

# iQuickdoc Installation Guide

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# iQuickdoc Installation Guide

## Introduction

### What is iQuickdoc

iQuickdoc is a compact and efficient document management system which helps you store, edit and share your documents. You can also neatly categorize projects and group documents inside projects. It is designed to be easy and quick so that you can focus on your work than worry about the software.

### Who should use it

iQuickdoc is for you if you are looking for a better way to manage your digital documents and assets. Digital assets are of high value to today's businesses and most of them capture their intellectual property in digital documents. Unfortunately most businesses do not enable their people to work in a structured way with these digital documents. This results in chaotic and unplanned management of valuable business intellectual property which risks the ability of the business to capture and leverage value of the intellectual property that it generates.

If your business has a team of people working together on digital documents then iQuickdoc is a good choice to help the team collaboratively work on these documents in such a way that structure, security and productivity are guaranteed. iQuickdoc helps people to organize digital documents into well meaning projects and to share digital information appropriately with their colleagues.

### Advantages

The primary advantage of iQuickdoc is that it allows you to centrally plan, structure and control your digital assets such as documents, spread sheets, images, project plans etc. iQuickdoc allows you to;

- 1. Organize projects**

Create, edit and organize your projects. Categorize projects into project types to track projects better.

- 2. Manage project documents**

Create, edit, manage your project documents. Categorize documents into custom document types better suited to your work. E.g. "Research paper" instead of "Excel or Word". This helps you and your colleagues to organize documents much better.

- 3. Share**

Easily add colleagues to your projects. Create different user profiles such as employee, student, customer etc. This gives you a better way of controlling the way your colleagues interact inside a project.

- 4. Authorize & Secure**

Decide on how your colleagues participate in your projects. Secure at project as well as document level and authorize users based on their role in the project.

- 5. Review**

Author, review, approve and reject project documents. Invite other members into the project to play the different roles. Create custom document and project statuses.

## **6. Control and Monitor**

As an administrator, monitor the projects on an over all level. Manage user access and other aspects of all the projects.

## **7. Install easily**

Install with ease using the wizard based installer. Minimal technical requirements to provide a quick and easy way to manage projects and project documents in your organization.

## **Pre-requisites**

iQuickdoc has absolutely minimal pre-requisites before you can get going. It is as simple as having access to a browser for every user who intends to use iQuickdoc in your business. The software is centrally installed and controlled by an administrator. The requirements for the server system are listed in the installation section.

# Installation

## System Requirements

The following is a table depicting the minimal system requirements for installing iQuickdoc. iQuickdoc is centrally installed and controlled in a server and made accessible to all users through the browser. In other words iQuickdoc is a web application.

### Server System

| Type                    | Software   |
|-------------------------|--|
| <b>Operating System</b> | Any of the following Microsoft Windows versions:<br><br>Windows XP Professional<br>Windows 2000 Server<br>Windows 2003 Server<br><br>With Microsoft Windows Script Engine version 5.6 or above |
| <b>Web Server</b>       | Microsoft IIS 4.0 or a higher version  |
| <b>Database</b>         | Any of the following Microsoft SQL Server versions:<br><br>Microsoft SQL Server 2000 or above<br>Microsoft SQL Server Express Edition  |

### User Desktop

| Type               | Software   |
|--------------------|--|
| <b>Web Browser</b> | Any of the following web browser versions:<br><br>FireFox 1.5<br>FireFox 2.0 (recommended)<br>Internet Explorer 6<br>Internet Explorer 7 (recommended) |

## Installing iQuickdoc

iQuickdoc is distributed as a single software installer. This installation wizard is activated when you double click the distributed installer file. The wizard will then guide you through six simple steps to get iQuickdoc installed in your system. The six simple steps are as follows

### 1. Welcome

As soon as you double click the installer file the installation wizard comes into action and greets you with a welcome page indicating that you are ready for installation. Click the 'Next' button to proceed.

### 2. License Details

The next step displays the iQuickdoc license agreement to you, please read this carefully. You can also later access it in the iQuickdoc installation folder. You have to choose 'I accept ...' and then click the 'Next' button to proceed.

### 3. Database Details

In this step the installation wizard displays the database information that it needs to install iQuickdoc. In the three simple fields provide the needed information according to the table below

| Field              | Expected Information  |
|--------------------|---|
| <b>Server Name</b> | Provide the name of the server name (host name) where your Microsoft SQL Server database has been installed. This can be the same server where you are installing iQuickdoc or some other system.<br><br>E.g.<br>projectserver.mycompany.com<br>projectserver                         |
| <b>User Name</b>   | The database user login id, the login id that you provide should have system administrator level permissions in the database. This is to help iQuickdoc installation wizard to create the iQuickdoc database tables and configure your database server to host iQuickdoc information. |
| <b>Password</b>    | The database user login password<br><br>Note: Both the login user and password are stored in the 'config' folder in the iQuickdoc installation folder. You can change this information to a user login with lower permissions or leave it as it is.                                   |

After providing the needed information click 'Next' button to proceed.

#### **4. Installation Folder**

This screen displays the intended folder of installation in your server. You can alter the installation folder by pressing the browse button or leave it as it is. It is recommended that you do not change the installation folder unless it is really essential. Click 'Next' button to proceed. The wizard starts the installation as soon as you press this button.

#### **5. Installation Progress**

The progress screen shows you the actual progress of the installation and moves from 0 to 100% completion. It also shows you all the details of what the installation wizard is performing on your server. Once the progress has reached 100%. The wizard automatically moves to the installation completion screen.

#### **6. Installation Completion**

Congratulations! You have successfully installed iQuickdoc. Press the 'Finish' button to close the wizard and get ready for the iQuickdoc experience.

### **Checking it out**

To verify if the installation is all proper and completed, open your web browser (see user desktop system requirements) in the server where you installed iQuickdoc and type or click the following link <http://localhost/iquickdoc> . If all is fine you should be able to see the iQuickdoc login screen. You are now ready for iQuickdoc.

The administrator login details are as below

**User Name** : **admin**  
**Password** : **admin**

The password can be later altered to suit your need.