

Configure Server – Click-By-Click Directions

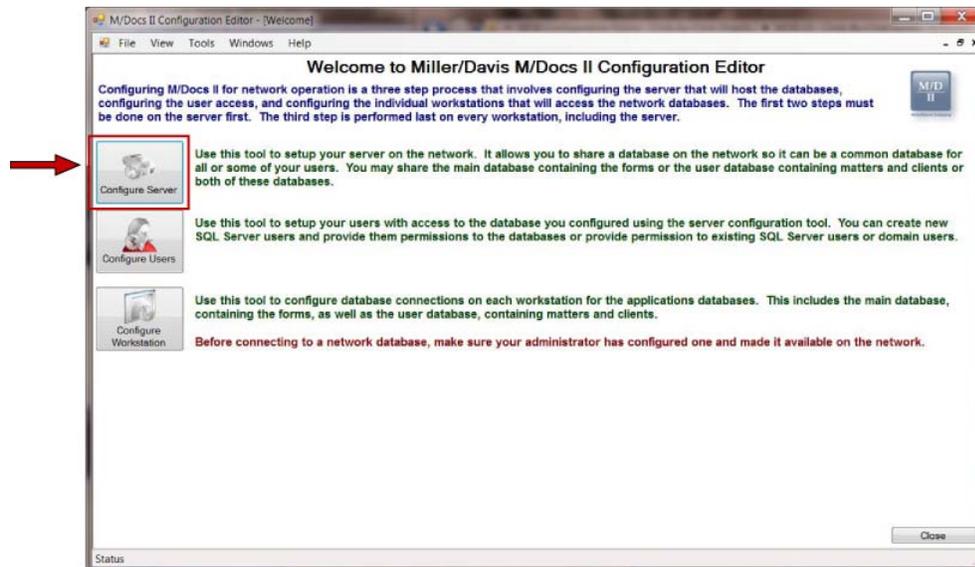
Click-By-Click Directions are designed so that each step equals one click. Checkboxes are provided for your convenience to check off as you progress through each step.

First, you will need to open the M/Docs II Configuration Editor:

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**.

Next you will need to open the Configure Server window:

1. Click on the button labeled **Configure Server**.



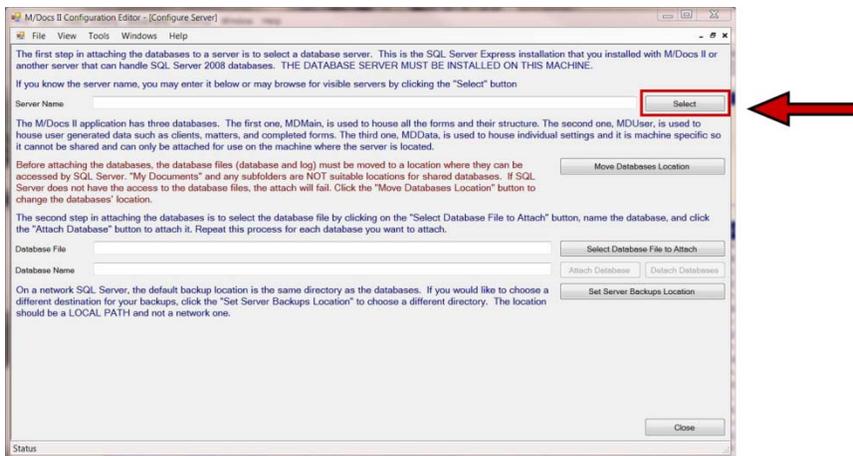
This window will allow you to choose a SQL Server and attach the M/Docs II databases. In this case, SQL Server refers to a piece of software, not a server computer. **Note:** This will only need to be done if this computer will house the M/Docs II databases.

Select the SQL Server

During the M/Docs II installation, a local SQL Server is created. For a standard network installation, you will need to choose this server.

1. Click **Select*** to the right, and a window will open that will allow you to select a pre-existing SQL Server (by default, one is created for you during the M/Docs II installation).

* If you know the exact server name, you may enter it in the available **“Server Name”** field.



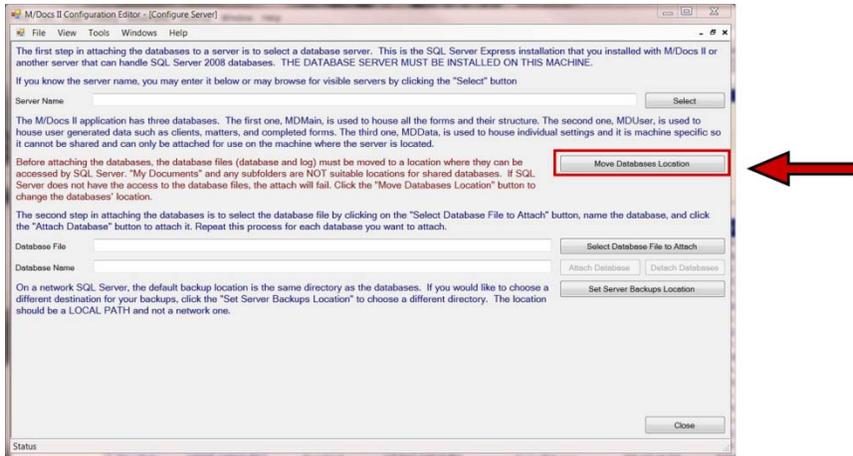
2. Select the server (depending on your computer, there may be only one choice).

3. Click **Accept**.

Move Databases to a non-user based location

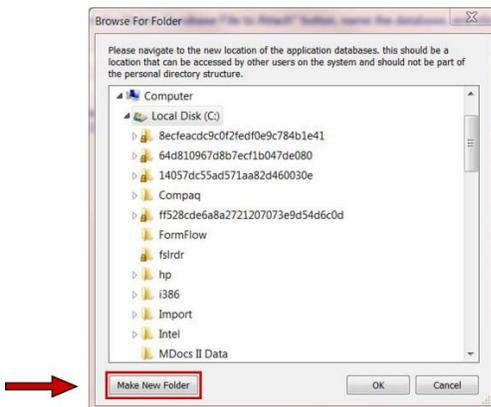
You will now need to move the databases to a non-user based location, such as a folder on the C drive.

1. Click Move Databases Location.



2. Click **Yes** to accept, a window will appear that will allow you to choose a new location for the M/Docs II databases.

3. If you have not already created a folder in the new location, use the **Make New Folder** option to create and name the folder in the proper location. Navigate to the new location for the databases in this window. **Note:** The location cannot be located in the personal directory structure, like My Documents for security purposes.



4. Click **OK** to move the files.

5. Click **OK** on the confirmation window to close this step.

Select the databases

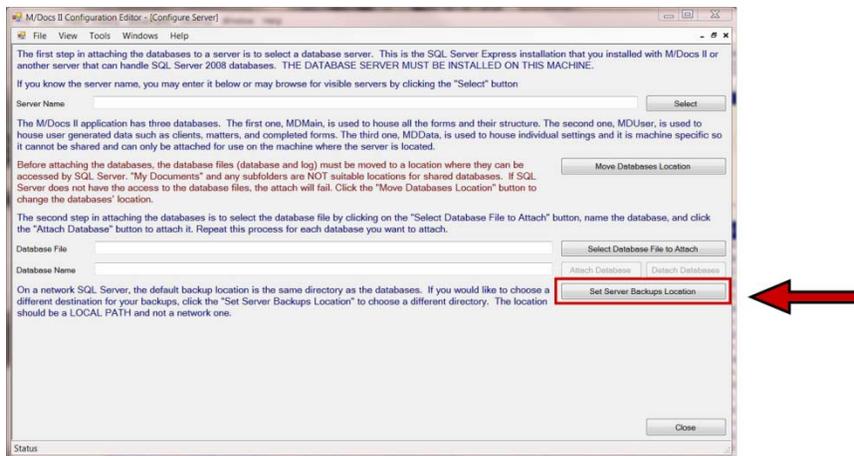
You will now select the databases to attach to the SQL server.

1. Click **Select Database File to Attach**, and **Navigate** to the database location you selected in **Step 6**.
2. Click the database named **MDMain**, then click **Open**.
3. Click **Attach Database**, and then click **OK** on the confirmation window.
4. Again, click **Select Database File to Attach**, and again, **Navigate** to the database location you selected in **Step 6**.
5. This time, click the database named **MDUser**, then click **Open**.
6. Click **Attach Database**, and then click **OK** on the confirmation window.

Set Server Backup Location

You will now select a backup location for the databases.

1. Click **Set Server Backups Location**, and a window will appear that will allow you to choose the backup location for the M/Docs II databases.



2. **Navigate** to the database location you selected in **Step 6**, and then click **OK**.
3. Click the **Close** button in the lower right corner of the window.