

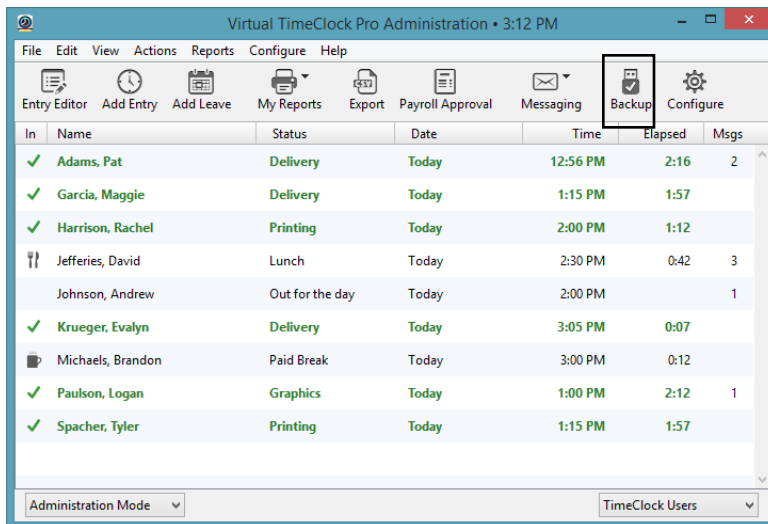
Moving Guide Moving Virtual TimeClock Basic, Pro & Network Editions



Need help moving your time clock? Contact us at 1-888-207-0005 or <http://www.redcort.com/support>.

Moving Virtual TimeClock Basic & Pro

1. Back up your company file.



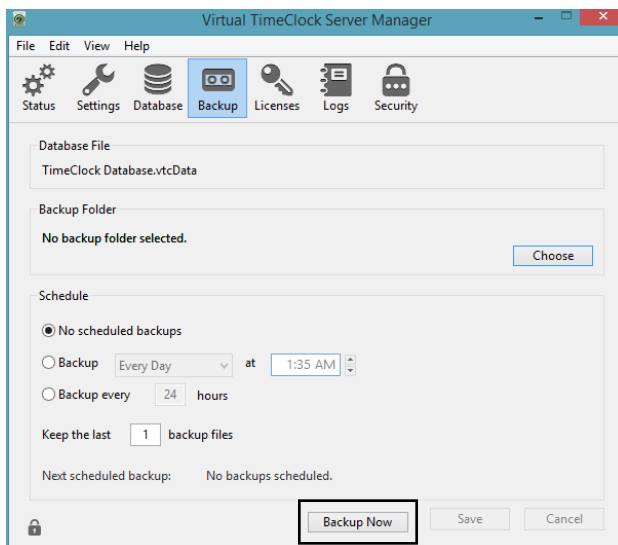
2. Move the backup file to the new computer (it's easy with a USB flash drive).
3. Download and install Virtual TimeClock on the new computer from <http://www.redcort.com/download/>.
4. Restore your company backup file on the new computer.



5. Uninstall Virtual TimeClock from the old computer. On Mac, drag Virtual TimeClock Basic or Pro from your Applications folder to the Trash. On Windows, go to Start > All Programs > Virtual TimeClock > Virtual TimeClock Basic or Pro > Uninstall > Uninstall Virtual TimeClock Basic or Pro.
6. Register Virtual TimeClock on the new computer. Follow the license activation instructions from your original registration email. Virtual TimeClock will run in evaluation mode until a valid program license key is entered.

Moving the Virtual TimeClock Server

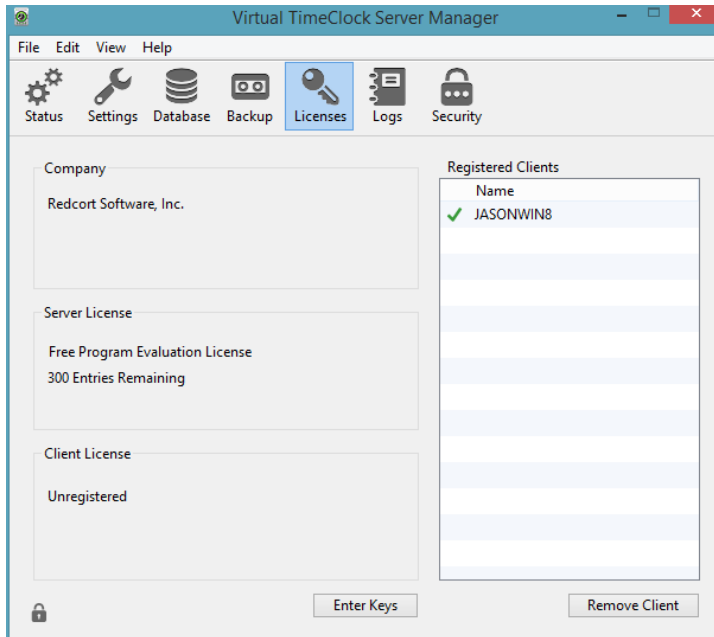
1. Back up your company file. Open Virtual TimeClock Server Manager and click **Backup**.



2. Remove the TimeClock Server background process. Go to the **File** menu and choose **Remove Daemon** on Mac or **Remove Service** on Windows. The Status panel should show all server functions are offline.
3. Move the backup file to the new computer (it's easy with a USB flash drive).
4. Download and install Virtual TimeClock Server on the new computer from <http://www.redcort.com/download/virtual-timeclock-network/>. Click **Cancel** when prompted to create your database file. The Status panel should show all server functions are online except Database.
5. Restore your company backup file on the new computer. Go to the **File** menu and choose **Restore Database**.
6. Uninstall Virtual TimeClock from the old computer. On Mac, drag Virtual TimeClock Server Manager from your Applications folder to the Trash. On Windows, go to Start > All Programs > Virtual TimeClock > Virtual TimeClock Server > Uninstall > Uninstall Virtual TimeClock Server.
7. Register Virtual TimeClock on the new computer. Follow the license activation instructions from your original registration email. Virtual TimeClock will run in evaluation mode until a valid program license key is entered.

Moving the Virtual TimeClock Clients

1. Remove the old client registration. Open Virtual TimeClock Server Manager and click **Licenses**.
2. Download and install Virtual TimeClock Pro Client or User Client on the new computer from <http://www.redcort.com/download/virtual-timeclock-network/>.



The new computer will be automatically register after successfully connecting to the TimeClock Server.

3. Uninstall Virtual TimeClock from the old computer. On Mac, drag Virtual TimeClock Pro Client or User Client from your Applications folder to the Trash. On Windows, go to Start > All Programs > Virtual TimeClock > Virtual TimeClock Pro Client or User Client > Uninstall > Uninstall Virtual TimeClock Pro Client or User Client.

Congratulations! Virtual TimeClock has been moved and is ready to use.



Need help installing Virtual TimeClock? See the Install Guide available with the software download.

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