

timeQplus™ Software Quick Start User Guide

Follow in sequence the steps in this Quick Start Guide to help ensure a smooth installation and setup process

What do I need to get started?

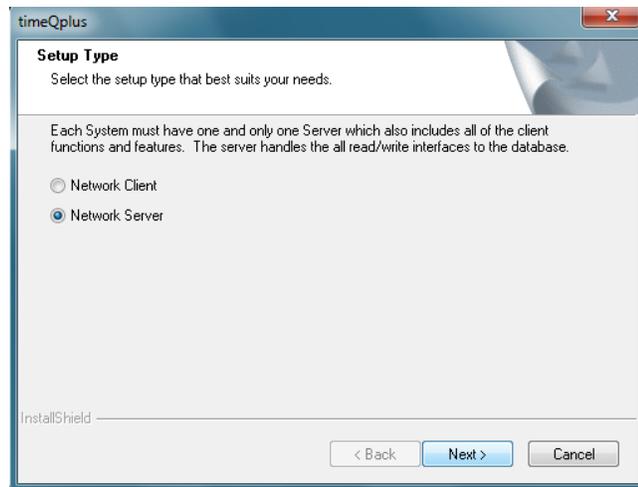


Step 1: Install the timeQplus™ software

Insert the software CD in the PC. Browse the CD and double click on the file "Setup.exe" (note that Win7 users must right click on "Setup.exe" and select "Run as Administrator").

Follow the instructions on the screen to install the software.

Select to install the "Server" version when prompted. If the CD does not automatically run



Step 2: Configure the timeQplus™ software

After the computer restarts, the software will automatically launch a *Setup Wizard* to walk you through the configuration process.

Follow the instructions on the screen to configure the software for your desired pay period and shift rules, and to enable the optional terminal communication. If you are unsure about any configuration options, you can simply accept the default settings. Once you have completed the Setup Wizard, you can go to the Administrator Setup or Shift window and edit these settings if needed.

To learn more about various configuration options and available settings:

Click the **HELP** button on any screen or press **F1** key on your computer keyboard.

Step 3: Enter or import employee data

Once you have installed the software and finalized your configuration options, enter or import employee data.

Refer to the timeQplus™ online help for more information on manually entering employee data or setting up QuickBooks® for two-way integration of employee data.



TimeQplus™ Proximity/Barcode/Magnetic Stripe Users

If your employees will be using badges to clock IN/OUT, make sure that the badge number you configure in the timeQplus Administrator for each employee corresponds to the badge number assigned to that employee. Only the first 10 numeric digits on the badge should be used.

Step 4: Connect Terminal(s)

Mount your terminal(s) in the desired location(s) and connect to the network or directly to the PC as applicable. Find complete connectivity instructions in the TQ600 User Manual.

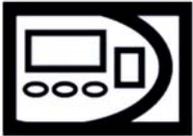
Step 5: Add terminals to the timeQplus™ software

Ensure all terminals are properly connected to network or directly to the PC and powered on. From the **timeQplus™ Administrator**, go to *Terminal* window and add terminals to the timeQplus™ software configuration as stated below.

Click the side tab for the appropriate communication type and then click the **ADD TERMINAL** button. Follow the instructions on the screen to configure the timeQplus™ software to communicate with each terminal.

*Note: If the **ADD TERMINAL** button is not active you must first enable Ethernet and/or Comm Port communications. Click the “TimeQplus™ settings” button and enable the appropriate connection. **timeQplus™ Biometric** users go to Step 6, non-biometric users skip to Step 8.*

Step 6: Record employee fingerprint templates on the terminal



If your employees will be using biometric fingerprint terminals to clock IN/OUT, enroll the employees' fingerprints. Print an *Employee Profile* report using the **timeQplus™ Administrator Reports** window to obtain a list of the User Ids assigned to employees. Be sure that User IDs you use when enrolling the fingerprints on the terminal match the User IDs assigned to the employees in the timeQplus™ Software.

timeQplus™ Biometric users

Refer to the TQ600 User manual for more information on enrollment.

Step 7: Enroll fingerprint templates in the timeQplus™ software

If your employees will be using biometric fingerprint terminals to clock IN/OUT, use the **timeQplus™ Administrator > Employees** window to associate each employee's record in the timeQplus software with the fingerprint template you enrolled at the terminal. Repeat this process for each employee.

Select the employee from the list on the screen and click the **ENROLL TEMPLATE** button. The software will locate the fingerprint template and associate it with that employee's record.

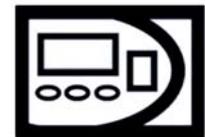
If you have already enrolled the employee's fingerprint but receive a message indicating that the employee's fingerprint has not yet been enrolled, check for a mismatch between the user ID assigned to that employee in the software and on the terminal.

Step 8: Assign employees to terminals

If your employees will be using badge terminals (proximity, barcode and/or magnetic stripe cards) for clocking IN/OUT, use **timeQplus™ Administrator Terminals** window to verify or assign employees to specific terminal(s).

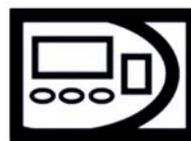
ONE TERMINAL

Assign all employees to terminal. Any employee not assigned to the terminal will not be able to use the terminal for punching IN/OUT and will have to use the PC to clock IN/OUT.



MULTIPLE TERMINALS

Each employee can be assigned to one or more terminals. Assigning an employee to only one terminal will force that employee to use only that terminal for clocking IN/OUT. Assigning an employee to multiple terminals allows the employee to use any of the assigned terminals for recording punch transactions.



Employees not assigned to a terminal will not be able to use that terminal for recording punch transactions.

Step 9: Start recording time

Your timeQplus™ system is now ready to record employee time. Your employees may begin clocking IN/OUT.

Step 10: Install on Client PC's

If you have a network version you can now install timeQplus client versions on additional PC's.