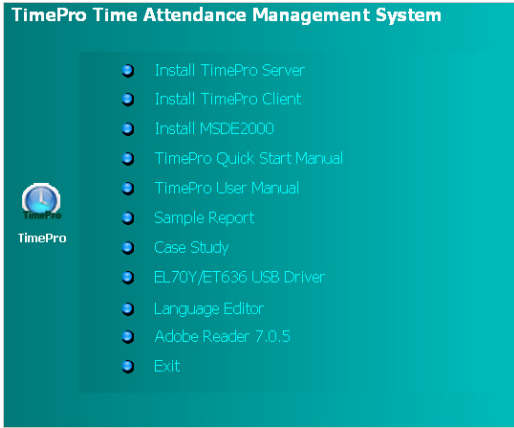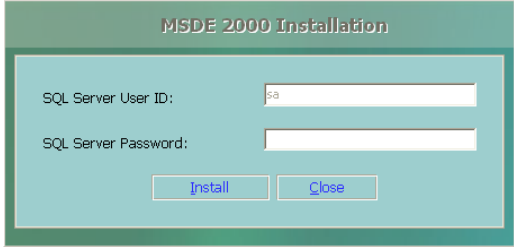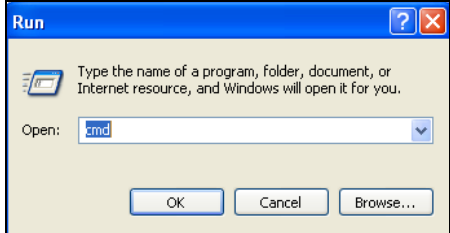## TimePro Quick Start

This Quick Start describes how to start immediately with TimePro Time Attendance Software.

PART I: Software Installation

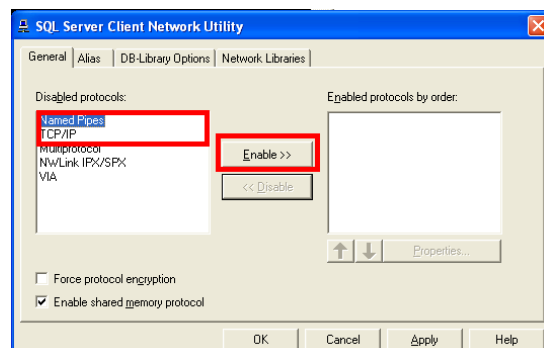|	
1.	Insert TimePro Installation CD into CD ROM drive.	

2.	**Install Microsoft SQL Server or MSDE**
	Please make sure you have installed Microsoft SQL Server or MSDE on your server PC.
	
	If you haven't installed Microsoft SQL Server or MSDE, you may use the MSDE installer that provided together with TimePro installation CD to install MSDE 2000 on your server PC. Please follow the following steps on how to install MSDE 2000:
	
	Steps:
	  i. Click on "Install MSDE2000".
	  ii. Key in SQL server password and click on "Install"
	  iii. Please wait until finished and restart the PC	

3.	**Configure SQL Server to use named pipe and TCP/IP** Named pipe and TCP/IP of SQL Server have to be enabled in order to allow communication between SQL Server with TimePro at other machines.	

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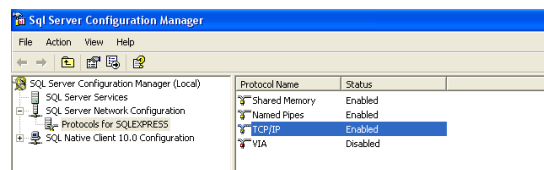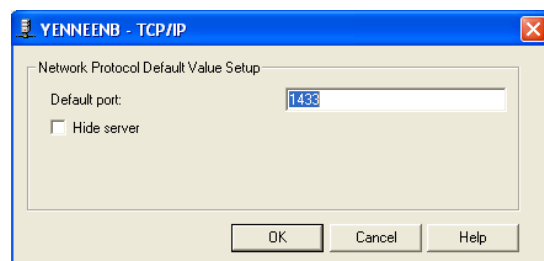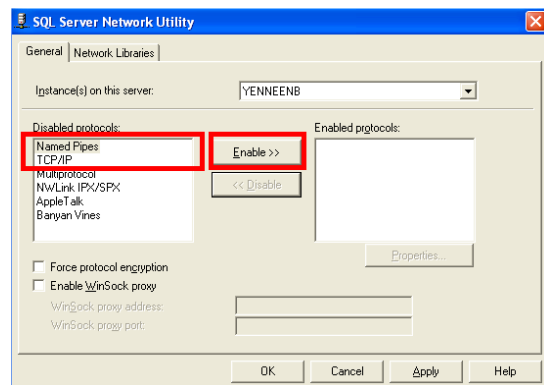The following are the steps to enable named pipe and TCP/IP:
i. **On the machine where SQL Server installed**:
MSDE 2000
- Go to Start>Run
- Key in 'cmd' and click on "OK"
- Command Prompt window will be popped up. Key in "svrnetcn.exe"
- Press enter
- SQL Server Network Utility Screen will be popped up
- Select "Named Pipes" > click on "Enable"
- Select "TCP/IP" > click on "Enable"
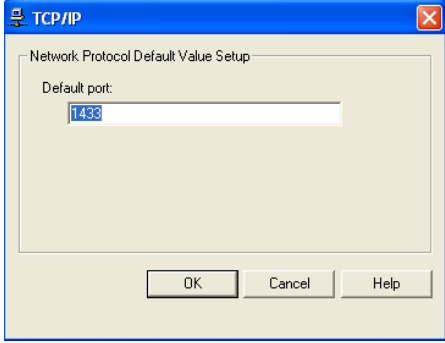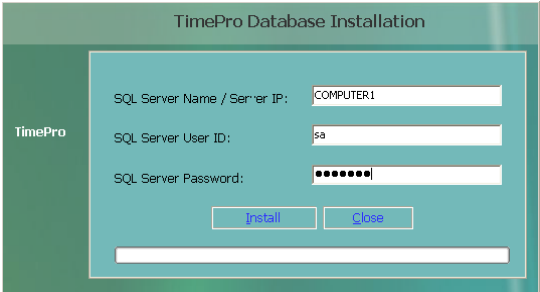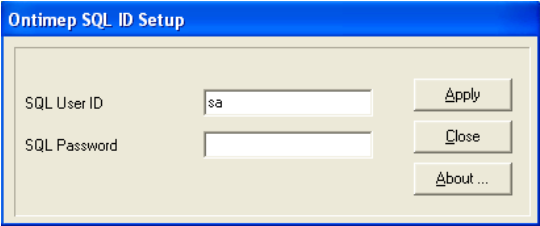- Select "TCP/IP" from the Enabled protocols list
- Click on "Properties"

Ensure that the port number is 1433. Alternatively, you can select a different port and remember it for use with client machine configuration.
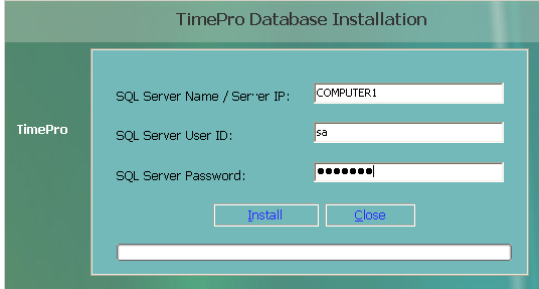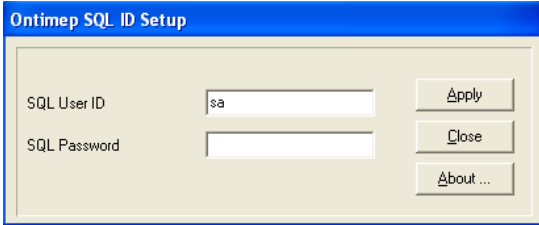
Microsoft SQL Server Express 2005/2008
- Go to Start>All Programs>Microsoft SQL Server 2005/2008> Configuration tools> SQL Server Configuration Manager
- Expand SQL Server Network Configuration, and then click Protocols for SQLEXPRESS
- Right Click on Named Pipes and Click Enable
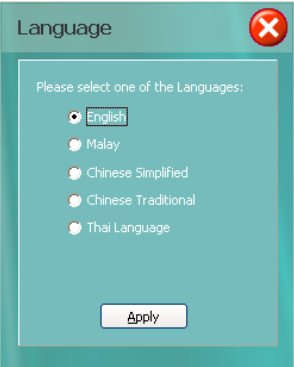- Right Click on TCP/IP and Click Enable

ii. **On the client machines:**
- Go to Start>Run
- Key in 'cmd' and click on "OK"
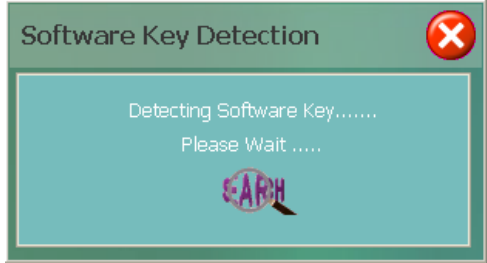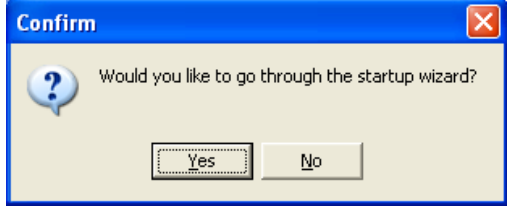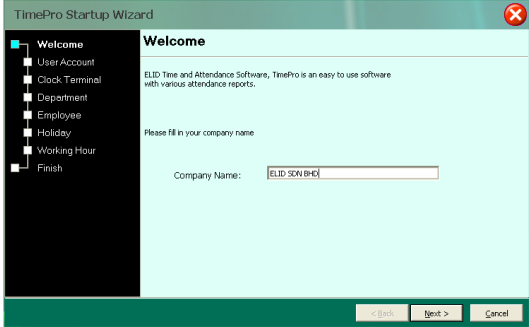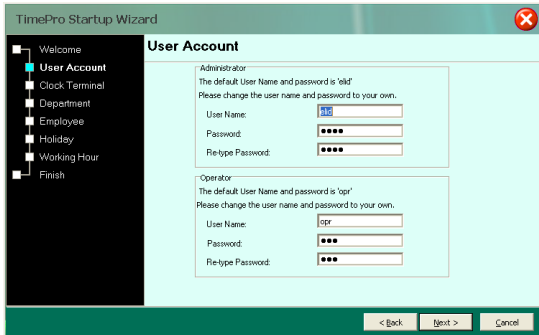- Command Prompt window will be popped up. Key in "cliconfg.exe"
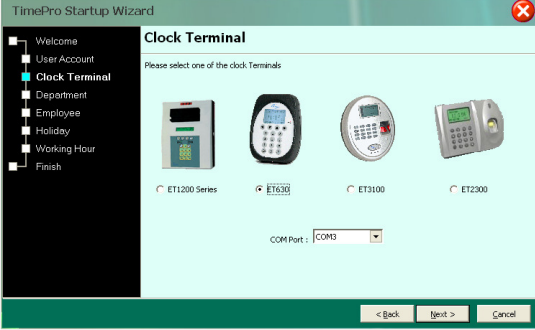
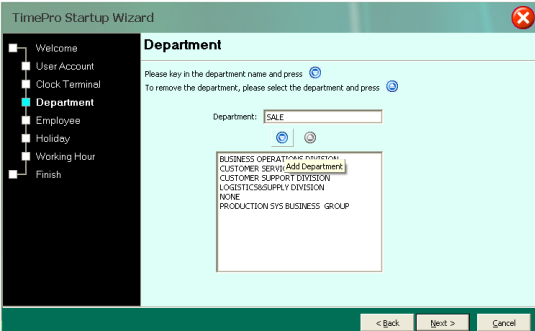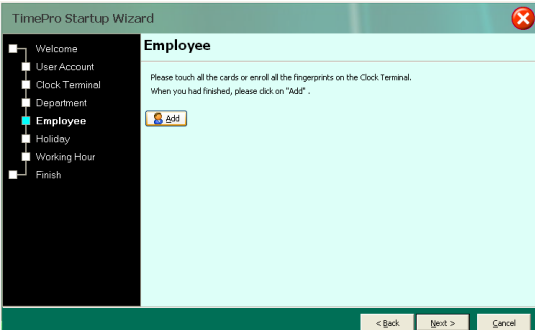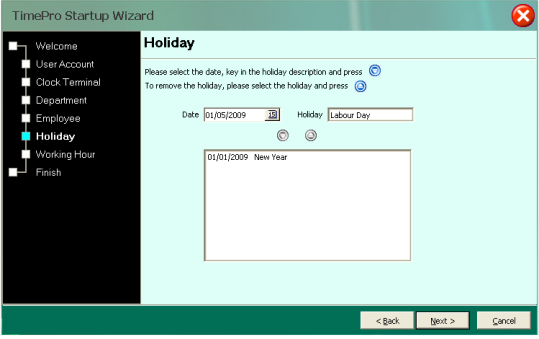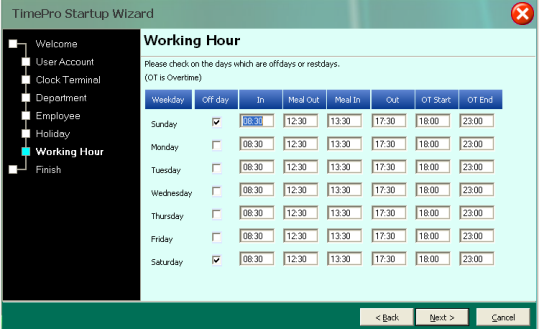|		
	• Press enter • SQL Server Client Network Utility screen will be popped up • Select "Named Pipes" > Click on "Enable" • Select "TCP/IP" > Click on "Enable" • Select "TCP/IP" from Enabled protocols list > click on "Properties" Set the port number to match the TCP/IP number you chose on the server side above (1433 by default)	

4.	**Install TimePro Server**
	
	Steps:
	  i. Click on "Install TimePro Server"
	  ii. Click on "Next" until "TimePro Database Installation" screen is displayed.
	  iii. Enter SQL Server Name/Server IP. If you are using Microsoft SQL Server Express 2005/2008, please enter Server Name as **<SeverName>**\SQLEXPRESS
	  iv. Enter User ID
	  v. Enter Password
	  vi. Click on "Install"
	  vii. Message "Please enter User ID and Password again and click on Apply" will be displayed. Click on "OK"
	  viii. Ontimep SQL ID Setup screen will be popped up
	  ix. Enter User ID and Password
	  x. Click on "Apply"
	  xi. Click on "Close"
	  xii. Wait until the message "Done" is shown
	  xiii. Click on "OK"
	  xiv. Close the "TimePro Database Installation" screen
	  xv. Click on "Next" on the Installation wizard until finished	

5.	**Install TimePro Client** Steps:	

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i. Click on "Install TimePro Client" ii. Click on "Next" until "TimePro Database Installation" screen is displayed. iii. Enter SQL Server Name/Server IP If you are using Microsoft SQL Server Express 2005/2008, please enter Server Name as **<SeverName>**\SQLEXPRESS iv. Enter User ID v. Enter Password vi. Click on "Install" vii. Message "Please enter User ID and Password again and click on Apply" will be displayed. Click on "OK" viii. Ontimep SQL ID Setup screen will be popped up ix. Enter User ID and Password x. Click on "Apply" xi. Click on "Close" xii. Wait until the message "Done" is shown xiii. Click on "OK" xiv. Close the "TimePro Database Installation" screen xv. Click on "Next" on the Installation wizard until finished	

Part II: Starting TimePro Server

1.	TimePro Server can be launched by clicking on TimePro shortcut on the desktop (icon) or go to Start> All Programs>ELID TMS>TimePro.	
2.	**Language selection** Language selection screen will be displayed. Please select one of the language and click on "Apply".	

3.	**Software Key Detection** TimePro will check for the software license key. Thus, please make sure the E.Key is plugged into the communicator EL70Y and communicator EL70Y is connected to PC.	
4.	Once software key detected, a message "Would you like to go through the startup wizard?" will be popped up. Select "Yes" to proceed to startup wizard.	
5.	**Startup Wizard - Welcome** You must fill in your company name before proceeding with the next step. Click "Next" to continue.	
6.	**Startup Wizard – User Account** By default, there are two types of access rights provided by TimePro which are administrator and operator. Administor could access all features but Operator is only allowed to view the attendance. The default user name and password for Administrator is 'elid' and for operator is 'opr'. You have to change the user name and password in order to protect against unauthorized users. Click "Next" to continue.	
7.	**Startup Wizard – Clock Terminal** You need to select one of the clock terminals and COM port. The default COM port is the COM port where	

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	software key detected. If the clock terminal is connected to other COM port, please change the COM Port by selecting the COM port number from the drop down list. Click "Next" to continue. When you click on "Next" button, TimePro will test the communication between the PC and clock terminal. Click "OK" to continue.	
8.	**Startup Wizard – Department** To add departments, please key in the description of department and click on button. To remove departments, please select the department from department list and click on button. Click "Next" to continue.	
9.	**Startup Wizard – Employee** This function allow user to download the card numbers or enroll numbers from clock terminals instead of key in manually. To add employees, please touch all cards or enroll all fingerprints on clock terminals and click on "Add" button. A message "Please waits for a while. The software is testing the communication" will be popped up. Click on "OK" to continue. Once done, "Add Employee" screen will be popped up. Key in employee name, change employee ID and Department. Click "Next" once editing is done.	

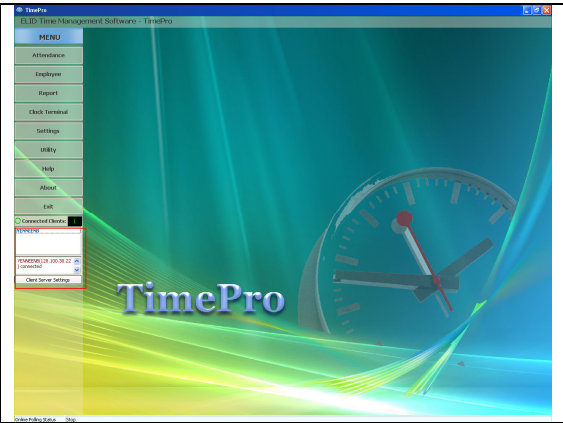| 10.	**Startup Wizard – Holiday** To add Holiday, please select date and key in the description of holiday. Thereafter, click on 🔵 button. To remove Holiday, please select holiday from holiday list and click on 🔵 button. Click "Next" to continue.	
11.	**Startup Wizard – Working Hour** Please key in working hour from Sunday to Saturday based on company working hour and policy. TimePro will automatically assign a default clocking range for each time slot. The clocking range is the time frame that is used to determine which time slot a particular clocking falls into. You may view or modify the range at the Working Schedule Menu. Click "Next" to continue.	
12.	**Startup Wizard – Finish** Click "Finish" once startup wizard processing is done.	
13.	Enter User Name and password. Press "OK" to start TimePro Server.	
14.	**Client and Server Settings** Click on "Client Server Settings" Local Area Network (LAN) If client and server workstations are	

	running under LAN, you may tick on "Automatic detect Server IP address" check box to allow TimePro server read out the local IP address of the machine where TimePro server resides and store it to database automatically. Wide Area Network If client and server workstations are running across WAN, you have to un-tick the "Automatic detect Server IP address" check box and enter the IP Address to the system. Please enter the port number as well in order to establish the communication between server and client. Please ensure the port number is not in use. Default port number is 7676.	**Client Server Settings** Server IP Address: 128.100.30.22 Port Number: 7676 ☑ Automatic detect Server IP address Save

Part III: Starting TimePro Client

Note: Please make sure TimePro Server have been run before starting TimePro Client.

1.	TimePro Client can be launched by clicking on TimePro shortcut on the desktop (icon) or go to Start> All Programs>ELID TMS>TimePro.s	
2.	Enter User Name and password. Press "OK" to start TimePro Client.	**TimePro** LOGIN User Name elid Password ●●●● OK Cancel

3.	If TimePro client connected to TimePro Server successfully, TimePro client will proceed to the main screen. On TimePro server side, a list of connected TimePro clients with IP address will be shown.	