

ChildCare Sage TimeClock Networking Guide (Childcare and Preschool Management System) Version 14.11



Most childcare centers use a separate windows computer (desktop, laptop, or tablet,) for the timeclock to let parents and staff sign in and out. The timeclock computer is usually located by the entrance or in a central location. If the main and the timeclock computers are both at the center, they can share information over the existing network at the center that lets each computer go online. This network can be wired or wireless.

If possible, we always suggest wired networks, which involve running an Ethernet cable between each computer and the router. In general, wired networks are much faster, more stable, and more reliable. There are numerous ways to setup a wired network if the router is not close to the computers you will use for the childcare sage, including connecting a wired switch to the router, then wiring each computer to the switch, or connecting a wireless bridge to the router, then wiring each computer to the switch or connecting a wireless bridge to the router, then wiring each computer to the bridge.

Many of the support calls we get concern the main computer not being able to see the timeclock computer in a wireless network. Our support policy includes connecting the computers at your center together into a wired or wireless network. After the network is setup, we can only trouble shoot WIRED networks. Please keep in mind that our software uses the existing network at your center; It is not the network.

This guide shows how to setup and troubleshoot the network between the computers. This guide applies equally to both wired and wireless networks. To keep things simple, this guide assumes a center has 1 main computer in the office, and 1 timeclock computer by the entrance or in a central location in the center. If your setup is more complex (more computers,) the process is similar but simply involves more steps for any computers outside of the 2 this guide assumes.

To setup a separate timeclock computer, do the following:

- 1) install the Childcare Sage Timeclock onto the timeclock computer and make sure it opens
- 2) install the Setup Network Timeclock Computer onto the main computer
- 3) follow the steps in A) to determine the version of windows on the timeclock computer

4) follow the steps in B) or C) (depending on the version of windows on the timeclock computer) to add a new user to the timeclock computer (we suggest you use "timeclock" for the username and password)

5) follow the steps in D) to share the "ccsagetimeclock" folder on the timeclock computer with the network

6) follow the steps in E) to map a drive from the main computer to the timeclock computer

After you have completed the steps above, do the following:

1) point the timeclock on the main computer to the timeclock computer by:

- open the Timeclock on the main computer
- click Ok when it says it cannot find the timesheets_be.mdb file
- on the left side of the box that opens, click This PC or Computer, then click the z: drive and then click the timesheets_be.mdb file
- click Open

2) point the childcare sage to the timeclock computer by:

- open the Childcare Sage on the main computer
- on the main menu, click Setup Menu (bottom right), then System Setup (top left)
- click on the Timeclock Loader tab
- in the Timeclock Dir row, enter "z:\" (nothing else)

If you have any questions, or need help, please contact us.

A) Which version of Windows is on my computer and what is my Computer's Name

To determine the version of windows on a computer, please follow the steps below:

1) Right click on the Windows start button,	er or
2) Click File Explorer or Open Windows Explorer	Computer Management Command Prompt Command Prompt Command Prompt Command Prompt Task Manager Control Panel File Explorer Sna Sna Shut down or sign out Desktop Search Bestop Search Ule Web allo Willdow Open Windows Explorer
3) Right click Computer or This PC on the left side of the menu,	Computer Computer Computer Computer Construction Cost Disk (C:) Cost Disk (D:) Cost Disk (D:)
4) Click Properties	▲ Computer Collapse > ▲ Loca > ▲ Loca > ▲ Dov > ▲ Dov > ▲ Dov > ▲ Dov > Manage Open in new window > Map network drive Open in new window > Map network drive Mu > Map network drive Mu > Map network drive Mu > May Network > May Network > Map network location Delete Recyclk Rename Properties > DCMSN Properties Or > Desktop

The information you need is pointed out below.

View basic information	about your computer	
Windows edition Windows 7 Ultimate Copyright © 2009 Microsoft Corporation. All rights reserved. Service Pack 1		
System		
Rating:	5,9 Windows Experience Index	
Processor:	Intel(R) Core(TM) i7 CPU 920 @ 2.67GHz 2.67 GHz	
Installed memory (RAM):	9.00 GB	
System type:	64-bit Operating System	
Pen and Touch:	No Pen or Touch Input is available for this Display	
Computer name, domain, and workgroup settings		
Computer name:	ASUS5290	
Full computer name:	ASUS5290	
Computer description:		
Workgroup:	WORKGROUP	

Write down the version of windows and the Computer name.

B) Adding a New User to Windows 7

1) click the windows start button,	
2) then click Control Panel.	Computer Control Panel Device Change settings an
	Default Programs Help and Support
3) click User Accounts	User Accounts
4) click Manage another account	 Manage another account Change User Account Control settings
5) click Create a new account	Create a new account What is a user account?
6) enter the name of the new account, select Administrator, then click Create Account	Name the account and choose an account type This name will appear on the Welcome screen and on the Start menu. timeclock Standard account users can use most software and change system settings that do not affect other users or the security of the computer. Administrator Administrator share complete access to the computer and can make any desired changes. Based on notification settings, administrators may be asked to provide their password or confirmation before making changes that affect other users. We recommend that you protect every account with a strong password. Why is a standard account recommended?
7) click the new Account	timeclock Administrator
8) click Create a Password	Change the account name Create a password Change the picture
9) enter the password twice, then enter a hint (we suggest: program), and click Create Password	Create a password for timeclock's account
	Create password

C) Adding a New User To Windows 8/10

1) right click the windows start button,	
2) then click Control Panel.	Command Prompt Command Prompt (Admin) Task Manager Control Panel File Explorer Search Run Shut down or sign out Destop
3) click User Accounts	See Accounts
4) click Manage another account	Manage another account Control settings
5) click Add a new user in PC settings	Add a new user in PC settings
6) click Add Someone else to this PC	Other users
	Allow people who are not part of your family to sign in w own accounts. This won't add them to your family.
	+ Add someone else to this PC
7) click I don't have this person's sign- in information	I don't have this person's sign-in information
	Next
account	*If you already use a Microsoft service, go Back to sign in with that ac Add a user without a Microsoft account
 9) fill in the information for the account a) enter the name, b) enter the password twice, c) enter a hint (we suggest; program). 	Create an account for this PC If you want to use a password, choose something that will be easy for you to remember
d) click Next	but hard for others to guess.
	Who's going to use this PC?
	User name
	Make it secure.
	Enter password
	Re-enter password
	Password hint
	Back

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D) Sharing a Folder with the Network

1) Right click on the Windows start button,	or or
2) Click File Explorer or Open Windows Explorer	Computer Management Command Prompt Command Prompt (Admin) Task Manager Control Panel File Explorer Search Run Shut down or sign out Desktop Corr
3) Click Computer or This PC on the left side of the menu,	Computer Computer Computer Coal Disk (C;) Coal Disk (D;) Desktop Documents DVD RW Drive (E;) My Web Sites on MSN My Web Sites on MSN My Web Sites on MSN Or
4) Click Local Disk (C:)	
5) Right click on the ccsagetimeclock folder, then click Share With, then Specific People	ccsagetim -tt- Open Open Open in new window File folder Childcares: Share with Cisageuse Share with Cisageuse Restore previous versions Cisageuse Combine supported files in Acrobat
6) From the top select Everyone in the	Everyone
dropbox, then click Add	Name Permission Level Administrators Owner
7) When you see everyone in the name column, change the Permission Level to: Read/Write and click Share	Choose people to share with Type a name and then click Add, or click the arrow to find someone.
	Add
	Name Permission Level
	Administrators Owner Evenue Read/Write
	I'm having trouble sharing
	Court Court
	w snare Cancel

E) Mapping a Drive on the Network



F) Windows Doesn't Show the Other Computer

1) make sure network discovery is on for both computers

1) Make sure Network Discovery is on for both computer	
2) Click File Explorer or Open Windows Explorer	Computer Management Command Prompt Command Prompt Command Prompt Command Prompt Command Prompt Control Panel File Explorer Search Run Shut down or sign out Desktop Command Prompt (Admin) Task Manager Control Panel File Explorer Command Prompt Command Prompt (Admin) Command Prompt Control Panel File Explorer Command Prompt Command Prompt (Admin) Command Prompt Command Prom
3) Click Network,	Local Disk (D:) Local Disk (D:) DVD RW Drive (E:) My Web Sites on MSN Network Control Panel E Recycle Bin
4) If you see Network Discovery Notice at the top of the screen, click it, then click Turn On Network Discovery	Network discovery is turned off. Network computers and devices are not visible. Click to change
	Favorites Favorites Desktop Downloads Open Network and Sharing Center