



# TimePilot PC Quick Start Guide

## 1. Open the package.

Inside, you'll find:



Software CD

Optional:



iButton Receptor



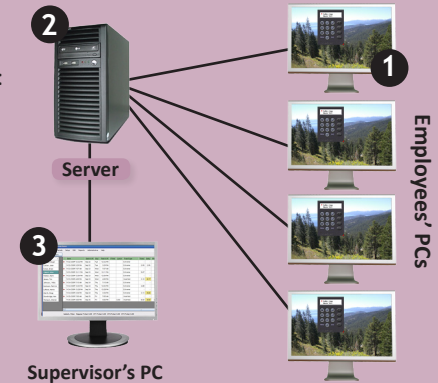
iButtons

To set up these with your system, see the online help in the TimePilot Central software.

## 2. Plan your system.

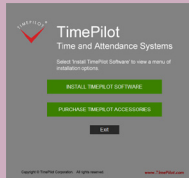
The TimePilot PC software consists of three parts:

- 1 The **TimePilot PC clock(s)**, where employees will clock in and out. Each clock sends its clock-ins and clock-outs to ...
- 2 ... The **TimePilot database**, which resides on your server. The data can be viewed, manipulated, exported or printed by using ...
- 3 ... The password-protected **TimePilot Central** on the Supervisor's PC.



## 3. Install and set up TimePilot Central.

Place the CD in the CD drive of the supervisor's PC. When the opening screen appears, click "Install TimePilot software."



On the next screen, click "TimePilot Installation Wizard."

The "TimePilot Central" screen will appear. Click "Yes" to install the software. Will you put the TimePilot PC clock on this computer as well, to allow employees to clock in and out at this computer? You'll do that in Step 4.

Double-click the TimePilot Central icon on your desktop to start the Setup Wizard. You'll be asked for your software's serial number; it's on a sticker attached to the printed warranty information that came with your product. (Save that information! You'll need it if you ever re-install the software.)

After entering data about your organization, you'll be shown how to set up your employees and assign each an ID number, which they will use to clock in and out.

## 4. Install the PC Clock(s).

Place the CD in the CD drive of the first PC that will run the TimePilot PC Clock. When the opening screen appears, click "Install TimePilot software."

On the next screen, click "TimePilot Installation Wizard."

Click "No" for every choice offered to you except the "TimePilot PC Clock." When this appears, click "Yes."

The Installation Wizard will start up. Follow its instructions to install the clock on the PC. To install the clocks on more computers, repeat the above steps for each.



Note: You can set a variety of options for each clock by clicking the "Menu" button.

## 5. How to clock in.

(Basic methods)

- Enter your employee number by using your mouse to click the buttons on the on-screen clock or by pressing the number keys on your keyboard, then ...
- Click the "In" or "Out" button on the on-screen clock or press the + (plus) key on your keyboard to clock in or the - (minus) key to clock out.

## 7. Next steps.

This guide describes the most common TimePilot PC installation: TimePilot Central on a supervisor's PC; TimePilot PC's timeclocks on multiple PCs; and the TimePilot database on a server. For other installation possibilities, please visit the Help system in TimePilot Central. It also contains tips, suggestions, explanations and articles to help you get the most out of your system, as well as an extensive glossary of terms used in the software.

Having problems? Contact TimePilot tech support at 630-879-6400 or [Support@TimePilot.com](mailto:Support@TimePilot.com)