

# MONAHRQ Installation Permissions Guide

Version 2.0.4

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### **Check That You Have all Necessary Permissions**

It is important to make sure you have *full* permissions to run MONAHRQ. The following instructions explain how to ensure you have set the appropriate permissions in your Windows operating system and your Microsoft SQL Server instance. This process often requires you work closely with administrator or technical personnel in your organization.

### PART 1: SETTING PERMISSIONS IN THE WINDOWS OPERATING SYSTEM

Certain permissions must be granted to the user who will be running MONAHRQ. These permissions apply only to those files and directions utilized by MONAHRQ.

Please follow the instructions below to set your operating system permissions for proper operation of MONAHRQ.

#### Step 1 - Find the Installation Directory

A standard MONAHRQ installation places the software in the directory "C:\Program Files\AHRQ\MONAHRQ\". If an alternative installation directory location was used, you will need to modify permissions for that directory instead. For the following instructions, you would need to substitute the name of your alternative installation directory where the name "MONAHRQ" appears.

#### Step 2 – Open the Security Tab

**Right click** on the MONAHRQ directory to bring up the context menu.



Select "Properties."

You will see a new popup window entitled "MONAHRQ Properties."

| MONAHRQ Properties                       |               | <u>?</u> × |
|--|---------------|------------|
| General Sharing Security Custor          | nize          |            |
| Group or user names:                     |               |            |
| Administrators (SB-09412\Adm             | inistrators)  |            |
| CREATOR OWNER                            |               |            |
| Power Users (SB-09412\Power              | r Users)      |            |
| SYSTEM                                   |               |            |
| St Users (SB-09412\Users)                |               |            |
|  |               | _          |
| _  | Add           | Remove     |
| Permissions for Administrators           | Allow         | Deny       |
| Full Control                             | 1             |            |
| Modify                                   | <b>V</b>      |            |
| Read & Execute                           | ¥.            |            |
| Read                                     | ~             |            |
| Write                                    | 1             |            |
| Casaial Domissiona                       |               |            |
| For special permissions or for advanced. | ced settings, | Advanced   |
|  |               |            |
|  |               |            |
| ОК                                       | Cancel        | Apply      |

Select the "Security" tab.

**Click** the "Advanced" button.

Note: If the security tab is not present, you will need to contact your IT administrator for further assistance.

### <u>Step 3 – Provide the Proper Permissions</u>

You will see a new popup window entitled "Advanced Security Setting for MONAHRQ."

| Advanced S                               | ecurity Settings for MON  | AHRQ   |   | ? ×   |
|--|---|--|---|---|
| Permissions                              | Auditing Owner Effective  | ve Permissions   |   |   |
| To view m                                | nore information about Special  | permissions, select a  | permission entry, and   | then click Edit.  |
| Type<br>Allow<br>Allow<br>Allow<br>Allow | Name<br>Users (Users)<br>SYSTEM<br>Power Users (<br>CREATOR OWNER<br>Administrators ( | Permission<br>Read & Execute<br>Full Control<br>Modify<br>Full Control<br>Full Control | Inherited From<br>C:\Program Files\<br>C:\Program Files\<br>C:\Program Files\<br>C:\Program Files\<br>C:\Program Files\ | Apply To<br>This folder, subfolders<br>This folder, subfolders<br>This folder, subfolders<br>Subfolders and files or<br>This folder, subfolders |
| Add                                      | d Edit<br>from parent the permission er<br>d here.<br>ce permission entries on all ch | Remove<br>tries that apply to chil<br>ild objects with entries                         | d objects. Include the  | ese with entries explicitly   |
|  |   | [  | ок  | Cancel Apply  |

Select the "Permissions" tab.

Find the entry that lists your user name in the "Permission entries" window.

Single click to highlight the entry.

**Click** the "Edit" button.

You will see a new popup window entitled "Permission Entry for MONAHRQ."

| ermission Entry for MONAHRQ   |               |         | ? X  |
|---|---------------|---------|------|
| Object  |               |         |      |
| This permission is inherited from the p   | arent object. |         |      |
| Name: YOUR NAME   |               | Change. |      |
| Apply onto: This folder, subfolders a   | nd files      |         |      |
| Permissions:  | Allow         | Deny    |      |
| Full Control<br>Traverse Folder / Execute File<br>List Folder / Read Data<br>Read Attributes<br>Read Extended Attributes<br>Create Files / Write Data<br>Create Folders / Append Data<br>Write Attributes<br>Write Extended Attributes<br>Delete Subfolders and Files<br>Delete | S end/or      | Clear A |      |
|   | ОК            | Car     | icel |

Find the row entry "Full Control."

Select the checkbox under the column labeled "Allow."

**Click** the "OK" button to close this popup window.

### NOTE: IF you are unable to click "Full Control" you will need your IT administrator to provide the necessary permissions.

You will return to the popup window entitled "Advanced Security Setting for MONAHRQ."

| A <u>d</u> d                        | Edit                       | <u>R</u> emove          |                 |                   |               |
|-------------------------------------|----------------------------|-------------------------|-----------------|-------------------|---------------|
| Inherit from parer<br>defined here. | nt the permission entrie   | s that apply to child o | bjects. Include | these with entri  | es explicitly |
| Replace permiss                     | ion entries on all child ( | bjects with entries s   | hown here that  | apply to child of | ojects        |
|                                     |                            |                         |                 |                   |               |
|                                     |                            |                         |                 |                   |               |
|                                     |                            |                         | ОК              | Cancel            | Apply         |

Select the checkbox labeled "Replace permission entries on all child objects..."

**Click** the "Apply" button.

**Click** the "OK" button to close this popup window.

**Click** the "OK" button to close this popup window.

You have now successfully set the permissions in your Microsoft Windows operating system to be able to run MONAHRQ.

### PART II: Setting Permissions in MICROSOFT SQL SERVER

MONAHRQ has been tested with the following versions of Microsoft SQL Server. Other versions of SQL Server may not behave as expected.

- SQL Server 2005
- SQL Server 2005 Express
- SQL Server 2008
- SQL Server 2008 Express
- SQL Server 2008 R2 Express

Proper installation of the MONAHRQ software requires that certain permissions be provided during initial setup of the Microsoft SQL Server or SQL Server Express database. These permissions include the ability to create and drop databases.

Please follow the instructions below to set permissions in your SQL Server database for proper operation of MONAHRQ. These instructions apply to both SQL Server and SQL Server Express.

Step 1 – Connect to the SQL Server Instance Using SSMS

Microsoft SQL Server Management Studio (SSMS) is the primary tool for interfacing with the SQL Server. It may be downloaded from Microsoft at the following URL:

http://download.microsoft.com/download/6/7/4/674A281B-84BF-4B49-848C-14873B22F977/SQLManagementStudio\_x86\_ENU.exe

You may require the assistance of your IT manager to install and use this software.

Open the SQL Server Management Studio (SSMS) application and connect to the database server that was specified during installation. The default database name is "\SQLEXPRESS." If you changed from the default you will need to specify that server name.

| Connect to Serv        | er                     | ×          |
|------------------------|------------------------|------------|
| Microsoft<br>SQL       | Server 2008            |            |
| Servertype:            | Database Engine        | 1          |
| Server name:           | SQLEXPRESS             | ~          |
| <u>Authentication:</u> | Windows Authentication | ~          |
| <u>U</u> ser name:     |                        | ×          |
| Password:              | Remember password      | J          |
| Conne                  | ect Cancel Help        | Options >> |

### Step 2 – Set Database Creation Permissions

You will see a popup window entitled "Microsoft Server Management Studio."

| MON | New Database       |   |
|-----|--------------------|---|
|     | New Query          |   |
|     | Script Database as | • |
|     | Tasks              | • |
|     | Policies           | • |
|     | Facets             |   |
|     | Start PowerShell   |   |
|     | Reports            | × |
|     | Rena <u>m</u> e    |   |
|     | Delete             |   |
|     | Refresh            |   |
|     | Properties         |   |

**Right click** on the name of the database server to which you are connected in order to bring up the context menu.

### Select "Properties."

You will see a new popup window entitled "Server Properties -" plus the name of your database server.

|  | Script - 📑 Help   |   |       |            |      |      |
|--|---|---|-------|------------|------|------|
| General  |   |   |       |            |      |      |
| Files  |   |   |       |            |      |      |
| Cotions  | Users or roles:   |   |       |            | Sea  | srch |
| Change Tracking  | Name  |   |       |            | Туре |      |
| Permissions  | A YOUR ACCO   | UNT   |       |            | User |      |
| Extended Properties  | A BARTHORNOV  | ChieralleneMeire  |       |            | User |      |
| Mirroring  |   |   |       |            |      |      |
|  |   |   |       |            |      |      |
|  |   |   |       |            |      |      |
|  |   |   |       |            |      |      |
|  |   |   |       |            |      |      |
| nnection   |   |   |       |            |      |      |
| nnection   | Permissions for YOUR A  | ACCOUNT   |       |            |      |      |
| nnection<br>aver:  | Permissions for YOUR /<br>Explicit Effective  | ACCOUNT   |       |            |      |      |
| nnection<br>sver:  | Permissions for YOUR /<br>Explicit Effective  | ACCOUNT   | Grant | With Grant | Deny |      |
| nnection<br>aver:  | Permissions for YOUR /<br>Explicit Effective<br>Permission<br>Connect replication   | ACCOUNT   | Grant | With Grant | Deny |      |
| nmection<br>wver:<br>yver:<br>2 Vew connection properties              | Permissions for YOUR J<br>Explicit Effective<br>Permission<br>Connect replication<br>Connect  | Grantor<br>YOUR ACCOUNT   | Grant | With Grant | Deny |      |
| nnection<br>rver:<br>generation provides                               | Permissions for YOUR J<br>Explicit Effective<br>Permission<br>Connect replication<br>Connect<br>Control   | Grantor<br>YOUR ACCOUNT<br>YOUR ACCOUNT<br>YOUR ACCOUNT   | Grant | With Grant | Deny |      |
| nnection<br>www.<br>greation:<br>greats                                | Permissions for YOUR /<br>Explicit Effective<br>Permission<br>Connect repleation<br>Connect<br>Control<br>Create aggregate  | Grantor<br>YOUR ACCOUNT<br>YOUR ACCOUNT<br>YOUR ACCOUNT<br>YOUR ACCOUNT                                 | Grant | With Grant | Deny |      |
| nnection<br>ever:<br>Wew connection properties<br>ogress<br>***o, Redy | Permissions for YOUR /<br>Explicit Effective<br>Permission<br>Connect replication<br>Connect<br>Control<br>Create aggregate<br>Create assembly                      | Grentor<br>YOUR ACCOUNT<br>YOUR ACCOUNT<br>YOUR ACCOUNT<br>YOUR ACCOUNT<br>YOUR ACCOUNT                 | Grant | With Grant | Deny |      |
| nnection<br>aver:<br>y Wew connection proveties<br>agrees<br>Ready     | Permissions for YOUR /<br>Explicit Effective<br>Permission<br>Connect replication<br>Connect<br>Control<br>Create asynegate<br>Create asynegate<br>Create asynegate | Grantor<br>YOUR ACCOUNT<br>YOUR ACCOUNT<br>YOUR ACCOUNT<br>YOUR ACCOUNT<br>YOUR ACCOUNT<br>YOUR ACCOUNT | Grant | With Grant | Deny |      |

Locate the "Select a page" list on the left side of the popup window.

Select "Permissions."

Locate the "Logins or roles" list in the upper right portion of the popup window.

Find the entry that lists the user name indicated during the initial MONAHRQ installation.

**Single click** to highlight the entry.

Locate the "Permissions" list in the lower right portion of the popup window.

Select the "Explicit" tab.

Find the following two rows in the list:

- "Create any database"
- "Alter any database"

Select the checkbox under the column labeled "Grant" in each of these two rows.

**Click** the "OK" button to commit changes and close the popup window.

## Note: If you are unable to change the permissions, please contact your IT administrator for assistance.

You have now successfully set the permissions in your SQL Server database to be able to run MONAHRQ.