

Miller/Davis Company

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# **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 MDocsll Configuration Editor.

Next you will need to open the Configure Server window:

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





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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:** <u>This will only need to be done if this computer will house the M/Docs II databases.</u>

## 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 preexisting 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.

M/Docs II Configuration Editor - [Configure Server]			
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Before attaching the databases, the database files (database and log) must be moved to a location where they can be		Move Databases Location	
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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 <u>cannot</u> 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.



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## 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.

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The first step in attaching the databases to a server is to select a database server. This another server that can handle SQL Server 2008 databases. THE DATABASE SERVER If you know the server name, you may enter it below or may browse for visible servers by	is the SQL Server Express installation MUST BE INSTALLED ON THIS MAC r clicking the "Select" button	that you installed HINE.	with M/Docs II or	
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The M/Docs II application has three databases. The first one, MDMain, is used to house house user generated data such as clients, matters, and completed forms. The third one it cannot be shared and can only be attached for use on the machine where the server is	all the forms and their structure. The s , MDData, is used to house individual s located.	econd one, MDU ettings and it is m	ser, is used to nachine specific so	
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ifferent destination for your backups, click the "Set Server Backups Location" to choose a different directory. The location ihould be a LOCAL PATH and not a network one.				
			Close	

- 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.