



# Working with local drives & desktops

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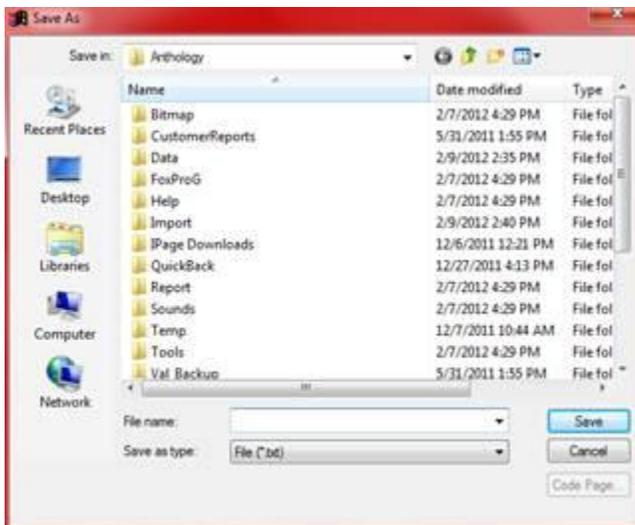
## Overview:

Anthology Private Cloud® and Anthology RDS® use the RDP (Remote Desktop Protocol) to provide a fast seamless connection to your local server. This connection means that your workstations are actually running Visual Anthology on the server in what is called a RDP session. Your workstations don't load or transfer files to the local computer by default. Because of this, actions like saving files such as reports saved as XLS or PDF files or importing files such as IPage downloads are slightly different than in a Visual Anthology Classic installation.

## The Classic way:

When you have Visual Anthology running on your workstation and want to save a report to your hard drive - you would

- Print the report
- Choose "Output to" (say PDF)
- Pick a folder on your workstation's hard drive
- And choose Print to export the file to that folder.

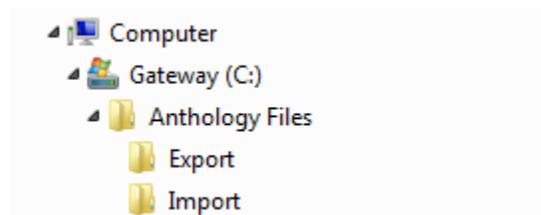


Visual Anthology defaults to the C:\Program Files (x86)\Anthology directory to save these files. The issue here is that in an Anthology Private Cloud or Anthology RDS session you don't have access to that directory as if it is on your local drive - it isn't.

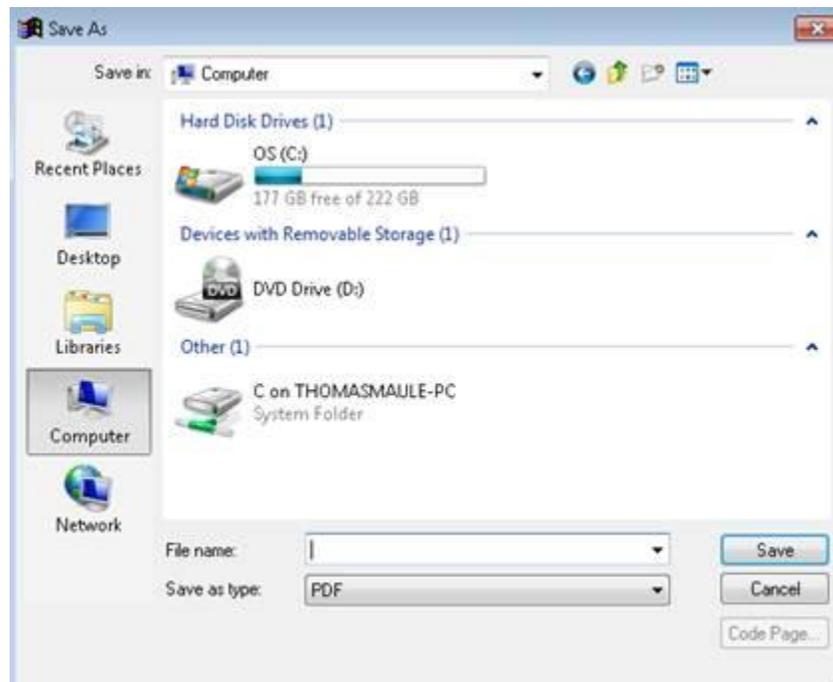
This is also true for files you want to import. If you save them to your local drive on the workstation - how do you find them when you're on a RDS or APC session?

## Here's an easy way to do this

I create a folder on my [c drive] C:\ called *Anthology Files* and save all files having to do with Visual Anthology in there. If needed, I also separate them into two sub-folders called Import and Export. Import would contain files I will be "importing" into Visual Anthology and Export would contain file that I have "exported" from Visual Anthology.

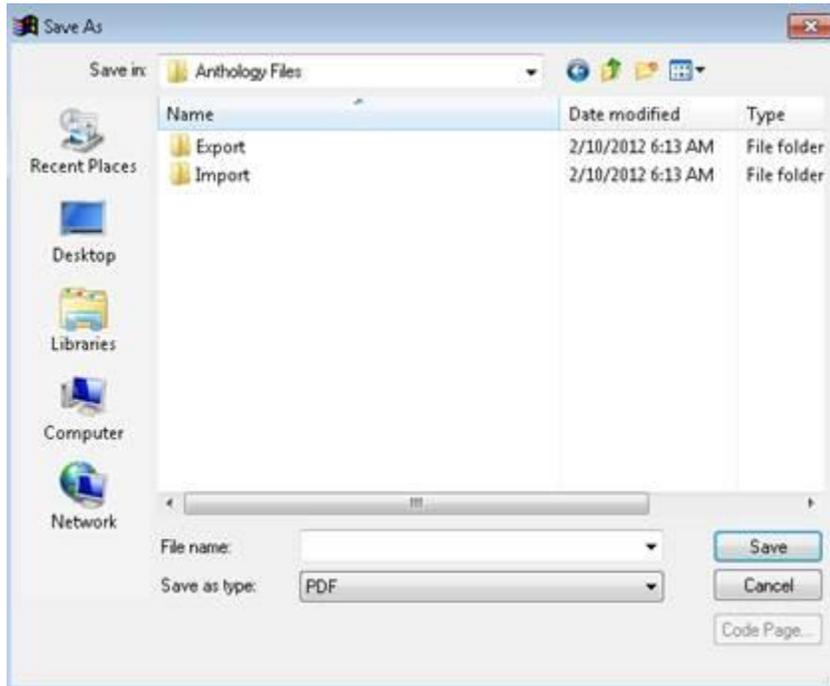


Now when I want to save a report to my local drive - I follow the same procedure as I did in the Classic installation except that now when I click the [...] ellipsis button and the "Save As" screen displays, I choose *Computer*. Next I double click the icon that refers to my local hard drive on the workstation. In this example it is "C on THOMASMAULE-PC" (your drive name will be different).



Next I double click on the folder called "Anthology Files" - If I have created the sub-folders (import & export) I would also double click the appropriate sub-folder.

Next I add the file name for the file being exported and click Save. My report will be exported to the folder I selected above - for example, *C:\Anthology Files\Export\DailySales.PDF*.



The same procedure would be followed for importing files with a slight variation.

- When you create the file to be imported you would save it to *C:\Anthology Files\Import\myFileName.csv*. On the local workstation.
- Now when Visual Anthology asks you for the file to be imported you would choose *Computer → Anthology Files → Import → and the file name*.