

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.

List of File Locati			
🔁 🔁 📻 🔀 Close			
Main <default> Main Office</default>			
Set File Locations ? ×			
Description and File Name			
File Description Main Office			
Enter a Name for this configuration file Main			
Set as default program configure 2 Delete old path Shared Files Directory			
\\Liam-PC\TMShared			
Catabase Location			
Use the settings for All Users [Shared] This computer only 			
SQL Server Name LIAM-PC\SQLEXPRESS			
SQL Database TimeMatters			
Tutor DB Locations (Read only)			
Tutor SQL Server* LIAM-PC\SQLEXPRESS (TimeMatters_Tutor)			
Tutor Directory* \\Liam-PC\TMShared\Tutor			
*Based on Main SQL Server			
Synchronization Database Type			
This Database is a 💿 Hogt Database 🔿 <u>R</u> emote Database			
<u>QK</u> <u>Cancel</u>			



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.

🔂 List of File Locations ? ×								
🗟 🖬 🙀	Close							
Main <default:< th=""><th>> Main Office</th></default:<>	> Main Office							
	Set File Locations ? ×							
	Description and File Name							
	Eile Description Main Office Enter new							
	Enter a Name for this configuration file Main path							
	Set as default program configuration Shared Files Directory							
	\\Dylan-PC\Users\Public\Documents\TMFILES\CLIENTS							
<	Database Location							
Use the settings for All Users [Shared] This computer only SQL Server Name LIAM-PC\SQLEXPRESS SQL Database 								
				Tutor DB Locations (Read only)				
				Tutor SQL Server* LIAM-PC\SQLEXPRESS (TimeMatters_TUTOR)				
	Tutor Directory* [\\Dylan-PC\Users\Public\Documents\TMFILES\CLIENT:]							
	*Based on Main SUL Server Synchronization Database Type							
This Database is a Hogt Database <u>B</u> emote Database								
	<u>D</u> K <u>C</u> ancel							



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.

🚯 Shared Files Directory Change	?	Х
You have changed the location of the shared files dir Time Matters will now copy your shared documents to location so that they remain accessible to Time Matte	rectory. 5 the new 915 users.	
Note: Documents in the previous shared files director deleted. If you want to delete those files, you must do	y will not be so manually) A
Copy files and folders		
From: \\Liam-PC\TMShared]
To: \\Dylan-PC\Users\Public\Documents\TMFILI	ES\CLIENT:	1
Click OK to copy the files, or click Cancel if you wa files manually at a later time.	nt to copy th	18



Click OK at the Additional Action Required Window

Click OK

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





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