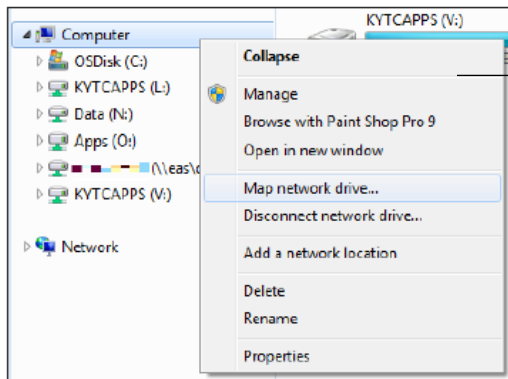


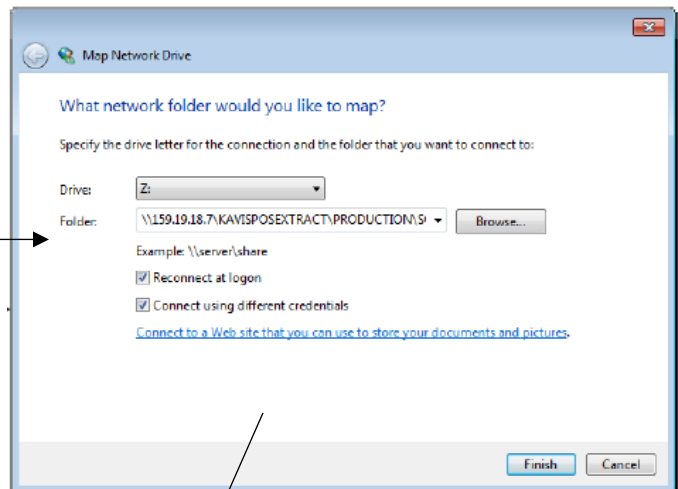
kavis

Extract File Location QRG

Step 1: Open 'My Computer' or 'Computer' on your desktop, and Right-click on 'Computer' to generate this menu.



Step 2: Left-click on 'Map network drive...' to open the next window.



Step 3: In the Map Network Drive window, select a Drive letter from the 'Drive' dropdown that is currently unused—a good choice is the letter Z.

Step 4: In the 'Folder' field, copy or type the following address:
 \\159.19.18.7\KAVISPOSEXTRACT\PRODUCTION\COUNTYNAME
 Where COUNTYNAME = just the name of your county. For example, SCOTT.
 The completed folder location would then actually read:
 \\159.19.18.7\KAVISPOSEXTRACT\PRODUCTION\SCOTT

Step 5: Check the box next to "Connect using different credentials."

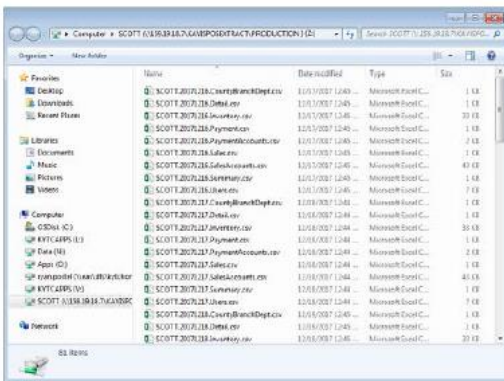
Step 6: Left-click the 'Finish' button, and your system will attempt to connect to the folder, which will prompt the next window.

Step 7: Enter your username and password into the empty fields, beginning with the prefix 'kyfd01\ like you see in the screenshot. These are the same credentials you use to access KAVIS.

Step 8: Click the 'OK' button, and the system will connect you to the folder in the drive, displaying this window.



Going forward, you are now connected to the folder where the extract files are located. Simply click 'My Computer' or 'Computer,' and you will see the newly mapped drive shown here. Clicking on the drive will open the folder to reveal the extract files, displaying window with the files again.



From here, contact your third party vendor and they will provide guidance on what to do with these files!

