

## Donor Read Me First

Thank you for using **Dimension Suite: Donor** Version 2.0



## Installation Notes

Unless you have a Run Time edition, install the database engine FileMaker Pro 11 first than install the **DS: Donor** after.

To install **DS: Donor**

- a. Close all applications currently running on your system.
- b. Turn off (temporarily) virus protection during the installation.
- c. Ensure you are logged in as Administrator with full access privileges.

## Sharing the DonorShare Folder

If you are planning to print receipts for transactions over the network, you have to share the **Donor/DonorSystem/DonorShare** folder with full access to all users. Please check with your IT administrator for the proper setting.

### Windows:

The following are the steps in Windows XP:

1. Locate the DonorShare folder;
2. Right click the DonorShare folder;
3. Click [**Properties**];
4. Click the [**Sharing**] Tab;
5. Select [**Share this folder**];
6. Type in desired share name;
7. Click the [**Permissions**] button;
8. Click on [**Everyone**];
9. Select [**Full Control**] check box;
10. Click the [**Apply**] button;
11. Click the [**OK**] button;
12. Click the [**Security**] Tab;
13. Click the [**Add**] button;
14. Click the [**Advanced**] button;
15. Click the [**Find Now**] button;
16. Scroll to find **Everyone**;
17. Click on [**Everyone**];
18. Click the [**OK**] button;
19. Click the [**OK**] button;
20. Select [**Full Control**] check box;
21. Click the [**OK**] button.

### MAC:

A. On the Host Machine

1. Click on the Apple icon, select **System Preferences**,
2. Under Internet & Network section, select **Sharing**, ensure File Sharing check box is selected,
3. Under Shared Folders column, select the **+ icon** to add shared folders,
4. Under Users column, select the **+ icon** to add users and their privilege.

B. On the client Machine

1. Click on the **Go Menu**, select **Network**,
2. Under the Shared section, select the Host Machine,
3. Select the Shared Folder, the mounted icon will display on the Desktop,
4. Click on the Apple icon, select **System Preferences**,
5. Under System section, select **Accounts**,
6. Click on current login Account, select login Items, click the **+ icon** to add the shared folder you just mounted,
7. Reboot your machine.

## Start your software

Use the following:

- a. **User Name:** admin
- b. **Password:** admin

If the system requests a password for **System**, it is because you have changed the admin password in **System**. Enter your password. It's recommended to refresh your password in **System** it will also apply for the **Donor** module.

## Set your Donor

Many of the headers and drop down values need to be set for the system to be used properly. To set the Donor module, do the following;

- On Donation Form page, click the SetUp Icon on the Top right.
- To navigate back to **Donor** clicks the [\[Return\]](#) icon.



## Run Time Limitation.

Please note that FileMaker Runtime version do no support PDF creation. Consequently, to generate PDF documents, you need to have this capability part of your operating system.

## Support

If you need support, visit our website at [www.Dimensionsuite.com](http://www.Dimensionsuite.com) or call us during business hours (Mountain Time) at 1 (780) 425 6905 [Ext 230]

