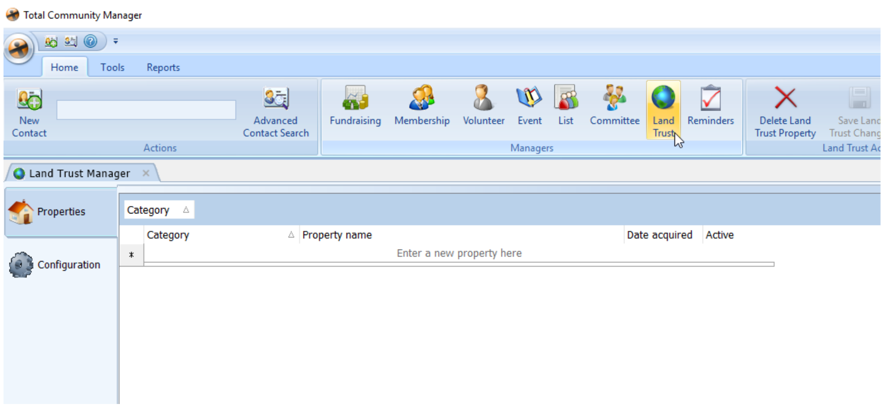
How Do I Map the Land Trust Manager?

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.

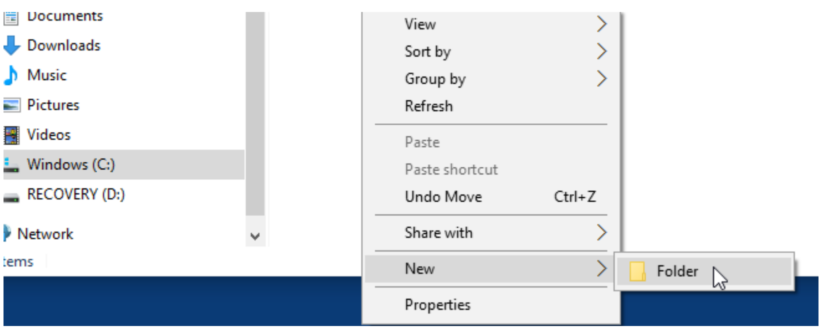


Solution

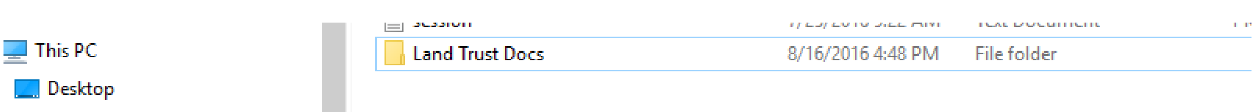
You need to map the Land Trust Manager to create the necessary folders.

Process

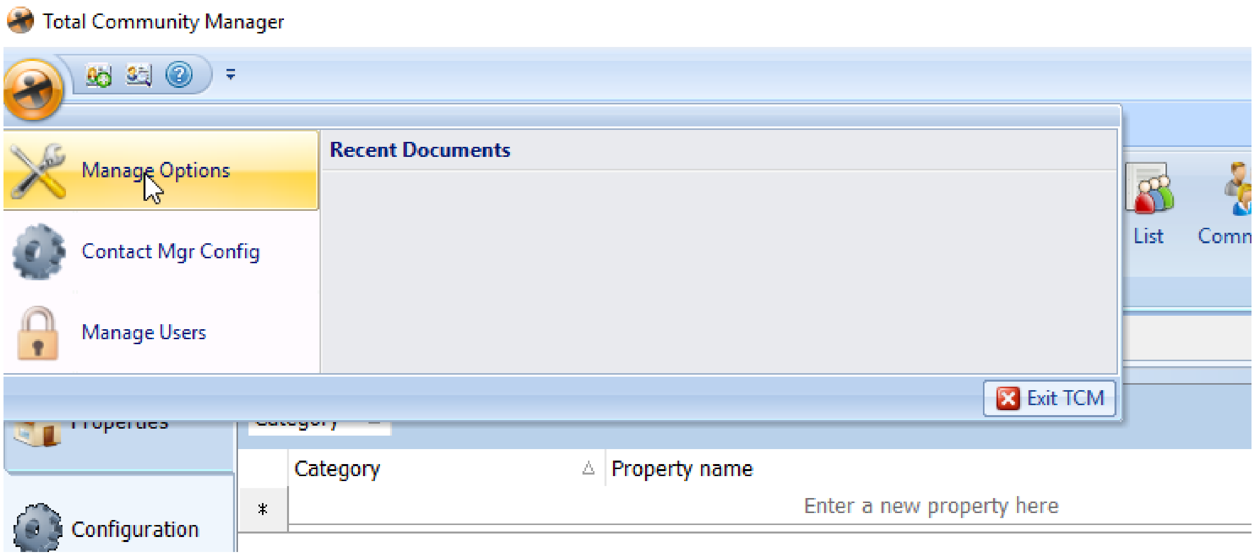
1. Create a new folder on the C drive. (or another drive that you would like)



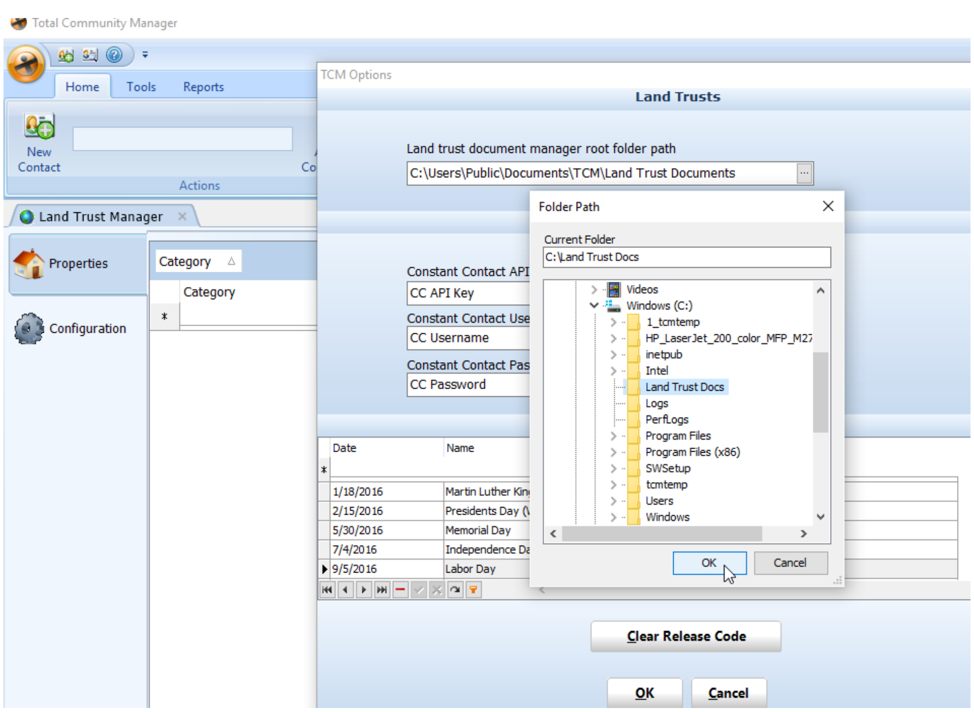
2. This folder can be called Land Trust Docs.



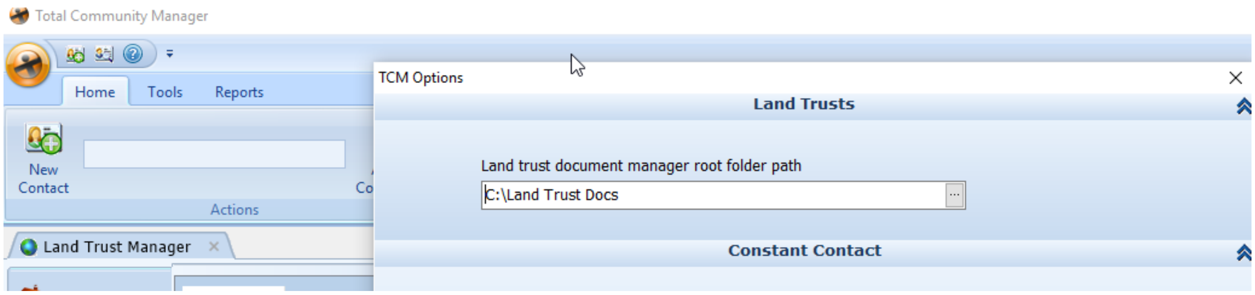
3. Click the large TCM Icon on the top left corner of TCM
4. Open Manage Options



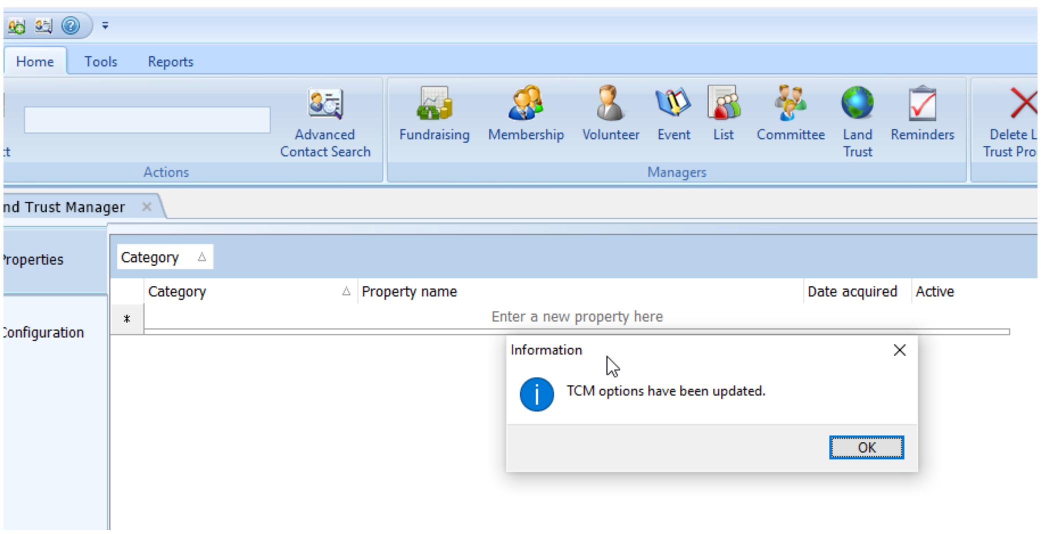
5. On the right of the Land trust manager root folder path, click the …to open the Folder Path.
6. Select the folder that was just created.



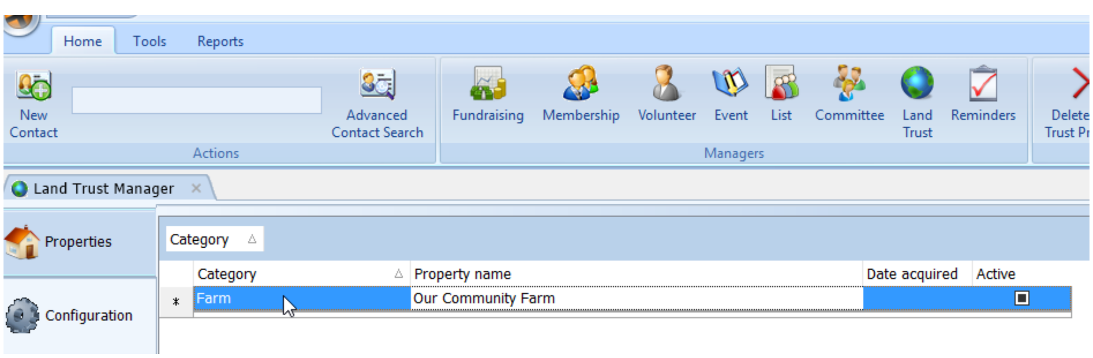
7. When the correct folder path is showing, then click OK



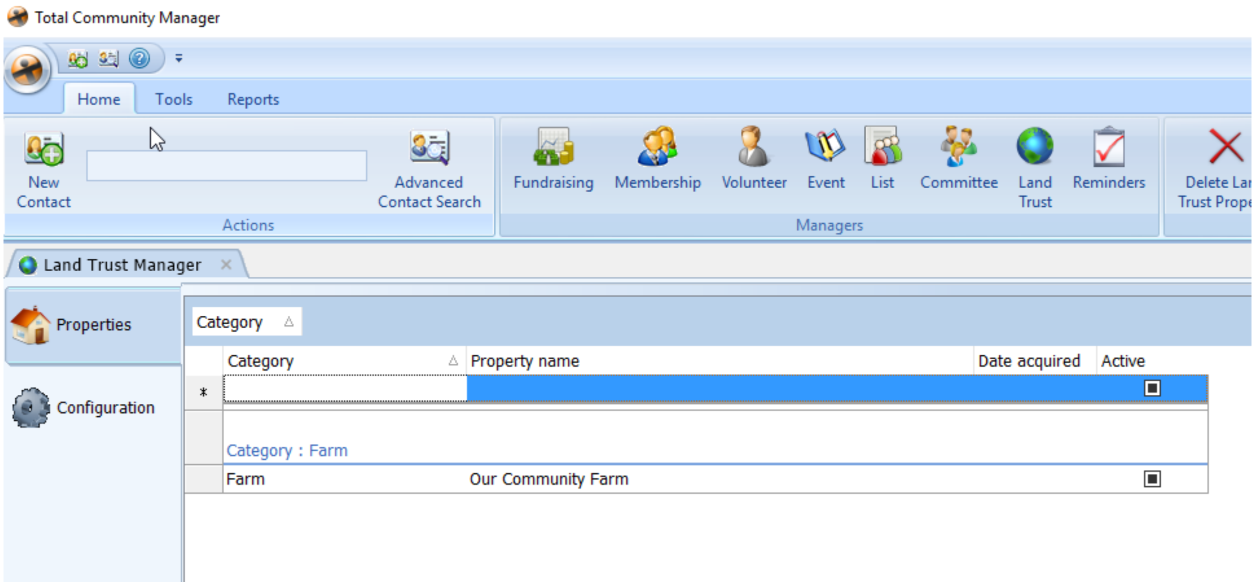
8. Click OK when you get the message “TCM options have been updated”.



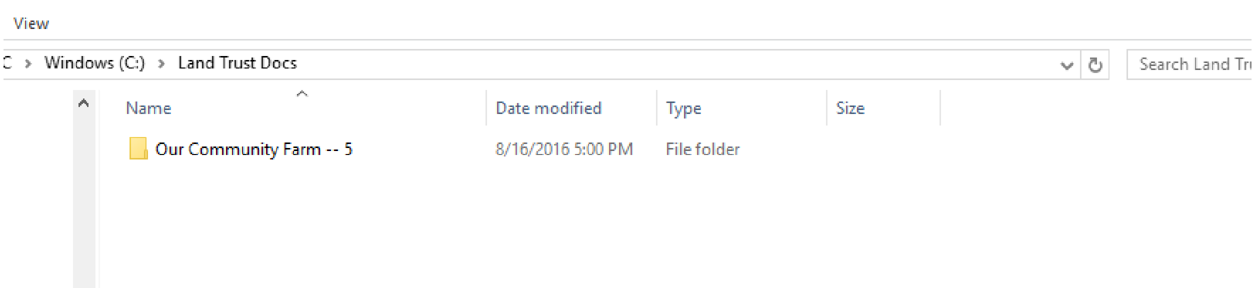
9. Create a property category and a property name in the Land Trust Manager



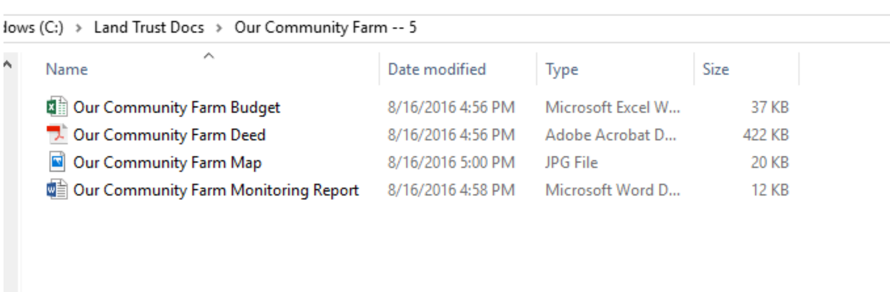
10. Then hit the tab key across until the property is saved and the space to create a new property appears.



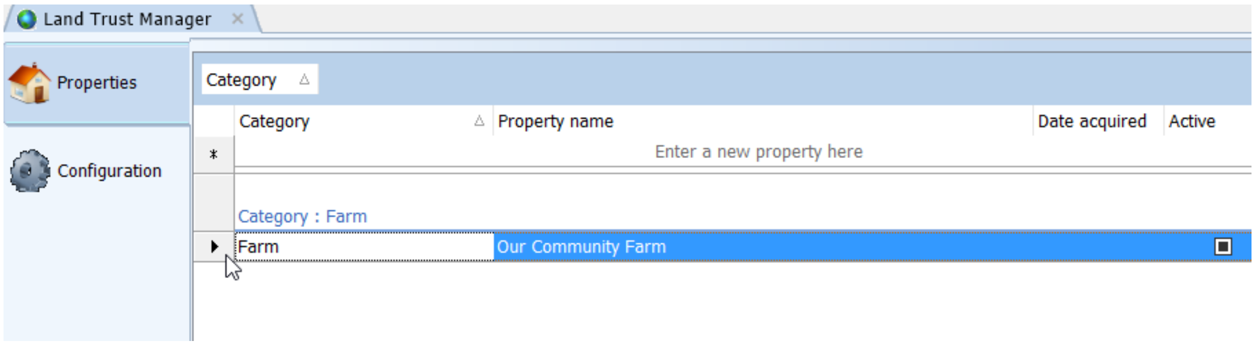
11. Go back to the folder you just created and open it. There is now a folder with the property name you created.



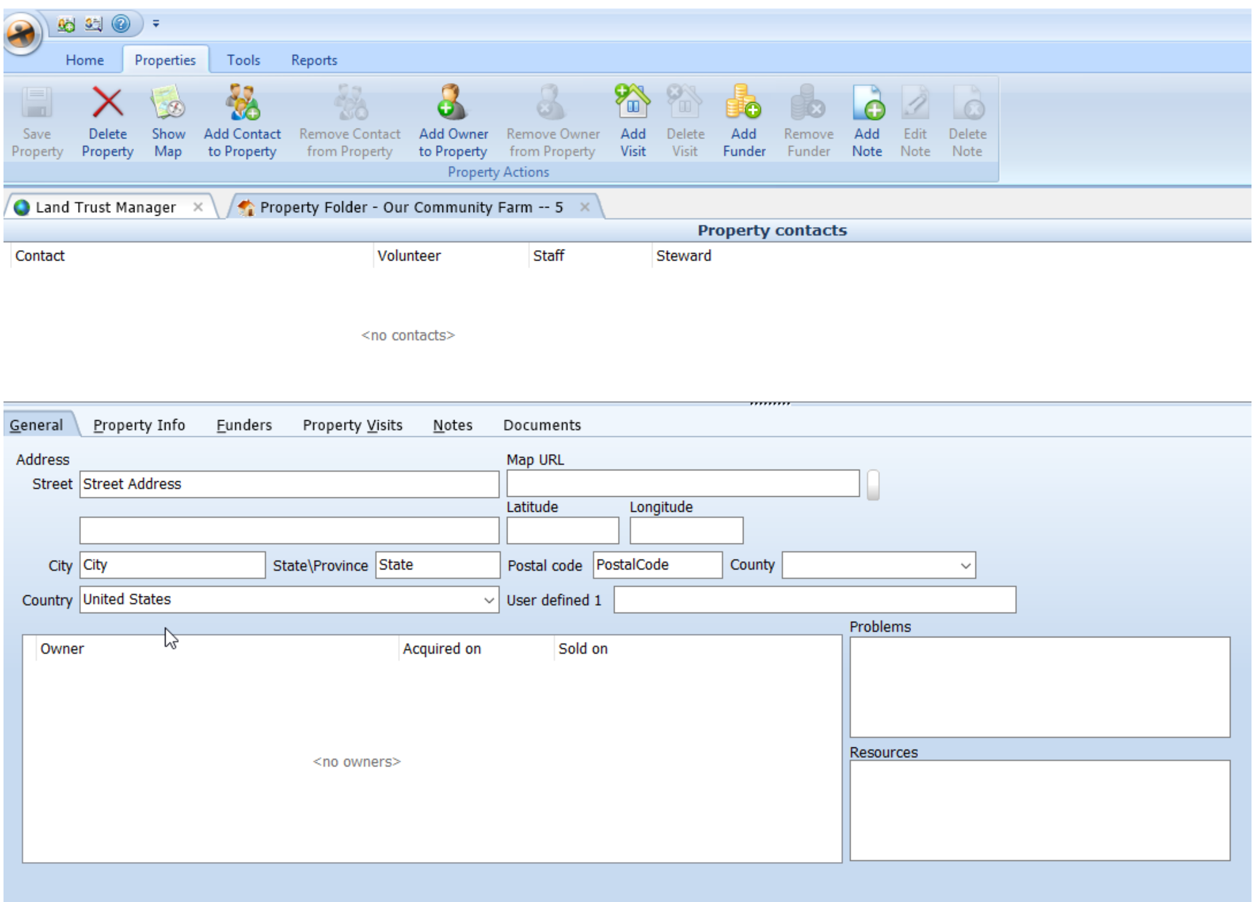
12. Open that folder and place your property files there in any format.



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.