



Summary information for Installing and Using View

This is a short guide for QAA reviewers wanting to use View.

Getting started

The first time you want to use View, you will need to carry out the following steps:

- Identify which operating system you are using and install the software
- Start up View
- Set your desktop for use

Which operating system am I using?

You should know from the device you are using which operating system it runs, which will determine which VMWare View client software needs to be installed.

- Windows users will need to ascertain whether they are running a 32 bit or 64 bit version of Windows. To do this, go to this [Microsoft link](#). Alternatively, go to your Control Panel and choose System to see what is displayed:



- Apple Mac users should follow the installation instructions for Mac users
- iPad users should follow the installation instructions for iOS users
- Those with an Android device should follow the installation instructions for Android users

Install the Software

Instructions for installing the software - which only needs to be done once for each device you use - are on the [Reviewers Extranet View](#) page.

Start up View



The VMware Horizon View Server/Host name is **view.qaa.ac.uk**. If you have previously used Qcomputer, **view.qaa.ac.uk** replaces qcomputer.qaa.ac.uk as the Server/Host name.

When prompted for a user name and password please enter the one issued to you by QAA.

Saving your work in View

Once connected, you will be able to connect to Qcommunity and use Microsoft Office to open/edit any documents. There is a link to Qcommunity on the desktop.

Please remember to save your work back to Qcommunity (check the documents back in) before you log out. Otherwise, any changes you have made will be lost. Also bear in mind that you will be automatically logged out after 24 hours of inactivity.

You should note that you can only use View when working online. You are not able to download documents from View to your computer to work offline.

Using a USB memory stick with View

If you need to download data to a USB memory stick, please ensure that you are protecting and storing QAA data and records securely. Guidelines are [here](#).

If your device has a USB socket, you can use a USB drive by inserting your memory stick in first. At the top of the screen Windows users will see Connect USB Device. After clicking on this, you will be able to access your memory stick.



Mac users will see three buttons in the top left of the screen. Select the middle one and you will see the option to access your memory stick.



Signing off

Please ensure that you use the Disconnect and then Logoff option when you have finished your View session. This is available from the Options menu at the top of the screen.

Need help?

Should you have any problems setting up View or using the virtual workstation, please contact QAA's Service Desk: helpdesk@qaa.ac.uk or call 01452 557123