

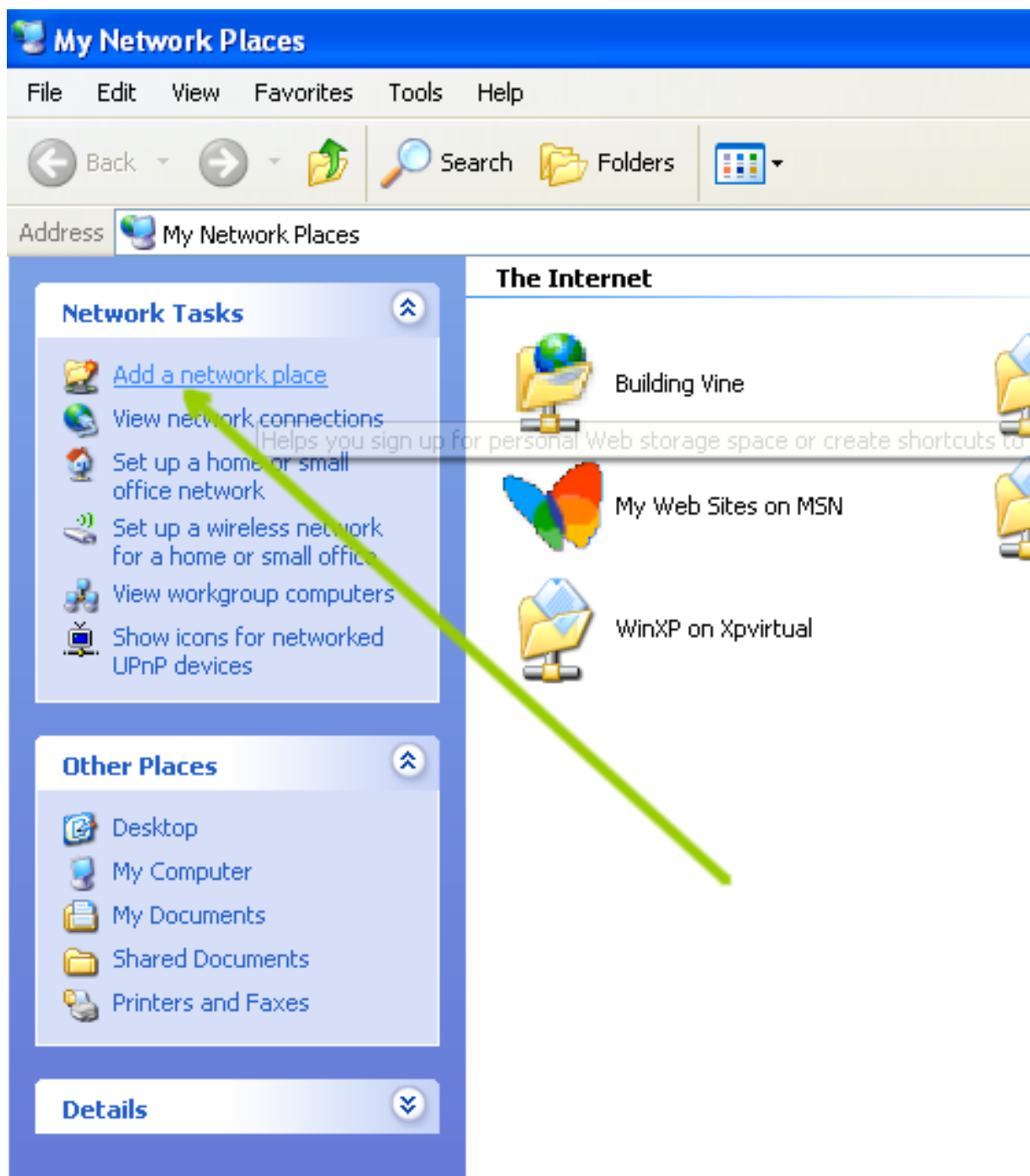
Connecting to Building Vine

For users of Windows XP

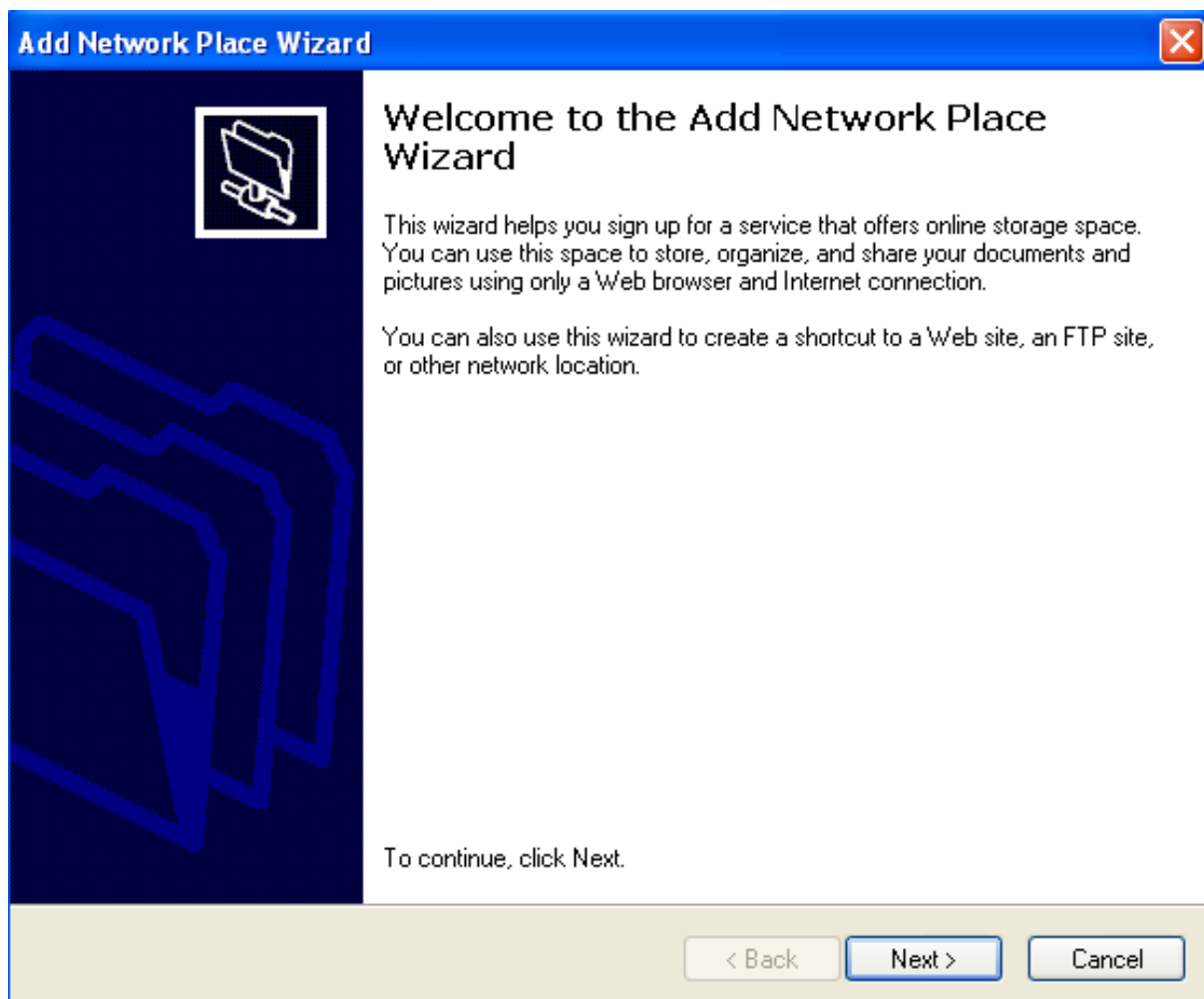
Click “Start”, and Click “My Network Places”



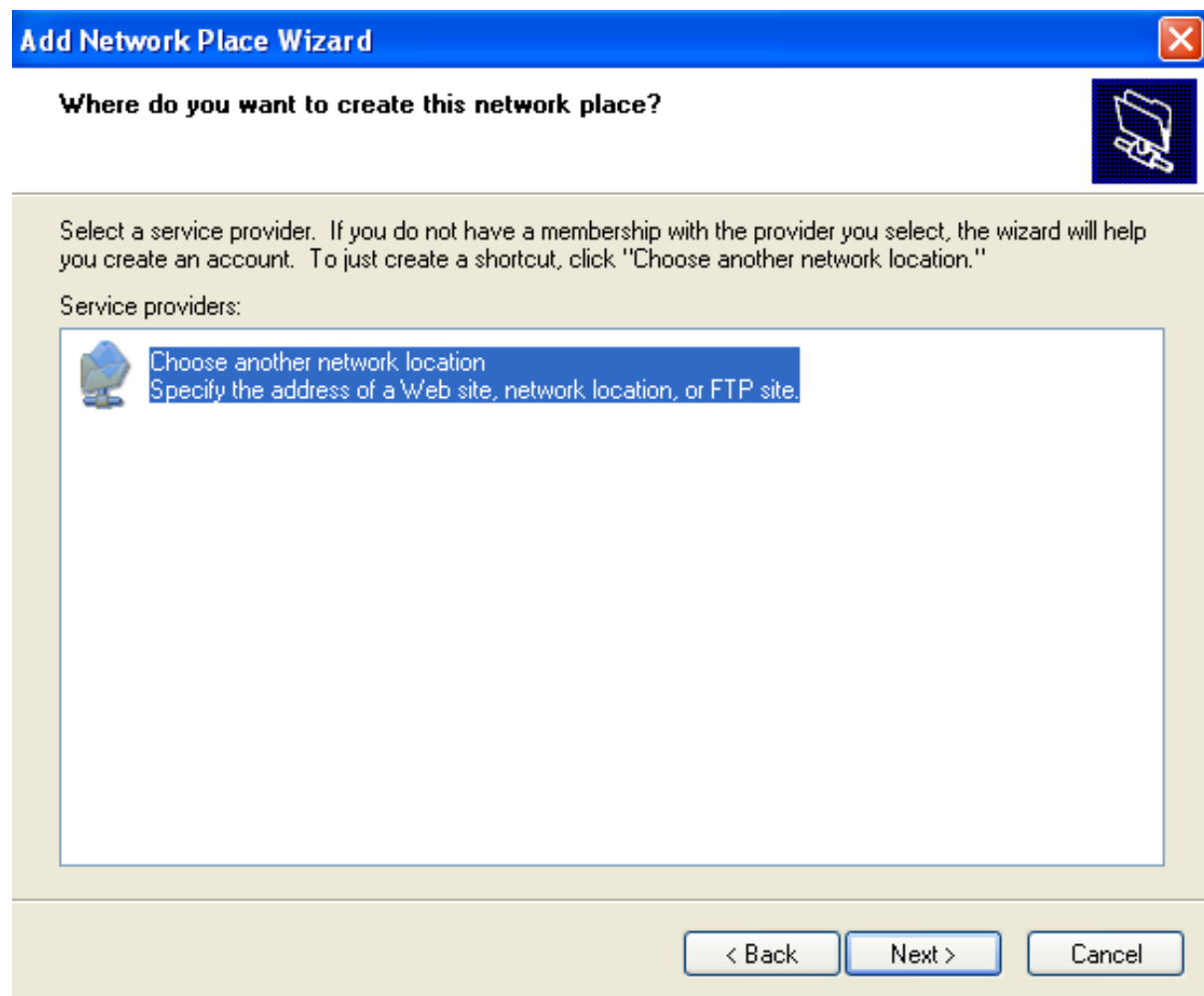
Click Add Network Place



Click Next

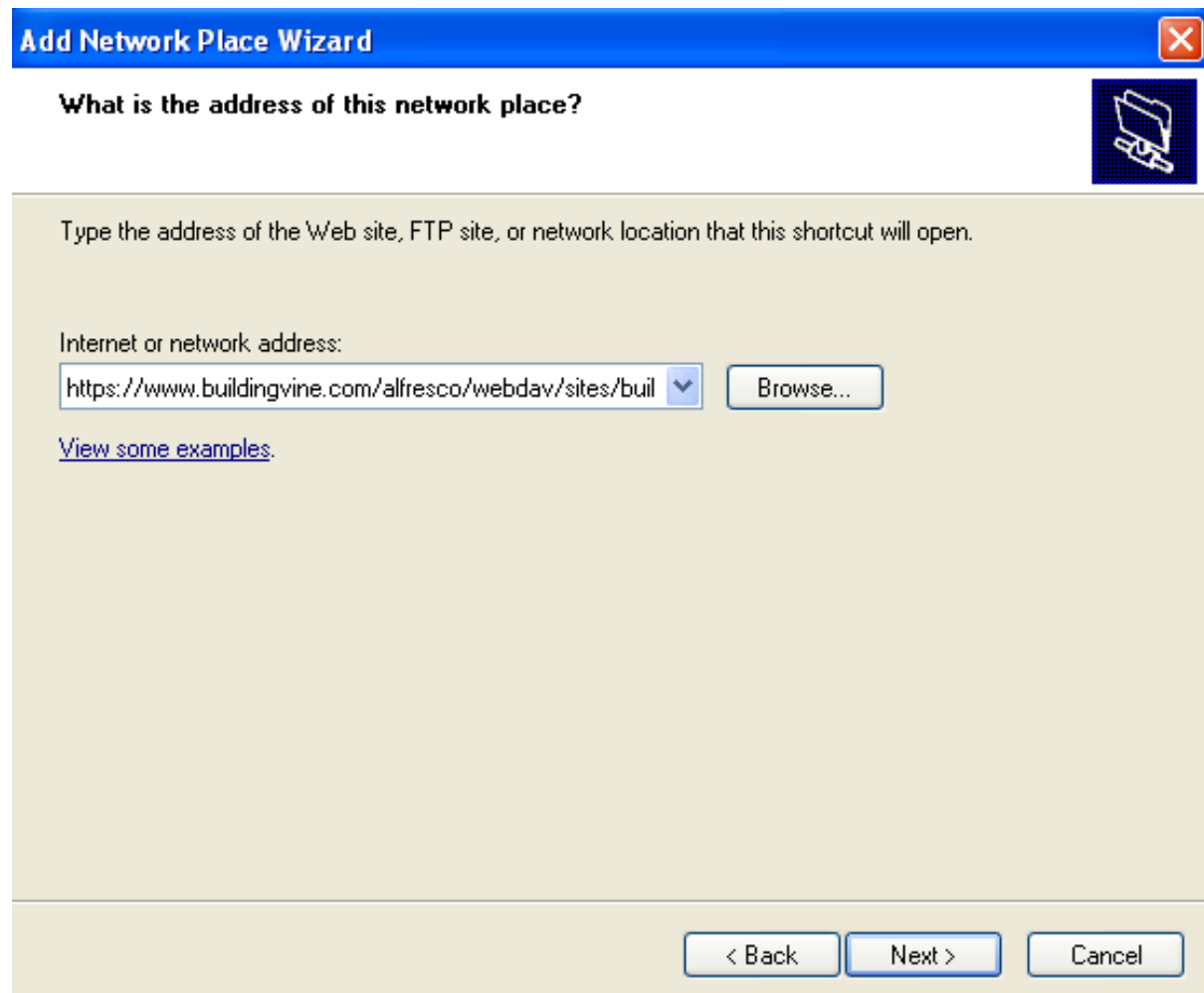


Select Choose another network location, and click Next



In the Internet or network address, enter the following URL:

[https://www.buildingvine.com/alfresco/webdav/sites/\[yoursitename\]/documentLibrary](https://www.buildingvine.com/alfresco/webdav/sites/[yoursitename]/documentLibrary)
(replace [yoursitename] with your company site name, for example
./sites/bosch/documentLibrary). If you are unsure of what this is, please get in touch and we can
provide you with the details.



Add Network Place Wizard

What is the address of this network place?

Type the address of the Web site, FTP site, or network location that this shortcut will open.

Internet or network address:

[View some examples.](#)

Enter your username and password

Add Network Place Wizard [X]


What is the address of this network place?

Type the address of the network place you want to add.

Internet or network address:

[View some examples of network addresses.](#)

Connect to www.buildingvine.com [?] [X]



The server www.buildingvine.com at Alfresco DAV Server requires a username and password.

User name:

Password:

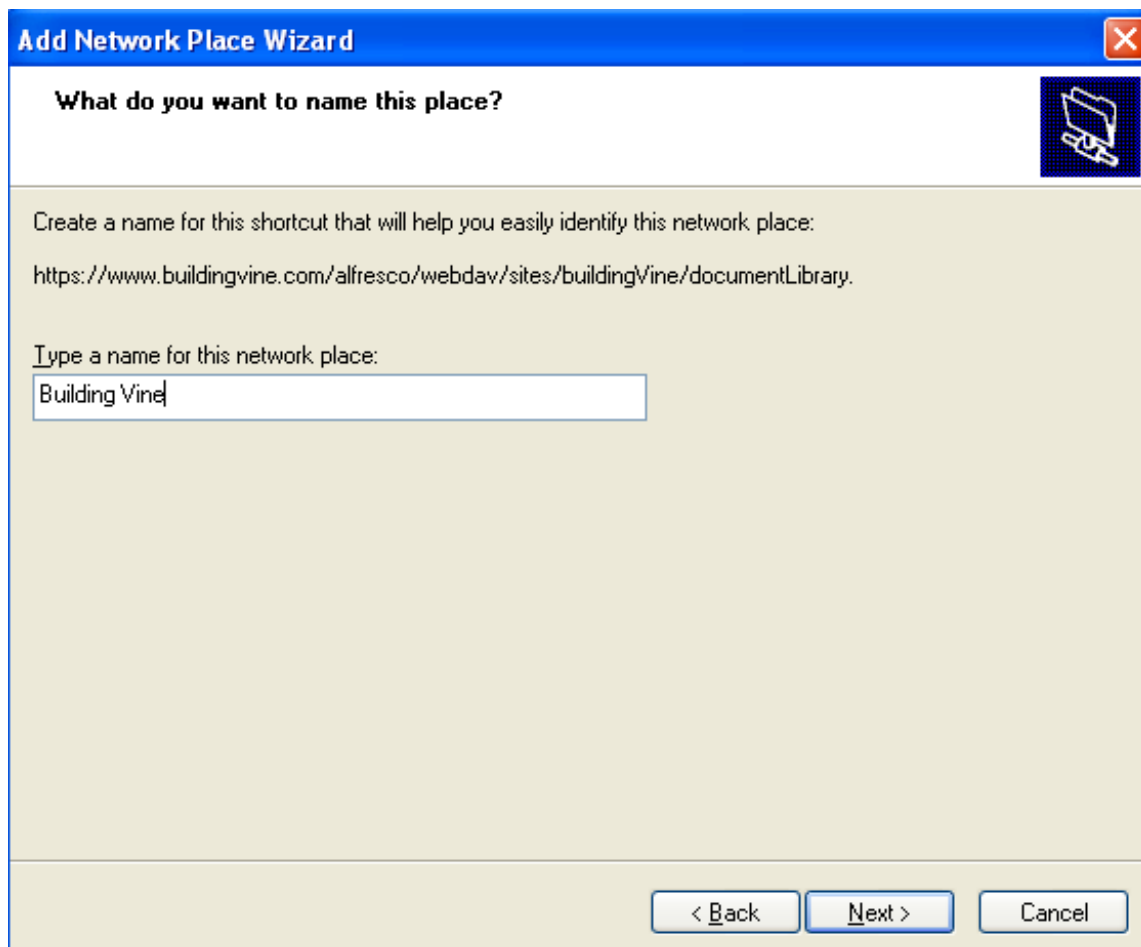
☒ Remember my password

OK Cancel

< Back Next > Cancel

Give your new network place a name

You can call this anything you like.



The screenshot shows a Windows XP-style dialog box titled "Add Network Place Wizard". The title bar is blue with a red close button in the top right corner. The main area has a light beige background. At the top, the text "What do you want to name this place?" is displayed in bold, with a small icon of a folder with a key to its right. Below this, the text "Create a name for this shortcut that will help you easily identify this network place:" is followed by the URL "https://www.buildingvine.com/alfresco/webdav/sites/buildingVine/documentLibrary.". Then, the text "Type a name for this network place:" is followed by a text input field containing the text "Building Vine". At the bottom right, there are three buttons: "< Back", "Next >", and "Cancel".

Add Network Place Wizard

What do you want to name this place?

Create a name for this shortcut that will help you easily identify this network place:

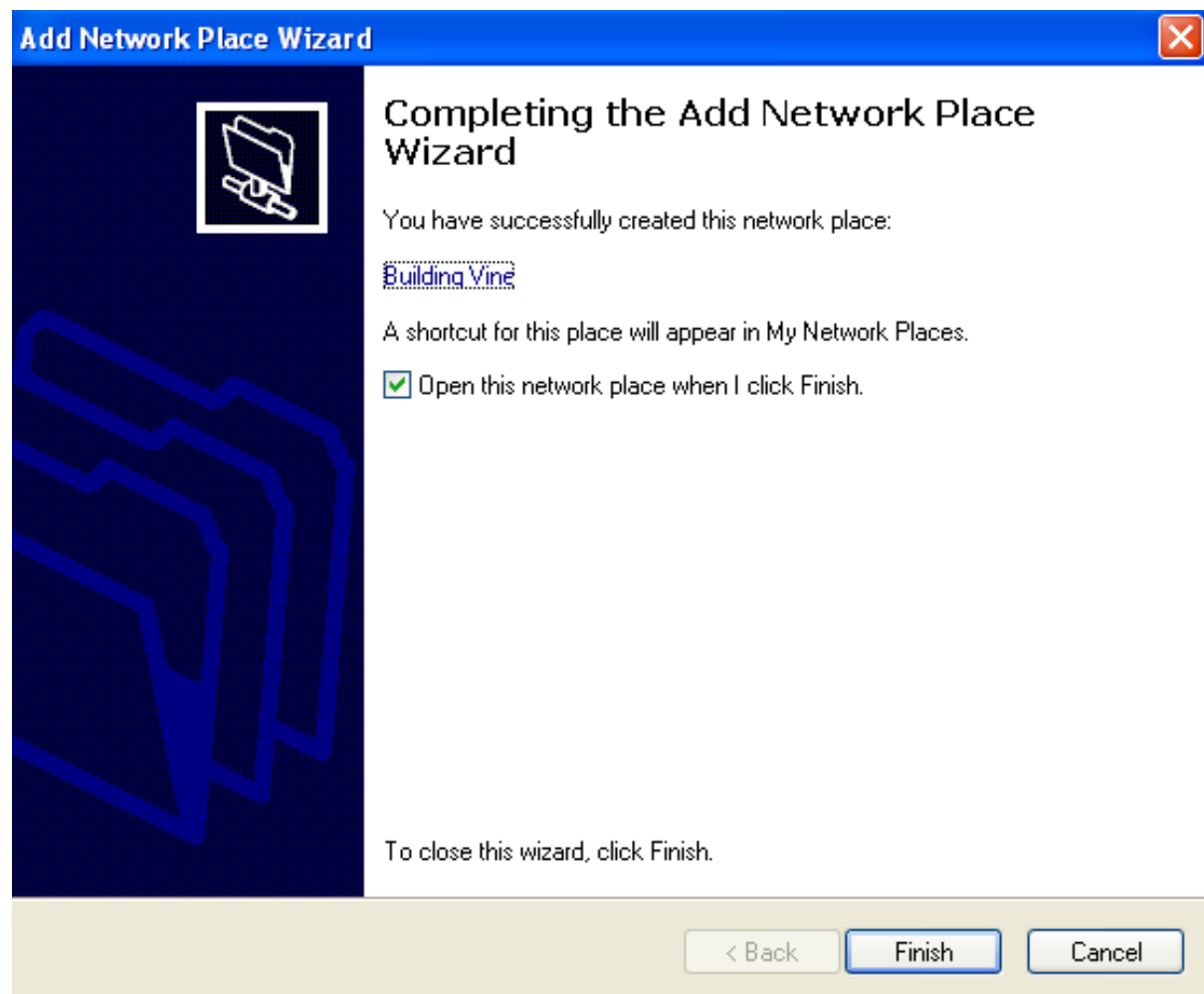
<https://www.buildingvine.com/alfresco/webdav/sites/buildingVine/documentLibrary>.

Type a name for this network place:

Building Vine

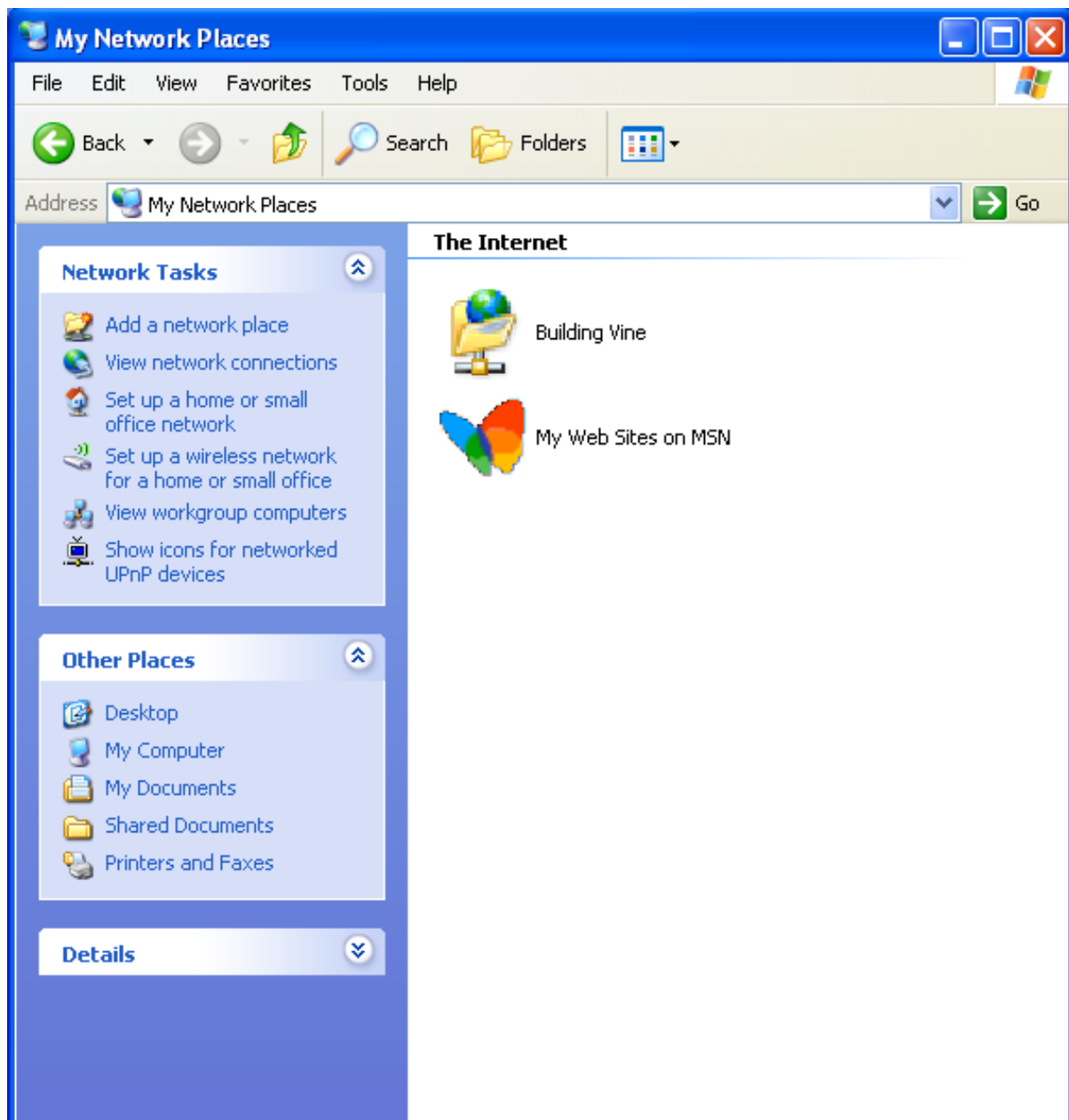
< Back Next > Cancel

Click Finish



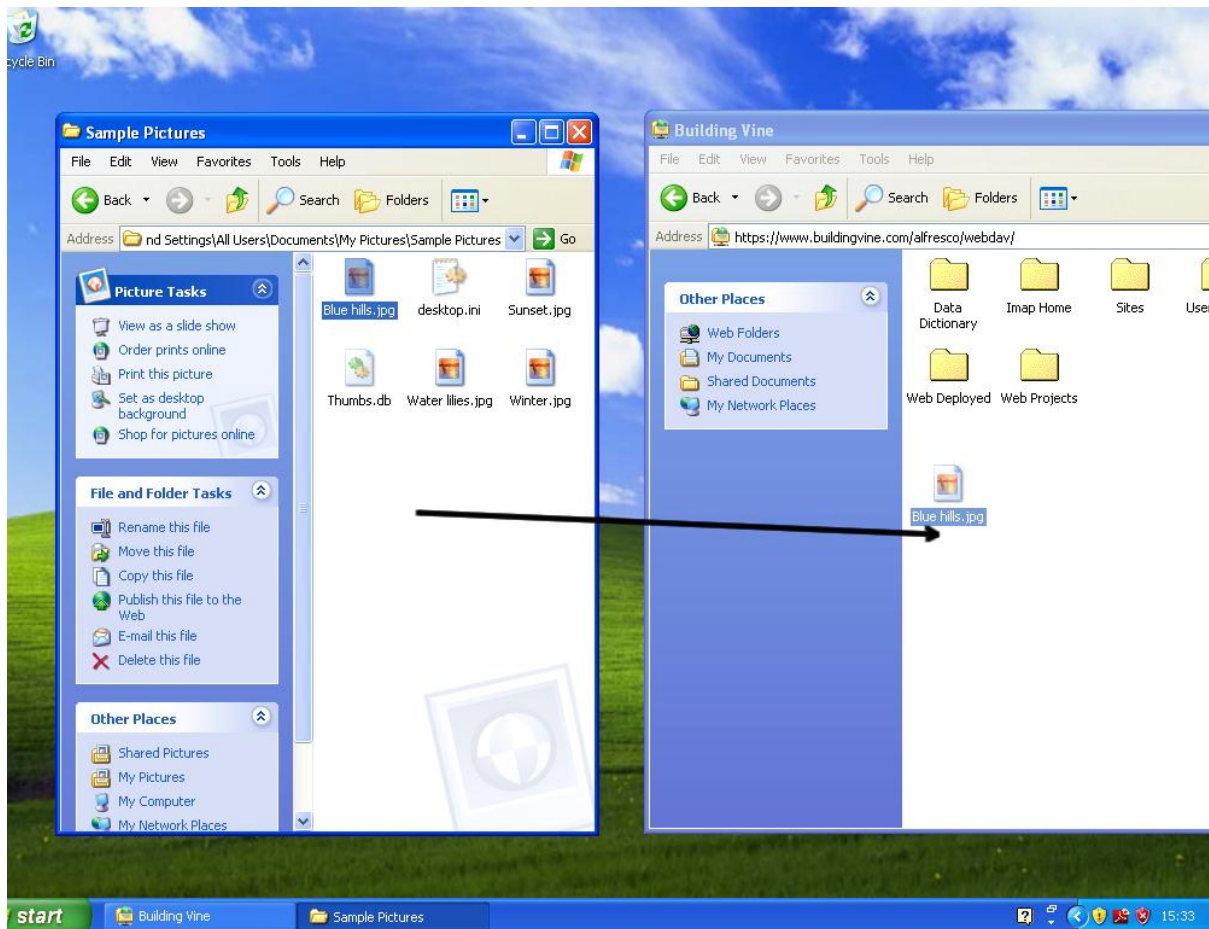
You can now navigate around your Building Vine Documents like a normal location on your PC.

Click Start > My Network Places as before



You should see a window similar to this; anytime you need to add documents, images – you can navigate here.

To upload files



You can upload files by simply dragging and dropping files from your local PC, or a connected network drive – just like you would copy files normally.

That's it – you're now all setup and can manage your Building Vine files as easily as you can manage your "My Documents" folder on your PC!

For users of Windows 7

Before you can setup the network drive, you must download the following registry file and run it:

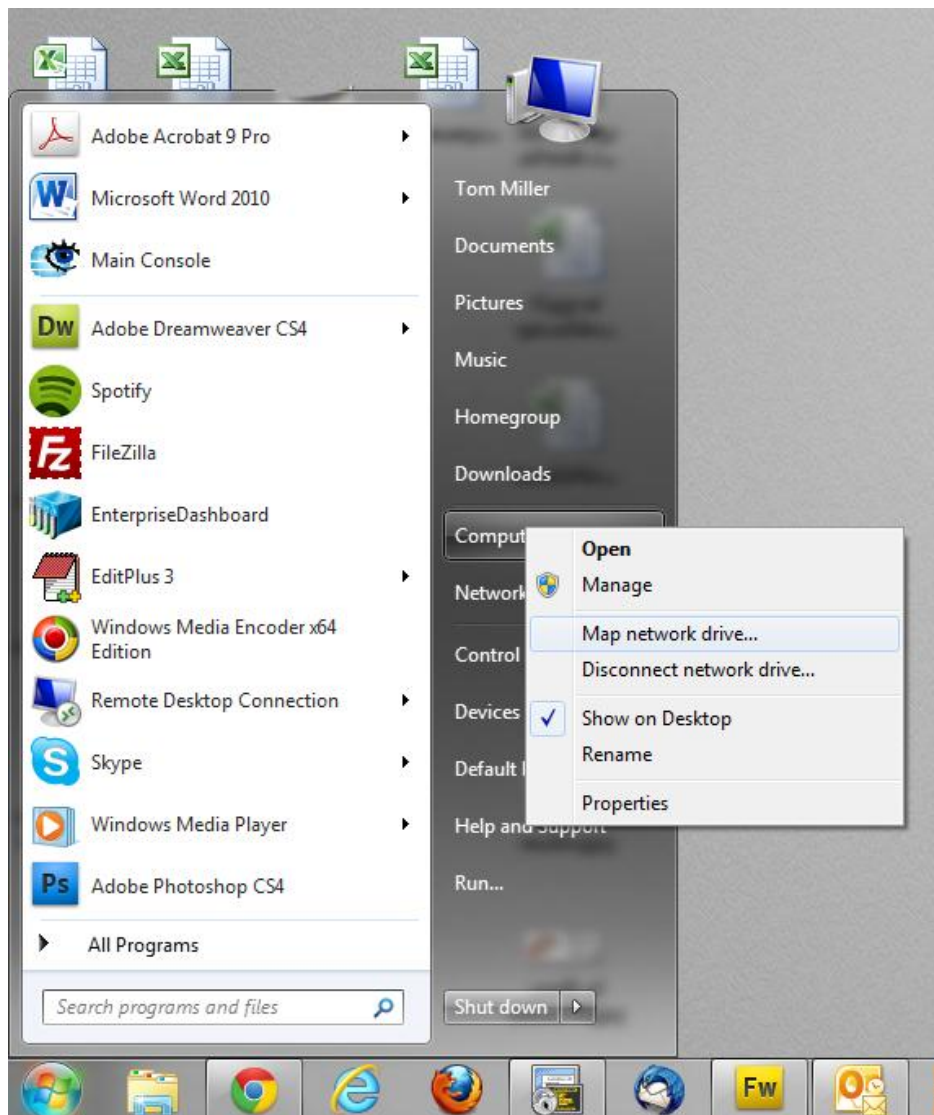
<https://www.buildingvine.com/includes/windows7.reg>

If you are using Office 2010, you also need to download and run this registry update:

<https://www.buildingvine.com/includes/office2010.reg>

Once the registry updates have been run, restart your PC.

Click Start, and then right click "Computer", and then click "Map network drive..."



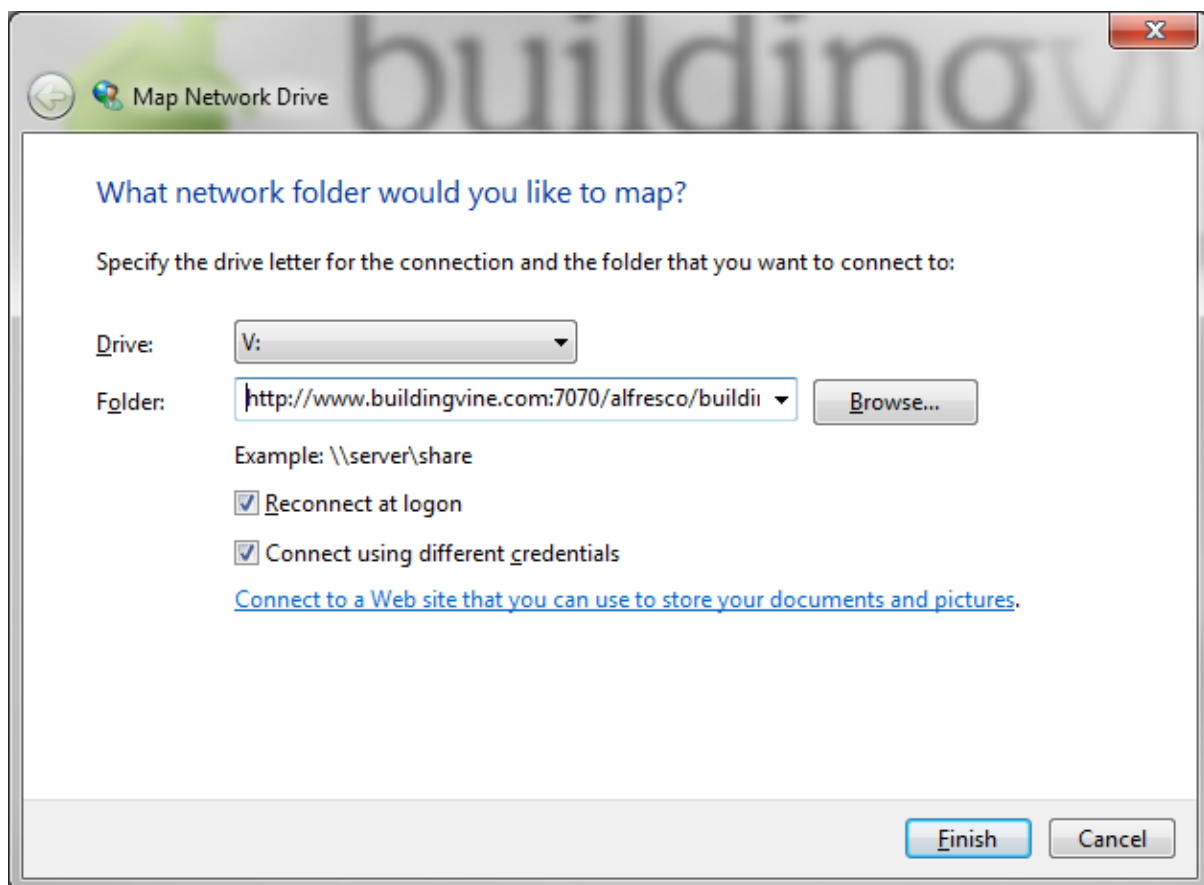
Enter the following address in the folder box:

[http://www.buildingvine.com:7070/alfresco/\[yoursitename\]/documentLibrary](http://www.buildingvine.com:7070/alfresco/[yoursitename]/documentLibrary)

(replace [yoursitename] with your company site name, for example ./alfresco/bosch/documentLibrary). If you are unsure of what this is, please get in touch and we can provide you with the details.

You can optionally choose a driver letter using the "Drive" drop down box.

Ensure "connect using different credentials" is selected.

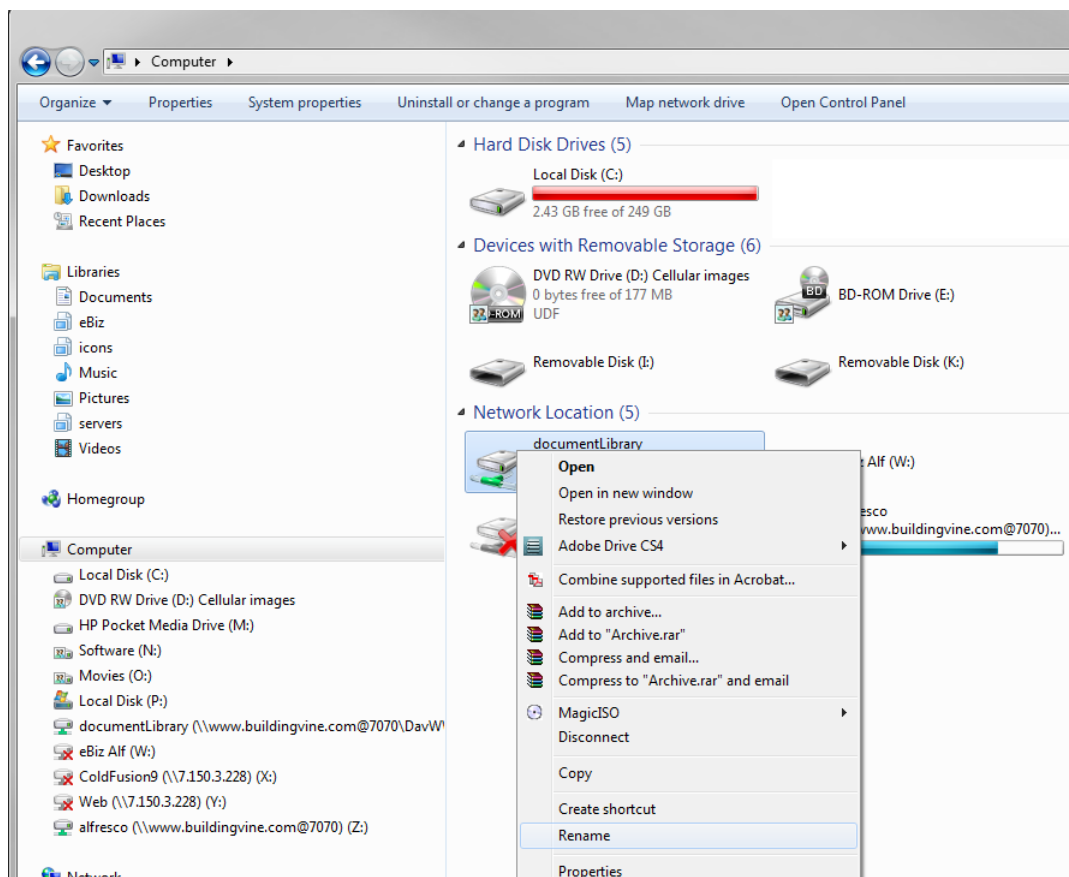


Enter your username and password



Then press "OK". A new Windows Explorer window will appear, connected to your new drive.

Click "Computer" from the left menu.



Under "network locations", you should see your new drive – right click, and select "rename". You only get 7-10 letters, so name this something like "BV Drive".

You can then use this drive just like any other normal network drive – you can drag and drop, copy, paste, rename files as your heart desires!