How to Set Up TimePilot Vetro on Your Network

This document assumes you have been using your Vetro in Standalone Mode (collecting your data with the USB drive) and now want to switch to Network Mode. The benefits of using Network Mode include immediate transmission of clock-in and clock-out data to the TimePilot database and continual updating of the Vetro clock(s) with the time on the network server.

1. Plug your network cable into the Vetro clock.

The network cable jack is at the bottom of the clock. The other end of the cable should plug into your router/switch.

Make sure the clock is on the same network as the PC running TimePilot Central.

2. Start your software.

Start your TimePilot Central software. Click "Setup" and choose "Vetro Data Manager" or "Clock Manager" from the pop-up menu.

The name varies depending upon the version of TimePilot software you're using, but the two programs look and function pretty much the same. Why do they have different names? Vetro Data Manager comes with the Retail version of our software and is used with only Vetro clocks; Clock Manager comes with the Professional and Enterprise versions and can handle all versions of TimePilot's timeclocks, including Vetro. If you have the retail version and want to use your system with other TimePilot products, you'll need to upgrade to Professional or Enterprise. See our web site, www.TimePilot.com, for details.
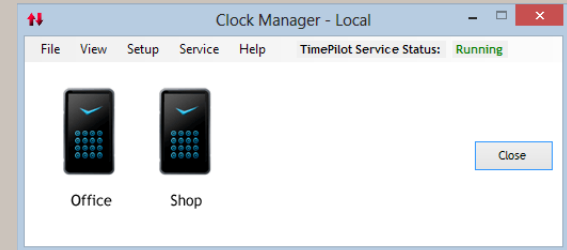
## 3. Connect the clock and software through the network
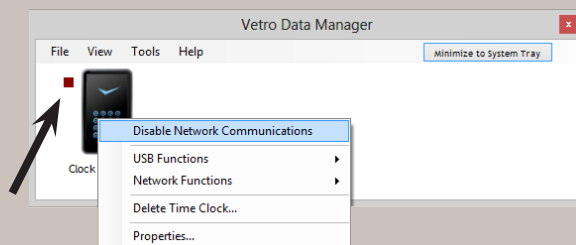
Right-click on the image of your clock in Vetro Data Manager or Clock Manager. Make sure the "Disable Network Communications" is unchecked. A red status light will appear next to your clock. When the light turns green, the connection between the clock and the software has been established.

Using the network connection

When the Vetro Data Manager or Clock Manager is running, your employees' clock-ins and clock-outs will automatically be transmitted to the TimePilot database and be visible in TimePilot Central. Also, the time displayed on the clock will match the time on your server or PC (wherever the TimePilot database is located).

If the connection between the clock and TimePilot Central is severed (network goes down or Vetro Data Manager/Clock Manager not running), all transactions will remain at the clock until the connection is established again. When that occurs, the transactions will be transmitted to the database.

Important note: You can still collect your transactions with the USB drive at any time. This is especially helpful if your network goes down at a crucial time or for an extended period.
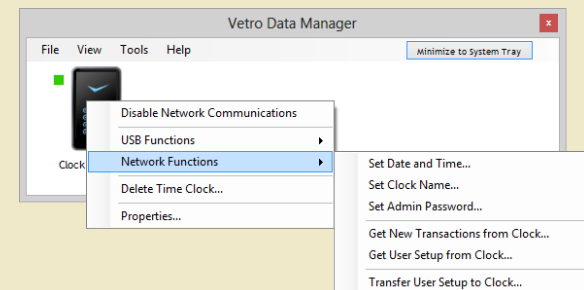
Click the "Network Functions" menu item to see other ways you can control your clock from your PC.