

TimeTrack V3.0 Installation Procedure

Important Notes:

- TimeTrack V3.0 is PC ONLY. It will not function on a Mac except under specific circumstances. Those circumstances are beyond the scope of this document.
- If the TimeTrack application is installed by an administrator account, the Administrator/SAM/Secretary user accounts MUST be given **full control** of the TimeTrack installation folder.
- The TimeTrack installation file can be downloaded from:
<http://TimeTrack.jefferson.kyschools.us/TimeTrack3.exe>

Suggested Installation Procedure:

1) Download the TimeTrack installation file (see above for where this file can be obtained).

You may be asked if you would like to “Run” or “Save” the file. If you are, it is suggested that you choose “Save”, and specify the location where you would like the file to be placed.

2) Double click the downloaded “Setup.exe” file. This will begin the installation wizard. Accept the terms of service, and click “next”. There are no variables which need to be changed in the wizard, so just click through the menus until it is finished.

3) If you are NOT logged in as the user who will be using TimeTrack, uncheck “Launch Program” and “Show Readme File”, click finish, and follow the instructions below:

a. Navigate to the c:\program files\TimeTrack folder.

b. Give FULL CONTROL permissions of this folder and all of it’s contents to the user who will be using TimeTrack on this computer.

c. Log out, and Log back in as the user who will be using TimeTrack.

Failure to follow the above instructions will keep the Principal/SAM/Secretary from being able to use TimeTrack.

4) Once you are logged in as the primary user, launch TimeTrack. You will be prompted to enter general user information. You will also enter the month in which the school year begins, and the average starting and ending time of the administrators work day. This information may be changed at a later time as needed under the “Settings” -> “General Options” menu.

General Options...

School Information

School Name:

Principal Name: Principal Email Address:

SAM Name: SAM Email Address:

Calendar Information

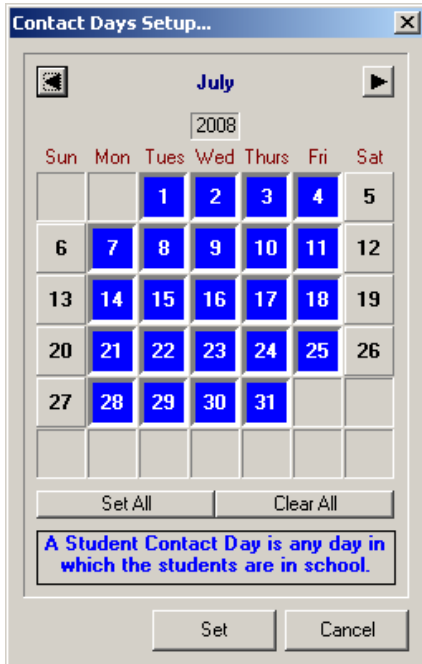
School Year Start Month:

Default Work Day Times:

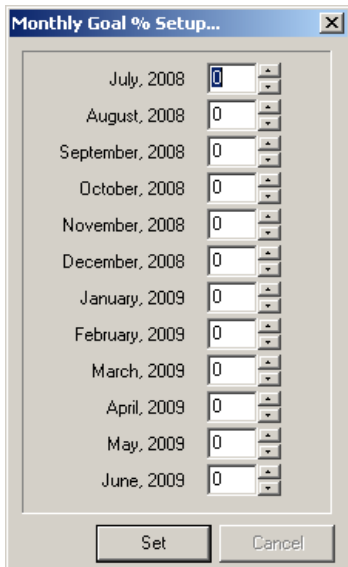
Start Time: End Time:

Save Cancel

5) On the next screen, you may choose which days in the coming year will be student contact days, and which will not. If this information is not yet known, you may accept the defaults by clicking “Set” and modify those days at a later date. This information may be changed under the “Settings” -> “Contact Days” menu. In the main calendar view, checkboxes above each day may also be used to mark student contact days.



6) The monthly goal setup screen allows you to specify what your Instructional goals are by month. This information may be changed at a later time as needed under the “Settings” -> “Monthly Goal % Setup” menu.



7) When the setup process is complete, TimeTrack will enter the main calendar view. The application is now ready to use.

TimeTrack V3.0 Network Setup

Videos detailing this procedure may be found at: <http://timetrack.jefferson.kyschools.us/tutorials.htm>

PLEASE NOTE: When attempting to connect to a shared database, the Network Server must be on, with TimeTrack running.

On the computer which will be the Network Server (the PC where the data is/will be located)

- 1) Click "Settings" and select "Network Options"
- 2) Select "Network Server" and click "Set"
- 3) You will be prompted to restart TimeTrack. Click "Ok" and the application will restart.
- 4) Upon restarting, return to the "Settings" > "Network Options" menu. Make a note of the IP address listed at the bottom of the menu.

On the computer which will be the Network Client (any PC that will be attempting to connect remotely)

- 1) Click "Settings" and select "Network Options"
- 2) Select "Network Client" and click "Set"
- 3) You will be prompted to enter the IP address of your network server. This will be the address which you noted in step 4 of the Server setup procedure above. Enter the address, click "Ok" and the application will restart.
- 4) Upon restarting, TimeTrack will scan the network for the Network Server. Once the server is detected, TimeTrack will connect and proceed to the calendar view. **All data viewed from this point on is housed on the network server, and can be entered or manipulated as normal. If no server is detected, then TimeTrack will alert you, and give the option to become a server, or to operate in Stand Alone mode.**