

Converting Data From Virtual TimeClock Versions 1 - 5.6

Data Conversion Guide

This guide contains important information that you may find helpful when converting your Virtual TimeClock software data from Virtual TimeClock versions 1 - 5.6 to the latest Virtual TimeClock software release.

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I. Important Notes

- Work with a copy of your current Virtual TimeClock data file.
- Make sure the file you are converting is on your local hard drive.
- See the Troubleshooting section if you need assistance determining the location of your current data file.

II. Using the Virtual TimeClock Data Converter

1. Launch the **TimeClock Data Converter** program.
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.
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 the details of the conversion and is helpful for troubleshooting if your data conversion fails.

6. Quit the TimeClock Data Converter application.

III. Post Conversion Checklist

Please review the following items, as they will help you quickly get your converted database ready for use.

- **Upgrade your Virtual TimeClock software.** Detailed instructions for upgrading from Virtual TimeClock versions 1 - 5.6 to the latest Virtual TimeClock release can be found at <<http://www.redcort.com/timeclock/time-clock-software-upgrades.html>>.
- **Review the *Quick Start Guide* for your Virtual TimeClock software.** The *Quick Start Guide* for your Virtual TimeClock software can be viewed and printed from the Help menu at anytime. The *Quick Start Guide* will help you open your converted database, install the new TimeClock Server background process, or get connected to your TimeClock Server.
- **Check security settings.** With the addition of new program functions and enhanced security access, please review the new Security tool window panels. Your existing security settings will be converted for comparable program functions.
- **Update timecard export settings and selections.** With the addition of new database fields, you will need to update all timecard export settings and selections. The new settings and selections will be automatically saved when you close the Export window.
- **Reset local TimeClock preferences.** With the addition of new menu and toolbar functions, you will need to reset all local TimeClock preferences. Use the new display group feature to assign which workers are displayed on each time clock.

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IV. Troubleshooting

If you experience problems converting your data, please contact Redcort Software for assistance.

- **Technical Support.** Redcort Software can be contacted by choosing Technical Support from the Help menu within your Virtual TimeClock software or by calling Redcort Software at (888) 207-0005.
- **Version 4.** To determine your current version 4 data file name and location, select **Time Cards** from the **Administration** menu.
- **Version 3.** To determine your current version 3 data file name and location, select **System Settings** from the **Administration** menu.
- **Version 1 or 2.** You must first export your Virtual TimeClock Standard Edition data. From the **File** menu, choose **Export All** and follow the exporting instructions. If you're using a version older than Virtual TimeClock 2.42, contact Redcort Software for the free Timecard Exporter Utility to easily export your Time Card data.