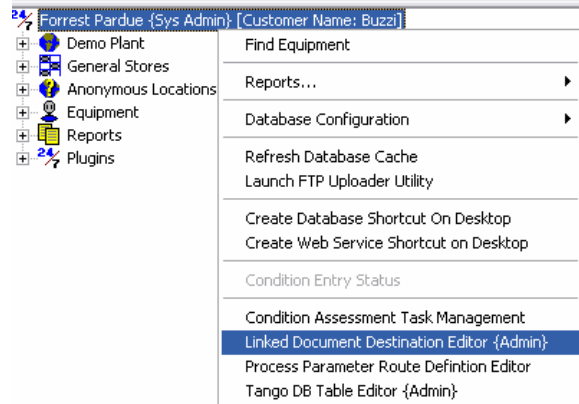
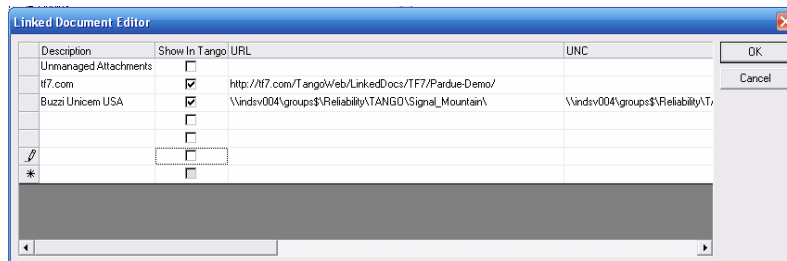


#### 4. Linked Document Destination Editor

- 1) The linked document destination editor is available to the Administrative users from a right click at the top of the Tango tree.



- 2) A common scenario with documents, the user wishes to link with Tango is that they exist on an individual's PC hard disk but they are needed on a plant server shared drive so that everyone in the plant may have access to them.
- 3) Tango has the ability to copy a document from a user's local drive and place it in a pre-defined location on a plant or web-server. The linked document destination editor allows the user to define these server destinations.
- 4) To use the linked document destination editor, you must first establish a list of expected document types and the location (server/folder) where they will be stored.



- 5) Under the linked document editor there are 4 columns. The description column gives details of the location to where the linked document will be sent. The URL column describes the actual address the linked document can be accessed at. The UNC column describes where the linked document is placed. The FTP column gives the address if the file is to be accessed through FTP. The description and 2 of the 3 location columns must be completed. The URL and UNC or UNC and FTP columns will both have addresses, which may or may not be the same.
- 6) In order to make your attachments available from the internet/intranet/LAN, there are a few things required.
  - A server must be available on the internet/intranet/LAN to *Serve* the Linked Documents.
  - You must have access to place files on that server.

- Files must be addressed in a universal manner within *Tango*.
- The user must have the proper software installed to view the attachment (i.e. AutoCAD, MSWord, Acrobat Reader, etc).

7) Tango uses something called *Linked Document Destination Folders* in order to streamline this process. Defining the *Linked Document Destination Folders* is done by a Tango Administrator and then the process is as simple to users as selecting the location from a drop down list. Tango will then automatically copy the necessary files via a file copy or FTP, depending on the type of destination.

There are 4 primary pieces of information required to create a *Linked Document Destination Folder*.

1. Description - This is what the user will see in the Destination Selection list. It should be clear and concise.
2. FolderURL - This is the URL, which will point to the document from within Tango reports.
3. FTPoURL - This is the FTP address to which Tango uses for sending a file to a server via FTP (File Transfer Protocol).
4. FolderUNC - This is the network location to which Tango can copy files.

**Note:** FTPoURL and FolderUNC are mutually exclusive. Only one method can be used for moving files to the server location for any *Linked Document Destination Folder*.

Several possible configurations are discussed below.

1. [LAN with File-Server only](#)
2. [LAN with Intranet/Internet Web Server \(File Copy Method\)](#)
3. [Intranet/Internet Web Server \(Web Publishing Method\)](#)
4. [Intranet/Internet Web Server \(FTP Method\)](#)

#### **Scenario 1: LAN with File-Server only.**

1. Choose a location on the file server that everyone needing to view the attachments can access.
2. FolderURL - \\MyServer\SharedFolder\
3. FTPoURL - leave empty
4. FolderUNC - \\MyServer\SharedFolder\

**Note:** Mapped Drive letters should be avoided as drive letters can change at your IS departments discretion. Always use UNC (Universal Naming Convention), instead.

#### **Scenario 2: LAN with Intranet/Internet Web Server (File Copy Method).**

1. **Choose a location on the web server that can be accessed from the Intranet.**
2. **FolderURL - http://MyServer/SharedFolder/**
3. **FTPoURL - leave empty**
4. **FolderUNC - \\MyServer\SharedFolder\**

**Note:** In this scenario, it is important to be aware of the relationship between your attachment's location from the LAN and your attachment's location from the Intranet.

**For Example:** The LAN location "\\ServerName\AttachmentsFolder\File.txt" may be accessible from the Intranet by the URL "http://ServerName/AttachmentsFolder/File.txt".

**Scenario 3: Intranet/Internet Web Server (Web Publishing Method).**

1. Choose a location on the web server that can be accessed from the Intranet.
2. Publish the file using FrontPage, or other utility for publishing Web pages to your server.
3. Use the Add URL feature under Linked Documents instead of the Add File feature.

**Note:** This is also useful for linking to third party information such as equipment specifications or drawings located on the manufacturer's web site.

**Scenario 4: Intranet/Internet Web Server (FTP Method).**

1. Choose a location on the web server that can be accessed from the Intranet.
2. Folder URL - `http://MyServer/SharedFolder/`
3. FTPoURL - `ftp://MyServer/SharedFolder/`
4. FolderUNC - leave empty

**Note:** In this scenario, it is important to be aware of the relationship between your attachment's location from FTP and your attachment's location from the web server. For Example: The FTP location "`ftp://ServerName/AttachmentsFolder/File.txt`" may be accessible from the web URL

Typical document destination descriptions may be the following:

- Repair reports
- Condition Assessment Reports
- Location Documents
- Equipment Design Documents
- Purchase Documents

For each of these document destinations, the user should set-up a folder on a shared plant server for storage of the documents and lists the folder's description in the description field of the Editor. To use the Editor, click on an open line until the pencil icon appears then type or paste the desired information into the fields.