

# Switching to DocuShare Drive



I've been a user of the DocuShare Windows Client since DocuShare 2.0 and watched it improve over time until a few years ago. Nearly half of Xerox' support calls dealt with this software and they were looking forward to replacing it with something simpler. The other reason for developing DocuShare Drive is that this Windows interface isn't limited to Microsoft Office and a few other standard Windows applications plus Adobe Acrobat. Trying to save from another PDF viewer/editor or something less commonly used like Adobe Illustrator caused the user to encounter a confusing set of choices with no clear explanation of why you should choose one over the other and then often cycling through the choices again. DocuShare Drive maps to DocuShare with a drive letter while accommodating WebDAV, the protocol that make document management possible for DocuShare (first) and others that followed.

By being mapped to a drive you can open DocuShare via a command window and entering the drive letter for your server. Enter "Dir" to see the homepage. CD into collections and use COPY or MOVE to transfer your files. Remember to use the tab key to help you maneuver through collections as you would folders on your PC. For example, "dir P [tab]" will show collections beginning with "P". Pressing Tab again will cycle you through all collections beginning with "P". If you want to open the collection you're listing in the command window, enter "explorer ." and hit enter. (Note the space and period that follow.)

You can create batch files to interact with DocuShare as you would with a network shared folder or file server. You couldn't do that with the DocuShare Windows Client without opening the DSAccess console and writing a DocuShare script.

## DocuShare Windows Client view

Title	Owner	Modified	Size	Handle	Type
<b>Collection</b>					
Criteria First product inform...	Doug Crews (U...	9/27/2016 2:58 PM	28 items	Collection-725	Collection
Divisions and Managers	Doug Crews (U...	11/14/2014 10:05 AM	10 items	Collection-7387	Collection
DocuShare Business Center	Site Administra...	3/21/2012 2:41 PM	35 items	Collection-10	Collection
eForms	Site Administra...	12/11/2012 9:42 AM	28 items	Collection-17354	Collection
Excelsior School District	Site Administra...	4/8/1999 5:48 PM	16 items	Collection-251	Collection
Guest Sites	Site Administra...	9/4/2014 4:58 PM	17 items	Collection-686	Collection
Personal Collection for dcre...	Doug Crews (U...	1/18/2005 9:35 AM	28 items	Collection-1256	Collection
Temporary Scan Repository	Site Administra...	5/16/2003 4:03 PM	1 items	Collection-858	Collection
Vendors	Doug Crews (U...	2/28/2015 5:53 PM	43 items	Collection-868	Collection
<b>URL</b>					
Lifecycle Manager Policies	Site Administra...	2/13/2012 12:55 PM		URL-367	URL
Mail Bypass	Russell Kent (Us...	11/18/2014 8:56 AM		URL-587	URL
QuickSearch view	Doug Crews (U...	3/30/2012 6:51 PM		URL-368	URL
Self-Register	Russell Kent (Us...	3/17/2016 6:50 PM		URL-537	URL
Testimonium	Doug Crews (U...	4/28/2014 9:00 AM		URL-497	URL

*(Pardon the blacked-out icons – I had a missing graphic somewhere.)*

The DocuShare Windows Client also supported Outlook. Many of our customers have enjoyed dragging files and mail messages back and forth to DocuShare from within Outlook.

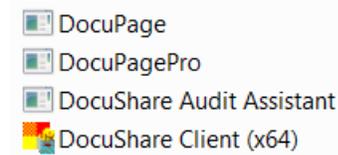


# Switching to DocuShare Drive

Navigating using the DocuShare Windows Client was pretty straightforward and you'll find this hasn't changed very much in DocuShare Drive.

## Uninstalling DocuShare Windows Client

You can't run both the DocuShare Windows Client and DocuShare Drive at the same time. You'll have to uninstall the former before installing DocuShare Drive. If you have mapped a lot of collections as shortcuts, you'll want to make note of their names and collection handle IDs as they will not survive the uninstallation process.



Right-click on the DocuShare client and choose to uninstall it. When finished, install the latest version of DocuShare Drive available on Xerox' [DocuShare Support and Software](#) page. It will automatically detect your PC or server platform and make appropriate recommendations. If you're downloading for another version of Windows, override the default selections. There is a second download to install if you want to use their MS Outlook integration. This requires MS Office 2013 or later.

As you download the latest version of the Xerox DocuShare Drive, expand the description to view the server requirements:

Note: Requires DocuShare version 6.6.1 Update 3 Patch 2, or higher. Supports upgrades from DocuShare Drive v1.0 or higher. Does not support Microsoft Remote Desktop (WTS).

If you're on DocuShare 7 the update is built in. Go through the installation process and map to your drive of choice.

## DocuShare Drive view

Name	Date modified	Type	Size
(More Places)	1/19/2010 6:00 PM	File folder	
(Web Checkouts)	1/19/2010 6:00 PM	File folder	
Cloud Accounts	10/22/2014 9:06 A...	File folder	
Criteria First Internal	5/2/2016 8:36 AM	File folder	
Criteria First product information	7/6/2009 4:56 PM	File folder	
DocuShare Business Center	1/3/2014 10:38 AM	File folder	
FCI and Workflow Upgrade	4/21/2016 5:08 PM	File folder	
Guest Sites	9/20/2002 11:37 A...	File folder	
Mail Bypass	8/28/2017 9:32 AM	File folder	
Personal Collection for dcrews	1/18/2005 9:35 AM	File folder	
Temporary Scan Repository	5/16/2003 4:03 PM	File folder	
CF Projects Planner.xlsx	4/25/2017 6:57 PM	Microsoft Excel Worksheet	0 KB
DocuShare 7 Permissions Reporting	5/24/2017 5:41 PM	Internet Shortcut	1 KB
QuickSearch	6/19/2012 1:24 PM	Internet Shortcut	1 KB
Testimonium	2/27/2014 8:31 AM	Internet Shortcut	1 KB

# Switching to DocuShare Drive

## How to map your DocuShare server

This is very much like the process used in the DocuShare Windows Client except at the end you tell it which drive letter you want to use to access DocuShare. Additional DocuShare servers can be mapped to other drive letters. Mapping to a drive letter means your MS Office applications won't need any special plug-ins to open and close documents residing in DocuShare.

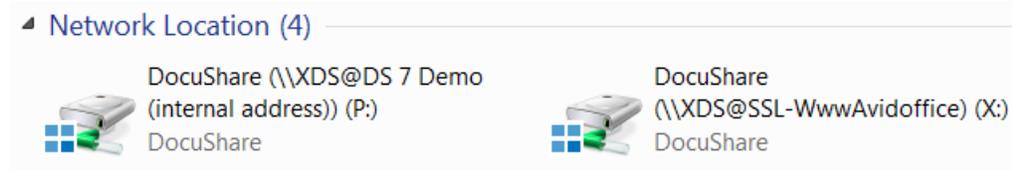
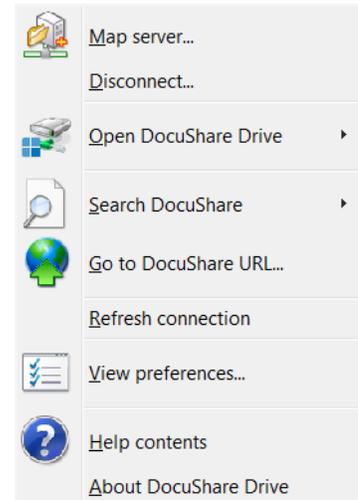
In this process you'll begin by right-clicking on the DocuShare Driver icon in your tool tray and select "Map server". You'll see the options which appear to the right.

Enter the URL for your DocuShare server

(e.g. <https://docushare.xerox.com/doug>)

followed by your login user name, password, domain, accept or rename your DocuShare server name, and choose the drive letter to map to. Once this is done, it should open to the homepage and allow you to begin browsing your site. If you encounter trouble, click on "View preferences".

I've mapped two servers that look like this when viewing My (Computer Windows 7) or This PC (Windows 10) ...



## How to map a collection or workspace

1. Open your DocuShare Drive mapped server and go to the homepage level.
2. At the top of the listed objects, right-click (More Places) and select **Map Collection**.
3. Do one of the following:
  - Enter the name of a collection or workspace.
  - Enter or copy and paste the handle to a collection or workspace (for example, Collection-1234).
  - Select an orphan collection or workspace from the menu.
4. Click OK.  
The object appears in More Places.

## Observations

When accessing DocuShare over the Internet I've found it can be sluggish at times.

If your session hangs on you, open Task Manager and End Task for the folder with the mapped drive. It should close the session without wiping out others or Windows Explorer in general.

If you share your PC with another user you'll find the DocuShare Drive won't work for them unless they restart the PC and log in first. I'm not sure why Xerox either allows or imposes this, but it is bothersome.

## Support

If you have more questions, please write to us at [support@criteriafirst.com](mailto:support@criteriafirst.com) .