

NoPaperFiles.com

Quick Start Guide

Congratulations on your purchase of the *NoPaperFiles.com* electronic filing system!

1. The User designated as the Designer will need to setup their “My Application Settings” from the *NoPaperFiles.com* Website using the following process:
 - a. From the home page of *NoPaperFiles.com* , select “My Account” from the Main Toolbar
 - b. Select the Product /Edition you would like to configure
 - c. Log in to the Application Configuration/Setup Site
 - d. Select “My Application Settings” from the vertical toolbar on the side. **This information will be used for the application installation. This process needs to be done for each separate database that you may be setting up. For this process you will need:**
 - i. SQL Server IP or Name
 - ii. Name of database (*Make this database a name that you can remember*)
 - iii. User to create (*Owner of the Database*)
 - iv. Password to use to connect to database - *A strong password should be used*
 1. An ideal password is long, has letters, punctuation, symbols and numbers
 2. Whenever possible, use at least 14 characters or more.
 3. The greater the variety of characters in your password, the better.
 4. Use the entire keyboard, not just the letters and characters you use or see most often.**This configuration setup will need to be performed for each user to have access to your database.**
2. The Designer User next needs to install the application on the local workstation using the following process (*Note:* Steps a –c below can be omitted if you are already logged on to the setup site from Step 1 above):
 - a. From the home page of *NoPaperFiles.com* , select “My Account” from the Main Toolbar
 - b. Select the Product /Edition you would like to install
 - c. Log in to the Application Configuration/Setup Site
 - b. Select “Install Application” from vertical side tool bar
3. The Designer user then needs to log in to the application from their local install and they will be prompted to build the database. This will be done based on the “My Application Settings” placed on the *NoPaperFiles.com* website. **Please Note: The Designer user will need either SQL Server Administrator Account “sa” and password or an account that has rights to create a database. Please see your local SQL Administrator for this Information.**
4. After the completion of the Database install the application will launch and be ready to be designed for your use. Please reference the *NoPaperFiles.com* **Manual** for more information on designing your application folders.
5. Setup the folders you want to use by highlighting the Root folder, right clicking and selecting New from the menu.
6. If not already done, install your image acquisition device (scanner and/or web camera).

7. Additional users can install the application on their local workstation using the process noted in Step 2 above

Note: The *NoPaperFiles.com* application is now available on your programs menu. You may create a shortcut for this by right clicking on the item and picking Send to Desktop (Create Shortcut)

That's it – You're ready to begin!