

# TIMEMATE

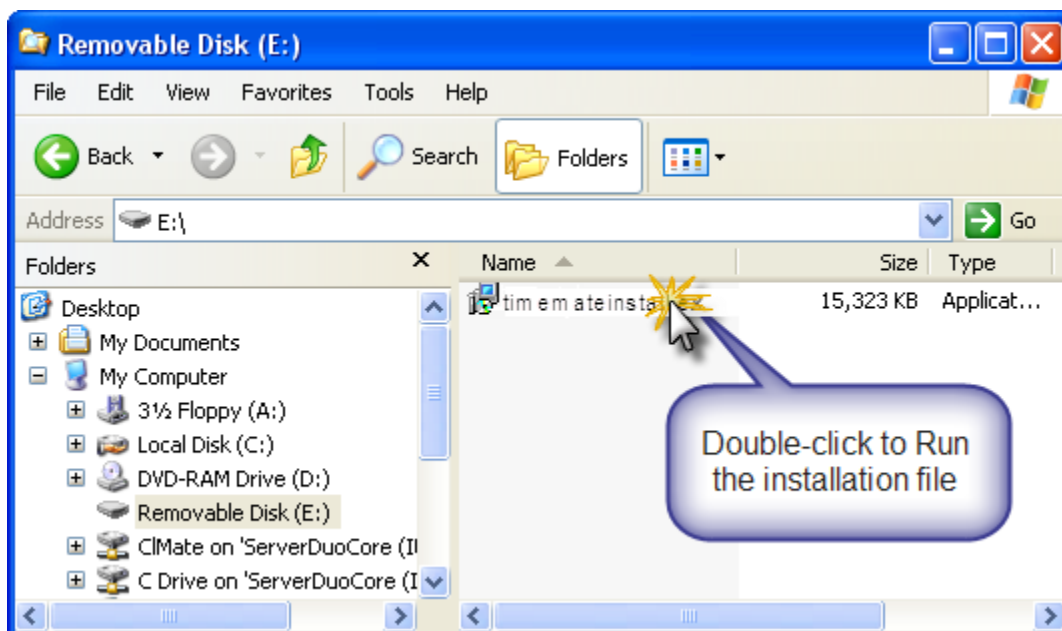
## INSTALLATION INSTRUCTIONS

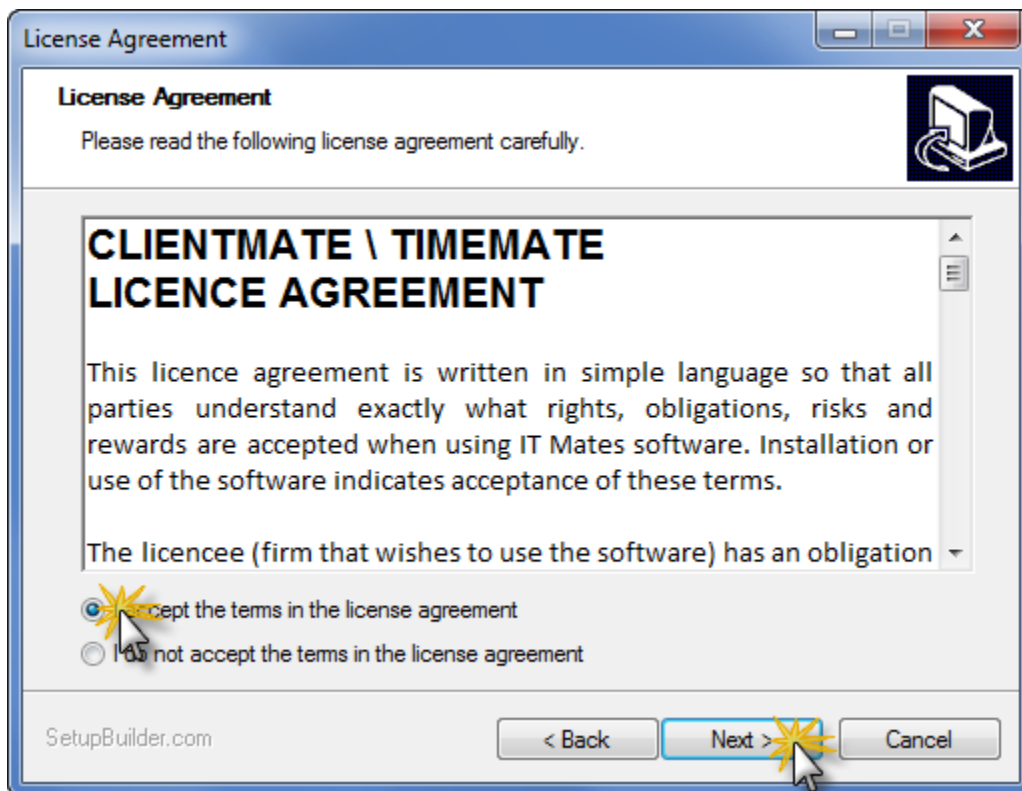
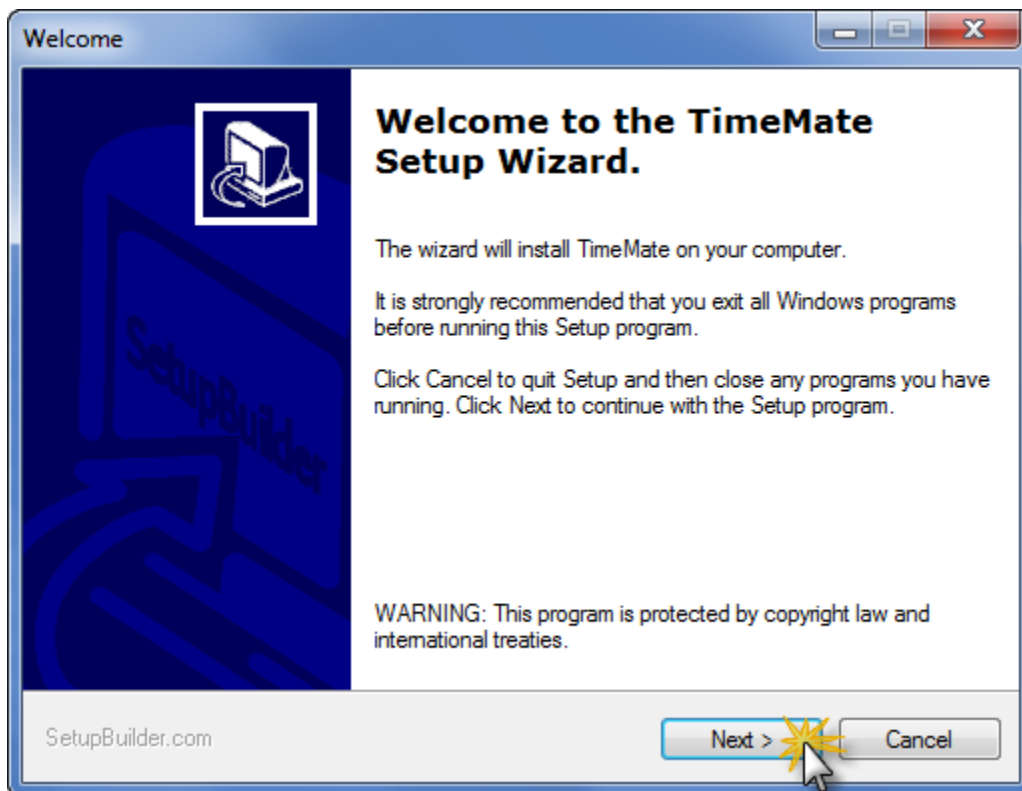
Download the latest installation file by visiting our web site Downloads page for ClientMate:Time at [www.itmates.co.za/html/clientmate\\_time1.html](http://www.itmates.co.za/html/clientmate_time1.html)

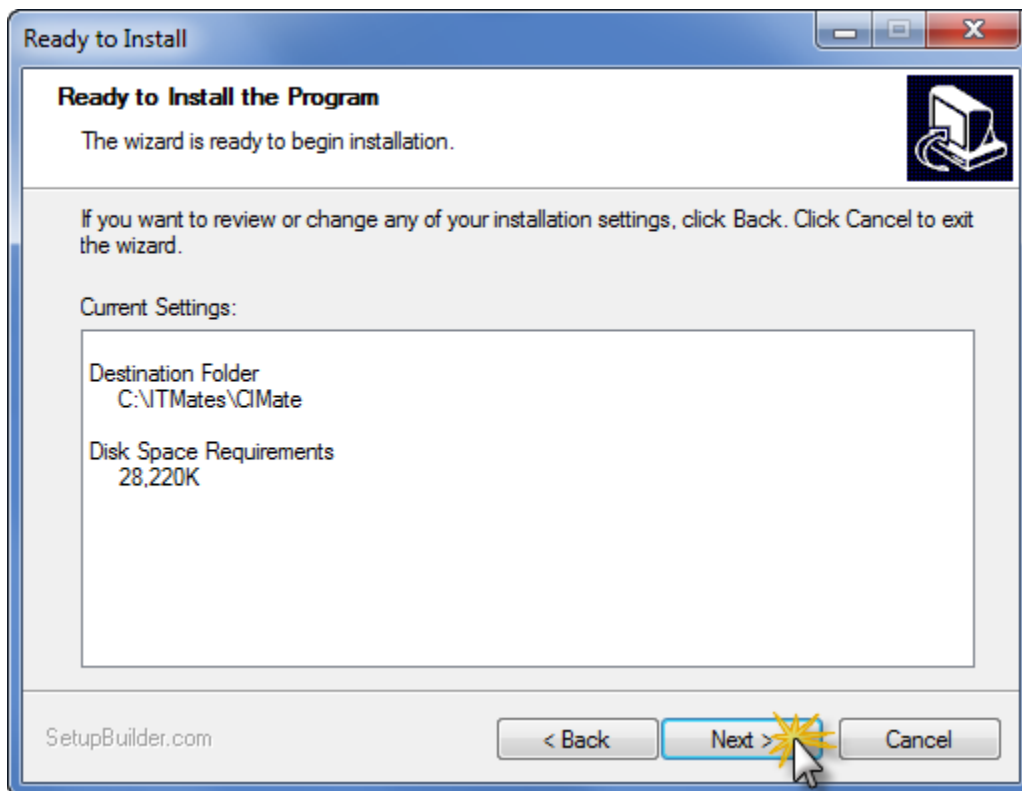
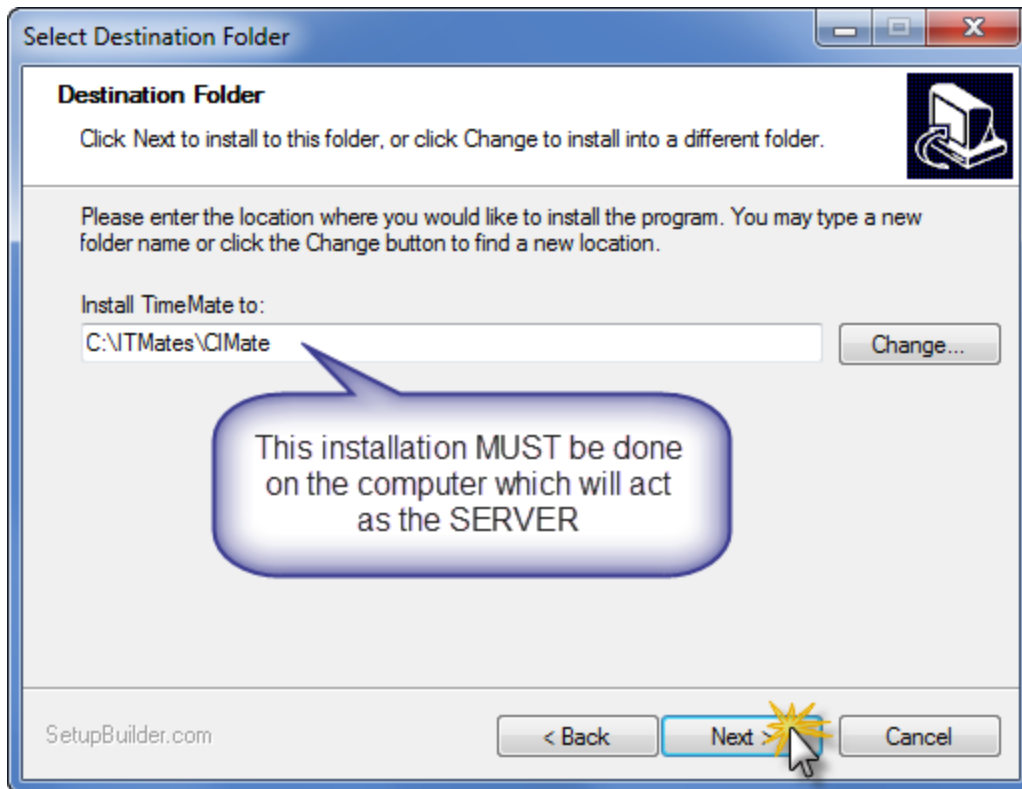
The screenshot shows the IT Mates website with a navigation menu on the left and a main content area. The main content area features a header with the IT Mates logo and three product boxes: AuditMate / AccountsMate, ClientMate: Time, and ClientMate: Tax. Below the header, there is a section titled "Download: ClientMate:Time" with instructions on how to download and install the software. A "Full Download" button is highlighted with a mouse cursor, and a "Download Update" button is also visible. A "Help Documentation" link and a "Check features here" link are also present. A sidebar on the left contains links for Home, About Us, Contact Us, Products, Training, Newsletters, Downloads, and Buy Now. At the bottom, there is an AVG logo and a recommendation for AVG Antivirus.

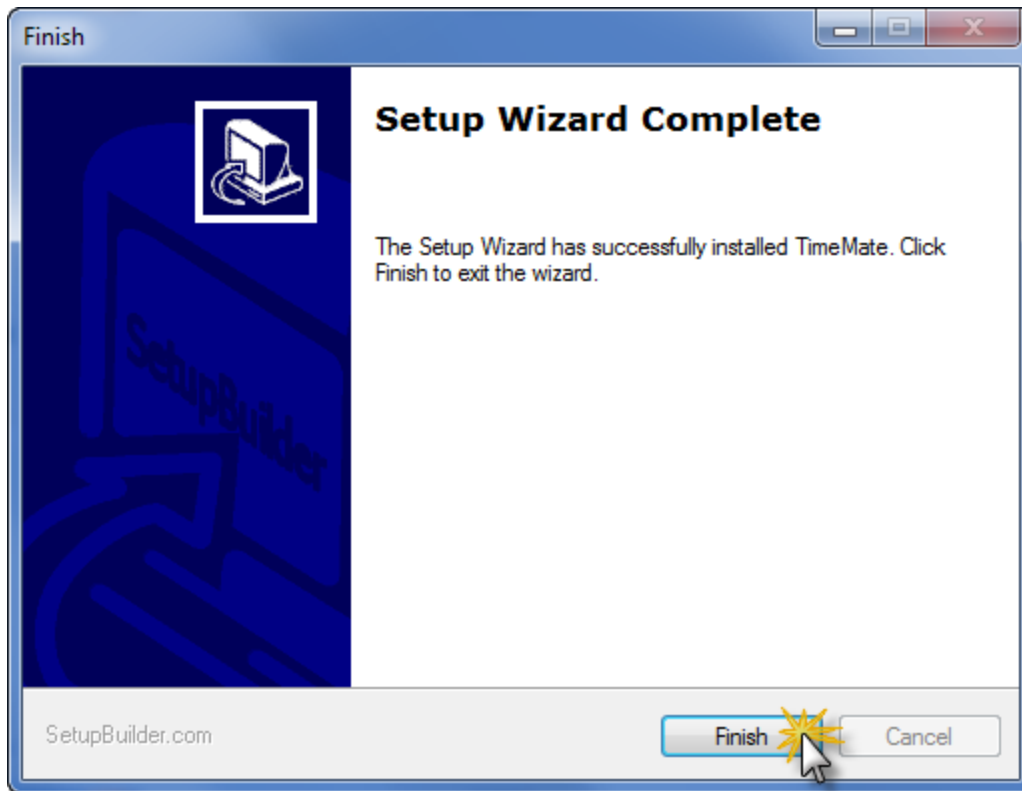
Save the file to your Desktop or FlashDrive.

Once downloaded, run the installation file on the computer which will act as your 'server.'





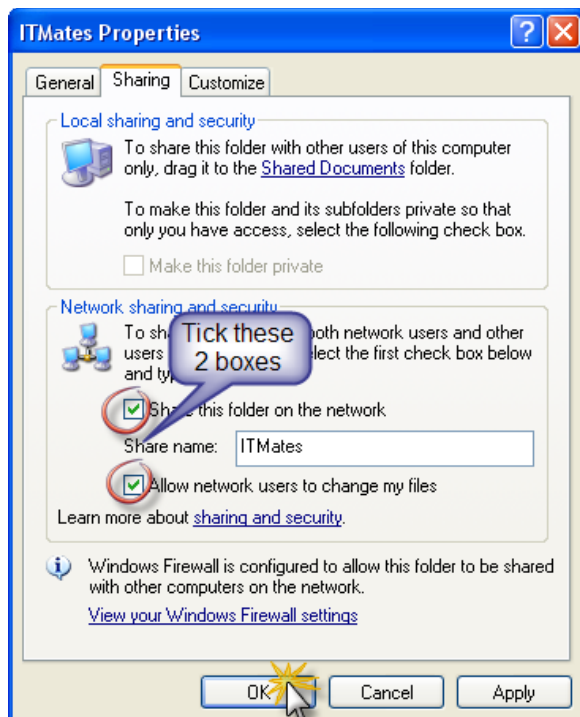
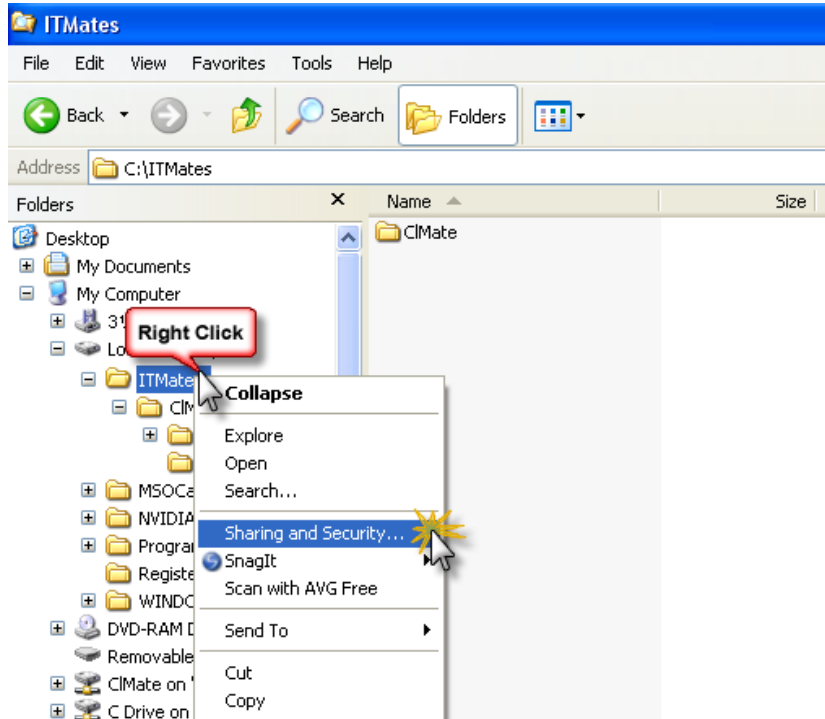




Part of the installation process involves the set up of the TimeMate Service which controls the interaction of data between TimeMate and ClientMate. This Service will automatically start each time the 'Server' is rebooted.

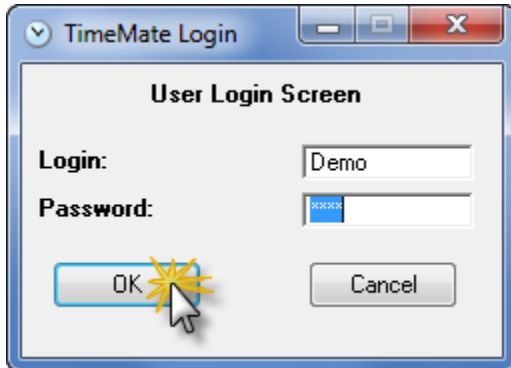
## SETUP FILE SHARING

The next step is to setup file sharing. This is only required if the 'root' of the C:Drive isn't already shared, as below.

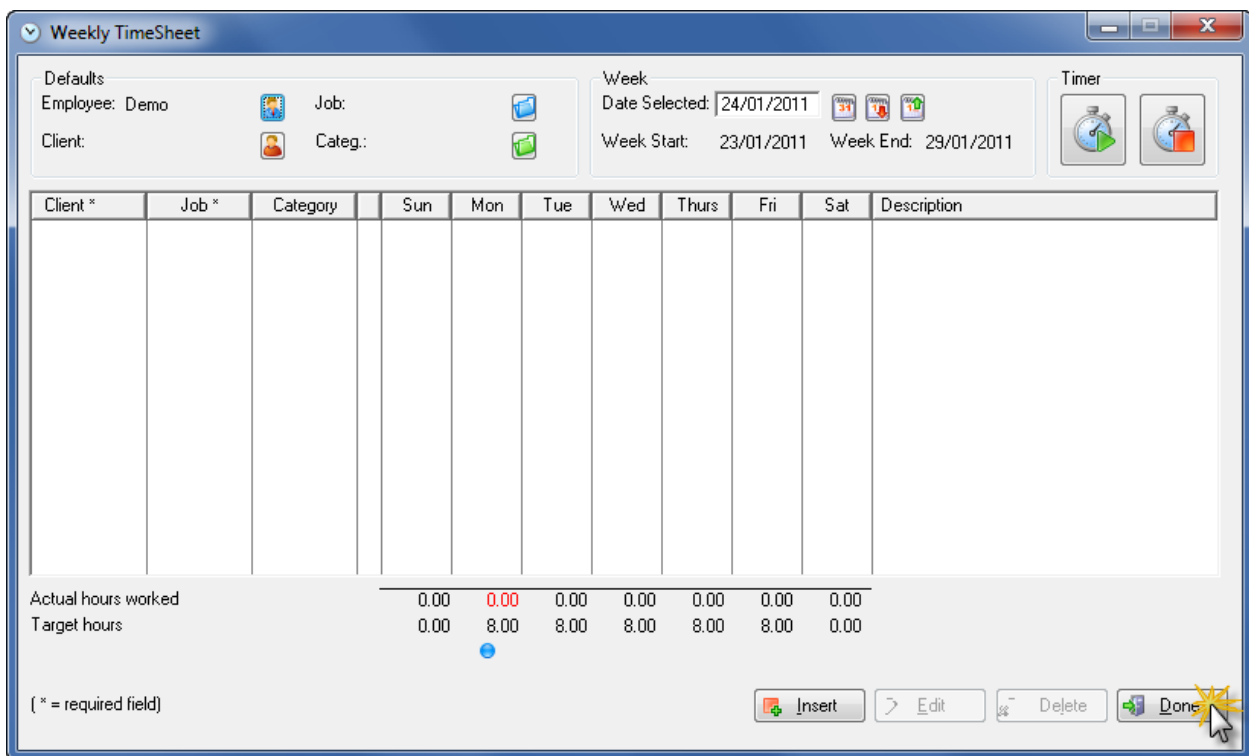


## REGISTRATION

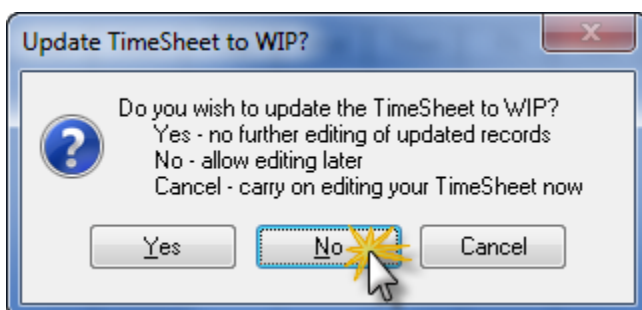
Now would be a good time to Start TimeMate from the Desktop short-cut or Start menu item and attend to the Registration of the program, if it has already been paid for. To login you should initially use the Username: Demo and Password: demo to gain access to the program as follows:



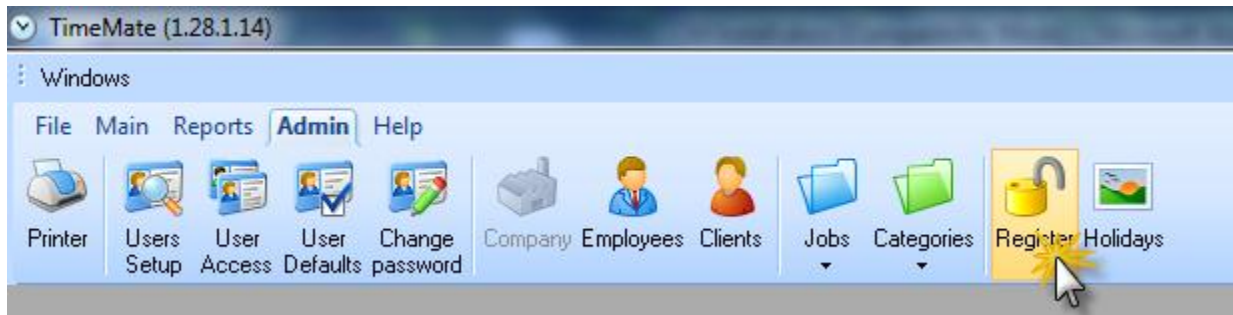
The Timesheet entry screen will display. Click on 'Done.'



Respond 'No'



...then... choose Admin – Register...



Complete your firm's details

The image shows the 'Register Product' dialog box. The 'Registration Details' section is active, showing fields for Company Name, User, E-Mail, Tel, Fax, Serial Number, and Copies. The 'FTP Activation Request' button is highlighted with a mouse cursor. The dialog box also includes buttons for 'Check for Activation Code and Register', 'Email Request', and 'Print for Fax'. At the bottom, there are fields for 'Computer Number', 'Activation Code', and 'Expiry Date', along with 'Register' and 'Close' buttons.

Registration Details

Company Name:

User:

E-Mail:

Tel:  Fax:

Serial Number:

Copies:

FTP Activation Request → Check for Activation Code and Register

OR

Email Request Print for Fax

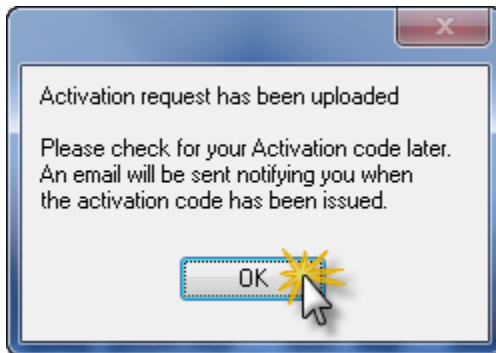
Computer Number:

Activation Code:

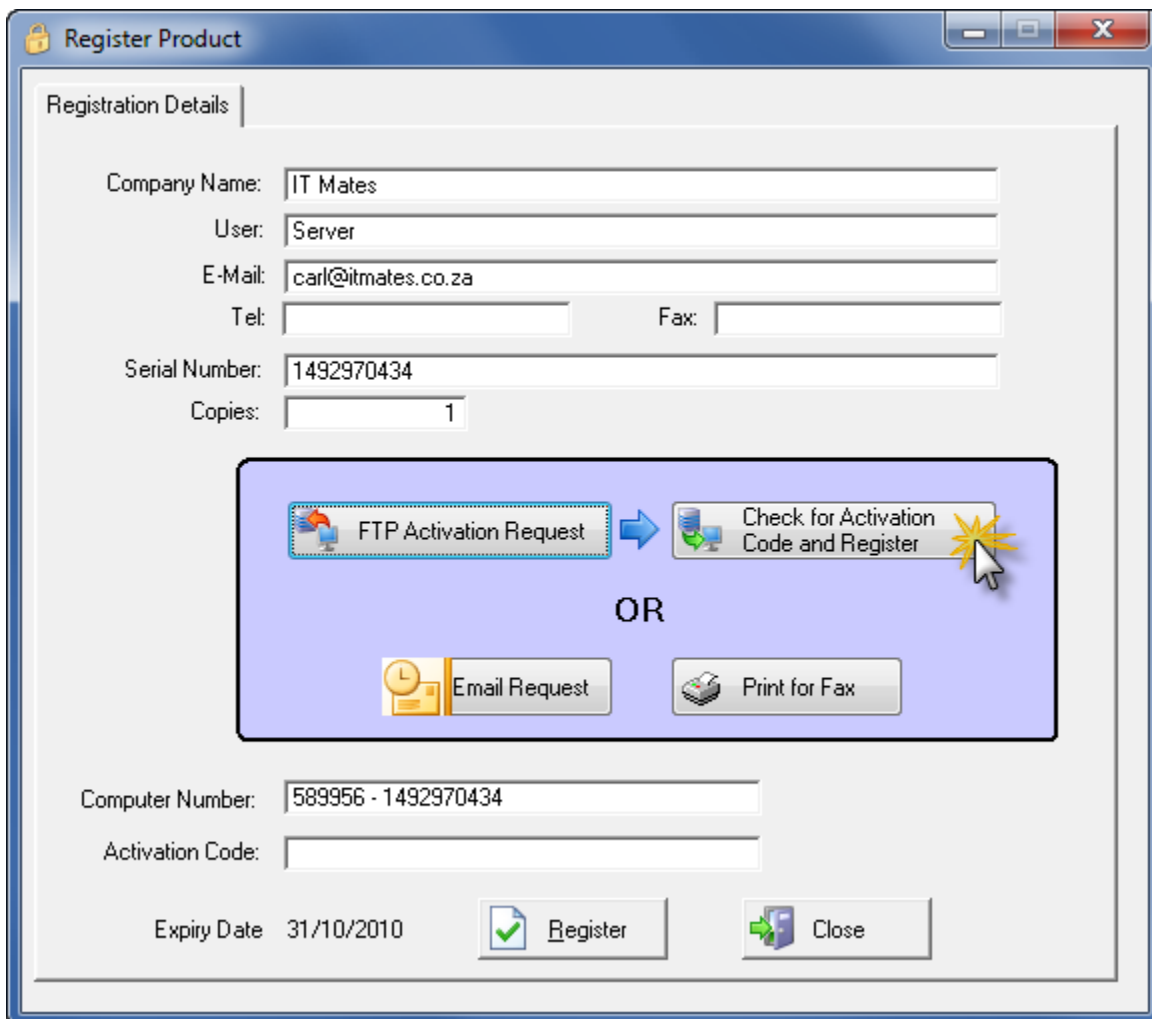
Expiry Date 31/10/2010 Register Close

..and click on FTP Activation Request button to upload the activation request to ITMates online server

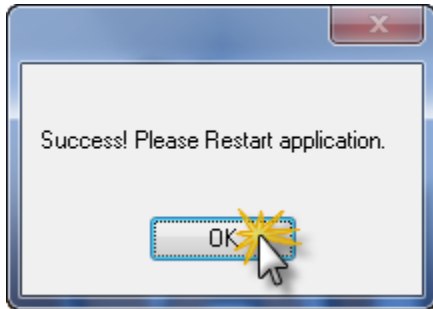
..when completed the following message will appear. Read it!



After a few minutes you can Check for the Activation code as follows:

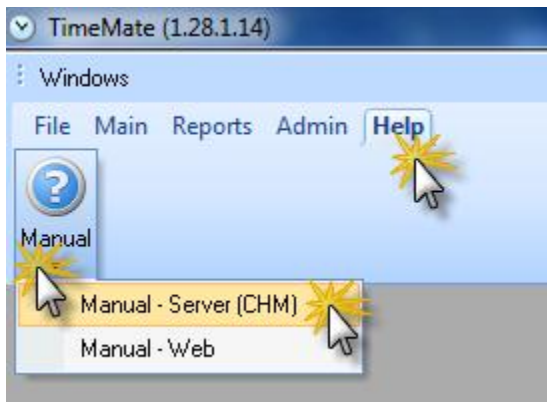


Once the activation code has been downloaded ClientMate will register itself and the following message will be displayed.



Close the program and you can start from the Desktop short-cut and login again.

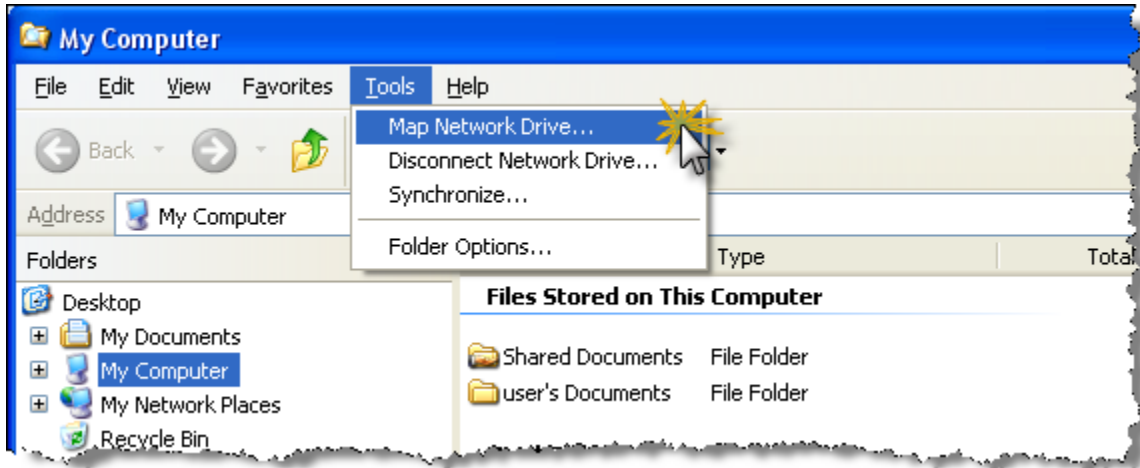
The Manual found under the Help Tab --Manual will help you get started with the program.



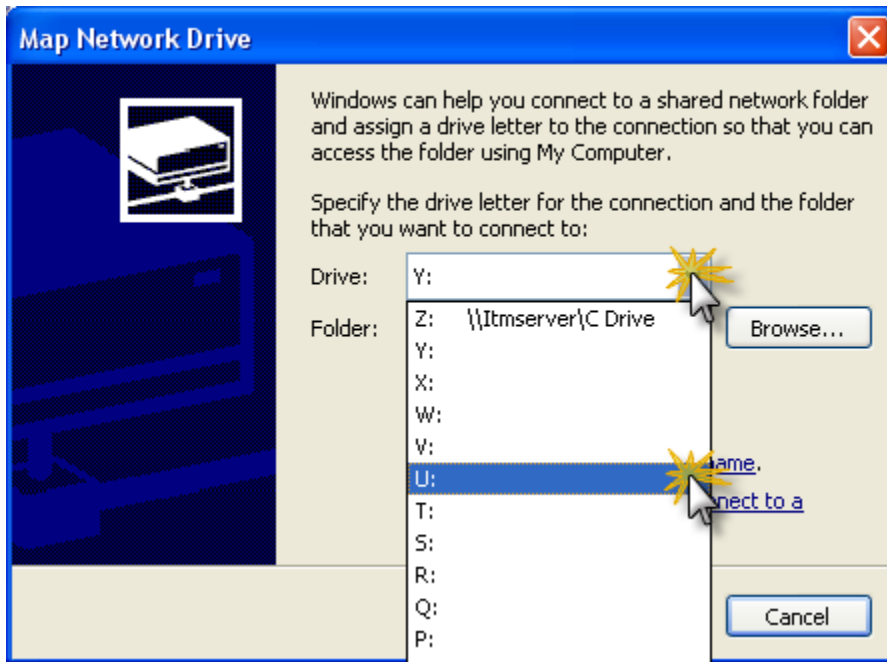
The manual is still under construction but the latest version will be on the Web site and can be found by selecting 'Manual – Web' as above.

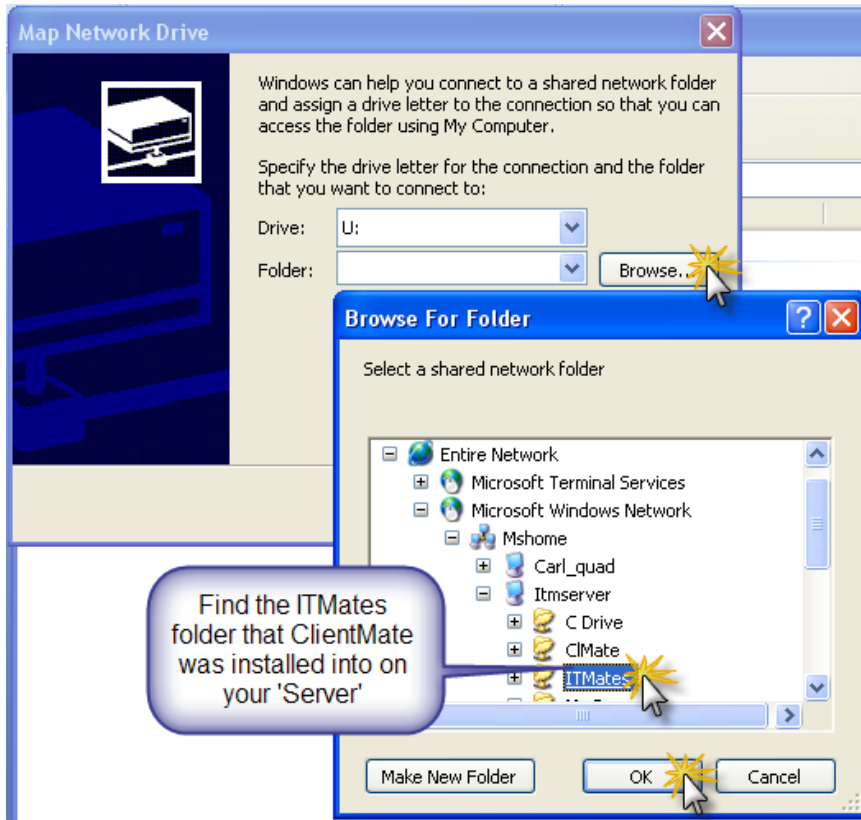
## SETTING UP WORKSTATIONS TO ACCESS TIMEMATE

We now need to setup a 'Mapped Network Drive' on each workstation that will require TimeMate access. Open up Windows Explorer in the usual way on the *workstation* computer and map a Network drive as follows:

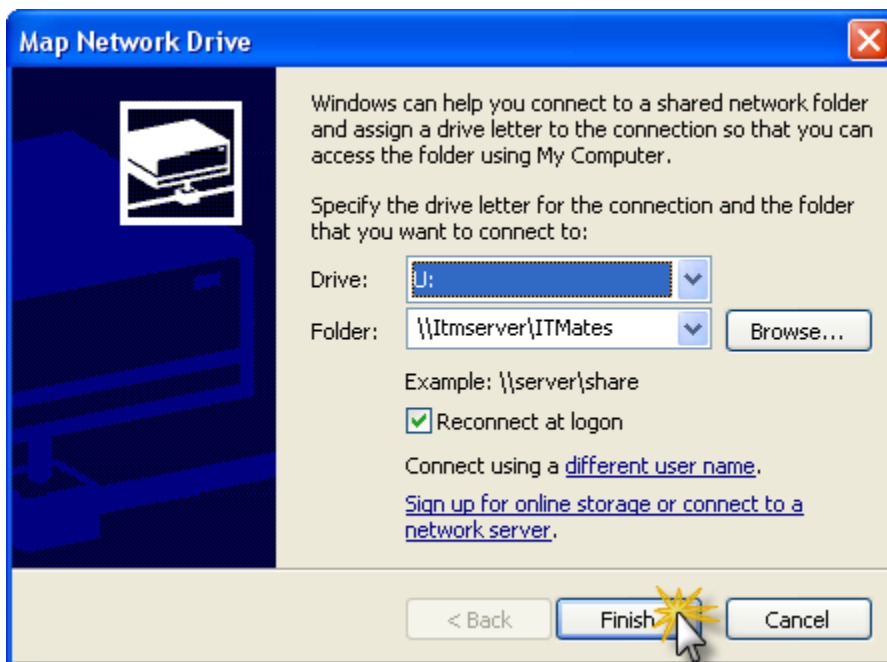


Select a Drive letter for the shared network drive e.g.:



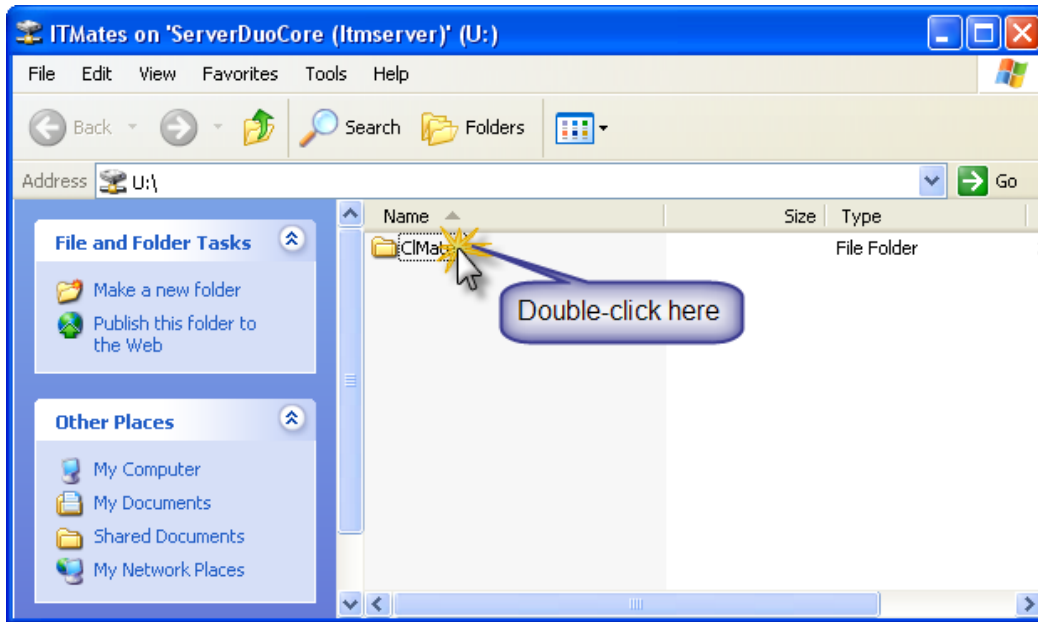


..and you should end up with something like this:

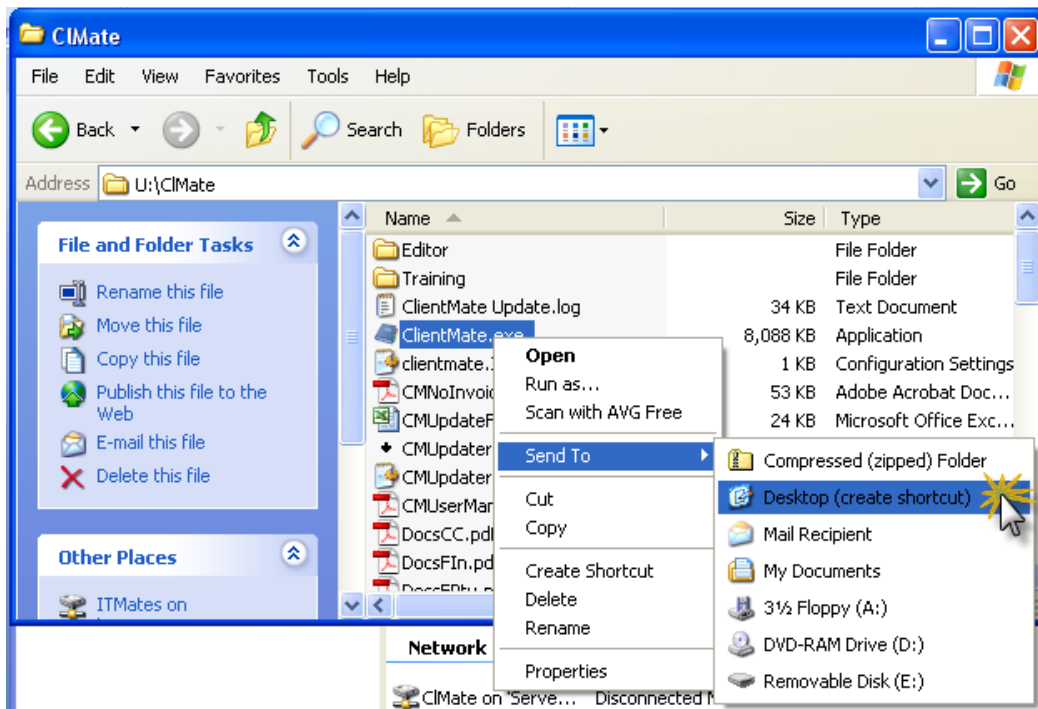


U: will now be the mapped network drive for your TimeMate installation.

Windows Explorer should now automatically open to Explore the Drive:



..then create the Desktop shortcut:



You will now be able to start TimeMate from the desktop shortcut on the workstation.

Repeat this on each workstation computer, using the same drive letter, if possible.