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TIMES SOFTWARE PTE LTD (ROC #: 199804415D)

# Timespay8 Installation (New Workstation)

## **User Manual**

		√ersion History		
Version	Description	Total Pages	Prepared By	Date
1.0	Initial document release	4	Sheila	02 Nov 2015

10 Jalan Besar, Sim Lim Tower #14-01, Singapore 208787 Tel: (65) **6295-1998** Fax: (65) **6295-0998** <u>www.timesoftsg.com.sg</u> If the Times Payroll is installed in your server, a drive should be mapped on client's PC. Certain permission (read and write) access must be given for a particular user or group to access the TIMESOFT folder.

## How to Map a Network Drive?

- 1. Click on Start > Computer > Map Network Drive.
- 2. Key in the Server IP Address or Name

🕮 l 🗋 l	1 = 1						Computer
File	Computer	View					
Properties	open Ren	ame Access media •	Map network drive <del>▼</del>	Add a network location	Open Control Panel	Uninstall or change a program ₁ System properties ऒ Manage	
1	Locati 🚘 🛛 N	/lap network dr	ive	¢		System	
€ 🦻	- 😪 C	Disconnect netv	vork <mark>d</mark> rive				

- 3. Drive: Select a letter to identify the new drive. We recommend to use T: for easy identification
- 4. Folder: Enter the server name and shared folder name i.e. \\apsvr01\TIMESOFT
- 5. Tick on 'Reconnect at sign-in'
- 6. Click Finish

Specify the drive letter for the connection and the folder that you want to connect to: Drive: T: Folder: Vapsvr01\TIMESOFT Browse Example: \\server\share Reconnect at sign-in Connect using different credentials Connect to a Web site that you can use to store your documents and pictures.	🔏 Map I What ne	Network Drive etwork folder would you like to map?	
	Specify the Drive: Folder:	e drive letter for the connection and the folder that you want to connect to:          T: <ul> <li>Wapsvr01\TIMESOFT</li> <li>Browse</li> <li>Example: \\server\share</li> <li>Reconnect at sign-in</li> <li>Connect using different credentials</li> <li>Connect to a Web site that you can use to store your documents and pictures.</li> </ul>	

The information and screenshots in this manual are correct at the time of printing. Times Software reserves the right to change / amend without prior

After a drive has been mapped you need to:

- 1. Register the xceedzip.dll
- 2. Install the sentinel driver
- 3. Create a shortcut for TIMESPAY8.exe

#### How to register the xceedzip.dll?

1. Register the xceedzip.dll by installing xceedzip components

You can download the xceedzip components at <a href="http://www.timesoftsg.com.sg/updates/misc2/XceedComponents.exe">http://www.timesoftsg.com.sg/updates/misc2/XceedComponents.exe</a>

2. Run the XceedComponents.exe to install

## How to Install the Sentinel System Driver?

- 1. Go to the link below to download the Sentinel System Driver http://www.timesoftsg.com.sg/updates/misc2/SentinelInstaller7.6.4.zip
- 2. Install the SentinelProtectionInstaller7.6.4.exe to the new workstation

## How to create a shortcut for the Timespay8 application?

- 1. Go to T:\Timesoft\TP8 folder
- 2. Find the TIMESPAY8.exe
- 3. Right click the TIMESPAY8.exe and click Send To > Desktop to create shortcut



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## **Additional Setup**

Go to Control Panel > Regional and Language Option

Ensure the language is set to English (United States)

Location Rey	boards and Languages   Administrative
ormat:	
English (United State	s) 🔻
Date and time form	ats
Short date:	М/d/уууу •
Long date:	dddd, MMMM dd, уууу
Short time:	h:mm tt 🔹
Long time:	h:mm:ss tt
First day of week:	Sunday 🗸
What does the nota	tion mean?
Examples	
Short date:	12/10/2008
Long date:	Wednesday, December 10, 2008
Short time:	4:24 PM
Long time:	4:24:54 PM
	Additional settings
Go online to get addi	tional fonts, keyboards and other tools

Click on Additional settings button and set the Short date format as dd/MM/yyyy

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English (United States) Short date: 1 Long date: T	1/04/2013
Long date: T	
Date and time formats	hursday, April 11, 2013
Short date: M/d/yyyy   Date formats	
Long date: dddd, MMMM dd, yyyy 🔹 Short date: d	id/MM/yyyy
Short time: h:mm tt I ong date: d	iddd, MMMM dd, yyyy
Long time: h:mm:ss tt Vibat the notations me	
First day of week: Sunday	= day of week; M = month; y = year
What does the notation mean?	
Examples	
Short date: 3/2/2011 When a two-digit year i	s entered, interpret it as a year between:
Long date: Wednesday, March 02, 2011 and 2	029
Short time: 1:01 PM First day of week: S	unday 👻
Long time: 1:01:53 PM	
Additional settings	

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