TimeForce II™

Thank you for choosing TimeForce II for your time & attendance needs.

➔ Getting Started

This guide is intended to provide you with simple instructions on how to install the necessary software required to run TimeForce II. Before you get started make sure you have the following items:

| PC or Server Computer (See requirements on inside page) | TimeForce Setup DVD | Windows Installation CD/DVD | Internet Connection (for downloading Microsoft tools) |

➔ Configuration

No matter which configuration you choose, keep in mind that TimeForce II only needs to be installed on one machine.

Stand-Alone (one server)   Split Install (seperate web and database server)

or

Stand-Alone + Timeclock + Networked PCs (*Typical Installation*)   Web Server + Database Server + Timeclock(s) + Networked PCs (Advanced Installation)
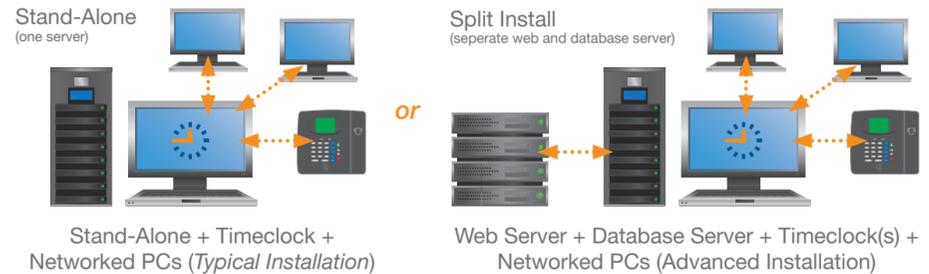
TimeForce II can be accessed via your web browser (Internet Explorer 8 & 9, Firefox 12+) on networked machines. For more detailed information, refer to the 'Basic Time & Attendance Guide.'

If at any point you need help, please call **1.800.697.7010** to speak with our Support Department. Our commitment to you does not end with the sale. We are available to help you via phone, email, and chat or through our online **support center** link at www.**mytimeforce**.com.

TimeForce II™

Self-Install

If you have any questions about installing hardware or software, please contact Infinisource customer support at **1.800.697.7010.**

We also offer support online, via Live Chat or email, or in person. Visit www.**mytimeforce**.com and click on the **support center** link.

INFINISOURCE
www.**infinisource**.com

Corporate Headquarters
13024 Ballantyne Corporate Place, Suite 400
Charlotte, NC 28277
toll free - 800.300.3838
email - sales@infinisource.com

Time Division
9350 South 150 East Suite 300
Sandy, Utah 84070
toll free - 800.697.7010
email - tech@qqest.com

www.**mytimeforce**.com

TimeForce II™
Software Setup Guide for Self-Install

www.**mytimeforce**.com

INFINISOURCE

TimeForce II Self Install

System Requirements

Supported 32 bit and 64 bit Operating Systems:

Supported Web Browsers:

Desktop OS Versions: Windows 7 (all versions) & Windows Vista	Server Versions: Windows Server 2008 (R2)	Internet Explorer 8 and 9 Firefox 12+

For full system requirements go to: *http://www.mytimeforce.com/support/system_requirements*

Install Web Server Prerequisites

1. **Install Internet Information Services (IIS)** on your web server.

   Video Help: *http://www.mytimeforce.com/images/videos/support/qtv/iis.htm*

2. **Install Microsoft .NET framework 4.0.**

   Video Help: *http://www.mytimeforce.com/images/videos/support/qtv/dotnet4.htm*

3. **MSDTC service (Distributed Transaction Coordinator)** needs to be set to start automatically.

   Video help: *http://www.mytimeforce.com/images/videos/support/qtv/msdtc.htm*

Install TimeForce II

Insert the TimeForce II Installation DVD into your computer. The TimeForce Installation Menu will open. Click the Install button.

Typical Installation – This should be used if a single computer will be used as the Web Server and SQL Server. SQL Server 2008 Express will be installed.

Video Help: *http://www.mytimeforce.com/images/videos/support/qtv/quickinstall.htm*

Advanced Installation – This should be used if you want to attach the TimeForce database to an existing version of SQL 2008, or if you want to separate the installation of the web server and the database server.

Video Help: *http://www.mytimeforce.com/images/videos/support/qtv/advanced.htm*

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1. Click the "**TimeForce II Quick Start Wizard**" web browser shortcut icon on your desktop.

2. Click the "**Start A New Install**" button.

TimeForce II Quick Start Wizard Screen

3. **Create an Account**
   Add your account by supplying the "External Account #" and "Serial #" that was emailed to you. Enter a username and a password for your account.

   Helpful Hint: The username and password are created by you, the administrator. Write down your username and password to make getting back to the account admin section easy.
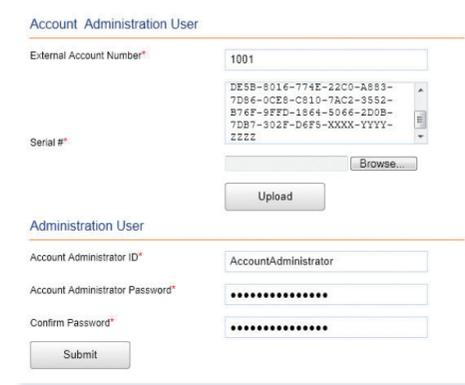
Account Administration

4. **Create a Company**
   Specify your company name, the company code that all users will use to login to your company, and the administrator user's username, password, and email address.
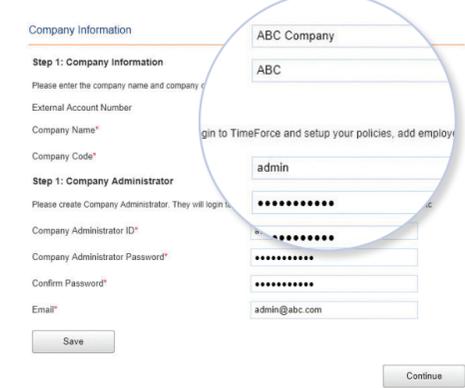
Company Information Screen

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5. **Create your Company Policies.**
   The wizard will help you setup your Pay Period, Departments, Overtime, Holiday, Rounding, and Accrual Policies. Three policy groups are automatically created for you: Hourly, Salary, and Part-Time. Assign your policies to the appropriate types of employees. Use the progress indicator on the left side of the screen to guide you through the policy setup.

   Helpful Hint: The Quick Start Wizard displays basic policies to get you running quickly. Advanced Policies are available in TimeForce II.

Company Policy Menu

6. **Add your employees.**
   Now that your policies are created, you are now ready to add your employees into the system. You can quickly add your employees one of two ways:

   Quick Entry: Import from File:
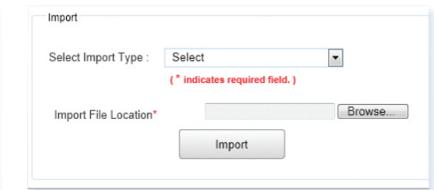
Quick Entry   *Import from File*

7. **Setup your Clock profile(s).**
   By default TimeForce is configured to use its On Demand communication method with your time clocks. In order for On Demand to work, you need to specify a little information so that the clocks can begin to connect with TimeForce.
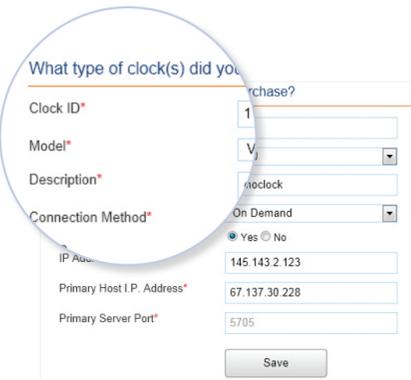
Clock Profile

Refer to the Hardware Guide shipped with your time clock for installation and configuration instructions.