# Creating a Shared Folder

Follow the instructions below to create a shared folder to house AdaptDx® test results on your server.

## Shared Folder Prerequisite

Important things to keep in mind while creating a shared folder include:

- The AdaptDx V4.x.x software requires that SMB V1.0 be supported on the Windows-based EHR file server. If SMB V1.0 is not installed, the AdaptDx will be unable to write the desired report file when 'Print to EHR' is active.

- For AdaptDx serial numbers up to 00755 the login, password, and shared folder name may not contain any embedded spaces or special characters other than @. The login and password should not exceed 15 characters. SMB V1.0 must be enabled on the computer the shared folder is created on.

- For AdaptDx serial numbers over 02000 the login and password for the computer, where the shared folder is created and stored, may not contain any embedded spaces. Only the special character @ may be used in the login. While the characters +, !, #, $, %, ^, &, *, and ; are allowed in the password. Both the login and password should not exceed 15 characters and the shared folder name may not contain any embedded spaces or special characters other than the @. SMB V1.0 does not need to be enabled. Skip all instructions leading up to the Shared Folder Creation on page 4.
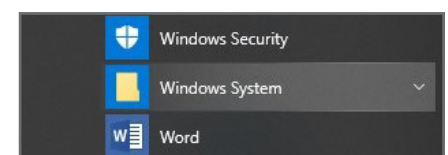
## Enabling SMB 1.0 on Windows 10

It is important that the user account have administrative rights to change Windows features.

1. Locate the control panel on the Windows 10 PC in one of two ways.
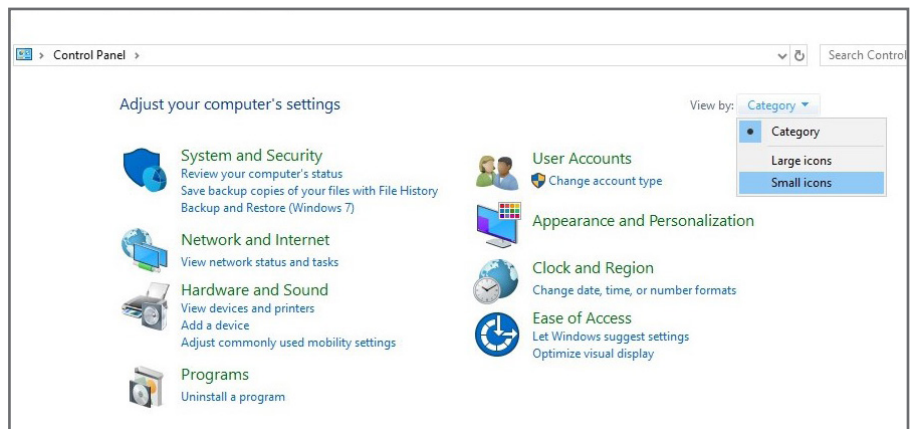
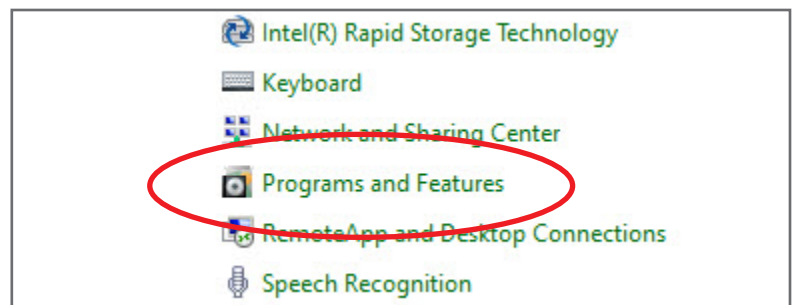      A) Use Cortana to search for 'Control Panel'
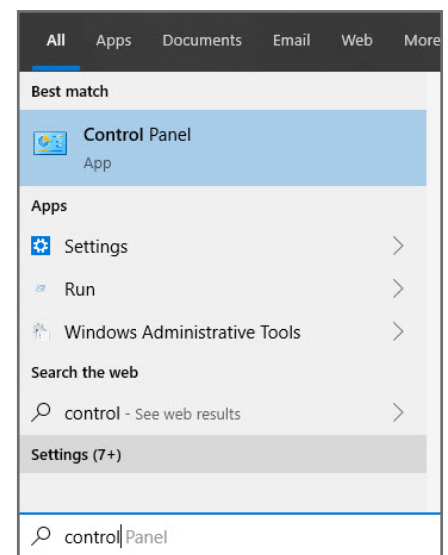


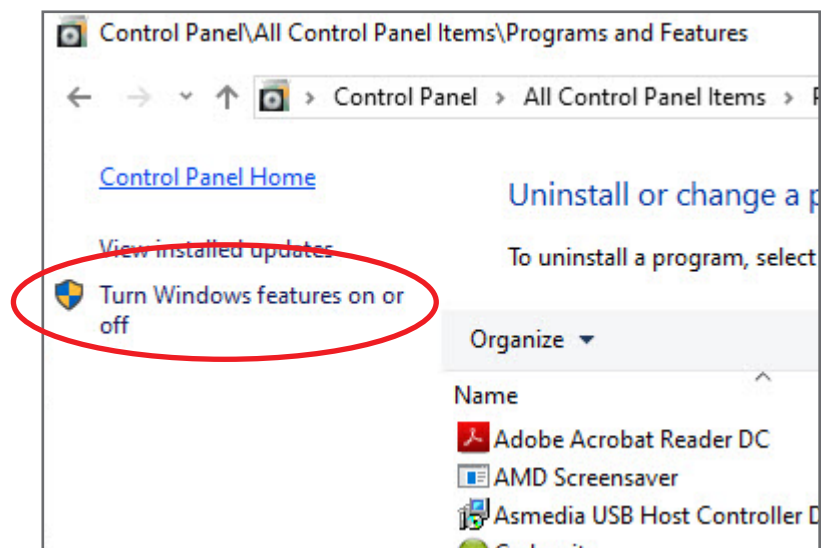      B) Using Applications -> Windows System -> Control Panel

2. In the Control Panel window, set the 'View by:' option to 'Small Icons.'



3. Select 'Programs and Features' from the list of Control Panel plug-ins.



4. On the upper left corner of the Programs and Features dialog box select the 'Turn Windows Features on or Off' link.

5. Scroll down the list of Windows features and check 'SMB 1.0/CIFS File Sharing Support' option as displayed below. On some versions of Windows 10 these options might be different. In that case, enable all SMB 1.0/CIFS Client and SMB 1.0/CFS Server.

6. Click OK when complete. Follow the instructions in the next section to set up the shared drive on the computer.
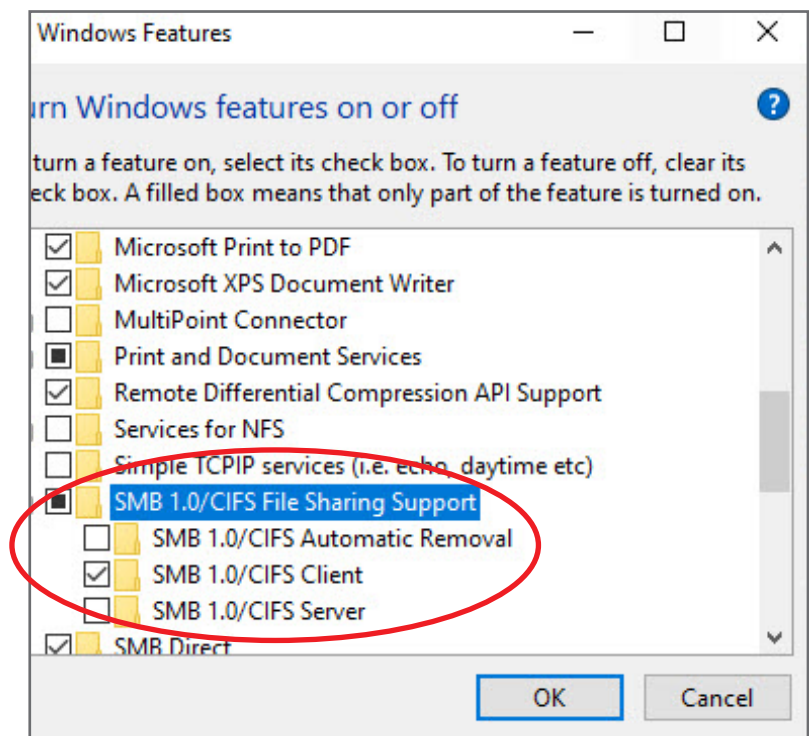
## Shared Folder Creation

1. On a Windows computer that is on the same local area network as the AdaptDx, create a new folder to accept test reports from the AdaptDx. For this example, the shared folder has been named 'EHRSHARE.'

**Note:** The name of the folder cannot have embedded spaces and should only contain upper-case, lower-case and numbers. For example, "AdaptDx", "EHR", or "AdaptDxEHR" are all acceptable names. "Adapt Dx", "EHR!", or "AdaptDx EHR" are all unacceptable due to embedded spaces and/or special characters.
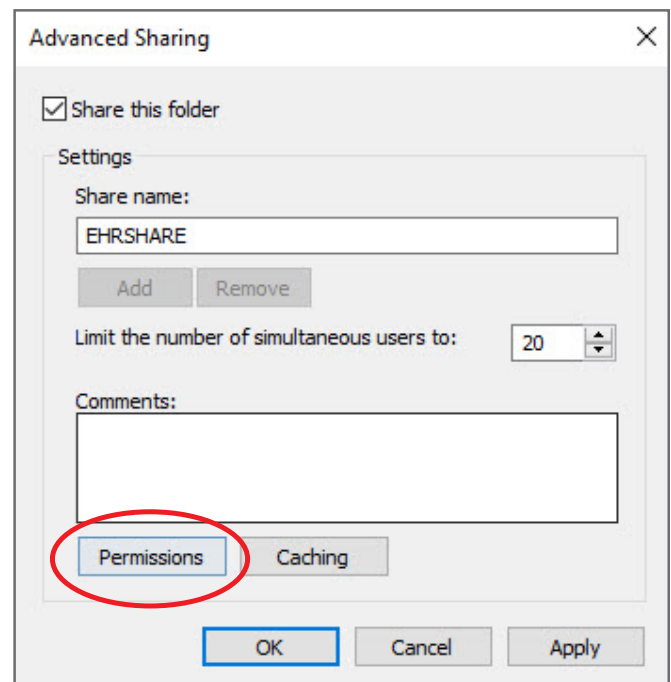
2. After successfully creating the folder, right-click on the folder and select 'Properties' to view the pop-up dialog box on the right.
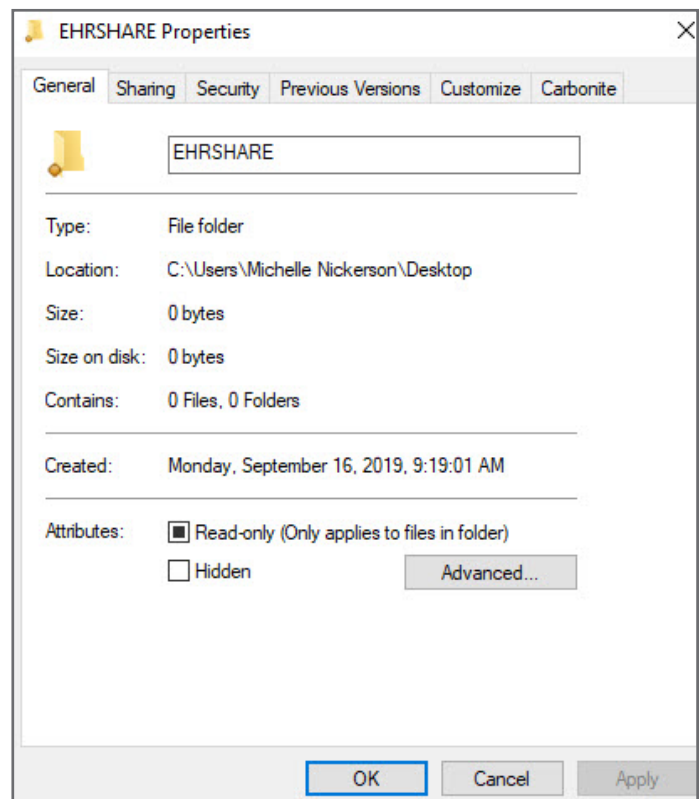
3. Select the 'Sharing' tab to display the the pop-up dialog box on the right, and then select 'Advanced Sharing.'
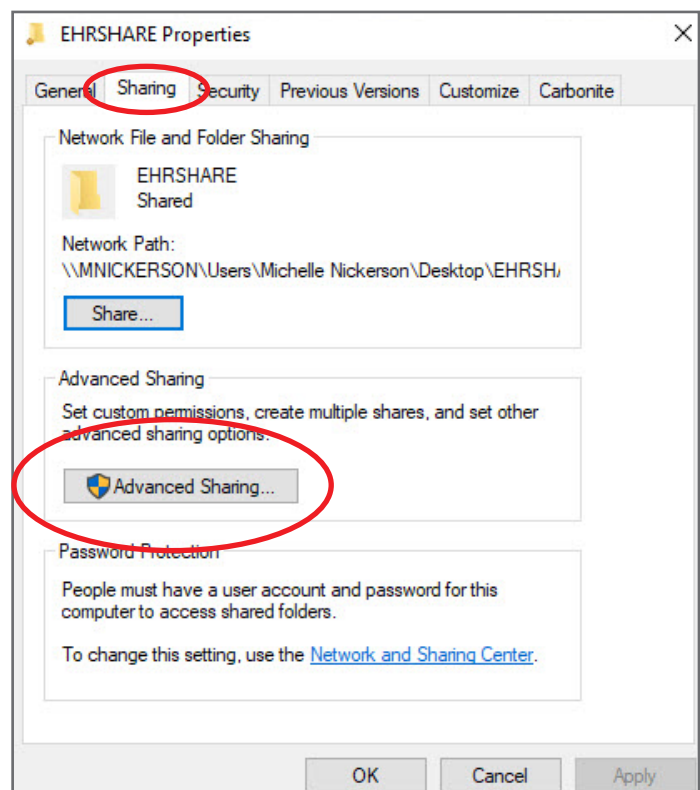
4. Select 'Share this folder' and you should see the this pop-up dialog box. Select 'Permissions.'



5. In the Permissions dialog box make sure that [Everyone] is selected and ensure that 'Full Control' is granted as shown in the dialog box to the right. Confirm that all boxes under 'Allow' are checked.

6. Select 'OK' to accept.
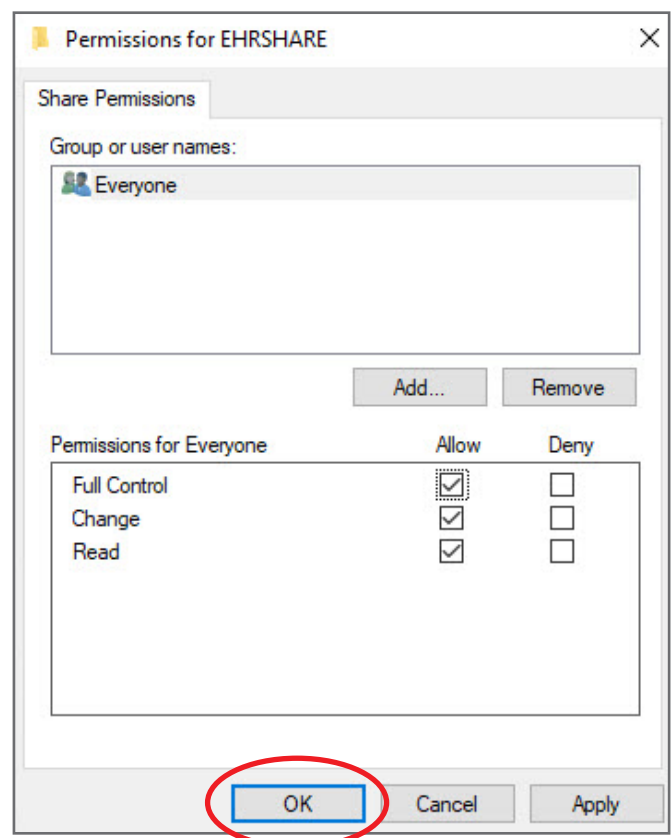
7. You will now be back at the following dialog box, select 'Share.'
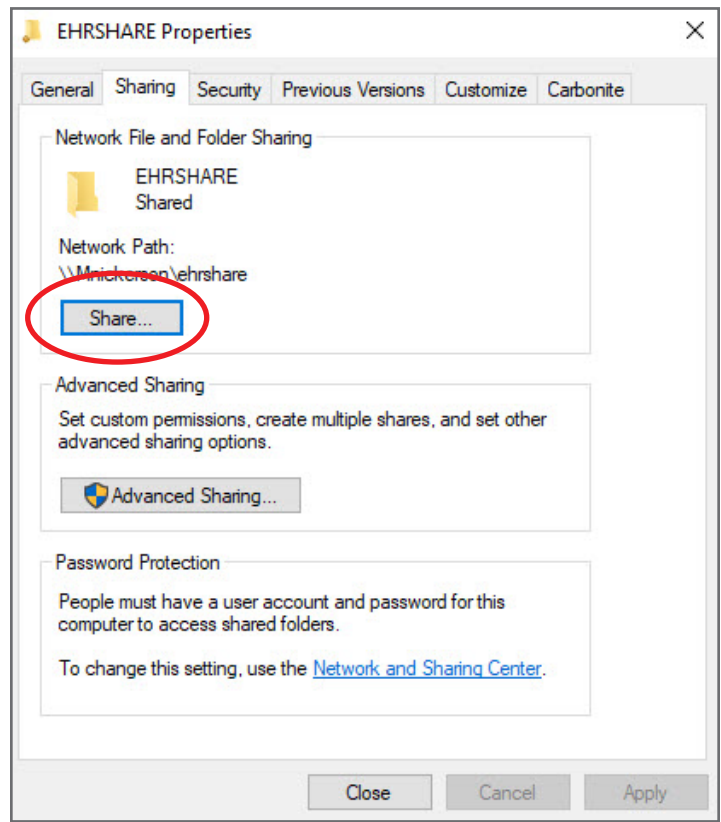


8. Highlight [Everyone] and select 'Add' to give everyone share permissions.
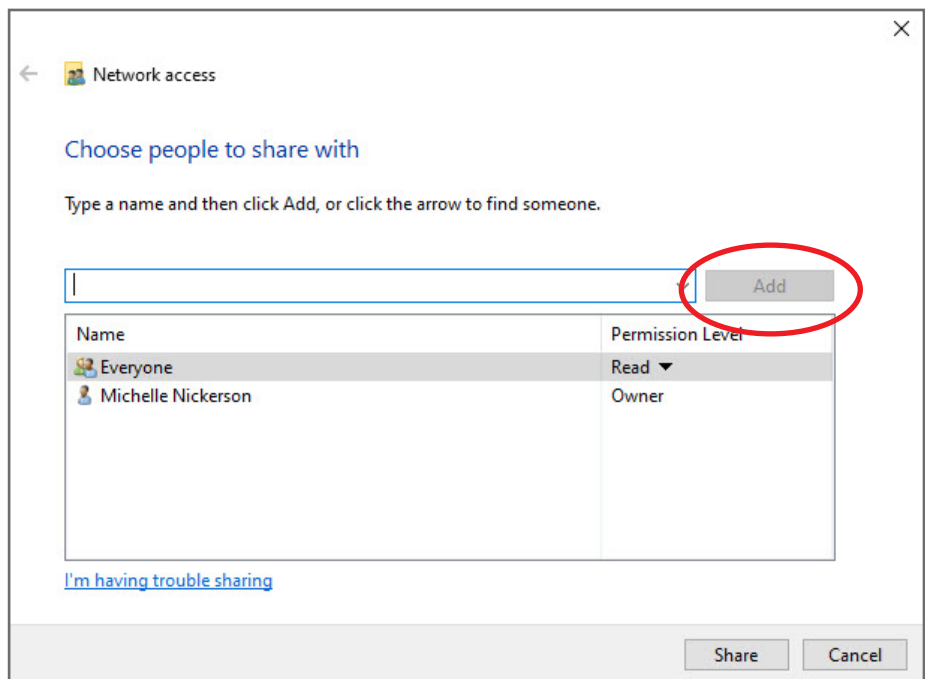
9. Change the permission level to 'Read/Write' for [Everyone].
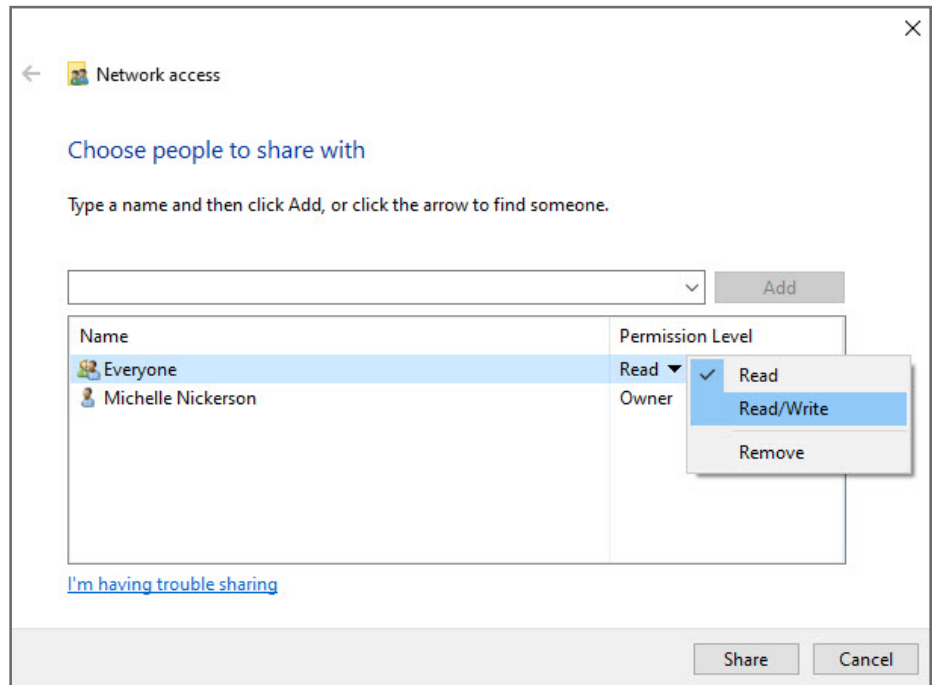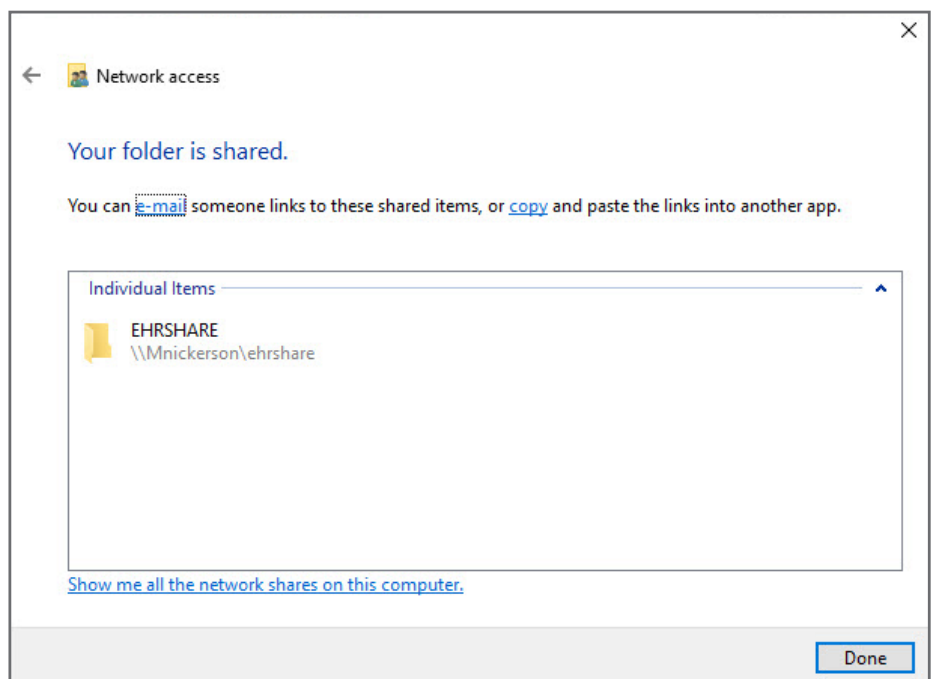


10. Select 'Share.'

11. Select 'Done' to return to the Properties screen.

12. Select 'Close' to dismiss the Properties dialog box. Your shared folder is now correctly configured.

13. Create a user account on the computer that the AdaptDx may use to connect to this resource.

    For AdaptDx serial numbers up to 00755 the login and password for the user account must contain only upper-case, lower-case, and numbers in the name with no embedded spaces. If such a login does not exist, then a new login with the characterisitics mentioned above will need to be created for this computer.

    For AdaptDx serial numbers 02000 and above the login for the user account must contain only upper-case, lower-case, and numbers in the name with no embedded spaces. The password for the user account may contain upper-case, lower-case, numbers and the following special characters +, !, #, $, %, ^, &, *, and ; with no embedded spaces. Please remember to keep the login and password to 15 characters or less.

14. If you need to create a new account, you'll need to manually log on to the computer once to properly initialize the account. This account can then be used to set up the EHR connectivity from the AdaptDx. The only additional information you will need is the IP address of the computer that contains the shared folder, and the (simple) name of the shared folder (in this example that would be 'EHRSHARE').

**EHRSHARE Properties** ✕

General | **Sharing** | Security | Previous Versions | Customize | Carbonite

Network File and Folder Sharing

EHRSHARE
Shared

Network Path:
\\Mnickerson\ehrshare

[ Share... ]

Advanced Sharing

Set custom permissions, create multiple shares, and set other advanced sharing options.

[ Advanced Sharing... ]

Password Protection

People must have a user account and password for this computer to access shared folders.

To change this setting, use the Network and Sharing Center.

[ Close ] [ Cancel ] [ Apply ]

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