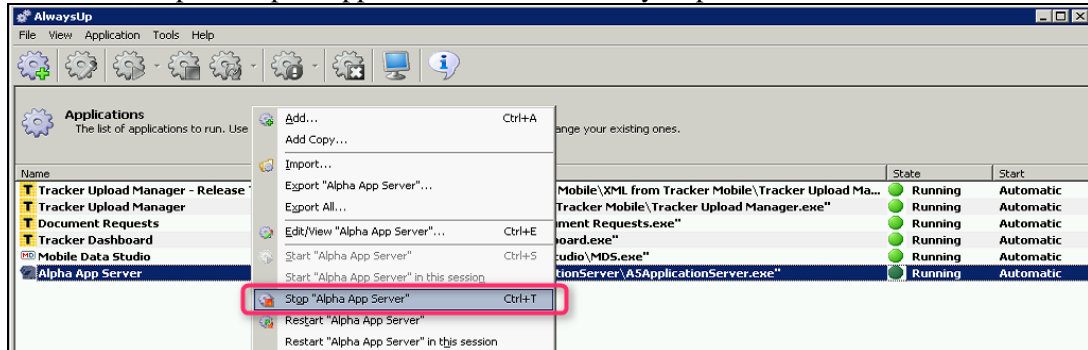


# Moving the Location of the Document Store

1. Ensure all users are out of Alpha Tracker.  
To do this, stop the Alpha Application server in Always Up on the server.

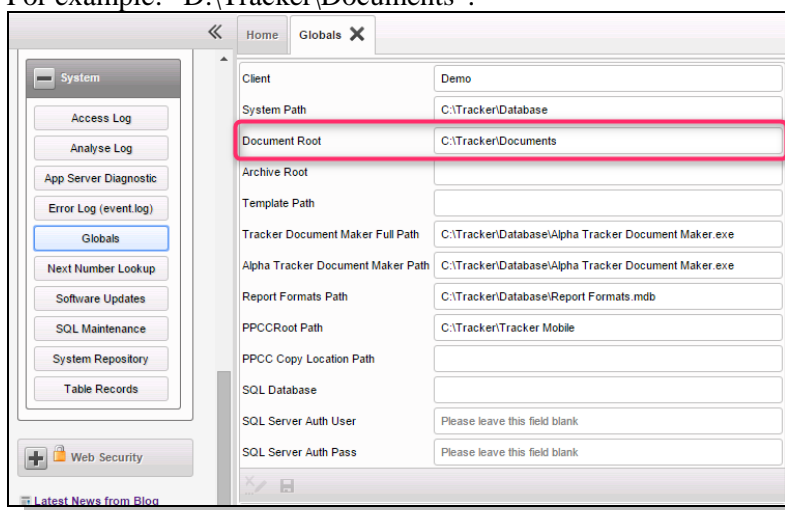


2. Locate the "Tracker\Documents" folder on the server and copy it to the new location.  
For example: copy the folder "C:\Tracker\Documents" to "D:\Tracker\Documents".



*We would recommend that you use "copy" rather than "move" so that you can check and easily reverse the process if necessary. You can remove the "old" folder later if you wish.*

3. Rename the old "Tracker\Documents" folder.  
For example: rename the folder "C:\Tracker\Documents" to "C:\Tracker\Old Documents".
4. Restart the Alpha Application server in Always Up, using the Restart "Alpha App Server" in this session option.
5. Log into Alpha Tracker as a Superuser and go to the *Setup* menu and select *System* then *Globals* to display the Globals screen.
6. Locate the "Document Root" path and change it to the new location for the folder.  
For example: "D:\Tracker\Documents".



7. Open a project and check that you can view the expected documents.