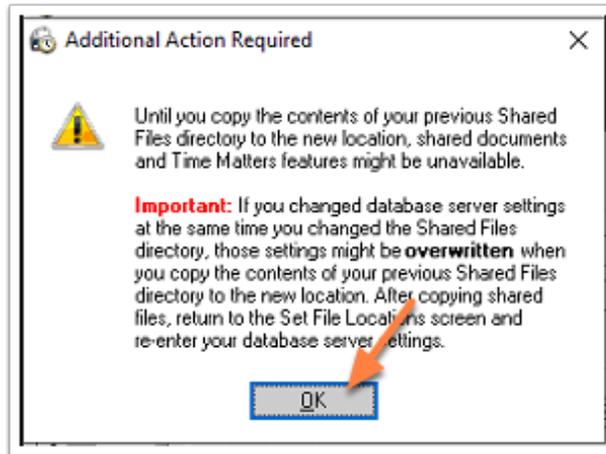
Press **Cancel** to close the Shared Files Directory window.



Click OK at the Additional Action Required Window

Click **OK**

That is all you need to do on each user PC.



Author

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