

Before the Event

Understanding qCheck Desktop Basics

Things to know before getting started

- A “qCheck Station” is a computer used to collect credit cards.
- You’ll need one Windows computer for each qCheck Station.
- qCheck Desktop does not need an internet connection at the event.
- AuctionMaestro Pro does not need to be installed on computers used for qCheck.
- Like all programs, qCheck Desktop requires administrator permissions to install.

How qCheck Desktop works

A typical layout has a “back room” area with AuctionMaestro Pro and a separate “registration area” with qCheck computers. This lets you keep your data entry, supplies, and paperwork in a quiet area out of public view.

- *Note: If you’re using the same computers for both AMPro and qCheck, the instructions do not change.*

Back Room / Data Entry Area



Registration Area



1. Prepare the flash drive with bidder information using AuctionMaestro Pro.
2. Use the flash drive to set up computers as qCheck Stations.
3. After collecting cards, use the flash drive to copy data from the stations back to AMPro.
4. Credit cards are processed after the event, allowing you to double-check charges.

For use with AuctionMaestro Pro 5

Conduct a Practice Run

We recommend a practice run to ensure qCheck will install properly on the qCheck Station computers. The qCheck “practice mode” lets you practice your event setup, train your registration staff, pre-install the qCheck software, and setup qCheck with your client code.

Part One: Create a practice environment in AMPro

1. Go to **File** and click **Backup Database**.
Click **Backup Database** and save it to your desktop with the name of “Practice Database”.
2. Go to **File** and click **Select Database**.
Click **Select Event Database** and open the “Practice Database” from your desktop.

Part Two: Conduct the practice run

Use the orange **qCheck Manager Guide** to conduct your practice – but **instead** of the orange “Setup qCheck” button, use the blue **Do a Practice Run** button. The “Do a Practice Run” button sets up the flash drive in practice mode. Later, when you click “Setup qCheck” for your real event, the flash drive automatically goes back to the normal auction mode.

- Use the red **Registration Instructions** to capture cards.
- If you don’t have your qCheck kit:
 - Substitute any blank flash drive for your setup.
 - Manually type in credit card numbers instead of using USB card readers.

Part Three: Put things back to normal

1. On every computer used as a qCheck Station (computers you swiped credit cards into), click **Archive this Event** in the qCheck Station Manager. Click **Exit** to close qCheck.
2. In AuctionMaestro Pro, go to **File** and click **Select Database**. Click the **Switch** button next to your real database.