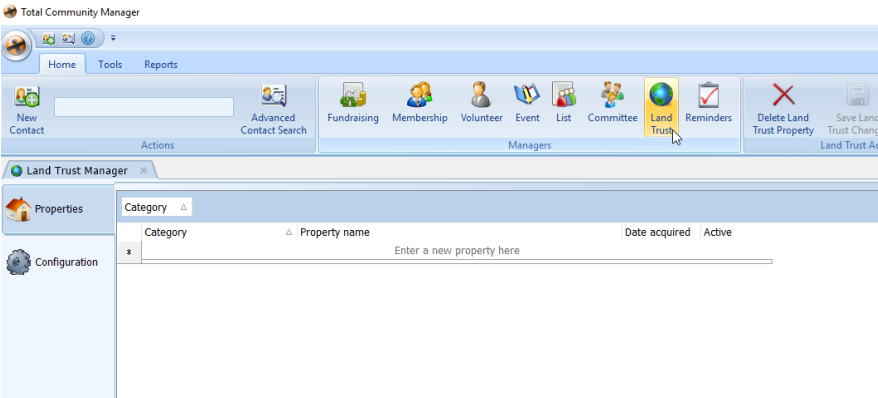


How Do I Map the Land Trust Manager?

Problem

The demo download (and new Land Trust imports) cannot automatically map the Land Trust Manager. When you open the Land Trust Manager the fields are blank.

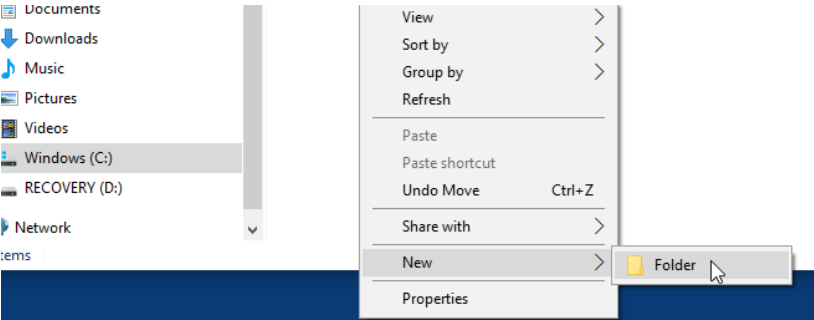


Solution

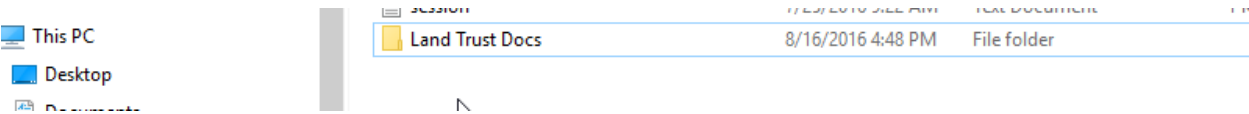
You need to map the Land Trust Manager to create the necessary folders.

Process

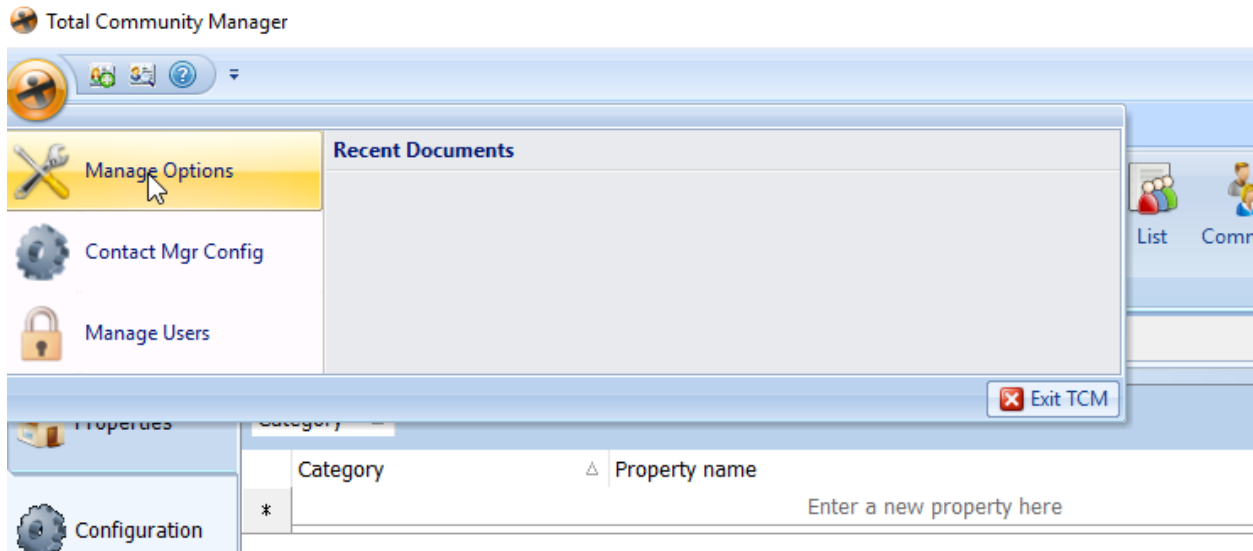
1. Create a new folder on the C drive. (or another drive that you would like)



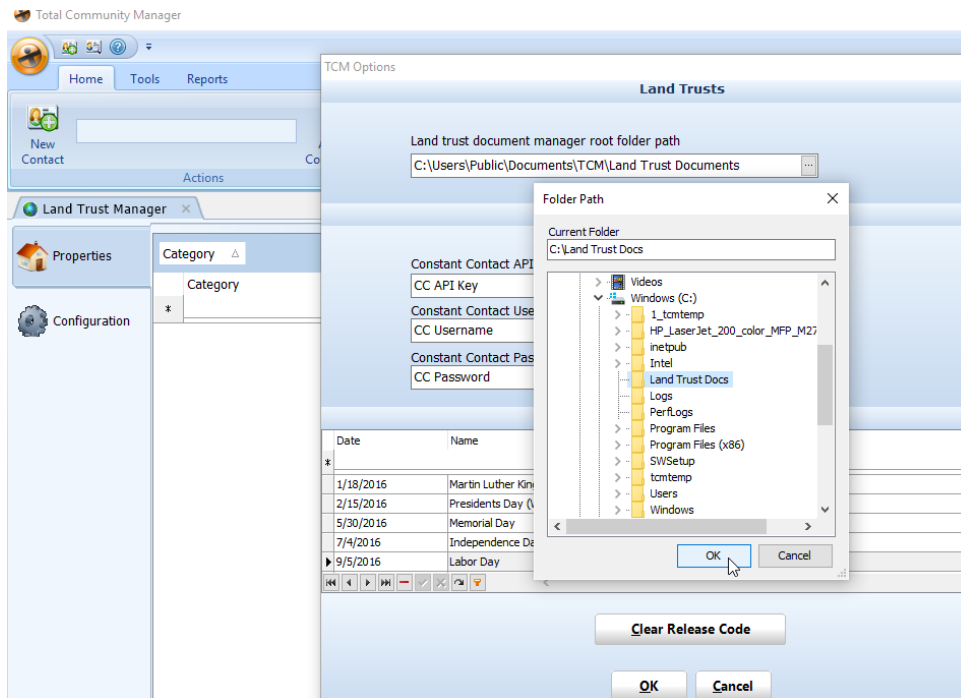
2. This folder can be called Land Trust Docs.



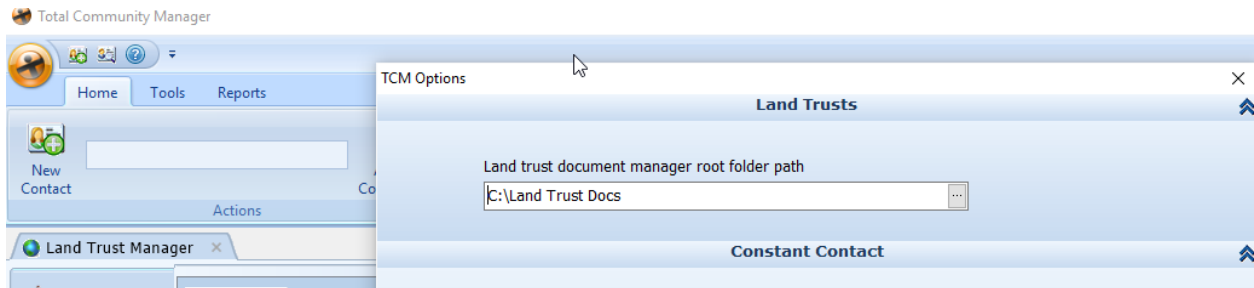
3. Click the large TCM Icon on the top left corner of TCM
4. Open Manage Options



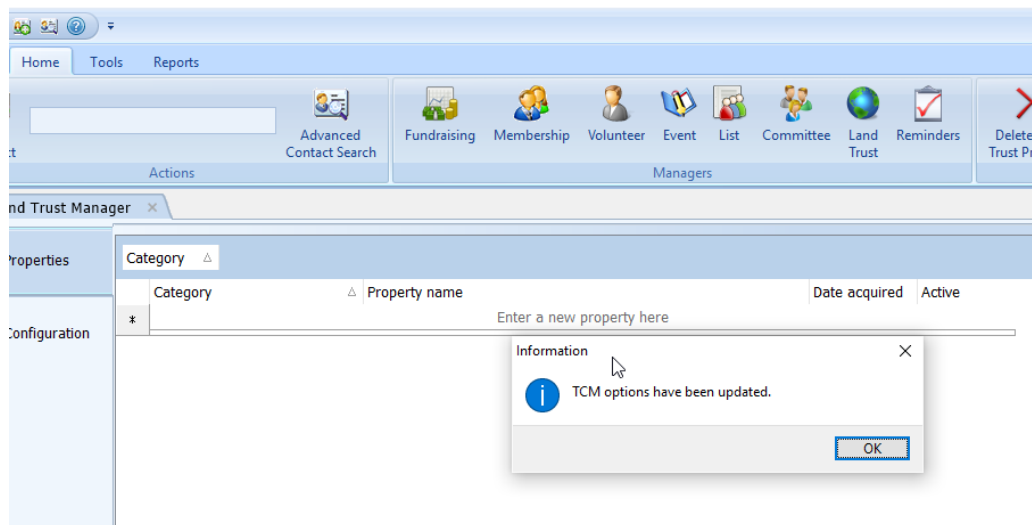
5. On the right of the Land trust manager root folder path, click the ...to open the Folder Path.
6. Select the folder that was just created.



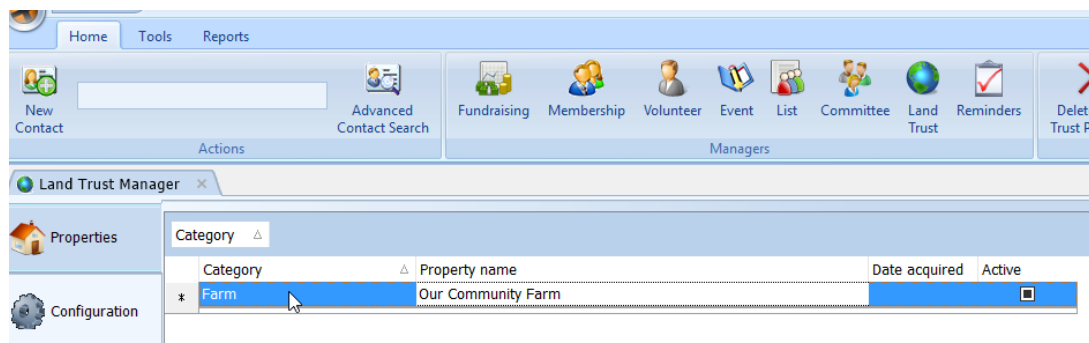
7. When the correct folder path is showing, then click OK



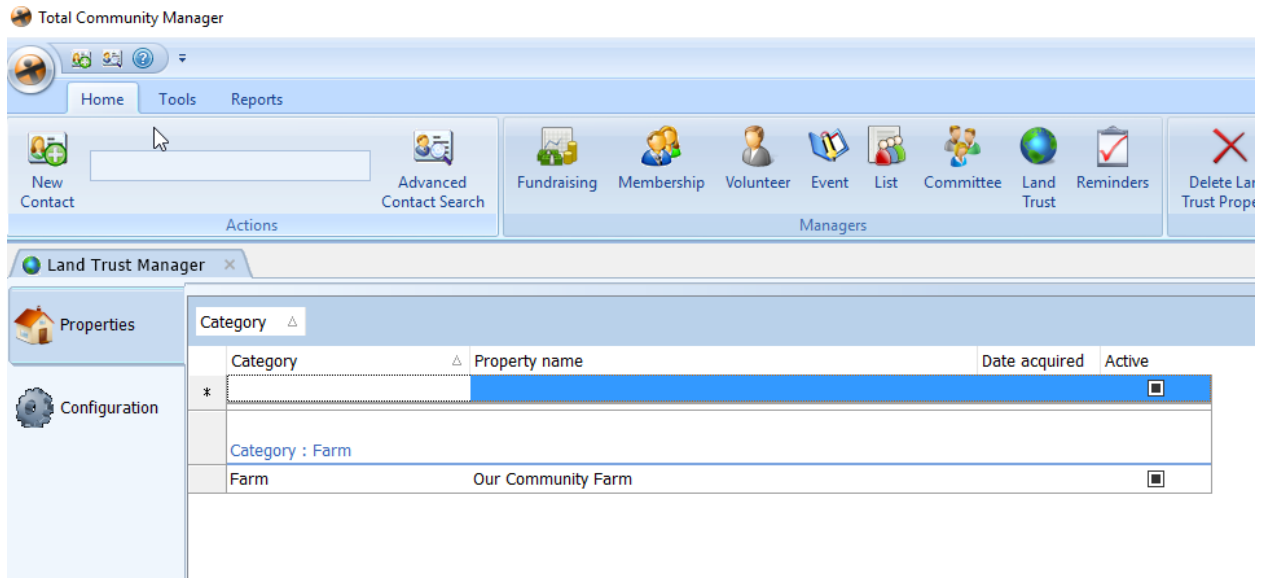
8. Click OK when you get the message "TCM options have been updated".



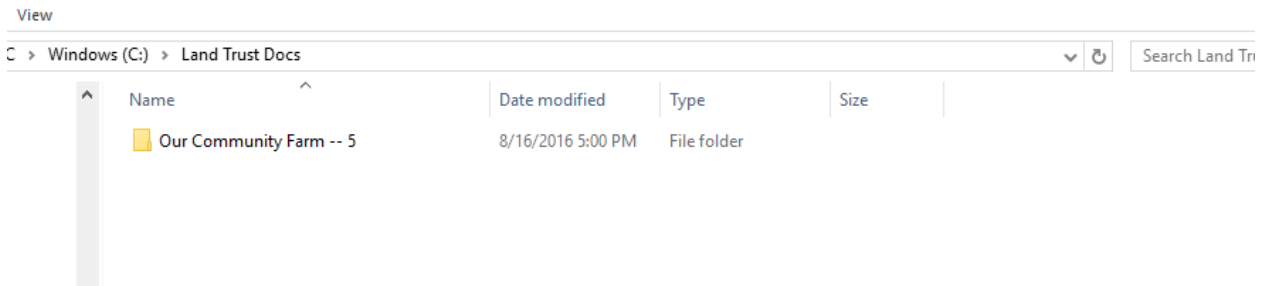
9. Create a property category and a property name in the Land Trust Manager



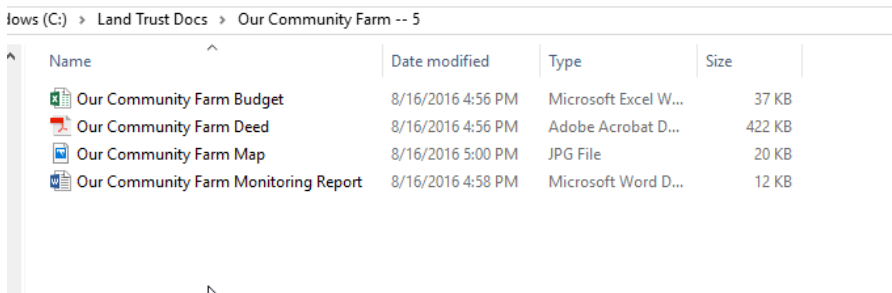
10. Then hit the tab key across until the property is saved and the space to create a new property appears.



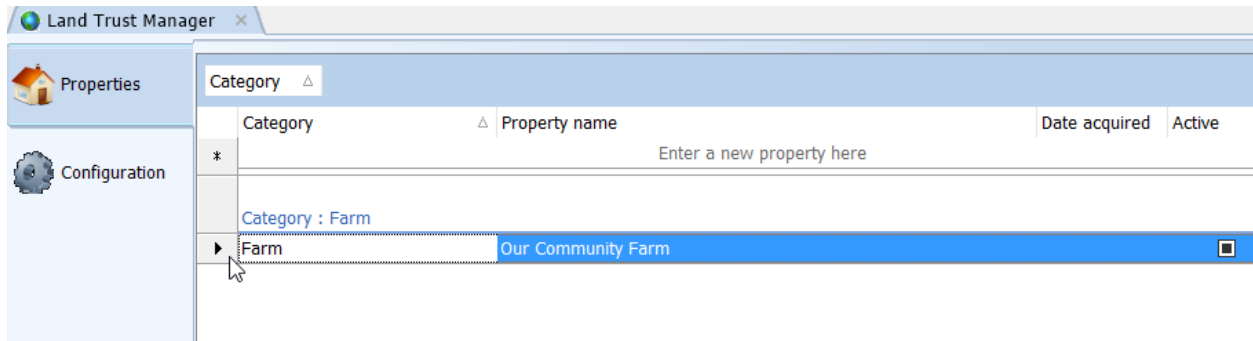
11. Go back to the folder you just created and open it. There is now a folder with the property name you created.



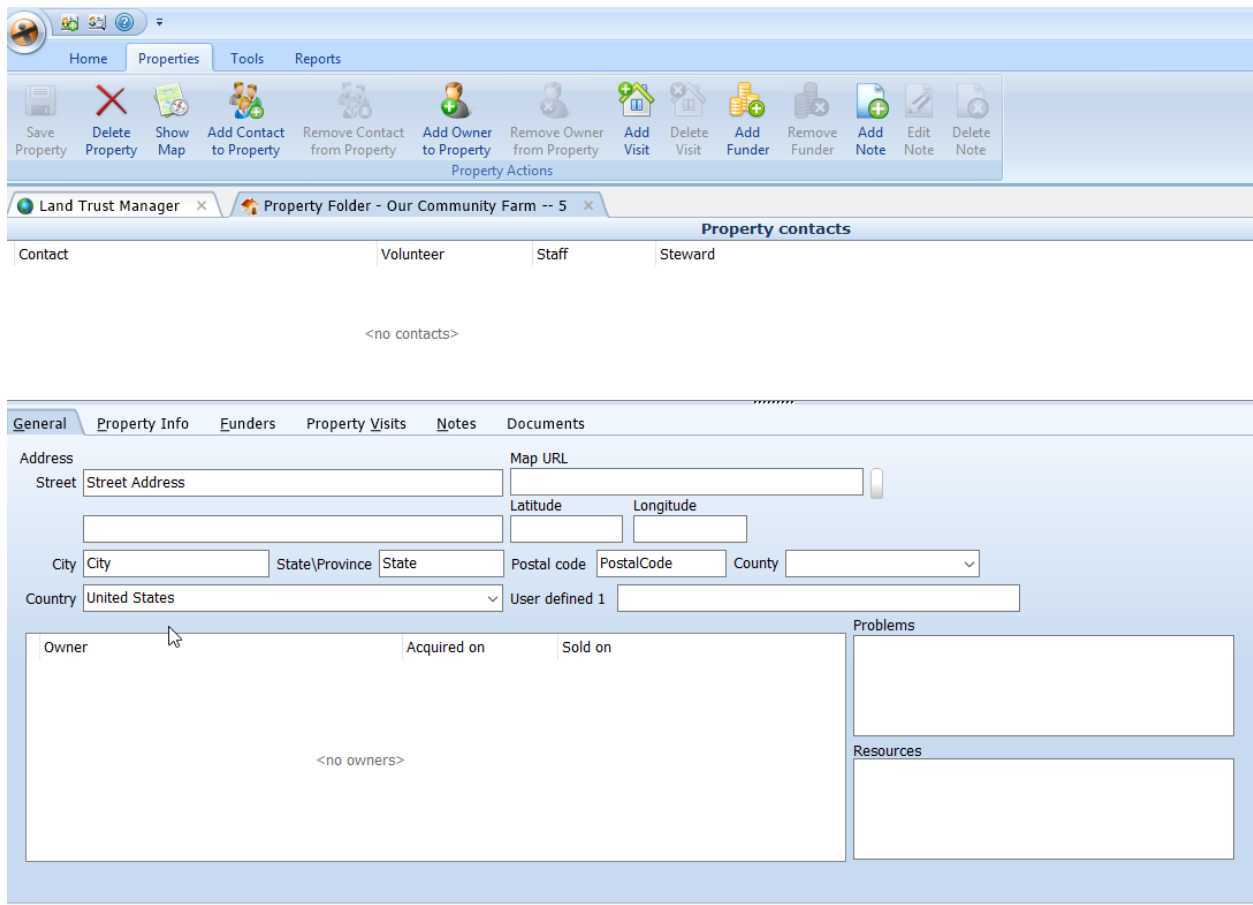
12. Open that folder and place your property files there in any format.



13. To open the property, click the left side of the category name then double click the arrow.



14. The full program will now be open. (Information on how to use this can be found in the User's Guide)



15. When the document tab in the middle ribbon is opened, the documents you saved in the new folder you created will be visible.

The screenshot displays the Total Community Manager application interface. At the top, the title bar reads "Total Community Manager". Below it is a ribbon with tabs for "Home", "Properties", "Tools", and "Reports". The "Tools" tab is active, showing a "Property Actions" group with icons for "Save Property", "Delete Property", "Show Map", "Add Contact to Property", "Remove Contact from Property", "Add Owner to Property", "Remove Owner from Property", "Add Visit", "Delete Visit", "Add Funder", "Remove Funder", "Add Note", "Edit Note", and "Delete Note".

Below the ribbon, there are two tabs: "Land Trust Manager" and "Property Folder - Our Community Farm -- 5". The "Property Folder - Our Community Farm -- 5" tab is active, showing a "Property contacts" section with columns for "Contact", "Volunteer", "Staff", and "Steward". The content area below these columns displays "<no contacts>".

At the bottom of the interface, there is another ribbon with tabs for "General", "Property Info", "Funders", "Property Visits", "Notes", and "Documents". The "Documents" tab is active, showing a list of documents with icons for Excel, PDF, and Word. The list contains four entries, each labeled "Our Commun...".