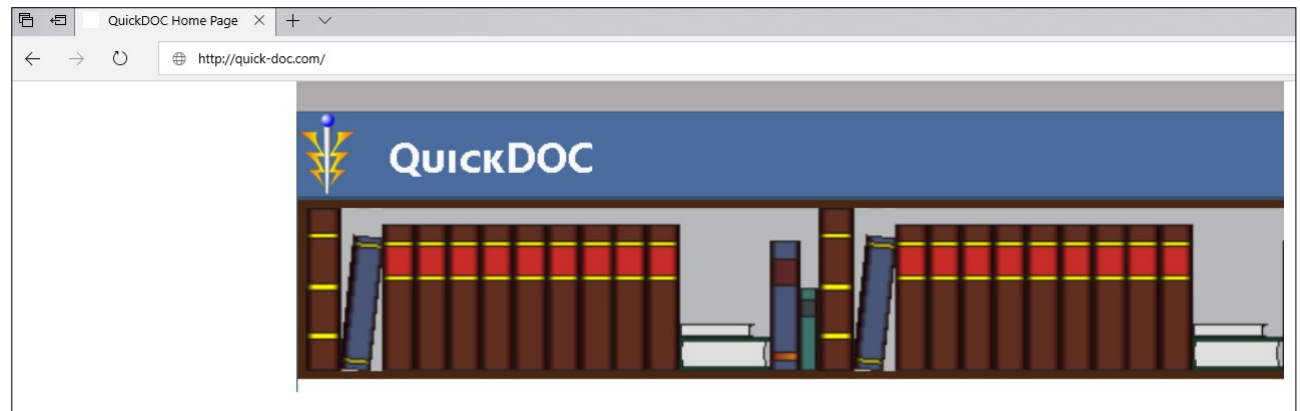


QDPortal6.5 Installation Instructions

Step 1: In a Web Browser (e.g. Internet Explorer, Google Chrome, Firefox, Microsoft Edge, etc....), go to the QuickDoc Website:
<http://quick-doc.com/>.



Step 2: Click the link to download QDPortal6.5: **“Download QDPortal 6.5 Update for Docline 6.1 ZIP”**

QDPortal

Setup File (Windows):

DOCLINE 6.1 UPDATE

Latest QDPortal Version: 6.5

Release Date: April 25th, 2019

We're excited to announce our latest QDPortal6.5 can now automatically download receipts from the new DOCLINE website. EFTS status now imports to records and patrons can be searched for by last name

We will continue to fix bugs as they arise but this version resolves most user reported issues

Below you will find the download for installing the update, as well as an installation pdf and a user manual. Some functions are still only available on the previous DOCLINE website. Therefore, you will still use your original QDPortal application to connect to that website and the new application to connect to the new DOCLINE.

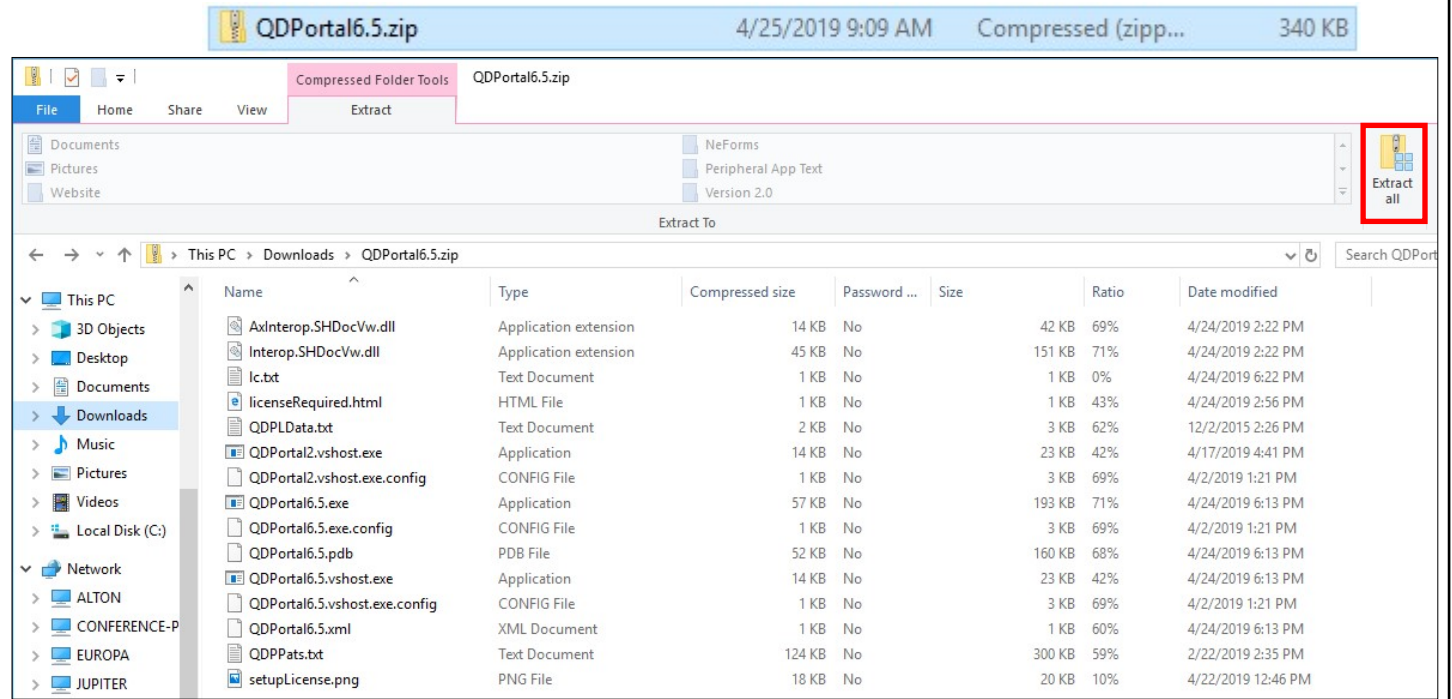
We're working to make the transition to the new DOCLINE as smooth as possible. As more features are moved to the new DOCLINE, we'll be updating the QDPortal application to work with those features. If you have any issues installing or using the application or even just want to suggest improvements, don't hesitate to contact us:

Phone Number: 617-738-1800

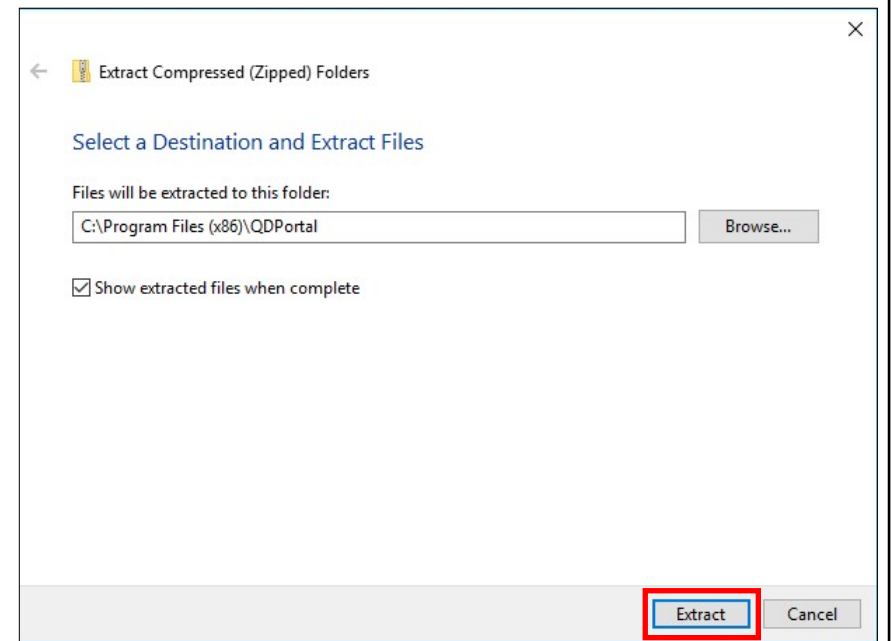
Email: QuickDOC@nesurv.com

[Download QDPortal 6.5 Update for DOCLINE 6.1 ZIP](#)

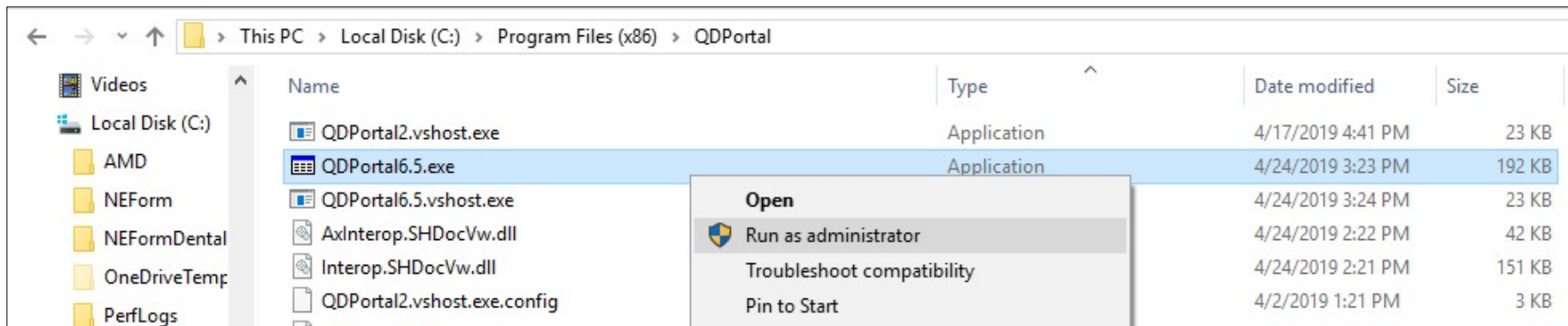
Step 3: Open the Windows File Explorer and navigate to the location of the download “QDPortal6.5zip” Unzip/Extract the download.



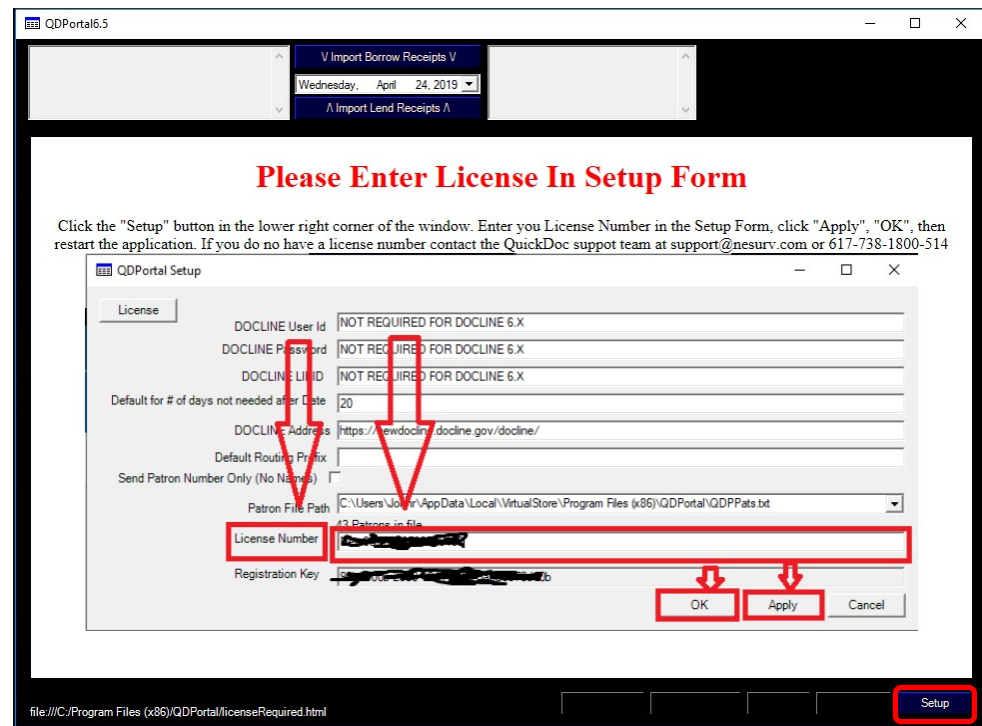
Step 4: Extract the files to *C:\program files(x86)\QDPortal*. If you are installing QDPortal on a new machine, please create a new folder in *C:\program files(x86)* and name it “QDPortal”. Extract all files to this folder (*C:\program files(x86)\QDPortal*). If any files already existed click “Yes” to replace existing files. Most users should be able to copy and paste “*C:\Program Files(x86)\QDPortal*” into the Windows File Explorer, to open the previously installed QDPortal folder.



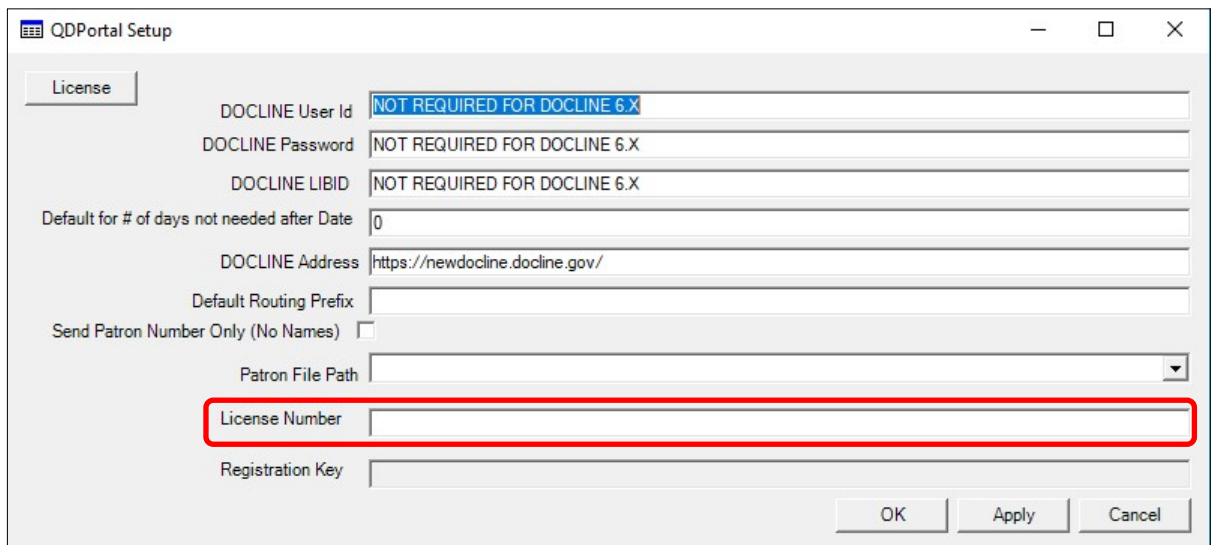
Step 5: In order to properly enter your license information, you will need to launch QDPortal as an administrator. Right-click your **QDPortal6.5.exe** file and select **“Run as administrator”**. If you do not have admin access on your machine please contact your IT department. You will only need to run the application as an administrator to enter/update the license.



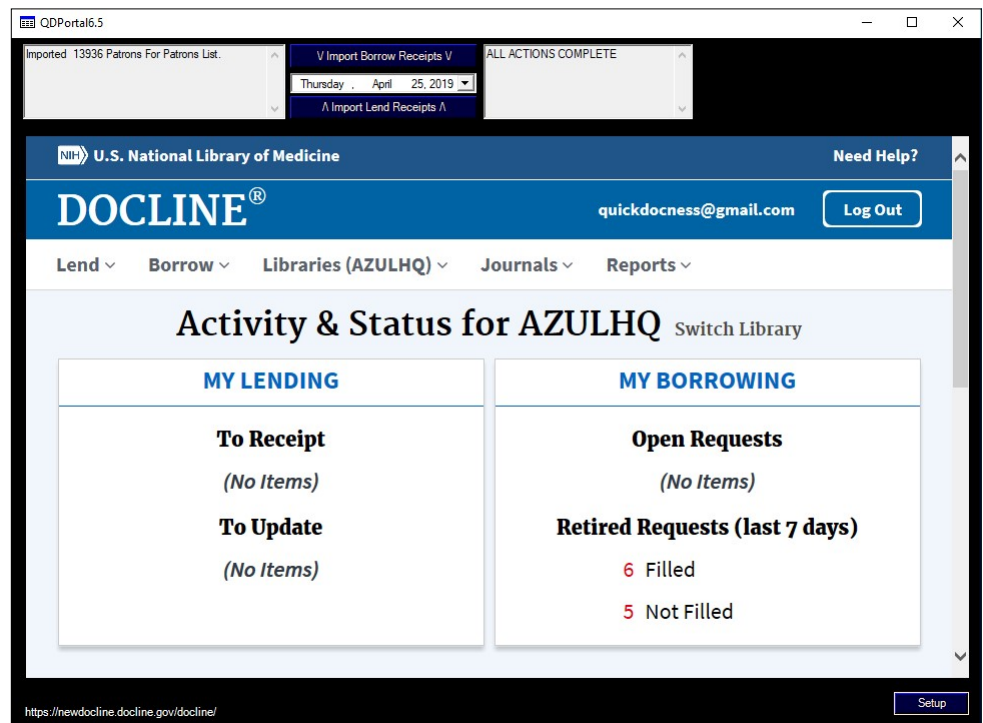
Step 6: To enter your license information, please click the “**Setup**” button in the bottom-right corner of the QDPortal application.



Please enter your license information in the “**License Number**” field. Click “**Apply**”, then “**OK**”. Close the QDPortal application.



Step 7: Once your license number has been accepted please close and reopen the QDPortal6.5 application. If the license was accepted you will be taken to the DOCLINE home page. You no longer need to run QDPortal6.5.exe as an administrator when using QDPortal.



For your convenience we recommend creating a desktop shortcut to “QDPortal6.5.exe”. To do so, right click “QDPortal6.5.exe” within your *C:\program files(x86)\QDPortal* folder, select “Send to” and then select “Desktop (create shortcut)”

If you need assistance please contact us at quickdoc@nesurv.com or 617-738-1800.

