



Installation Guide

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System Requirements

Outlook Compatibility

- Outlook 2010, Outlook 2013, Outlook 2016, Outlook 2019, Office 365

Windows Compatibility

- Windows 7 with Service Pack 1 or above
- Microsoft .NET Framework 4.5 or above

Recommended Browser

*For some Users running Windows 7 with Outlook 2010, it may be necessary to install "Visual Studio 2010 Tools for Office Runtime"

- Google Chrome is the recommended browser to download the QuiKer.msi Setup file

Enable Transport Layer

Security 1.2

Before installing the software, Windows needs to be configured to support the secure communication protocols required by the QuiKer.

Administrator privileges are required to complete this step. If your computer is managed by your organization or you do not have administrator access, please contact your IT administrator for assistance.

1. Open the Windows Start menu.
2. Type Command Prompt.
3. Right-click Command Prompt and select Run as administrator.
4. Copy and paste the following commands into the Command Prompt window:

```
reg add "HKLM\SOFTWARE\Microsoft\.NETFramework\v4.0.30319" /v SchUseStrongCrypto /t REG_DWORD /d 1 /f
reg add "HKLM\SOFTWARE\Wow6432Node\Microsoft\.NETFramework\v4.0.30319" /v SchUseStrongCrypto /t REG_DWORD /d 1 /f
reg add "HKLM\SOFTWARE\Microsoft\.NETFramework\v4.0.30319" /v SystemDefaultTlsVersions /t REG_DWORD /d 1 /f
reg add "HKLM\SOFTWARE\Wow6432Node\Microsoft\.NETFramework\v4.0.30319" /v SystemDefaultTlsVersions /t REG_DWORD
/d 1 /f
```

5. After the commands have completed successfully, restart your computer.

QuiKer License Keys

A License Key is needed to activate QuiKer. Users will need to enter either the 14-Day Free Trial License Key or their Agency License Key, which is assigned to an Agency upon purchasing QuiKer.

***NOTE:** All Users in an Agency will use the SAME License Key to activate QuiKer. License Keys are issued based on computer count. For example: ABC Agency's license key is 1234567 and is valid for 8 computer activations. All 8 computers will enter 1234567 to activate QuiKer.

If a User switches computers, the Administrator or User must notify QuiKer Support at helpdesk@simplyquiker.com. Because QuiKer is installed locally on a User's computer, the License Key assigned to the old computer must be released, allowing the User to install and activate QuiKer on their new computer.

Creating QuiKer Credentials for Users

QuiKer connects to your Agency's AMS360 database through a specific portal in AMS. Each User needs an API Username and API Password to connect to AMS360 via this portal. ***NOTE**: These are **separate** credentials from the traditional AMS360 username and password that Users currently have. The person with access to the Administration Tab that has Web Service API under the General Menu will need to create these credentials for Users.

QuiKer Users will be prompted to enter in the following when installing QuiKer:

- 1) Agency Number (your Agency's AMS 7-digit database number with a -1 on the end, i.e.- 1234567-1)
- 2) API Username
- 3) API Password

Within AMS 360:

1. Click into the **Administration** Tab
2. From the left-side General menu, click **Web Service API**
3. Click **New** to open this dialog box
4. Create a Login ID (This is the **API Username**) and Password (This is the **API Password**)
Password must be 6 characters with 1 NUMBER, 1 UPPERCASE, NO special characters
5. Select the Employee from the **Specific Employee** drop-down menu
6. Click the **Check All** button
7. Click **Save & Close**
8. Repeat for all QuiKer Users

Web Service API Setup

File Section Operation Toolbox Help

Web Service Application: (Custom) Reapply Defaults

WSAPI Login ID: [4]

Password: [5]

Verify Password: [5]

Data Security Based on:

☒ Specific Employee: [5]

☐ Employee Supplied by Web Service

☐ Entity Access Security Only

Entity Access

Check the options you would like the web service user to have access to.
Note: Some options are not available to an entity and therefore cannot be checked.

[6] [7] Check All Uncheck All

Entity	Retrieve	Insert	Update	Delete
Activity		☒		
Agency	☒			
Bank	☒			
Broker	☒			
Claim	☒			

If you don't know your Agency Number for AMS360:

1. Click into the Administration Tab
2. Click **Agency Overview**
3. Click **Edit Agency**
4. The **Agency #** is listed at the top of the Agency Setup popup box

AMS360

Home Customer Bank Broker Company Employee Vendor Financial Administration

Administration > Agency Overview

General

Agency Overview

Activity/Suspense Setup

Alert Setup

Doc360 Setup

Home Dashboard Setup

Notification Service Setup

Security Group Setup

Text Setup

Web Service API

Accounting

Customer/Policy

List Setup

Utilities

Agency Setup

File Section Operation Toolbox Help

Name, Address and Phone Numbers

Agency #: 1002789-1

Name: []

Address: []

City: [] State: []

Zip: []

Installing on a User's computer

Follow these steps to install on each User's computer:

Enable Transport Layer Security 1.2

Before installing the software, Windows needs to be configured to support the secure communication protocols required by the QuiKer.

Administrator privileges are required to complete this step. If your computer is managed by your organization or you do not have administrator access, please contact your IT administrator for assistance.

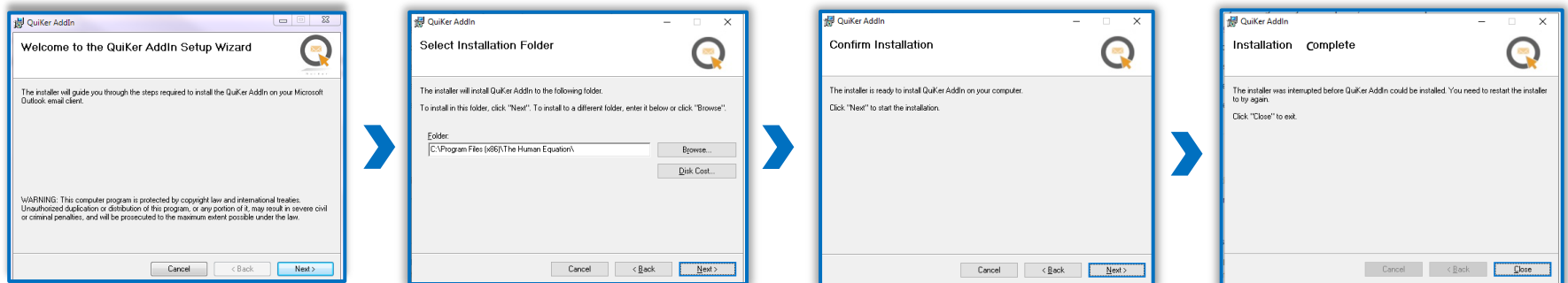
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```

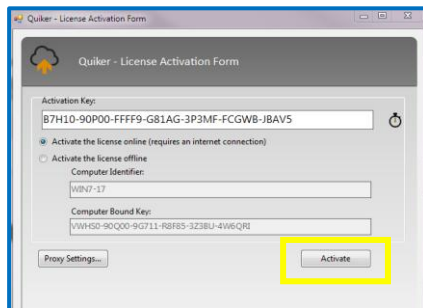
5. After the commands have completed successfully, restart your computer.

Once TLS 1.2 has been enabled you may proceed with installation

1. Close Outlook.
2. In **Google Chrome**, go to <https://simplyquiker.com/trial> and download the latest version of QuiKer.
3. Double-click the QuiKerSetup.msi download and walk through the installation until you receive the **Installation Complete** message.



4. Open Outlook.
5. You will see a **QuiKer** Tab appear in the top bar of Outlook next to Home | Send/Receive | View, click into the **QuiKer** Tab.
6. Click the Activate QuiKer button and copy/paste either the 14-day free trial Key or your Agency's permanent License Key and click **Activate**.
 * You should receive a green checkmark and a message that reads your license is activated, then close the window.



7. The QuiKer Initial Setup box will appear--next, enter in the Agency Number, API Username and API Password. In the second window enter in the Employee First Name and Employee Last Name **exactly as it appears** in AMS360. *Titles, capitalization and punctuation matter.



Helpdesk

Contact

Information & Knowledgebase

Our Helpdesk is here to assist you. Our office hours are Monday-Friday 8:00 a.m.-4:30 p.m. EST.

- Email: helpdesk@simplyquiker.com
- Phone: 1-800-521-9667
- QuiKer Knowledge Base: <https://simplyquiker.com/knowledgebase> has short video tutorials that guide you through the Installation process and how-to videos that walk through QuiKer's features.