# Red Wing® Cloud Services – Local Drive Map Tool

| Document #: | 3470 | Product: | CenterPoint® |
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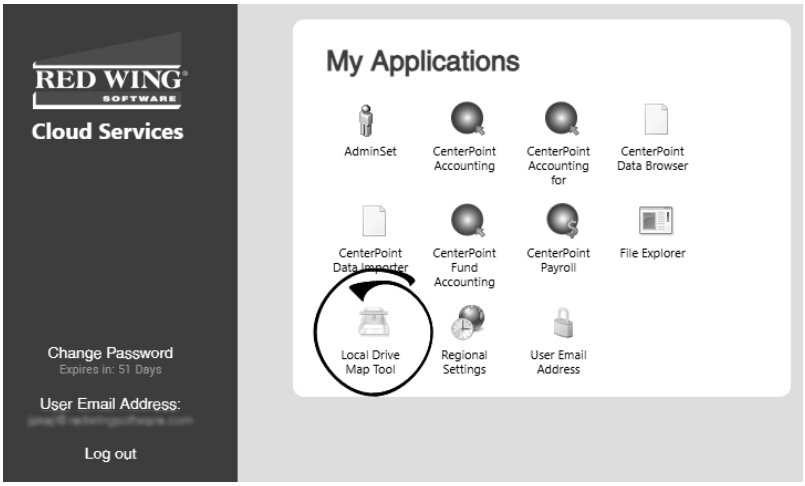
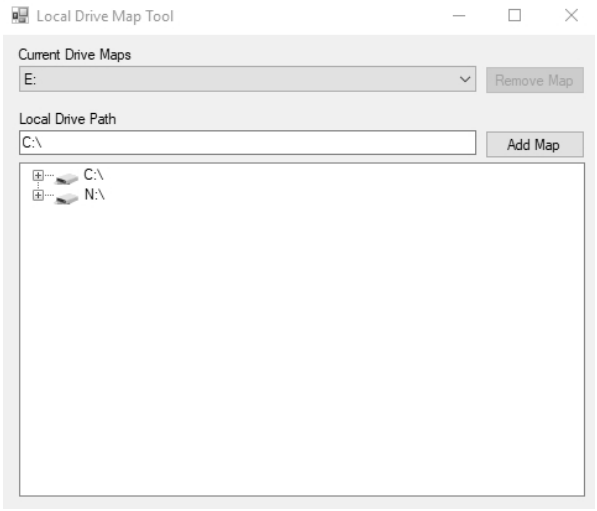
This document explains how to map a cloud drive to a default drive/path on your local computer to save exported reports, or files, from the Red Wing Cloud Services to your local computer. Using this option eliminates the need to drill-down to a specific file or files folder location when you send exports to your local computer.

## Set the Local Drive Mapped Path

1. Connect to the Red Wing Cloud Service.
2. Select **Local Drive Map Tool**.



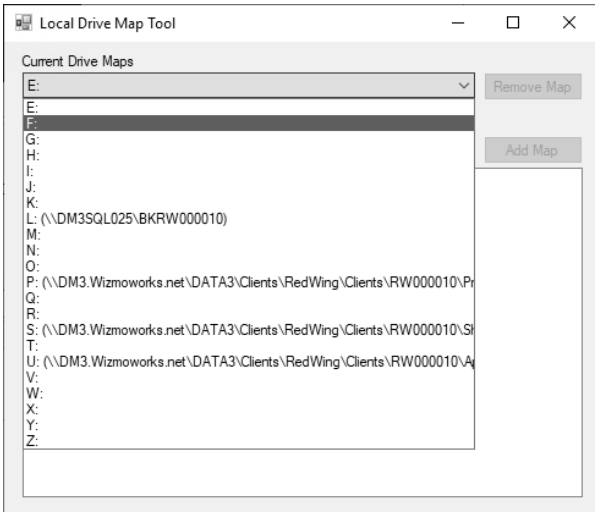

3. The first open drive that can be mapped will display in the **Current Drive Maps** box.



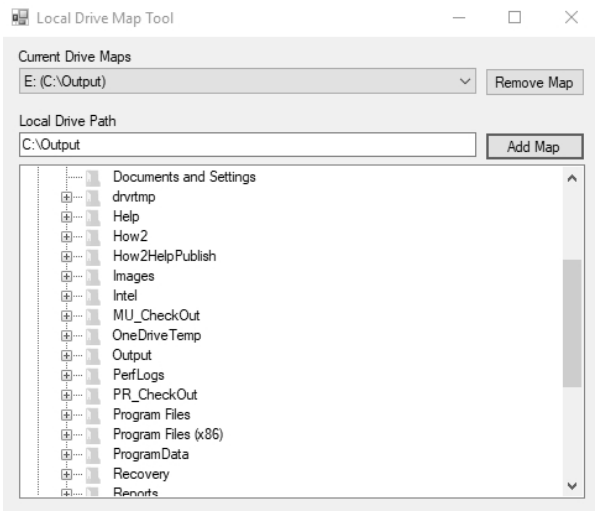



This documentation is for informational purposes only. For specific accounting guidance, please contact your accountant.

» If you want to map to a different drive, click the down-arrow. Drives L:, P:, S:, and U: are reserved by the Red Wing Cloud Service.




4. In the **Local Drive Path** box, select the drive and path you want to save the cloud export to on your local computer, and then click **Add Map**.




Note: You can remove the current drive map by clicking **Remove Map** and selecting **Yes** at the *Are you sure you want to remove the mapped drive?* message.

5. Click the **Close (X)** icon.
6. Follow the Export Reports topic for additional information about using a mapped drive to export a report to a local computer path.