



## DocChive Installation Document

### Web installation

- 1- Requirements
  - a. Windows NT (2000 – 2003 -2008)
  - b. MS SQL Server (2000 – 2005 – 2008)
- 2- Be sure the (IIS) is installed on Server
- 3- Modify (IIS) enable (Active Server Page – Server Side Include – CGI Enabled)
- 4- Be sure You Can Access Server From Client (<http://ServerName>)
- 5- Create new Database with name (DocChive) under MS SQL server
- 6- Import System Table Under (DocChive Database) – (Arabic CI AS)
- 7- Create new user under (MS SQL Server) with Full Rights on (DocChive Database)
- 8- Copy (DocChive Web) Folder under (WWWRoot ) Under (DocChive) Folder
- 9- Modify (db.asp) file on(DocChive) folder (Database Name ,Server , User Name , Password) – (Upload Folder on server) which Document will be stored in
- 10- sure You Can Access Server From Client (<http://ServerName/DocChive>) try Default User Name (adm) & Password (1)
- 11- Make (Upload Folder) Share with Hide (put \$ after the name) and give full security and permission to all users (everyone)

### Client installation

- 1- Requirements
  - a. Windows (XP – Vista – 7)
  - b. Admin Rights to Install the Applications
  - c. Network connections
- 2- Try access the web using address (<http://servername/DocChive>)
- 3- Try access the shared folder from explorer ([\\ServerName\Upload\\$](\\ServerName\Upload$)) save User name & Password on Client
- 4- Install (DocChive Client) on PC
- 5- Run (DocChive) on 1<sup>st</sup> time modify the connection settings (Database Name, Server , User Name , Password) & Shared Folder ([\\ServerName\Upload\\$](\\ServerName\Upload$)) sometimes you need to add (\) at the end of folder name
- 6- Click test button if successful you can Save the settings

- 7- From (Help Menu) go to Activation (Admin User Name IS (DocChiveAdmin) one word
- 8- Insert the Activation Code then click (activate) button the window will be close automatically if the activation success , for Deactivate this user you do the same step again you will be show (deactivate) button
- 9- From programs select(Admin Site Tools) (add Departments, organizations , Users with Permissions)
- 10- You can save Organization Logo as picture on client folder (DocChive) on Program file with Name (Logo.jpg)
- 11- You can unassigned database connection by pass any parameter to (DocChive.exe /s)

## Support

- 1- Access client support Area
  - a. <http://www.DocChive.com/support>
- 2- Enter support username and password