timeQplus™ Software Quick Start User Guide

[Versión en español se encuentra en el CD.   La version française est disponible sur le CD.   Nederlandse versie is op de CD.]

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?

timeQplus Software

User Manual & Setup Wizard Questionnaire

TQ600 User Manual

View / Print the User Manual by:
Click Start>Programs>timeQplusV4>Documentation

Visit www.acroprint.com to download the most updated User Manual and Documentation

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BEFORE INSTALLING the timeQplus Software:
Use the enclosed **Setup Wizard Questionnaire** to record key information you will need for the **Setup Wizard**.

Step 1: Install the timeQplus™ software
Insert the software CD into your PC and browse the files for "Setup.exe". Double-click this file and follow the on screen instructions.

If you have purchased a network version, select to install the "Network Server" version when prompted.

Step 2: timeQplus™ Setup Wizard
After timeQplus has finished installing, double click the desktop icon which will launch the *Setup Wizard* to walk you through an initial configuration process.
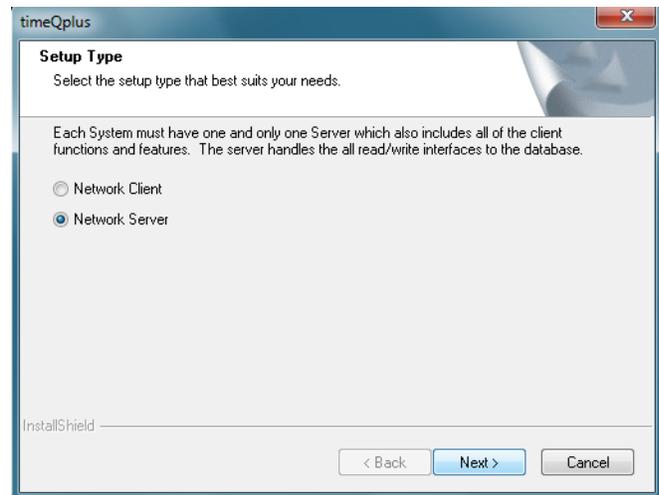
Follow the on-screen instructions to configure the software for your desired pay period, holidays, shifts, lunch and overtime rules. If you are unsure about any configuration options, you can accept the default settings and then edit them once you gain access to the timeQplus software. **There is one exception**: the *Current Pay Period* start date cannot be changed to a date in the past.

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

Refer to the timeQplus online Help or the User Manual (located in the Documentation folder) for more information on manually entering employee data or for setting up QuickBooks® for importing employee data.
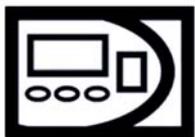
Note: timeQplus™ FaceVerify/Proximity/Magnetic Stripe/Barcode Users
If your employees will be using badges to clock IN/OUT, ensure the badge number you configure on the timeQplus Employees screen for each employee corresponds to the badge number assigned to that employee. Only the first 10 digits on the badge should be used.

Step 4: Connect Time Clocks
Please refer to the enclosed *Connectivity Diagrams* document for a specific connection type. If you are placing your time clock in a location without a wired connection, refer to a document found under the Documentation tab referencing *USB Flash Drive*.

Step 5: Add Time Clock(s) to the timeQplus software
When you are sure the time clock is properly connected and powered on, open the **timeQplus™** *Time Clock* screen.

Click the tab for the appropriate communication type [Ethernet, COMM Port, USB Flash] and then click the "**Add Time Clock**" button. Follow the on-screen instructions to configure the timeQplus™ software to communicate with the time clock. Refer to the timeQplus User Guide or the online Help for assistance.

Repeat this process for each time clock you wish to communicate with the timeQplus software.

Step 6: Recording employee finger or face templates on a Time Clock
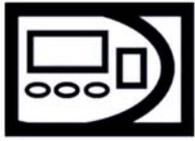
If your employees will be using biometric time clocks to punch, you must first enroll the employees' finger/face template(s). [Instructions on how to record a finger or face template can be found in the TQ600B and TQ600F User Manuals] Be sure that User IDs you use when enrolling the finger or face templates match the User IDs assigned to the employees in the timeQplus™ Software. [It may be useful to print an *Employee Profile* report from the *Reports* screen to obtain a list of the User ID's assigned to employees.]

Step 7: Enrolling finger or face templates in the timeQplus software
From the *Employees* screen, select the employee from the list and click the ENROLL OR REMOVE FINGER/FACE button. Follow the on-screen instruction to complete the enrollment process. Repeat this process for each employee you want to enroll a finger or face template.

> **Note:** If you have already recorded the employee's template but receive a message indicating that the employee's template has not yet been recorded, check for a mismatch between the user ID assigned to that employee in the software and on the time clock.

Step 8: Assign employees to Time Clock(s)
If your employees will be using badges (FaceVerify, Proximity, Magnetic Stripe and/or Barcode) for punching, use the **timeQplus™** *Time Clock* screen to assign employees or verify employee assignments on specific time clock(s).

A) To assign an employee to a time clock, first select the time clock and then select the employee in the "Unassigned Employees" box. Click the right arrow button to move the employee's name into the "Assigned Employees" box. To quickly and easily assign all employees to the time clock, click the double right arrow button. Click the "Save" button when finished.

B) To assign one or more employee(s) to a different time clock, repeat the process above after selecting a different time clock.

If you have only a timeQplus Server installed, you are now ready to have your employees punch.

If you have an Ethernet network and you want to add one or more timeQplus client installations, proceed to **Step 9.**

Step 9: Install on Client PC's
If you have a network version, you can now install timeQplus client versions on additional PC's. Insert the CD on another PC and repeat **Step 1: Install the timeQplus software** above, except select 'Network Client' instead of 'Network Server' when prompted.