

Quick Start Guide

After completing the installation of the software, the following instructions will enable you to quickly get started using Virtual TimeClock Server.

Things To Do

1. Install the Daemon/Service
2. Create Your Database
3. Schedule Your Backup
4. Connect TimeClock Clients

Install the Daemon/Service

The Virtual TimeClock Server is designed to run securely as a background process on Microsoft Windows and Macintosh based servers.

To install the TimeClock Server background process, launch the Virtual TimeClock Server software and click the **Install** button.

Create Your Database

You may create and begin using your own database at anytime, even during the free evaluation. Once your new database is saved, you'll be ready to connect TimeClock Clients and begin adding users and the information your users will need to effectively use Virtual TimeClock.

Click the **Database** toolbar button to choose the location of your data folder and create your new database file.

Schedule Your Backup

Backing up protects important data from hard disk failure, viruses, theft, flood, and fire. Because these very real disasters can and do happen, your Virtual TimeClock database should be backed up regularly. The backup utility allows you to easily and quickly schedule daily or repeating backups. The backup utility will also compress your database for storage efficiency.

Click the **Backup** toolbar button to choose your backup folder destination and the frequency of your scheduled backup.

Connect TimeClock Clients

TimeClock Clients connect to the TimeClock Server over the network and let the TimeClock Server handle all of the database processing and file management. Sometimes, firewall or antivirus software may block port communications between the TimeClock Server and the TimeClock Client, thus interfering with the automatic connection process. Virtual TimeClock uses TCP port 56777 and UDP port 56778 by default for network communications.

Next Steps

Congratulations, Virtual TimeClock Server is now configured and ready to use! For more information on connecting TimeClock Clients and adding users, please see the Virtual TimeClock Client Quick Start Guide.