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1 AdvantageLaw-Access System Installation

1.1 System Requirements

Work station	Pentium 400 MHz 1 GB RAM 500 MB Disk for program files and tutorials
File server	2 GB Ram, 1GB available disk
Operating system	Windows XP, Vista, Windows 7
(for SQL systems)	MS Sql Server 2000, 2005, 2005 Express; MySQL V5+

1.2 Installed Components

AdvantageLaw clients consist of the following components. They are added to your system automatically when the installation process is completed.

Application:

The programs, forms, queries, reports and other functions that make the system work.

Database:
This is where the actual client data resides (matters, clients, time, etc.)

Tutorial:
Provides visual and audio instruction on how to perform tasks and functions.

Documentation:
The detailed instructions on how to use AdvantageLaw. This is included in the setup as PDF files.

1.3 Standalone Installation

The AdvantageLaw system can be downloaded from the AdvantageLaw support site (www.Advantagelaw.com)

Click the *Support* Link to get to the Advantagelaw Support Site

Click *Downloads*

Select Advantagelaw Setup.

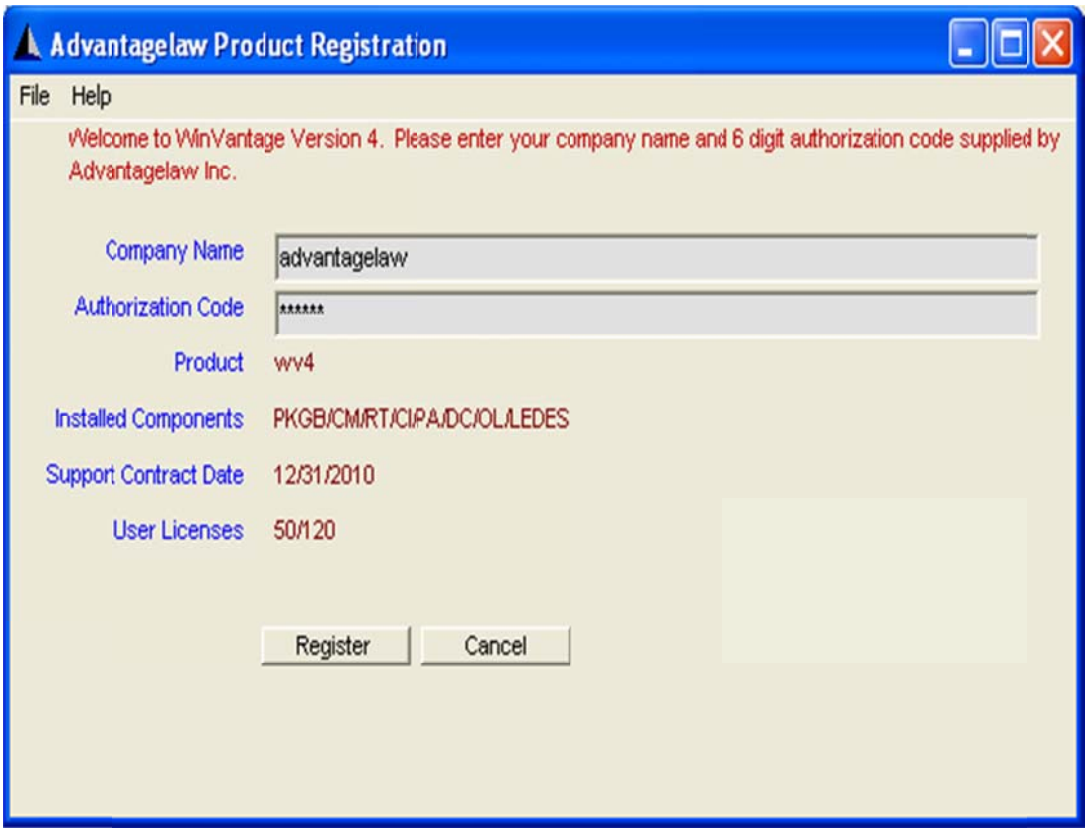
To install the program, run the file *advantagelaw.msi*

The program is installed locally in the folder **c:\advantagelaw**

If you are running in a single-user environment, all programs and data are located in the c:\advantagelaw folder.

1.4 Registering AdvantageLaw

The AdvantageLaw application must be registered on each PC running the program.



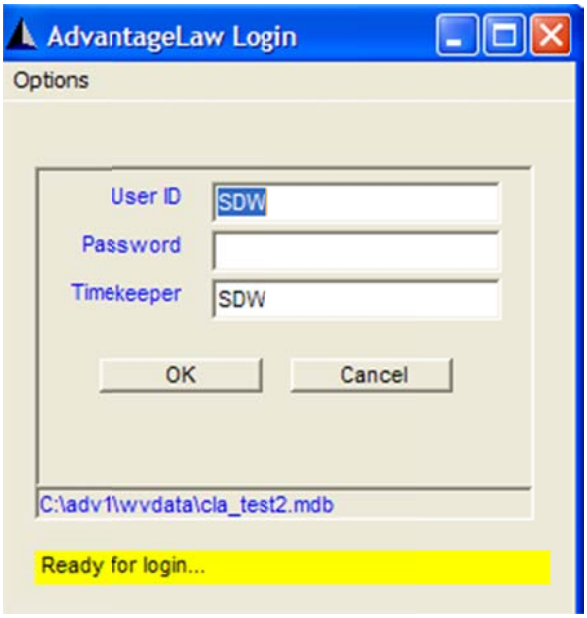
Fill in your Client ID and authorization code as supplied by Advantagelaw Inc for AdvantageLaw

Click *Register*
The registration information for your product will be displayed for your review.

If the registration is ok, exit this form to restart your application

1.5 Logging into AdvantageLaw

To start, double-click the AdvantageLaw icon on your desktop or select it from the Programs task from your Start button. The first form that appears is the Login form.



Entering User ID and Password:

On initial setup, any user ID and password can be used. After security is established, a user id and matching password is required to access the system.

Default Timekeeper (Optional):
This is the Staff ID that will be assigned to you in WV4. Usually, this consists of your initials. The advantage of filling in the timekeeper field is when you work on your timesheet. The timekeeper will automatically be set in place for you (see Options Link below).

1.6 Login Options

Use these setup options to:

Establish a default Login User ID
Establish a default Timekeeper
Set User Setup parameters
Check on product registration information

1.7 Network Installation

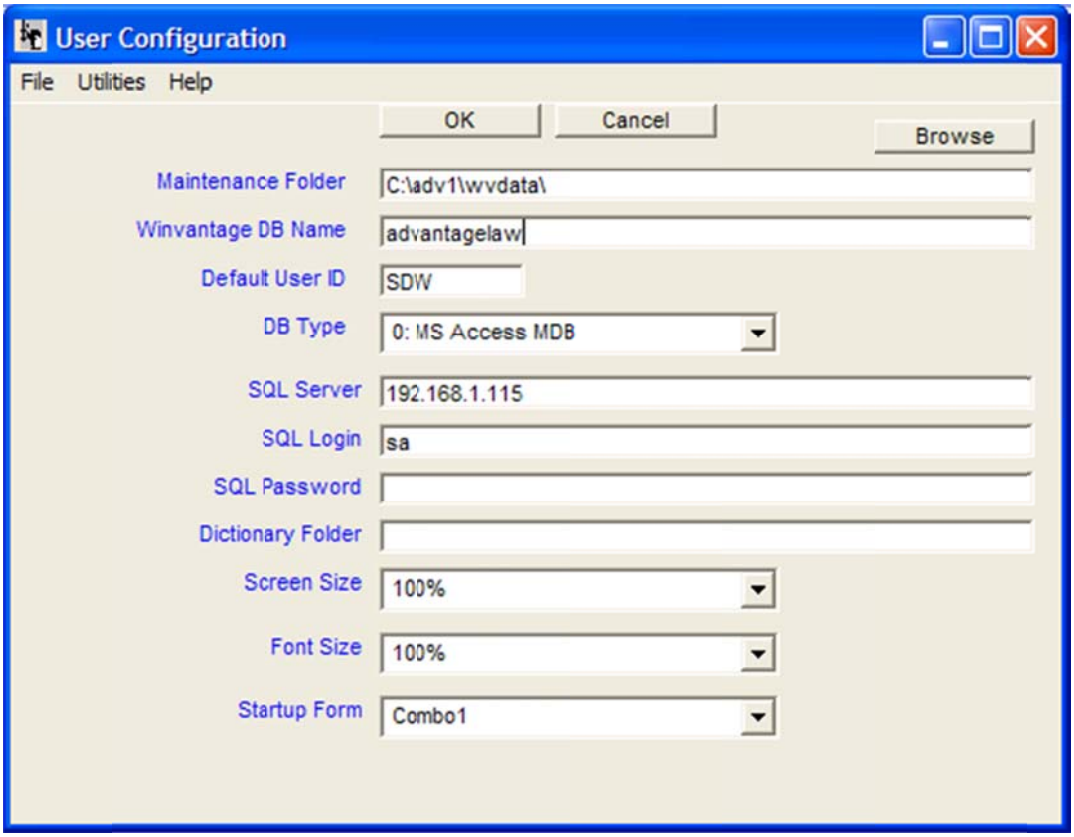
Each workstation has a local copy of the AdvantageLaw application. This is located in c:\program files\wv4. Use the Wv4 setup on each user station to install and register the product.

1.8 Defining the AdvantageLaw Shared Data Folder

For network users, AdvantageLaw database files are located in a shared folder on the network file server. This folder needs to be created by the system administrator. Before using AdvantageLaw for the first time, determine where the shared database will be located on your network. Define the database path. Set full access rights to this folder for all AdvantageLaw users.

Mapping Users to the AdvantageLaw Data Folder

Each user needs to point to the location on the network where the database is. At the Login form, select the Options link, then select User Setup. This configuration form shown below contains the location information.



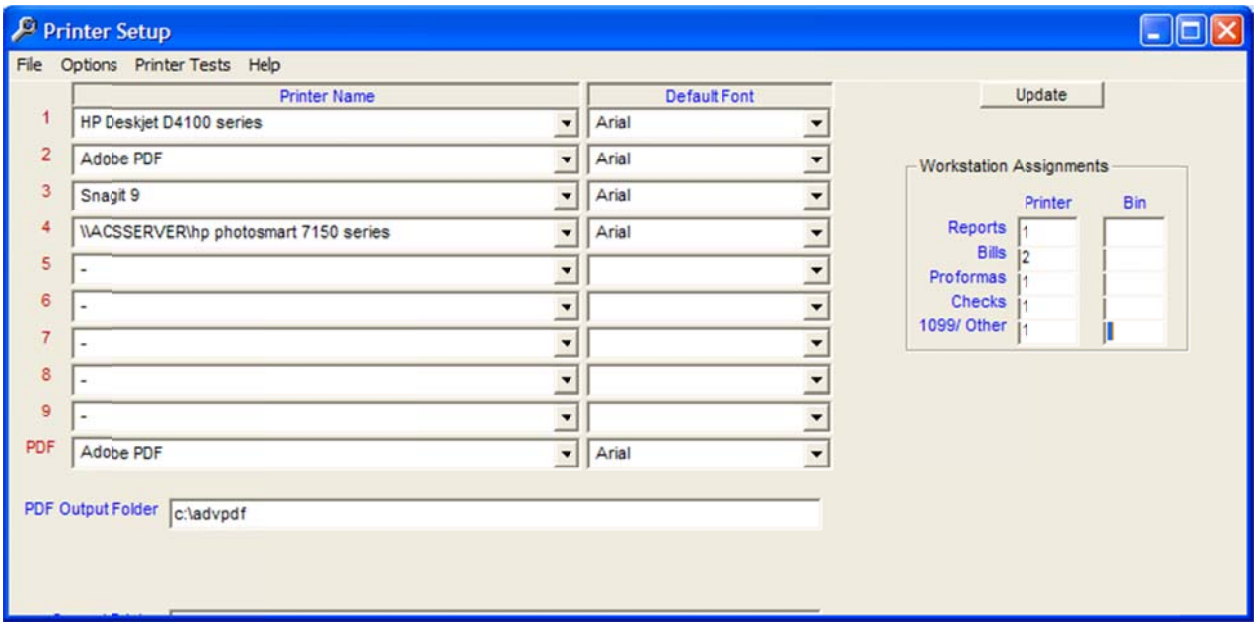
Shared Maintenance Folder

This is a required folder that must be accessible by all AdvantageLaw users. The folder contains the primary AdvantageLaw Data Bases, as well as common files used by the application. In a SQL environment, this folder is still required to hold and distribute program updates to the network.

AdvantageLaw DB Name:

This is the name of the current AdvantageLaw Data Base.

1.9 Printer Setup



Select File, Printer Setup

This form controls the printers and fonts used in AdvantageLaw printing in a network environment. You can define up to 10 AdvantageLaw printers by clicking on the pull-down button in the system printer column and selecting a printer from the list of system printers displayed.

AdvantageLaw Printers

The table of 10 AdvantageLaw printers is unique for each user of the AdvantageLaw system. When you add or change a printer in the AdvantageLaw table, other users will not be affected.

Workstation Printer Control

Each workstation has its own Printer assignments for AdvantageLaw functions. To set the workstation printers to be used, enter the printer number (1-10) into the workstation printer assignment block for the various AdvantageLaw functions. In the example, this workstation will print:

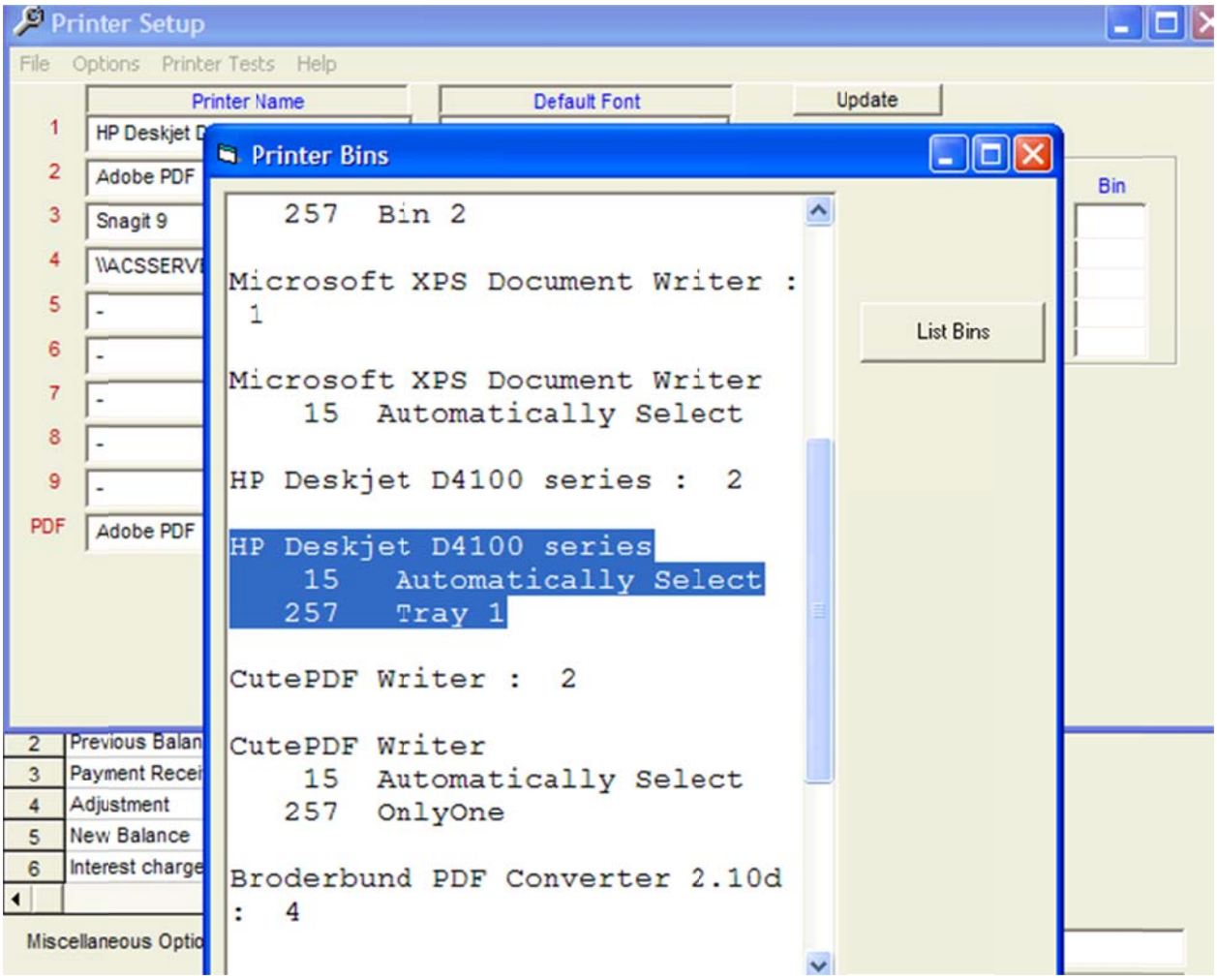
Reports to printer 1, Bills to printer 4

Default Printer Assignment

AdvantageLaw will print to the Windows default printer if no printer assignments are entered.

1.10 Printer Bin Control

You can select specific bins (trays) for printing. To get the correct internal tray numbers to use in the screen, click *Printer tests, List Available Printer bins*. This shows all available tray settings with the assigned bin number.



2 Upgrading AdvantageLaw to MS SQL Server or MySQL

2.1 System Requirements

Server: MS SQL Server 2005 ,2007, 2008, 2008R2 (Express is ok for DB size up to 10GB)

OR

Server: MYSQL

2.2 Purchasing and installing the new AdvantageLaw client

Contact your AdvantageLaw sales representative to order your AdvantageLaw-SQL license. Contact us at sales@advantagelaw.com.

To install the AdvantageLaw client on the SQL server box, download and run the full setup package (setup_adv.exe). Go to www.advantagelaw.com and select the Advantagelaw support site. Click Downloads and select AdvantageLaw setup.

Once your license has been filed, download and run the AdvantageLaw update file (xfradv.exe) from the AdvantageLaw support site. Click Downloads and select the AdvantageLaw Update link.

2.3 Installing the server software (SQL Server 2008 Express)

MS SQL SERVER Install

Download and install the MS SQL Server 2008 R2 Express edition. This is available on Microsoft.com

Mixed mode

Set the user validation to mixed mode (to allow SQL-server login from the AdvantageLaw Application)

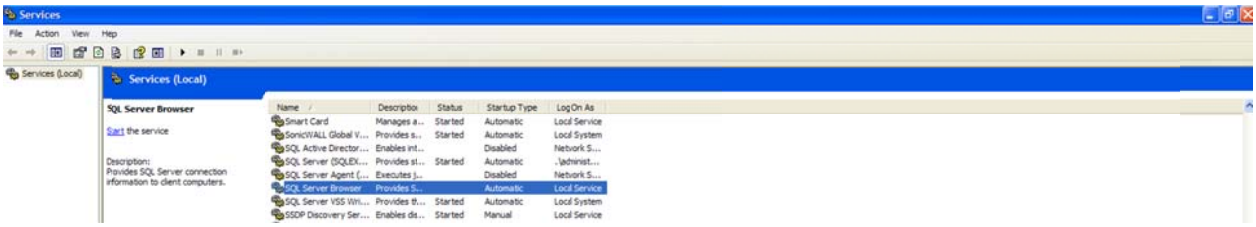
Remote access to the server

To enable remote connection on SQL Server 2008 Express, see the step below:

1. Start SQL Server Browser service if it's not started yet. SQL Server Browser listens for incoming requests for Microsoft SQL Server resources and provides information about SQL Server instances installed on the computer.
2. Enable TCP/IP protocol for SQL Server 2008 Express to accept remote connection.
3. **(Optional)** Change Server Authentication to SQL Server and Windows Authentication. By default, SQL Server 2008 Express allows only Windows Authentication mode so you can connect to the SQL Server with current user log-on credential. If you want to specify user for connect to the SQL Server, you have to change Server Authentication to SQL Server and Windows Authentication.

SQL Browser

Set the SQL Browser to automatic startup type



In Services, locate the SQL Browser task and set to Auto.

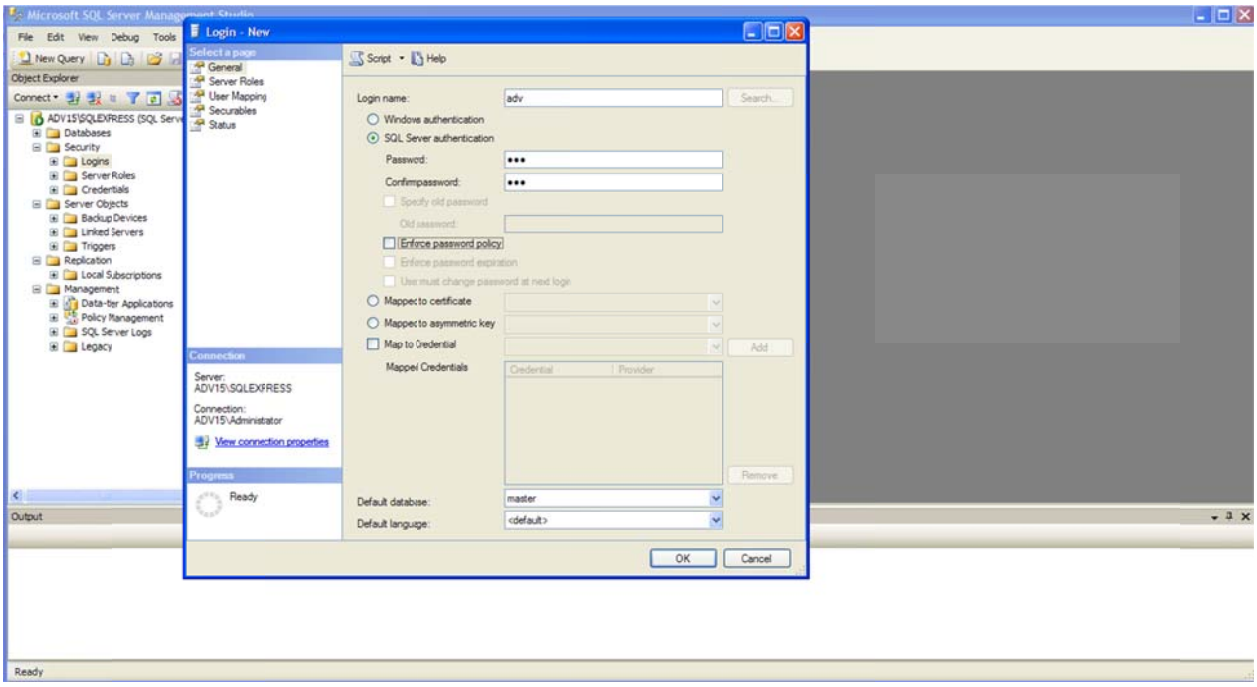
2.4 SQL server setup using the SQL Management Studio

Install MS SQL Server Management Studio

Download and install the MS SQL Server Management Studio. This is a required tool for administering your SQL database. This download is available on Microsoft.com.
Start the SQL Management Studio and login with the default login info.

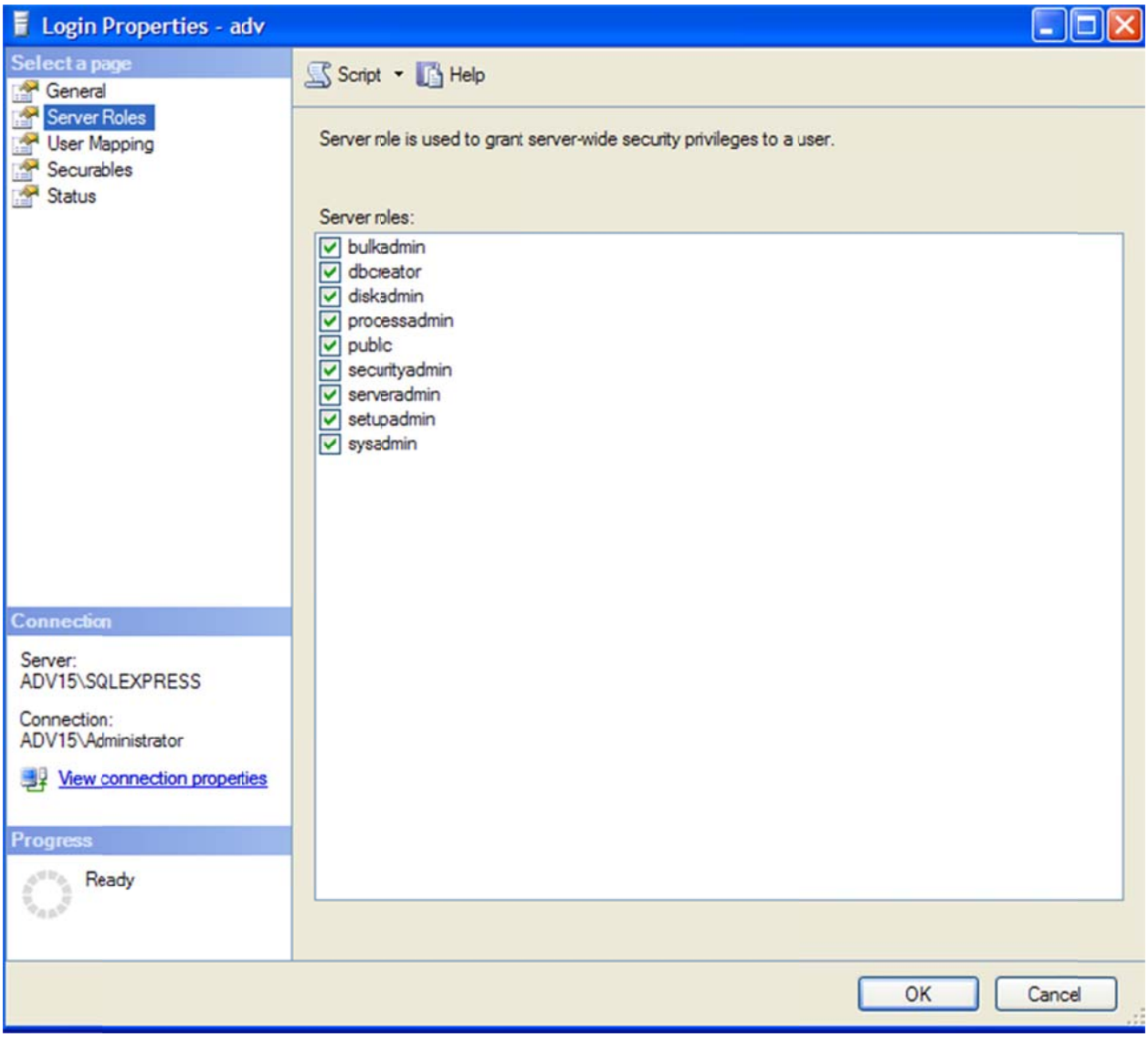
Create SQL Login for AdvantageLaw

Add a new SQL login. Use the Login ID = adv, password = adv. This is the default for AdvantageLaw connection to the server.



User rights

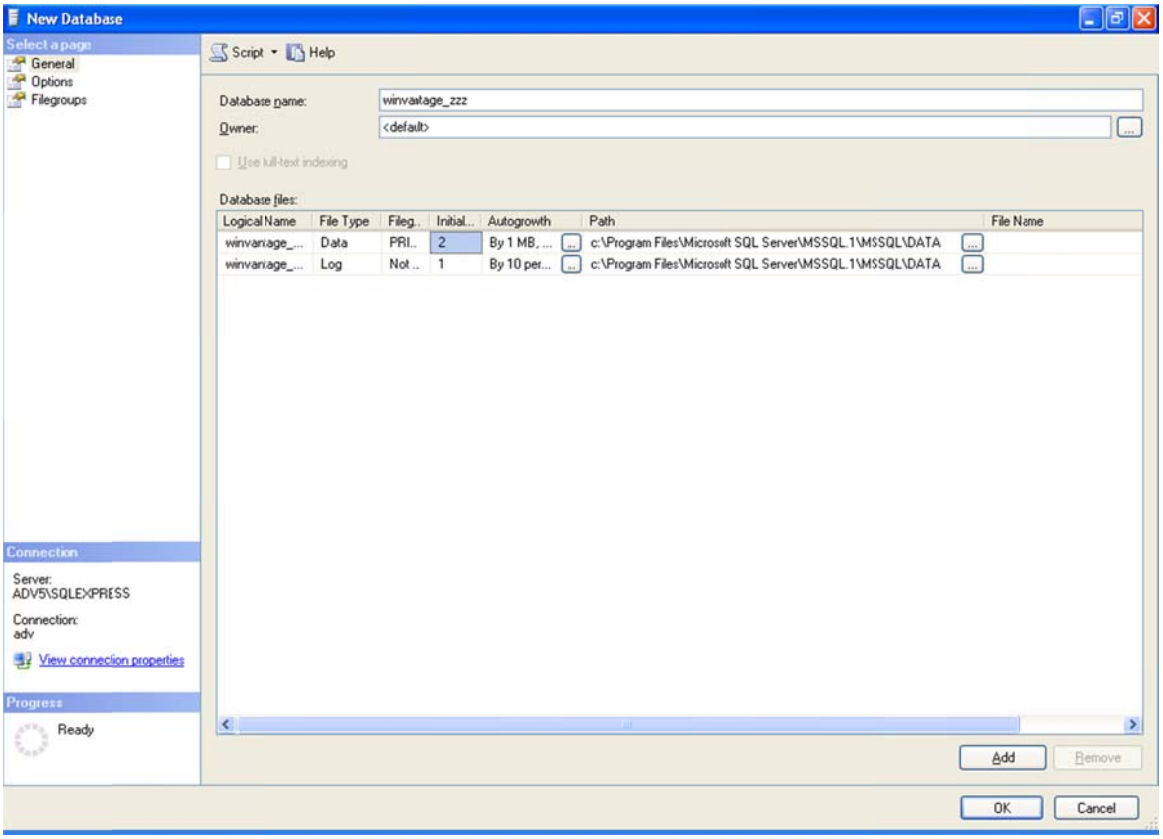
Set the rights for user **adv** to allow database creation.



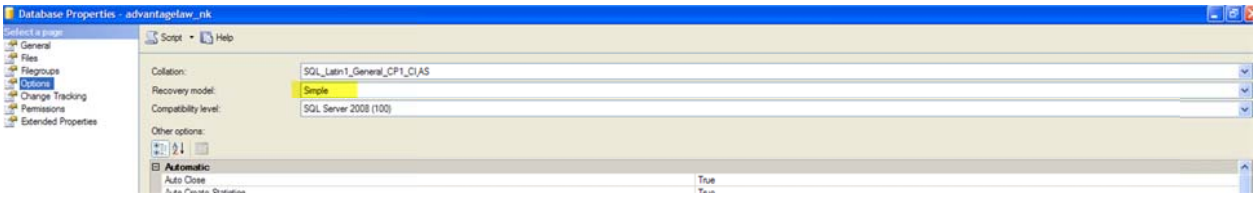
Creating the SQL server database

Logout and Login as user **adv** to the SQL management studio.

Create a new SQL database. Give it the name “AdvantageLaw_xyz”, where xyz are the Firm’s initials. When creating the database, locate the data and transaction files on the appropriate drive and folder on the server. The default is to locate them under the C: drive, which is not usually recommended.



2.5 Recovery Model



In properties, options, change the recovery model to simple. This is important to keep the transaction log at a reasonable size

2.6 Converting the AdvantageLaw Access DB to SQL server

This step is required if you are converting an existing Access MDB installation, or if you are installing a new installation. The new installation will create an initial database named axdata.mdb. Follow these steps to create the initial SQL database on your SQL server.

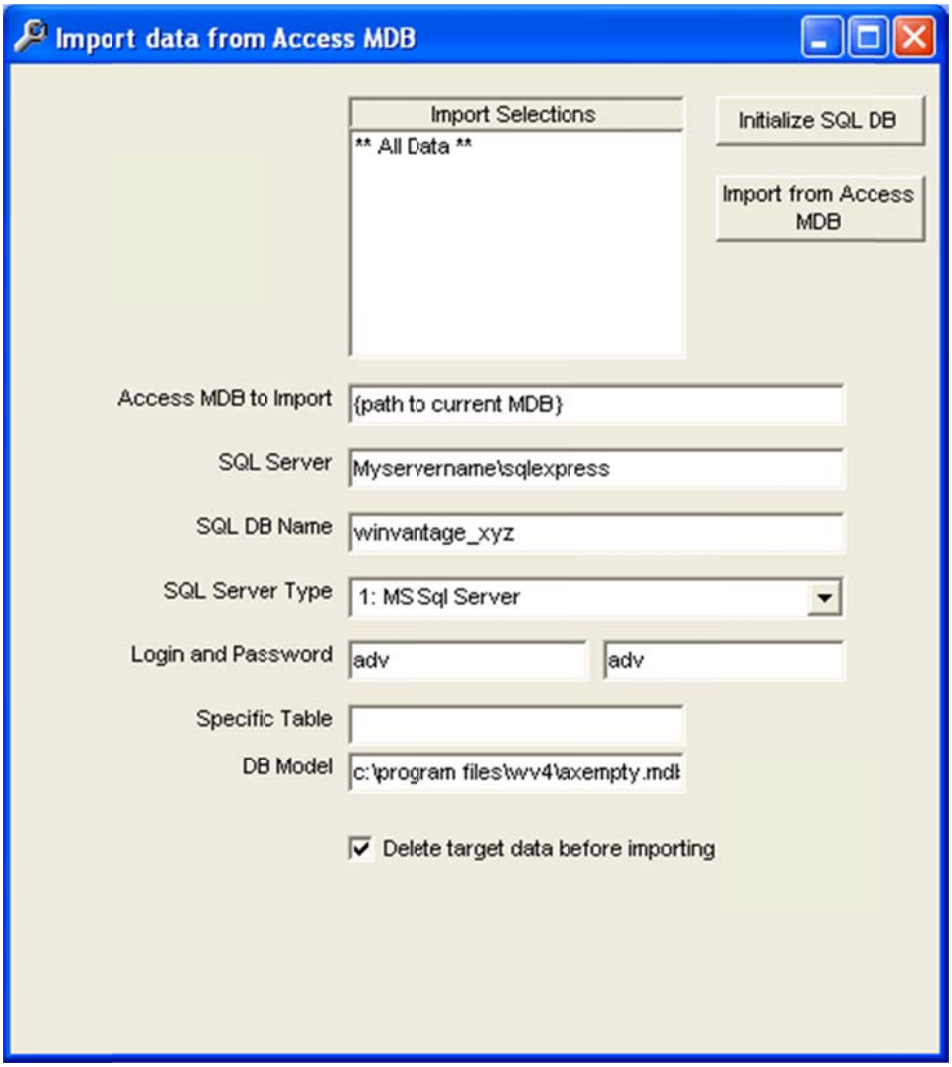
Create backup of the current MDB

Ensure that all users exit AdvantageLaw and do not attempt to enter the application during the entire conversion process.

Create a saved copy of the current AdvantageLaw MDB.

Run the Conversion Utility

Open AdvantageLaw. Click Utilities, More system Utilities, Import to SQL from Access MDB



1) On this screen, fill in the correct information for your existing MDB location and the name of your SQL server and database as shown in the example.

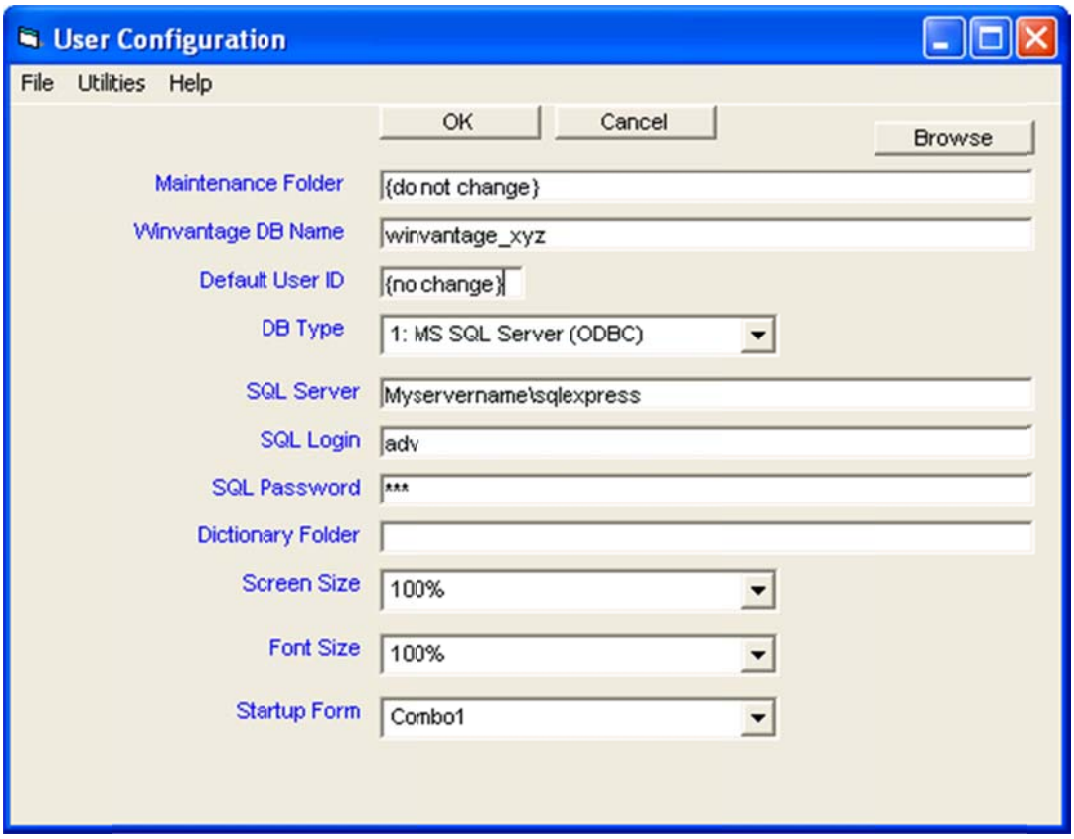
2) Click Initialize SQL DB. This builds the structure in the new SQL database.

3) Click Import from Access MDB. This will copy all data records from the MDB file to the new SQL database. Allow 2-4 hours for this step if this is an existing database.

2.7 Setting the User Configuration for each AdvantageLaw PC

On each AdvantageLaw user PC:

Click Utilities, User Configuration:



Make the changes as shown to indicate the name of the SQL server and database.

Replace Myservername with the name of your SQL server.

The masked out password is adv.

Click OK to verify that you can connect to the SQL server.

Exit and restart AdvantageLaw. The connection shown at the bottom of your home screen should be the name of your SQL server.

This completes the process of converting the AdvantageLaw application to MS SQL.

2.8 Backup Procedures – IMPORTANT

Be sure to include the newly created SQL data files in your backup plan. The AdvantageLaw application does not include any built-in backup processing, so you must handle this in your system setup. SQL Express does not at this time include a backup maintenance plan as is found in standard SQL Server. Refer to Microsoft documentation for backup options for SQL Express files.

AdvantageLaw Corporation is not responsible for backup processing.