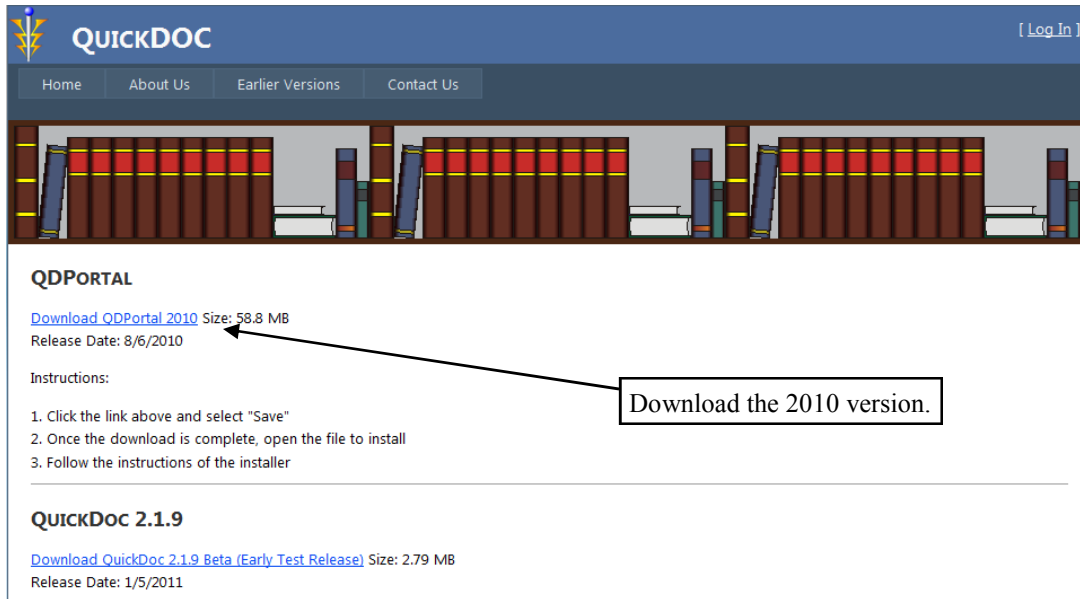


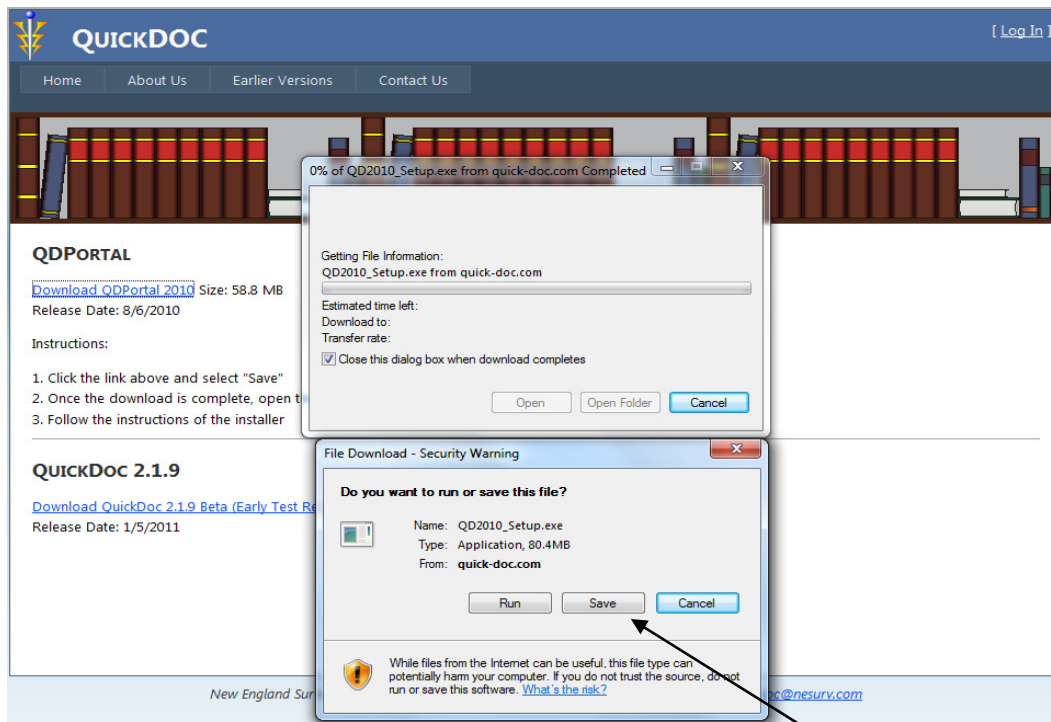
QDPortal Installation Instructions with Update

INSTRUCTIONS:

Step 1: In the Browser, Go to WebSite: "Quick-DOC.com/users/downloads.aspx"

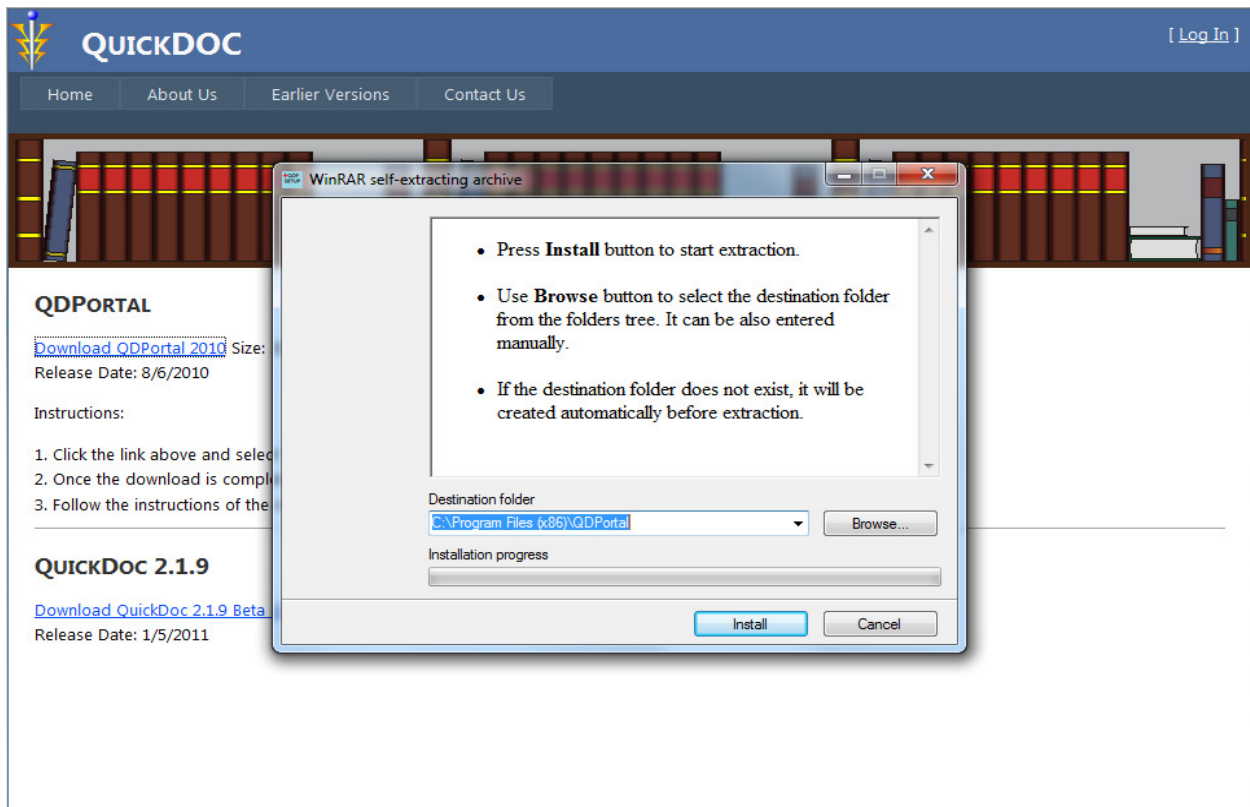


Step 2: Download the 2010 version(2.1.8) and "Save" it don't "Run" it.



Step 3: Proceed through the installation wizard until it is fully downloaded.

Step 4: After the download a QDPortal folder will have appeared in your Program files (most likely on the C drive as that is the default). We recommend that the actual folder stays there, and that, if you are running QuickDOC on more than one machine that you place the database on a shared drive.



Step 5: Open the QDPortal folder and locate the QDSetup, run this application then close out.

Computer > OS (C:) > Program Files (x86) > QDPortal

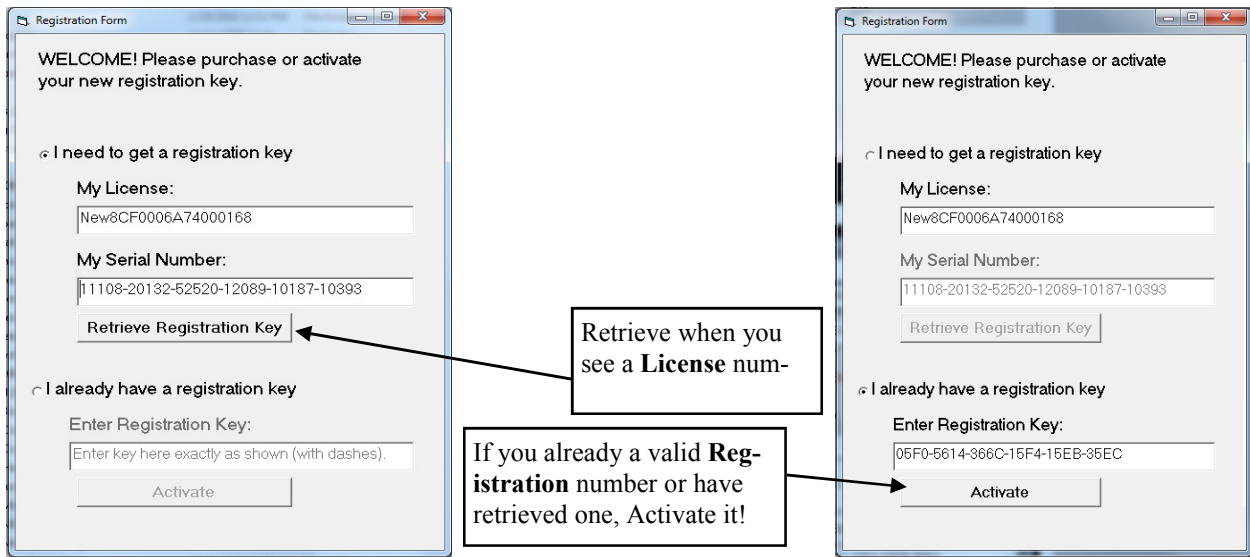
Sometimes the QDPortal Folder may be located in a Downloads folder as Different organizations have their computers setup differently.

Icon	Name	Date	Type	Size
	QDSetup.exe	4/9/2010 1:19 PM	Application	56,245 KB

Step 6: Now that both the QDPortal and QuickDOC shortcut icons are on your desktop, open QDPortal and you be prompted with a registration form that will display your license number and your serial number. You will need a registration key to activate your account. Click the "Retrieve" button and generate a registration key.



(Continued on page 3)



Step 7: Activate your registration key and QDPortal will open up with the DOCLINE website located within.

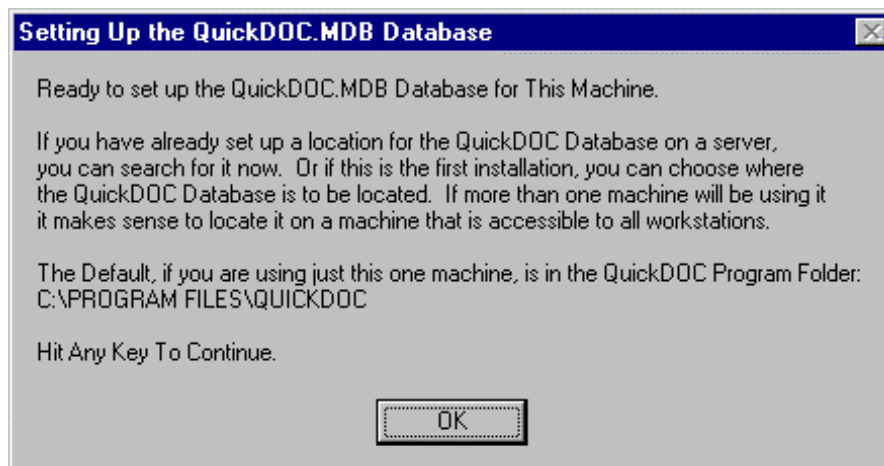
Step 8: Open QuickDOC and proceed with Borrows and lends. QuickDOC will Appear as a “Lightning bolt Icon” on your desktop:



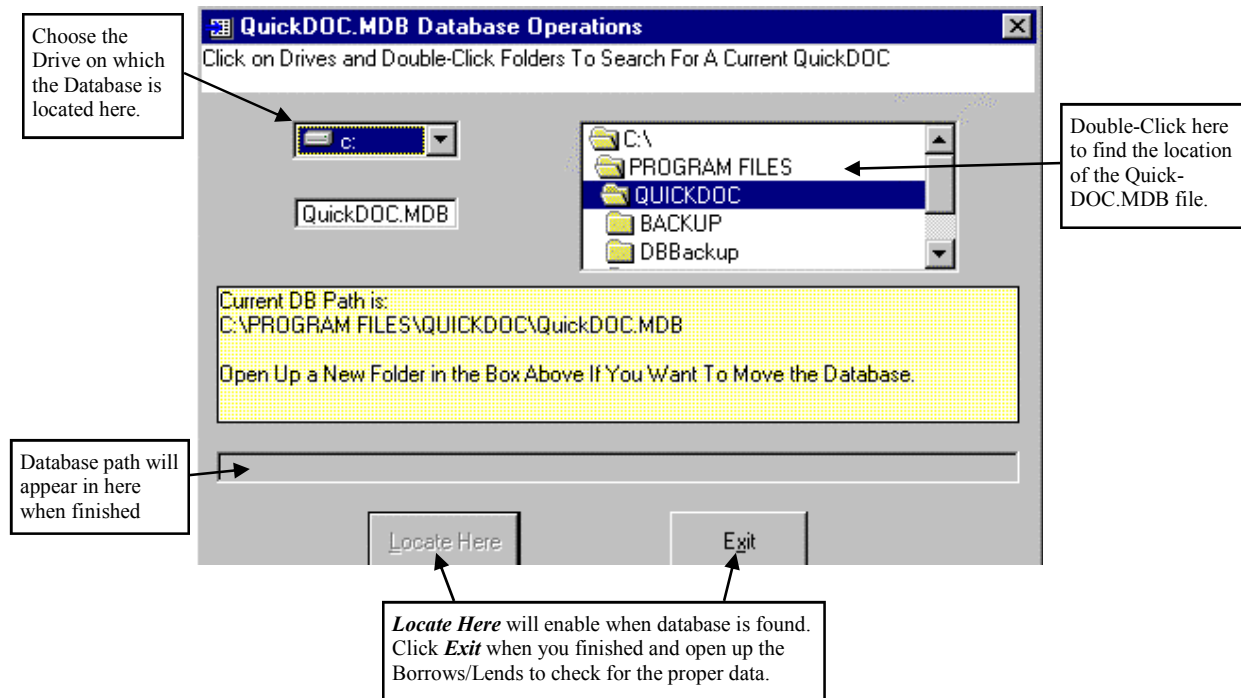
QuickDOC.MDB Database Setup INSTRUCTIONS:

The first time you start up QuickDOC, you'll first be asked to determine your database location. This will also occur the first time each new user or machine performs the install, though in those cases, it's just a matter of pointing to an existing database rather than deciding where it goes in the first place.

1. If you've already set up a db on a server, you can search for it;
2. If this is a 1st installation, you can choose a server location or stay local;
3. The default will be the folder where the program has been installed.



Hit any key, or click the OK button, and you'll get a chance to select the database location, using the familiar Windows Drive and Directory List Boxes. If you already have a central database location, then use the List Boxes to point to the site of the database for this installation. This will ensure that all machines are saving data to the same database.



The form will open with the **default C:\Program Files\QuickDOC\QuickDOC.MDB location**, as is the case above. The **Locate Here** Button will be enabled, so if you're satisfied with the default location, just click **Locate Here** and then **Exit**. If you want to locate it at a previously created central server location, click the arrow to the right of the c: in the **Drive Box**, above, to expose the list, then double-click the Drive icon next to the letter you want. This will expose the list of folders for that Drive in the **Directory Box** to the right. Open the necessary folders to drill down to the one you want by double-clicking on the folder icon until it opens. If you're installing on a **second machine on the network**, when you've opened the folder where you want to locate the database, you'll see "**FOUND ONE HERE**" in the yellow box, indicating that a QuickDOC.MDB database already exists.

When searching for the central data file, each time you double-click on a folder where a QuickDOC.MDB file exists, a message will appear stating that a QuickDOC.MDB file was **FOUND HERE**, along with the file information: **File Size; Last Accessed**, etc., and the "**Locate Here**" button will be enabled.

If this is the first locate operation, just click **Locate Here** when you've found the proper folder and then **Exit**.

The Database is an **Access 2000 style database** called **QuickDOC.MDB**. Although you don't need Access 2000 installed on your machine, if it is installed it can be used to format your own local reports, etc. If you want to work with the database tables directly, it's usually wise to work on a copy of the database rather than the real thing.

UPDATE INSTRUCTIONS:

Step 1: Go to our download website, <https://www.nesshealthresearch.org/securefiletransfer/login.aspx>

Step 2: Enter in username: "quickdocuser" and password: "apple"

Step 3: You will see this: "To download, click here to see files available for download." Click 'here'

Step 4: Select 'QDPortal.exe' from the list, dated 9/25/2012 and click 'Download File'

Step 5: If you get the options 'Save' and 'Run', select 'Save'.

Step 6: If you get a box asking you to select a download location, find your QDPortal folder. It will probably be under 'C: Local Drive', and 'Program Files'. If you don't see a QDPortal folder under Program Files, find your QDPortal shortcut on your desktop, Right click and select Properties.

The Target Path under the general tab will show you where the QDPortal folder is. Once you've selected a location, rename the download file to 'QDPortal.exe'. The current name should be a date and a long line of numbers and such and then ' QDPortal.exe'. Erase everything but the QDPortal part. IF you don't get a box asking you to select a download location, the file has been downloaded to a downloads folder.

Wherever that is, find the file and rename it by rightclicking the file and selecting 'Rename' and naming it 'QDPortal.exe'. Then rightclick and select 'Cut' and navigate to your QDPortal folder, using the same guidelines as above. Once there, rightclick and select 'Paste'.

With either option, you should get a popup warning you that another file in the folder already has the same name and will be overwritten. You want to overwrite the other file. IF YOU DO NOT GET THIS WARNING THE PATCH WILL NOT WORK. Find the QDPortal.exe file that already exists in your QDPortal folder and make sure that the new file has the exact same name. If both files are already in the same folder, rename the original file by adding '_old' THEN rename the new file. YOU MUST GET THIS WARNING.

Step 7: Once you have replaced the original QDPortal file, open up the new one and you should go straight into DocLine without having to manually log in. If you get to a registration form, retrieve your registration key and activate to finish. You WILL need administrative privileges for this.

Step 8: Make sure that your desktop shortcut works. If you have any issues with it, just delete it and create a new one from the new file(right click and select 'Create new shortcut' then drag the shortcut to your desktop.

If you have any issues, call us at 617-738-1800 for help.