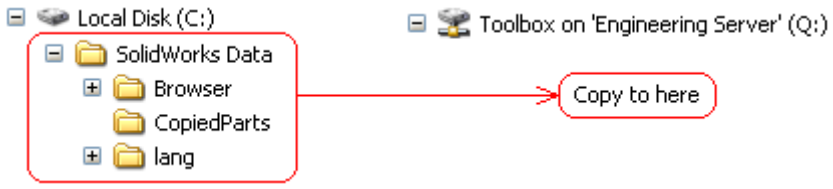
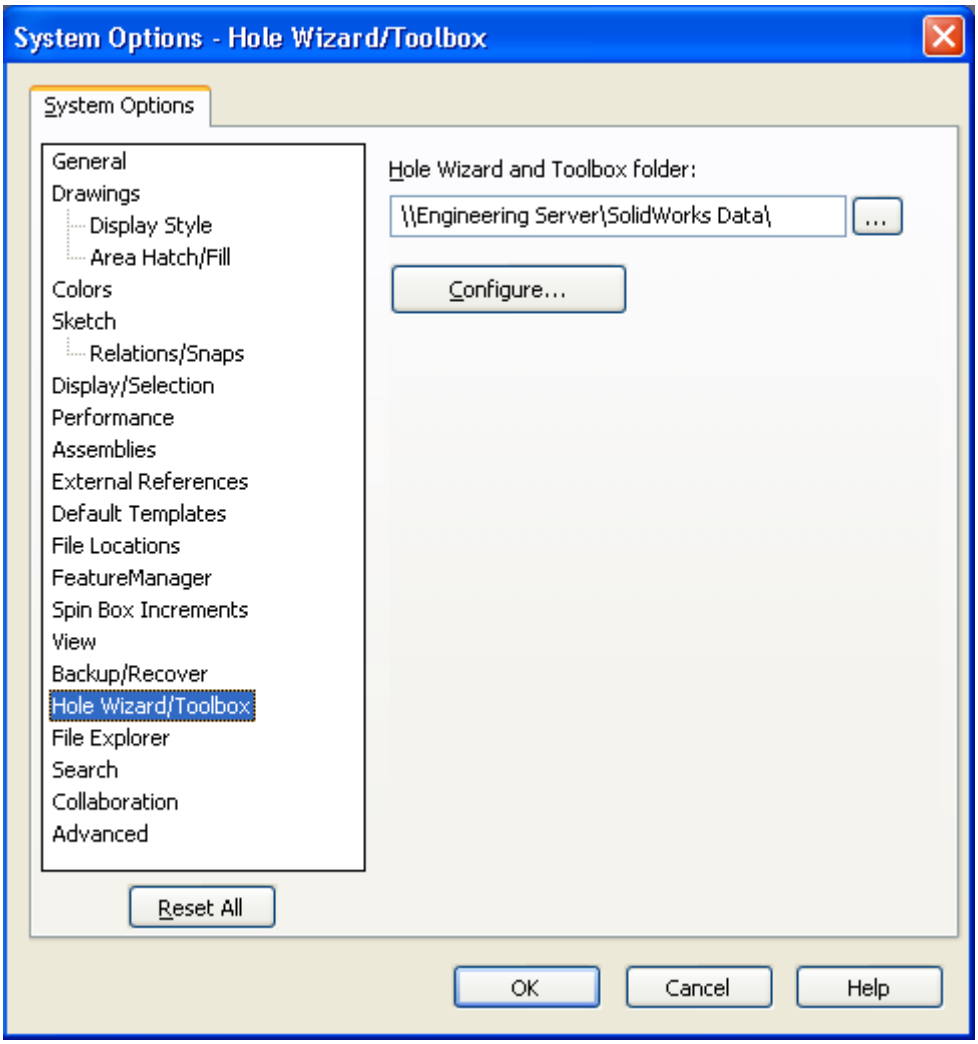
Toolbox in a multi-user environment

This guide is meant to help administrators set up a shared Toolbox in a multi-user environment. It assumes that SolidWorks has already been installed on every user's computer and that the defaults for Toolbox were selected during installation (essentially giving you an instance of Toolbox on each user's machine). The first thing you should do is centralize Toolbox and get all your users pointing at this location.

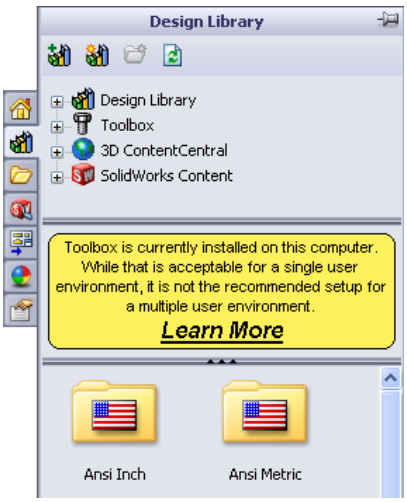
1) Copy the Toolbox directory (typically named "SolidWorks Data") to a location that everyone can access (typically a shared folder on a server)



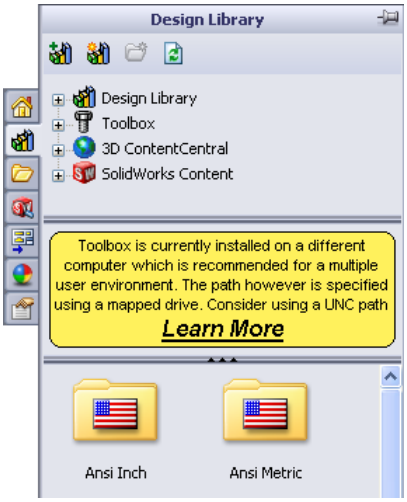
2) Point each user's SolidWorks installation to the centralized Toolbox path
   a. Start SolidWorks
   b. Click **Tools – Options – Hole Wizard/Toolbox**
   c. Enter the path to the shared Toolbox folder



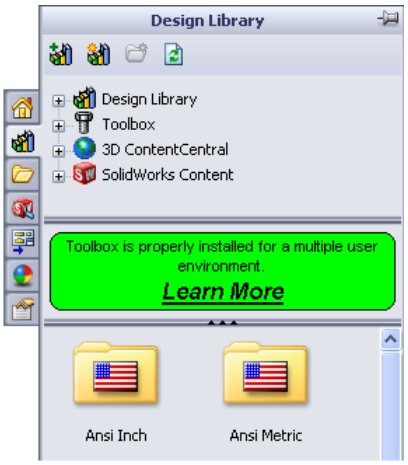
NOTE: A UNC path (as shown above) is preferred over a mapped drive letter.
The images below are for reference, and show the different result that your users will see in the SolidWorks Task Pane depending on how you configure Toolbox.



Toolbox on user's machine

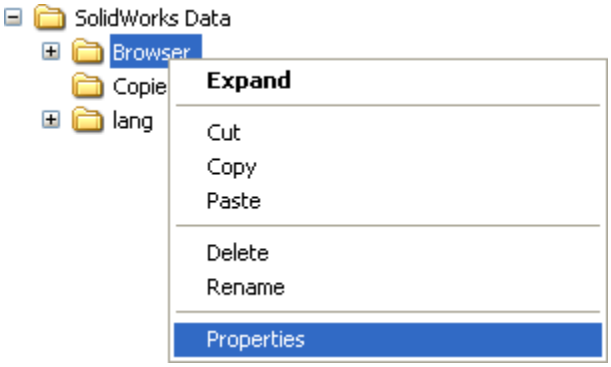


Toolbox on server (mapped drive letter)

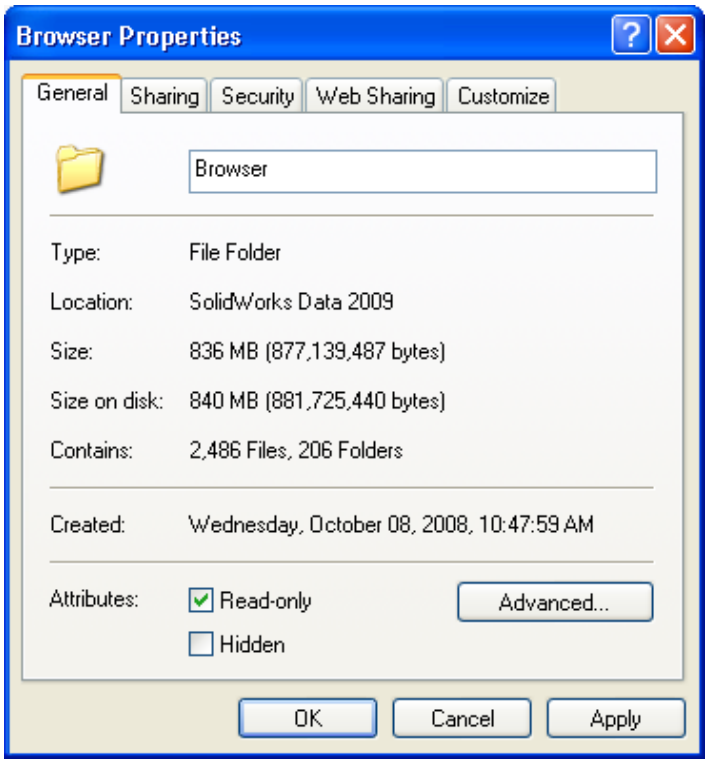


Toolbox on server (UNC path)

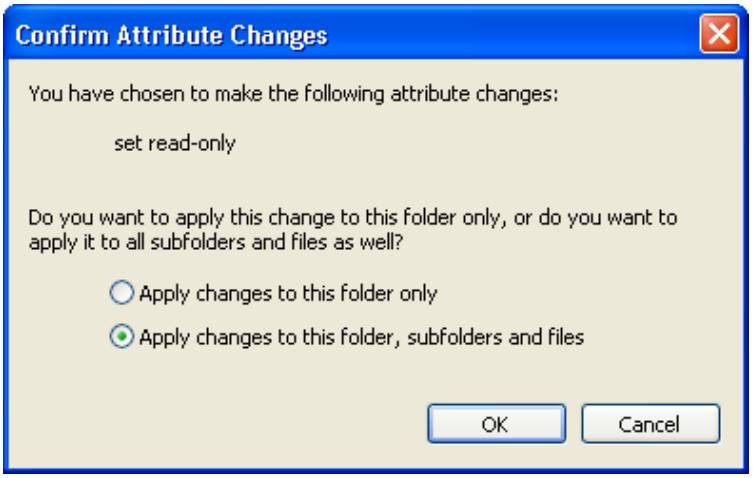
3) Set the "Browser" folder and all its contents to Read-Only (This will facilitate multiple users accessing the files at the same time. Toolbox will manage the toggling of the Read-only flag when it needs to write to a file.)
   a. Right-click the "browser" folder and choose "Properties"



   b. Check the "Read-only" box and click "OK"



c. Make sure the "Apply changes to this folder, sub-folder and files" option is enabled, then click "OK"



Now that the Toolbox data has been centralized and all users are pointing at a common location, you should go through the exercise of customizing Toolbox to meet your company needs. The PDF titled "Understanding_Toolbox" can be used to give you a feel for the types of things you can customize in Toolbox. If you are going to follow it step-by-step, I'd recommend first copying your SolidWorks Data folder to a new location, and pointing your installation of SolidWorks to that path. You should not follow the steps in the tutorial while pointing to your shared location, unless you want the settings that the tutorial describes to be used in your company.

Lastly, please consider the "Understanding_Toolbox" document as a tutorial only – something meant to help expose you to the possibilities available in Toolbox. You will of course want to evaluate your company's needs before deciding to customize your shared Toolbox. For example, the tutorial has you change from creating configurations to creating parts. This is a fundamental change in the way the Toolbox works, and should be made after considering the method you find preferable for your business.