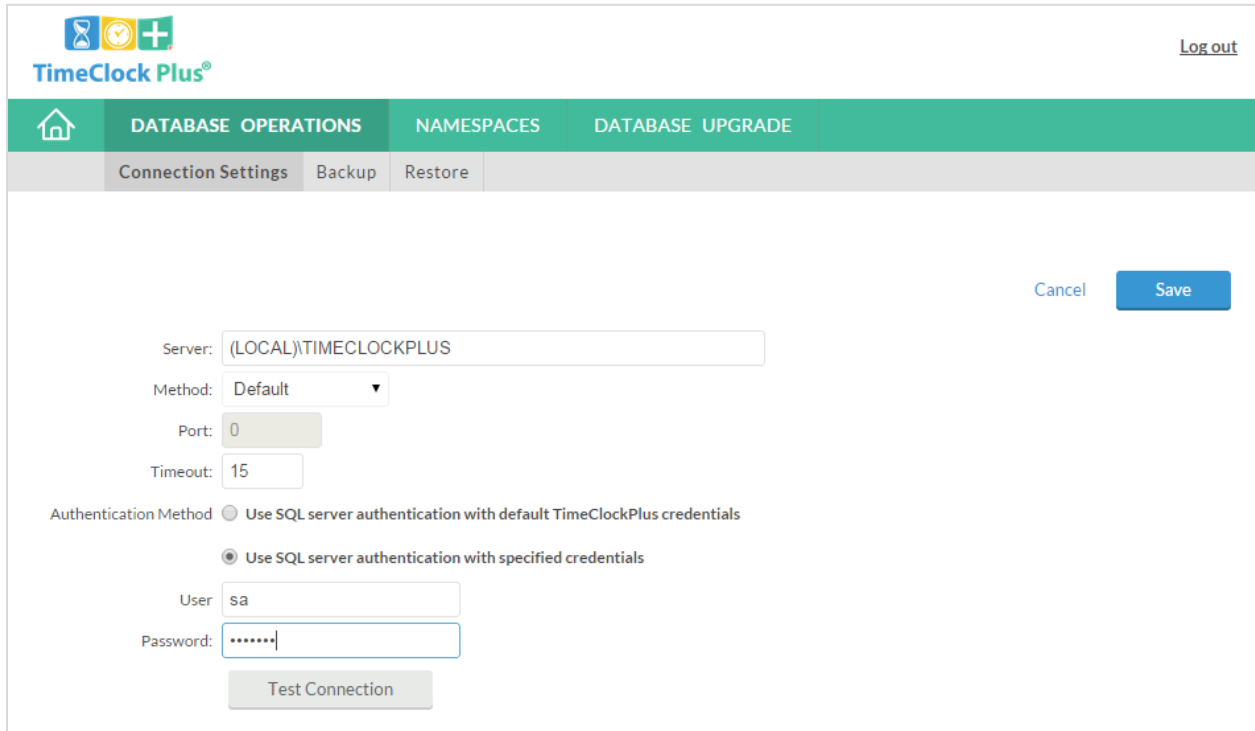


Admin Server Essentials



The screenshot shows the TimeClock Plus Admin Server interface. At the top left is the TimeClock Plus logo and a 'Log out' link. Below the logo is a navigation bar with a home icon and three tabs: 'DATABASE OPERATIONS', 'NAMESPACES', and 'DATABASE UPGRADE'. Under 'DATABASE OPERATIONS', there are sub-tabs for 'Connection Settings', 'Backup', and 'Restore'. The main content area contains a 'Connection Settings' form with the following fields: 'Server' (text box with '(LOCAL)\TIMECLOCKPLUS'), 'Method' (dropdown menu with 'Default'), 'Port' (text box with '0'), and 'Timeout' (text box with '15'). Below these are two radio button options for 'Authentication Method': 'Use SQL server authentication with default TimeClockPlus credentials' (unselected) and 'Use SQL server authentication with specified credentials' (selected). Under the selected option are 'User' (text box with 'sa') and 'Password' (password field with masked characters). At the bottom of the form is a 'Test Connection' button. To the right of the form are 'Cancel' and 'Save' buttons.

The **Admin Server** application is used to manage some of the core database and company settings on the server where TimeClock Plus® is installed, including backup and restore functionality and updating the software.

To Access Admin Server

1. If you installed TimeClock Plus with the default settings and website ports, the Admin Server can be accessed on your server machine via <https://localhost:8443/app/admin/#/AdminLogOn>.
2. Once at the site, enter in the Admin Server password. This password was set up during the installation process.
3. Press **Log On**.

If you have forgotten your Admin Server password, then you will need to contact TimeClock Plus Technical Support in order to reset the password.



Database Operations

If you need to back up your database, or restore a database from a backup file, this can be achieved via the **Database Operations** section. In order to use these features, you will first need to connect to the TimeClock Plus server under **Connection Settings**.

Backing up a database

1. Connect to the SQL database engine in **DATABASE OPERATIONS > Connection Settings**.
2. Browse to **DATABASE OPERATIONS > Backup**.
3. Highlight the database that you would like to back up and click the **Backup** button.
4. In the **Backup Database** window that appears, you can specify a file path for the backup file on the database server. By default, the backup file will save into the Microsoft SQL Server directory.
5. Click **Ok**. This will take you to a window where you can monitor the progress of the backup operation.

Restoring a database

1. Connect to the SQL database engine in **DATABASE OPERATIONS > Connection Settings**.
2. Browse to **DATABASE OPERATIONS > Restore**.
3. In the blank field marked **Backup file**, enter in the backup's file path. This will be the file path on the same computer running the SQL database engine.
4. Fill in the **Restore as** blank with the new database name (typically **TimeClockPlus70** or a variant thereof), and fill in the **File name** field with what the new database should be called.
5. Click the **Verify** button at the top to verify the backup file. If the file checks out, click **Restore**.



Namespaces

NAMESPACES

<< NONE >>	7.0.24.2	<< NONE >>
NEW	7.0.24.2	
UPGRADE	7.0.24.2	

Update Upload License File Reset Password Create Company

Companies

Delete	Id	Company Name	License Status	
	1	Sample Company	Valid license	Configure payroll module pipeline

If there are multiple companies within your TimeClock Plus database, and/or you utilize multiple databases, then those can be managed via the **Namespaces** section in the Admin Server application. You can also use this utility to create companies and to update existing companies with new license files should the need arise.

Creating a Company

1. Browse to **NAMESPACES** within Admin Server, and highlight the appropriate namespace in the left-hand list.
2. On the upper right side of the screen, click on the **Create Company** button.
3. In the window that appears, fill in a **Company ID** with any numerical that you choose, although the blank will automatically fill in with the next highest value. Also fill in a **company name** and your TimeClock Plus **Product Key**.
4. Click **Submit** to create the company.
5. Browse to your TimeClock Manager login site (typically located at <https://localhost/app/manager/index.html#/ManagerLogOn> on a local install), and log in as ADMIN. You will then be guided through the **Organization Setup** wizard.



Database Upgrade

DATABASE UPGRADE ?

[Upgrade database to v7](#)

This tool will upgrade data from an existing TimeClock Plus 6.0 or Web Edition 3.0 database to a new TimeClock Plus v7 database. The data is copied into a new database, so the legacy database will stay intact.

A TimeClock Plus v7 license key is required. If you don't have a license key, please contact your sales representative at 1-800-749-8463.

If you have installed TimeClock Plus 6.0 and/or Web Edition 3.0, then the **Database Upgrade** utility will create a brand new TimeClock Plus v7 database with all of the previous version's data intact. Please note that you will need a valid license key in order to successfully perform the upgrade.

**For assistance please call Customer Support at: (325) 223-9300
Or visit us at: Support.TimeClockPlus.com**