

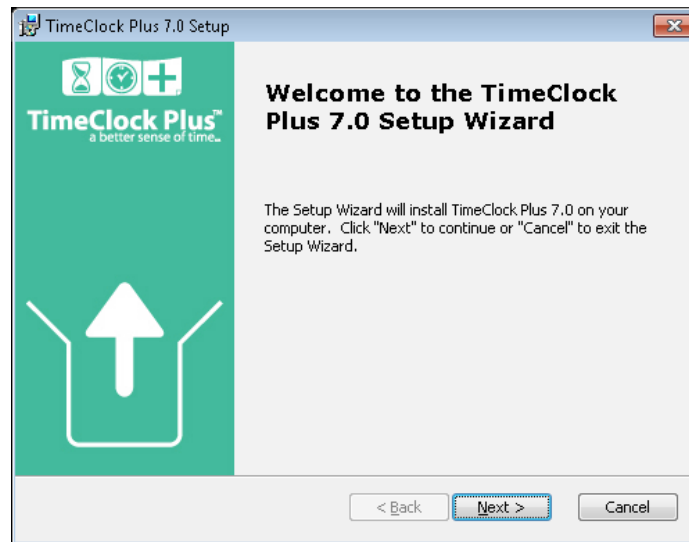


TimeClock Plus v7 Upgrade Guide

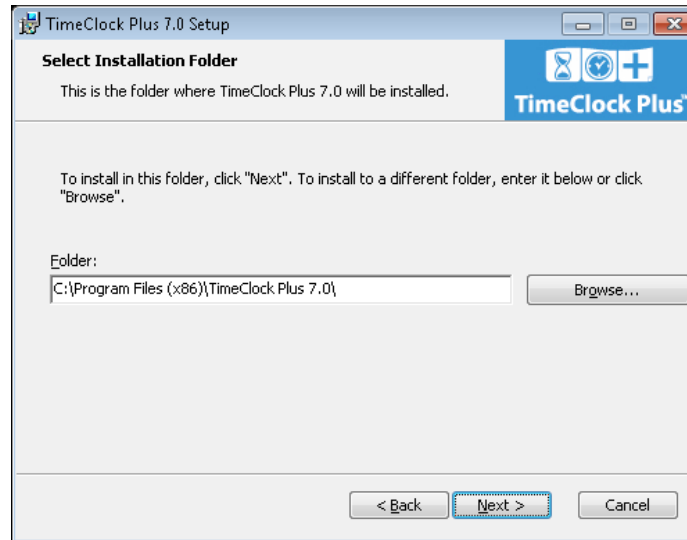
Welcome to TimeClock Plus v7! This document will walk you through upgrading your company from **TimeClock Plus 6.0 Professional Edition** or **Web Edition 3.0**, as well as providing the first steps you need to take in order to set your organization up and begin tracking hours. To begin, you'll need your install media as well as the serial number provided for your first listed company.

Upgrading TimeClock Plus from Professional or Web Edition

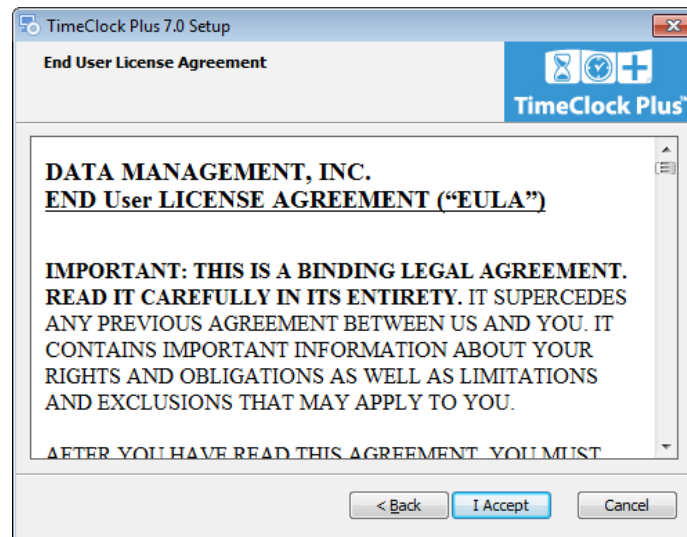
1. Run TimeClockPlusSetup.exe file from the installation media.



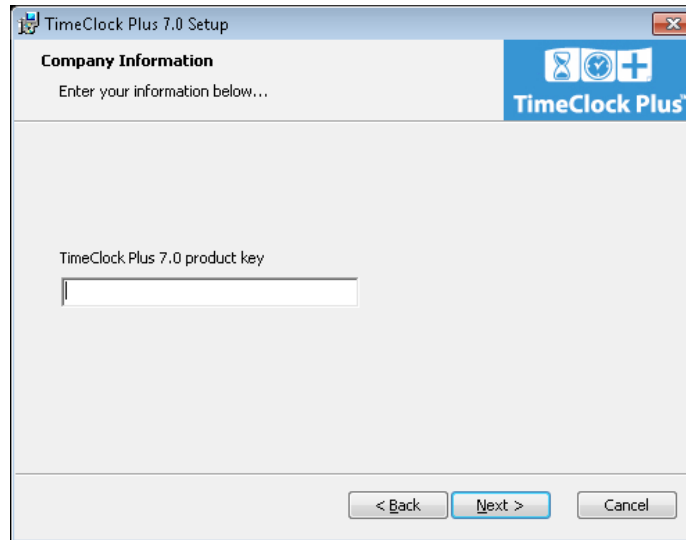
2. Once you reach the welcome screen for the setup wizard, begin your install by clicking **Next**.



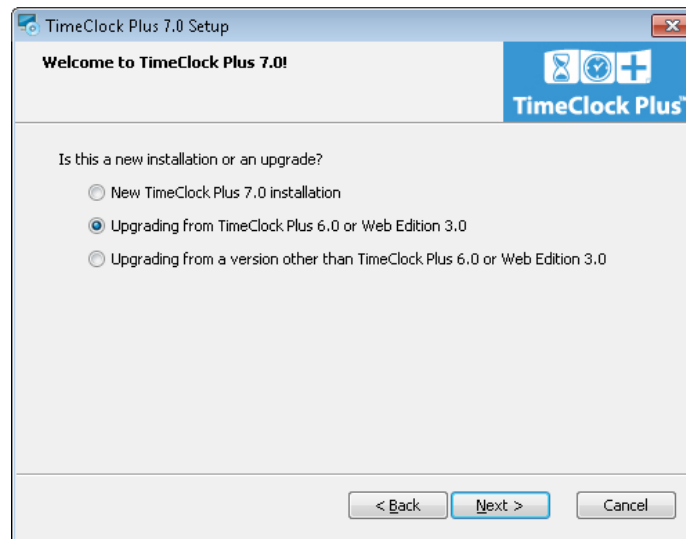
3. By default, TimeClock Plus will install to C:\Program Files (x86)\TimeClock Plus 7.0. If you would like to install the software elsewhere, select the new location by clicking **Browse**. Otherwise, click **Next**.



4. Read the EULA and continue by clicking **I Accept**.



5. On the Company Information screen enter in the product key, beginning with the letter 'M' and including the dash (i.e. M-70000000). This product key is listed on your invoice and a paper slip is included with your CD. Click **Next**.



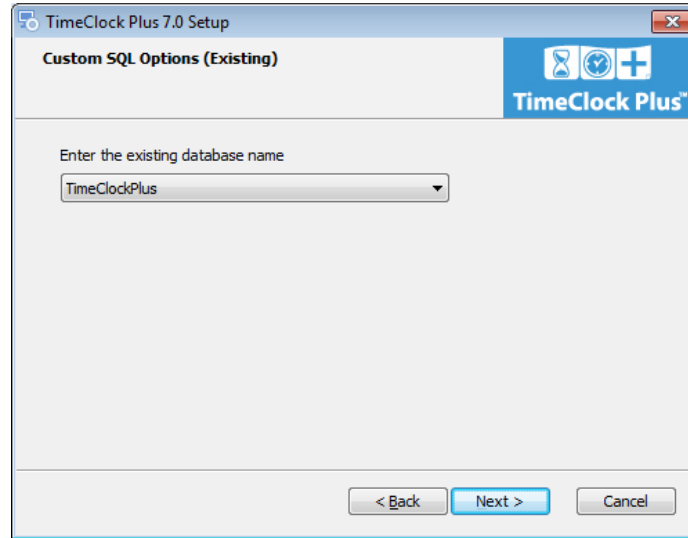
6. Since you are upgrading from a previous version of **TimeClock Plus**, select the second option (**Upgrade from TimeClock Plus 6.0 or Web Edition 3.0**) and click **Next**.



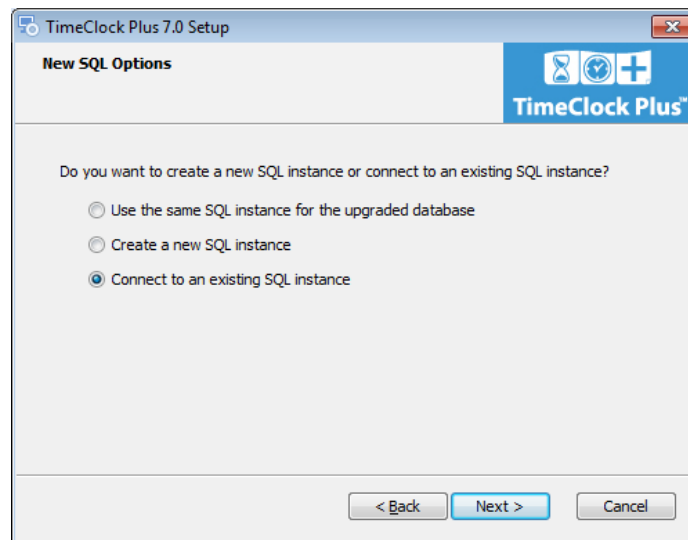
The screenshot shows the 'TimeClock Plus 7.0 Setup' dialog box with the 'Upgrade Existing Database' tab selected. The dialog contains the following fields and controls:

- Enter your server\instance below:** A text box containing '(local)\timeclockplus'.
- Authentication method:** A dropdown menu set to 'Default'.
- Port:** A text box containing '1433'.
- Authentication type:** A dropdown menu set to 'Use integrated authentication'.
- User name:** An empty text box.
- Password:** An empty text box.
- Navigation buttons:** '< Back', 'Next >', and 'Cancel'.

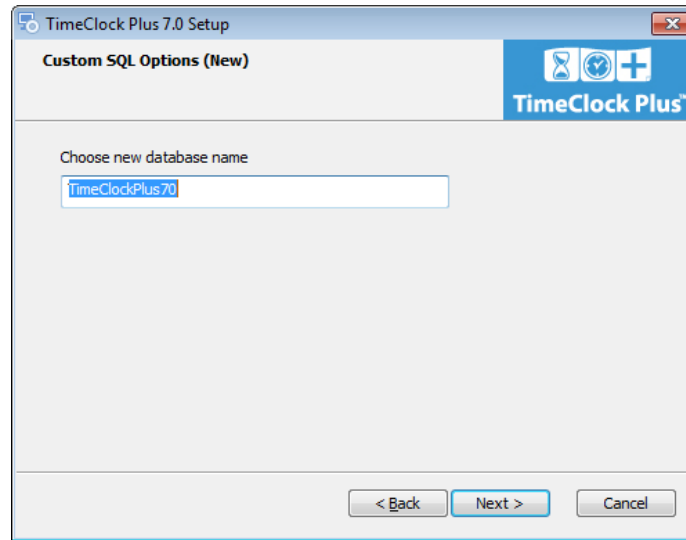
7. Enter in the name of the server and the instance in the following format 'server\instance'. If there is a particular authentication method, other than default, select it from the drop-down list and enter the port number. Next select the authentication type from the following options:
 - a. Use integrated authentication – this method uses the computer's windows credentials to connect to the database.
 - b. Use SQL server authentication with default TimeClock Plus credentials – this method would be used if you installed TimeClock Plus previously and it was a new installation with the installation of SQL installed with defaults.
 - c. Use SQL server authentication with specified credentials – this method would be utilized if a specific username and password was specified for the logging in to the database previously installed.
8. Leave the option **Basic installation (Recommended)** selected, unless you are installing only certain parts of the software.



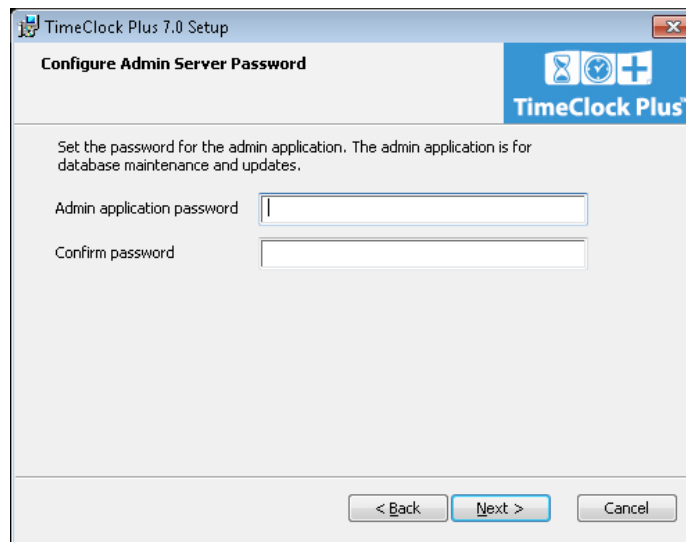
9. Select the name of your existing database and click **Next**.



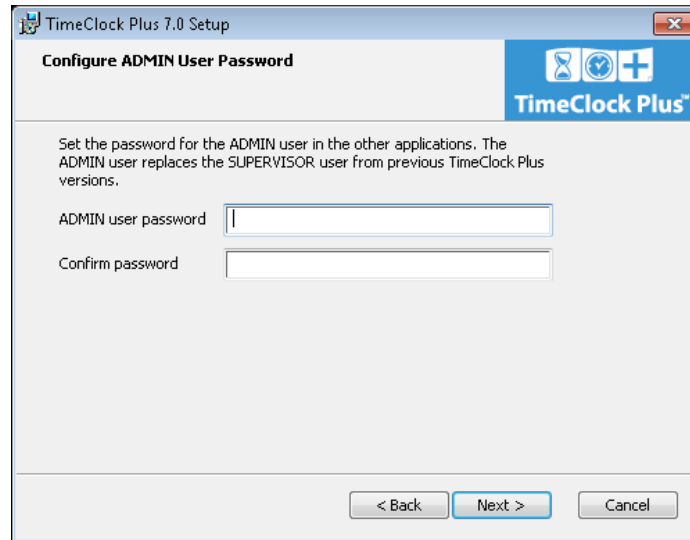
10. Select whether you would like to install to the same SQL instance or create a new one.



11. Enter in the name for the new database.



12. Enter a password for the **Admin Server** and enter it again to confirm the password. Generally the **Admin Server** will be an account used by your company's IT employee(s) who will manage the server side of **TimeClock Plus**. Click **Next**.



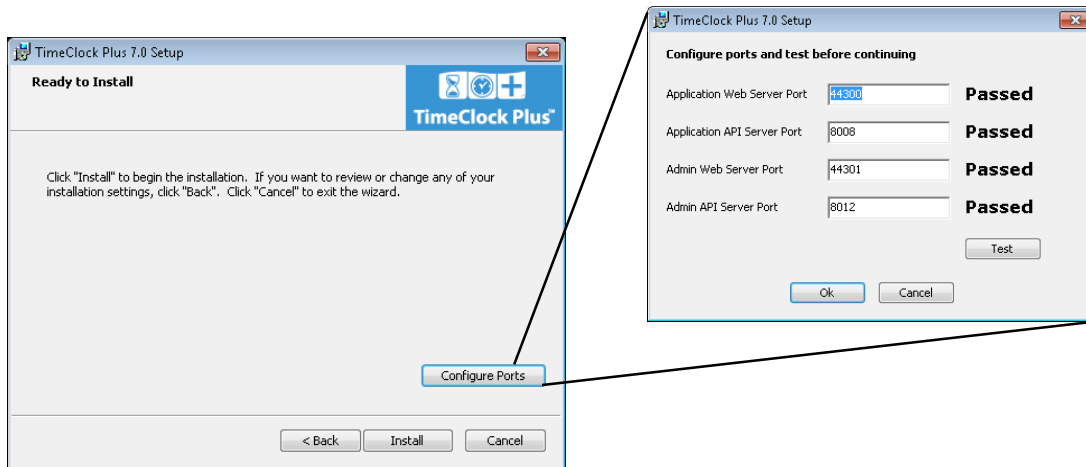
13. Enter a password for the ADMIN account and enter it again to confirm the password, then click **Next**. The ADMIN account is taking the place of the SUPERVISOR account in the previous versions of **TimeClock Plus**.



14. To generate an SSL certificate, requiring your organization to use a secure **https** connection, select **Yes, please generate one**, or no to bypass this step.



Note: You may want to consult your IT staff to discuss the port configuration. They are allocated by default, but if your IT needs to change the ports settings you can do so by clicking **Configure Ports** make the necessary changes prior to proceeding.



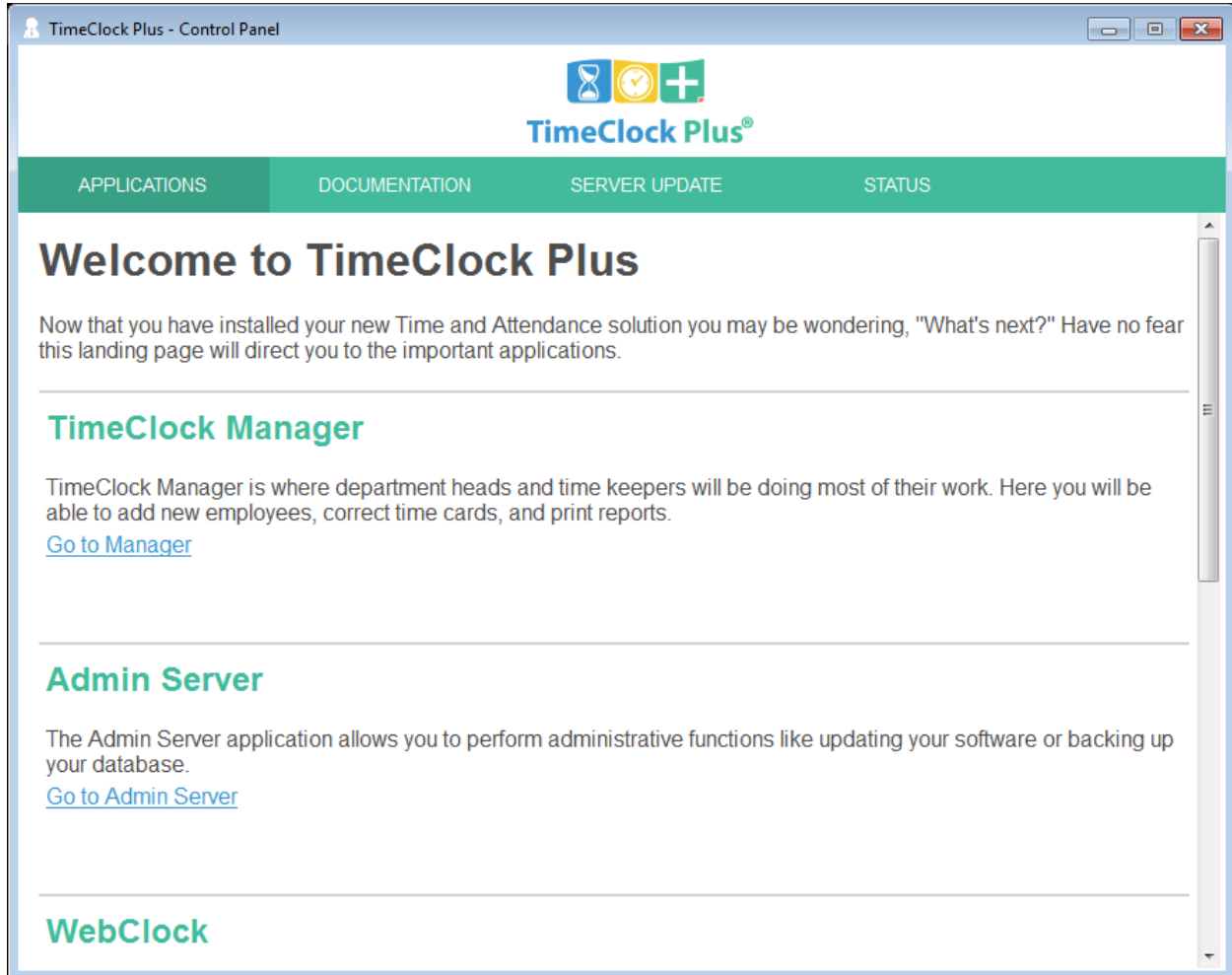
15. You are now ready to click **Install**.
16. **TimeClock Plus** will begin installing. Once the installation finishes, click the **Finish** button to load the **Control Panel** application.

Upgrading TimeClock Plus from a Legacy Version

If you are upgrading from an older version of **TimeClock Plus** besides **6.0** or **Web Edition 3.0**, please call into TimeClock Plus Technical Support to upgrade your database to be compatible for upgrade.



Control Panel



Once the install is complete, the **Control Panel** will automatically open. Also accessible from the Start Menu, the **Control Panel** functions as a landing page for the other TimeClock Plus applications, a repository of relevant documentation, and allows you to update your server software to the newest version.



Organization Setup Wizard

Once your install has been completed, you will be directed to the **TimeClock Manager** log on page. Log in using the ADMIN user and the password provided during installation. Upon first logging in, you will automatically be brought to the **New Organization Setup Wizard**. Here, you can rename your organization and set up your work week, which will be used to calculate overtime. If you do not know your organization's work week, **do not complete the New Organization Setup Wizard until you have verified this information.**

Using Multiple Companies in TimeClock Plus

If you have previously used TimeClock Plus with the **Multi-Company Module**, only the first company will be upgraded. Other companies will need to be upgraded on the **Admin Server**. To upgrade another company:

1. Log into the **Admin Server** using the password you provided during installation. By default, the **Admin Server** will be located at [https://\[servername\]:8443/app/admin](https://[servername]:8443/app/admin).
2. Select **Namespaces** from the Dashboard.
3. Select the Namespace you would like to use from the navigation list on the left. In most cases, this will simply be **<<NONE>>**.
4. Select **Upload License** in the upper right corner.



Upload Company License

Company Name TimeClock Plus
License Status Valid license

Select license file to upload

5. Click on **Browse** and find the license file provided for your companies. The license file is in XML format and will be provided along with the software.
6. Click **Save** to use the license file for that company. You should now be able to log in and use **TimeClock Plus** as before.

**For assistance please call Customer Support at: (325) 223-9300
M-F, 9AM to 5PM CST, Excluding Holidays**