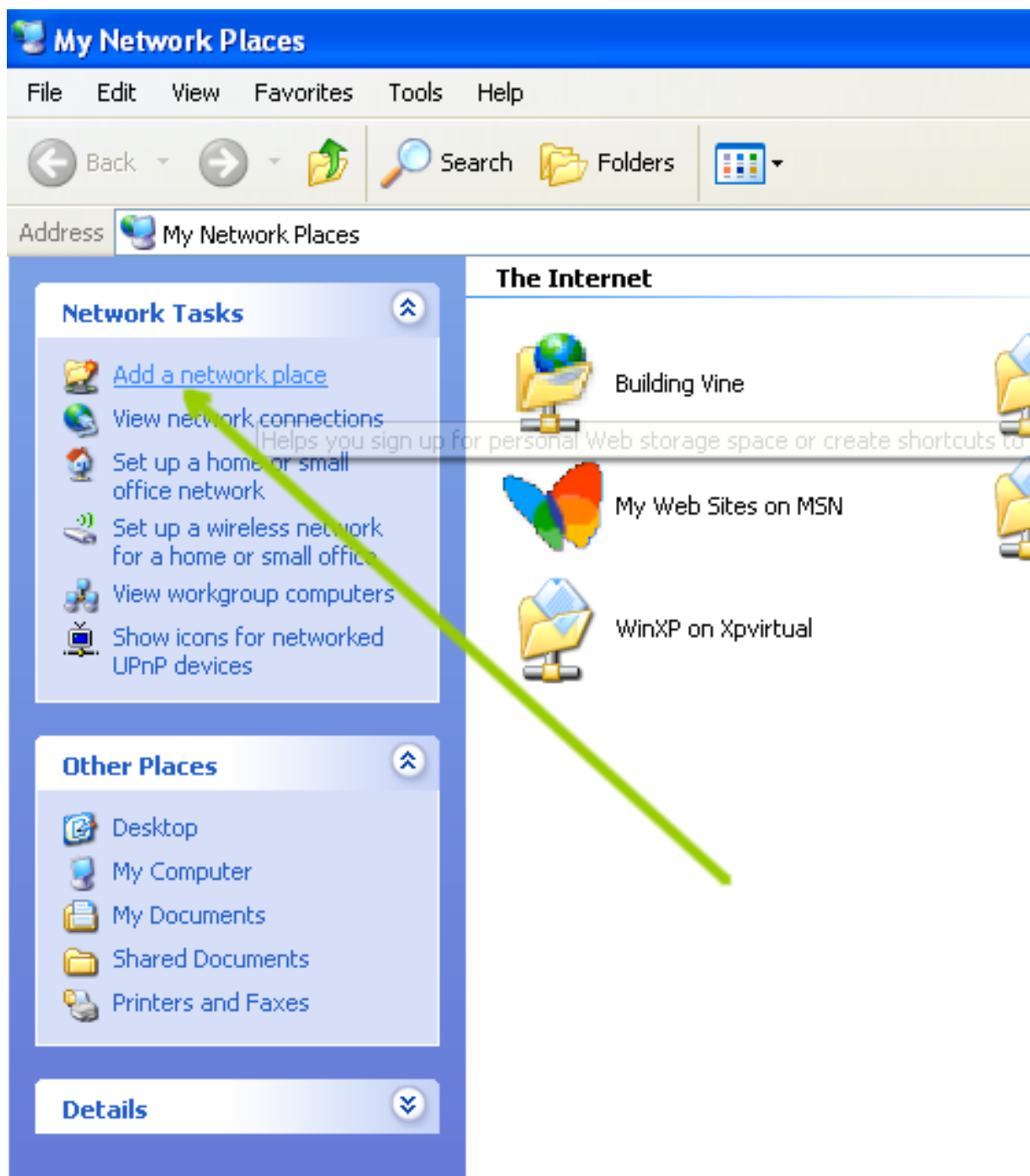# Connecting to Building Vine

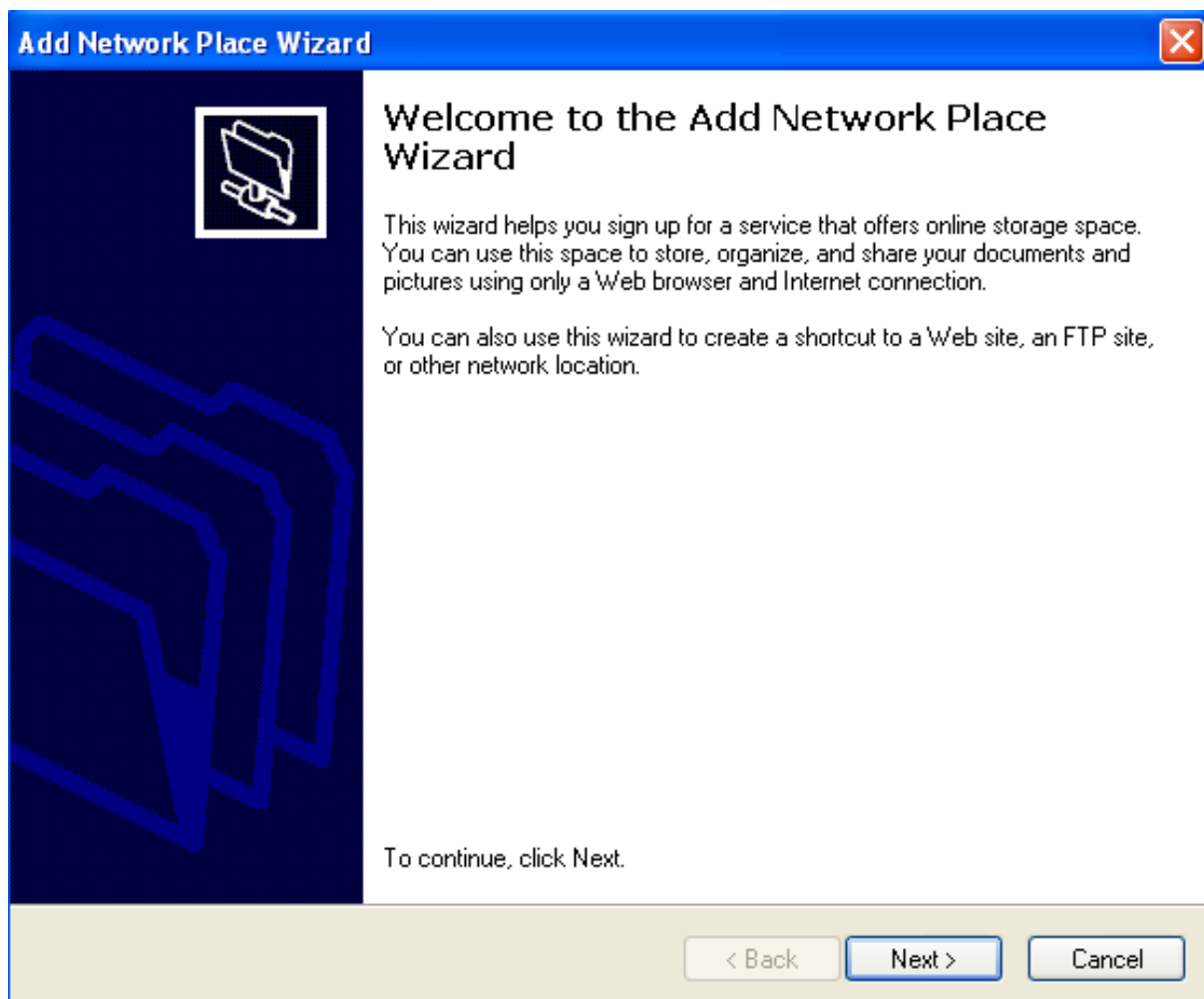## For users of Windows XP

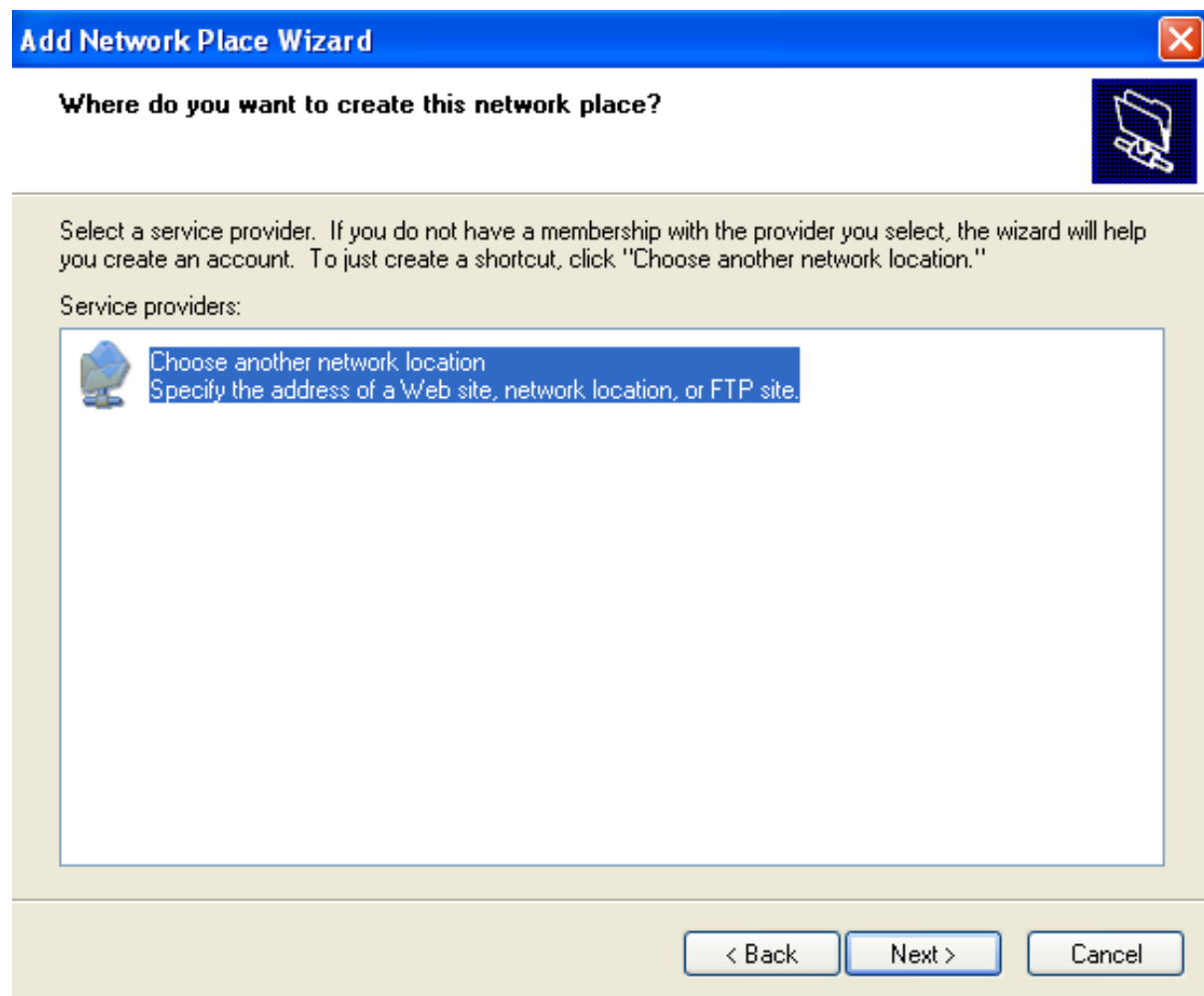Click "Start", and Click "My Network Places"
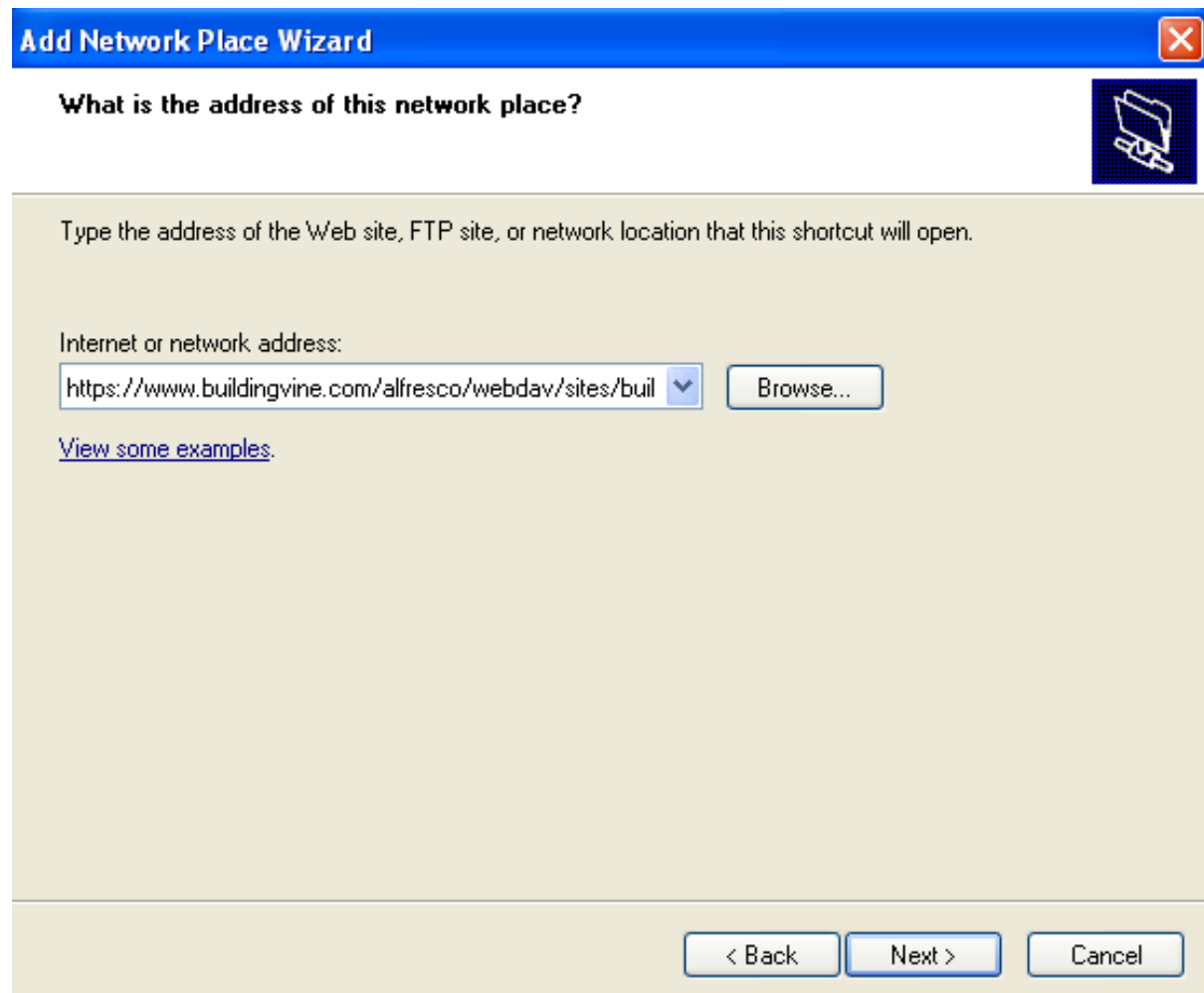
Click Add Network Place

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
(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.

Enter your username and password
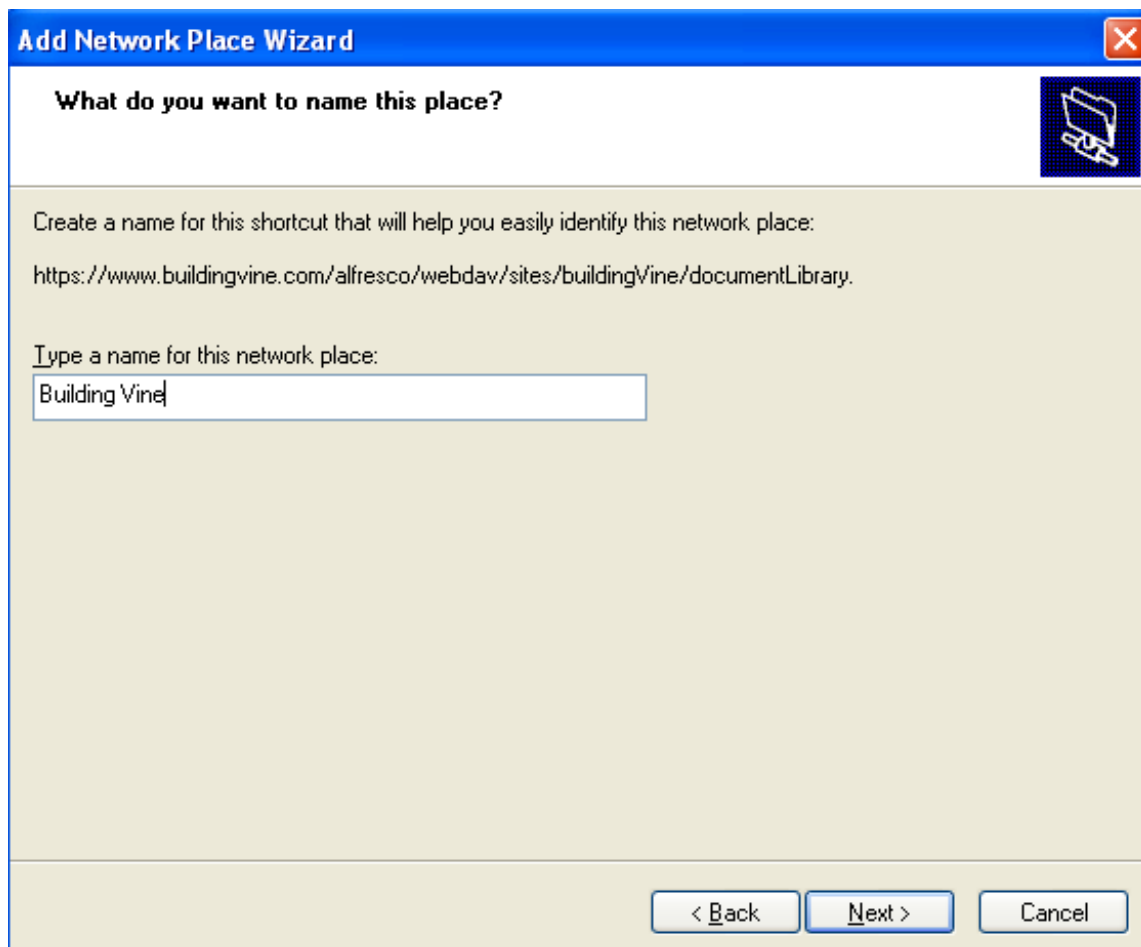
Give your new network place a name

You can call this anything you like.

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.
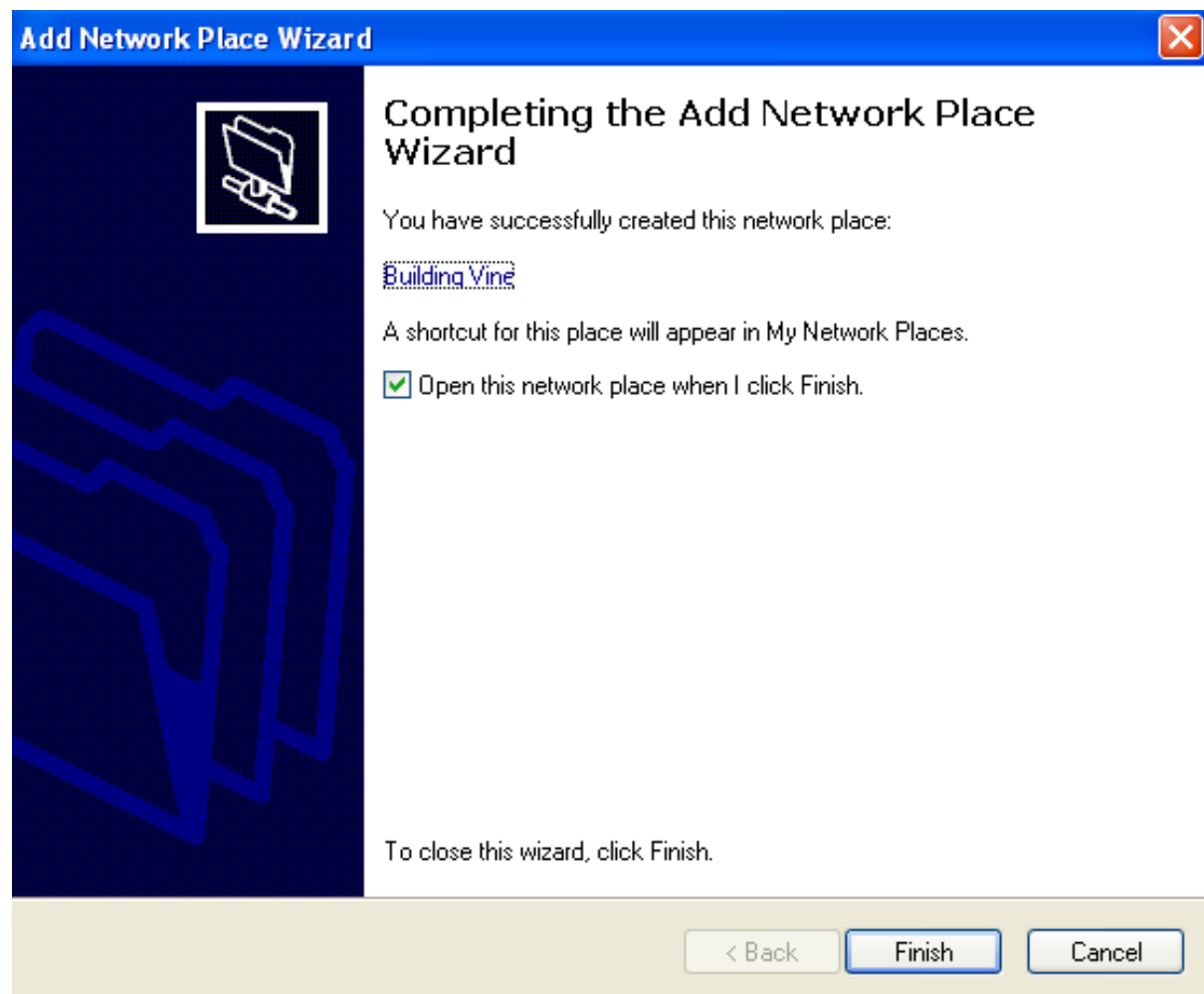
Type a name for this network place:

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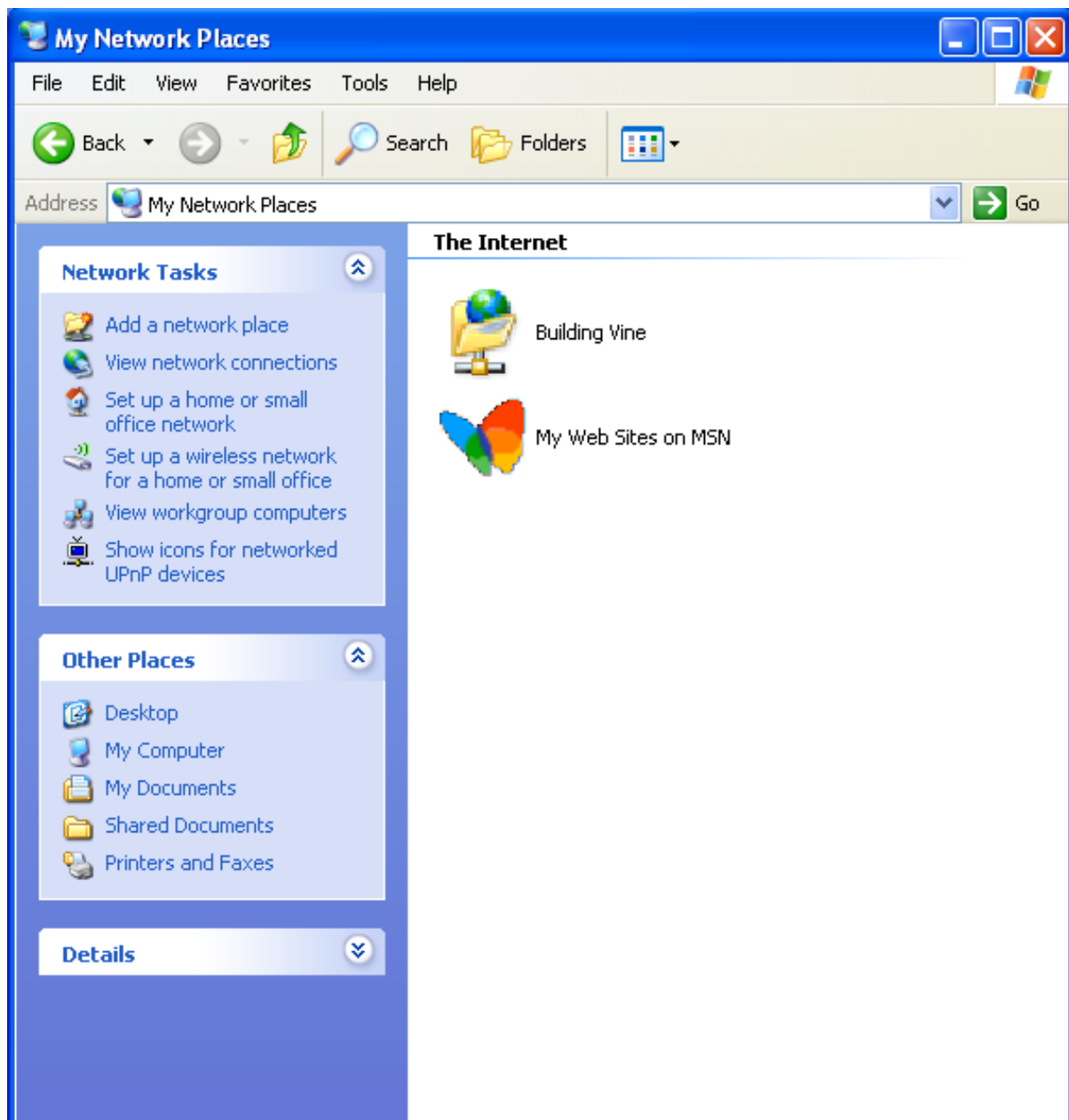
You should see a window similar to this; anytime you need to add documents, images – you can navigate here.

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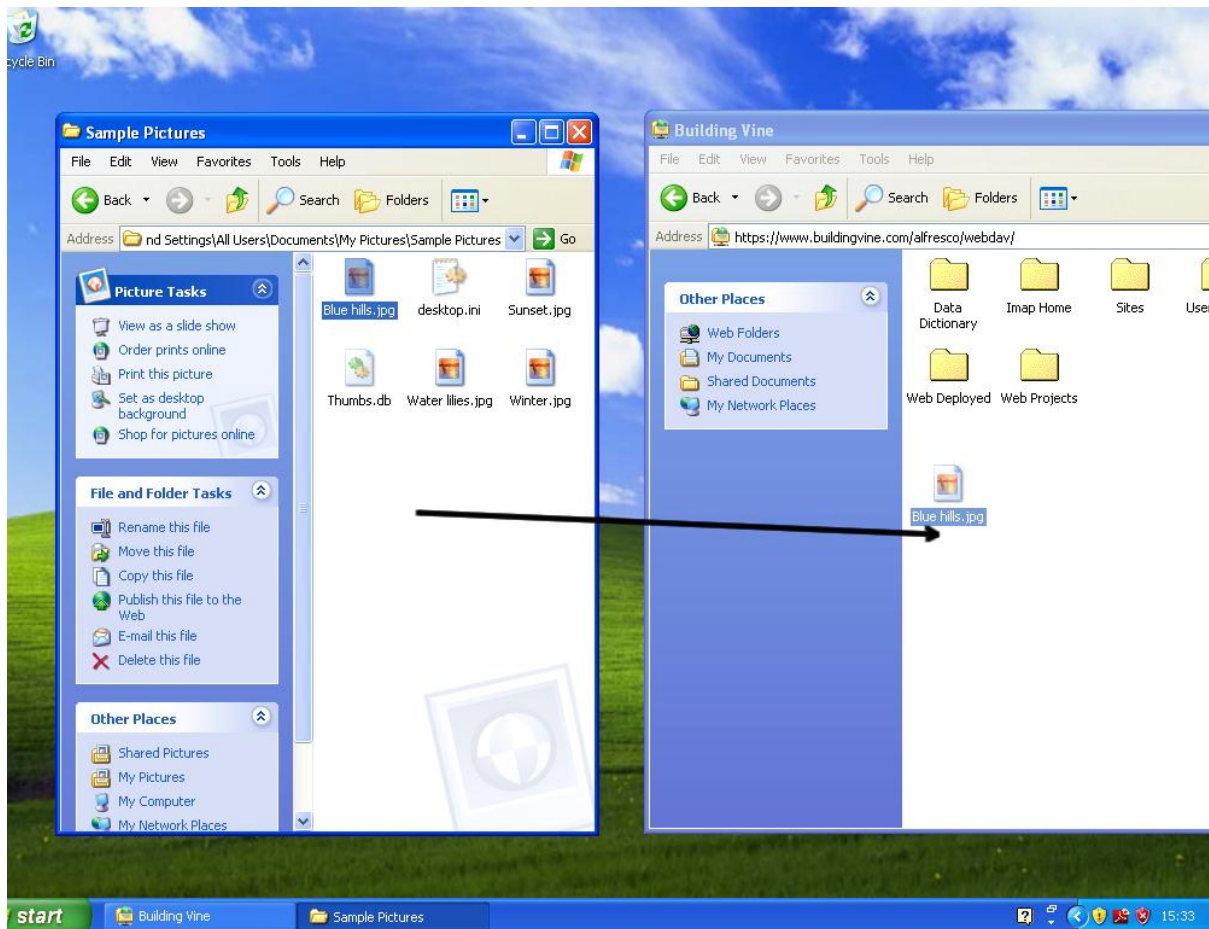
You can upload files by simply dragging and dropping files from your local PC, or a connected network drive – just like you would copy files normally.

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…"
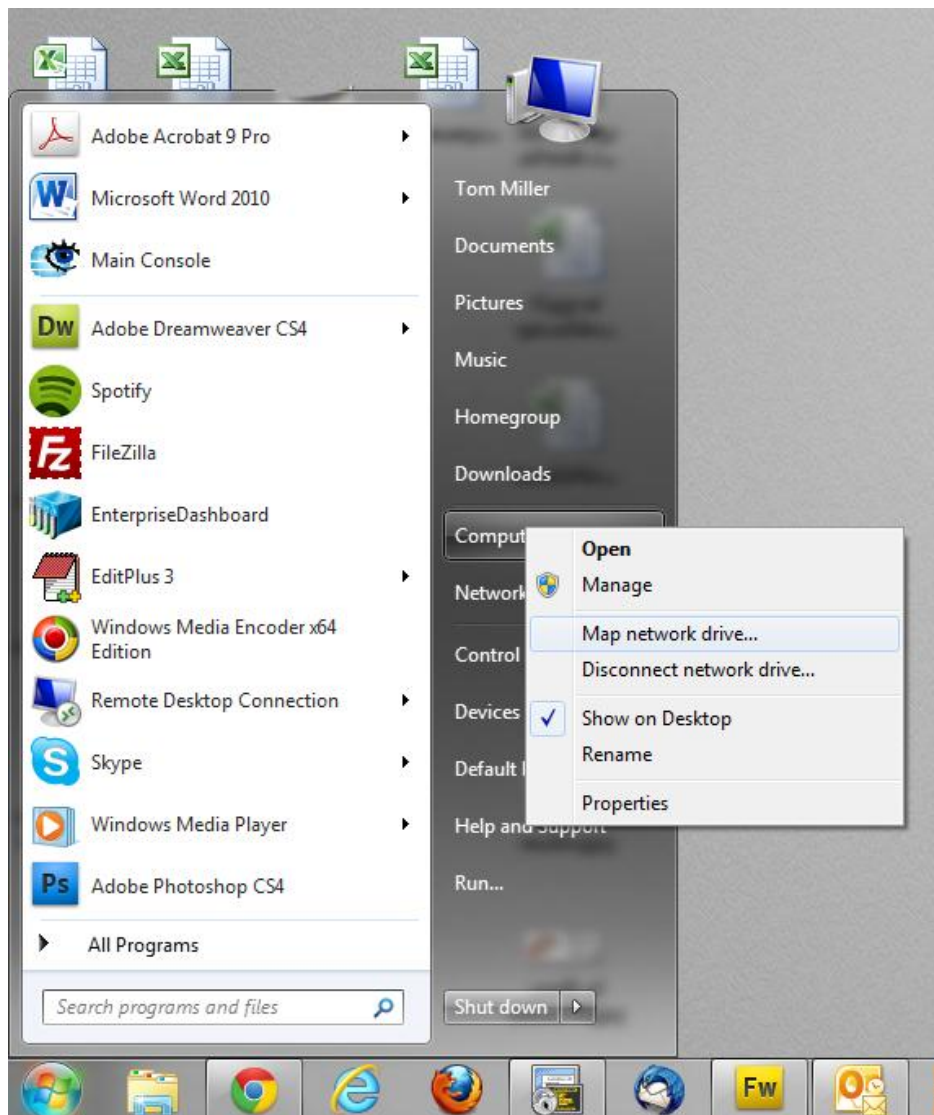
Enter the following address in the folder box:

http://www.buildingvine.com:7070/alfresco/**[yoursitename]**/documentLibrary

(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.

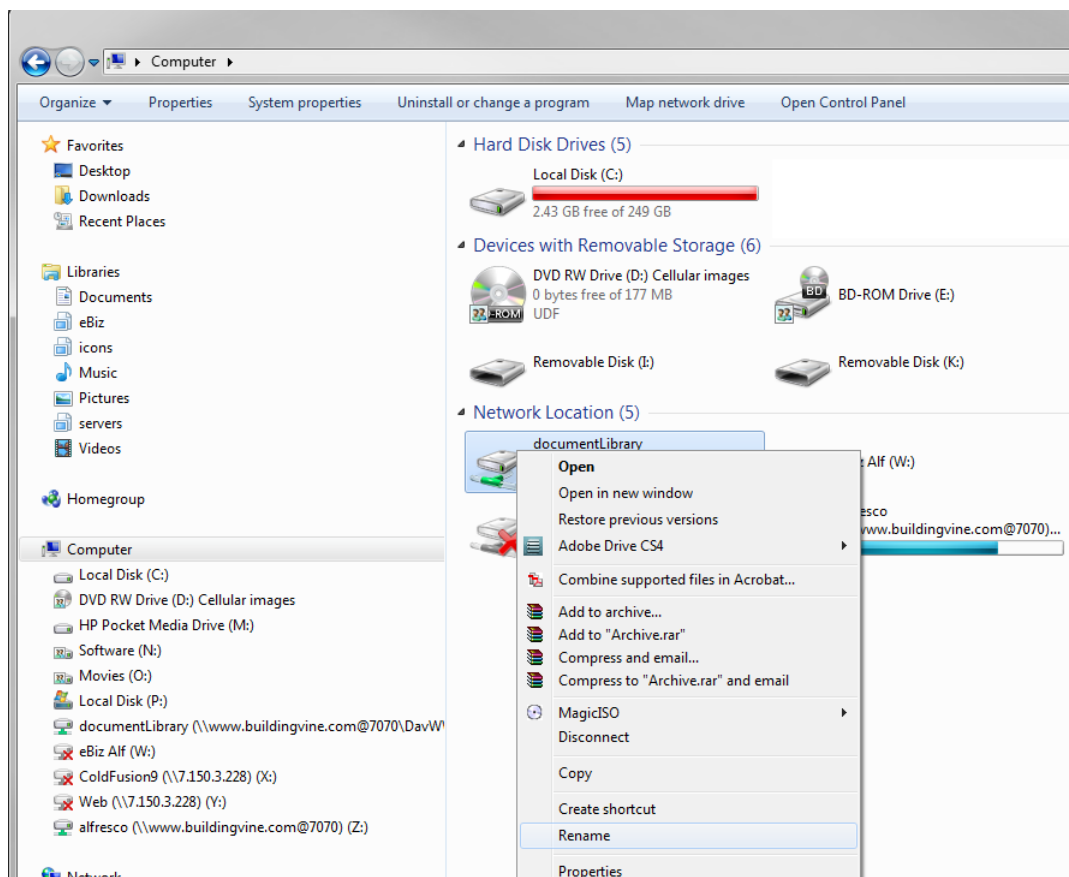Ensure "connect using different credentials" is selected.
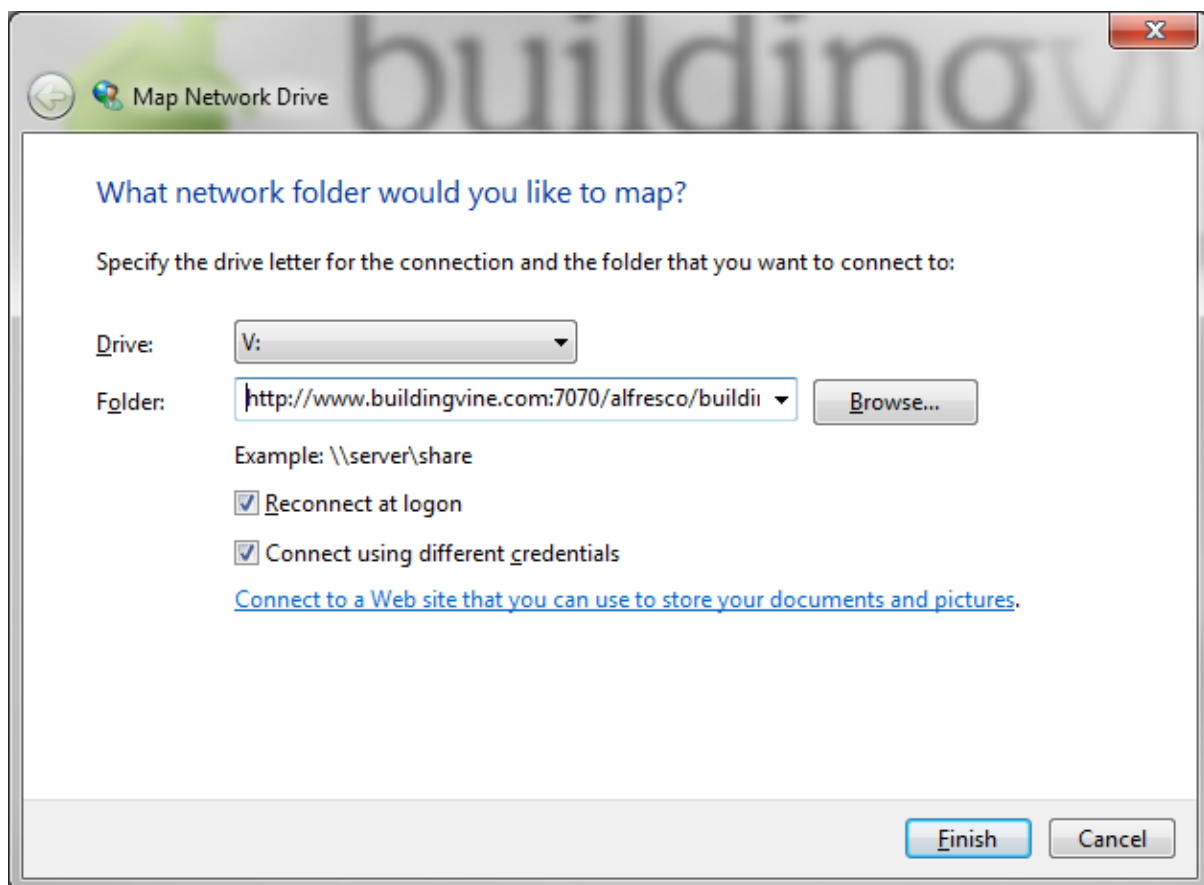
Enter your username and password

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!