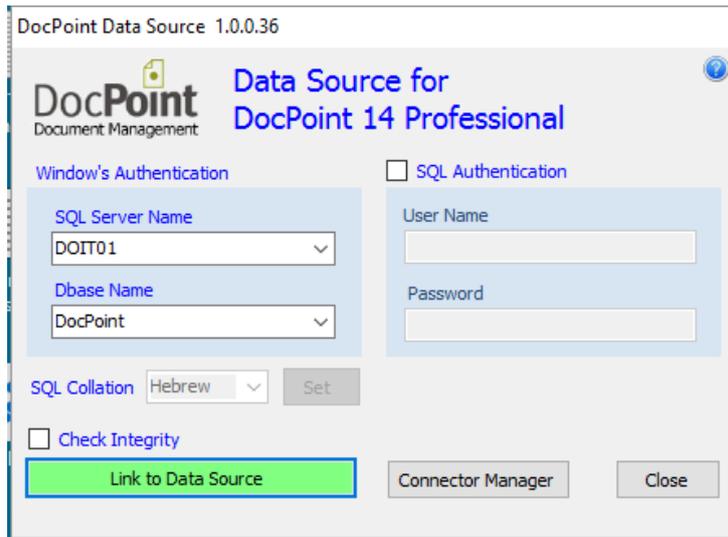## How to connect DocPoint 14 Pro-Corp to the local Data Source

This action requires the DocPoint Administrator's password.
The default password is: **docpoint**
It is recommended to change it after the first login to DocPoint.

- Click on the **DocPoint Data Source** icon on your desktop.

1. Select the SQL server to connect to from the list in **SQL Server Name**.
2. Select the name of the database (Usually DocPoint) from the list in the **Dbase Name**.
3. In some cases the lists of servers and databases (steps 1 and 2) are empty. In this case type manually the name of the SQL instance and the name of the database.
4. Check the **Check Integrity** checkbox to fix the database.
5. If the SQL Server needs Authentication check the **SQL Authentication** check box and fill in the User Name and his Password.
6. Press the **Link to Data Source** button.
7. If your User Interface language is not English select the appropriate language from **SQL Collation** and press the **Set** button and then the **Link to Data Source** button.
8. Press the **Connector Manager** to fine tune the Office connectors.