Time Recording – Installation Instructions

Network Installation

These instructions are for your Network Engineer; if you intend to install this programme with no prior knowledge of the operation of networked computers, you will find it difficult – some things are best left to the experts, but, having said that, these rudimentary instructions, if followed properly, may be enough for someone without an in depth knowledge of computer networks to install our software. The important principles are that the outside folder on the file server [T. Bookman Limited], and all that it contains (files and folders) must be 'shared' so that they can be seen by everyone on the computer network. Each individual user must have Full Permissions in order to access the data files stored on the file server; and each individual desk top computer must have the folder [T. Bookman Limited] as a Mapped Drive ie; it must begin with a letter.

The installation programme contains many files and, in the case of the network version, it comes in two folders that are zipped together. If you need a free programme to unzip then we can direct to one that we have used safely in the past, but we don't have any connection with them. Winzip is another programme that many recommend and it can be bought cheaply on the Internet.

File Server

IMPORTANT – Don't try to do this remotely! You have to be at the file server and at the desktop or you will find that you won't be able to see the mapped drives.

Firstly, install the data files on your file server. The set up programme can be found in the folder with the extension …FileServer.

Copy the set up programme to your file server and double-click on it to install it there.

It will default to make a folder on the file server's main drive but you can install it elsewhere preferred.

Once the set up programme has installed the files – there should be a folder called [T. Bookman Limited\Time Recording] and there should be a number of data files it that folder.

The next step is to allow users on your network to 'see' the folder [T. Bookman Limited] and its contents; so right-click on the folder [T. Bookman Limited] and click on Properties. Untick the attribute [Read-Only]; Click on the [Security] tab, click on [Advanced] then on [Change Permissions] then click on [Add] then enter 'Everyone' in the box where it says [Enter the object name to select]; click OK, then tick 'Full' and ensure that the box is ticked to allow access to files folders within this folder. Click OK. Now we have to 'Share' the folder/sub-folders/files. Click on the [Sharing] tab, click [Share] and select 'Everyone', ensure that 'Read/Write' is ticked, click [Share], then [Done], then [Apply], then OK.

Desk-Top
IMPORTANT – In order to work, the folder must be a mapped network drive.

Go to the first desk-top computer and, using Windows Explorer, find the shared folder [T. Bookman Limited]; open it to see the folder [Time Recording] inside the original folder; right-click and then select [Map Network Drive…]; tick [Reconnect at logon] then click [Finish]. Do this with each desk-top computer, every time.

Mapping network drive (Windows 7)

1. **Open the Computer window by choosing Start→Computer.**

2. **Click the Map Network Drive button on the toolbar to open the Map Network Drive dialog box.**
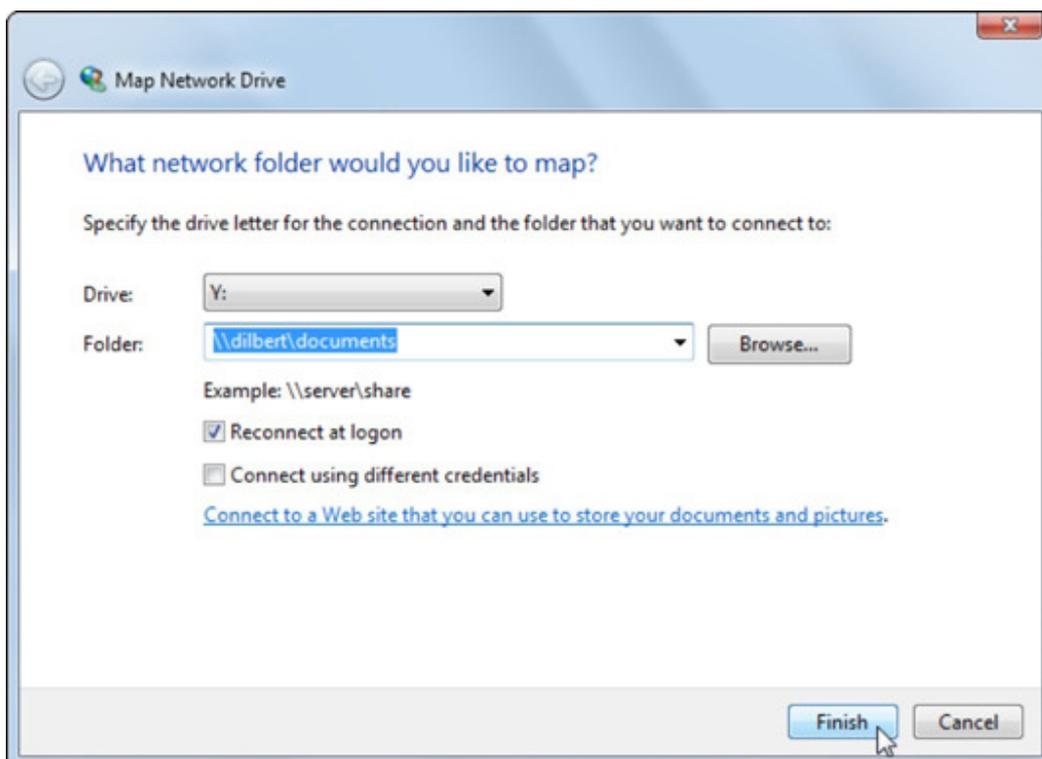
To be able to map a network folder to a local drive, the folder must be shared and you must have network permission to access it on the other computer.

3. **Select an unused drive letter for the network folder in the Drive drop-down list.**

4. **In the Folder text box, enter the network share pathname. When you're done, click OK.**

You can type the path like the `\\server\share` example shown, or you can click the Browse button and locate the shared network folder. If you want to select a previously mapped folder, you can select it from the drop-down list of previously entered pathnames.

5. **(Optional) Select the Reconnect at Logon check box to tell Windows to map this same drive every time you start the computer.**

Also, if you're not an administrator, select the Connect Using Different Credentials check box. Then ask an administrator on your network to enter their username and password in the Windows Security dialog box that appears before you click OK.

6. **Click the Finish button.**

It does not matter if individual computers show different drive letters for this folder, only that it has a drive letter rather than the folder address beginning with \\

The set up programme can be found in the folder with the extension …DeskTop.
On the individual desktop computer, double click on the desktop set up programme. During installation you will first get a pop-up message asking you if it OK to allow the programme from an unknown publisher to make changes to this computer, and then it will ask for you to accept the licence etc and then proceed to install the programme.

When the set up programme has finished installing, the TimeExpense programme will start up. You will then need to connect with the data files on the server.

Click [Continue] then click on [Select Folder] and click on the [T. Bookman Limited] folder and then on the [Time Recording] folder (bear in mind that this is what you are doing – selecting a folder, not what's in it, so when you select the folder, you won't be able to see any files in it even though they are there.) At this point the folder address should show something like eg: [Y:\Time Recording] - it should not show [\\Time Recording] or similar – if it does then you haven't selected a mapped drive – go back and check that the mapped drive exists.

Assuming that you have a mapped folder eg; [X:\Time Recording] then click on [Continue] – the programme will then attempt to connect to each of the tables within each of the data files; each attempted connection may bring up a message 'A potential security concern has been identified…' – click on Open each time to reconnect with each and every data table.

If you click on Cancel for any of these messages, the programme will not connect with the relevant table in the data file concerned and you will have to re-install the programme.

If you get a message similar to the following picture, then you'll have to start again and re-install:
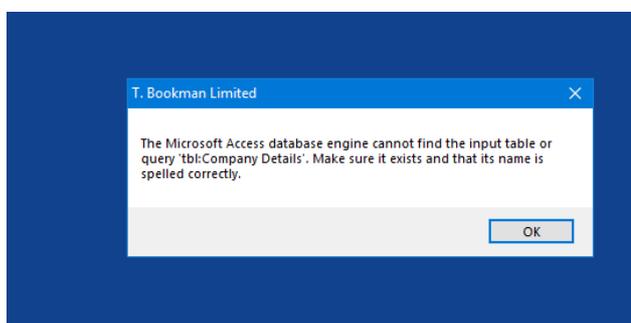
 If you get the message 'Operation must use an updateable query…' then click on [Cancel] – the reason for this message is that the user does not have the necessary permissions to be able to access or use the data files. You must sort this out first before attempting to proceed any further.

Important

You may get a problem where Time Recording can't 'see' any mapped folder on your network. If this occurs, see the instructions in Appendix 1.

1st Desktop Installation Only
Having gone successfully gone through the long list of connections to individual tables, on the first installation the programme then asks in you have received an Activation Key, click [No] and then the programme generates a Registration Key, showing it on screen then providing a text file with the registration key. E-mail this registration key (which ties the programme to your file server) and then we will send you an Activation Key. Upon receiving it, on start up the programme will again ask if you have received an Activation Key, click [Yes] and enter the key. The programme will now work for your licence period.

Future licence renewal is carried out in the same way. You provide your Registration Key via e-mail and obtain an Activation Key to renew your licence.

Subsequent Desktop Installations
You can continue installing on the network on as many computers as you wish but it may be quicker if you first obtain your Activation Key and use it on the first one, as further installations won't need to ask for it.

Appendix 1
Mapped Drives appear in Explorer but not from within the Application

Question:
User's have installed Time Recording on Windows 7, that they log in to with a username and password.
They have mapped drives viewable in Windows Explorer, but from within the program, these mapped drives are not visible.
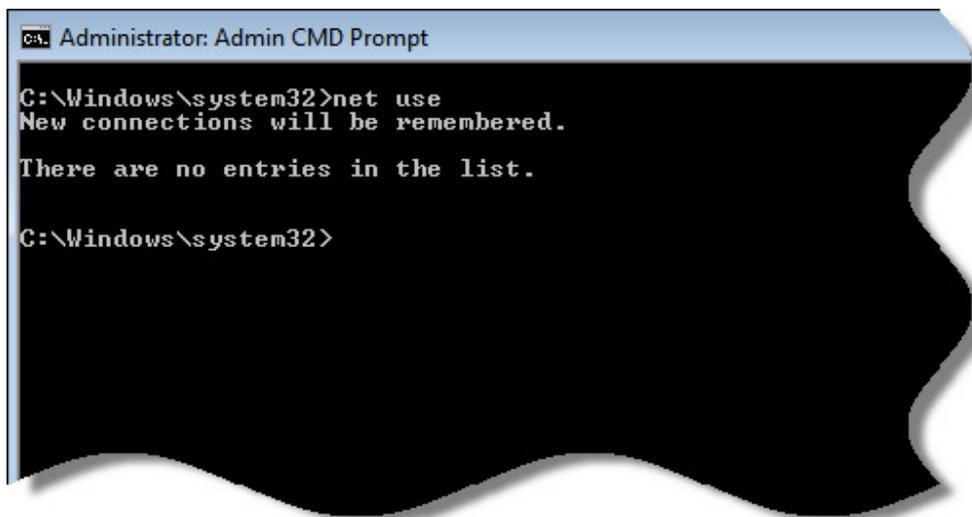
If you have been using Windows 7 (Or even Vista) for a while, you might have noticed something really annoying.

When you have drives mapped in explorer:
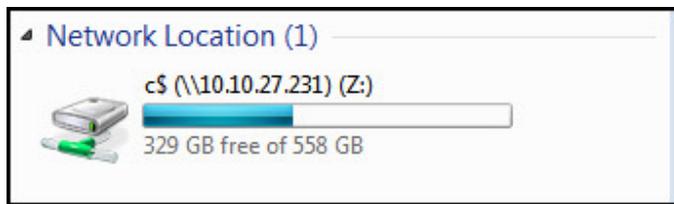
They don't show up in a command prompt if it is elevated with administrator permissions (or an Application like Time Recording that is likewise elevated with
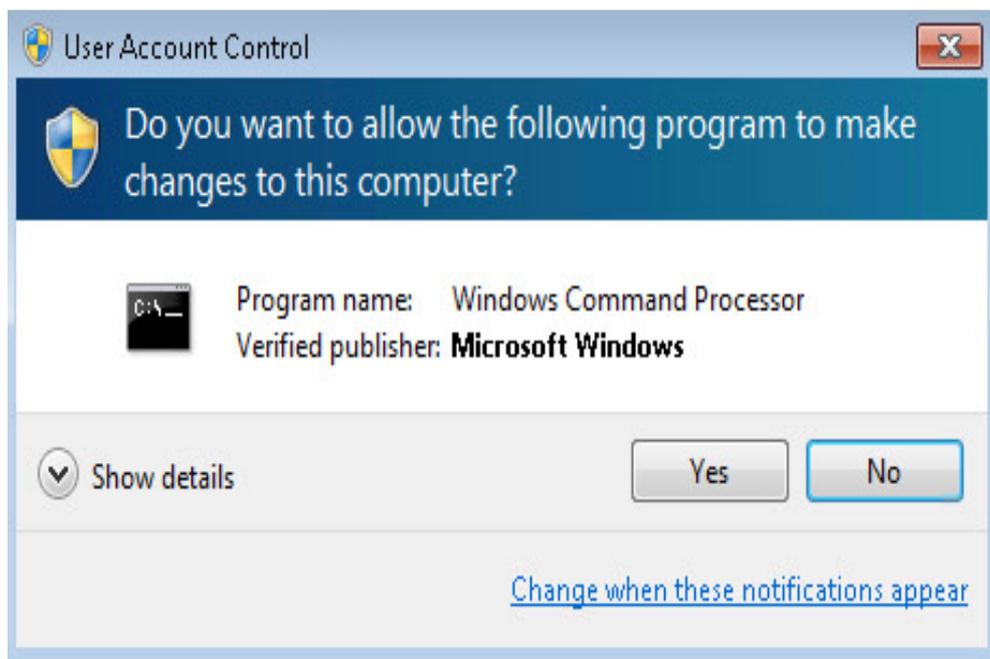
Admin permissions):

There is a simple reason for this – The feature known as User Account Control, or UAC. When you want to launch a program with admin rights, you see that familiar window:

This causes the application to execute under a different user token, and in turn it means that you have a totally different set of mapped drives (Usually none!)

Personally I will take the security risk of the standard apps and the elevated apps sharing the same set of mapped drives – before you do this you need to determine if this risk is too high for your situation.

To get windows to share the list of mapped drives between both, you need to make a registry change.

Drill down to this key:

HKEY_LOCAL_MACHINE\SOFTWARE\Microsoft\Windows\CurrentVersion\Policies\System

Under that key create a DWORD value named:

EnableLinkedConnections

And set it to **1**