


Time - Precision

InTime7 Quick Start Guide

Installing InTime7 software

Insert the InTime7 CD in your CD drive and follow the installer instructions. If your PC is not set to auto run go to **START** then **RUN** and browse to find the InTime CD then **setup.exe** and run it. It will install by default to C:\Program Files\InTime_7. If errors occur make a note of the error, then choose 'ignore' option to complete the installation. When the installation is complete continue below.

Run InTime7 by double clicking the InTime7 icon . The default user ID is '1ttadmin' and password is 'concorde123', both in lower case. More users may be added in **Set Up/Users**

All documents needed to set up and run InTime can be found under 'Help/InTime documentation/Local InTime Documentation'





You will see on the task bar **InTime always first runs using the installed database InTime_DB_V7.mdb that has a DEMO System status** (Demo is limited to 5 employees, and no data collection) and is a Lite version (maximum 50 employees and one terminal).

Connected to InTime DB (InTime_DB_V7.MDB)

System Status: DEMO

LITE v7.0.334

To enable you to set up InTime you need to change the System status to **FULL**, this is done by **obtaining a registration key from the registration screen** .



To enter the registration screen click the registration icon  at the top right of the screen, and follow the instructions. **If you close the registration window before you have completed the registration process the registration key will change and you will need to start again.**

If you have more than 50 employees or more than one terminal you will need to also register your InTime as a Professional version

If you cannot register from InTime you can go directly to the registration site at www.xwebservices.net and follow the InTime link.

Getting Started



To enter employees on InTime you need to have some settings in the following sections **Pay Periods, Departments and Companies.**

Under **Set Up**  go to **Pay Periods** and set up a pay period, save  and exit Set Up.



Now go to  **Departments & Companies** and set up one of each, save and exit.

A default **Week Setup** called **Open All A** is in **Working Schedules** so you may add employees now.

Entering Employees

Select the Employee screen  and then  to start adding your employees. Enter your first employees name as you wish it to appear on reports, then enter the clock number they are going to use. The employee is now added to the database and assigned to the **first** Pay Period, Company, Department and Week Setup in the system. These may be changed later if not correct, for now it's best to get some employees on the system. The Week Setup assigned will be **Open All A**, which is an open shift paying all hours at rate A (Normal time). All settings can be changed at any time, and a recalculate will apply the new rules to any period of clockings you wish.

Looking at Employees Clockings

To see employees clocking data go to the **View amend Period Data**  screen if you select **Actual Clockings** you can add/amend clockings, they are saved automatically. To recalculate click the  button to see the totals in **Rounded Clockings**

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