



## How to move the upload folder

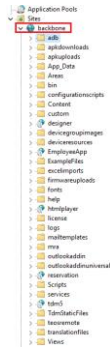
# Description

This guide explains how to move your upload folder to a different folder than your TEOS installation folder.

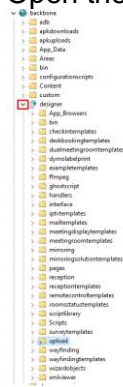
# Requirements

- Access to the TEOS Manage Server

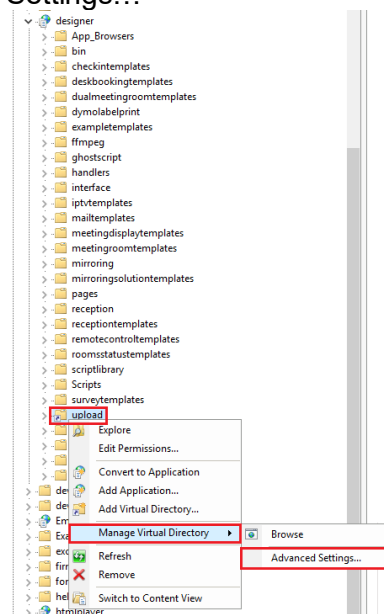
1. Log into the TEOS Manage server and navigate in Windows Explorer to:  
C:\Program Files\TEOS Manage  
(or an alternative path if TEOS installed in a different location)
2. Copy the upload folder and paste it on a different drive.  
(preferably with the same setup (%drive%\ Program Files\TEOS Manage).)
3. Open the Internet Information Services (IIS) Manager and navigate to the site 'Backbone'.



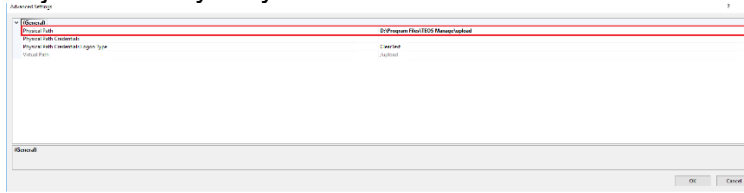
4. Open the 'designer' entry



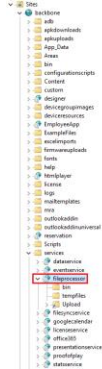
5. Right click the 'Upload' entry and select: Manage Application > Advanced Settings...



6. Adjust the entry 'Physical Path' to the new location of the upload folder.

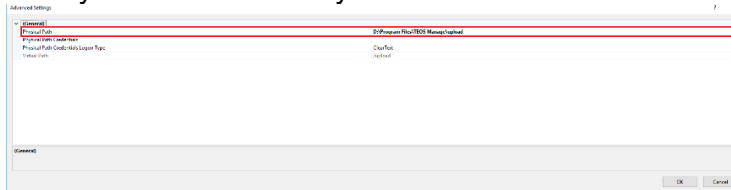


7. Now we need to create or edit the virtual path under: services > fileprocessor.

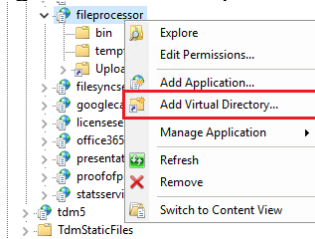


In case the path already exists, Right click the entry and select: Manage Virtual Directory > Advanced Settings...

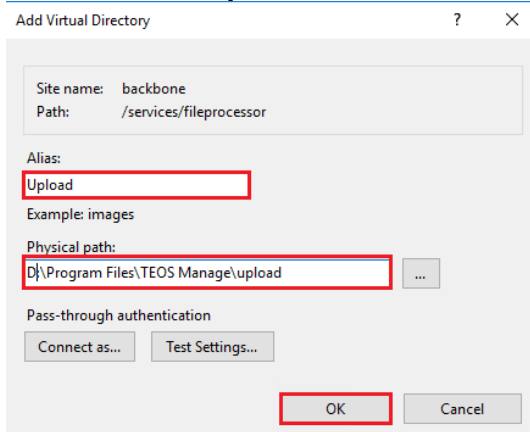
Here you can edit the 'Physical Path' to the new location.



In case the path does not exist yet, Right click the 'fileprocessor' and select 'Add Virtual Directory...'

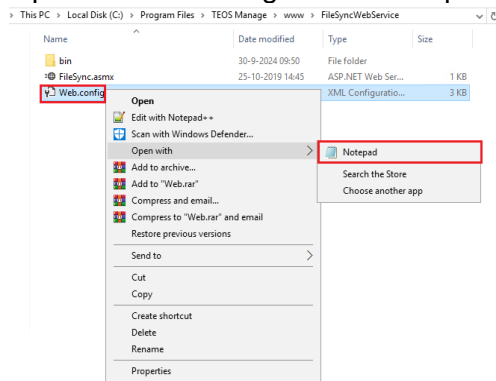


Fill in the alias 'Upload' and select the new folder path for the upload folder. Press 'Ok' when you are done.



8. Navigate to the following folder:  
C:\Program Files\TEOS Manage\www\FileSyncWebService

9. Open the web.config file in a notepad.



10. On the fifth line you will find the old upload directory path  
**<add key="BaseDownloadPath" value="C:\Program Files\TEOS  
Manage\upload\7647032-c973-42c8-b6fa-377e3b0cadf0" />**

Adjust this line to the new drive and save the file.

11. The last step is to remove the upload folder from the old location.

SONY



For more information  
visit [pro.sony/TEOS](https://pro.sony/TEOS)

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