

# Upgrading From Virtual TimeClock Versions 2 - 5.6

## Upgrading Guide

The following instructions will help you upgrade from Virtual TimeClock versions 2 - 5.6 to the latest Virtual TimeClock software release:

### I. Stand Alone TimeClock Upgrade

1. Install the New Virtual TimeClock Pro Software
  - A. Quit your current version of Virtual TimeClock.
  - B. Download and install the new version of Virtual TimeClock Pro Edition from <http://www.redcort.com/download/>.
  - C. Launch the new version of Virtual TimeClock Pro.
2. Convert Your Data File
  - A. Choose **Launch Data Converter** from the **Help** menu and convert your existing data file (see section IV below for help using the Virtual TimeClock Data Converter).
  - B. Quit the TimeClock Data Converter application.
  - C. Click the **Open Your Database** button from the **Welcome** window, select your database and click the **Open** button.
3. Final Steps
  - A. Schedule your backup by choosing **Backup** from the **File** menu and clicking the **Schedule** tab, select the backup folder location, the backup schedule and the time.
  - B. Uninstall your previous version of Virtual TimeClock.

### II. TimeClock Server Upgrade

1. Install the New Virtual TimeClock Server Software
  - A. Quit your current version of Virtual TimeClock Pro running as the Server.
  - B. Download and install the new Virtual TimeClock Server software from <http://www.redcort.com/download/>.
  - C. Launch the new version of Virtual TimeClock Server.
  - D. Install the background daemon/service by choosing **Install** from the **Daemon** menu on Macintosh computers or from the **Service** menu on Windows computers, or clicking the **Install** button.
2. Convert Your Data File
  - A. Click the **Database** toolbar button.
  - B. Click the **Choose** button and select a location to store your database files (Ex: create a new folder on the hard drive called **TimeClock Data**).
  - C. Choose **Launch Data Converter** from the **Help** menu and convert your existing data file (see section IV below for help using the Virtual TimeClock Data Converter).
  - D. Quit the TimeClock Data Converter application.
  - E. Click the **Open** button, select your database and click the **Open** button.
3. Final Steps
  - A. Schedule your backup by clicking the **Backup** toolbar button, select the backup folder location, the backup schedule and the time.
  - B. Uninstall your previous version of Virtual TimeClock.

### III. TimeClock Client Upgrade

1. Install the New Virtual TimeClock Client Software
  - A. Make sure the new Virtual TimeClock Server is installed and running (see section II above).
  - B. Quit your current version of Virtual TimeClock Pro.
  - C. Download and install the new Virtual TimeClock Client software from <http://www.redcort.com/download/>.
  - D. Launch the new version of Virtual TimeClock Client.

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2. Connect Your New Virtual TimeClock Client
  - A. Click the **Connect To TimeClock Server** button from the **Welcome** window.
  - B. If the TimeClock Server is not found or is on a remote network, do the following: launch the prior version of Virtual TimeClock, choose **Connect To Server** from the **File** menu, and note the server address and port being used by the prior version.
  - C. Click the **Connect Manually To Server** button from the **Welcome** window, enter the address and port just noted and click the **Connect** button.
3. Final Steps
  - A. Uninstall your previous version of Virtual TimeClock.

### IV. Using the Virtual TimeClock Data Converter

The Virtual TimeClock Data Converter will help you convert your Virtual TimeClock data from versions 2 - 5.6 to the latest Virtual TimeClock software release:

1. Choose **Launch Data Converter** from the **Help** menu of Virtual TimeClock Pro or Virtual TimeClock Server.
2. Click the **OK** button to acknowledge that a data file was found in your Documents folder. Click the **Select** button in the TimeClock Data Converter window if multiple data files were detected or to choose a different data file to convert.
3. For Virtual TimeClock Server, click the **Modify** button at the bottom of the TimeClock Data Converter window and select your database folder location.
4. Click the **Convert** button at the bottom of the TimeClock Data Converter window.
5. Click the **OK** button to acknowledge that the data conversion is complete.

**Note:**

The TimeClock Data Converter Log will be placed on your Desktop. It contains details of the conversion and is helpful for troubleshooting if your data conversion fails.

6. Quit the TimeClock Data Converter application.