How to Set Up a New Mapped Drive/Folder for Ascendance Exports on a Win10 Computer

To set up a new folder for redirection of exported documents from the Ascendance modules, the recommended process is to create a new "mapped drive" on the local Windows computer.

NOTE: You will need to know the name of the local machine to perform this process.

Open File Explorer, to view all drives on the computer.

Go to the This PC icon, right-click to open the menu, and select the Properties menu item.
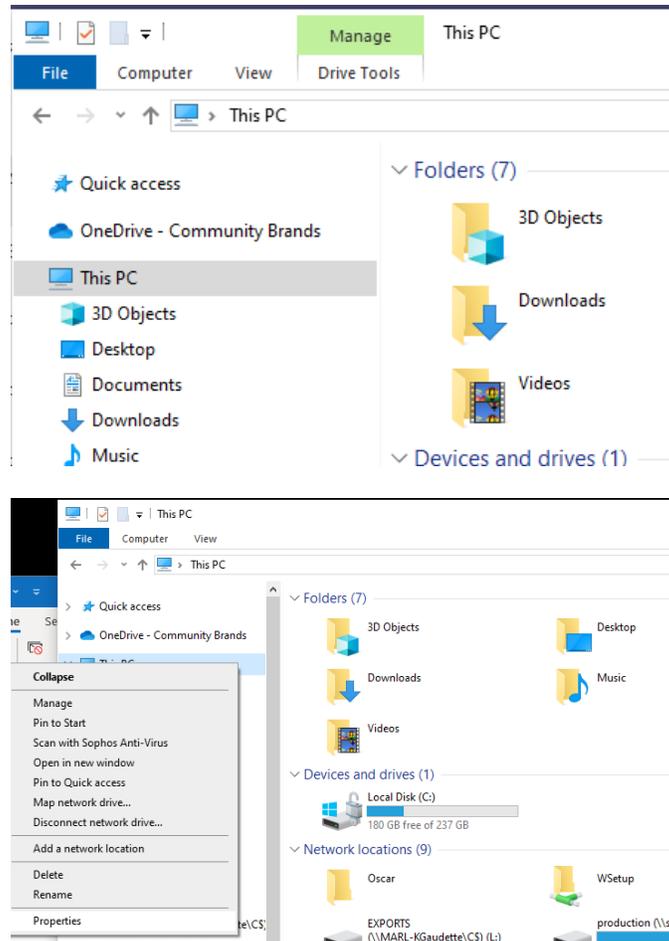
This will open the Control Panel>System and Security>System window and will display the "basic information" about the computer. Under Computer Name, Domain, and Workgroup Setting, you will need the Computer Name information to map the drive.
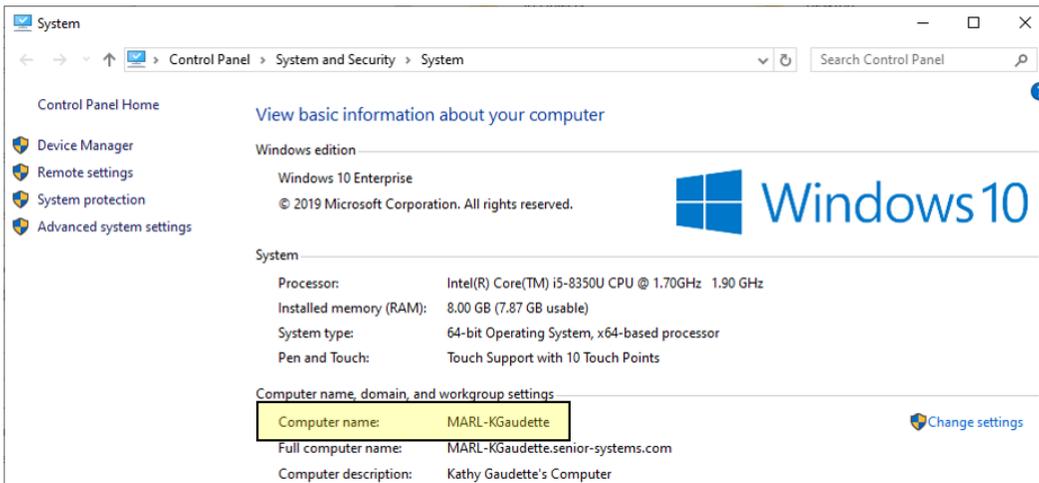
Close the window.

Next, create a folder where the exported files will be saved (in the example below, a folder was created on the C: drive of the local computer titled Redirected Exports).
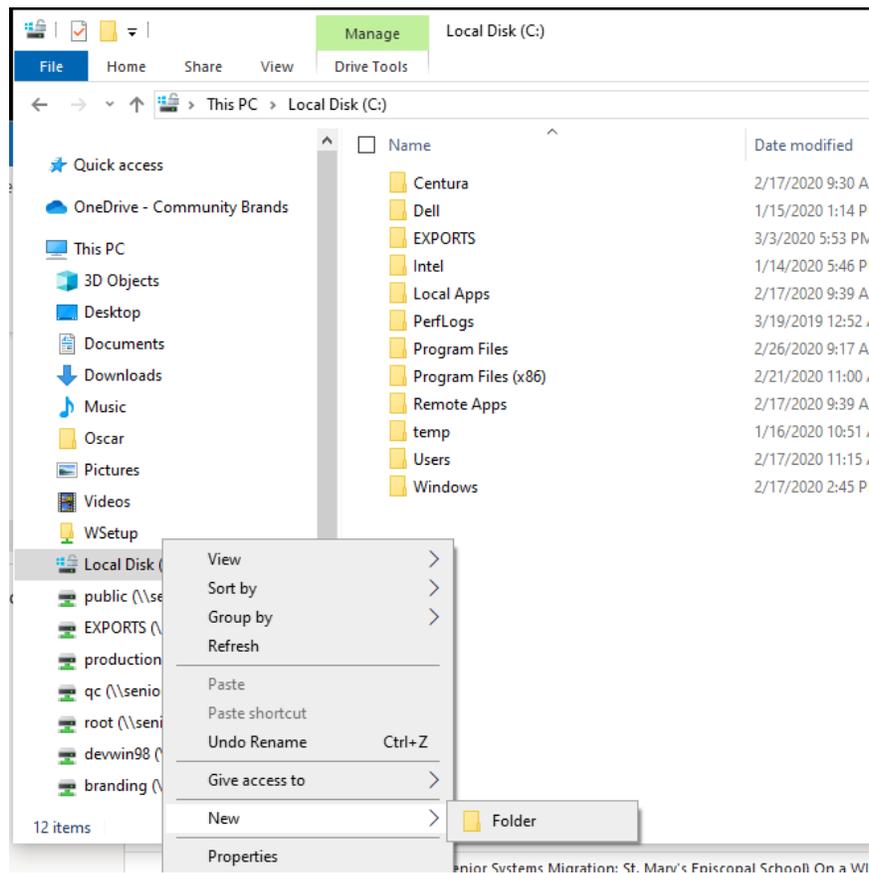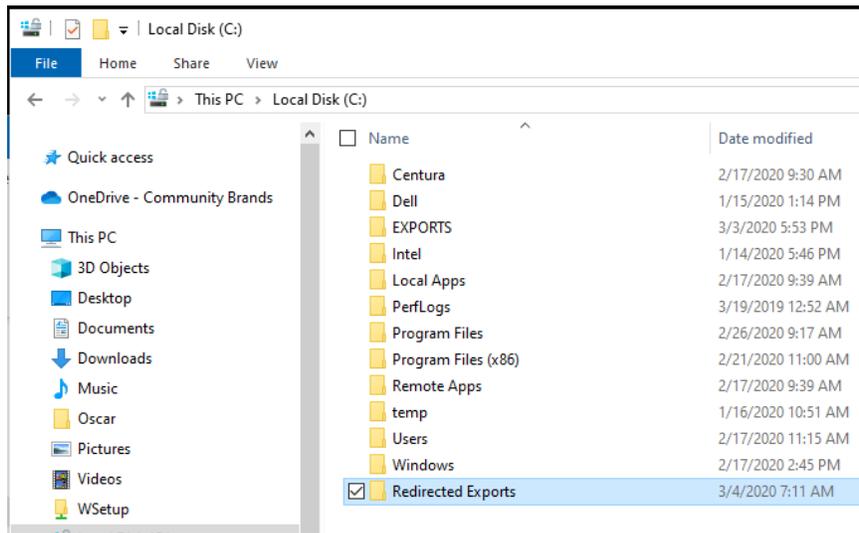
Go back to the This PC icon and right-click…. select the Map a Network Drive option.
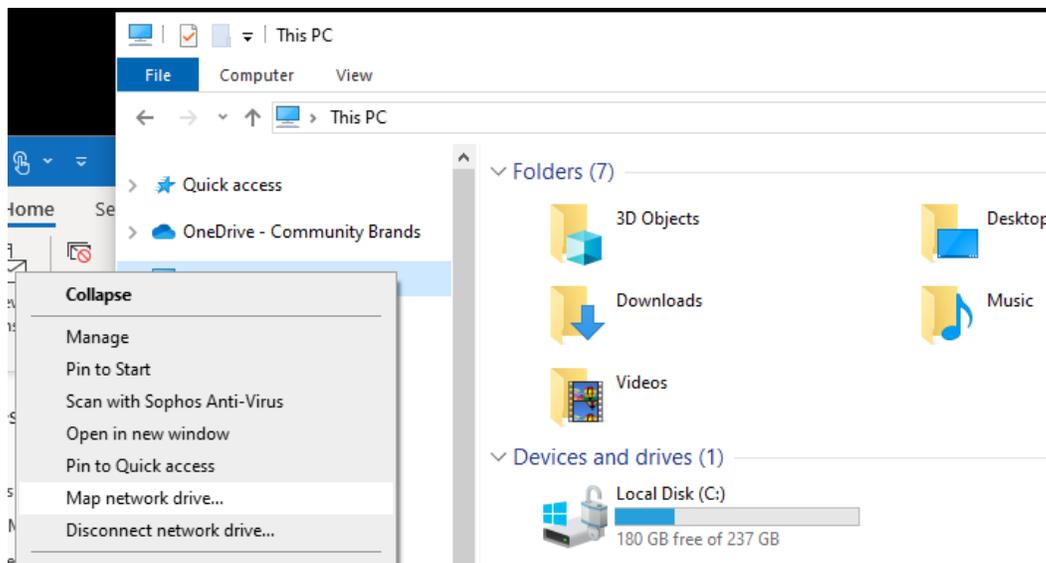
At the Map Network Drive window, select a drive letter from the Drive list and in the Folder section, enter the path as indicated.

Map Network Drive

What network folder would you like to map?

Specify the drive letter for the connection and the folder that you want to connect to:

Drive: Z:

Drive options
Z:
Y:
X: (\\senior1\qc\branding)
W:
V:
U: (\\senior1\devwin98)
T:
S: (\\senior1\root)
R:
Q: (\\senior1\qc)
P: (\\senior1\production)

Folder:

Browse...

tials

n use to store your documents and pictures.

Map Network Drive

What network folder would you like to map?

Specify the drive letter for the connection and the folder that you want to connect to:

Drive: T:

Folder: \\MARL-Kgaudette\C$ Browse...

Example: \\server\share

☑ Reconnect at sign-in

☐ Connect using different credentials

Connect to a Web site that you can use to store your documents and pictures.

Finish   Cancel

Use the Browse button to navigate to the C: drive, and select the new folder.
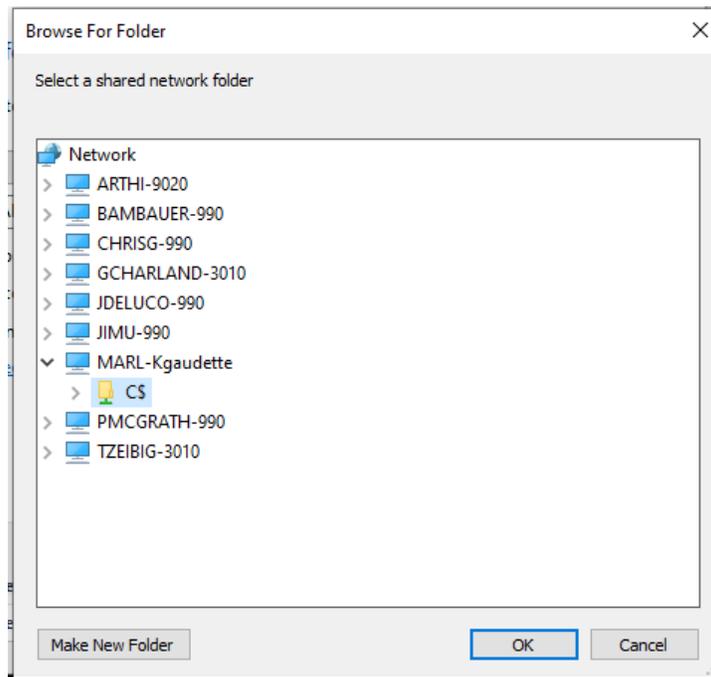
Highlight the folder and click OK to go back to the Map Network Drive window.
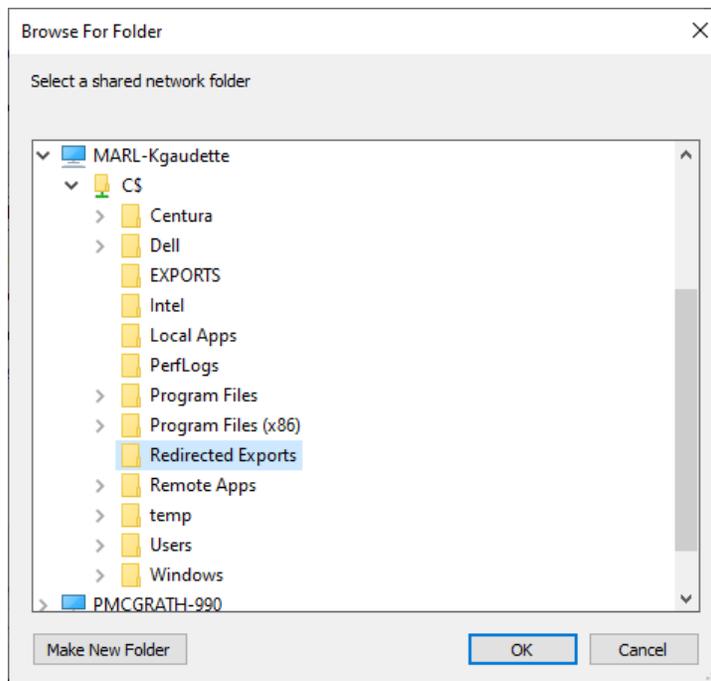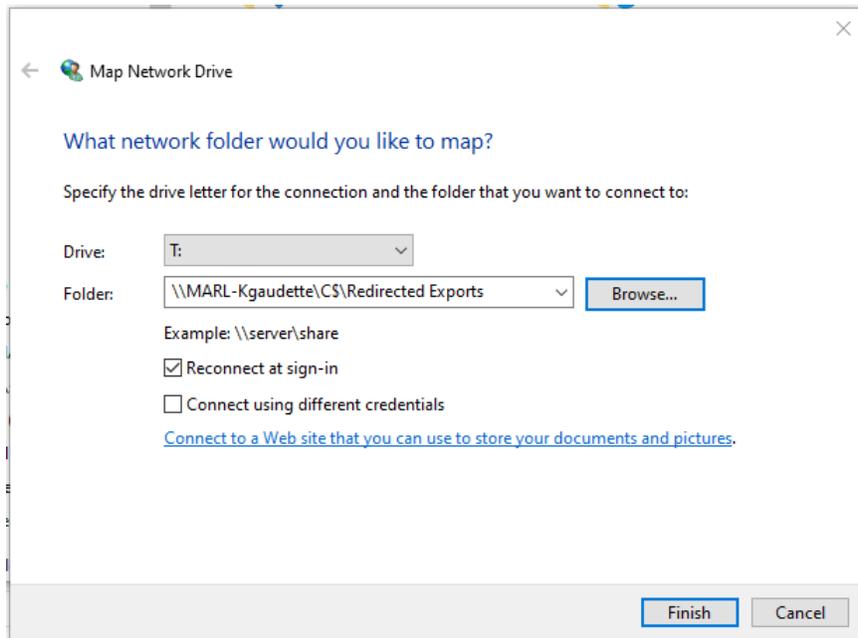
Click Finish to save the new, mapped drive.

On the local computer, when you now navigate to the This PC window, the newly mapped location will be available.
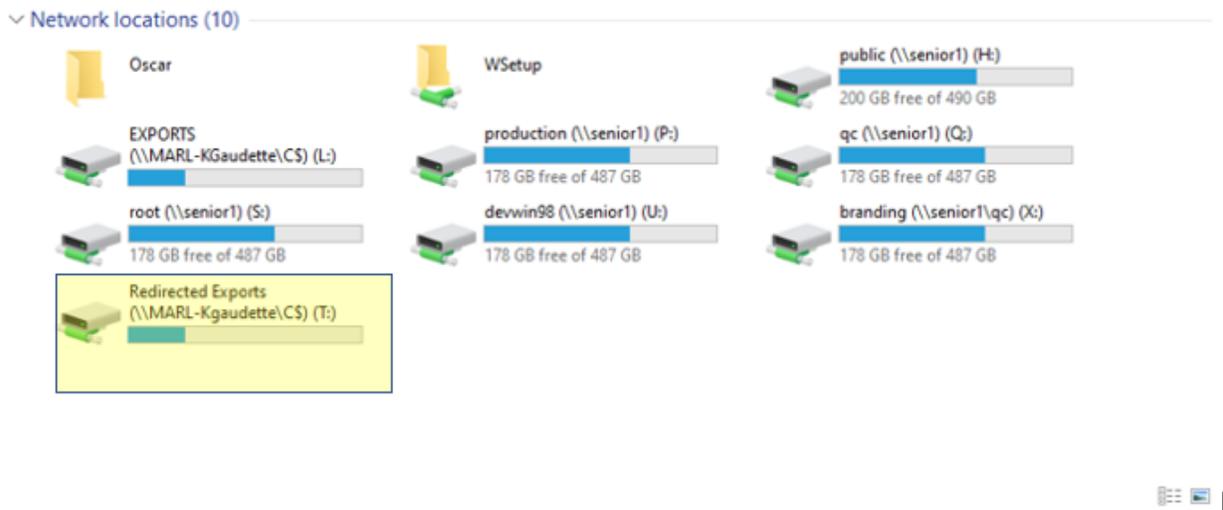
From the Ascendance modules, you will be then be able to navigate and save into the new drive/folder.