Technical Guide TGAL17

Configuring a Mapped Network Drive

- Create a folder on the Hard Drive/PC to be used as the Mapped Network Drive so there is a location to point to when the Mapped Drive is created. In the screen below we have created a Folder called **Backup** on the Desktop of a PC called **Desktop-I0AD51V**. This is the desired location for our backups.


- This location for the backups should be **Shared** with any Windows User that administers the Integra 32 software. Right click and select **Properties** on the backup location folder to access the **Sharing** and **Security** tabs and add the relevant User/s.
In the screen below, we have given full control under the **Sharing** and **Security Permissions** on the **Backup** folder to the User **RBH.**
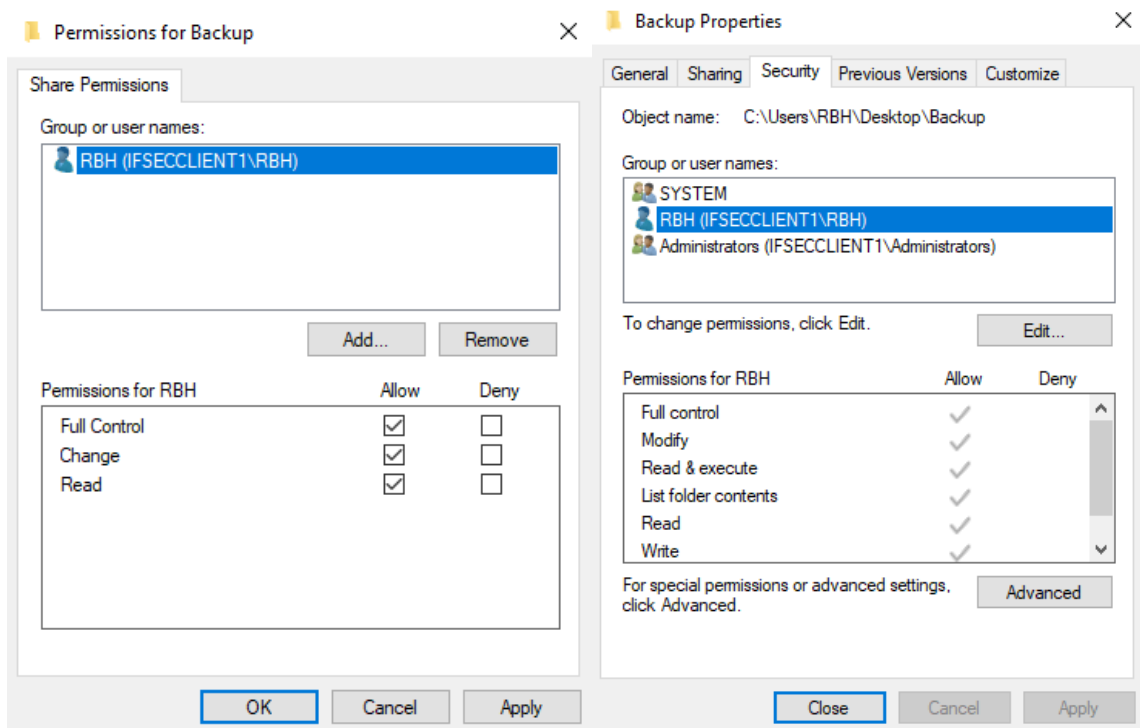

The User or Users you need to give Sharing and Security permission to will depend on your own network security infrastructure. If unsure, speak to your I.T department for clarification on which Users to allow.

- Ensure you can see the backup location from the Integra 32 Server machine in **File Explorer** under **Network**. The screen below was taken on the Integra 32 Server PC (**WIN8PC**) and clearly shows **DESKTOP-I0AD51V** under Network.
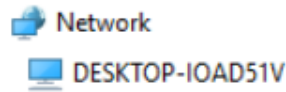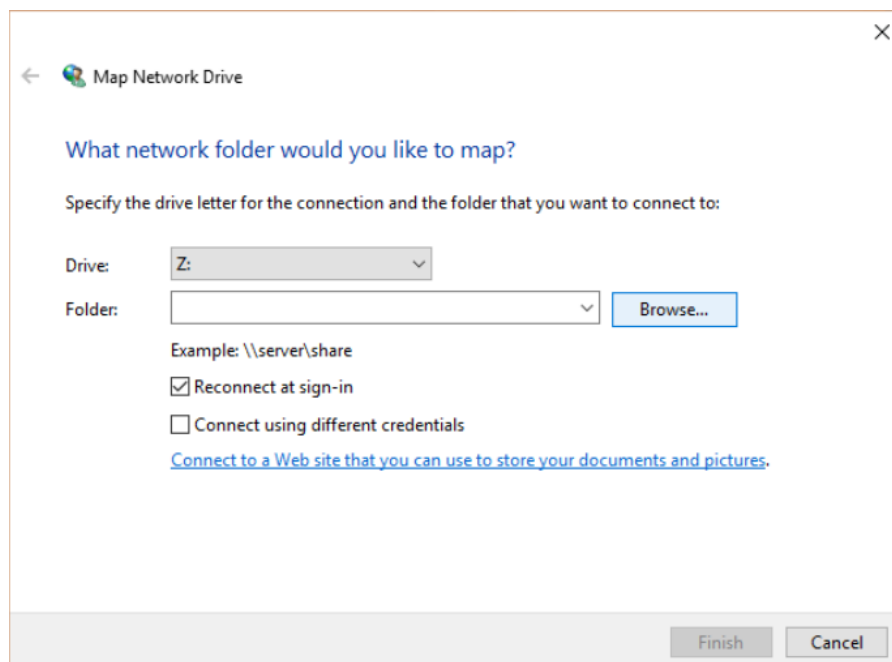

If you cannot see the location for the backups under Network, ensure your Windows User has the credentials necessary to access the desired location.

- Next, go to File Explorer and select **This PC**, then select the **Computer** tab followed by **Map Network Drive.**
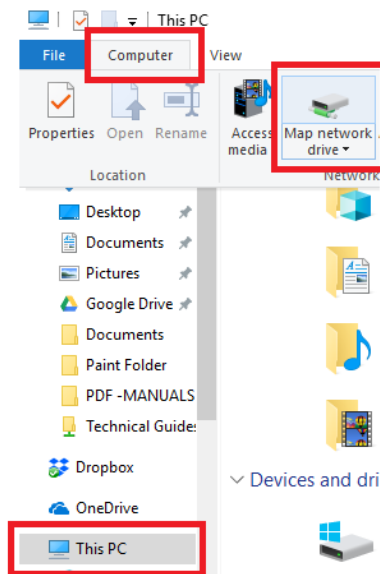

- Select a letter for the Mapped Drive, (we chose **Z** in the screen below) then select **Browse.**

- Browse through the Network and folders and end the file path at the location you want the Backups to be saved to. In this example, it is the **Backup** folder we created earlier on **DESKTOP-IOAD51V**. Select OK when finished.
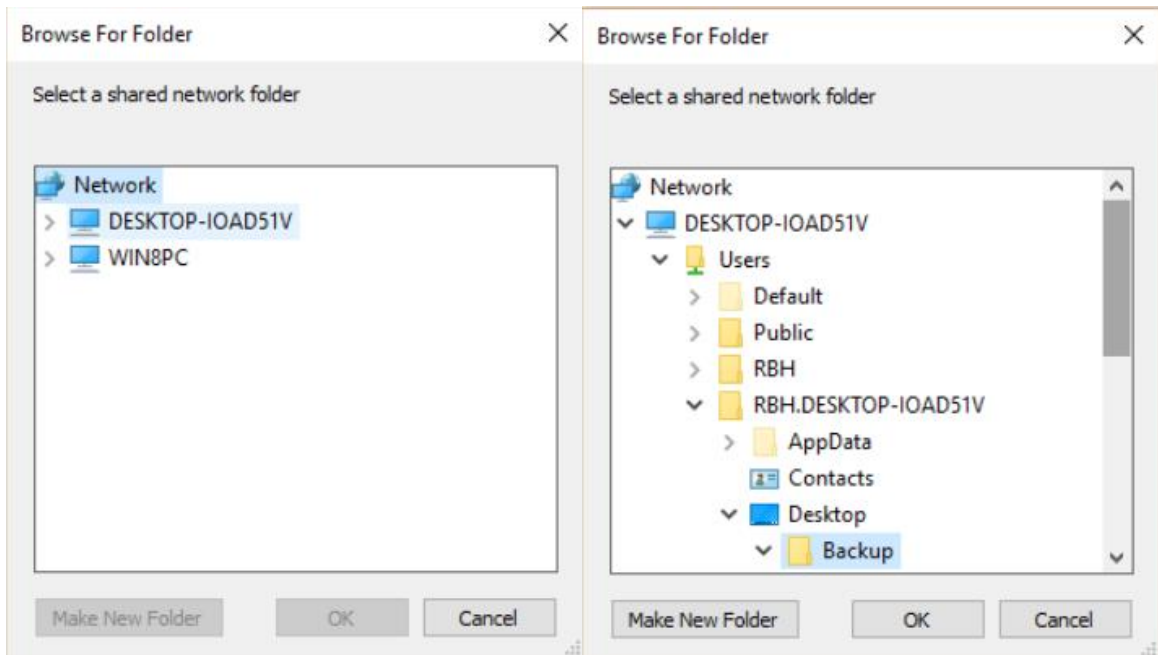
- Next, we need to add a Windows User/s to the **Integra 32 Server**. Go to the **Windows/Start button** then **Control Panel - Administrative Tools - Services**, or type **Services.msc** into the Windows search bar.
- Scroll down through the Services list until you find **Integra 32 Server.** Right click and select **Properties** on the Integra 32 Server.
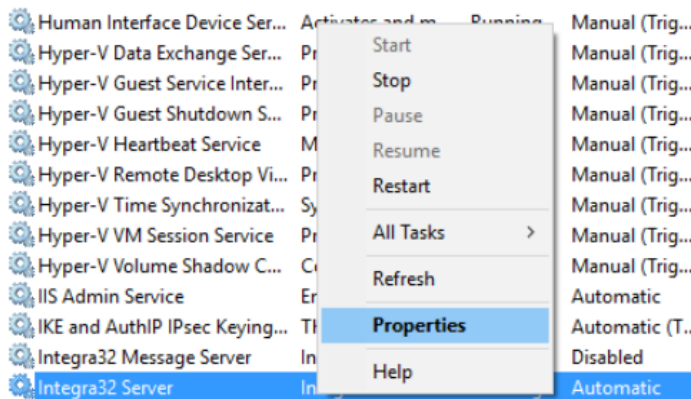
- Select the **Log On** tab, then **This Account** followed by **Browse.**
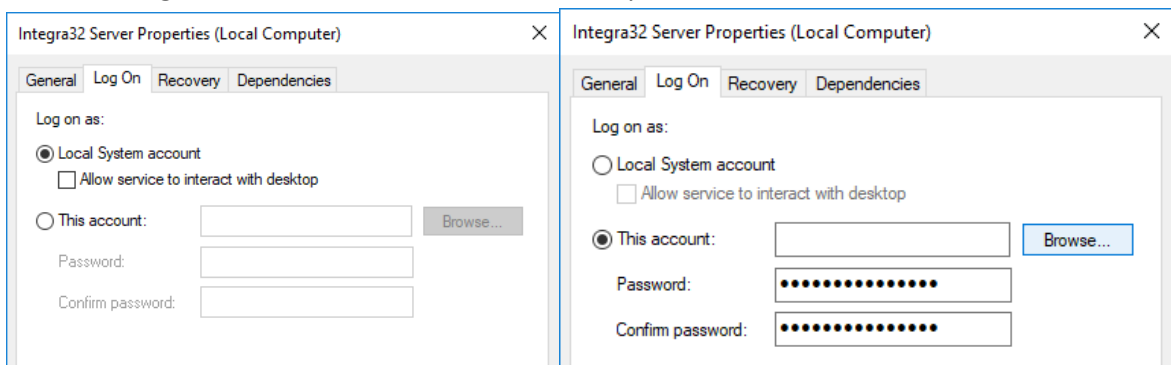
- Set the **Object Type** and **Location** then enter the name of the User to add (in this case **RBH**) into the field near the bottom of the window, then select **Check Names** to confirm.

Alternatively, you can select **Advanced** then **Find Now** to bring up a list of Users, then select the appropriate User from that list.

- Enter the Windows User's password and confirm the password into the fields provided. Select Apply then OK when finished.
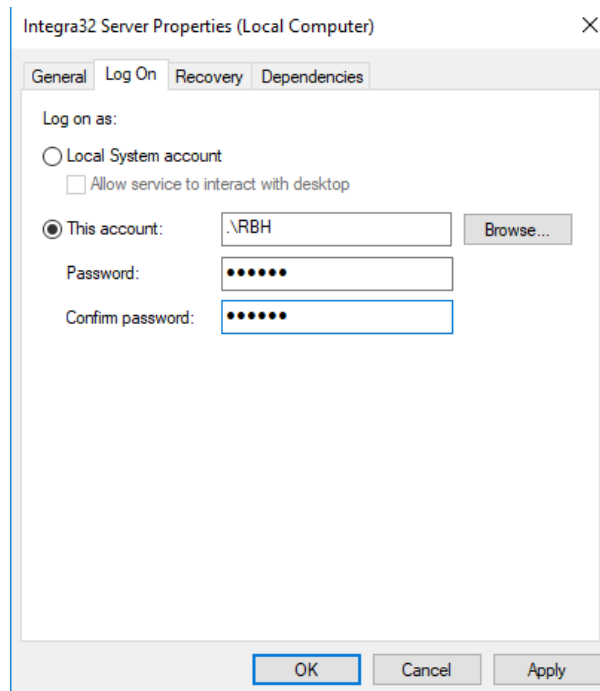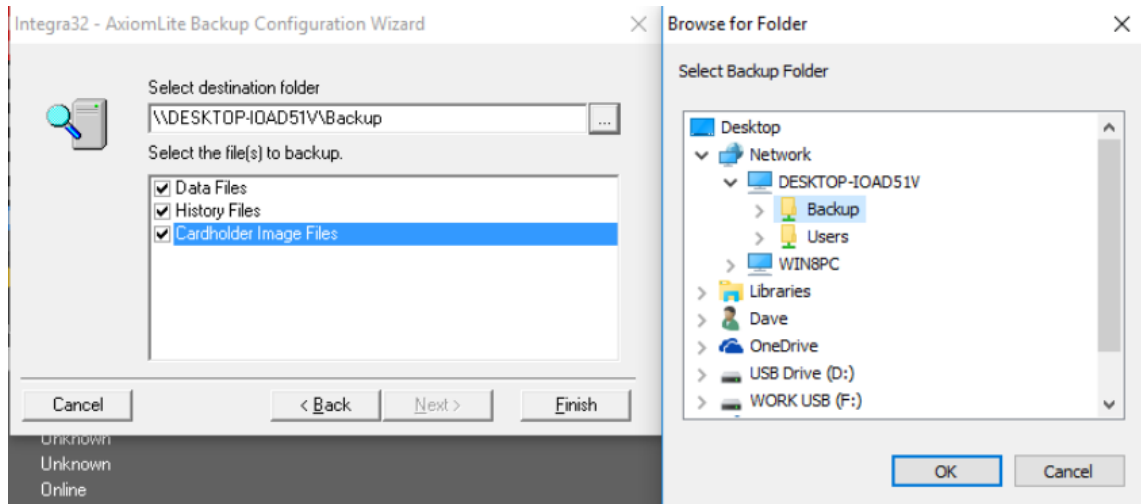

- If done correctly, you will see a couple of notification windows as shown below.
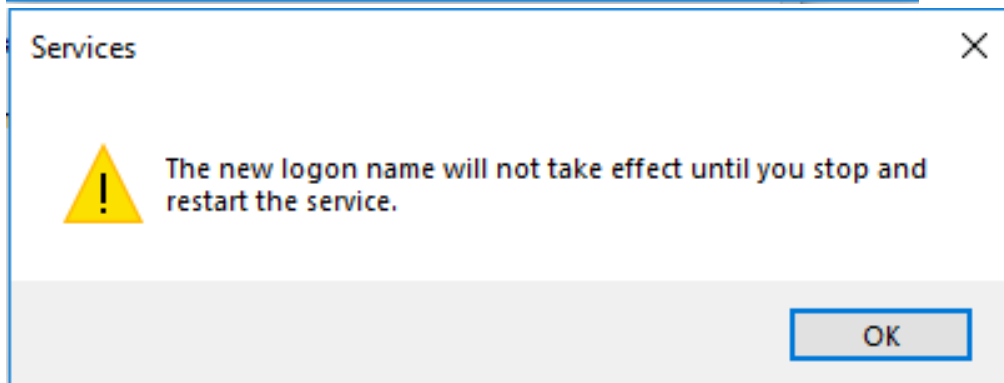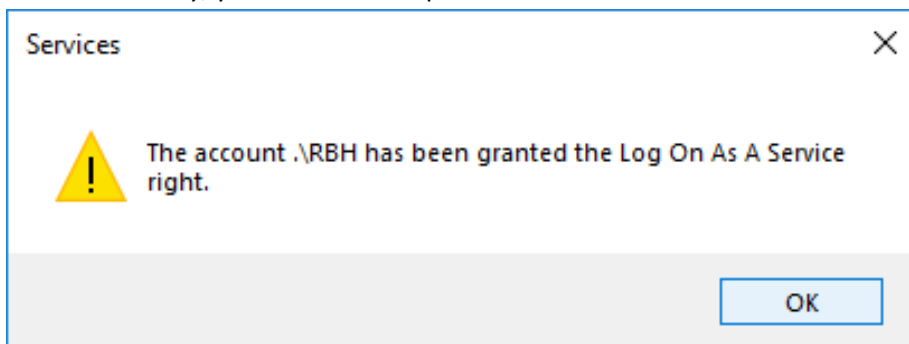

- Stop and Restart the Integra 32 Server for the changes to take effect
- To run a backup, log into the Integra 32 software, select **Tools** then **Backup**. Select **Run Backup Now** and hit **Next**

- Use the '…' icon to browse to the Mapped Drive backup folder, select OK, then select Finish to run the backup.

- If done correctly, you should now see a **BKP** folder in the Mapped Drive backup folder. The BKP file is the Integra 32 backup. The series of numbers following the letters 'BKP' in the folder name is the date in yyyy/mm/dd format. i.e. **20180308** translates to **08/03/2018**
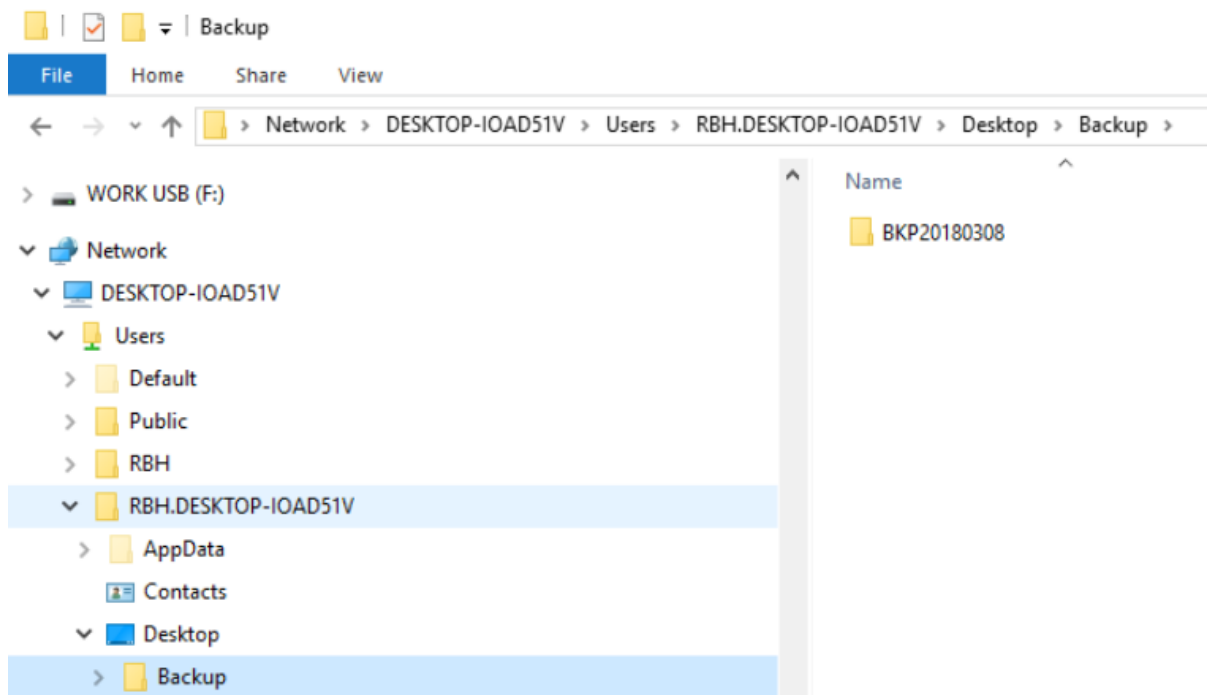
Your Mapped Network Drive is now set up and ready to be used.