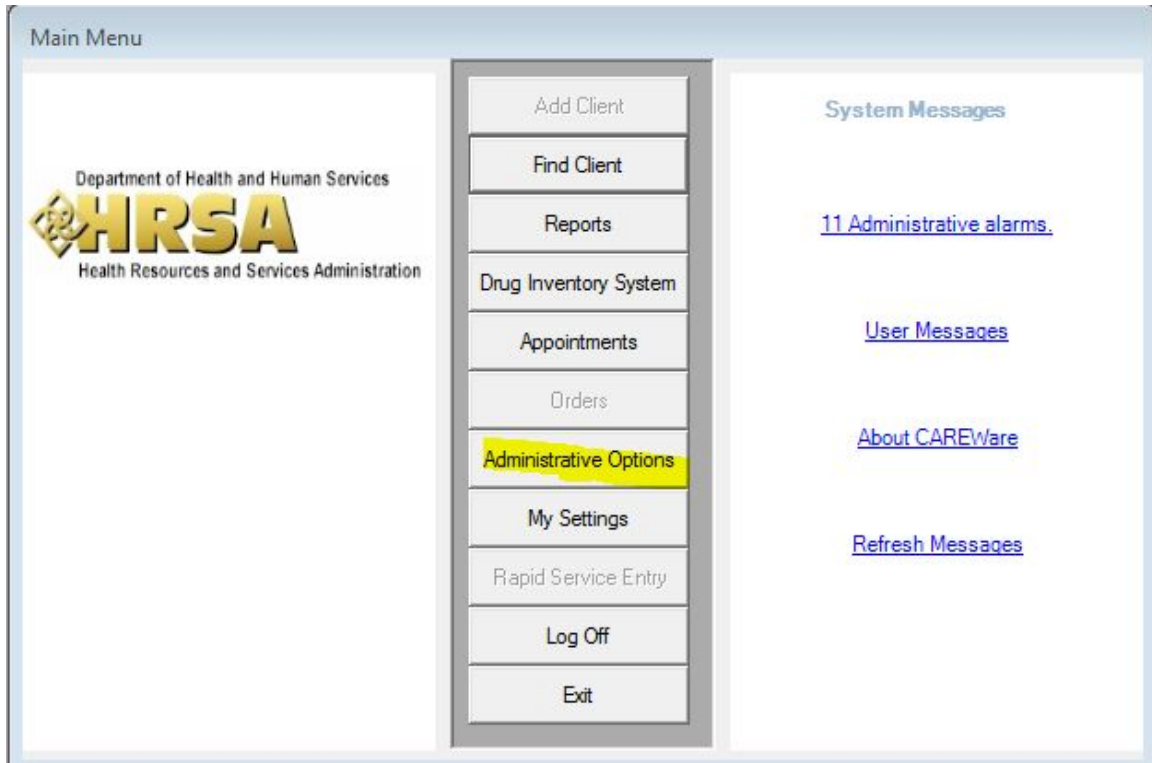
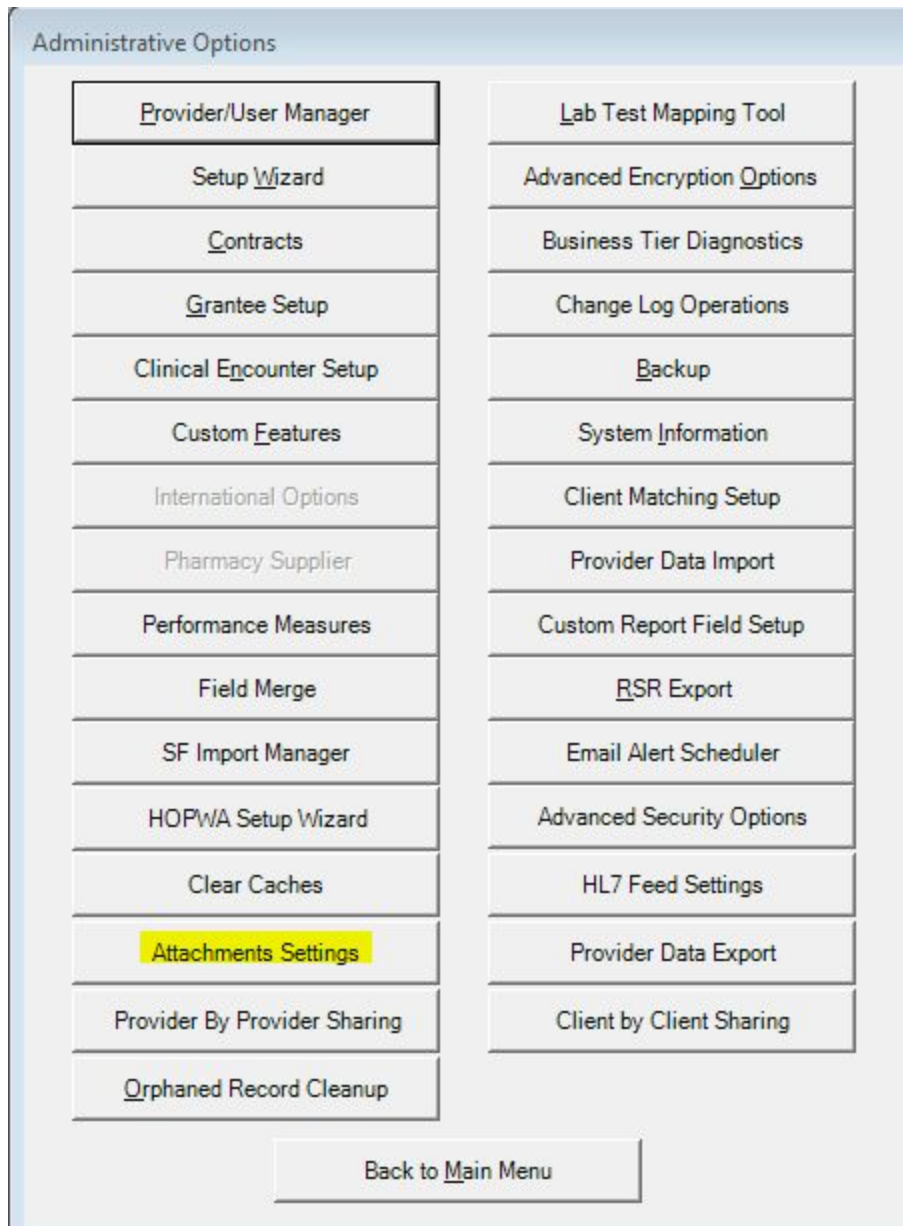


Attachments create a CW_Attachments database by default. To change this setting to no longer create that database and save attachment files in a folder instead follow the instructions below.

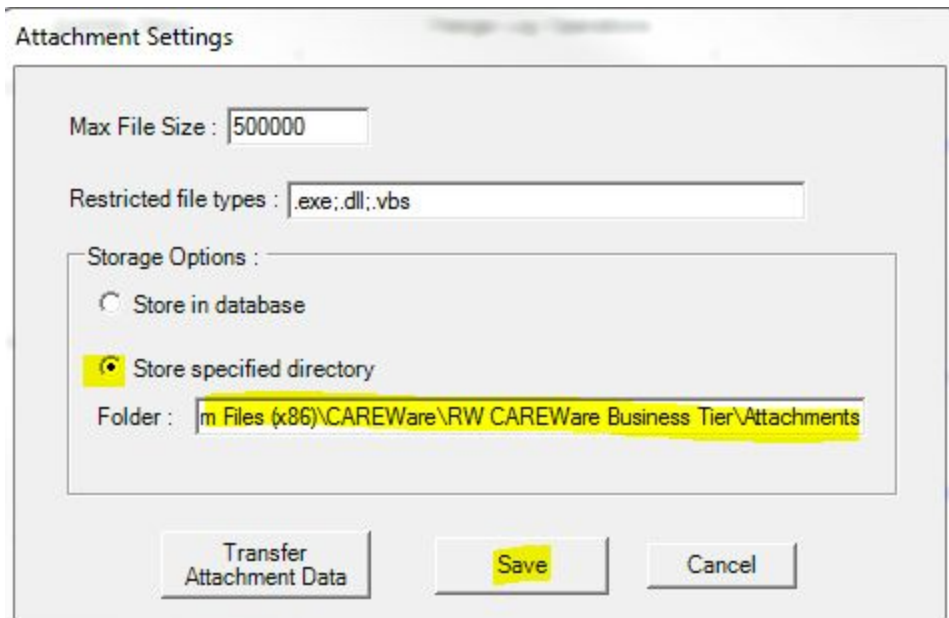
1. Log into the *Central Administration Domain*
2. Click *Administrative Options*



3. Click *Attachments Settings*



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



The image shows a dialog box titled "Attachment Settings". It contains the following fields and options:

- Max File Size: 500000
- Restricted file types: .exe;.dll;.vbs
- Storage Options:
 - Store in database
 - Store specified directory
- Folder: m Files (x86)\CAREWare\RW CAREWare Business Tier\Attachments

At the bottom of the dialog box, there are three buttons: "Transfer Attachment Data", "Save", and "Cancel". The "Save" button is highlighted in yellow.

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.