How do I share the Exhibit Linker's EDGAR Cache folder?

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Multiple users may want to share registrant exhibit information without downloading that data on each individual computer. The exhibit indexes and cache of documents is typically stored in a user's AppData folder on a local computer. However, if your company provides filing or conversion services, you may need to access the EDGAR information for all of your clients on many computers. To avoid downloading the data to each computer individually, you can set the cache to a network location.

To set the Cache Location to a network location:

1. Click **Document > Extensions > Tools**.

2. Choose the **Exhibit Linker Options** menu item.

3. Set the *Cache Location*. This must be the full path to the network location.

4. Click **OK**.

5. Repeat this process for each computer that needs access to a shared cache location.

In addition to being able to access the EDGAR cache, each computer that is set to a network location for the EDGAR cache will download CIK data to that location. In this way, multiple computers will be able to download data simultaneously to a shared location.

> **Helpful Hints:**
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> - The exhibit linker options are stored in the HTMLExhibitLinker.ini file in the Novaworks directory in the AppData folder. After setting up the options for a single computer, you can **copy this .ini file to any number of computers to quickly deploy the same settings**.