



Transferring Files to Aspirus Network Drives

Files stored on your Ascension device need to be moved to the Aspirus Network if you wish to retain these files post device migration. Act now to avoid losing important content!

Access Tablacus Explorer

- 1. Log into <u>aspirus.cloud.com</u> using your Aspirus ID and Aspirus Password.
- 2. Locate the **Tablacus Explorer** folder and click on the App.

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- 3. The Tablacus Explorer opens, displaying two drives:
 - a. [O:]-Your Personal Drive
 - b. [Y:]- Shared Drive

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R a / (\\datastore\home) (0:) data (\\data	atastore\data) (Y:)				
Name	Date modified	Туре	Size		^
OIG-SAM Exclusion Reports (do not delete)	12/24/2021 12:31	File folder			
3M APC Grouper	01/16/2015 2:19 PM	File folder			
340b Steering Committee	04/07/2022 10:17	File folder			
AACN	04/14/2018 8:10 PM	File folder			
ABI Maintenance	03/29/2022 11:48	File folder			
About Health - Orthopedics	09/30/2021 2:51 PM	File folder			
AboutHealth SSI Prevention Collaborative	06/18/2021 9:14 AM	File folder			
Academic Affiliation Agreements	01/09/2021 7:53 AM	File folder			
ACC HIM	09/19/2017 8:35 AM	File folder			
Access Aspirus System	01/14/2020 11:06	File folder			
ACI - Everyone	04/07/2022 2:25 PM	File folder			
ACI Administration-Patient Experience-Servi	12/02/2021 12:09	File folder			
AC Companyation	09/17/2011 5:01 PM	File 'nlde			

4. Double Click to open the folder you wish to transfer files to.





- 5. Leave the Tablacus Explorer open and locate the File Explorer App on your computer by either:
 - a. Searching for File Explorer in your menu
 - b. Clicking File Explorer on Taskbar



- 6. With the File Explorer open, locate the file you wish to transfer to your Aspirus drive.
- 7. Right click on file.
- 8. Click Copy.







- 9. Move to the Tablacus Explorer and **Right** click.
- 10. Click Paste.

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		4/15/2022 11:00 AIVI	File fe								
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11. After clicking paste, the file will copy over. To verify this has occurred, key F5 to refresh your screen.

New folder - Tablacus Explorer							
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New folder	data (\\datastore\data) (Y:)						
Name	^	Date modified	Туре	Size			
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