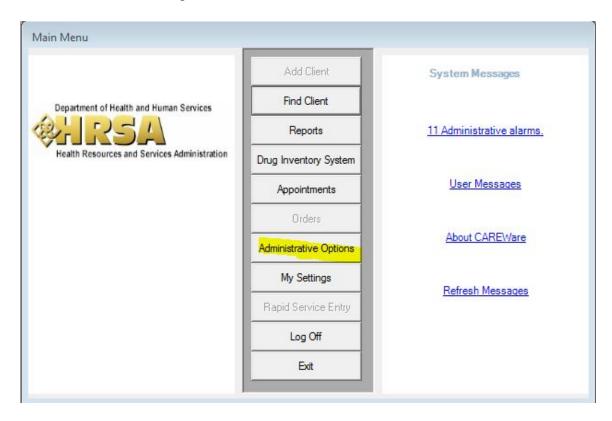
Attachments create a CW\_Attachments database by default. To change this setting to no longer create that database and save attachment files in a folder instead follow the instructions below.

- 1. Log into the Central Administration Domain
- 2. Click *Administrative Options*



Jprog 10/22/2015

1

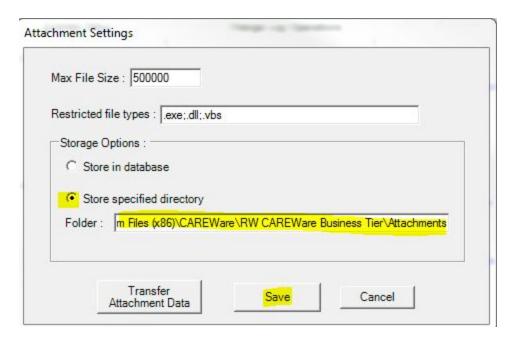
## 3. Click Attachments Settings

Provider/User Manager	<u>L</u> ab Test Mapping Tool
Setup <u>Wi</u> zard	Advanced Encryption Options
<u>C</u> ontracts	Business Tier Diagnostics
Grantee Setup	Change Log Operations
Clinical Encounter Setup	<u>B</u> ackup
Custom <u>Features</u>	System Information
International Options	Client Matching Setup
Pharmacy Supplier	Provider Data Import
Performance Measures	Custom Report Field Setup
Field Merge	RSR Export
SF Import Manager	Email Alert Scheduler
HOPWA Setup Wizard	Advanced Security Options
Clear Caches	HL7 Feed Settings
Attachments Settings	Provider Data Export
Provider By Provider Sharing	Client by Client Sharing
Orphaned Record Cleanup	<del>2</del>

Jprog 10/22/2015

2

- 4. Click Store specified directory
- 5. Enter the folder path in the field *Folder*



## 6. Click Save

Attachments will no longer trigger CAREWare to create or update the CW\_Attachments database. That database can be archived by clicking *Transfer Attachment Data*, which will transfer the data to the folder used to store attachment data.

Jprog 10/22/2015