



Timekeeper System - Quick Start Guide

1. First download the Timekeeper software to a Windows PC or Laptop (not compatible with Apple) by going to the following web address:

<https://www.alldaytime.co.uk/timekeeper-v-primetime/>

2. Click on the button on the bottom of that page – that looks like this:

Click to download latest TimeKeeper Software

3. After clicking the button on the web page the latest Timekeeper software will be downloaded (in the form of a zip file which will also contain the Terminal User Guide). Now you need to either 'Open and extract the file' or 'Unpack this file' by right clicking on the file and selecting one of the extract options. (Hint: if you can't see the files available on your computer screen then check the "downloads" folder on your computer.)
4. Unpack your terminal from it's box and mount on a wall or desktop which ever you prefer (please see our separate step-by-step guide for assistance with this).
5. If you are planning on connecting the Terminal to a network via the cable, connect the network cable to the Terminal and then plug the other end into a network socket (if you purchased a unit with WiFi and wish to use this feature then please follow the instructions in the terminal guide instead).
6. Otherwise if you have no Network available you can use the USB file transfer option to collect the records (please refer to the instructions in the terminal guide).
7. Now connect the power adaptor and plug this into mains power.
8. Next install the software on your computer by double clicking on 'AlldayTimeKeeper.exe' and follow the screen prompts to completion. You may need to grant security permission for the software to install – this will depend on your computer's security settings.
9. Please follow the User Guide to add employees to the Terminal and create clocking times. (We recommend you begin by adding one or two employees first to test the system is correctly installed.)
10. If you have connected your Timekeeper to your network with a network cable or via WiFi, you can now open the software and go to 'Reports' and select 'Collect Times From Clock' you should see the new employee (s) created in the Employees area and the attendance times appear in the 'In/Out times' area. If you are using a USB to collect the Terminal records please follow the terminal guide instructions for this.
11. If you find that the Terminal is not communicating with the Software you should first check the cables or the WiFi connection. Also make sure your terminal is powered on and is connected to the same local network your computer is connected to. (Please note the software will only auto find and poll terminals that are on the same sub net as your computer.) Remember you also have the USB transfer option if direct connection is not possible.
12. For further help please go to <https://www.alldaytime.co.uk/support/>