



Administration Manual

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Web: www.MemoMaster.net, E-mail: Support@MemoMaster.net

MemoMaster

The database for your knowledge!

by JBSoftware

MemoMaster administers information of all kinds in the familiar tree structure. The structure is created by the support of folders and Text or Calculation Memos. Documents, tables, form fields, pictures and links to further Memos, e-mails, websites as well as files can be inserted.

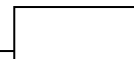
MemoMaster

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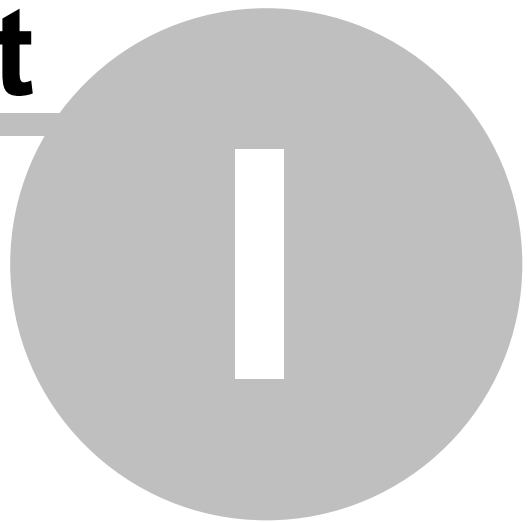
Start of the Administration

During the startup of the Administration, please enter your user name and the appropriate password. You may logon to the Administration by pushing the key „Login“.

Select the option "Logon Automatically" in order to logon to the Administration automatically in the future.

MemoMaster

Part



1 Welcome to MemoMaster Administration

THE DATABASE FOR YOUR KNOWLEDGE!

We thank you for your trust and are happy that you have chosen to work with MemoMaster.

The daily workload and information you receive will become less and easier to handle by using MemoMaster effectively.

With the support of the intuitive user interface, ideas and information can be put together easily, organized individually as well as shared with others and used in a team.

Further, importing external data increases the information content of your Memo database.

You are only one mouse click away of being able to export Memos to *Microsoft Word, Excel and other external applications. You will also be able to create or optimize reports, presentations, websites, Customer-Relationship-Management (CRM) systems and send much more via e-mail.

MemoMaster is available in three versions (as Freeware, Standalone or Network Version).

For further information, please go to our JBSoftware Website.



*Microsoft Word and Microsoft Excel is a registered trademark of Microsoft Corporation.

For more Information, please go to:

MemoMaster Client-Installation
Licensing, Update and Contact

1.1 MemoMaster Client-Installation

SYSTEM REQUIREMENTS

In order for MemoMaster to operate effectively, the computer system must meet the following requirements:

-> www.MemoMaster.net/systemreq.htm

SIZE RESTRICTIONS

- Size Restrictions of MemoMaster Professional-Edition: 1 Exabyte (Million Terabyte).

INSTALLATION OF A CLIENT (PER WORKSTATION)

Go to the first workstation (Client PC) and run the setup of the MemoMaster installation. In the end, copy the file "MMClient.cfg" (as described in **Step 2**) in the installation folder.

After a successful installation of your first client, you may use MemoMaster or setup more clients now.

For further information go to:

Online Help

Licensing, Update and Contact

1.2 Online Help

You can use the Online Help if you need any help.

If you are working with the program, the key <F1> always allows you to open the Help in the particular window you are currently working in.

There is a "HELP" field in the dialog boxes, which also opens a title of the particular dialog box.

If you are searching for a certain help topic, you may use the tabs "Index" and/or "Search" of the Online Help's navigation page (top left area). These tabs open search fields in which you may enter specific keywords you are searching for.

What do you need help with?

Open Help

Use Help Buttons

Index Search

Search for a Word

Add to Favorites

Further Information

OPEN HELP

If you are working in a window you need help with, either press on the key <F1> or click on the question mark in the menu bar on top.

USE HELP BUTTONS

Show (Help Topics)

If you have selected to hide the navigation page on the left, you can unhide it again by clicking on "Show".

Hide (Help Topics)

Via the button "Hide" displayed on top, the navigation page can be faded out. Due to the increase in size, this option allows you to read the actual help text better. You may especially consider using this option for longer texts.

Back

The button "Back" allows you to go back to the previously viewed help topic.

Forward

After having viewed the previous help topic, you may choose to go forward again by clicking on the button "Forward".

Print

You may print out the current help text by clicking on "Print".

Options

You may adjust several settings here, e.g. for Internet Options or you may turn on or off the Search Highlighting to highlight matches of your search. You may also hide tabs or refresh a page.

TABS OF THE NAVIGATION PAGE

Contents

All help topics are shown in the tree structure in the table of contents of the opened navigation tab on the left. One book either contains further subordinate books or single help pages. You can either open a book to see its content by double-clicking or by clicking on the plus sign.

Index (Search)

In order to minimize the help topics, please click on the tab "Index".

You may enter the desired word or the word group and then select from the list of given words/structures.

The list of found topics can be influenced by adding additional keywords or by deleting them from the search. This allows you to limit your search, until you are able to find related topics and keywords of your search.

Search (for a Word)

In order to search for specific words, enter the word to be searched in the text field below the tab "Search". Then, click on the button "List Topics" or press <ENTER>.

In the following, topics will be presented that contain the keyword in their help text.

Select one topic to display it. This can be done by double-clicking, by clicking on "Display" or press <ENTER> .

TIP

You can search for a related word group by using quotation marks.

E.g. entering "MOVE CLIPBOARD" with quotation marks, helps you find pages/texts in which the words "CLIPBOARD" and "MOVE" are directly related to each other.

This allows you to exclude those help pages in which both words are presented independently from each other, namely aren't related to each other (here).

Favorites

If you would like to add the open help topic to Favorites to be able to find it again and open it in the future, click on the tab "Favorites".

The title of the opened help topic will be displayed in the text field "Current Topic". You may rename it.

Click on "Display" to view the help text.

Click on "Add" to move the topic to Favorites.

Click on "Remove" to remove the selected topic from Favorites.

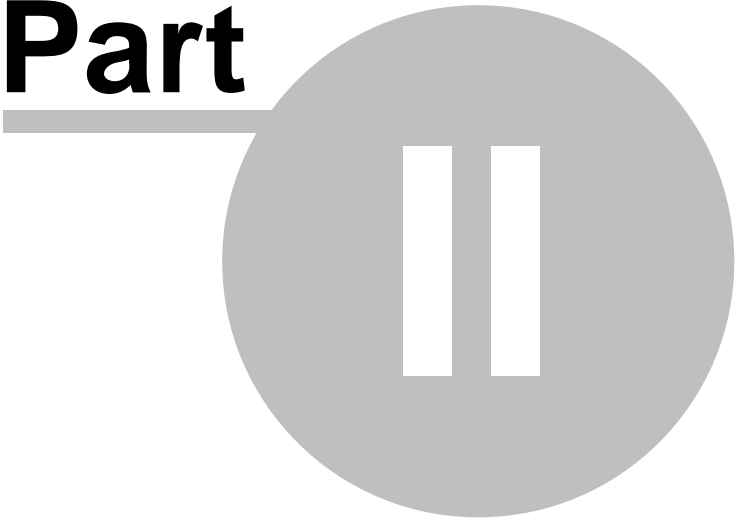
Further Information

Each help topic generally consists of a headline. The help topics are separated by an individual introduction and single text paragraphs.

Further, hyperlinks allow you to go to certain topic parts and to other related topics.

MemoMaster


Part



2 SQL Server Login

You need a registration in order to be able to establish a database connection to the SQL server.

ESTABLISH DATABASE CONNECTION

Click on the button  **Establish Database Connection** in the toolbar.

In the window of the SQL Server Login, please enter the server name of your SQL Server in the top field. Choose a Connection and enter your username as well as your password if you have one.

By clicking in the field next to the button **"LOGON AUTOMATICALLY IN FUTURE"**, you will be able to automatically logon to the SQL Server in the future.

By clicking on the button **"LOGIN"** on the bottom, the database connection will be established.



MemoMaster allows to logon to the SQL Server in one of two authentication modes.

Windows Authentication


The Windows authentication mode allows users to establish a connection, via a Microsoft Windows user account.

SQL Server Authentication (Mixed Mode)

The mixed mode allows users -- via the Windows Authentication or the SQL Server Authentication -- to establish a connection to an SQL Server instance. Users, who establish a connection via a Microsoft Windows user account, may use a familiar connection, either via Windows authentication mode or via the mixed mode.

For further information on how to logon to the SQL Server, please go to the online documentation of your SQL Server.

DISCONNECT DATABASE CONNECTION

The button  in the toolbar allows you to disconnect from the SQL Server.

For further information, please go to:

Screen Layout

Databases

Administration

Licensing

MemoMaster

Part



3 Screen Layout

Screen components are the Title Bar on the very top, the Menu Bar and Toolbar below it.

On the homepage, and if you have successfully established a database connection (SQL Server Login), the links below the headline "**DATABASES**" allow you to Add New Memo Database directly by clicking on the appropriate link or you may maintain already existing Memo databases via Memo Database Maintenance.

In "**ADMINISTRATION**" you may Add Windows Users, manage users via the link User Administration and go to Configuration.

"**RESOURCES**" allows you to get to the product website of JBSoftware.

The Status Bar is located on the center bottom right of the screen.

For further information, please go to:

Menu Bar
Toolbar
Status Bar
SQL Server Login

3.1 Menu Bar

File ?

The Menu Bar is located directly below the title bar and offers two menu buttons: "**FILE**" and "**HELP**".

A menu button allows you to select between several options. By clicking on a menu button you can open a menu to make a selection.

FILE

Exit Closes the MemoMaster application

? (HELP)

Show Help Opens the Online Help of the MemoMaster Administration

JBSoftware on the Web Opens the website of JBSoftware

E-mail Support... Opens the Contact Form on the website of JBSoftware to transfer support enquiries

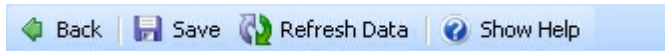
Check for Online Updates Searches online for Product Updates and updates the program version; shows new products and offers support

About MemoMaster... Displays version, copyright and the program's edition

For further information, please go to:

Screen Layout
 Toolbar
 Status Bar
 Online Help
 E-mail Support
 Check for Online Updates

3.2 Toolbar



Back	Takes you back to the homepage
Save	Saves all changes
Refresh	Refreshes the view and takes over done changes, also made by other users
Show Help	Opens the Online Help
Delete	Deletes the selected Memo database or the selected user



Establish Database Connection	Enables the database to connect to the SQL Server
Disconnect Database Connection	Disconnects the database from the SQL Server
Show Help	Opens the Online Help

For further information, please go to:

Screen Layout
 Menu Bar
 Status Bar

3.3 Status Bar

The Status Bar is located on the very bottom of the screen and contains the current date on the right, among other things.

ITEMS OF THE STATUS BAR

Ze	Displays the position where the cursor is located
Sp	Displays the column where the cursor is located
Modified on, by	Weekday, date, time of the last modification of the open Memo and by whom the

CAPS	modification was done Turn on/off capitalization
INS	Turn on/off insert key
NUM	Turn on/off NUM key of the numeric pad

For further information, please go to:

Screen Layout

Menu Bar

Toolbar

MemoMaster

Part



IV

4 Databases

The MemoMaster Administration allows you to add new databases.

In the Memo Database Maintenance all created public and personal Memo databases of the connected SQL Server are displayed.

You may: add new databases, change properties, assign user groups, update or delete.

For further information, please go to:

Add Memo Database

Open Memo Database

Database Properties

4.1 Add New Memo Database

In order to add a new database to the SQL Server, please click on the link "Add New Memo Database" via "Databases" on the homepage.

The **"DATABASE WIZARD"** will open. It will guide you through the process of creating a new Memo database step-by-step. It will show the effects of the chosen settings.

Please simply follow the instructions of the wizard. You will get to the next step by clicking on **"NEXT"**.

Where do you need help?

Step 1- Type of Memo Database (Public or Personal)

Step 2 - Database Title and Password

Step 3 - Finish Creation of the New Memo Database

STEP 1 - TYPE OF MEMO DATABASE (PUBLIC OR PERSONAL)

First, the Database Wizard will ask you to select the type of the Memo database.

MemoMaster allows you to create a personal or public Memo database. Via Administration, you may change type and access permissions at any time.

Public Memo Database

A public Memo database is accessible to all users that are part of the same user groups of the Memo Database creator.

Personal Memo Database

A personal Memo database is user-related and not accessible to other users.

Please create a user name in the field **"CREATOR"** or **"OWNER"**.

The button **"NEXT"** will take you to the next step.

STEP 2 - DATABASE TITLE AND PASSWORD

In step 2, enter the title, an optional title and password if desired. For security purposes, you need to reenter the password. If you do not wish a password, please leave these fields blank.

MemoMaster :: Database Wizard

Step 2 of 3: Database name and password protection

Enter the name and optional title, and password.
You may change this data at any time, via the administration.

Title of the Memo database:
Memo database

Description (Optional):

*** Password:** ●●●● **Confirm password:** ●●●●

*If you do not wish a password, leave these two fields blank.

Help <F1> Cancel < Back Next > Finish

"NEXT" will take you to the next step.

STEP 3 - FINISH CREATION OF THE NEW MEMO DATABASE

The wizard now possesses all necessary information. Please confirm the summary by clicking on **"FINISH"**; then you may **"CLOSE"** the wizard.

For further information, please go to:

Memo Database Maintenance
Database Properties

4.2 Memo Database Maintenance

In the Memo Database Maintenance, all created public and personal Memo databases of the registered SQL Server are displayed.

This allows you to add new databases, change properties of the Memo databases, assign user groups, update and delete.

To maintain Memo databases, please click on the link **"DATABASES"** and on **"MEMO DATABASE MAINTENANCE"**.

What do you need help with?

Add Memo Database
Database Properties
Public Memo Databases
Personal Memo Databases
Delete Memo Database
Toolbar

PUBLIC MEMO DATABASES

A public Memo database is accessible for all users that are assigned to the same user groups (when adding the creator).

PERSONAL MEMO DATABASES

A personal Memo database is user-related and not accessible for other users.

DELETE MEMO DATABASE

The button **"DELETE"** allows you to delete the selected Memo database. You need to confirm your deletion. A click on **"YES"** will delete the Memo database.

For further information, please go to:

Add Memo Database
Database Properties

4.2.1 Memo Database Properties

The button **"PROPERTIES"** in the menu bar of the Memo Database Maintenance allows you to change the general properties of the Memo databases and also allows you to assign users.

What do you need help with?

Tab "General"

Tab "Assigned Groups"

GENERAL

The tab **"GENERAL"** allows you to adjust the properties, like the title, description and owner. You may create a password or change an existing one.

Additionally, you may select the type (public or personal) of the Memo database by clicking in the appropriate circle.

The button **"APPLY"** will apply all changes.

ASSIGNED GROUPS

The tab **"ASSIGNED GROUPS"** allows you to assign certain User Groups to a selected Memo database, which were previously created in the User Administration.

Select the desired user group in the left column by clicking on the appropriate one listed under **"AVAILABLE GROUPS"**; transfer it by clicking on **"ADD"**. This allows you to assign several user groups to the Memo database.

An assigned group can be deleted again if selected in the right column under **"ASSIGNED GROUPS"** and by clicking on **"DELETE"**.

The button **"RESET"** will take you to the initial state.



For further information, please go to:

Add Memo Database

Memo Database Maintenance

Group Properties

MemoMaster

Part



5 Administration

The MemoMaster Administration allows you to Assign Users, create User Groups, and assign access permissions.

Further, you may adjust settings regarding user registration of the Clients (Workstations), the SQL Server Access and the Document Archive.

You may enable the feature Check Online for Product Updates and create the Licensing File for the workstations.

For further information, please go to:

Import Windows Users

User Administration

Configuration

5.1 Import Windows Users

Windows users can be imported via the MemoMaster Administration. Therefore, no users need to be created/added manually.

Where do you need help?

Select Windows Domain for User Import

Filter Windows Users for Import

Edit Reserved Users for User Import

Import Reserved Windows Users

SELECT WINDOWS DOMAIN FOR USER IMPORT

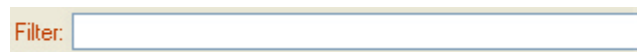
Select the option **"ADD WINDOWS USERS"** on the homepage.

After the selection of the appropriate Windows domain with the selection arrow, all existing Windows users will be displayed.

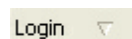


FILTER WINDOWS USERS FOR IMPORT

A filter function is available to sort the Windows users. Enter the appropriate keyword you are searching for in the text field.



Also, clicking on **"LOGIN"** allows you to sort the Windows users or the reserved users ascending or descending alphabetically.



EDIT RESERVED USERS FOR USER IMPORT

In the left view of the tab Windows Users, you may select the ones you would like to import. Please click on **"ADD"** to do so.

The added users will from now on be reserved on the right. The tab **"DETAILS"** allows you to edit the user's properties. The tab **"ASSIGNED TO GROUP"** allows you to assign a user to a user group.

"DELETE" allows you to delete users from the right column under **"RESERVED USERS"**.

The button **"RESET"** will take you to the initial state.

IMPORT RESERVED WINDOWS USERS

If you would like to import Reserved Windows Users to the MemoMaster Administration, please click on the button **"IMPORT RESERVED USER/S NOW..."**.

For further information, please go to:

User Administration
User Properties
Group Properties

5.2 User Administration

The User Administration allows you to add, edit, activate, disable and delete users.

You may import assigned Windows users to the MemoMaster Administration.

Also, you may add, edit and delete user groups.

For further information, please go to:

Add User
User Properties
Import Windows Users
Activated User Licenses
Deactivated User Licenses
Group Properties
Toolbar

5.2.1 User Properties

The button **"ADD USERS"** in the User Administration (link on homepage) allows you to create new users; you may also assign user name, login and permissions, you may activate or deactivate the user or may assign user groups.

Also, you may display and edit a user by clicking on the button **"PROPERTIES"** or by double-clicking on him/her under User Properties in the overview of the user administration.

What do you need help with?

Tab "General"
Tab "Assigned Groups"

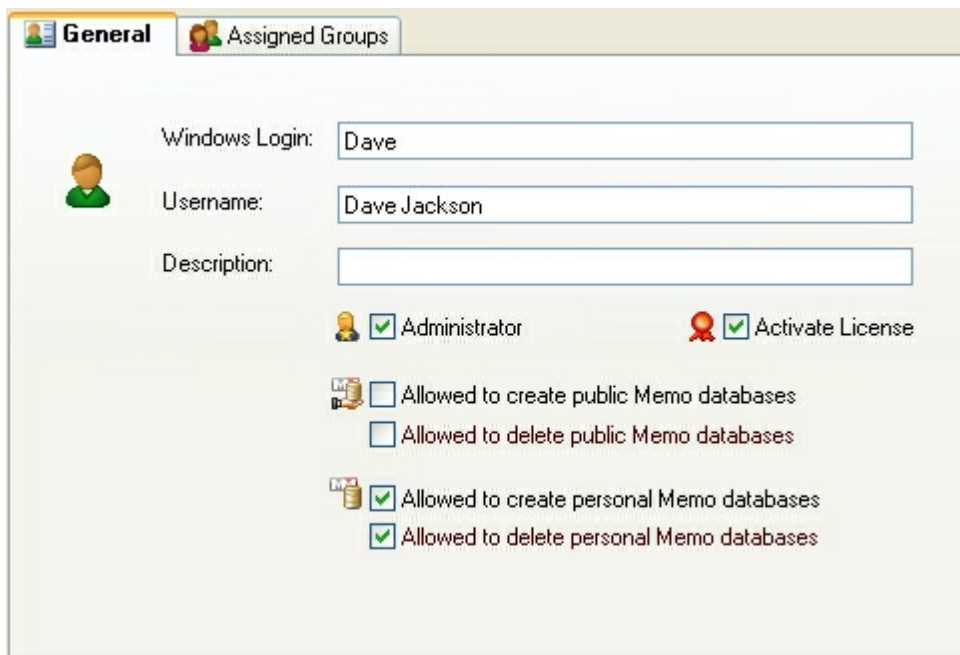
GENERAL

The tab **"GENERAL"** allows you to edit/change properties, like Windows login, user name and a description of the user.

You may assign administrator rights to the user so that he/she may also adjust the settings in the administration. To do so, check off the box in front of **"ADMINISTRATOR"**.

In order for the user to be able to login and start MemoMaster, the user license needs to be activated. To do so, please check off the box in front of **"ACTIVATE LICENSE"**. Please remove the check if you would like to deactivate a user that shall currently not be activated.

Further, you may select here whether the user shall be allowed to create and delete public Memo databases and/or create or delete personal MemoMaster databases (see also Default User Setting).



The screenshot shows the 'General' tab of the MemoMaster user administration interface. It features a user profile icon on the left and several input fields and checkboxes on the right. The 'Windows Login' field contains 'Dave', the 'Username' field contains 'Dave Jackson', and the 'Description' field is empty. Below these fields are several checkboxes: 'Administrator' (checked), 'Activate License' (checked), 'Allowed to create public Memo databases' (unchecked), 'Allowed to delete public Memo databases' (unchecked), 'Allowed to create personal Memo databases' (checked), and 'Allowed to delete personal Memo databases' (checked). The interface has a light beige background and a yellow header bar with two tabs: 'General' and 'Assigned Groups'.

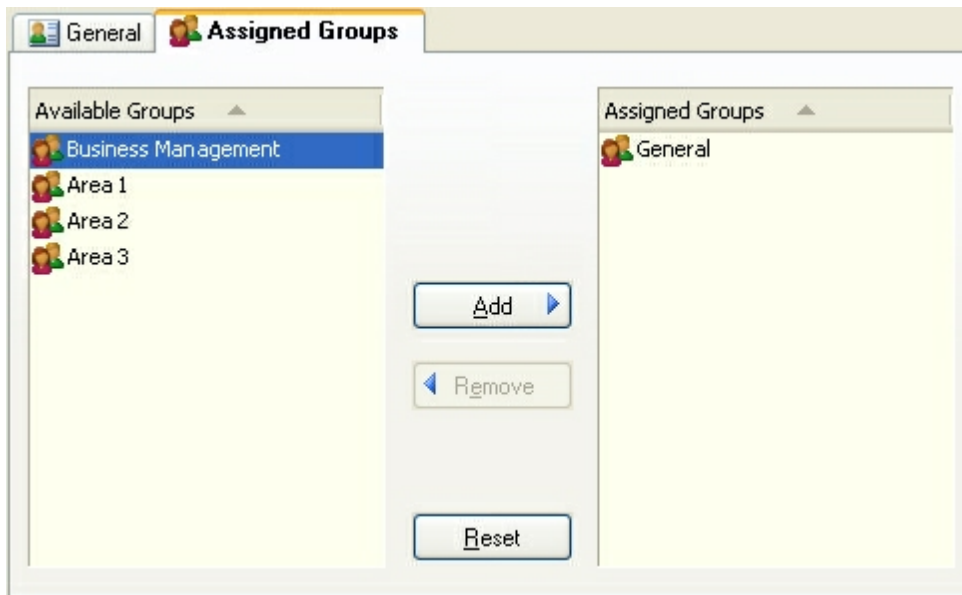
ASSIGNED (USER) GROUPS

The tab **"ASSIGNED GROUPS"** allows you to assign the selected user to certain User Groups which were previously established in the User Administration.

Select the desired User Group in the left column by clicking on it and transfer these by clicking on **"ADD"**. This is how you may assign the User to various user groups.

An assigned group may be deleted again if selected in the right column and by clicking on **"REMOVE"**.

The button **"RESET"** will take you to the initial state.



For further information, please go to:

- Import Windows Users
- Activated User Licenses
- Deactivated User Licenses
- Default User Setting
- Group Properties

5.2.2 Group Properties

"GROUPS" in the navigation view of the User Administration



displays an overview of all established user groups.



Group name	Description
Administration	
Management	
Product Management	
Technical Support	

Below the overview of users, you are told how many user groups exist.

By double-clicking on a group or on the button **"PROPERTIES"** you may change the group name and the description of the group or go to the tab **"ASSIGNED USERS"** where you may add or

remove users of the group.

ADD GROUP

The button **"ADD GROUP"** allows you to create a new user group.

Enter the group name and if necessary, a description; then click on **"APPLY"**.

The tab **"ASSIGNED USERS"** allows you to assign a user to the group. Per mouse click, you may select an available user in the left view **"AVAILABLE USERS"**; transfer them to the **"ASSIGNED USERS"** by clicking on **"ADD"**. A click on **"APPLY"** will save the assigned users to the group.

"REMOVE" allows you to remove assigned users from the group again.

The button **"RESET"** will take you to the initial state.

For further information, please go to:

Import Windows Users
User Administration

5.2.3 Activated User Licenses

"ACTIVATED LICENSES" in the navigation view of the User Administration



allows you to display all users that have access to MemoMaster. Make sure there is a check in front of the option **"ACTIVATE LICENSE"** in User Properties.

Users (activated licenses)				
Windows Login	Username	Description	Administrator	License
MHubbard	Michael Hubbard		Yes	Activated
DJackson	Dave Jackson		Yes	Activated
BStyletz	Ben Styletz		No	Activated

A message appears below the overview of users. It tells you the amount of purchased and activated licenses.

This allows you to have control over how many licenses are still available to be assigned to users.

If there are no more free licenses, you may consider to deactivate users to be able to activate new users or to purchase additional licenses.

For further information, please go to:

User Administration
Deactivated User Licenses

Group Properties

5.2.4 Deactivated User Licenses

"DEACTIVATED LICENSES" in the navigation view of the User Administration



allows you to display all users that are established, but have no current access to MemoMaster. Make sure there is no check in front of the option **"ACTIVATE LICENSE"** in User Properties.

Users (deactivated licenses)		
Windows Login	Username	Description
!DEFAULT	<Template>	Default values for new users
DJackson	Dave Jackson	
BStyletz	Ben Styletz	

A message appears below the user overview. It tells you the amount of purchased and deactivated licenses.

Deactivated users may be activated if the box in front of the option **"ACTIVATE LICENSE"** in User Properties is checked off..

"DEFAULT USER SETTING" allows you to go to default settings that are preset for each new user (see also Default User Setting).

For further information, please go to:

User Administration
 Activated User Licenses
 Groups

5.2.5 Default User Setting

"DEACTIVATED LICENSES" in the navigation view of the User Administration on the very top allows you to display the **"DEFAULT USER SETTING"**.

Users (deactivated licenses)		
Windows Login	Username	Description
!DEFAULT	<Template>	Default values for new users
DJackson	Dave Jackson	
BStyletz	Ben Styletz	

Please note that the default user can not be deleted.

The default user allows you to adjust default settings that are preset for each new user, e.g. also in the automated user registration, when logging on for the first time (see Configuration/Clients) or Import Windows Users.

Double-clicking on **"!DEFAULT"** allows you to open the properties and the tab **"GENERAL"** allows you to adjust the default settings, such as permissions and license activation as well as the default group assignment via the tab **"ASSIGNED GROUPS"** (see also User Properties).

NOTE Please consider that all settings of the default user are automatically preset for all new users. These settings (properties or group assignment) may be changed manually for each user in the MemoMaster Administration.

For further information, please go to:

User Administration
User Properties
Import Windows Users

5.3 Configuration

The **"CONFIGURATION"** of the MemoMaster Administration allows you to adjust settings of the user registration of the clients (workstations), to the SQL Server Access and the Document Archive.

You may activate the Online Check for Product Updates and create the configuration file for the clients.

For further information, please go to:

Workstations
SQL Server Access
Document Archive
Product Update
License Administration
Toolbar

5.3.1 Clients (Workstations)

MemoMaster is able to add users to the user administration automatically, once these users start MemoMaster for the first time. In this case, the user automatically receives all permissions that are assigned to the Default User.

The **"CONFIGURATION"** is preset and located under the folder **"CLIENTS"**. The automatic user registration is not permitted.

Allow automatic user registration at initial login

This default setting may be disabled by deleting the check with a click.

For further information, please go to:

Standard User Setting
Import Windows Users
Configuration

5.3.2 SQL Server Access

In order for the users to be able to logon to the SQL Server, a specification of (a) general access is required. Please define the desired connection type as well as username and password if necessary. These adjustments can be made via "**CONFIGURATION**" and the folder "**SQL SERVER ACCESS**".

If the users logon per Windows authentication, there is no name and password is required.

WINDOWS AUTHENTICATION

The Windows authentication mode allows users to establish a connection, via a Microsoft Windows user account.

SQL SERVER AUTHENTICATION (MIXED MODE)

The mixed mode allows users -- via the Windows Authentication or the SQL Server Authentication -- to establish a connection to an SQL Server instance. Users, who establish a connection via a Microsoft Windows user account, may use a familiar connection, either via Windows authentication mode or via the mixed mode.

For further information on how to logon to the SQL Server, please go to the online documentation of your SQL Server.

For further information, please go to:

Import Windows Users



5.3.3 Document Archive

MemoMaster saves the checked-in documents in the AES Rijndael Algorithmus, 128 Bit encrypted in a central Document Archive automatically.

In 2001, the National Institute of Standards and Technology (NIST) specified the encryption standard AES. It offers a high amount of cryptographic security, speed and efficiency.

The entry of the Network Archive Path for the document archive is necessary. You may enter it via "**CONFIGURATION**" and the folder "**DOCUMENT ARCHIVE**". This Network Archive Path must be accessible from every client (workstation).

Additionally, it is also necessary to enter the directory for the document archive, which is accessible from this computer by writing and reading. It may be a separate directory (see graphic) or may also be a Network Archive Path.

Local Archive Path:	(Must be accessible from this Administration)
<input type="text"/>	
Network Archive Path:	(Must be accessible from any workstation)
<input type="text"/>	

NOTE Both fields - Local Archive Path and Network Archive Path - must be filled out correctly if a Document Archive shall be used. It is one and the same target directory in principle. From where it needs to be accessible, depends on the fact that there may simply be different paths(!).

In the following, three examples for configurations:

Example 1:

The directory of the document archive exists on the same computer the application of the MemoMaster Administration was installed on.

The local directory path is: "C:\MemoMaster\Archive". For the client computers the directory "MemoMaster" was enabled, e.g. "H:" as letter of the drive.

Therefore, you may enter the following data:

- Local archive path: "C:\MemoMaster\Archive"
- Network archive path: "H:\Archive"

Example 2:

The directory of the document archive exists on another computer than the application of the MemoMaster Administration.

In this case the local directory path is irrelevant. Therefore, the pure network path has to be considered for all computers.

Therefore, enter the following data:

- Local archive path: "H:\Archive"
- Network archive path: "H:\Archive"

Example 3:

The directory of the document archive exists on the same computer the application of the MemoMaster Administration was installed on.

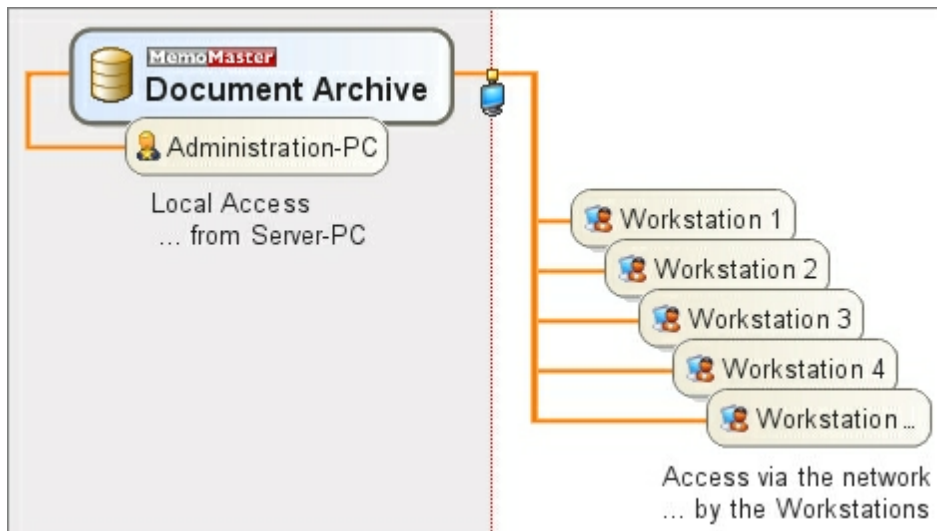
The name of the computer on which the archive directory is located is named "MyComputer". The client archive access shall be carried out via the UNC path.

The local directory path is named: "C:\MemoMaster\Archiv". The directory "Archive" was enabled for the client computers.

Therefore, enter the following data:

- Local archive path: "C:\MemoMaster\Archive\"
- Network archive path: "\\MyComputer\Archive\"

Important: The administration application as well as MemoMaster of all client computers need full writing and reading permission in the archive directory.



When deleting a Memo database, it may occur that the corresponding archive directory may have not been deleted, e.g. due to missing user permissions. Via "Configuration" and the folder "Document Archive" you may check for the existence of old archive folders, which may be deleted to create more disk space.

To search for old archive folders, you may click on the link **"OLD ARCHIVE FOLDERS"**.

For further information, please go to:

Properties Users
Properties Groups
Standard User Setting

5.3.4 Product Update



MemoMaster can check for product updates automatically. If an update is found, it is copied to a general directory.

Every client that logs on to the system later, will receive the newest program version automatically via this general directory.

The entry of the general Network-Update-Directory is necessary. It may be entered via **"CONFIGURATION"** and the folder **"PRODUCT UPDATE"**. This directory needs to be accessible from every client.

Additionally, also enter the data path for the general directory, which is accessible from this administration computer by writing and reading. It may be a separate data path (see graphic) or may

also be a network-update-directory.

Update Local Index:	(Must be accessible from this Administration)
<input type="text"/>	
Network Update Directory:	(Must be accessible from any workstation)
<input type="text"/>	

NOTE Both fields - Local Update Path and Network Update Path - must be filled out correctly if an automatic update distribution shall be used. It is one and the same target directory in principle. From where it needs to be accessible, depends on the fact that there may simply be different paths(!).

In the following, three examples for configurations:

Example 1:

The directory of the document archive exists on the same computer the application of the MemoMaster Administration was installed on.

The local directory path is "C:\MemoMaster\Updates". For the client computers the directory "MemoMaster" was enabled, e.g. "H:" as letter of the drive.

Therefore, you may enter the following data:

- Local archive path: "C:\MemoMaster\Updates\"
- Network archive path: "H:\Updates\"

Example 2:

The directory of the document archive exists on another computer than the application of the MemoMaster Administration.

In this case the local directory path is irrelevant. Therefore, the pure network path has to be considered for all computers.

Therefore, enter the following data:

- Local archive path: "H:\Updates\"
- Network archive path: "H:\Updates\"

Example 3:

The directory of the document archive exists on the same computer the application of the MemoMaster Administration was installed on.

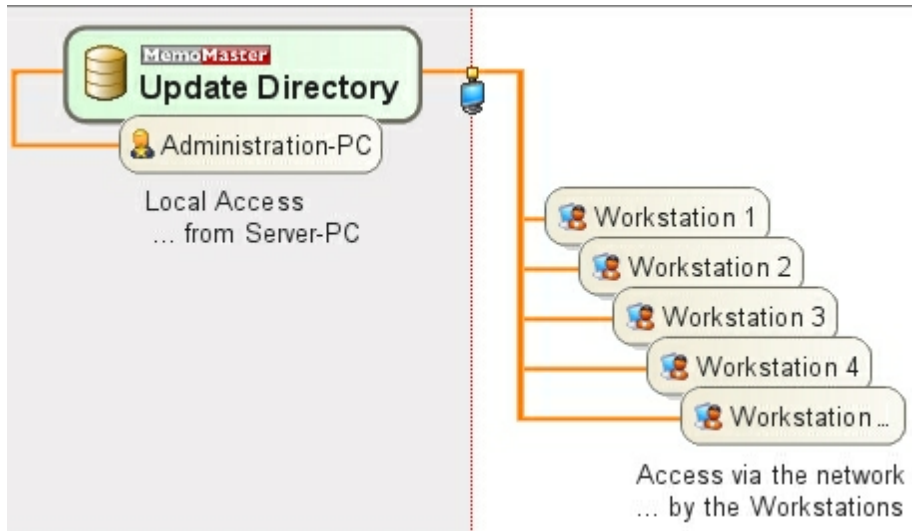
The name of the computer on which the archive directory is located is named "MyComputer". The client archive access shall be carried out via the UNC path.

The local directory path is named: "C:\MemoMaster\Updates". The directory "Updates" was enabled for the client computers.

Therefore, enter the following data:

- Local archive path: "C:\MemoMaster\Updates\"
- Network archive path: "\\MyComputer\Updates\"

Important: The administration application as well as MemoMaster of all client computers need full permissions to write and read in the archive directory.



If you have entered the common directory for product updates correctly each time, you may start the Check for Online Updates by clicking on the link "**CHECK FOR ONLINE UPDATES NOW...**".

For further information, please go to:
Check for Updates

5.3.5 License Administration

The folder "**LICENSE ADMINISTRATION**" of the "**CONFIGURATION**" allows you to display information regarding what version you are work with, user permissions, e.g. how much longer the Test Version is valid.

After the complete configuration setup, such as Clients (Workstations), SQL Server Access, Document Archive and Product Updates, you may click on "**CREATE CLIENT CONFIGURATION FILE**" via "**LICENSE ADMINISTRATION**".

The given file name "**MMCLIENT.CFG**" may not be changed. You may save the file either in a network directory or an data medium now to Setup a License for a Client/Workstation or you may provide the Client Configuration File via an internal distribution system.

After purchasing the product version, you will receive the licensing file. After having received the file, click on "**OPEN LICENSING FILE**" and then follow the included instructions.

For further information, please go to:
Clients
SQL Server Access

Document Archive
Licensing
Contact and Support

MemoMaster

Part



VI

6 Licensing, Update and Contact

You can rely on a professional programming, continuous program maintenance and automatic updates.

It is our obligation to deliver products free of errors. If you should encounter a problem, you may contact our support via e-mail.

TIP

In order to ensure against great damage due to data loss, it is strongly recommended to save your data on external data mediums (e.g. streamer, an external hard drive or an external USB memory stick).

For further information, please go to:

Licensing

Check for Updates


Contact and Support

6.1 Licensing

If MemoMaster is used for commercial purposes, you need to purchase the Small-Business- or the Professional-Edition.

The user permission of the Shareware/Trial-Version ends with the expiration of the test phase.

6.2 Check for Updates

After clicking on the button  in the menu bar and selecting the option **"CHECK FOR ONLINE UPDATES"**, MemoMaster will search for product updates. This update feature is a Web-based service that helps you to keep MemoMaster current at all times.

The service helps you to:

- Detect product updates for MemoMaster;
- Display information of product news;
- Install available updates automatically.

If you need support, you may contact us via e-mail.

We recommend you to check for online updates frequently.

During each update, you will receive old updates that have not yet been downloaded automatically.

RUN ONLINE UPDATES

In order for the Update Wizard to be able to recognize the currently installed program version, it is necessary to start and close MemoMaster at least once.

1. First, create a Client Configuration File via the configuration menu.
2. Copy the created configuration file (MMClient.cfg) to the installation folder of your MemoMaster client.

3. Now start MemoMaster and check whether your connection has been successful.
4. From now on you may use the Update Wizard of your MemoMaster Administration.

Make sure that you are connected to the Internet.

Then, click on "?" and on the selectable option **"CHECK FOR ONLINE UPDATES"** to check for any available current updates. You may also go to **"CONFIGURATION"** and the folder **"PRODUCT UPDATES"**.

After the update search ended, a message is displayed to tell you whether there are any new available updates/versions.

If there is a new update/version, you may access history information, i.e. you may read what was improved or what function was inserted or changed.

To do so, simply click on the hyperlink **"HERE"**.

To download the available update, please click on the button **"UPDATE NOW"**.

For further information, please go to:

Configuration

Licensing

Contact & Support

6.3 Contact & Support



General Product Inquiries:

Mail@JBSoftware.org



Customer Service:

Support@JBSoftware.org

You may access further information regarding our products via the JBSoftware-Website.

For further information, please go to:

Licensing

Check for Updates

Further Information

For further informations, please go to www.JBSoftware.org.

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