

Configuring SQL permissions for each user:

- 1) In SQL Management Studio on the server, connect to the instance (eg. **SERVERNAME\SQLSERVER**) where the Personnel database is installed.
- 2) In the Object Explorer on the left (press F8 if it isn't visible), expand the **Security** section until you can see a folder for **Logins**.
- 3) Right-click Logins and select **New Login...**
- 4) A new screen will open. Press the **Search** button in the top-right.
- 5) Use the Search User dialogue box to find the Windows User (eg. Joe Bloggs) – this can only be done for one User at a time.
- 6) Press Ok to return to the New Login screen.
- 7) At the bottom there is an option for **Default Database** – pick **Personnel** from the drop-down list.
- 8) In the top-left there is an option for **User Mapping** – click this and the New Login screen will change.
- 9) In the top-most list, place a tick against **Personnel**.
- 10) This will open up the options in the bottom-most list – the Role Memberships for the Personnel database.
- 11) Tick **db_owner** and make sure **public** is also ticked. (*)
- 12) Press Ok. Repeat this procedure for each Windows User that is to be running Simply Personnel.
- 13) If you wish to use a SQL Authenticated account to connect each workstation via ODBC, navigate to Security > Logins as per steps 1-3 above.
- 14) Instead of clicking on the Search button, type the login name Personnel and amend to SQL Server Authentication.
- 15) Add the password weasel2005, confirm this password and then untick the 'Enforce Password Policy' box.
- 16) Follow steps 7-12 above to complete the permissions settings on this account.

(*) There is a minor bug in SQL Management Studio 2008 – if the **db_owner** flag appears to be already ticked during the above process, chances are if you return to the User Mapping screen and select the Personnel database, the **db_owner** flag is now unticked. All you need to do is tick it again and the setting will save.

- 1) If using the SQL Authentication method as in steps 13-16 above, you will also need to check the SQL instance has been configured to allow SQL authentication to the database. To do this, right click on the Server Name \ SQL Instance from the Object Explorer window and select Properties. Then click the Security page option, and ensure the Server Authentication mode is set to SQL Server and Windows Authentication mode and click OK.

If you have changed the Server Authentication mode, it will be necessary to restart the SQL Service in SQL Server Configuration Manager.