I have a multi-user TimeSource setup with the database file, tsdatav7.mdb, located on my server. How do I update each installation of TimeSource to the newest version from your website?

Solution:

Since you have a multi-user setup with the database file, tsdatav7.mdb, on your server the general update steps will not work correctly for your setup. Please use the following instructions to update your TimeSource software. Only customers still within their 30-day free technical support period or customers with a support contract can request assistance with these instructions.

1. Start the main copy of TimeSource.

2. Make an archive of the TimeSource data, a printout of the Time Clock Rules screen and if used a printout of the Payroll Export and Datafield screens. If this step is skipped TimeSource data may be lost.

3. Exit TimeSource.

4. Save TS7updt.exe (1.5M) to your TimeSource directory. (C:\Program Files\TSourceV7 is default). Click here to download TS7updt.exe.

5. If your version of TimeSource is 7.1 or higher skip to step 8. Save Updatelibs.exe (2.9M) to the TimeSource directory (C:\Program Files\TSourceV7 is default). Click here to download Updatelibs.exe.

6. Click on the Windows Start button and select Run. Click on Browse and locate the file you just downloaded Updatelib.exe and click OK. (If you downloaded the Updatelib.exe to the default directory you may just type C:\Program Files\TSourceV7\updatelib.exe in the dialog box and click OK).

7. **VERY IMPORTANT !!** Be sure to have your TimeSource CD handy, as you will be asked to insert the CD during the update process. From the Programs Menu, select the menu listing for TimeSource (Default is Icon Time) then select "TimeSource Update". (There will be a lightning bolt icon next to this option in case you have other options like Update TimeSource.)

8. Follow the instructions on the screen through the update process. During the installation, the self-extracting zip file TS7updt.exe will require you to extract files to your TimeSource directory (C:\Program Files\TSourceV7 is default). Be sure that you have the correct path indicated if you have installed to another directory other than default. When completed close all open program windows.

9. Start TimeSource. **IMPORTANT !!** Select to overwrite the existing copy of TimeSource when prompted.

10. You will next be asked to enter your registration/enable code. The registration/enable code is either located on the TimeSource CD jacket or on the "Fax Registration Form" originally in the TimeSource manual. If you bypass this step or enter in the wrong information TimeSource will come up as a Demo copy and it may require re-installing TimeSource in order to run the program as purchased. If you are running additional TimeSource modules you will need to re-enter the option code for each module. Select "File>Install Module" from the TimeSource menu bar. Enter your option codes, one at a time, in the window that appears.

11. Exit TimeSource.

12. Using a Windows Explorer window locate the tsourcev7.mde file in the Tsourcev7 folder of this workstation. The file is usually located on the following path C:\Program Files\Tsourcev7\tsourcev7.mde. Make a copy of the file and paste it to the folder on the server were the original database file, tsdatav7.mdb, is located. This file is used later to update the other installations of TimeSource in you multi-user setup. Do not execute the file from the folder since it will use one of the available licenses.

13. Using the same Windows Explorer window locate the database file, tsdatav7.mdb, on the local workstation. The file is usually located on the following path C:\Program Files\Tsourcev7\tsdatav7.mdb. Copy this file and paste it into the folder on the server were the original database file, tsdatav7.mdb, is located. When prompted by Windows to overwrite the existing database file on the server select OK.

14. Start TimeSource.

15. Choose the Restore button on the TimeSource Switchboard. Locate and open the archive file created at step 2. Select to append the archive when prompted.

16. Edit the Time Clock Rules screen so it appears as it does on the printout. If it applies edit the Payroll Export and Datafield screens as they appear on the printout.

You have just completed the update of this workstation to the newest copy of TimeSource. To update each of the other workstations to the new TimeSource program simply copy and paste the tsourcev7.mde file you copied to the server in step 12 into the Tsourcev7 folder on each additional workstation. When prompted by Windows to overwrite the existing tsourcev7.mde file on each workstation select OK. The workstation has been updated.