Dropbox Setup Instruction

(Please update if there is anything described incorrectly)

1. Download dropbox and install it with an account on SaaS server
2. Setup dropbox install folder to c:\Dropbox, so all users will see it

**By default, the dropbox will be installed on C:\Users\xxxx(user name)\desktop\Dropbox, this path is not convenient for dtms setup, best to remove the dropbox folder to C:\**

How to move the Dropbox folder to a new location:

1. Click the Dropbox icon in the [system tray or menu bar](https://www.dropbox.com/help/desktop-web/system-tray-menu-bar).
2. Click **Preferences**(Linux), or the gear icon (macOS and Windows)
3. Click **Sync**(on macOS you’ll first need to click **Preferences…**).
4. Click **Move…** (Linux and Windows), or **Dropbox location** (macOS).
5. Select the new location for your Dropbox folder.
6. Let Dropbox move your folder and its contents to the new location.
7. In dropbox folder, setup 2 subfolders:
8. Degama-Scans
9. Degama-PO If they have PO module
10. In DTMS Parameter: ml-bl\Imaging

FileToIgnore|\*~.dropbox; - Must have this value entered in this parameter. This line value will ignore any file with .dropbox extension name, this file then will not be renamed/deleted by DTMS (can check/confirm the value format in Harbinger/burningham sites)

ml-bl\Imaging value example:

ImportFileLoc|C: \Dropbox\DegamaScanns;

RawFileLoc|D:\SCANDOC\imaging\new;

SaveFileLoc|D:\SCANDOC\imaging\@YEAR@\@MONTH@;

ErrorFileLoc|D:\SCANDOC\imaging\error;

\_\_disalbed\_ConvertExe|C:\DTMS\Live\tools\iview\i\_view32.exe;

\_\_disabled\_ConvertToPDFExe|C:\DTMS\Live\tools\libtiffnet\Tiff2Pdf.exe;

DaysKeepRejected|5;

FilesToIgnore|\*~.dropbox;

(DaysKeepRejected: after certain days, the file with incorrect name will be rejected and removed from dropbox folder to D:\SCANDOC\imaging\error folder. If a file can't be attached to an order the system won't move it before the number of the days set in the parameter. In other words it will remain in the dropbox folder. Burningham needs this, for example, because something they scan the POD without having the order created on dtms)

1. On D:\, create a folder called SCANDOC, in this folder, create 2 subfolders where the files are moved **after** being processed:

D:\SCANDOC\imaging\error

D:\SCANDOC\imaging\new

1. Setup service: setup session in .xml file
2. Scanned file naming:
3. For BOL: BOL-xxxxxx-xxxxx.pdf, between the 2 dashes, the info MUST be DTMS order #
4. For POD: POD-xxxxx-xxxxx.pdf, between the 2 dashes, the info MUST be DTMS order #
5. On local user’s computer, install dropbox, in their Dropbox folder, they will see a subfolder named Degama-Scans, save and rename the scanned file in this subfolder.
6. In dropbox folder > right click DegamaScanns subfolder > Share… can share this folder to certain end user via email, so they will have the folder on their desktop (still need to install dropbox application on their local computer)
7. Make sure the parameter **ml-bl Attachments** has the following value entered in order to enable the attachment types in OB > Documents tab:

ExcludeTables|dlist,manifest;

PrimaryIndexTT|menu,pbordh,pb-drver,pb-units;

1. Get a developer to setup Windows service setup for dropbox, For example: on Ktown, it is named DbxSvc in Windows Services