New Time Clock Conversion Process

1) Get Support Back Up

2) Down load the latest update and install on server and work station

3) Have staff install updates on all work stations

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4) Restart software, set the old time clock Tools, then Options, then check "Use New Version Time Clock".

5) Exit the time clock software.

6) Open the time clock software again.

7) On the New Time Clock Menu, use the top Toolbar "Tools" option and select "Convert From Old Time Records". The password is today's SPECIAL password. Be sure to click the Red "Run" button.

8) Once conversion is complete, re-open the Time Clock Menu.

9) Select the Utility Menu, then the "Define Employees" option.

10) Show them the new PIN Number used to clock in and out.

11) Show them they can click on the PIN Number and assign the PIN number they want.

12) Use the top toolbar "Tools" option then "Print of Active Employee Pin Numbers".

14) Take them back to the Time Clock Menu and select "Time Report".

15) Select the new option "Show Daily Totals", click on a name and run a report. The report should run much much faster.

16) Return to the Time Clock Menu, show them the Drop Down Year field.

17) Explain to them at once we are all done, any one that was just timed in And not timed out for today, will have to time in again with the new time clock.