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Title: Configuring FileCM with Index Services for client installation

The information in this article applies to:

- FileCM 2.6, 3.0, 3.5, 3.5.1,3.5.2, 4 and 4.2
- Microsoft Windows 2000 Professional, Windows XP
- Microsoft Windows 2000 Server and 2003 Server
- Office 2000, Office XP, Office 2003,Office 2007

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## SUMMARY

Moderate-High: Requires SQL and Windows Component knowledge, network file services skills and interoperability skills.

This article explains how to configure FileCM with Microsoft Index server. This will enable users to use the advanced search function within FileCM which use Microsoft Index server capability.

This article assumes that you are familiar with administering and configuring applications. For more information about Microsoft Excel, or SBS FileCM, please refer to your product documentation.

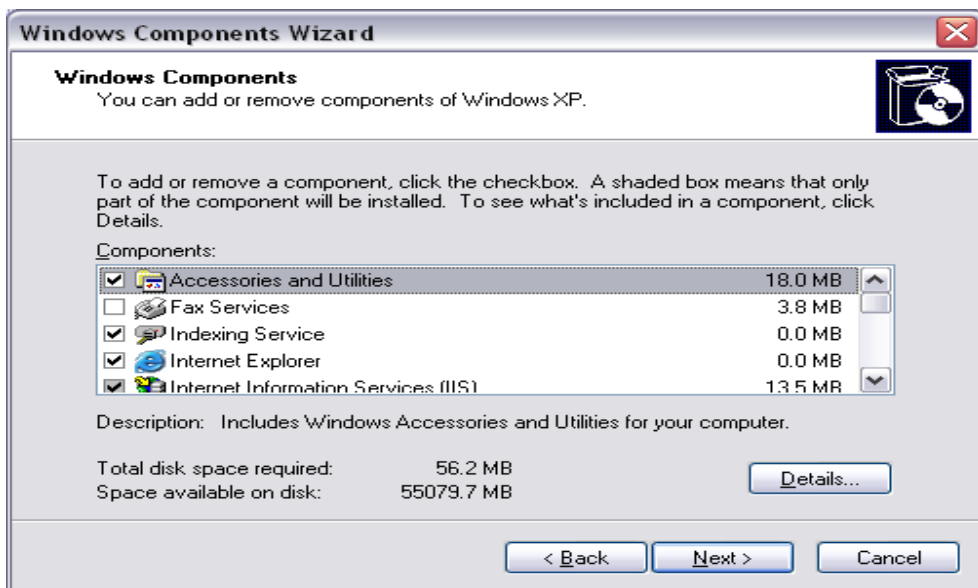
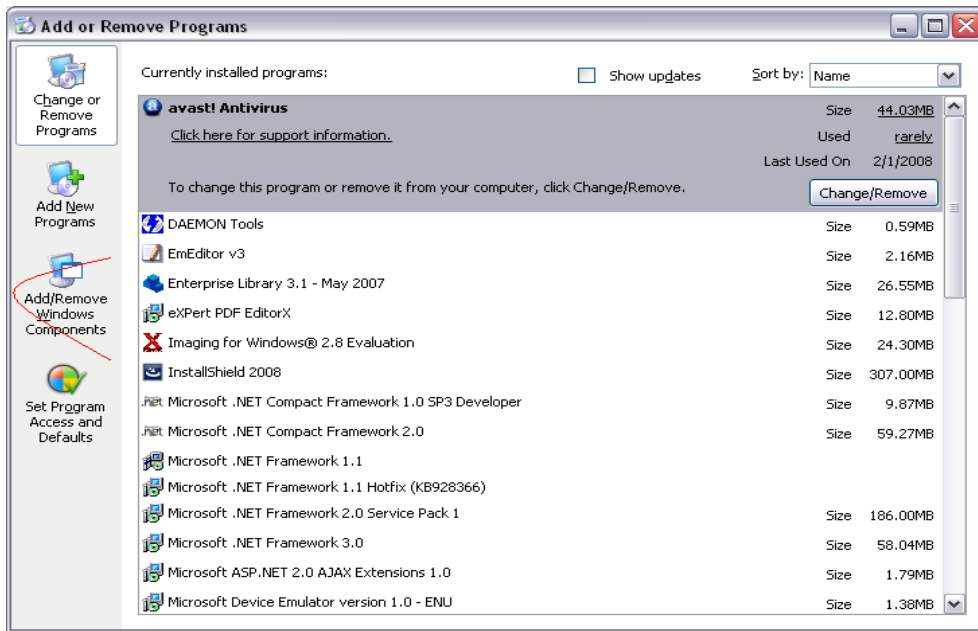
This article assumes you are familiar with administering FileCM.

Description: The attachment files are stored on the server (called "myServer" in this document), which has FileCM PC Client installed. The user is using a client computer (called "myClient" in this document), which has FileCM PC Client installed as well. The user needs to configure Indexing Services on "myClient" to search attachments stored in "myServer"

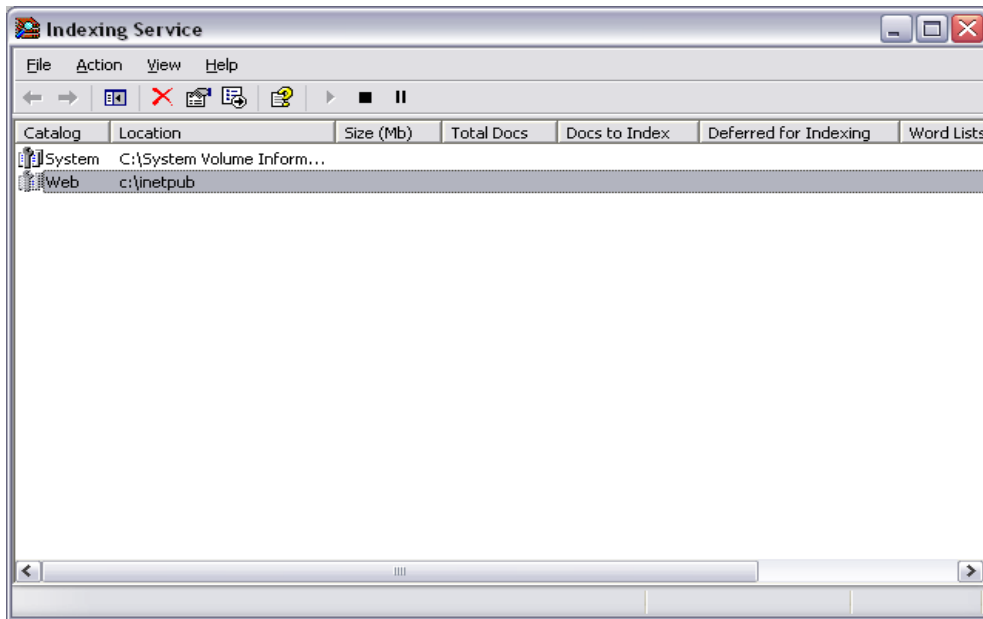
## Process

### Step 1

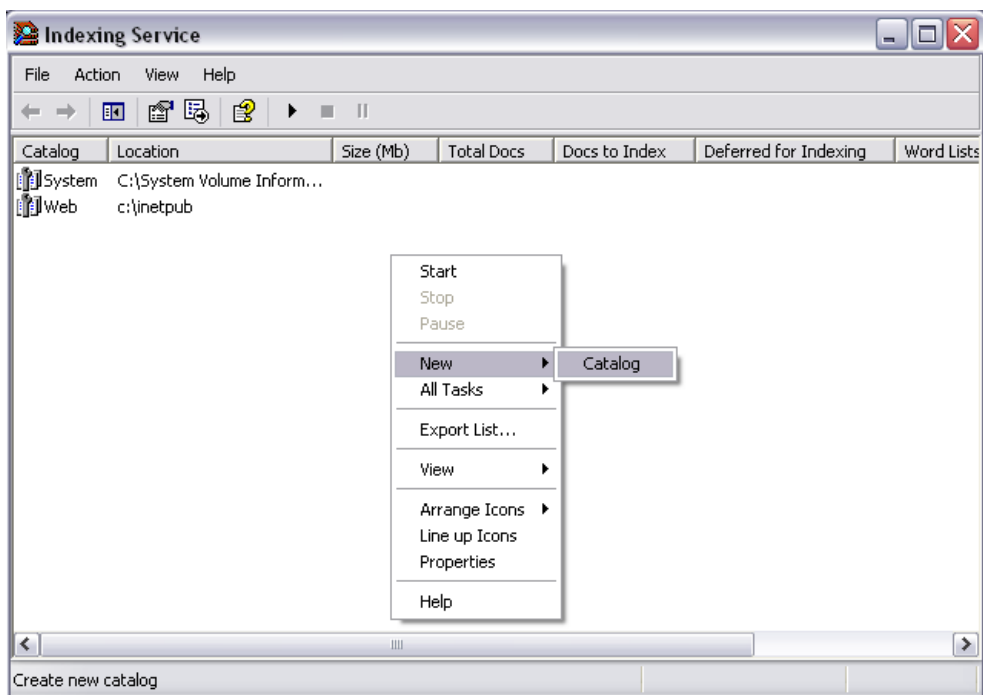
1. Go to CONTROL PANEL
2. Click on ADD\REMOVE Program
3. Click on Add/Remove Windows Components



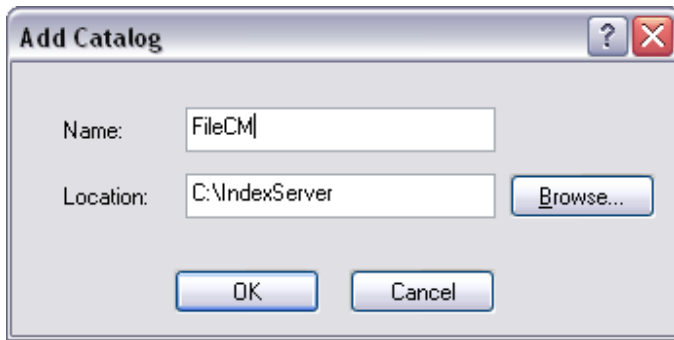
4. Make sure Indexing Service is installed
5. To configure Indexing Service, go to the Run dialog box on the Start menu, type Ciadv.msc in the Open text box, and click OK



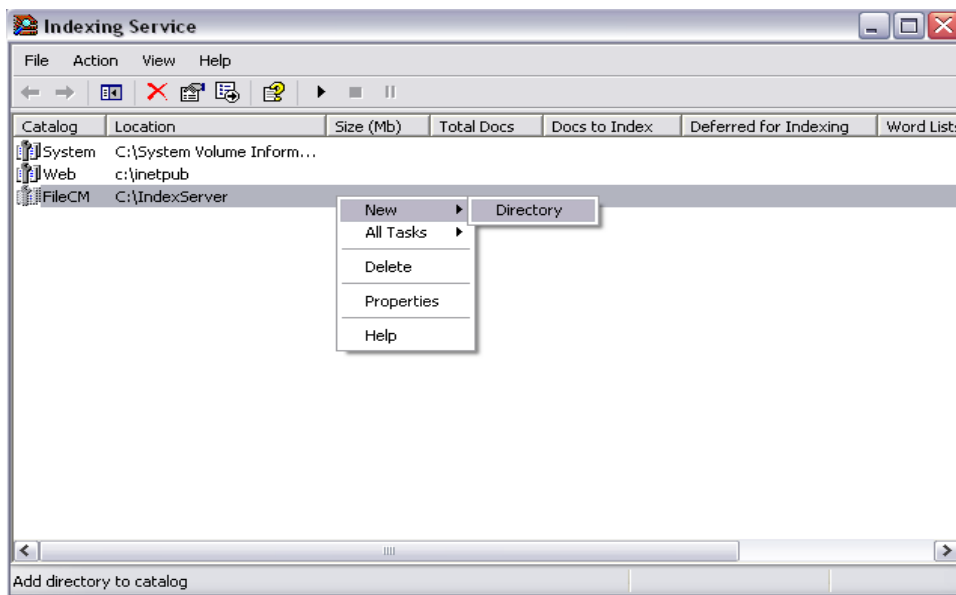
6. Right click in empty space and select to create new Catalog



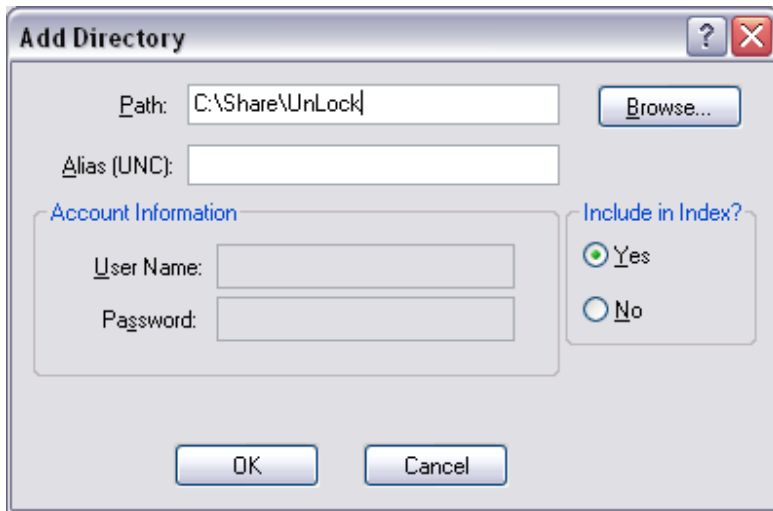
7. Enter Name and a default location (could be any path)



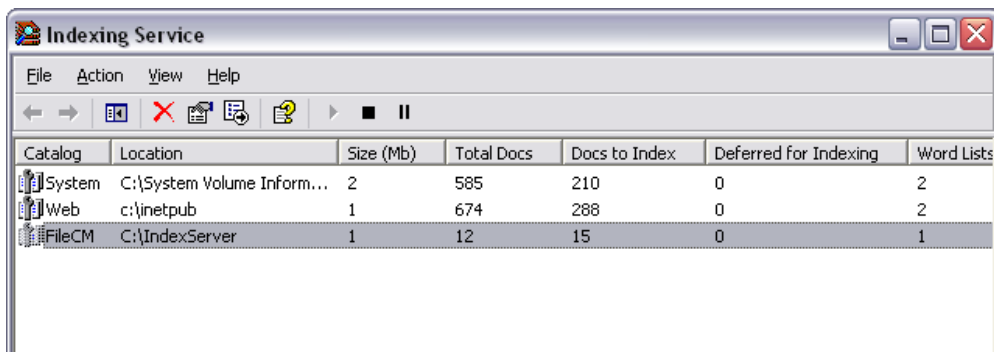
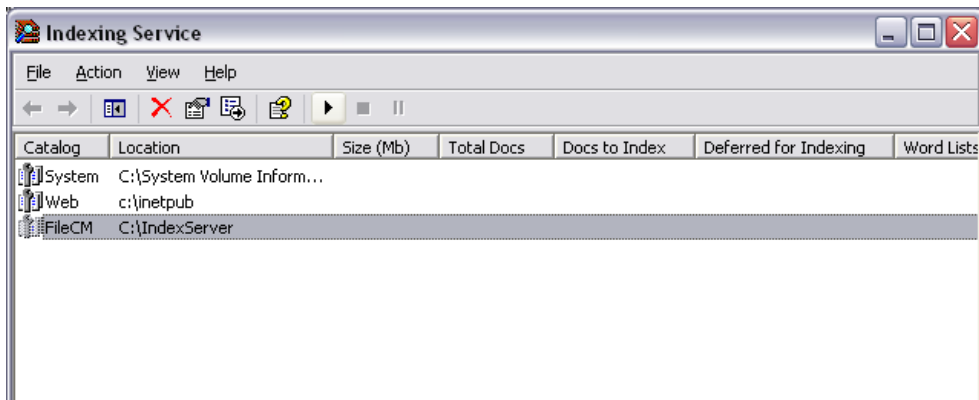
8. Right click on the Catalog created and select New-Directory



9. Enter your FileCM OSStore location and Press OK. The OSStore is the windows folder on the network where the electronic files are stored that are accessed and managed by FileCM.

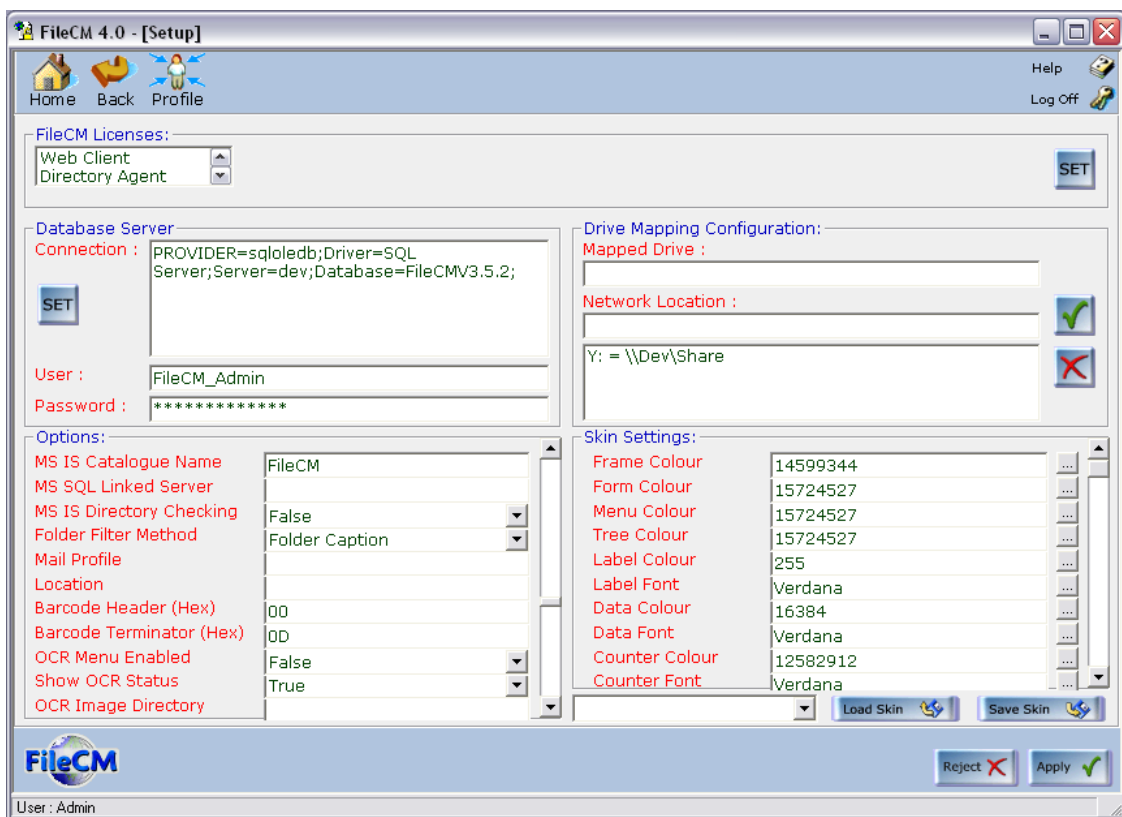


- Right-click on "Indexing Service", choose "Stop" to stop the "Indexing Service" and then right-click on "Indexing Service" again and choose "Start" to restart the indexing service.



## Step 2

1. Follow points 1 – 8 in step 1
2. Type or browse to the server location where the attachment files are stored, i.e. “\\myServer\Locked-Data”.
3. Type the user name and password of the user who has permission to access to the location you entered above, e.g. “myCo\_Domain\Administrator”.
4. Follow point 10- to finish the configuration



- Open FileCM Setup setting screen on the server and enter the Catalog name created in Indexing Service against “MS IS Catalogue Name”. Select Apply and the close. {Use FileCM administrators login details to access FileCM Server client set up screen as below}