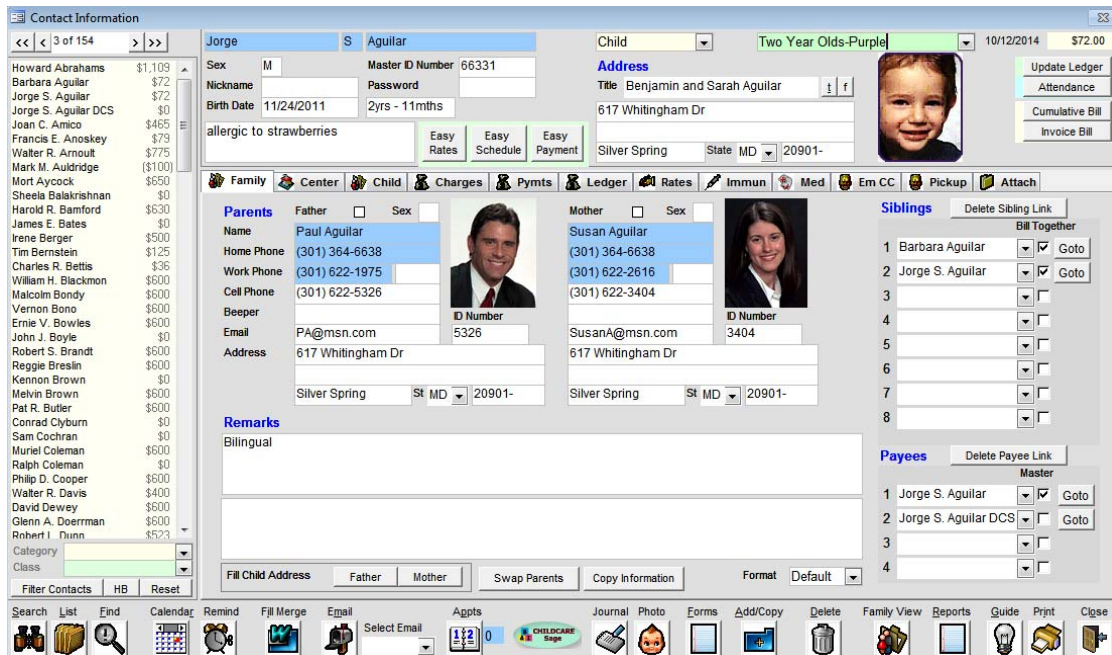


ChildCare Sage TimeClock Networking Guide

(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 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

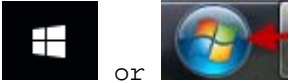

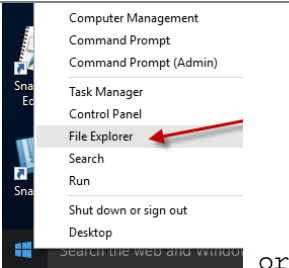
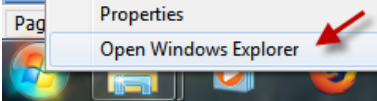
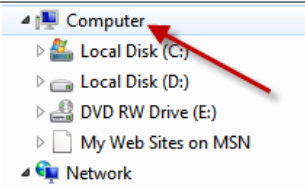
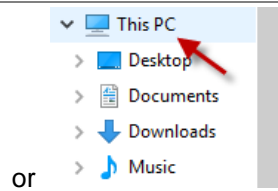
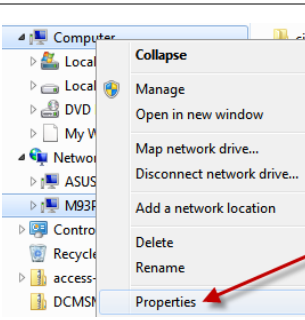
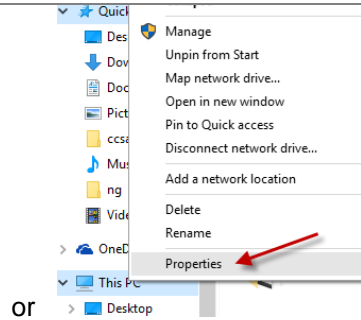
After you have completed the steps above, do the following:

- 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:

<p>1) Right click on the Windows start button,</p>	 <p>OR</p> 
<p>2) Click File Explorer or Open Windows Explorer</p>	 <p>OR</p> 
<p>3) Right click Computer or This PC on the left side of the menu,</p>	 <p>OR</p> 
<p>4) Click Properties</p>	 <p>OR</p> 


The information you need is pointed out below.

[View basic information about your computer](#)


Windows edition

Windows 7 Ultimate 

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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  [Change settings](#)


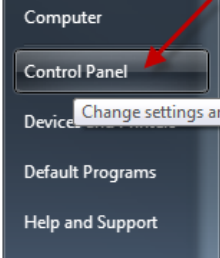
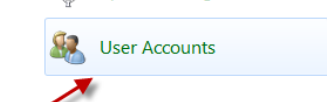
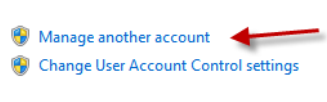
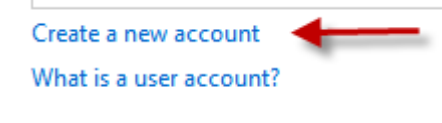
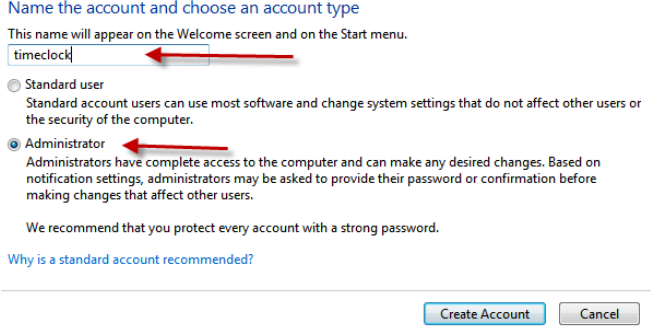
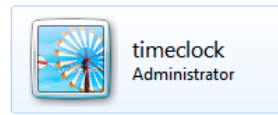
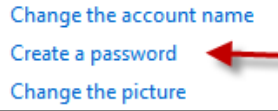
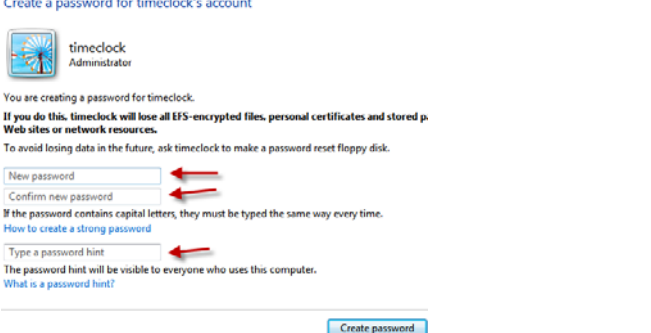
Full computer name: ASUS5290

Computer description:


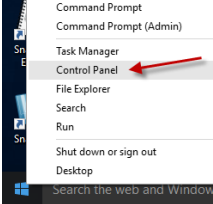
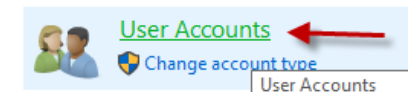
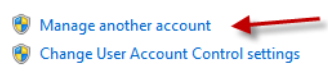

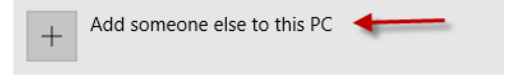
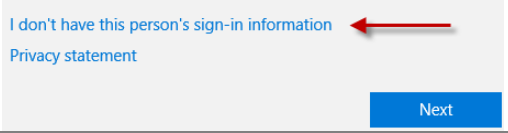
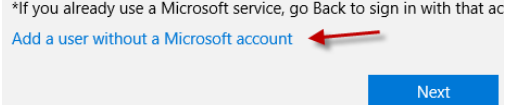
Workgroup: WORKGROUP

Write down the version of windows and the Computer name.

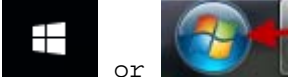
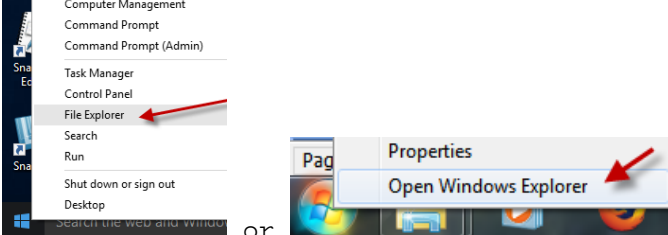
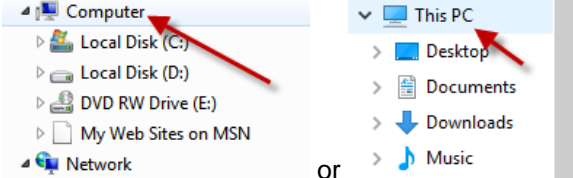
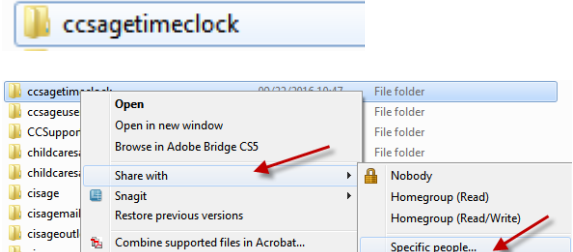
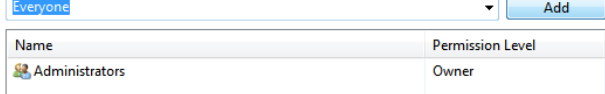
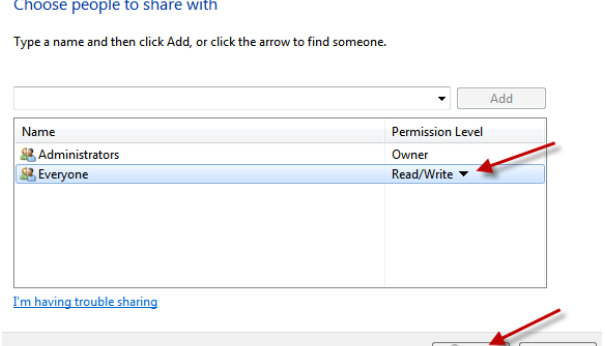
B) Adding a New User to Windows 7

1) click the windows start button,	
2) then click Control Panel.	
3) click User Accounts	
4) click Manage another account	
5) click Create a new account	
6) enter the name of the new account, select Administrator, then click Create Account	
7) click the new Account	
8) click Create a Password	
9) enter the password twice, then enter a hint (we suggest: program), and click Create Password	

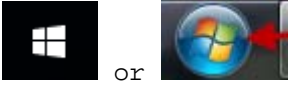
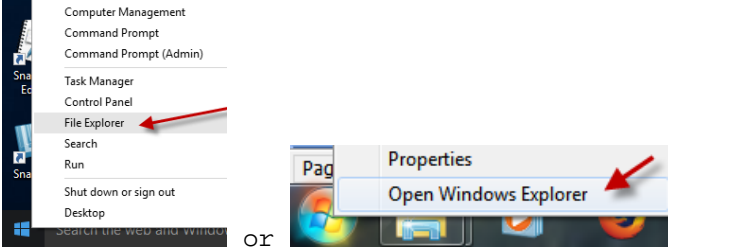

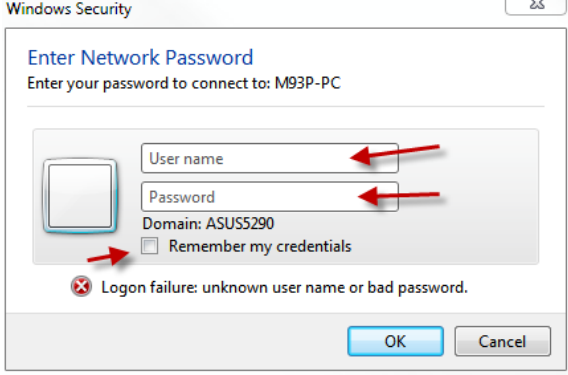
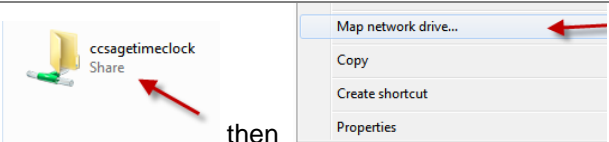
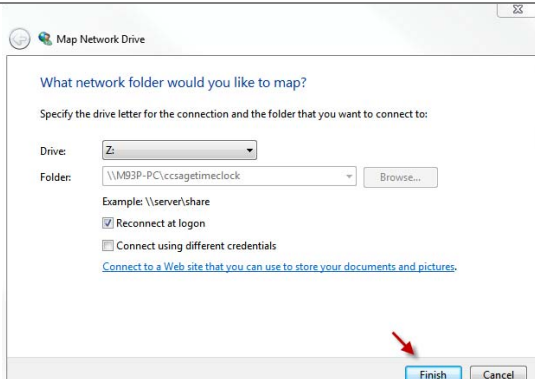
C) Adding a New User To Windows 8/10

1) right click the windows start button,	
2) then click Control Panel.	
3) click User Accounts	
4) click Manage another account	
5) click Add a new user in PC settings	
6) click Add Someone else to this PC	<p>Other users</p> <p>Allow people who are not part of your family to sign in with their own accounts. This won't add them to your family.</p> 
7) click I don't have this person's sign-in information	
8) click Add a user without a Microsoft account	<p>*If you already use a Microsoft service, go Back to sign in with that account</p> 
<p>9) fill in the information for the account</p> <p>a) enter the name,</p> <p>b) enter the password twice,</p> <p>c) enter a hint (we suggest: program),</p> <p>d) click Next</p>	<p>Create an account for this PC</p> <p>If you want to use a password, choose something that will be easy for you to remember but hard for others to guess.</p> <p>Who's going to use this PC?</p> <p>User name <input type="text"/></p> <p>Make it secure.</p> <p>Enter password <input type="password"/></p> <p>Re-enter password <input type="password"/></p> <p>Password hint <input type="text"/></p> <p style="text-align: right;"> <input type="button" value="Back"/> <input type="button" value="Next"/> </p>

D) Sharing a Folder with the Network

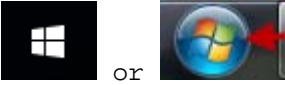
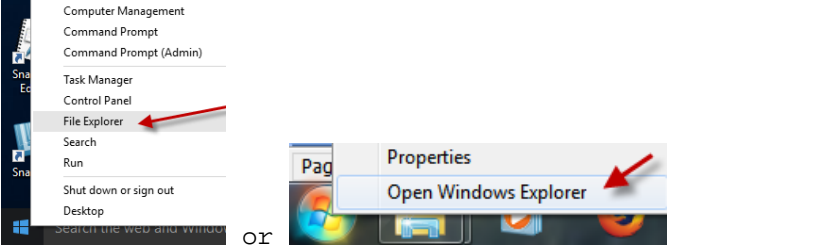

<p>1) Right click on the Windows start button,</p>	
<p>2) Click File Explorer or Open Windows Explorer</p>	
<p>3) Click Computer or This PC on the left side of the menu,</p>	
<p>4) Click Local Disk (C:) 5) Right click on the ccsagetimeclock folder, then click Share With, then Specific People</p>	
<p>6) From the top select Everyone in the dropdown, then click Add</p>	
<p>7) When you see everyone in the name column, change the Permission Level to: Read/Write and click Share</p>	

E) Mapping a Drive on the Network

<p>1) Right click on the Windows start button,</p>	
<p>2) Click File Explorer or Open Windows Explorer</p>	
<p>3) Click Network,</p>	
<p>4) Double click the Computer you want to connect to (if you don't see the computer listed, go to the next page)</p>	
<p>5) Enter the Username and Password that you setup on the computer, check Remember my Credentials and then click OK.</p> <p>If you enter the username and password and the same box reappears, add the name of the computer before the user name: M93P-PC\timeclock</p>	
<p>6) Right Click on CCSageTimeClock, then click Map Network Drive</p>	
<p>7) Click Finish</p>	

F) Windows Doesn't Show the Other Computer

1) make sure network discovery is on for both computers

<p>1) Make sure Network Discovery is on for both computer</p>	
<p>2) Click File Explorer or Open Windows Explorer</p>	
<p>3) Click Network,</p>	
<p>4) If you see Network Discovery Notice at the top of the screen, click it, then click Turn On Network Discovery</p>	