

CAREWare uses custom controls to store attached documents, which can be viewed and uploaded from any custom field location. *Attachment Settings* determine where CAREWare stores those records, how large those files can be, and which file types are allowed.

The screenshot shows the 'Attachment Settings' page in a web application. The breadcrumb navigation at the top reads 'Administrative Options > Server Management > Attachment Settings'. Below this, there are three links: 'Edit', 'Transfer Attachment Data', and 'Back'. The main heading is 'Attachment Settings'. The form contains the following fields and controls:

- Max Attachment Size(0 for no limit):** A text input field containing the value '0'.
- Restricted Attachment Types (.exe;.dll;.bat;.sh):** A text input field containing the value '.EXE;.DLL;.VBS;.BAT;.SH'.
- Store in database:** A checkbox that is checked.
- Store in folder:** A checkbox that is unchecked.
- Folder Path:** A text input field containing the path 'C:\Program Files\CAREWare\RM CAREWare Business Tier\Attachments'.

TransferAttachmentData – Once the storage location is changed, the attachments can be moved to the new location by clicking TransferAttachmentData. This transfers the attachments from the cw_attachments database to the folder or from the folder to cw_attachments.

Max Attachment Size(0 for no limit) – Sets file size limit for each file uploaded.

Restricted Attachment Types (.exe;.DLL;.VBS;.BAT;.SH) – Prevents users from uploading specific file types.

Store in database – Sets data storage to the cw_attachments database in SQL. If that database doesn't exist, CAREWare creates the cw_database the first time a file is uploaded.

Store in folder – Sets data storage to a selected file folder location.

Folder Path – This is the file folder location CAREWare stores attachments when Store in folder is checked.

Note: *Store in database* is a legacy feature. CAREWare currently recommends using *Store in folder* as long as proper backup management is maintained for the folder(s).

Some users have reported complications with storing attachments in SQL, including:

- The database can become too large, exceeding SQL Express limits.
- The backup files can become very large and hence difficult to manage.
- Migrating a large [CAREWare attachment database](#) to a new server can be difficult as well.

In addition to the settings listed under *Attachment Settings*, CAREWare stores a number of settings for attachments in *Common Storage Values*.

Administrative Options > Server Management > Common Storage Values

View Back Print or Export

Common Storage Values

Search: attachment

Variable Name	Value	Can Update	Description
attachmentDBCcreated	1	READONLY	BT managed value that records if attachment database has been created
AttachmentDirectory	C:\Program Files\C	EDITABLE IN LIST	Path to store attachments (when not stored in database)
MaxAttachmentSize	0	EDITABLE IN LIST	Determines maximum size, in bytes, for an attachment
SharingAttachmentRequirement	OFF	EDITABLE IN LIST	Determines whether Document attachments are required for enabling provider-by-provider sharing
SharingFileTypes	pdf,doc;docx;rtf	EDITABLE IN LIST	Restricts the allowable file types for document attachments for provider-by-provider sharing
RunOrphanedAttachmentDelete	1	EDITABLE IN LIST	Turns orphaned attachment delete process on or off (1=ON)
attachmentFolderSizeLimit	1000	EDITABLE IN LIST	The number of attachment files to be stored in each attachment sub folder.
divideFolderAttachments	0	EDITABLE IN LIST	If set to 1, folder attachments are stored in a subfolder system.
AttachmentArchiveCheckDate	5/14/2021 12:00:00	EDITABLE IN LIST	Last date the attachment folder process ran.
restrictAttachTypes	.exe;.dll;.vbs	Administrative Options > C	Sets the acceptable file extensions for attachments
SaveAttachmentInDirectory	0	Administrative Options > C	Determines whether to save attachments in a directory or in a SQL database (1=directory, 0=SQL Server)

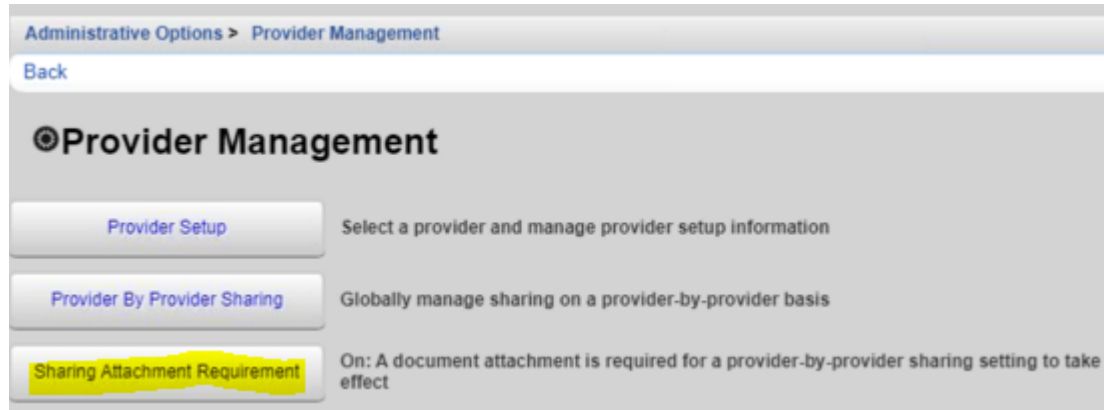
Settings listed under *Can Update* as *Editable in List* can be edited here in *Common Storage Values* without restarting the CAREWare Business Tier service.

AttachmentDBCcreate is *Readonly*. CAREWare sets the value after determining if the cw_attachments database has already been created (1) or needs to be created (0).

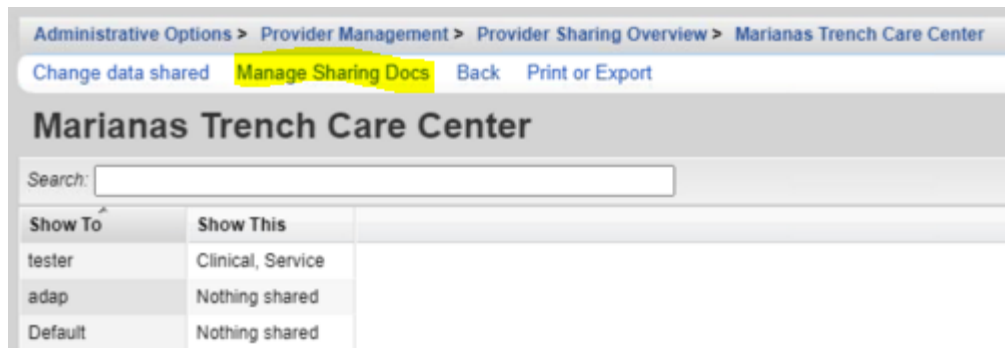
If there is a bread crumb trail listed in *Can Update* like restrictAttachTypes, then users can go to that location in CAREWare to adjust that setting. In this case, restrictAttachTypes and SaveAttachmentInDirectory are both updated in *Attachment Settings* at Administrative Options> Server Management>Attachment Settings.

These features provide additional control to the default features on the *Attachment Settings* window for data sharing and storage management.

Sharing Attachment Requirement – Providers that use data sharing can set a requirement that providers include a shared document in order to initiate data sharing. This setting can also be adjusted by clicking *Sharing Attachment Requirement* at Administrative Options>Provider Management in Central Administration.



Provider by Provider Sharing includes an option to upload documents required for data sharing at Administrative Options>Provider Management>Provider Sharing Overview>Provider Name.



Run Orphaned Attachment Delete – When turned on, CAREWare deletes orphaned attachment records every 12 hours. Orphaned attachments are records that reference an attached document that is no longer in the stored location--the file is missing from the attachments folder or the cw_attachments database. Deleting these records can reduce errors, improve CAREWare performance, and reduce unnecessary file storage.

Divide Folder Attachments – Once enabled, CAREWare creates new folders to store attachments each time the folder exceeds the limit set for attachmentFolderSizeLimit in Common Storage Values. The attachmentFolderSizeLimit default is 1000 files.

Attachment Archive Check Date – Displays the last date/time the archive process ran for the attachment folder.