

Member Read Me First

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



Installation Notes

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

To install **DS:Member**

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

Sharing the MemberShare Folder

If you are planning to print receipts for transactions over the network, you have to share the **Member/MemberSystem/MemberShare** 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 MemberShare folder;
2. Right click the MemberShare 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 [**Advance**] 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 **Member** module.

Set your Member

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

- On Membership Form page, click the SetUp Icon on the Top right.
- To navigate back to **Member** 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 or call us during business hours (Mountain Time) at 1 (780) 425 6905 [Ext 230]

