QQCATALYST™

Download Assistant Quick Start Guide

QQSOLUTIONS

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Introduction

This document will provide basic information needed to install and set up the QQ Catalyst Download Assistant.

Prerequisites

To use the QQ Catalyst Download Assistant, you will need the following hardware and software:

Equipment	Recommended
Operating System	Microsoft Windows 8 (32-bit or 64-bit version), Windows 7 (32-bit or 64-bit version), Windows Vista (32 or 64 bit), or Windows XP SP2 or higher. Note: UAC (User Account Control) MUST be turned off in Windows 8, Windows 7 and in Windows Vista.
Computer	Windows-based desktop or notebook computer with at least a Pentium class processor.
Internet Access	Broadband
Framework	Microsoft .NET Framework 4 or newer
Installer	Windows Installer 3.1 or newer
Download Path	You **must update** your carriers file download program to download transaction files to the **C:\QQCatalyst\Download\al3** folder.

- All computers must have internet access
- UAC (User Account Control) MUST be turned off in Windows Vista, Windows 7, and Windows 8.

IMPORTANT: You must update the default download directory in your carrier's download program to C:\QQCatalyst\Download\AL3 before you attempt to upload carrier files using the QQ Catalyst Download Assistant.
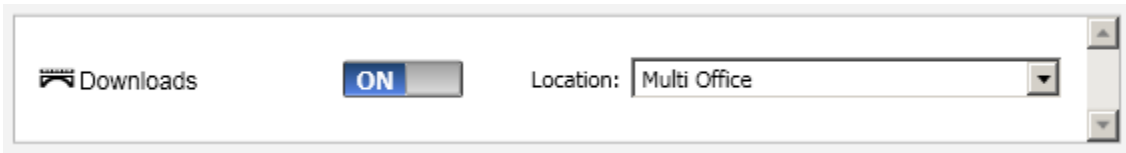
How to Download and Install the QQ Catalyst Download Assistant

1. On a Windows PC, open your browser and navigate to:

   http://www.qqsolutions.com/solutions/agencymanagement/qqcatalyst/download.aspx

2. Click on the DOWNLOAD NOW button to download the QQ Catalyst Download Assistant software.

3. Allow the Installer to Run; click Run in the subsequent dialog boxes.

4. Follow the setup wizard. Click install in the Wizard pages and set your installation preferences.

5. The installation is complete when the QQ Catalyst logo is visible in your system tray. The tool will run automatically when you log on to your PC and will run in the system tray.

NOTE: The QQ Catalyst Download Assistant only needs to be installed on one (1) PC in the office.

How to Setup the QQ Catalyst Download Assistant

1. Double click on the QQ Catalyst Download Assistant icon ◉ that appears in the system tray on the Windows PC.

2. The first time you open the Download Assistant you will be required to authorize usage Have a Super Admin or Local Admin enter their QQ Catalyst credentials and click Log In.

3. Click "Yes" to grant access to your account.

4. After a few seconds, the QQ Catalyst Download Assistant will open.

5. Click on the "Location:" dropdown box to select a location to upload transaction files to in QQ Catalyst. By default, if you have multiple offices locations this will be set to "Multi Office"
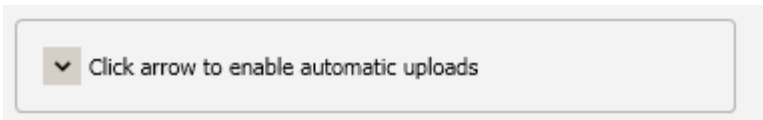

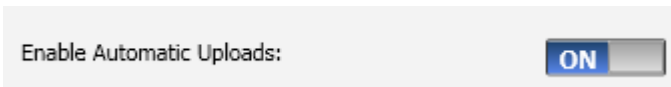6. After you have chosen a location, you can choose to enable Automatic Uploads.

Enable Automatic Uploads

Follow these easy steps to enable automatic upload so that files in the C:\QQCatalyst\Dowload\AL3 folder are uploaded to QQ Catalyst at a specific time daily for processing.

1. Double click on the QQ Catalyst Download Assistant icon that appears in the system tray on the Windows PC.

2. Click on "Enable Automatic Uploads"

> ⌄ Click arrow to enable automatic uploads

3. There is an On/Off button next to Enable Automatic Uploads, click this button so it is "On"

> Enable Automatic Uploads: **ON**

4. Using the Hour, Minute, and AM/PM drop down boxes, enter the time that the files in the C:\QQCatalyst\Download\AL3 folder should be uploaded to QQ Catalyst for processing on a daily basis.

Once the file upload is complete, you can view the transactions in the Downloads section of QQ Catalyst.

NOTE: By default, automatic uploads will only occur when a user is logged on to the PC that the QQ Catalyst Download Assistant has been installed on.

In order to run the automatic upload when the user is logged off of the PC, you must place a check next to "Run when logged off" and enter the Windows user ID and password that is used to log on to that PC.

Manual Uploads – "Upload Now"

To manually upload files from the C:\QQCatalyst\Download\AL3 folder to QQ Catalyst at any time you can:

1. Right click on the QQ Catalyst Download Assistant icon that appears in the system tray and click on "Upload Now"

   OR

2. Open the QQ Catalyst Download Assistant and click on the green "Upload Now" button.

Once the file upload is complete, you can view the transactions in the Downloads section of QQ Catalyst.