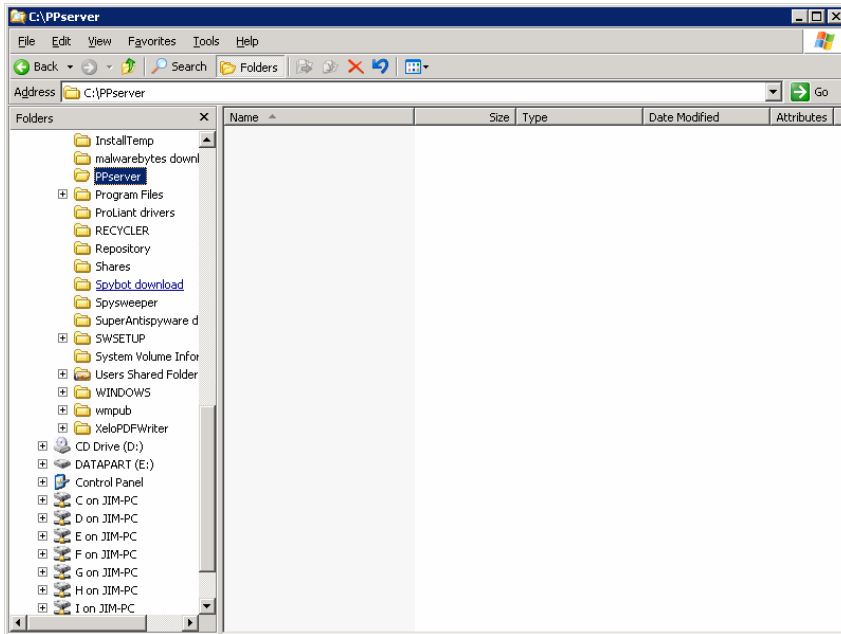


Creating a Shared Folder in Windows and Mapping a Network Drive

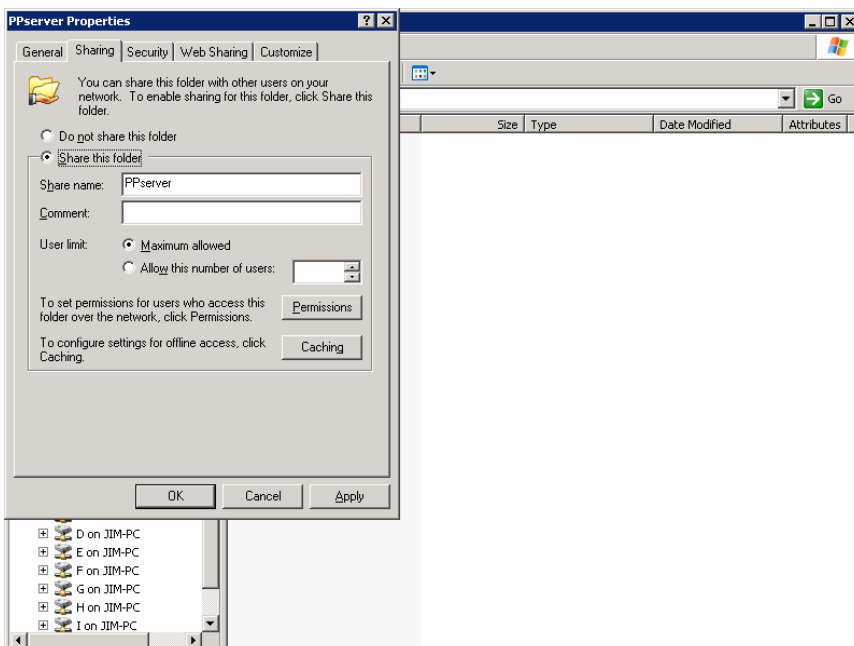
The network installation of PerioPal requires a shared folder named PPserver created on a computer that will host patient data. The folder will be “shared” and appropriate users given “full control” permission to the folder. The folder will reside on a server or on a workstation that will host shared patient data.

Create the folder on the server or “Master” workstation



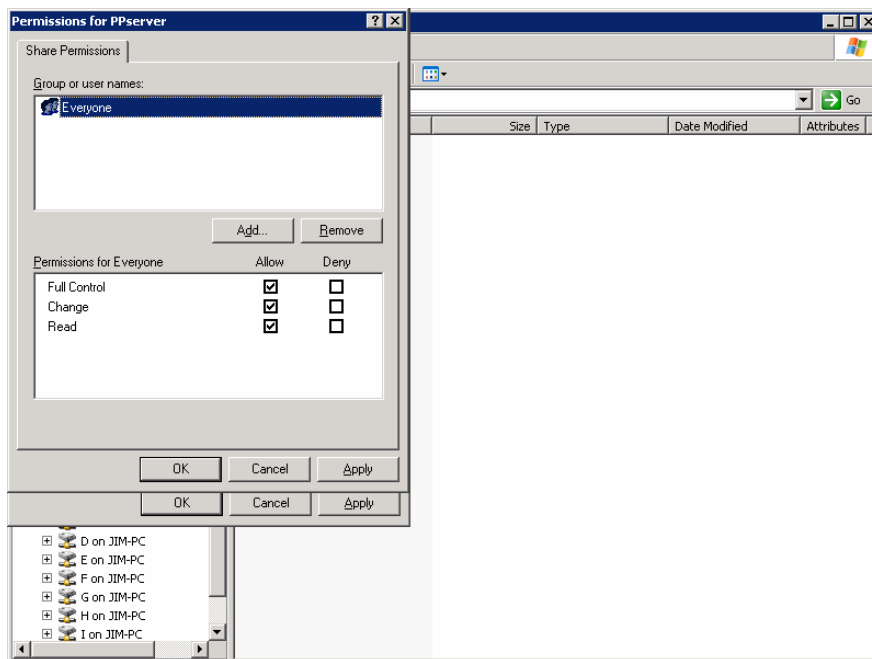
Open Windows Explorer by clicking the C: drive in My Computer or right-clicking the Start button and selecting “explore”. Click the C: drive to highlight it and click the menu of Windows Explorer: File | New | Folder. While the folder is highlighted, type the name “PPserver”. If the folder is accidentally named the default “New Folder”, it must be renamed. Click “New Folder” in the list with a slow double-click and type “PPserver”.

Share the folder



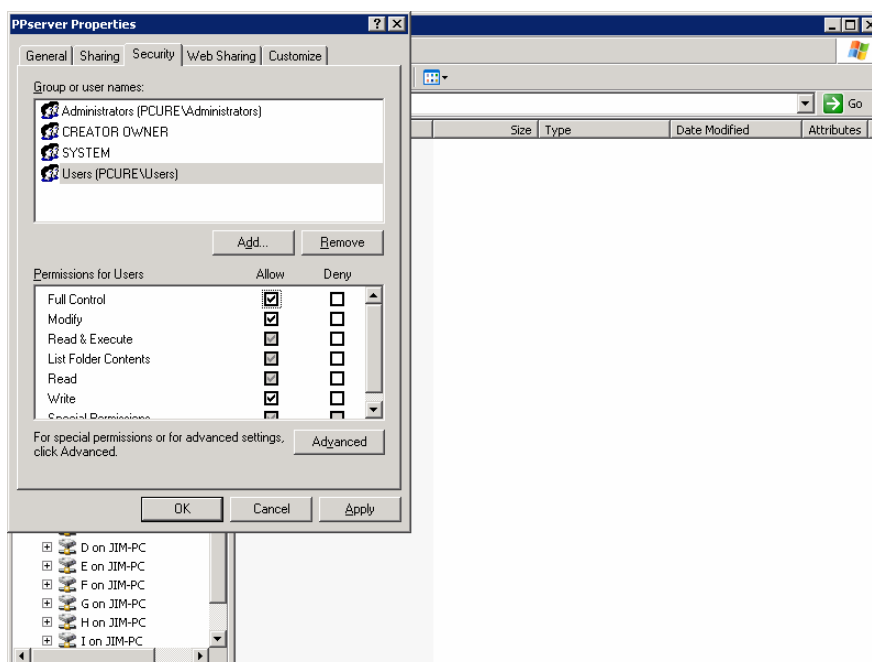
Open the folder properties for sharing by right clicking PPserver and selecting “Sharing and Security” from the context menu. On the sharing tab select “Share this folder” and type the desired share name. The User limit can be left at “Maximum allowed”. Next set the Permissions of the share. Click the Permissions button

Permissions for the share



Note: the “share” permissions are distinct from the permissions of the “folder system” that will be specified in the next step. With “Everyone” highlighted, click the check-box under “Allow” for “Full Control”. Click OK. The usage restrictions will be set next.

Folder system Permissions

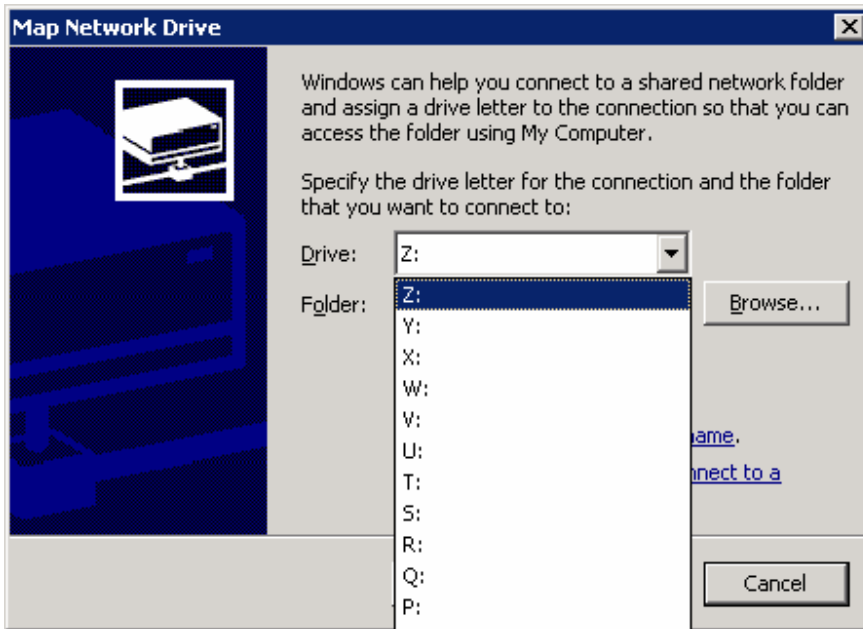


Set the permissions for the users or groups appropriate for your office. If you do not see the desired users, use the “Add” button to specify them. Click to highlight the group or user. Under “Allow” click the check-box for “Full Control” and click OK. This completes the creation of the share. Next a shortcut to the share will be created on another computer in the network.

CONTINUED

Map a Network Drive

The share is located on a server or “master” workstation that hosts patient data. The share must be accessed from all computers where PerioPal will be installed, so repeat this drive mapping on each.



From the Windows Explorer menu choose File | Tools | Map Network Drive. From the Drive: drop-down list select a drive letter to assign to the network drive.

Click the Browse button and navigate to the desired computer and share name.

Alternatively you can type the reference as: [\\servername\sharename](#) such as: [\\MyServer\PPserver](#). This network drive will be used to install PerioPal on each workstation. The PPserver share will be recognized within the PerioPal setup screen with its mapped drive letter.