ASSET KEEPER PRO - DEFAULT DATA FOLDER

Asset Keeper Pro / AKPRO

Shown here is the Home screen with no file selected.

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Open file dialog

When you click the Open button on the toolbar to open a file, the Default Data Folder is selected.

You can navigate to another location if you have a data file in a different folder, however, it is advisable to keep all data files in one folder - the Default Data Folder.



Change the Default Data Folder

When you start Asset Keeper Pro for the first time, the default data folder in Windows is created on your local C drive. The default data folder created is named AKPRO_DATA. On the Mac, the default data folder is the same name but created in the Documents folder.

If you would prefer that your data files be located elsewhere, such as a network drive, you can change the Default Data Folder using the Preferences selection in the Edit menu. (Note, in Asset Keeper, the default data folder was changed in the Configuration opiton in the Housekeeping menu and opens the same screen as the Preferences selection in the Edit menu. We include it in the Housekeeping menu for convenience to those upgrading from Asset Keeper and will remove it in a future version.)

On the Mac, the Preferences option in the Asset Keeper Pro (application) menu is selected to access the Preferences screen and change the Default Data Folder.

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Preferences (Configuration) Screen

The perferences screen permits you to customize Asset Keeper Pro. One of the items that you can set is the Default Data Folder. This screen looks the same in both Windows and the Mac.

See Asset Keeper Pro - Preferences	
File Edit Help	
File Edit Help Sections General Data Folder File Manager Email Software Updates Reports	Default Data Folder C:\AKPRO_Data\ (Data files are created here by default.) The following sub-folders are normally found in the data folder. If you change your data folder to a network drive, you may want to keep these sub-folders on your local drive. If you change your data folder, you will be asked if you want to create these folders in the new data folder. Backups - backups are stored in this folder. The Data Folder option permits you to select a different default data folder. The Data Folder . The Joata Folder option permits you to select a different default data folder.
	Pictures - any pictures attached to your data files should be stored in this folder. Locate Data Files Search for data files on your computer or network

Default Data Folder

When you click the Data Folder option you will see the following. You can change the Default Data Folder using the button with the folder on it to the right of the folder text field.

Please note the information on this screen indicating that additional folders will be created if you select an alternate location for your Default Data Folder.

If you already have data files in your Default Data Folder, the best way to move it is to first copy the entire folder (including all subfolders) to the new location and then select the new location using this option.

🚝 Asset Keeper Pro - Preferences	
File Edit Help	
Sections	Click this button to change default data folder.
General	Default Data Folder
Data Folder	C:\AKPRO_Data\
File Manager	(Data miss are created nere by default.)
Email	The following sub-folders are normally found in the data folder. If you change your data folder to a network drive, you may want to keep these sub-folders on your local drive.
Software Updates	If you change your data folder, you will be asked if you want to create these folders in the new data folder.
Reports	
	Backups - backups are stored in this folder.
	Reports - reports printed to disk are stored in this folder.
	SampleData - the sample data file included with this application can be found in this folder.
	Documents - any documents attached to your data files should be stored in this folder.
	Pictures - any pictures attached to your data files should be stored in this folder.
	Locate Data Files Search for data files on your computer or network
	How To? Done