

# ***FAMILY LEGAL ASSISTANT (FLA) QUICK START GUIDE***

## **1 INSTALLATION INSTRUCTIONS**

The Family Legal Assistant (FLA) comes compressed in a zip file (internet) or on a CD-ROM disk. We recommend doing the installation at a time when you, as the new prospective Database Administrator, have about five minutes to sit down, **WITHOUT INTERRUPTION**, to perform the installation. Don't install if you expect to be interrupted and if you do get interrupted after beginning, then brush the person off....it's **THAT** important. It is very important that you complete all the tasks listed below in one sitting to prevent missing any steps or forgetting where you left off the last time, because you could lock yourself out if you don't initialize things properly.

Also, keep in mind that you must have Access 2000 or later installed on the machine that you want to install FLA on in order for the product to work.

We highly recommend that you view the setup video found on our support page, section 11.1:

<http://sedm.org/Support/Support.htm>

Below is the text version of the setup procedures, for those who do not want to view the video.

Installation of the Family Legal Assistant (FLA) is as follows.:

1. Open the Windows Explorer by right-clicking on Start button and selecting:
  - 1.1. Windows XP and Windows Vista: "Explore"
  - 1.2. Windows 7: "Open Windows Explorer"
2. From the Windows Explorer, create a directory on your C: drive called "**C:\Database**".
3. From the Windows Explorer, created a subdirectory under the Database directory called "**C:\Database\FLA**".
4. Copy all the files on the CD-ROM from the "**E:\Database\FLA**" into the newly created directory on the C: drive at "**C:\Database\FLA**". The following files should be copied:
  - 4.1. **fla2k.mdb**
  - 4.2. **Secured.MDW**
  - 4.3. **FLA-QuickStartGuide.DOC**
5. Create an icon on your computer's desktop to run the program. Use the following steps to accomplish this:
  - 5.1. Start up Microsoft Access from the Start button to determine which version you have. The startup screen will tell you. Below is an example of the startup screen for Office 2007 Access.



5.2. Copy the correct shortcut file from the zip to your desktop by dragging it based on what version of Access you are running:

Access version	Shortcut
MS Access 2002	FLAShortCut2002
MS Access 2003	FLAShortCut2003
MS Access 2007	FLAShortCut2007
MS Access 2010	FLAShortCut2010

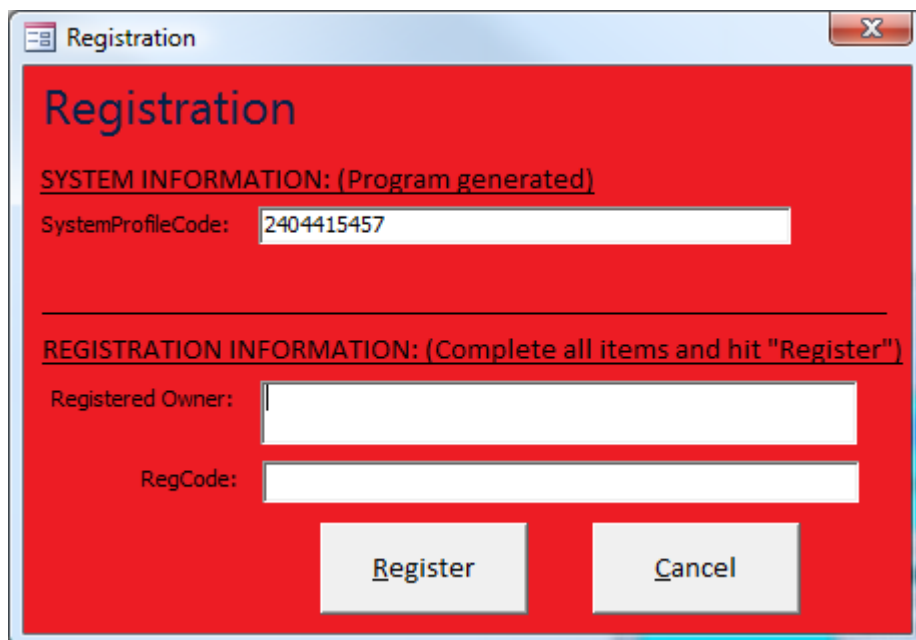
6. Now start the program by double-clicking on the new icon you just created for the program.

7. Next, register the program as in the next section.

## 2 REGISTERING THE PROGRAM

After you have completed the setup, the program will warn you that you need to register it. To register the program:

1. Start up the database to the opening screen.
2. Click on the “Register” Button. The following screen will appear.



3. Go to the SEDM Website opening page:  
<http://sedm.org>
4. Click on the “Member Contact” under the box entitled “Member Resources”. The direct link is:  
<http://sedm.org/khxc/index.php?app=ccp0&ns=contact>
5. Enter the following message:

*Dear SEDM:*

*Please register my copy of the Family Legal Assistant.*

*Order Number: ORD20101201*

*Registered Owner: John Doe*

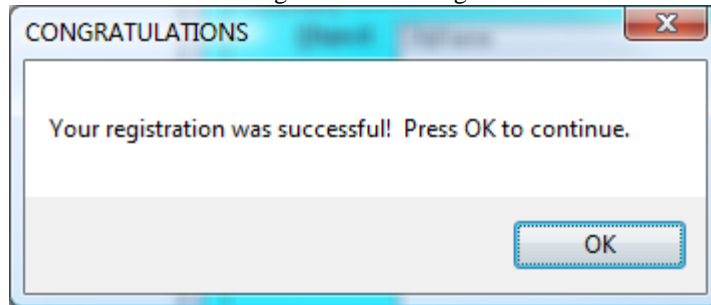
*System Profile Code: 1204951*

*My email address: john.doe@private.org*

*Thank you,*

*John Doe*

6. You should receive a RegCode to enter into the above screen within 24 hours to the email address you indicated above.
7. After you receive the RegCode
  - 7.1. Restart the database and click on the Register Button on the opening screen.
  - 7.2. Enter the Registered Owner and RegCode.
  - 7.3. Click on the Register button.
  - 7.4. You will receive an acknowledgment that the registration was valid:



### **3 POPULATING THE DATABASE WITH INITIAL DATA**

1. Enter your User Name and Password at the LOGON dialog box. If you are a new user and just received your copy of Family Legal Assistant (FLA) for the very first time, then enter the following to get into the database for the first time (case sensitive):
  - 1.1. User Name="liberty"
  - 1.2. Password ="liberty"
2. Create personnel records for your staff.
  - 2.1. From the Main Screen, select the Personnel category in the Category Box.
  - 2.2. Wait for the Object Box to populate and then double click on the Personnel (sll) object to open the Personnel (all) form.
  - 2.3. Select the Records | Data Entry menu item to put the form in data entry mode.
  - 2.4. Enter your lastname (Lname), firstname (Fname), middlename (Mname) in the appropriate fields on the Personnel form. Populate all the other fields that you can on this form.
  - 2.5. Hit Ctrl-PgDn to move off the new record and commit the changes.
  - 2.6. Hit Ctl-F4 (NOT Alt-F4, this will exit the database!) to exit the Personnel form. This will take you back to the Main Screen again.
3. Create user accounts for your staff.
  - 3.1. From the Main Screen, select the Database administration category.
  - 3.2. Wait for the Object Box to populate and then double click on the User accounts object to open the User accounts form.
  - 3.3. Find the names of the people in the table by using the PgUp and PgDn keys.
  - 3.4. Once you find the name, in the record containing the name, initialize the DateStart field to yesterday's date.
  - 3.5. In the selected user account record, initialize the UserName field to a whatever username you want to use for yourself. We recommend your first initial appended to the beginning of your last name.
  - 3.6. In the user account record, initialize the Password to a value that is at least six characters long and nonblank. Dots will echo so that you can't tell what the password is.
  - 3.7. In your user account record, initialize the Pers. Ident. field to a number that is UNIQUE and does not match any other user account. Pick a random number if you like.

- 3.8. Hit the Ctrl-PgDn key to move off the record and commit the changes to your user account.
- 3.9. Hit Ctl-F4 (NOT Alt-F4, this will exit the database!) to exit the User accounts form. This will take you back to the Main Screen again.
4. Assign your staff to a group using the Group Assignments form.
  - 4.1. From the Main Screen, select the Database administration category if it is not already selected.
  - 4.2. Wait for the Object Box to populate and then double click on the Group assignments object to open the Group assignments form.
  - 4.3. In the Group assignments form, go to the Find name listbox in the upper right corner and click on its down arrow.
  - 4.4. Locate your name in the list using the up and down arrows of the scroll bar. Click on it or hit return when it is selected. This will find your record.
  - 4.5. Go to the large square subform containing all of the groups the selected user is assigned to. The list should be empty but there should be one blank record at the top of the list.
  - 4.6. In the first column of the blank record of the Group assignments subform, open the Group listbox by clicking once on the down arrow, locating the Database admin group in the list, and clicking once on it to enter that group name.
  - 4.7. Hit the **Ctrl-PgDn** key to move off the record and commit the changes to your new group assignment.
5. Resynchronize database security.
  - 5.1. While still in the Group assignments form, select the **Actions | Resynchronize** security menu item to start database security resynchronization. This will have the affect of creating initializing your account in the SYSTEM.MDW file.
  - 5.2. A dialog box will appear warning you that the resynchronization could take several minutes. Press the OK button on this dialog box.
  - 5.3. A status line showing the progress of security resynchronization will appear at the very bottom of the Group assignment form. Watch this line to see what the database is doing.
  - 5.4. When resynchronization is completed, a dialog box will appear saying: **"Database security resynchronization completed successfully."** Press the OK button on this dialog to acknowledge the completion. You should now have a Database Administrator account created for you in the FLA.
6. Exit the database and log back in.
  - 6.1. Hit the Ctrl-F4 key to exit the Group Assignments form and go back to the Main Screen.
  - 6.2. Click on the EXIT button on the Main Screen to exit the database.
  - 6.3. Double click on the newly created Family Legal Assistant (FLA) icon on your desktop to start the database backup up.
  - 6.4. Enter the **Username** and **Password** of your account and then push the **OK** button.
  - 6.5. If your database initialized properly, then the Family Legal Assistant (FLA) should start up. If it didn't, then Access will show a dialog box saying "Invalid Username or Password". This means that you did not enter your Username or Password properly or that you did not initialize your account properly in steps 10 through 14 above. Try again to see what you did wrong.
7. You have now completed the installation of Family Legal Assistant (FLA). Congratulations!

## **4 SEDM SUPPORT PAGE**

Help for the most common problems with FLA is also available at:

SEDM Support Page, Section 11
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<http://sedm.org/Support/Support.htm>

## **5 TECHNICAL SUPPORT**

To obtain technical support, please go to SEDM Forums at the address below and post your question to:

SEDM Forums, Forum #5.4: Family Legal Assistant (FLA)

<http://sedm.org/forums/index.php?showforum=75>