



Batch Guide

Name: BatchSync Download & Install

Date: 27 March 2020

Version: 1.0

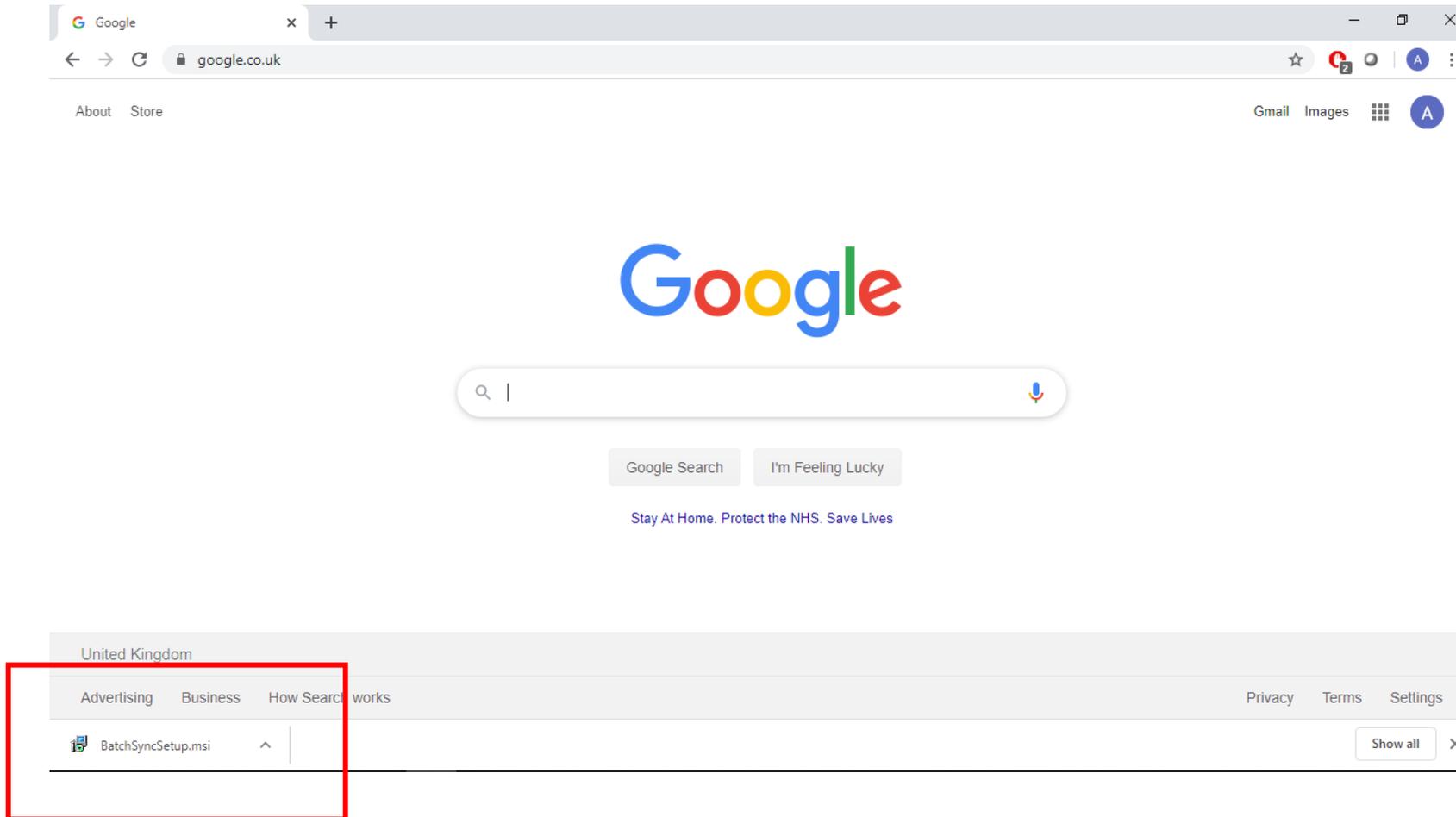
Description:

This Document will explain how to download and install the BatchSync software using either Google Chrome or Microsoft Edge. The BatchSync app will link Batch with QuickBooks Desktop.

Please begin by following the Link below:

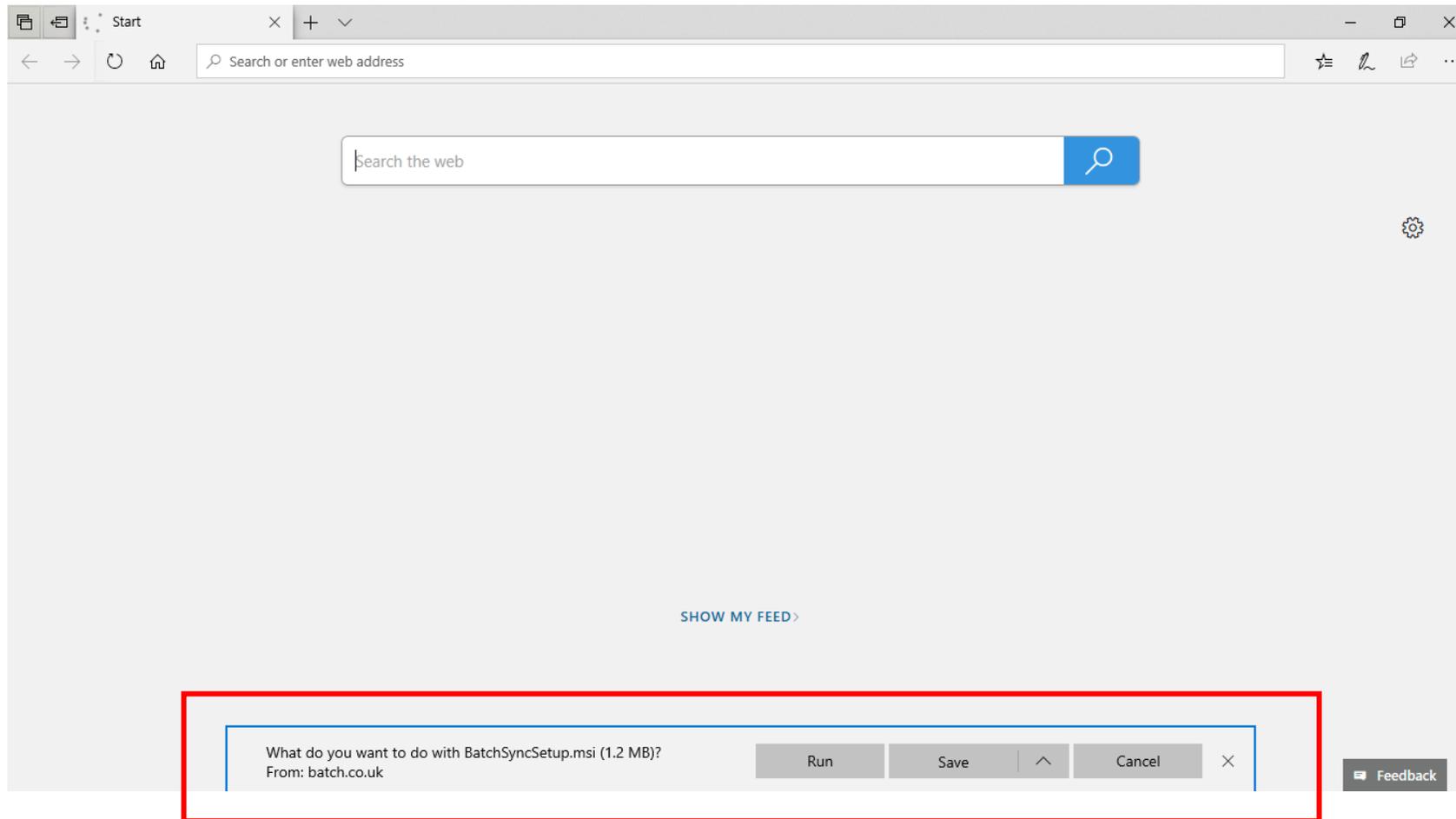
www.batch.co.uk/web/downloads/BatchSyncSetup.msi

GOOGLE CHROME

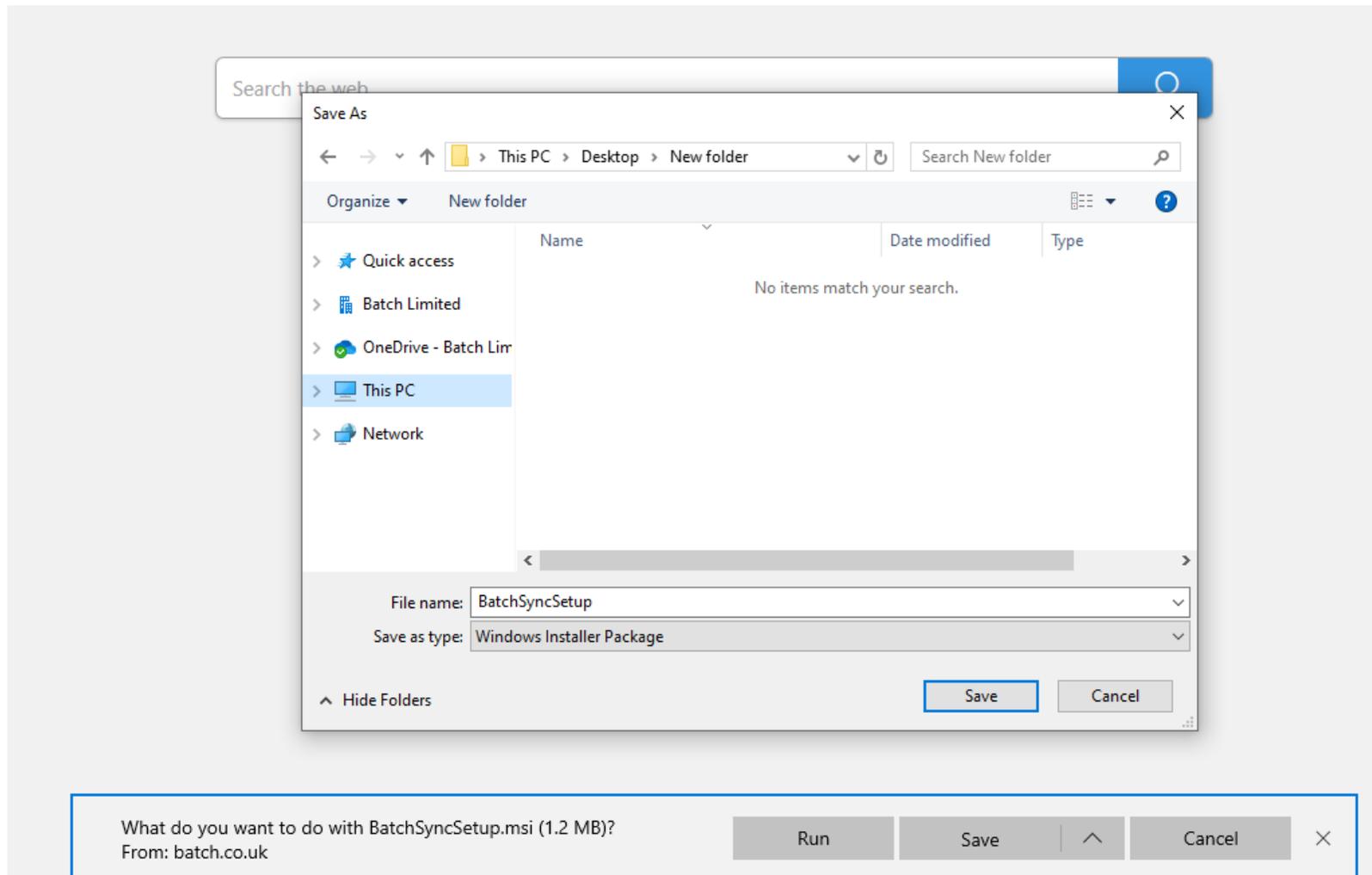


Once you have clicked the link above the Batch Sync file will download and appear at the bottom of the page. You can then Click the Icon to begin installing the software

MICROSOFT EDGE



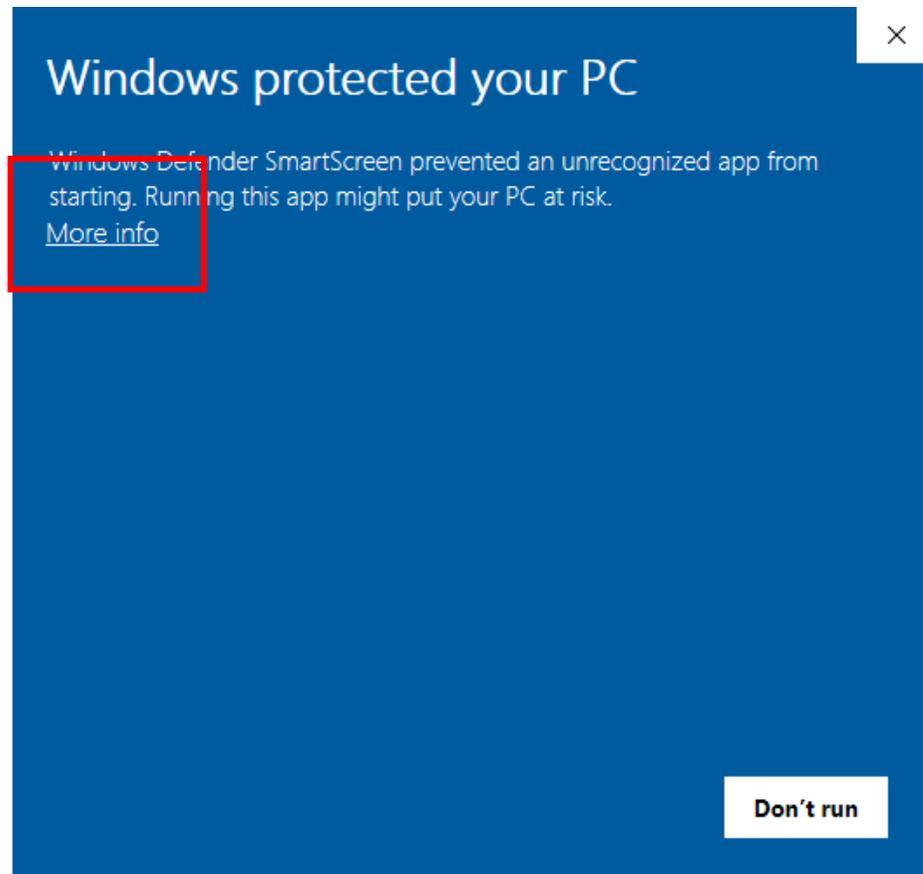
Once you have clicked the link above, the pop up in the screenshot will appear.



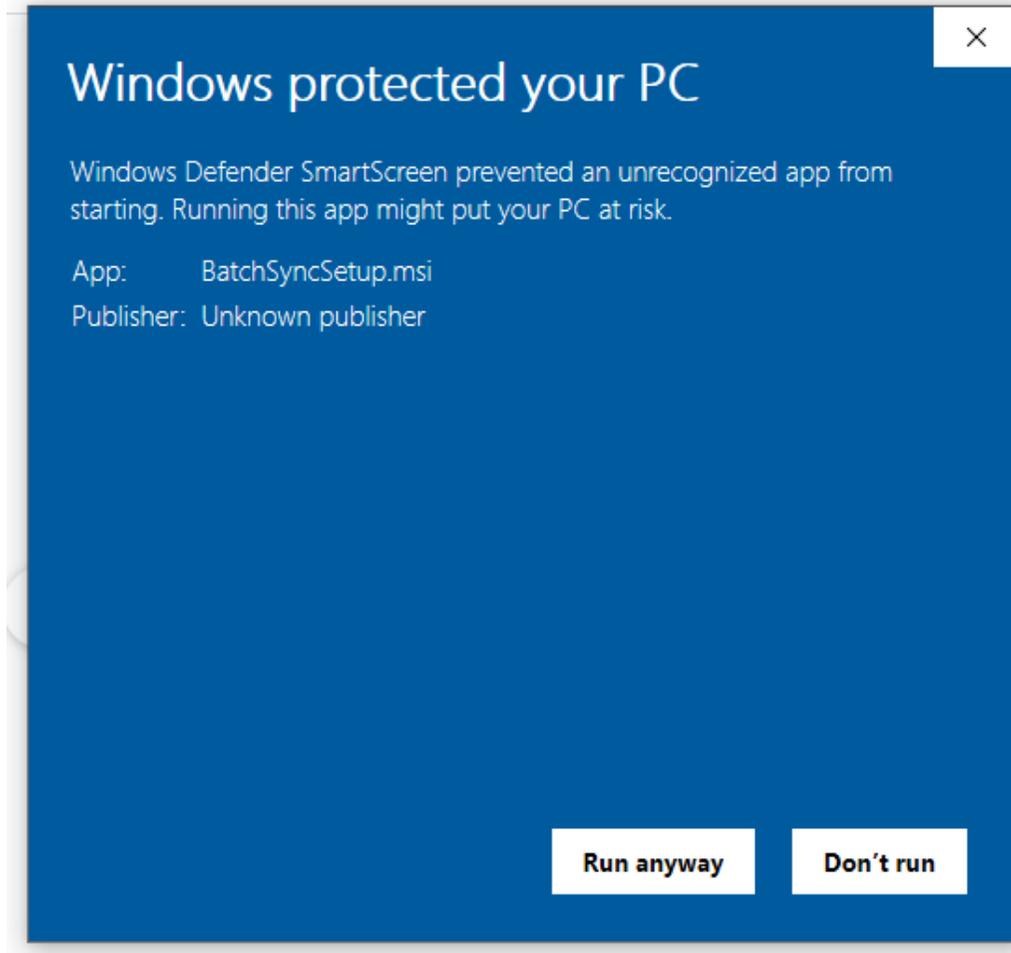
You have the option to Save the file to a destination you desire shown in the screenshot above or you can simply 'Run' the file. Click Run

Installing BatchSync

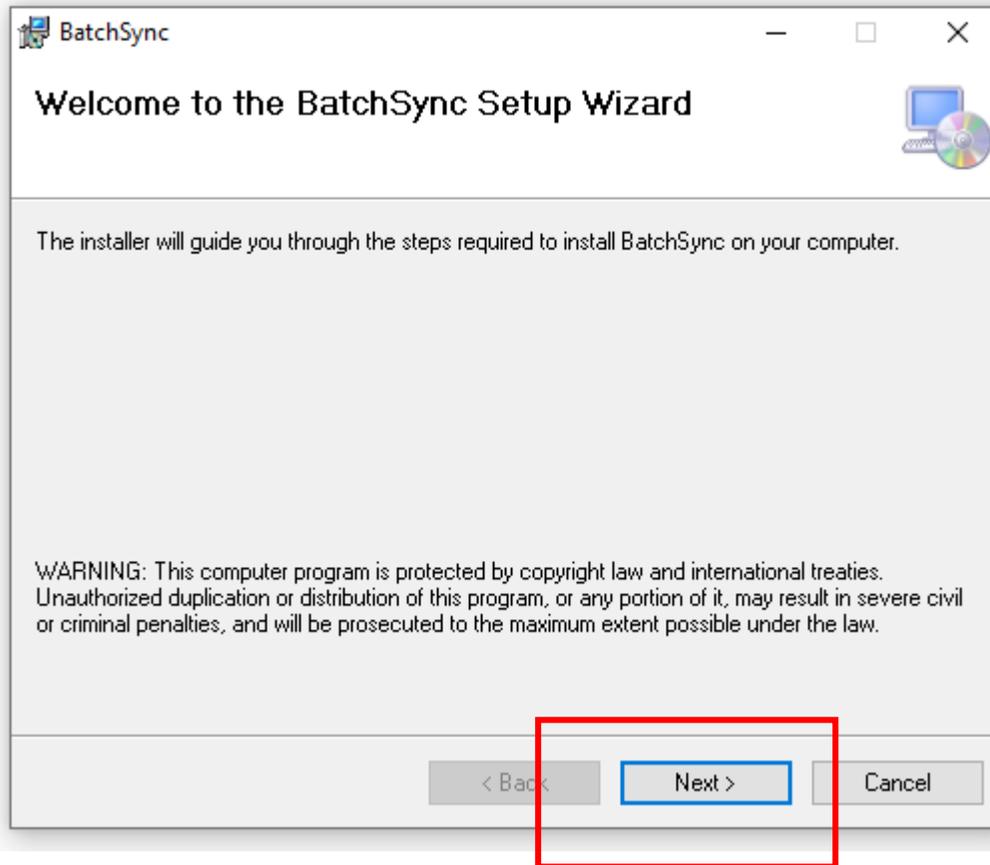
Now that you have downloaded the Software, the steps below will explain how to install the software.



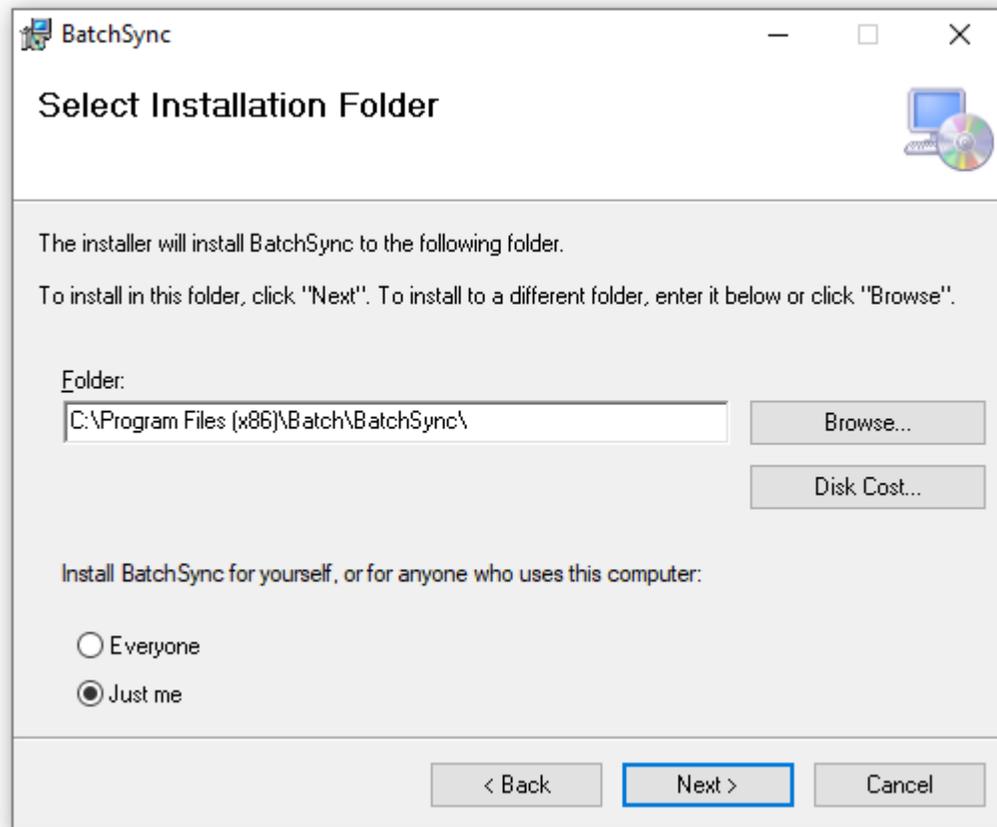
Now that you have opened the BatchSync software, the Windows Defender will pop up like the screenshot above. Click 'More Info'



Now you have the option to run the software. Click 'Run anyway'

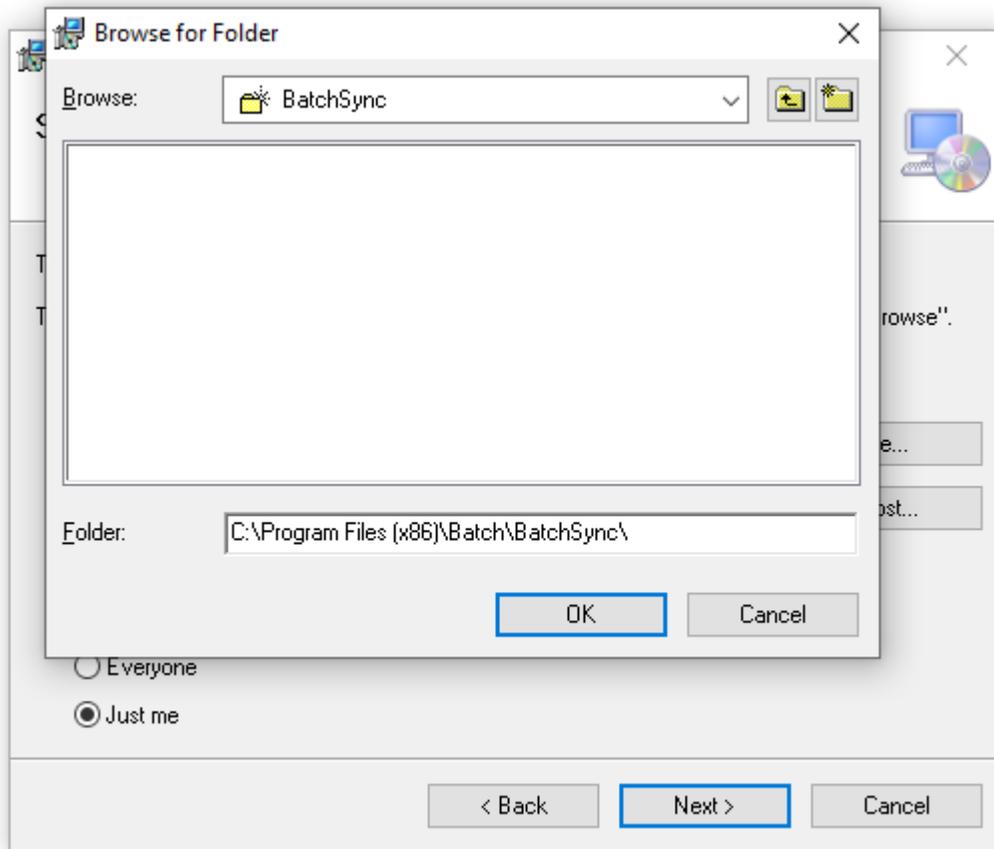


Click 'Next'

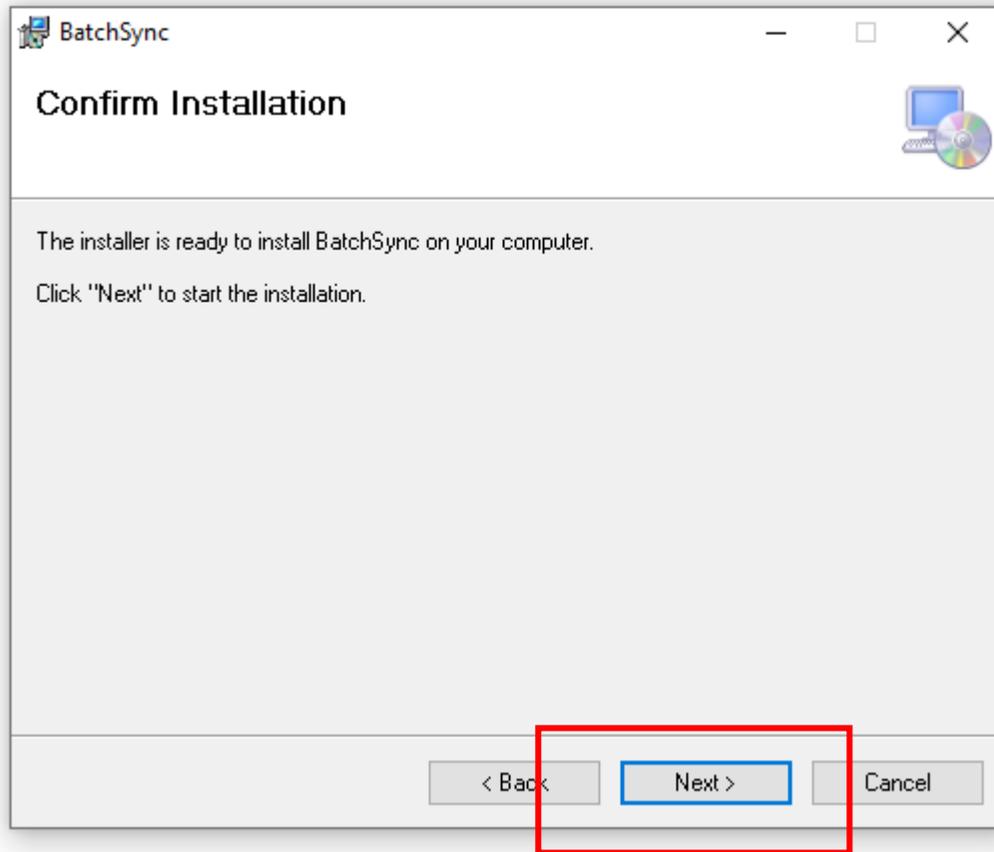


Here you have the option select if everyone who uses the machine to have the BatchSync software or just for yourself. Click 'Just me' and then click 'Next'

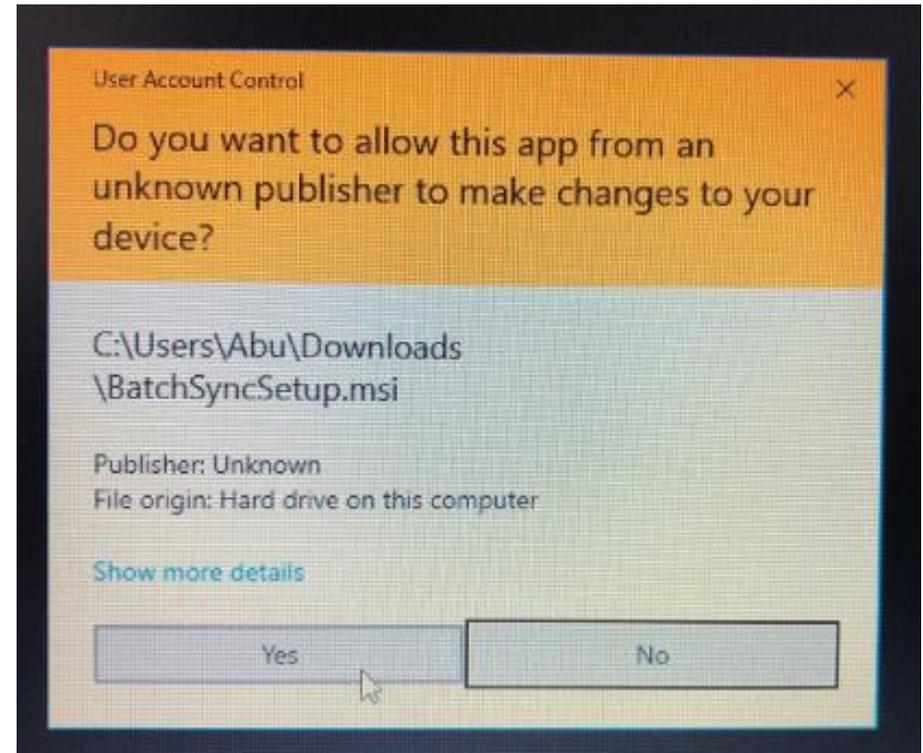
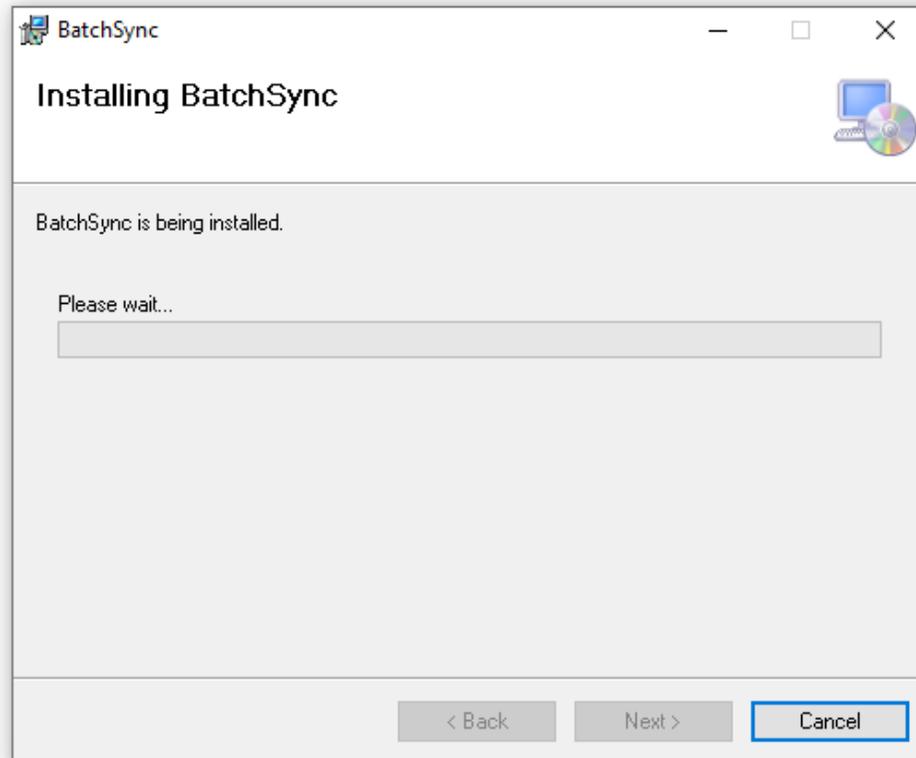
Here you have the option to save the installation file in another folder



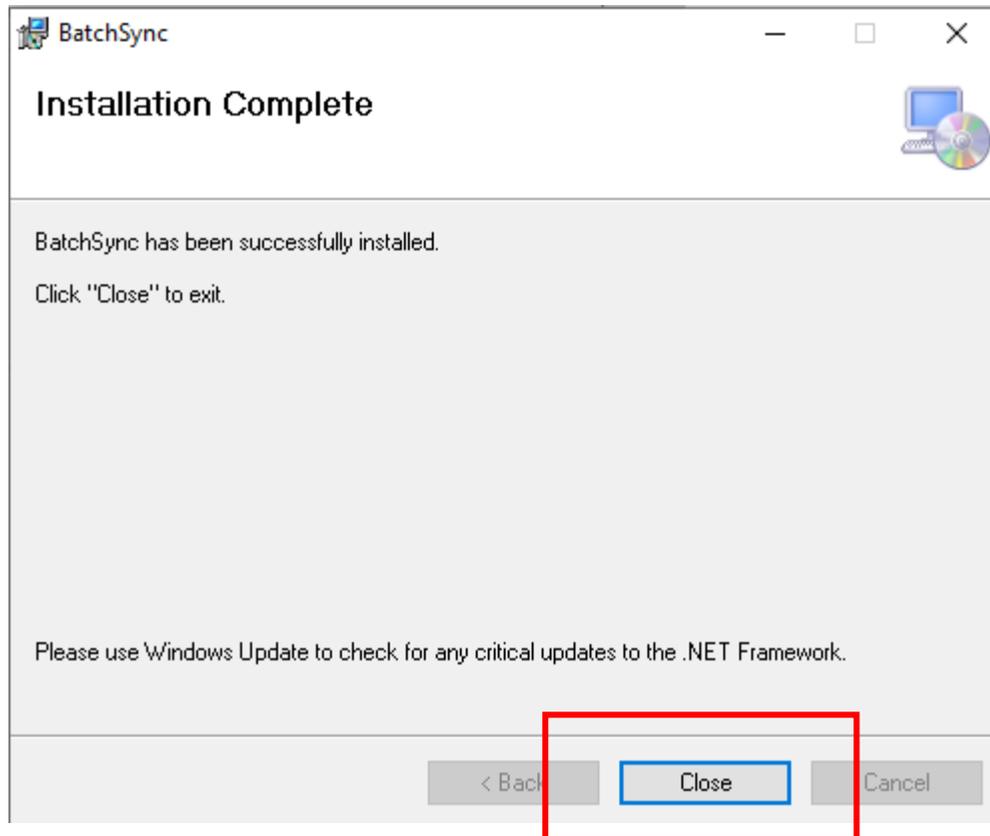
If you have clicked Browse, the screenshot above will appear, here you can save your BatchSync software in another location



Click 'Next'



The User Account Control Pop up will appear above, click 'Yes' to continue installation



Now your Software has been installed, you can now click 'Close'