

# BillQuick Mobile Setup

# WHAT IS BILLQUICK MOBILE?

BillQuick Mobile is a native application that allows professionals to track their time and expenses on their mobile devices. Our mobile app is supported by smart devices such as iPhone, Android, or Windows 8 phone. It connects to your company file via BillQuick Online or Web Suite services, and stores data in the local database, keeping it in sync with your company file as long as your device has data connectivity. When there is no or poor data connectivity, such as on an airplane or at a client location, data is stored locally. However, as soon as your phone detects connectivity, it automatically uploads that data to the company file.

## Key Features

- Time entry, review and submittal
- Expense entry, review and submittal
- Multiple stopwatch timers for tracking time
- File attachments to time records
- Receipt attachments to expense records
- Time and expense memos

## Requirements

Only authorized users can log into the BillQuick Mobile app. These include:

- **Web Suite Users:** They can log in with their Web Suite user credentials (see Login below).
- **BillQuick Online Users:** They can log in with their BillQuick Online account credentials (see Login below).
- **BillQuick Desktop Users:** They can log in with their BillQuick user licenses but must have Web Suite installed and configured on their system (see Login below).



BillQuick desktop users do not require a Web Suite license key to use the mobile app. You can [download Web Suite](#) from our website and install it on your server. After installing it, run Web Suite and point it to your existing BillQuick SQL database.

The BillQuick Mobile app supports the following product versions and devices:

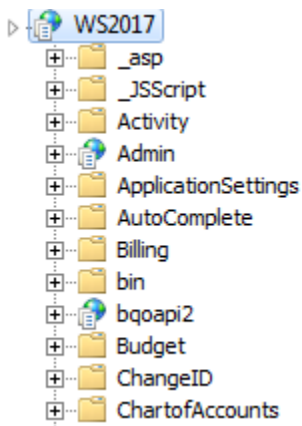
- BillQuick Pro or Enterprise ([Download](#))
- Web Suite Pro or Enterprise ([Download](#))
- BillQuick Online ([Subscribe](#))
- Apple iPhone, iPad or iPod Touch with iOS 8.0 or later ([Download from iTunes](#))
- Android devices with Android OS 2.3 or later ([Download from Google Play Store](#))
- Windows phone with Windows 8 OS 8.0 or later ([Download from Windows Store](#))



BillQuick Mobile app works only if your company database backend is SQL or SQL Express.

# INSTALLATION & CONFIGURATION OF IIS

In a standard Web Suite installation, the APIs necessary for connecting to mobile applications are installed in the *BQOAPI2* folder. If you are configuring your website manually, make sure this folder is converted as an application.



A simple connectivity test is to enter your website followed by the extension */bqoapi2/bqoservice.svc/getversion* to make sure the service is running. For example, `http://YourCompanyURL/WS2018/bqoapi2/bqoservice.svc/getversion`

If the connection is successful, it will result in the downloading of a text file. If it fails, that means the service is not running or configured properly, hence the mobile application will not work. *Please refer to these KB articles if you experience any issues:*

[How do I set up iPhone/Android components in Web Suite?](#)

[User is unable to log in using the BillQuick Mobile app](#)

[BillQuick iPhone/Android app not properly configured on Windows 8 & Windows 2012](#)

## Login

The home page of BillQuick Mobile (iPhone, Android or Windows) allows you to log into the app using your *BillQuick Online* or *Web Suite* user credentials. You can navigate the BillQuick Mobile app on your device using the regular buttons and controls. For security reasons, BillQuick Mobile app does not allow you to log in with the supervisor account. Only authorized BillQuick, BillQuick Online, or Web Suite users can access the app.

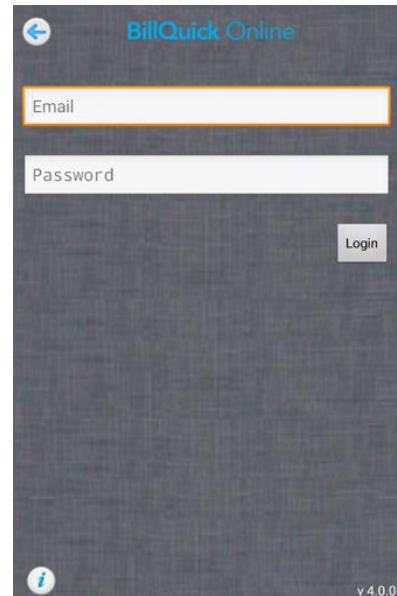
After logging out, the app remembers your login credentials. You only have to enter your password to log in. However, we recommend not to log out of the mobile app because any data that has not synced yet with the company file will be lost.

### BillQuick Online Login

If you are a BillQuick Online User, log into the app using your online account. If you have two or multiple databases, then you will be asked to select the desired company database.

You need your Email ID and Password to log in (information provided when creating a BillQuick Online account).

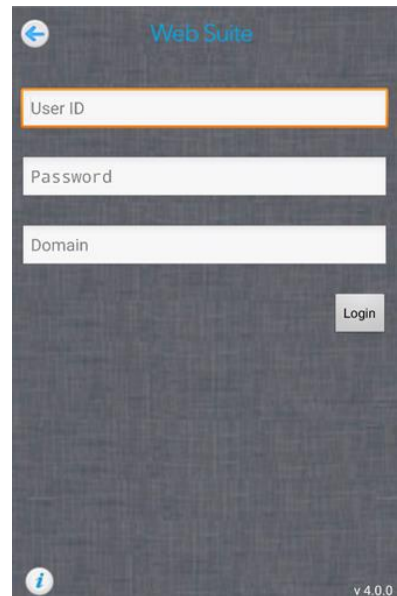
The Email ID used for login during the trial period remains the same when you subscribe and buy BillQuick Online. When you register for trial use, BQE Software emails you the Password to log into the application. If you have forgotten your password, please go to [www.billquickonline.com](http://www.billquickonline.com) and click 'Forgot your password?' on the Login page.



### Web Suite Login

If you are a Web Suite User, log into the app using your Web Suite account.

You need your User ID, Password, and URL of your web server's domain name to log in. If you do not remember any of this information, please contact your Supervisor or IT Administrator.



### BillQuick Login

BillQuick desktop users can also log into the Mobile app with their user license. However, to connect, they still need to have Web Suite installed and configured on their system.

To do that, you have to create and open your company file using BillQuick on a SQL backend. Then assign the desired employees/vendors who are to access the BillQuick Mobile app as BillQuick Users. Next, you must configure Web Suite on your web server to be accessible via Internet and open that company file. Then just log into the BillQuick Mobile app as usual.



If you are experiencing problems while installing or setting up BillQuick Mobile, please check our [Knowledge Base Articles](#) for troubleshooting and technical issues. Else, contact us at (310) 602-4030 or [support@bqe.com](mailto:support@bqe.com). You can also read the BillQuick Mobile Help for iPhone, Android or Windows.



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