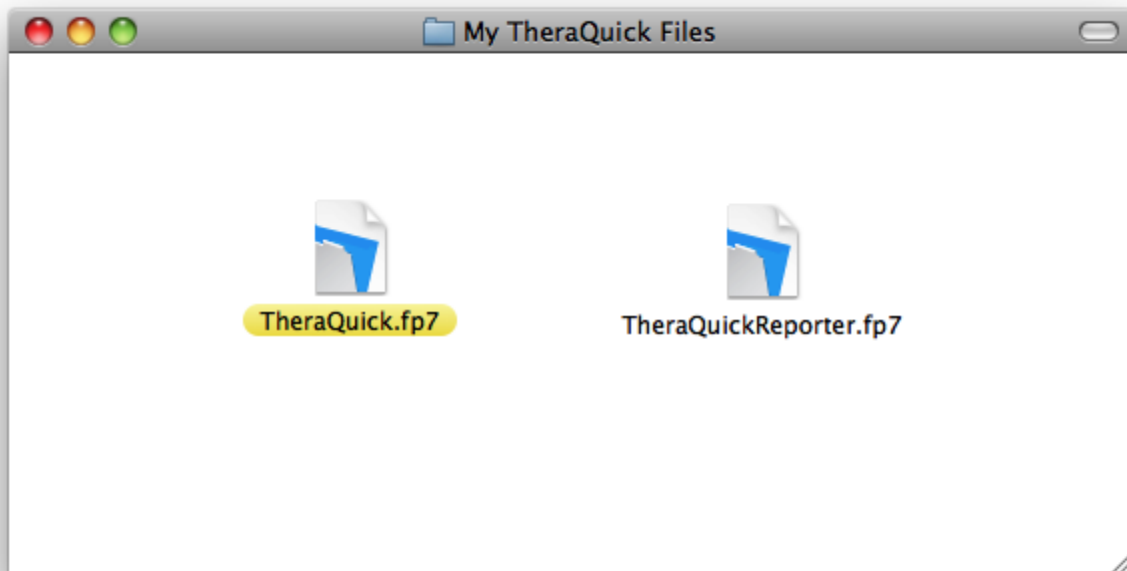


Activating the TheraQuick Reporter

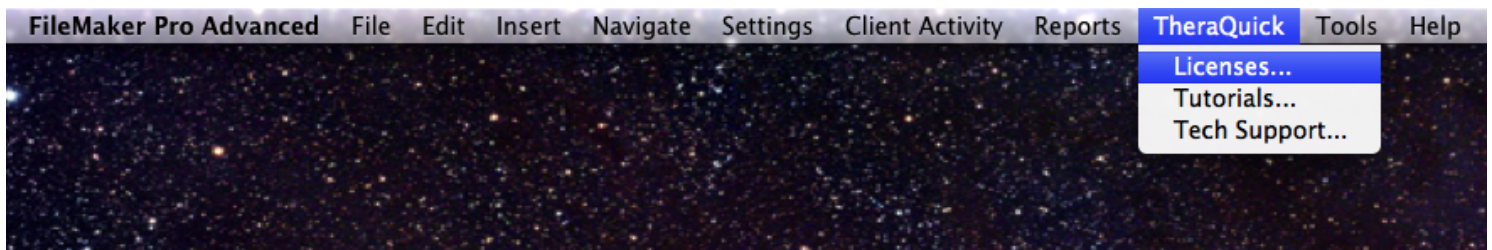
How to license and activate the TheraQuick Reporter module.

With TheraQuick closed, place the TheraQuickReporter file into the same directory as the TheraQuick file.



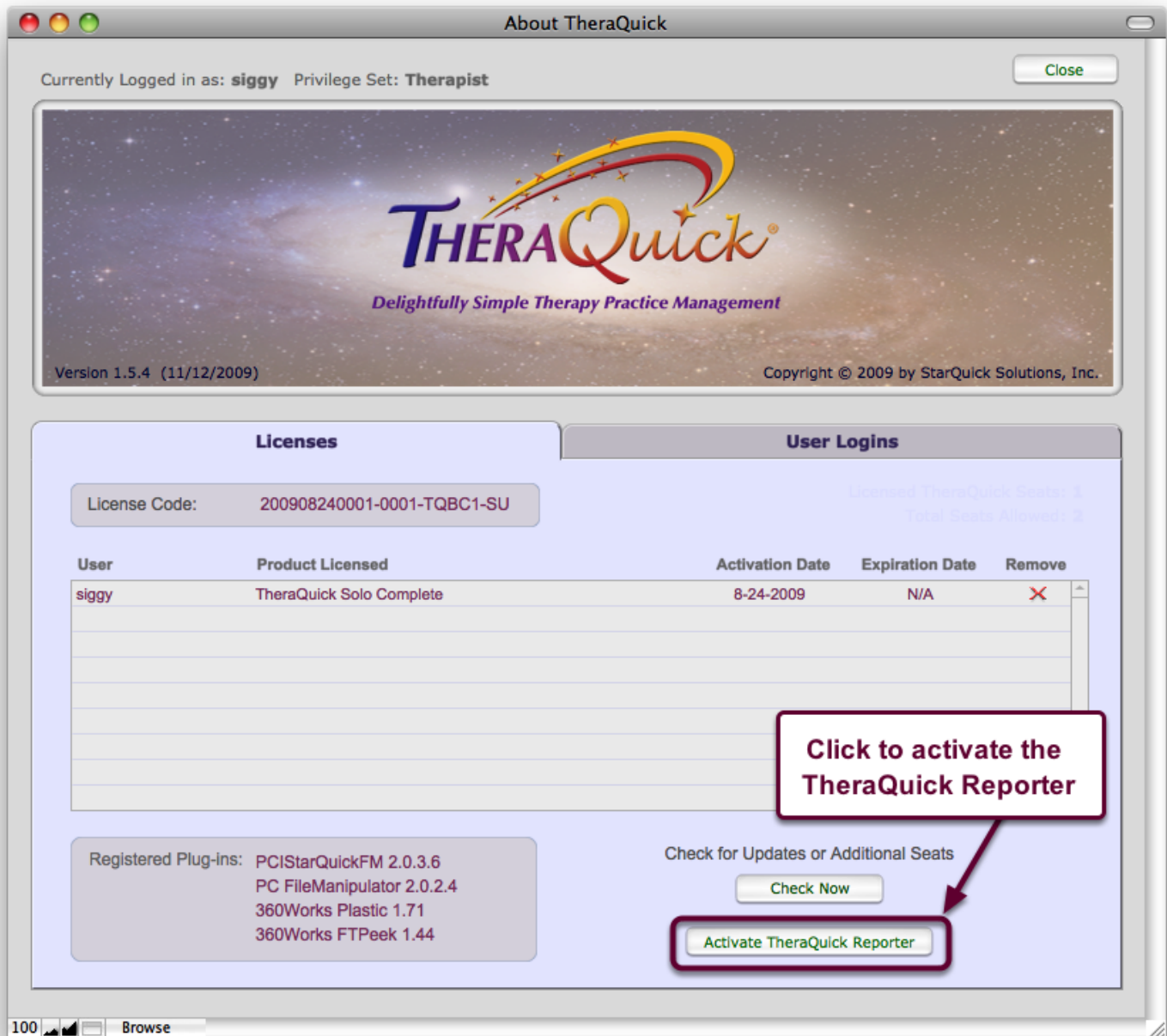
The TheraQuick and TheraQuickReporter files must be in the same directory for TheraQuick to recognize the Reporter.

Open TheraQuick and select "Licenses" from the TheraQuick menu.



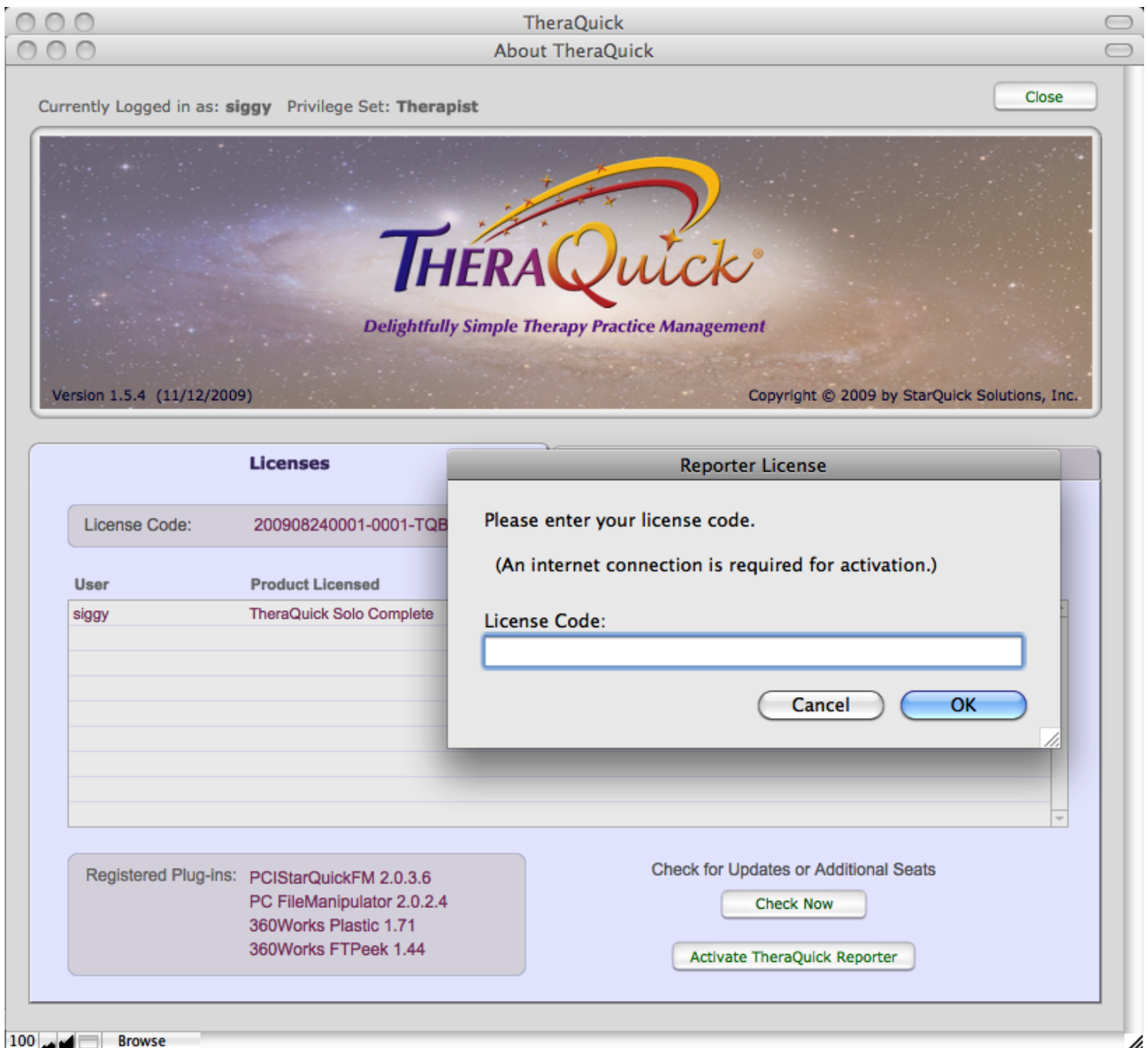
TheraQuick must be opened again after the Reporter file is in place in order for TheraQuick to recognize the Reporter file. Then, select the *TheraQuick > Licenses...* menu item to view the About TheraQuick license information.

If the TheraQuick Reporter file has been installed, the "Activate TheraQuick Reporter" button will appear.




If TheraQuick detects the presence of the TheraQuick Reporter file, the "Activate TheraQuick Reporter" button will become visible. Click on this button to activate the TheraQuick Reporter.

Enter the TheraQuick Reporter license code you were provided.



TheraQuick
About TheraQuick

Currently Logged in as: **siggy** Privilege Set: **Therapist** Close



Delightfully Simple Therapy Practice Management

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Licenses	
User	Product Licensed
siggy	TheraQuick Solo Complete

Registered Plug-ins: PCIStarQuickFM 2.0.3.6
 PC FileManipulator 2.0.2.4
 360Works Plastic 1.71
 360Works FTPeek 1.44

Check for Updates or Additional Seats

Check Now

Activate TheraQuick Reporter

Reporter License

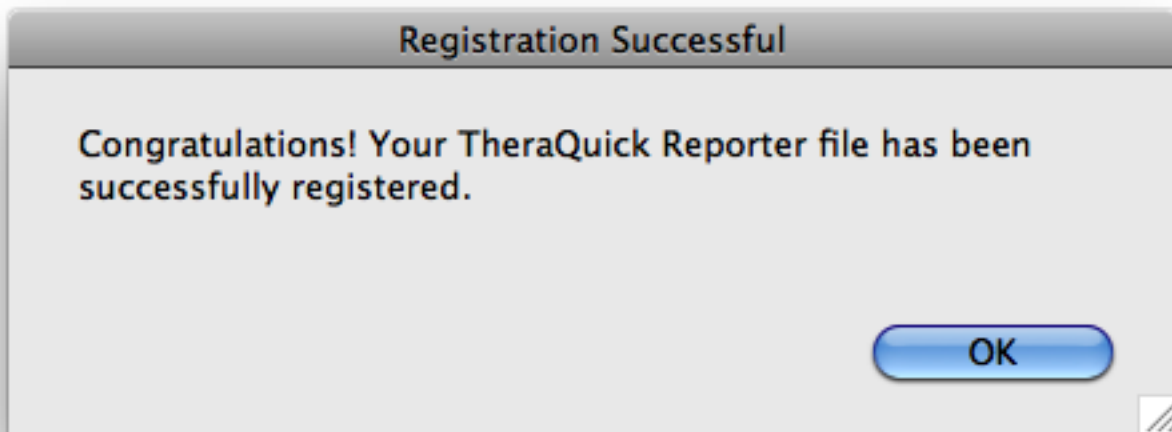
Please enter your license code.
(An internet connection is required for activation.)

License Code:

Cancel OK

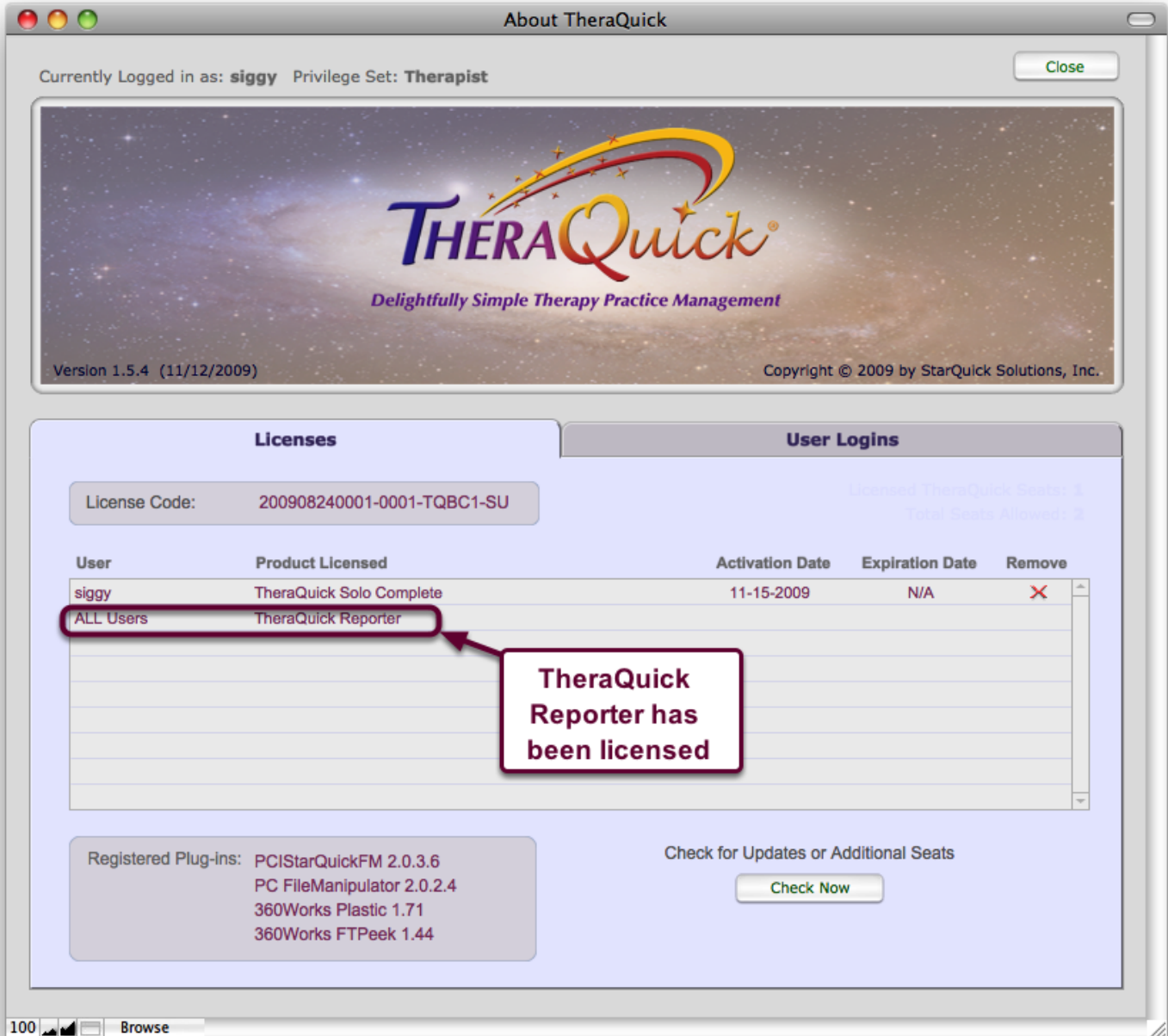
Type in the license code you were provided in your StarQuick Product License email. (Make sure you have an active internet connection.)

TheraQuick will acknowledge that your license code was accepted.



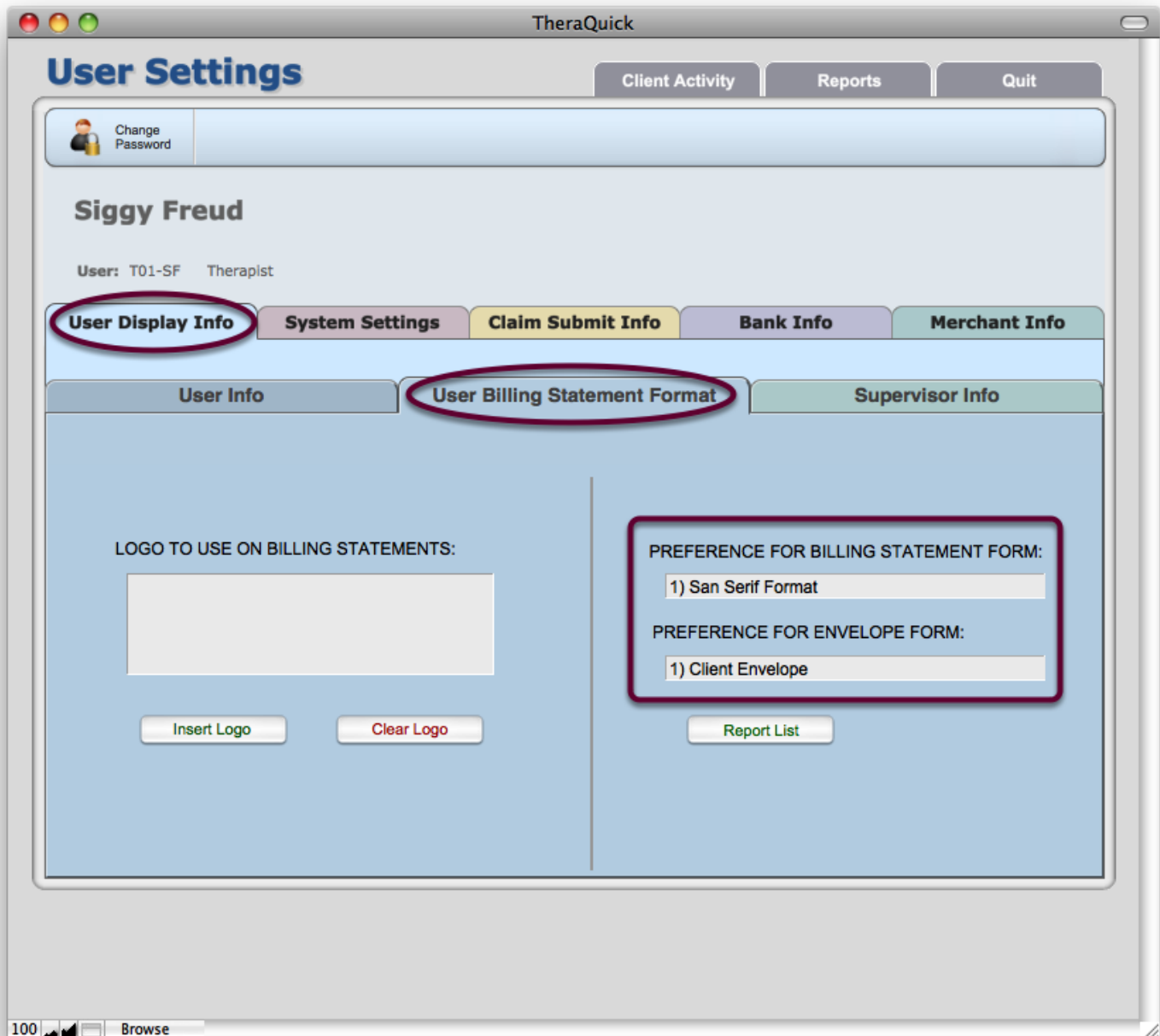
You will see this message when your registration is successful.

The Licenses list will be updated.



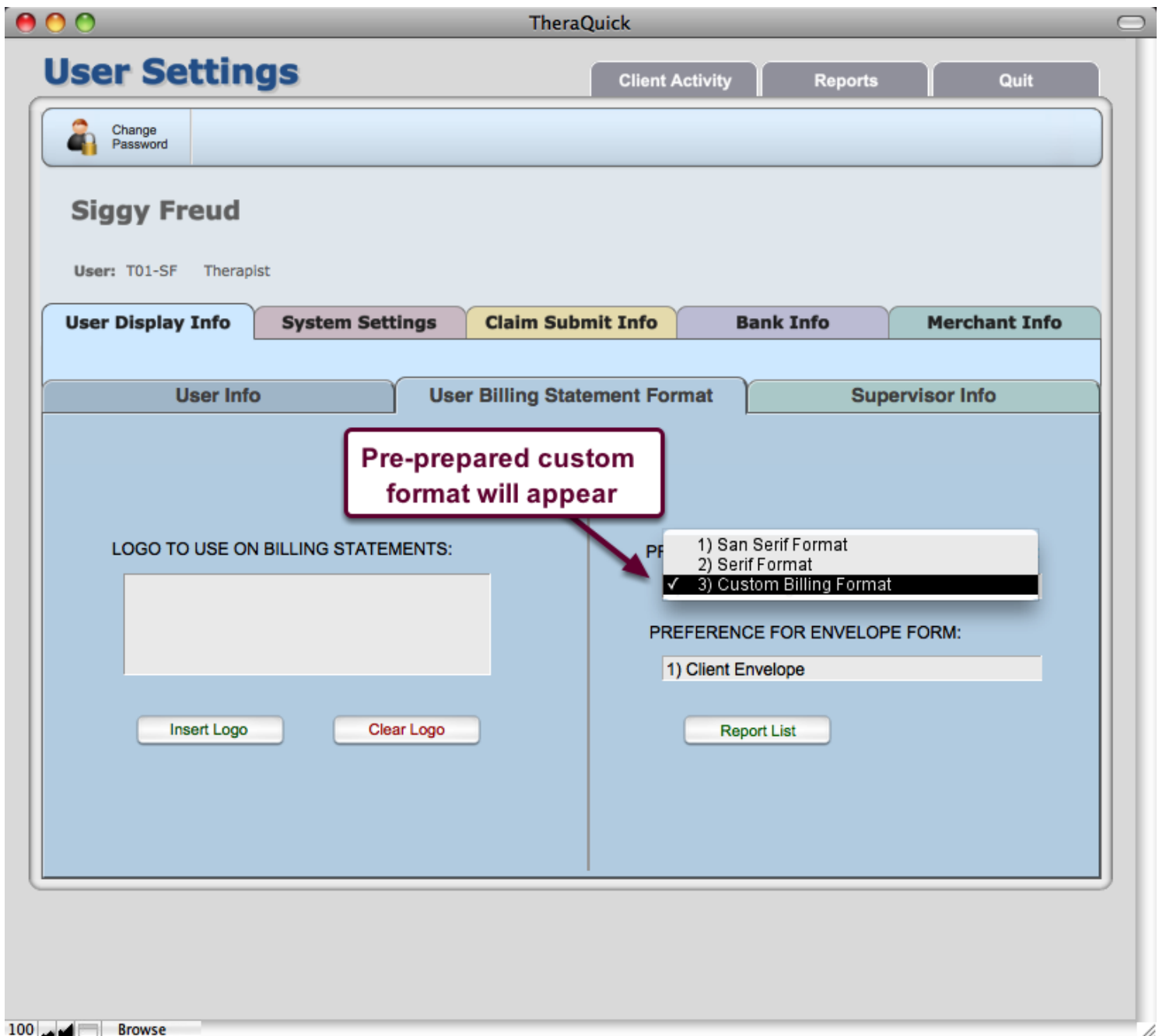
Your TheraQuick Reporter will be listed under Product Licensed, and you are ready to use it.

To select any of the report formats within the TheraQuick Reporter, navigate to User Settings > User Display Info > User Billing Statement Format.



You can select any available billing statement formats (from TheraQuick or the TheraQuick Reporter) from the drop-down list under the Preference for Billing Statement Form. Similarly for the Envelope Form preference. All the formats within the TheraQuick Reporter will automatically appear in this list.

The existing pre-made format in the TheraQuick Reporter will appear at the bottom of the list.



The TheraQuick Reporter comes with one set of custom reports already prepared. This format will appear at the bottom of the list, labeled "Custom Billing Format." To create more custom formats and change their look and contents, please see the next tutorial.