



SaaS

(Software as a Service)

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.



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Software Setup Guide for SaaS

(Software as a Service)



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

TimeForce II SaaS (Software as a Service)

Getting Started

This guide is intended to provide you with simple instructions on how to setup TimeForce II in the SaaS (software as a service) environment. In order to complete the setup make sure your browser meets the following requirements:

Browser Requirements

Supported Web Browsers:

Internet Explorer 8 and 9, Firefox 12+

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

Setting up TimeForce II SaaS via the Web Interface

To get started point your browser to:
<https://www.gotimeforce2.com/timeforceinstaller>

- Logging onto the TimeForce Installer**
Select "Company Administrator" and enter the username, password, and company code that was provided to you.

Company Information Screen

2. 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.

Company Policy Menu

3. 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:

Quick Entry

Import from File:

Import from File

4. 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

5. Congratulations. You're ready to log on.

Once you have completed the web installation click the "Finish" button to complete your setup. From here you will log onto TimeForce at the following url.

Bookmark for future reference:
<https://www.gotimeforce2.com/tfiiredirector>

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.