

## **M/Docs II – Local Installation**

(Click here to print these directions)

The following are directions for setting up a local installation of M/Docs II:

**Important Note:** To ensure your installation process runs smoothly, we strongly recommend that you ensure that your computer is up to date with the current Microsoft Windows Updates.

### **Download & Install M/Docs II**

1. Click on the link below to download M/Docs II:

[MDocsIISetup-3.0.3.7.exe](#)

You may be prompted to Run, Save or Cancel, depending on your web browser and Windows security settings. If prompted, click **Save**, and save the file to a local location, such as a folder on the C drive, or the Desktop as long as it isn't directed to a server – if you are unsure about this, consult with your IT personnel.

2. When the download finishes, double click the file to begin the installation. When the M/Docs II 3.0 InstallShield Wizard opens, click **Next**.

3. If you agree to the License Agreement, click the option "I accept the terms in the license agreement," and then click **Next**.

4. Click **Next**.

5. Click **Next**.

6. Click **Install**.

7. Once the installation is complete, click **Finish**.

**Note:** If you are logged into the computer as a user with a Network Profile, where the User or My Documents folder is directed to a network location, please see the **Network Profile** section below.

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## **Activate M/Docs II**

Once M/Docs II has been installed, you will need to activate your license. Here's how:

1. Open **M/Docs II**.
2. Click on the **Help** menu near the top of the window.
3. Click on **My Subscriptions**, then click **Yes** to connect to the Miller/Davis server.
4. Check the box next to the appropriate module(s) (if you have prepaid for the license(s), please disregard the price listed), then click **Next**.
5. Fill in the **Company** and **Billing** information. Please be sure to include the **User's** name in the **Licensee** field.
6. Choose the appropriate option under Payment Method, and fill in your information, if needed.
7. Click **Submit**.

You will receive an email with instructions for completing the activation from **M/Docs II Orders** ([application@millerdavis.com](mailto:application@millerdavis.com)).

## **Network Profile**

If you are logged in as a user with a network profile, use the built-in M/Docs II Configuration Editor's **Database Migration Wizard** to configure your installation:

1. Click on the **Start** button.
2. Click on **All Programs**.
3. Click on the **Miller Davis Company** folder.
4. Click on the **MDocs II 3.0** folder.

5. Click on **MDocsII Configuration Editor**.
6. Click on the **Database Migration Wizard** button.
7. Follow the onscreen prompts.
8. When the wizard is complete, click **Finish**.
9. **Close** the M/Docs II Configuration Editor.

Once you have completed the Databases Migration Wizard, you will then be able to open and access the M/Docs II software.