

All of this is done in Centerware Internet Services, which I will abbreviate with CWIS, which just means the built in web interface which you get to by putting the printer IP address in the address bar of whichever web browser you use.

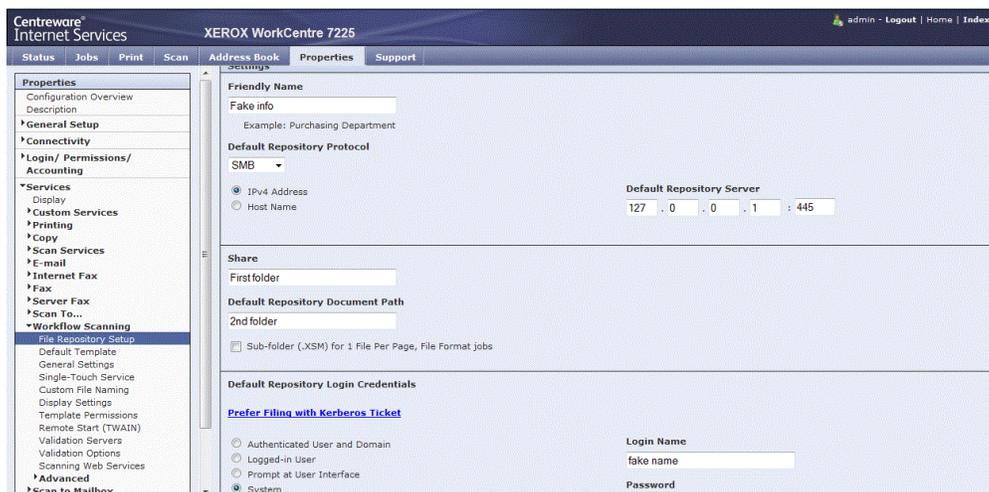
Now, in CWIS select **Properties>Services>Workflow Scanning>File Repository Setup** (If prompted login with **admin** and **1111**)

Highlight the one there and select **Edit** (Or create a new one)

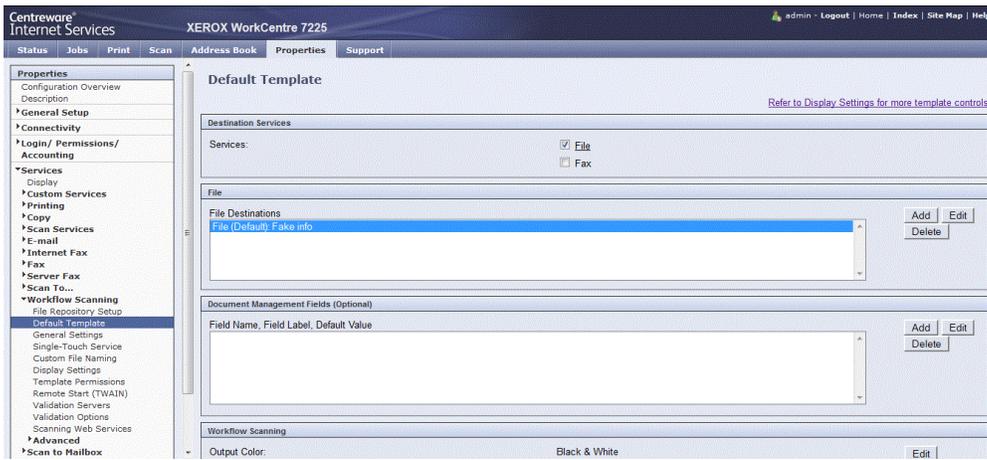


So let us pretend that we are going to a server at **127.0.0.1** by **SMB**, the initial shared folder is "**First folder**", inside that one is "**2nd folder**" and inside that is "**Dave**" the user.

So this repository will be our base, everyone will be going to the \\127.0.0.1\First folder\2nd folder so we create the repository to that location and later we create templates for each user that will be pointed to this repository, we at that time can just add the additional folder each one has that is different, in this case "Dave", so here is how that repository looks.

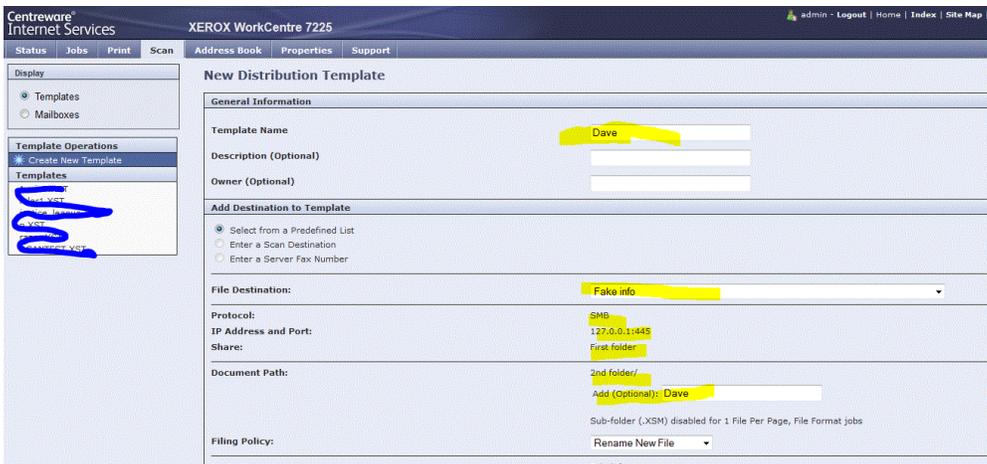


Login name and password are mandatory, every setting is case sensitive. Once that is saved choose **Default template** over on the left and set the basic settings everyone will use by default. It should have be showing the repository you just created in the previous, if not change it here with the options to the right



So now our base is complete and we can move onto the users. So we select the **Scan** tab and make sure **Templates** is selected on the left

You will see when adding a template by selecting **Create New Template** from the left that it will have all the settings we applied in the repository as well as the default template. So to add a template for **Dave** we just name the template **Dave**, and because Dave has a folder called **Dave** we put that in the **Add (Optional):** field as seen below.



Just keep saving and adding more for each user until finished.