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.

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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)

Documents		View	>	1
🕹 Downloads		Sort by	>	
👌 Music		Group by	>	
Pictures		Refresh		
📲 Videos		Paste		
🛓 Windows (C:)		Paste shortcut		
RECOVERY (D:)		Undo Move	Ctrl+Z	
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tems		New	>	- Folder
		Properties		

2. This folder can be called Land Trust Docs.

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💻 This PC	Land Trust Docs	8/16/2016 4:48 PM	File folder	
Desktop				
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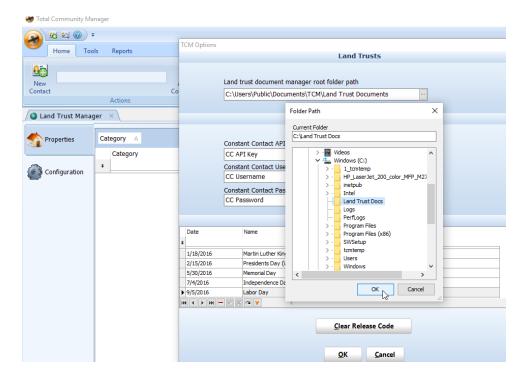


3. Click the large TCM Icon on the top left corner of TCM

4. Open Manage Options

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6	Configuration	*			Enter a new property here		
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- 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

👹 Total Community Manager		
원 3년 @ 구 Home Tools Reports	TCM Options	×
New Contact Co Actions	Land trust document manager root folder path C:\Land Trust Docs	
Land Trust Manager ×	Constant Contact	*

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

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

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

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Connguration	Category : Farm										
	Farm	Our	Community Fa	arm]
Configuration	Category Category Category : Farm			arm				Date	e acquir		

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

View					
C > Windows	✓ Č Search Land Tri				
^	Name	Date modified	Туре	Size	
	Our Community Farm 5	8/16/2016 5:00 PM	File folder		

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

Name	Date modified	Туре	Size
🚺 Our Community Farm Budget	8/16/2016 4:56 PM	Microsoft Excel W	37 KB
🗾 Our Community Farm Deed	8/16/2016 4:56 PM	Adobe Acrobat D	422 KB
🖻 Our Community Farm Map	8/16/2016 5:00 PM	JPG File	20 KB
💼 Our Community Farm Monitoring Report	8/16/2016 4:58 PM	Microsoft Word D	12 KB



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

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Troperties	Cat	tegory 🛆				
		Category	Δ	Property name	Date acquired	Active
a	*			Enter a new property here		
Configuration						
		Category : Farm				
	▶,	Farm		Our Community Farm		
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14. The full program will now be open. (Information on how to use this can be found in the User's Guide)

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

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