timeQplus™
Quick Start Guide

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   TQ600 User Manual

TQ600 User Manual

Proximity Badge Terminal

Fingerprint Terminal

timeQplus
time & attendance software

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View/Print the user manual by:
Click Start > Programs >
timeQplus V3 > Documentation
OR
Right click the timeQplus icon in the **Windows System Tray** and select Documentation.

Step 1: Install timeQplus software™

Insert the software CD in the PC. The installer will automatically launch. Follow the instructions on the screen to install the software.

Select to install the "Server" version when prompted. If the CD does not automatically run browse the CD and double click on the file "Setup. exe".
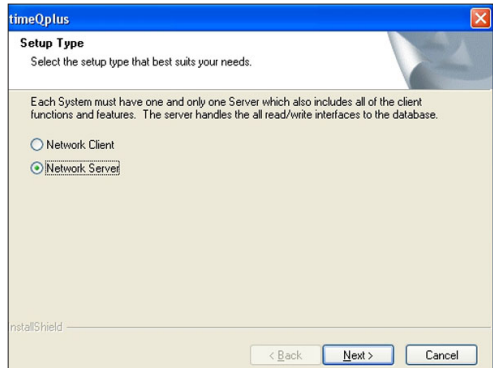
Restart the computer to complete the installation.

Step 2: Configure the timeQplus software™

After the computer restarts, the software will automatically launch a *Setup Wizard* to walk you through the configuration process.

Follow the instructions on the screen to configure the software for your desired pay period and shift rules, and to enable the optional terminal communications.

If you are unsure about any configuration option, you can simply accept the default settings. Once you have completed the Setup Wizard, you can go to the Administrator Setup or Shifts window and edit these settings if needed.

To learn more about various configuration options:

Click the **HELP** button on any screen or press the **F1 key** on your computer keyboard to learn more about the available settings.

Step 3: Enter or import employee data

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

Refer to the timeQplus online help for more information on manually entering employee data or setting up QuickBooks® for two-way integration of employee data.

timeQplus Proximity users

If your employees will be using proximity badges to clock in/out, be sure the badge number you configure in the **timeQplus Administrator** for each employee corresponds to the badge number assigned to that employee. Only the first 10 numeric digits on the badge should be used.

Step 4: Connect terminal(s)

Mount your terminal(s) in desired location(s) and connect to the PC or local area network as applicable.

timeQplus Biometric users

timeQplus Proximity users

Find complete connection instructions in the *TQ600 User Manual* on page 46.

Step 5: Add terminals to timeQplus software

Ensure all terminals are properly connected to the PC or the network and powered on. From the **timeQplus Administrator**, go to *Terminal* window and add terminals to the timeQplus software configuration as stated below.

Click the side tab for the appropriate communication type and then click the **ADD TERMINAL** button. Follow the instructions on the screen to configure the timeQplus software to communicate with each terminal.

Note: If the **ADD TERMINAL** *button is not active you must first enable Ethernet and/or Comm Port communications. Click the "timeQplus settings" button and enable the appropriate connection.*

timeQplus Biometric users
Go to Step 6.

timeQplus Proximity users
Go to Step 8.

Step 6: Record employee fingerprint templates on terminal

If your employees will be using biometric fingerprint terminals to clock in/out, enroll the employees' fingerprints. Print an *Employee Profile* report using the **timeQplus Administrator** *Reports* window to obtain a list of the PINs assigned to each employee. Be sure the PINs you use when enrolling the fingerprints exactly match the PINs assigned to each employee in the timeQplus software.

timeQplus Biometric users
Refer to the *TQ600 User Manual* on page 13 for more information on enrollment.

Step 7: Enroll fingerprint templates in timeQplus software

If your employees will be using biometric fingerprint terminals to clock in and out, use the **timeQplus Administrator >** *Employees* window to associate each employee's record in the timeQplus software with the fingerprint template you enrolled at the terminal. Repeat this process for each employee.

Select the employee from the list on the screen and click the **ENROLL TEMPLATE** button. The software will locate the fingerprint template and associate it with that employee's record.

If you have already enrolled the employee's fingerprint but receive a message indicating the employee's fingerprint has not yet been enrolled, check for a mismatch between the PIN assigned to that employee and the PIN associated with that employee's fingerprint template.

Step 8: Assign employees to terminals

If your employees will be using proximity badge or biometric terminals for clocking in and out, use the **timeQplus Administrator** *Terminals* window to verify or assign employees to specific terminal(s).

ONE TERMINAL

Assign all employees to terminal. Any employee not assigned to the terminal will not be able to use the terminal for recording punches and will have to use the PC to clock in and out.

MULTIPLE TERMINALS

Each employee can be assigned to one or more terminals. Assigning an employee to only one terminal will force that employee to use only that terminal for clocking in and out. Assigning an employee to multiple terminals allows the employee to use any of the assigned terminals for recording punch transactions.

Employees not assigned to a terminal will not be able to use that terminal for recording punch transactions.

Step 9: Start recording time

Your timeQplus system is now ready to record employee time. Your employees may begin clocking in and out.

Step 10: Install on Client PC's

If you have a network version you can now install timeQplus client versions on additional PC's.