Setting up a new Parameter File & Component Libraries on a Sever (IT Admin)

1. Once the program has been installed on a machine open **COLDNetProfile.exe**
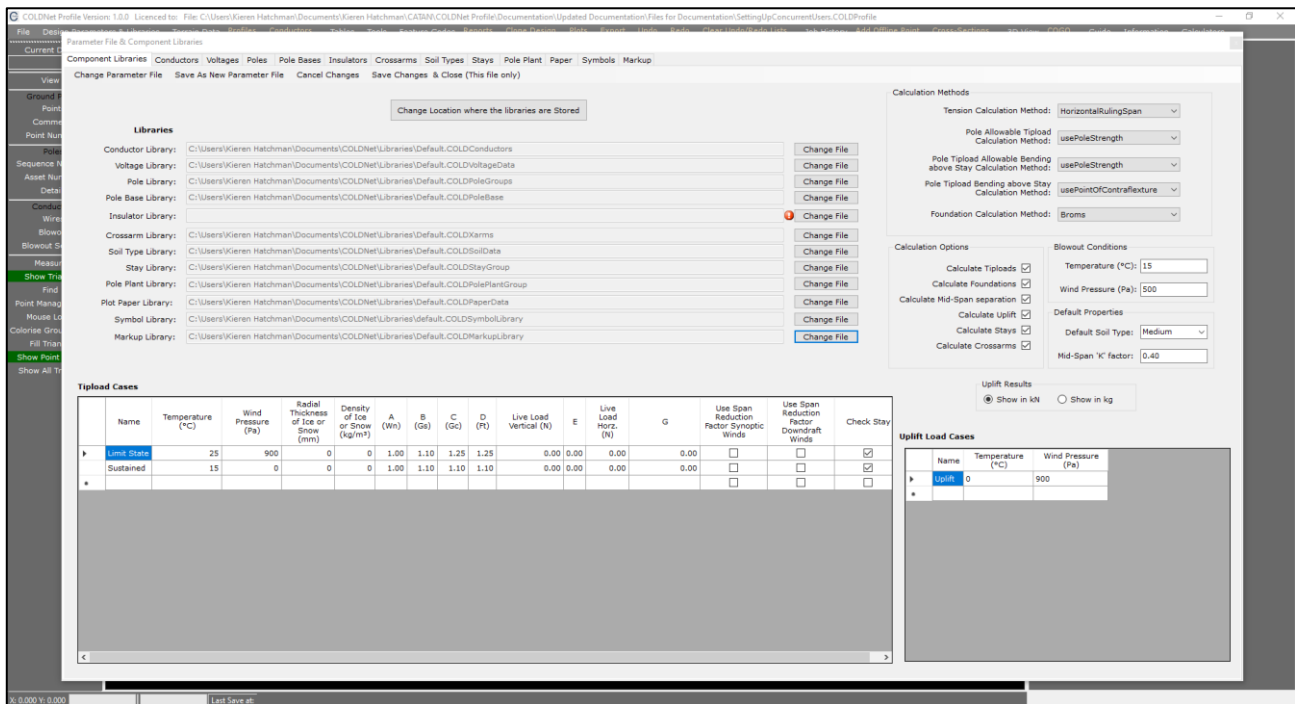2. The following screen will appear. Select **Create a New Project**
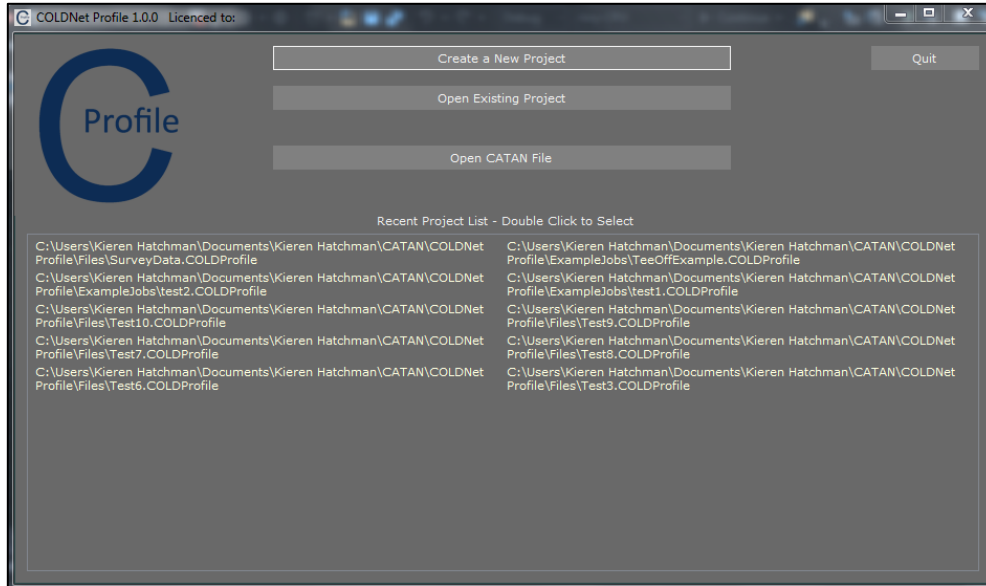
3. Create a name for the file and select **Open**. A new window will open. Select and double-click the parameter file you wish to use
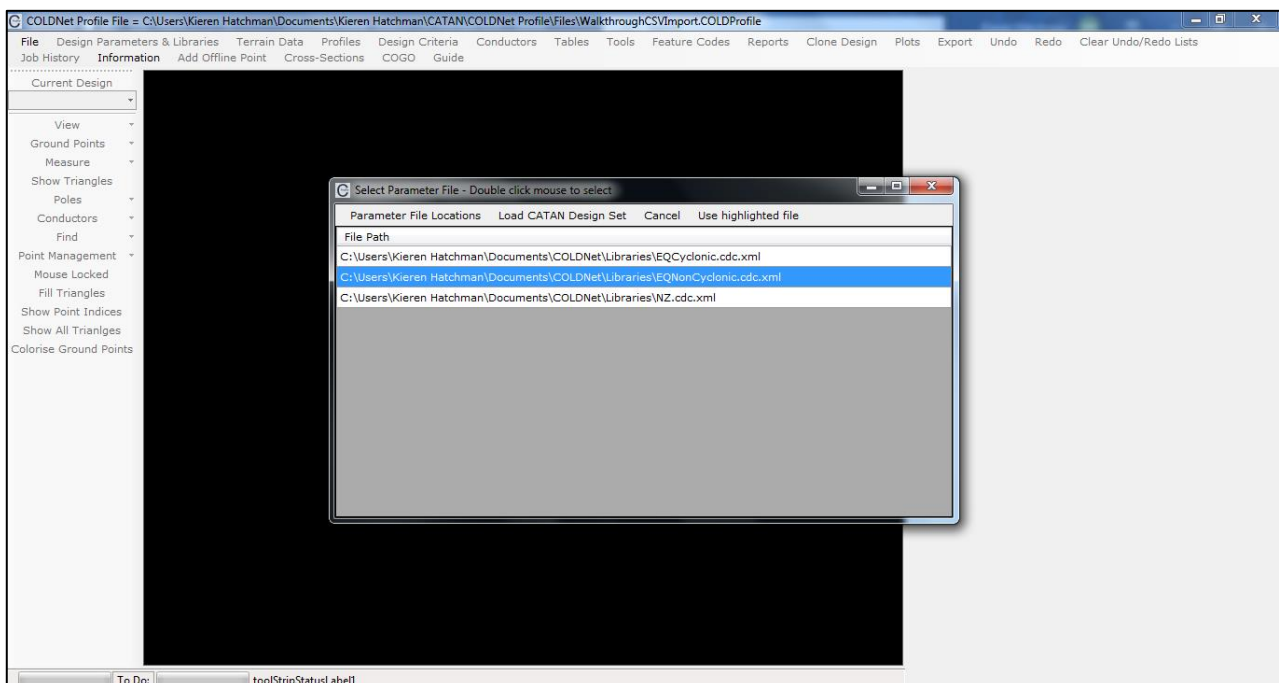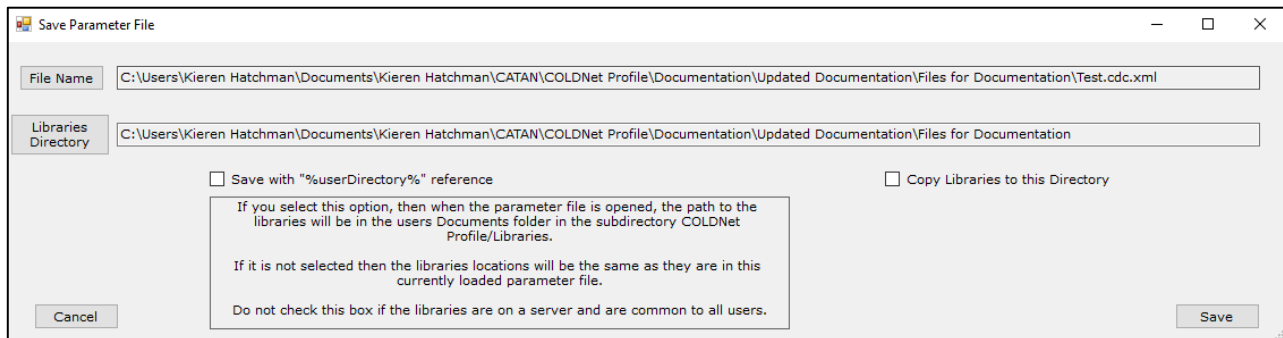
4. Select **Design Parameters & Libraries** from the top tool bar menu. A new window will open
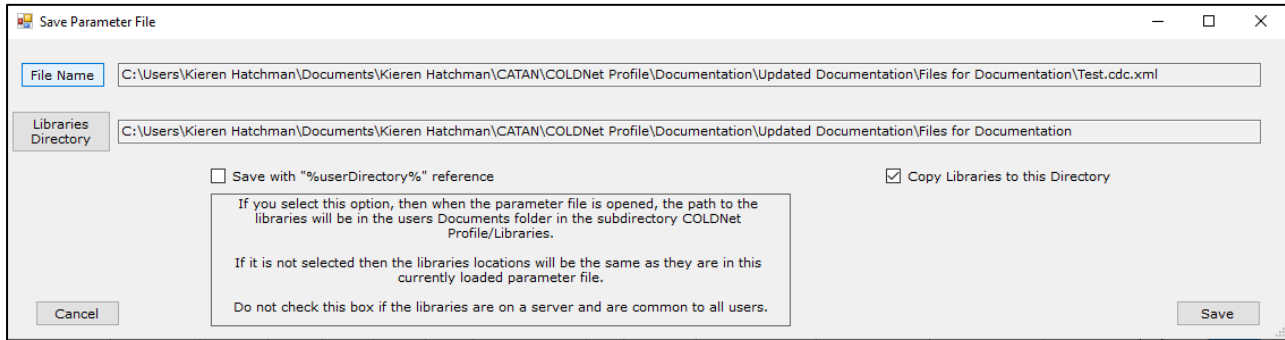

5. Select **Save As New Parameter File**
6. You'll be asked to create a File Name for the new Parameter File. Navigate to the location that you want the new Parameter File and Libraries to be stored (server) and enter the new Parameter File name and select **Save**. A new window will open

7. The new Parameter File Name that was entered in the previous step and its directory path will appear in the **File Name** text box. The current directory that the Component Libraries are being stored will appear in the **Libraries Directory** text box.
8. Underneath that there are two check boxes: **Save with "%userDirectory%" Reference** & **Copy Libraries to this Directory**. If all users are working off a sever and the libraries are common to all users, select the **Copy Libraries to this Directory** option.

9. Select **Save**, followed by **OK**. You have now created a new Parameter File in a location that all users can access. All component libraries will now also be stored in this location, which will be common to all users

10. You can now close the Parameter File window and close the COLDNet Profile program

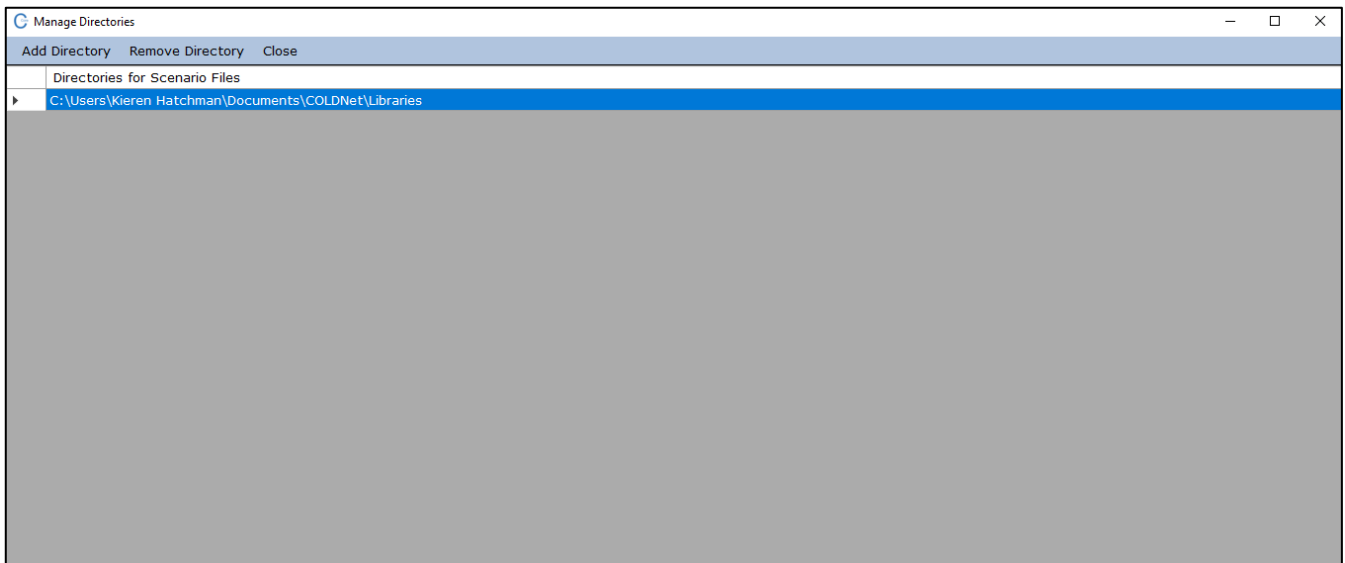### Accessing and Using New Parameter File (Users)

1. Open **COLDNetProfile.exe**
2. The following screen will appear. Select **Create a New Project**
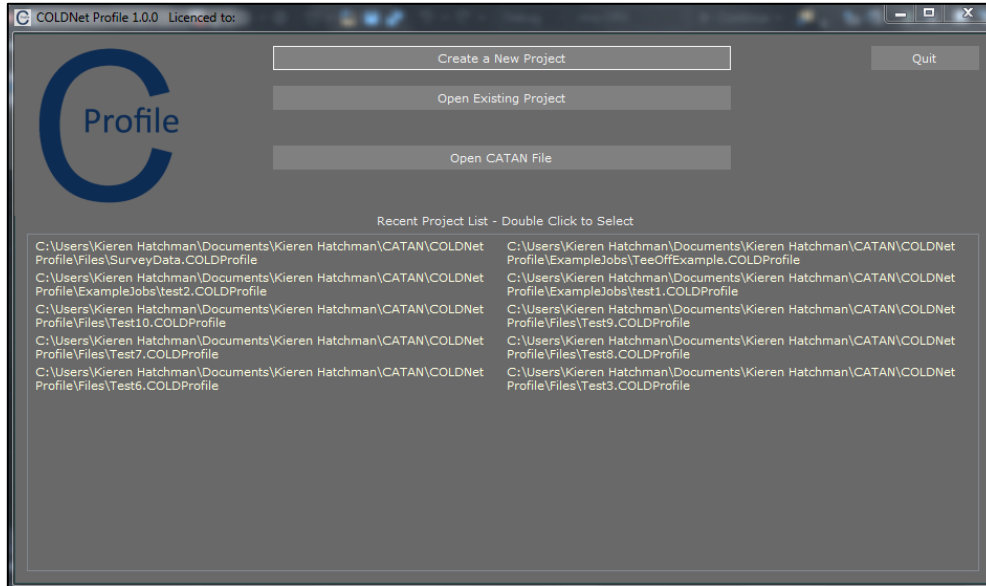
3. Create a name for the file and select **Open**. A new window will open. Select and double-click the parameter file you wish to use
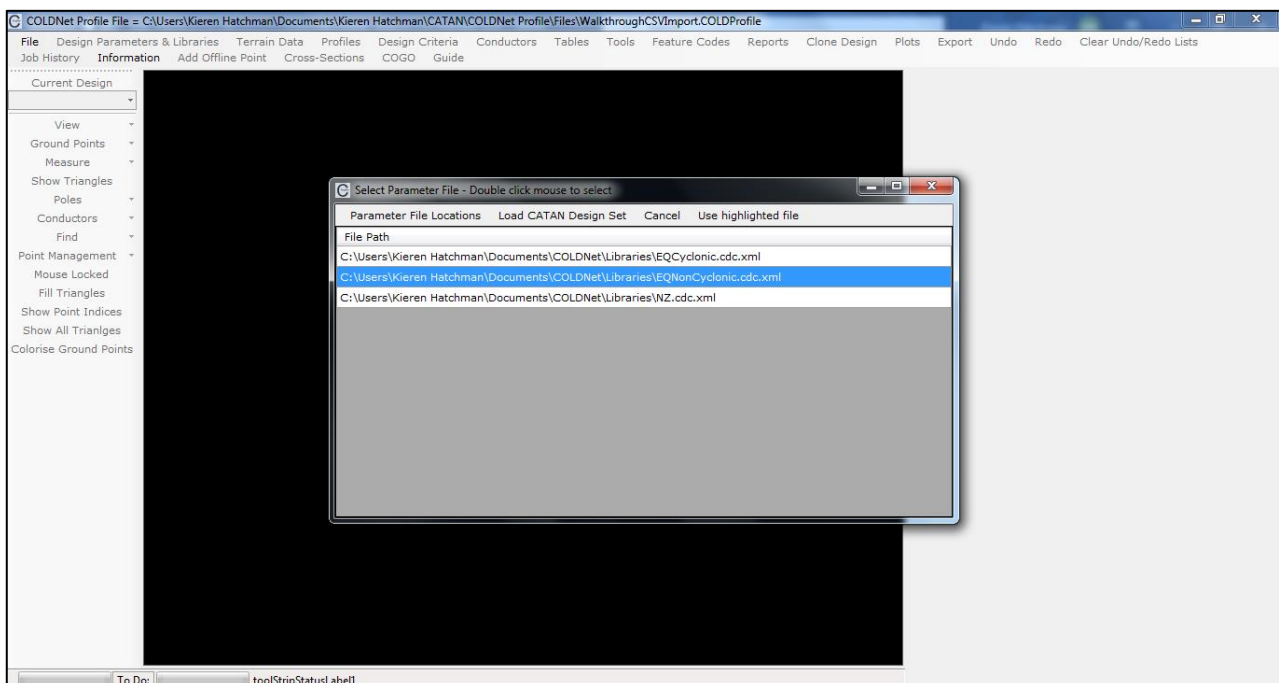
4. Select **Parameter File Locations**. A new window will open.

5. Select **Add Directory**. You will be asked to select a Parameter File. Navigate to the location that the new Parameter File was saved in "Setting up new Parameter File & Component Libraries on a Sever". Select the Parameter File and **Open**
6. The new directory should now appear in the **Manage Directories** window
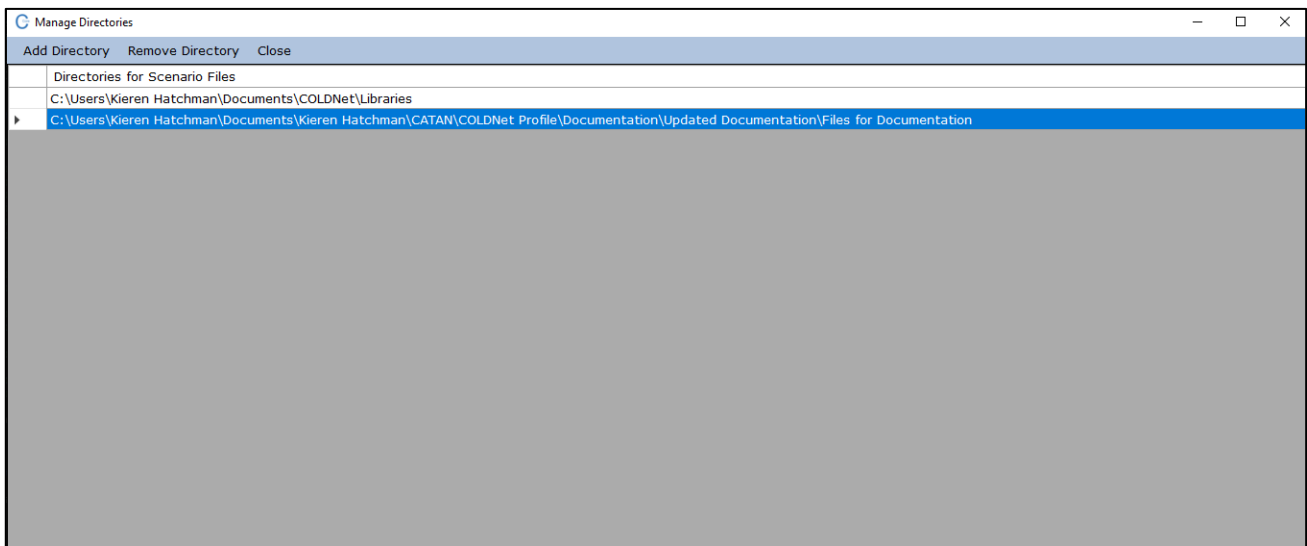
7. Close the **Manage Directories** window
8. The new Parameter File should appear in the **Select Parameter** window
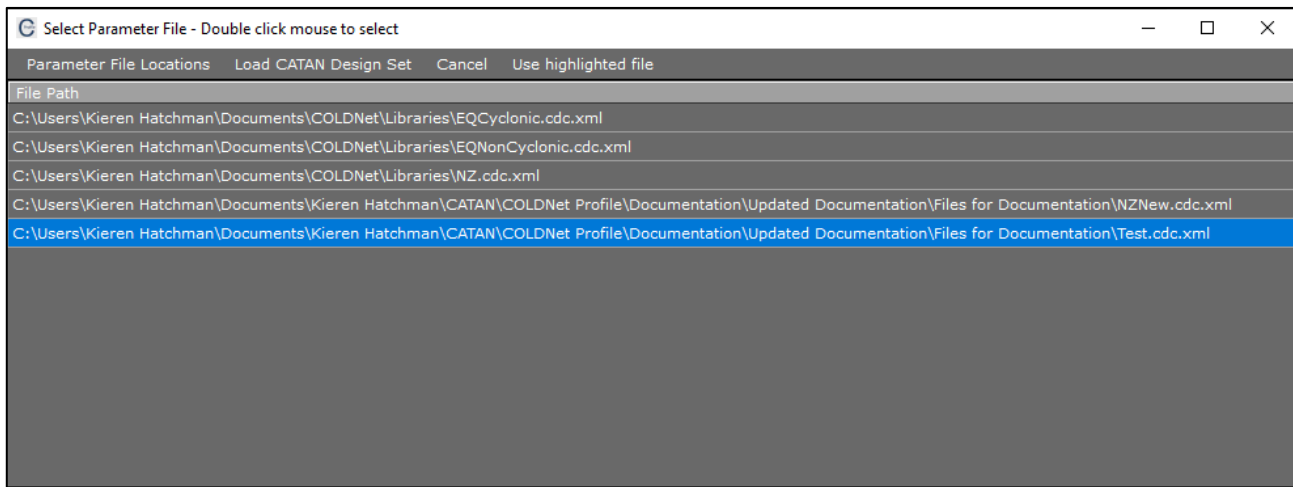
9. Double click on the new Parameter File. The main window of COLDNet Pole will now appear
10. Select **Design Parameters & Libraries** from the top tool bar menu
11. The design criteria and component libraries should now be loaded
12. You should find that all of the Libraries are coming from the new location that the Parameter File was saved on the sever
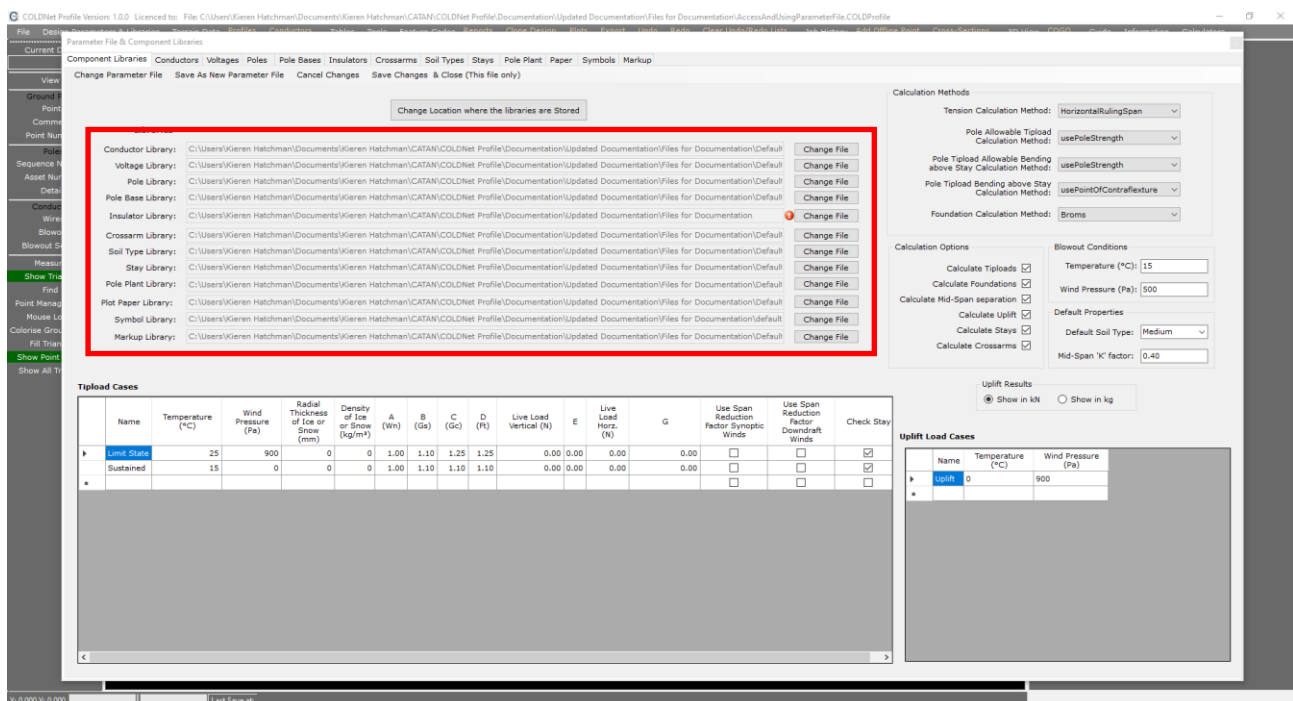
13. Close the **Parameter File & Component Libraries** window. You are now ready to begin your design