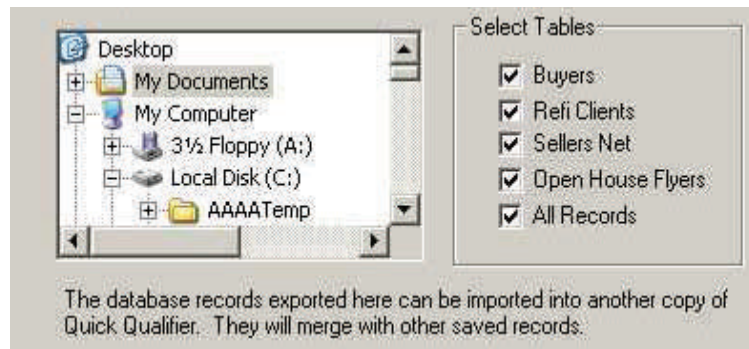# Transferring data to Quick Qualifier 2016

Installing Quick Qualifier 2016 will not replace earlier installations or data. You will see a two new shortcuts on your desktop called QQ2016. One is for 32 bit systems and one for 64 bit systems. You can delete the one that you do not need. Some of the import/export features for setup defaults prior to 2012 may not be available. If this is the case, it is best to just start adding new default closing costs, etc. Keep the old version until you no longer need it.

Backup your database records from the earlier programs. Then import them into the new installation. Backing up data is something that you should be doing regardless. For this exercise, you can save files to a folder in your computer. To store them, or to move them from computer to computer, you should export them to an external device, like a CD or flash drive.
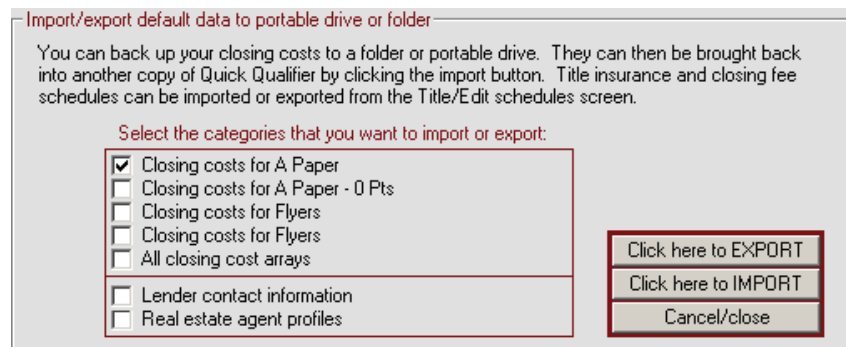
The easiest way to backup the database is to go to Conv Sale, Client Database, and click Export Data. From here, you can export your saved Buyers, Refi Clients, Sellers and Open House Flyers. Select all, click OK and a file dialog box will open. Note: If you change to our cloud version, you will never have to back up your clients records. We do it for you.

Now select a folder (example: My Documents) and click OK. Quick Qualifier will offer to print a log showing where you saved the files. They will be: *Buyers.xml, Sellers.xml, ReficCients.xml* and *Prop.xml & Clients.xml*. Prop is the Open House Flyers.

To back up your setup defaults, click Import/Export at the bottom of the Setup Screen. A panel will open, letting you save your closing costs, personal profile and RE agents.

To restore your database records and setup saves, simply reverse the process in the new program. When exporting, Quick Qualifier creates a folder called *QQSetupFiles* that stores your setup defaults, so be sure to point to that folder when importing. Note: As with client records, in our cloud version, updating is not required. We install new files in the server for you.