

# Virtual TimeClock Pro <sup>TM</sup>

version 5

## Installation Guide

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## Welcome!

Welcome to Virtual TimeClock Pro version 5. The following Installation Guide will assist you in the simple process of installing and getting started using Virtual TimeClock Pro.

## System Requirements

Virtual TimeClock Pro's system requirements are:

### Operating Systems Supported

- \* Windows 2000, 2003 Server, XP, Vista
- \* Mac OS X 10.2 -10.5

### Virtual TimeClock Server Computer

- \* Macintosh G3 (600 MHz) or
- \* Windows (800 MHz) computer
- \* 40 MB free hard disk space, 32 MB free memory

### Virtual TimeClock Client Computer

- \* Macintosh G3 (233 MHz) or
- \* Windows (533 MHz) computer
- \* 20 MB free hard disk space, 32 MB free memory

## Installation Overview

Virtual TimeClock may be installed either on a single computer for stand alone operation, or on multiple computers in a client-server configuration. When running Virtual TimeClock on multiple computers, the same Virtual TimeClock software is installed and run on both the main (or server) computer and each client computer.

Once installed, the function of each TimeClock computer is determined by which command the user selects from the **File** menu to access the data file. In server or stand alone mode, the **Open Data File** command is used to open a data file. In client mode, the **Connect To Server** command is used to connect to the TimeClock server running on the computer network.

## Installation

To install Virtual TimeClock Pro with all of its components:

### CD-ROM

#### Microsoft Windows

1. Insert the disk into the computer's CD-ROM drive.
2. From the Windows **Start** menu, choose **Run**.
3. Type the CD-ROM drive letter designation followed by **\setup.exe** (e.g. D: \setup.exe).
4. Click **Yes** to begin the installation using a Windows installation wizard.

#### Macintosh

1. Insert the disk into the computer's CD-ROM drive.
2. Open the CD-ROM disk and drag the **Virtual TimeClock Pro** folder to the Applications folder.

Once the installation is completed, eject and store the installation CD-ROM disk as a backup in a safe location.

### DOWNLOAD

The latest Virtual TimeClock release is always available from the Redcort Software web site at <http://redcort.com>.

#### Macintosh

1. If the download has a .zip or .sit file extension, double-click the file to uncompress the file.
2. Drag and drop the entire **Virtual TimeClock Pro** folder into the Applications folder in your computer's hard drive.

#### Microsoft Windows

1. Double-click the **TimeClockSetup.exe**.
2. Click **Yes** to begin the installation using a Windows installation wizard.

## Getting Started

After completing the installation of the software, the following instructions will enable you to quickly get started using Virtual TimeClock Pro. The first launch of Virtual TimeClock Pro must be performed from a user account with full Administrative privileges. After the first run, the user account can be restricted to a standard or limited account.

### Stand Alone TimeClock Setup

1. Install the Virtual TimeClock Pr software on the computer per the installation instructions in the previous section.
2. Launch Virtual TimeClock Pro and choose **New Data File** from the **File** menu or the **New** icon in the toolbar. This action opens the Virtual TimeClock Setup Assistant wizard.
3. The Setup Assistant wizard will direct you through the basic configuration options for your company/organization.
4. Be sure to select **Stand Alone** as the mode on the **Networking** page of the Setup Assistant wizard.
5. At the completion of the Setup Assistant wizard you will be instructed to print the **Company Setup Guide** that will assist you through the rest of your data file setup. The **Company Setup Guide** can be reprinted at any time from the Help menu within Virtual TimeClock Pro.

### Server TimeClock Setup

1. Install the Virtual TimeClock Pro software on the computer per the installation instructions in the previous section.
2. Launch Virtual TimeClock Pro and choose **New Data File** from the **File** menu or the **New** icon in the toolbar. This action opens the Virtual TimeClock Setup Assistant wizard.
3. The Setup Assistant wizard will direct you through the basic configuration options for your company/organization.
4. Be sure to select **Server** as the mode on the **Networking** page of the Setup Assistant wizard.
5. At the completion of the Setup Assistant wizard you will be instructed to print the **Company Setup Guide** that will assist you through the rest of your data file setup. The **Company Setup Guide** can be reprinted at any time from the Help menu within Virtual TimeClock Pro.

## Client TimeClock Setup

1. Install the Virtual TimeClock Pro software on the client computer per the installation instructions in the previous section.
2. Launch Virtual TimeClock and choose **Connect To Server** from the **File** menu or click the **Connect** icon in the toolbar.
3. Select the desired data file from the list of data files available and click the **Connect** button.

### Important Note:

If a data file is not displayed in the available servers connection list, this indicates a firewall or antivirus software is blocking port communications on the server and/or the client computer. The following communication ports are used by Virtual TimeClock Pro:

TCP/IP: 56777  
UDP: 54321

Please contact Redcort Software for assistance in configuring your computer's firewall for use with Virtual TimeClock Pro.

## Assistance & Support

### Program Help

Use the Help menu within Virtual TimeClock to access the built in help system. The help system contains a powerful search engine allowing you to search for topics using a keyword or phrase.

### User's Guide

The Help menu also contains the Virtual TimeClock Pro Manual in PDF format. The extensive manual covers the setup and use of each functional area of Virtual TimeClock. The manual may be searched and viewed on screen. It can also be printed in its entirety or by topic as needed.

### Web Site

The Redcort Software web site (<http://redcort.com>) has a Technical Support page that contains Virtual TimeClock support and setup articles, Frequently Asked Questions, Hot Support Issues, and the latest Virtual TimeClock release available for download.

### Technical Support

Redcort Software technical support is among the best in the software industry. They can be contacted by selecting **Support Online** from the **Help** menu within Virtual TimeClock Pro or by calling Redcort Software at (559) 434-8544.

## Copyright & Acknowledgments

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