

Enterprise - Accessing Local Drives

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Accessing Local Drives and Folders

Note [Map_Desktop.zip](#) - This can be used to map shortcuts to your 'Desktop' and 'Documents' folders so they are easily accessible within Enterprise.

- When you run the RDPShortcuts.bat file located inside the zip file, you will be prompted by Windows User Access Control to ensure that you want to actually open the file. Click 'Yes.' This file will then run using the 'Windows Command Prompt.' When the command prompt window opens, it will prompt you for your username.
- You will not need to include the "Host\" before your username. Enter your username and hit 'Enter.' It will let you know that it has mapped the user account to the current Windows account. Press any key to continue and the window will close.
- Now, the shortcuts to your Desktop and Documents folders will be available when saving or loading documents.

Navigate to an employee record:


Ralph Machio
 222 Truman Way
 Eagan, MN 55121
 ID: 4295069363
 SSN: xxx-xx-1554

visifile
 ▶ details
 documents
 integrations
 evaluations
 messages
 pay history
 pay setup
 tasks
 search

employee snapshot
 Name: Machio, Ralph
 Email Address: R.Machio@xip.xom
 Desired Location:
 Hire Status: Eligible and Active | Rate Desired
 Notes: Doesn't like animals*

messages
 Message
 Customer: Aloha Cookies
 Placed -- Aloha Cookies Comments:
 Candidate -- Aloha Cookies Comments:
 Called to see if was interested in Clerical position
 Customer: Real Steel

assignments

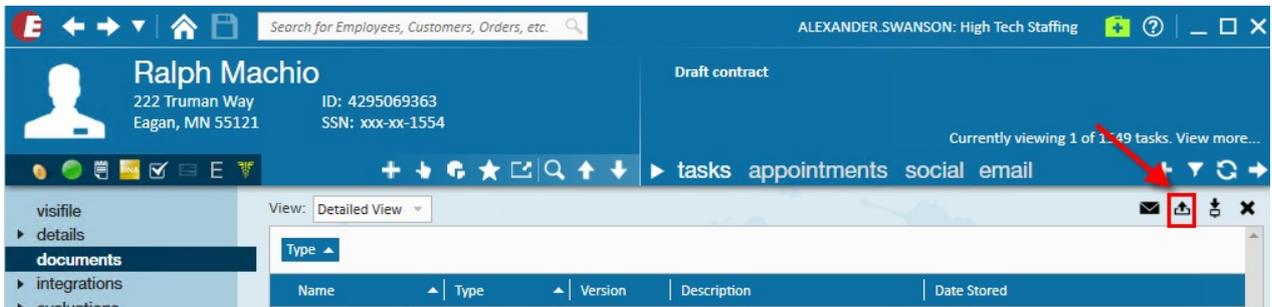
Customer	Title	Code
Aloha Cookies	Carpenter	F
Reagans Autobody	Material Handler	Open
Real Steel	Bar Staff	EX
Real Steel	Drivers	RC
Real Steel	Drivers	RL

employee
 customer
 order
 assignment
 contact
 pay / bill
 reports
 worker comp
 aca
 all options ▶

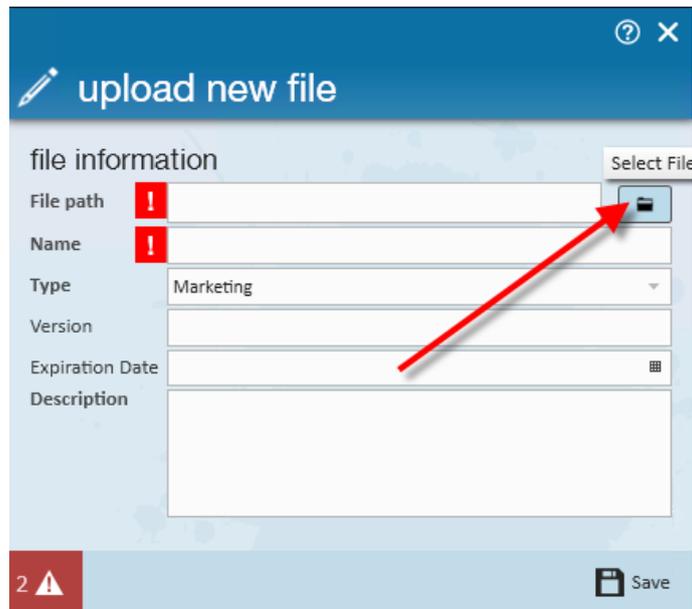
Browse to the documents section using the menu pane located on the left:



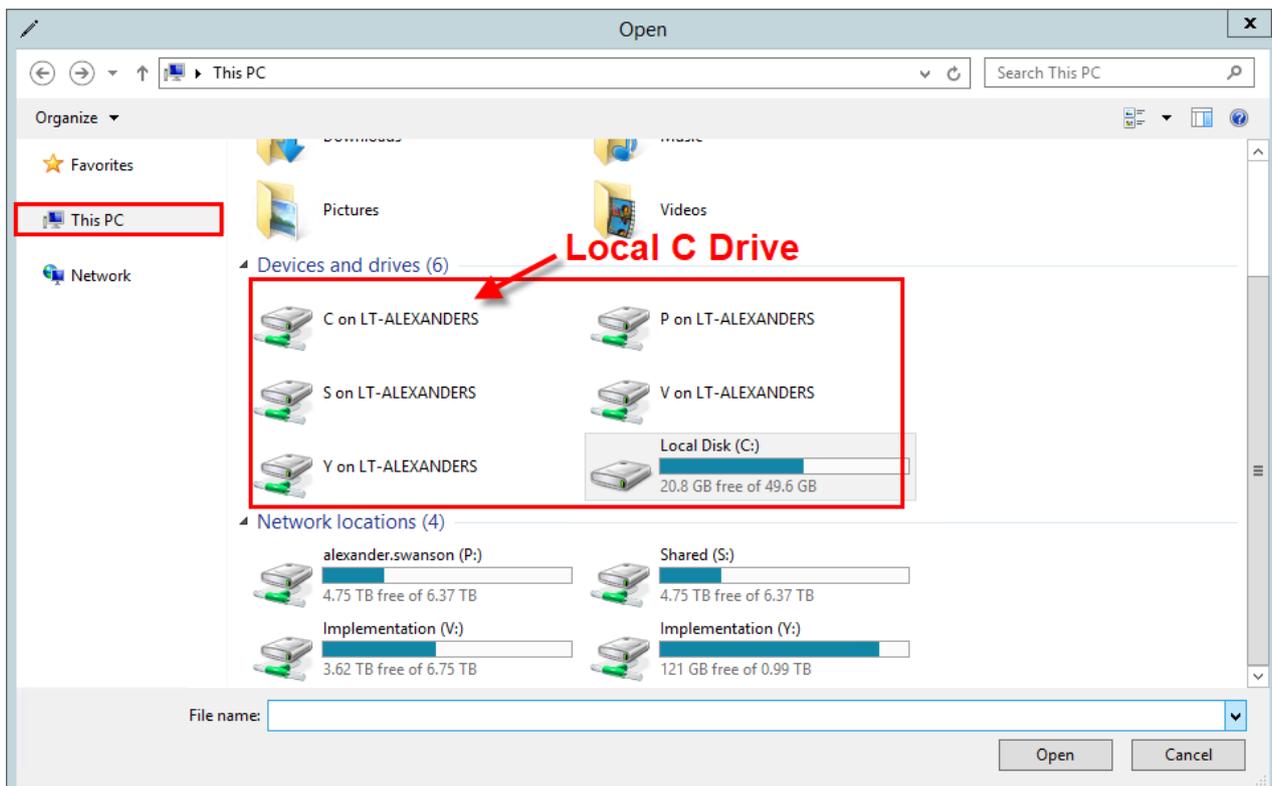
Click on the “Upload” icon located on the top right corner of the main window:



Click on the “Folder” icon next to the file path text box:



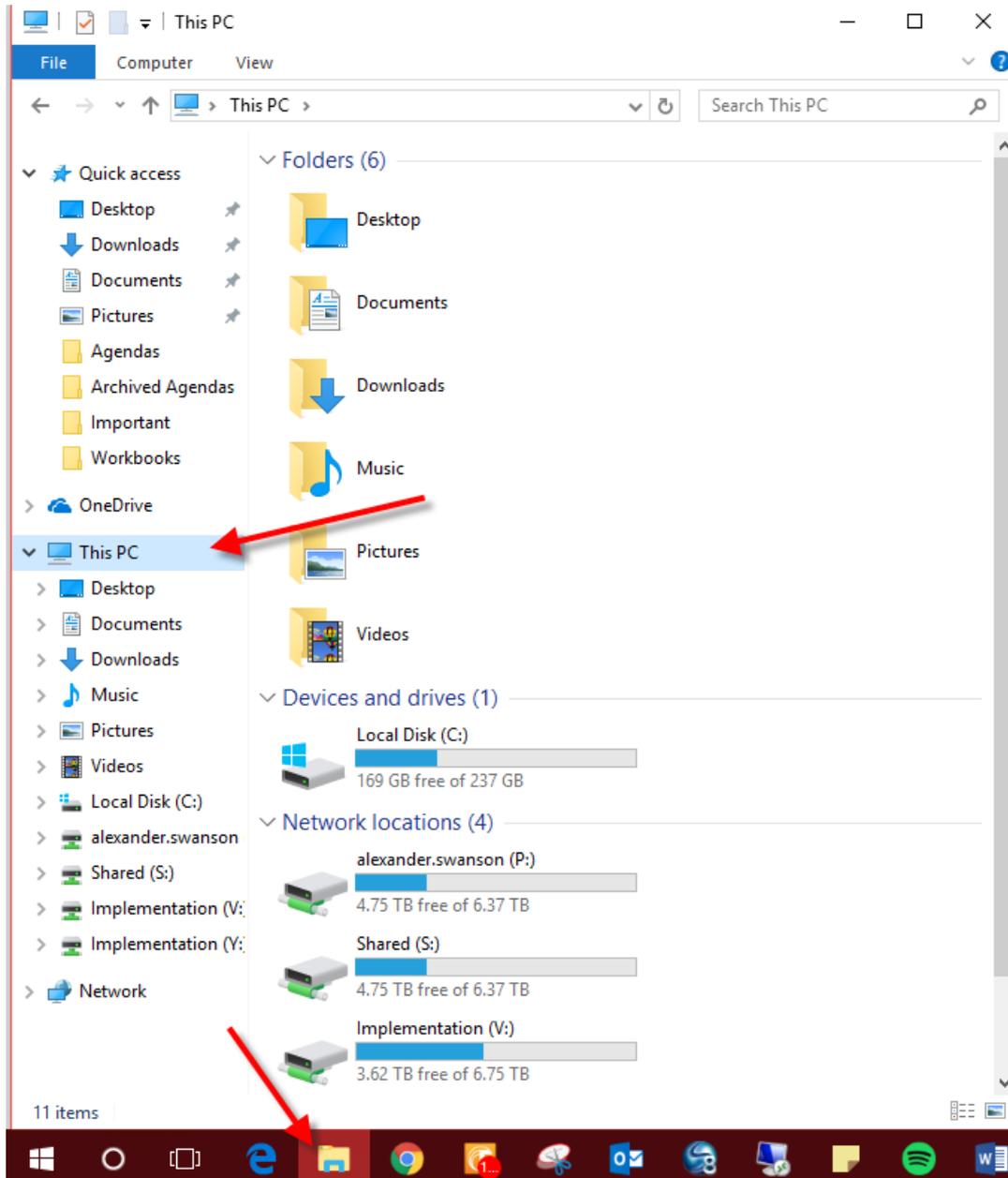
Browse to your folder location using the Windows Explorer pane (You may need to click on PC and select your local drive):



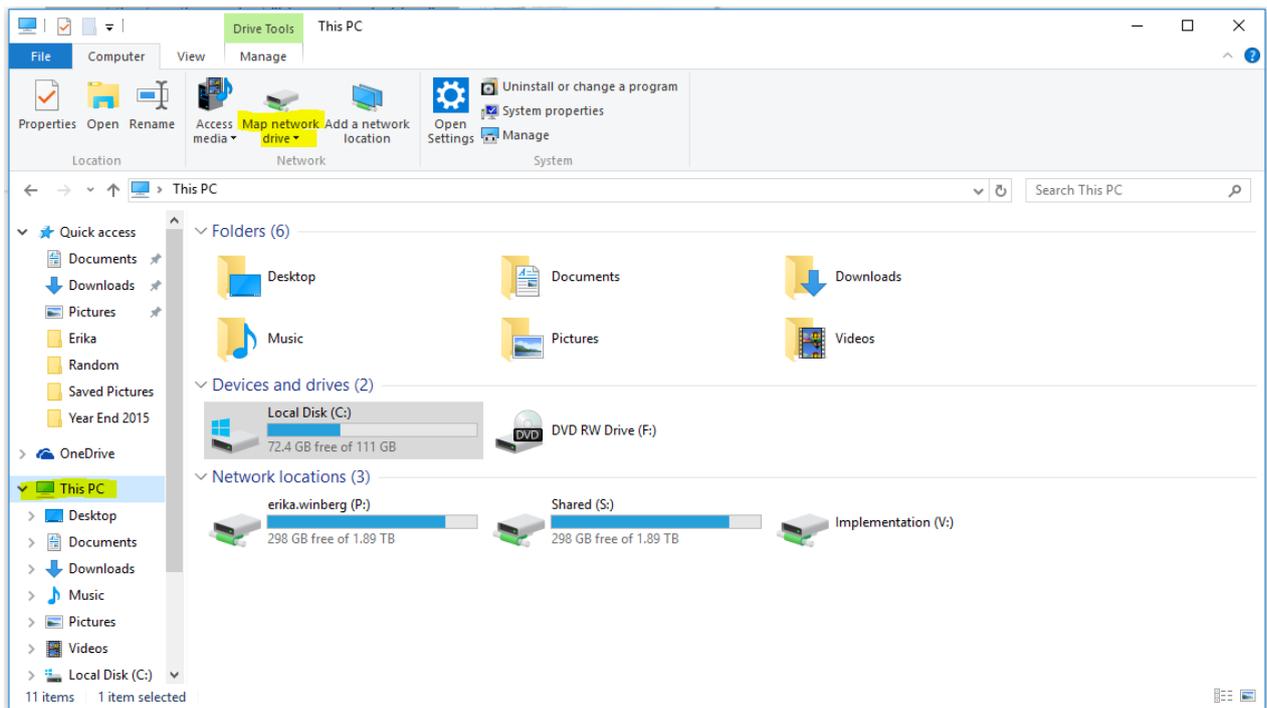
Note If you are using apps to enter enterprise, be sure to identify the C drive of your local pc and not the C drive of the device you are remotely accessing. Using clear naming conventions in naming your local device can be very helpful.

Mapping Network Drives

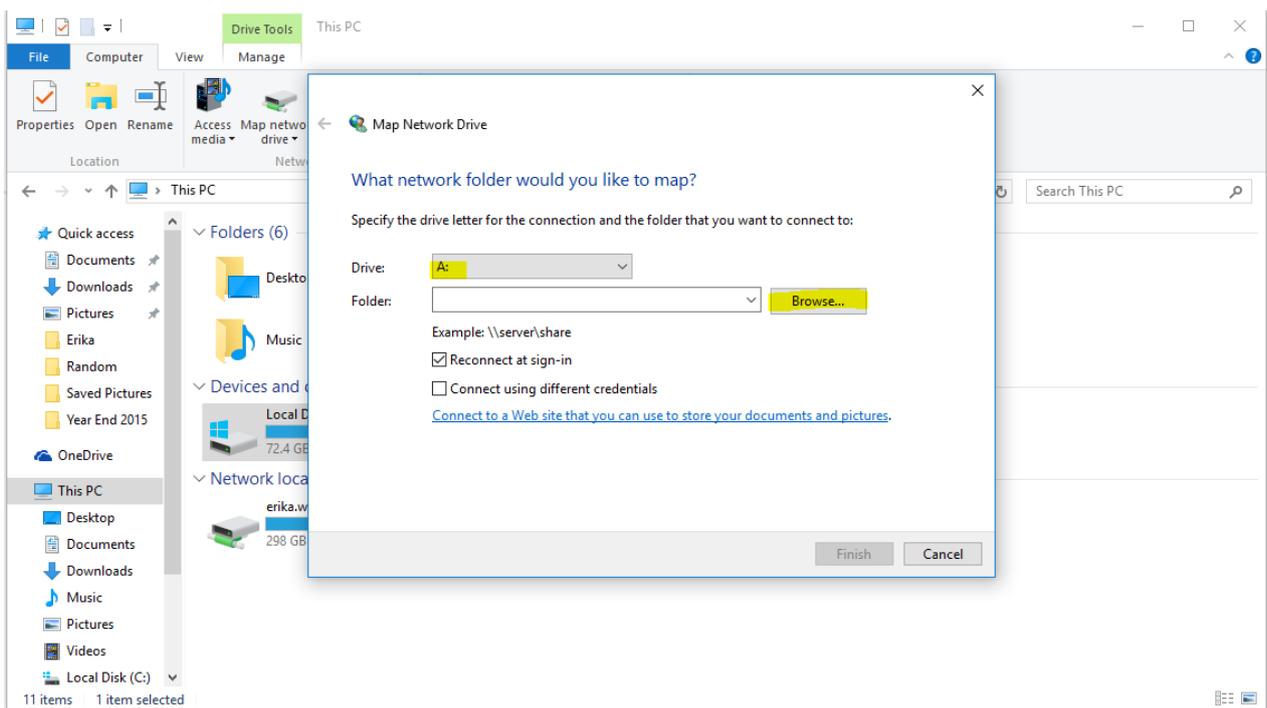
Open 'File' explorer and select 'This PC':



Click the 'Map network drive' icon in the ribbon menu at the top, then select 'Map network drive':



Select the drive letter you want to use for the network folder, then choose 'Browse...' to map to your 'Favorites' or local folders:



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