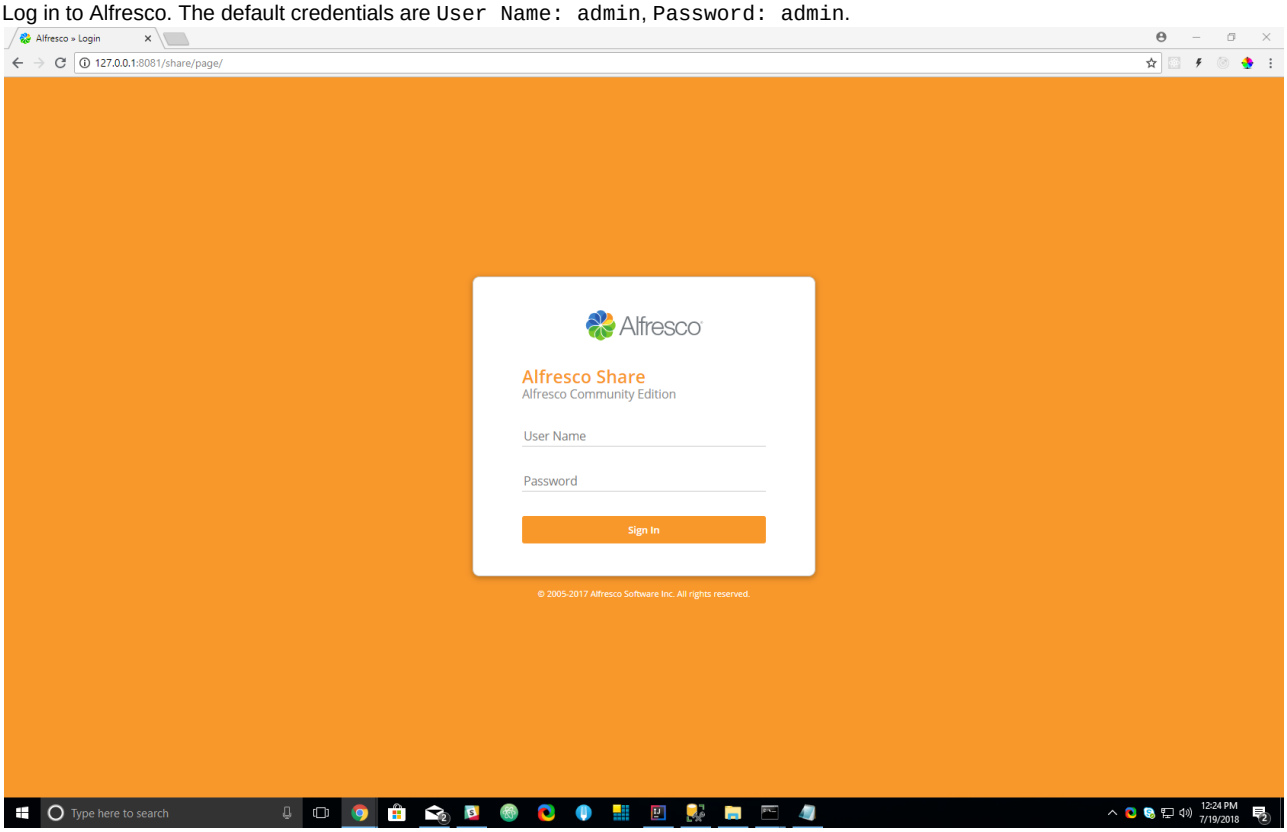
Importing the Echo Vantage Alfresco content model

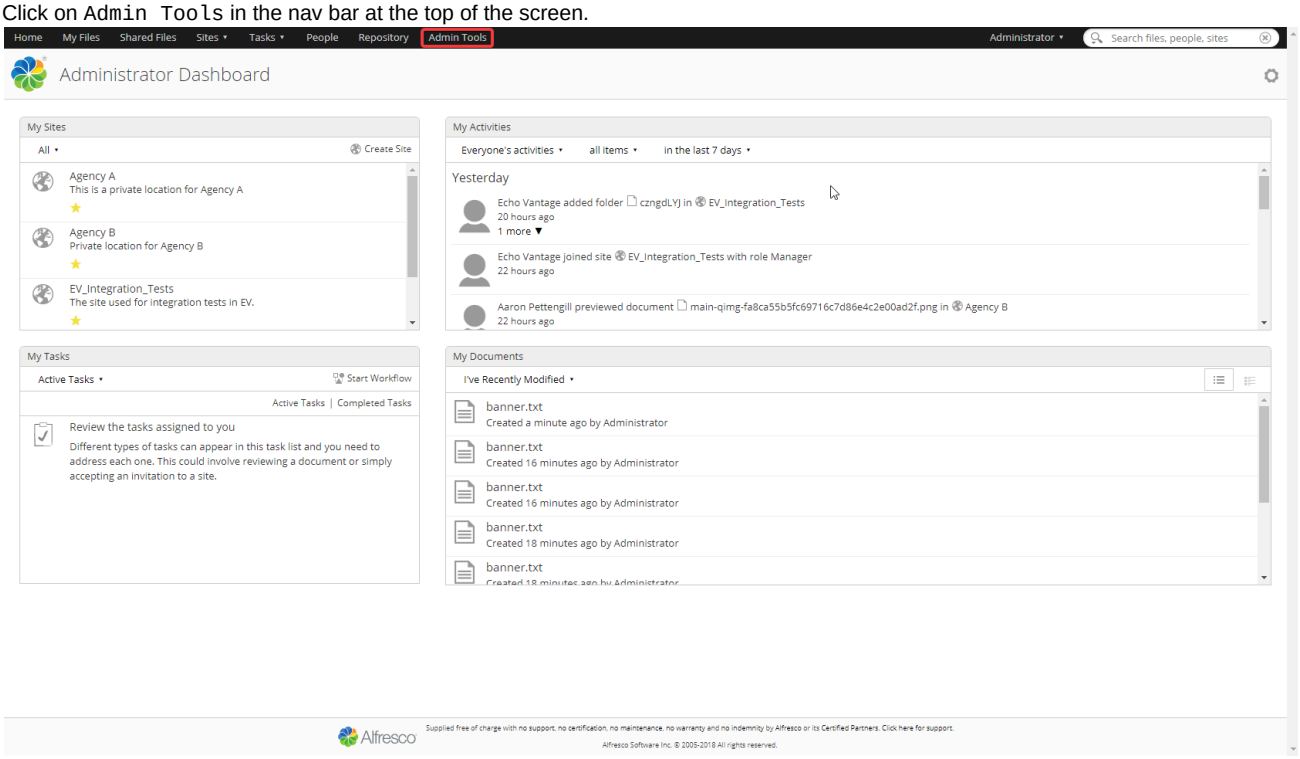
When setting up Alfresco for the first time, you'll need to import the content model used by Echo Vantage. This contains custom properties that allows us to associate a particular client with a document.

Step-by-step guide

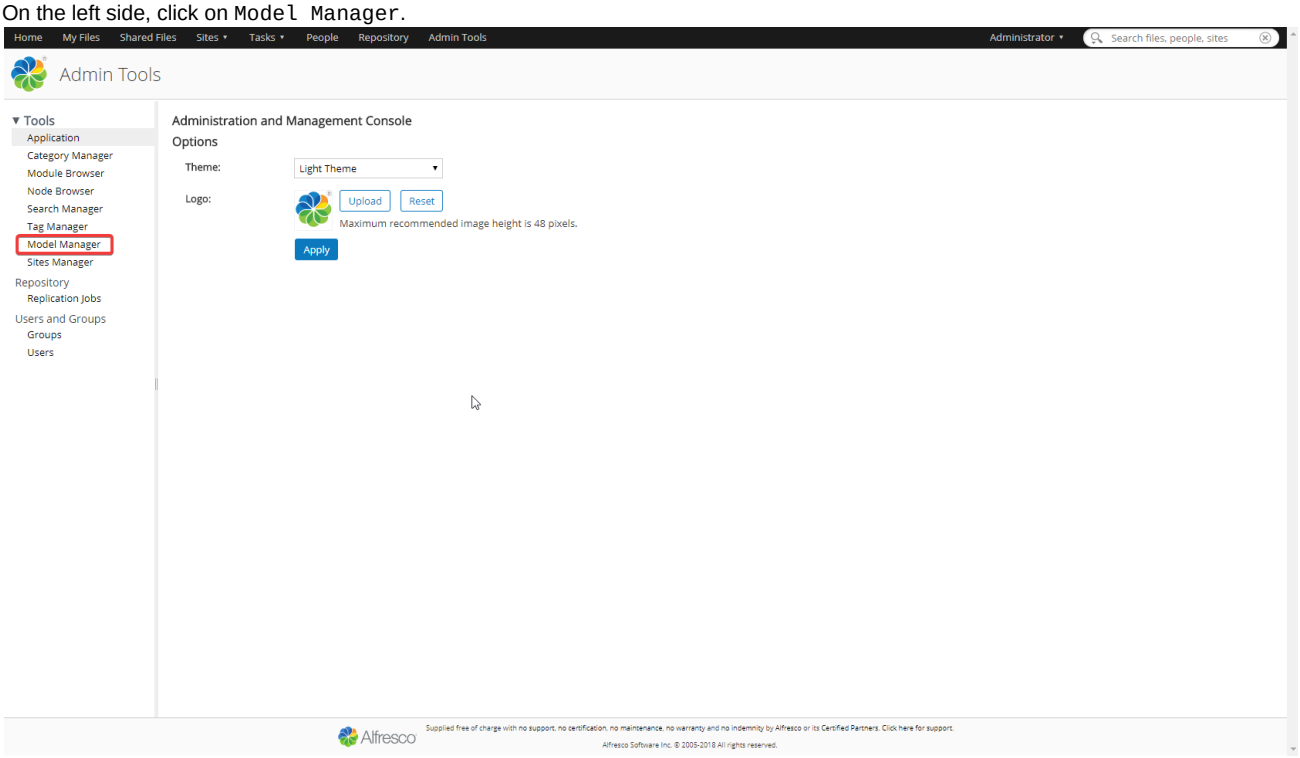
1. Open up Alfresco Share. This will be at `http://my.alfresco.domain:8080/share`. Change the port number to whichever port you have it configured for. The default is 8080.=
2. Log in to Alfresco. The default credentials are `User Name: admin`, `Password: admin`.



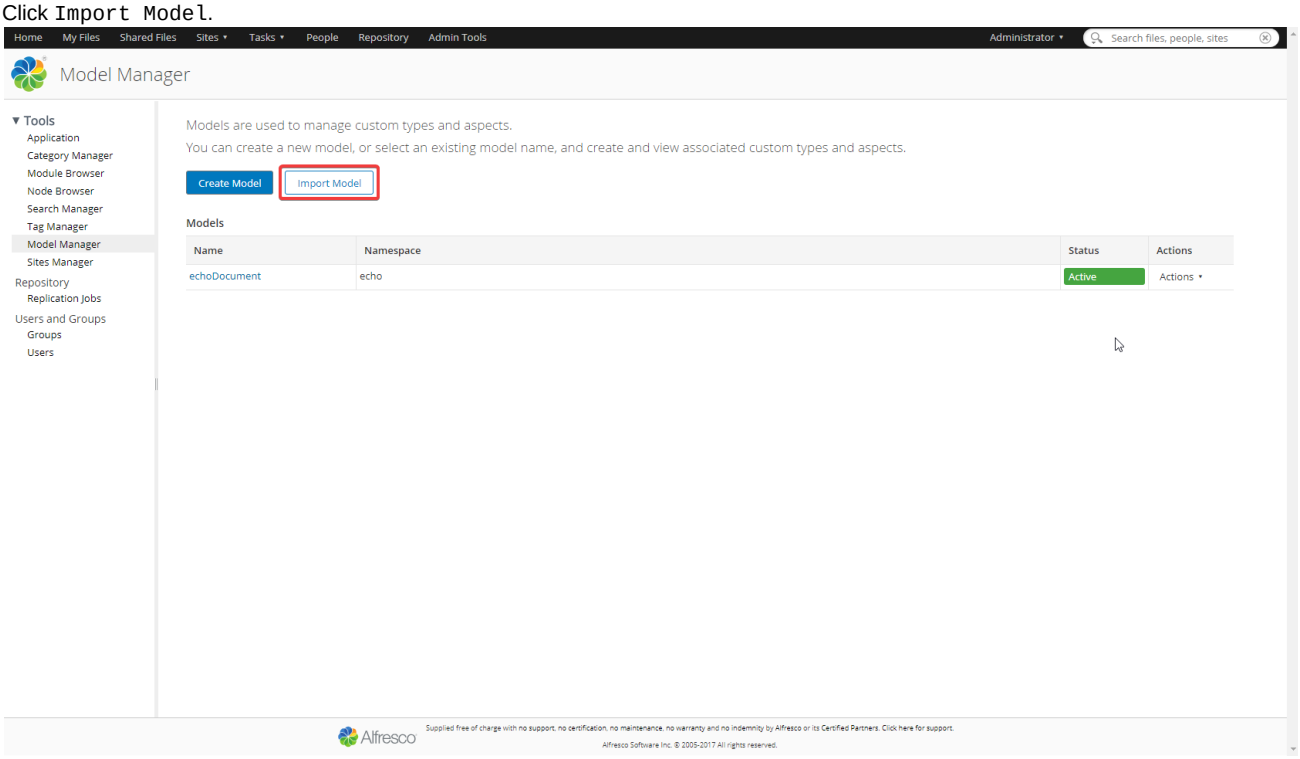
3. Click on `Admin Tools` in the nav bar at the top of the screen.



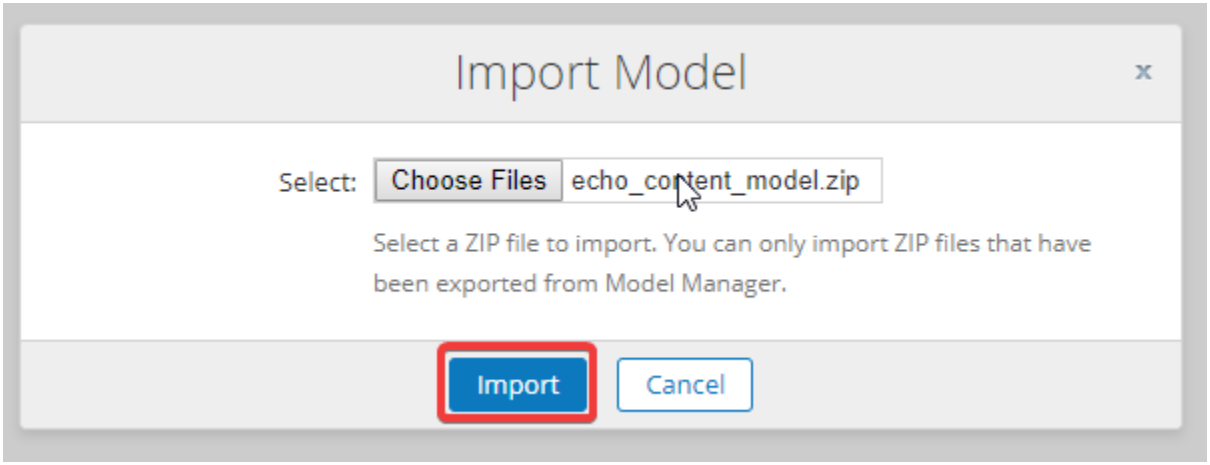
4. On the left side, click on `Model Manager`.



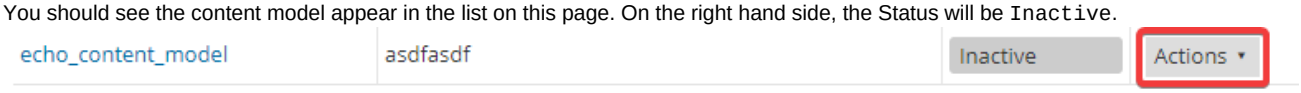
5. Click `Import Model`.



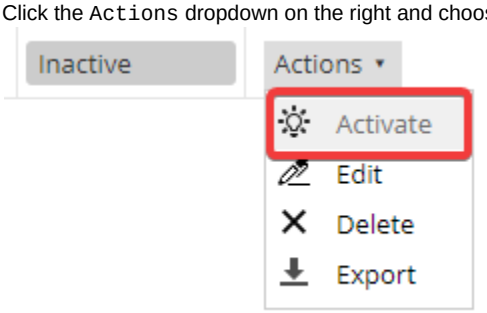
6. Click `Choose Files` and select the `echo_content_model.zip` file that we provided to you.
7. Click `Import`.



8. You should see the content model appear in the list on this page. On the right hand side, the Status will be `Inactive`.



9. Click the `Actions` dropdown on the right and choose `Activate`.



10. You are now ready to upload documents through Echo Vantage!

    If you would like to be able to upload documents directly through Alfresco while still being able to interface with Echo Vantage, follow the steps here.