

Upgrading From Virtual TimeClock '09

Upgrading Guide

The following instructions will help you upgrade from Virtual TimeClock '09 to the latest Virtual TimeClock software release on Apple Mac OS X and Microsoft Windows computers.

Macintosh OS X Computers

Note:

Upgrading your Virtual TimeClock software DOES NOT remove your data or licenses.

Virtual TimeClock Pro Update

1. Quit the current version of Virtual TimeClock Pro.
2. Download the new release of Virtual TimeClock Pro from <http://www.redcort.com/download/>.
3. Open the disk image (.dmg) or insert the CD into the computer's CD drive. Drag and drop the Virtual TimeClock Pro icon into the Applications folder.
4. Launch the new version of Virtual TimeClock Pro.

Virtual TimeClock Server Update

1. Quit the current version of Virtual TimeClock Server.
2. Download the new release of Virtual TimeClock Server from <http://www.redcort.com/download/>.
3. Install the new version of Virtual TimeClock Server.
 - A. Open the disk image (.dmg) or insert the CD into the computer's CD drive. Drag and drop the Virtual TimeClock Server icon into the Applications folder.
 - B. Launch the new version of Virtual TimeClock Server.
 - C. Click **Yes** when prompted to install the new server daemon.
 - D. Check the **Status** window to ensure all server functions are running and online.

Virtual TimeClock Client Update

1. Make sure the new Virtual TimeClock Server is installed and running (see above).
2. Quit the current version of Virtual TimeClock Client.
3. Download the new release of Virtual TimeClock Client at <http://www.redcort.com/download/>.
4. Open the disk image (.dmg) or insert the CD into the computer's CD drive. Drag and drop the Virtual TimeClock Client icon into the Applications folder.
5. Launch the new version of Virtual TimeClock Client.
6. If Virtual TimeClock Client does not connect to the server automatically, choose **Connect Manually To Server** from the **File** menu and click the **Recent** button to select a server connection.

Upgrading From Virtual TimeClock '09

Microsoft Windows Computers

Note:

Upgrading your Virtual TimeClock software DOES NOT remove your data or licenses.

Virtual TimeClock Pro Update

1. Quit the current version of Virtual TimeClock Pro.
2. Uninstall the previous version of Virtual TimeClock Pro.
(Start > All Programs > Virtual TimeClock > Virtual TimeClock Pro > Uninstall > Uninstall Virtual TimeClock Pro)
3. Download the new release of Virtual TimeClock Pro from <http://www.redcort.com/download/>.
4. Double-click the downloaded setup file or insert the CD into the computer's CD drive to run the installer.
5. Launch the new version of Virtual TimeClock Pro.

Virtual TimeClock Server Update

1. Remove the prior TimeClock Server background service.
 - A. Launch the current version of Virtual TimeClock Server.
 - B. From the **Service** menu, choose **Remove**.
 - C. Quit the current version of Virtual TimeClock Server.
2. Uninstall the previous version of Virtual TimeClock Server.
(Start > All Programs > Virtual TimeClock > Virtual TimeClock Server > Uninstall > Uninstall Virtual TimeClock Server)
3. Install the new version of Virtual TimeClock Server.
 - A. Download the new release of Virtual TimeClock Server from <http://www.redcort.com/download/>.
 - B. Double-click the downloaded setup file or insert the CD into the computer's CD drive to run the installer.
4. Add the new TimeClock Server background service.
 - A. Launch the new version of Virtual TimeClock Server.
 - B. From the **Service** menu, choose **Install** or click the **Install** button.
 - C. Check the **Status** window to ensure all server functions are running and online.

Virtual TimeClock Client Update

1. Make sure the new Virtual TimeClock Server is installed and running (see above).
2. Quit the current version of Virtual TimeClock Client.
3. Uninstall the previous version of Virtual TimeClock Client.
(Start > All Programs > Virtual TimeClock > Virtual TimeClock Pro Client > Uninstall > Uninstall Virtual TimeClock Pro Client)
4. Download the new release of Virtual TimeClock Client from <http://www.redcort.com/download/>.
5. Double-click the downloaded setup file or insert the CD into the computer's CD drive to run the installer.
6. Launch the new version of Virtual TimeClock Client.
7. If Virtual TimeClock Client does not connect to the server automatically, choose **Connect Manually To Server** from the **File** menu and click the **Recent** button to select a server connection.

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