

Configure Users – Click-By-Click Directions

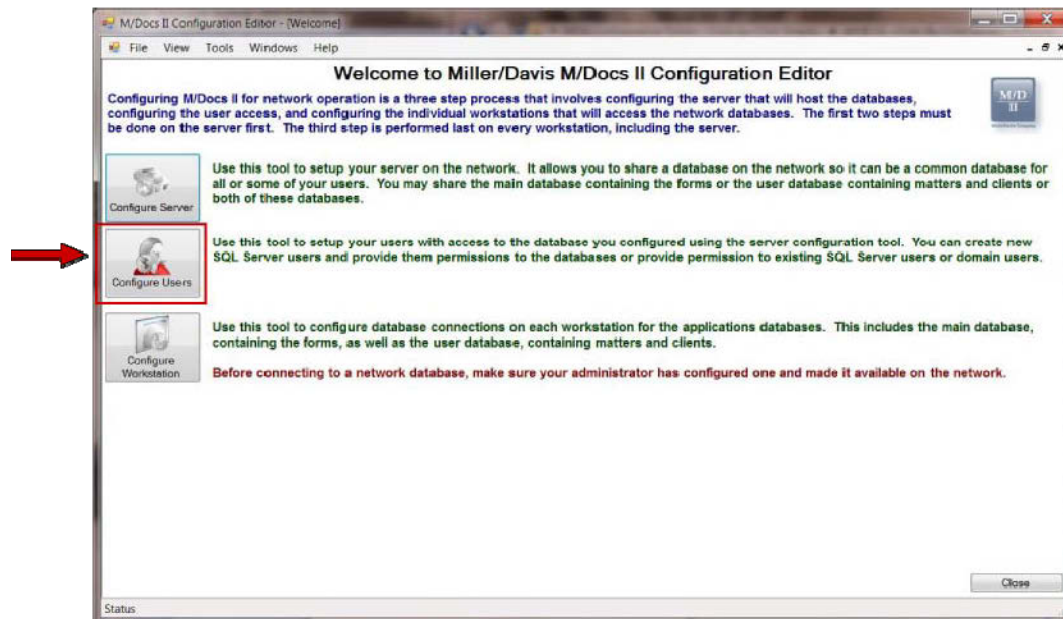
Click-By-Click Directions are designed so that each step equals one click. Checkboxes are provided for your convenience to check off as you progress through each step.

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 Users window:

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



This window will allow you to grant M/Docs II users permission to access M/Docs II Form and User databases. **Note:** This will only need to be done if this computer will house the M/Docs II databases.

Setting user permissions for the MDMain database

First you will be setting the user permissions for the MDMain database, which houses the library of forms.

1. Click **Select Server** to bring up a list of available databases.



2. Choose the proper database. (Note: Be sure that **"SQLEXPRESS"** appears under the Instance column) To grant access to the forms library, then click **Accept**.

3. Under the **Server Databases** column, click the **MDMain** database (**Note:** a version number may appear in the database name).

4. Under the **Server Users** column, click the user* you wish to have access to the database.

*If you do not see the user listed, then you will need to add the user. See the **Add User** section below.



5. Click **Allow User** below to allow access for the selected user. Repeat steps 4-5 for each user you wish to have access to the Main database.

Setting user permissions for the MDUser database

Next you will be setting the user permissions for the **MDUser** database, which will allow for sharing of user data.

1. Under the **Server Databases** column, click the **MDUser** database (**Note:** a version number may appear in the database name).
2. Under the **Server Users** column, click the user you wish to have access to the database.



3. Click **Allow User** below to allow access for the selected user. Repeat steps 2-3 for each user you wish to have access to the User database.

4. Click the **Close** button in the lower right corner of the window.

Add new or additional users

If you want to grant permissions for users, but do not see them in this list, use the **Add User** feature. There are two types of users:

SQL Server User

If you are on a network without a domain, you should choose the SQL Server User option. You can enter the User Name and Password, which will only need to be entered this one time. **Note:** Be sure to document the User Name and Password.

Windows Domain User

If you are on a network with a domain, you should choose the Windows Domain User option.

1. Click **Add User**.
2. You will see several choices:
 - A. You can enter an existing SQL Server User account, or create one by entering in a User Name and Password.
 - B. Enter an existing Windows Domain User account.
3. Once all of the users you wish to add have been added, return to **Step 3** of the **Setting user permissions for the MDMain database** instructions above.