Q Local™ 4.2 Upgrade Guide

Q Local 4.2 is fully supported on Windows® 10 and is required if you want to use the **MMPI®-3.**

Upgrading from Q Local 4.x Versions

If you have Q Local scoring and reporting software version 4.x currently installed simply start your software and click on the **System Updates** button to launch the upgrade process from within Q Local.

Upgrading from Q Local 3.x Versions

Q Local 4.2 is a significant upgrade from Q Local 3.x and there is no direct path to upgrade from the 3.x version to 4.2. To retain access to all your records, which are currently in Q Local 3.x., you will have to do a fresh install of Q Local 4.2, then migrate all your data from Q Local 3.x to 4.2 via the Q Local Transfer file (*.trq) process. Other methods, such as an installation folder hierarchy or individual file copying, cannot be relied upon for accuracy.

Note: Although the Q Local software will allow you to run Q Local 3.x and 4.x at the same time, we recommend that once you have installed the 4.2 version and transferred your data to Q Local 4.2, you uninstall the Q Local 3.x version.

To create a transfer file:

1. From the Q Local Home Page on the Q Local 3.x installation, select **Import and Export** from the **File** menu and choose **Export assessment records to a Q Local Transfer file (*.trq).** Then click **Next.**

2. Select **Export All Assessment Records** to capture all records. To export only specific records, select the **Export Selected Assessment Records** option.

3. Choose a file name and destination folder for the transfer file. Use the **Browse** button to select an existing file or type in the full path of your desired destination beginning with the drive letter.

    *Note: To avoid confusion, you may want to name the file with the same name as the folder that the records originally came from. The path and file names you choose are displayed in the **Transfer File** field.*

4. Click the **Export** button. The assessment records will be exported to the destination folder as a transfer file (*.trq).

5. Click **OK** to close the Import and Export wizard.

To download and install Q Local 4.2 from the Pearson Assessment Support site:

1. Contact Pearson Technical Support via email clinicalcustomersupport@pearson.com or call 1-800-627-7271 to get the login and password information to access the site.

2. Access the Pearson Assessment Support site: http://pearsonassessmentsupport.com/support/index.php?View=login&Msg=_index

3. **Login** using the credentials provided by Pearson Technical Support (login and password are both case sensitive):

4. Select **Downloads** at the top of the screen.

5. Select the **Q Local** folder.

6. Open the download file (**Q Local 4.2.pdf**).

7. Click the appropriate link for either the **Solo** or **Network** version.

8. Once the download is complete, open the compressed folder and run **Setup.exe.**

9. Follow the on-screen installation instructions.

To import data from a transfer file:

1. From the Q Local Home Page on the new Q Local 4.2 installation, select **Import and Export** from the Q Local **File** menu and choose **Import assessment records from a Q Local transfer file (*.trq).** Then click **Next.**

2. Click the **Browse** button to navigate to the .trq file that contains the assessment records to be imported.

3. Select the destination folder for the assessment records by clicking on the folder in the database tree. For consistency, this folder name should match the folder name used for these records on the computer with the 3.x version.

4. Click the **Import** button. The assessment records will be imported to the destination folder.

5. Click **OK** to close the Import and Export wizard.

If you encounter difficulty installing Q Local contact Pearson Support at 1-800-627-7271 or clinicalcustomersupport@pearson.com