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TIMES SOFTWARE PTE LTD (ROC #: 199804415D)

Timespay8 Installation (New Workstation)

User Manual

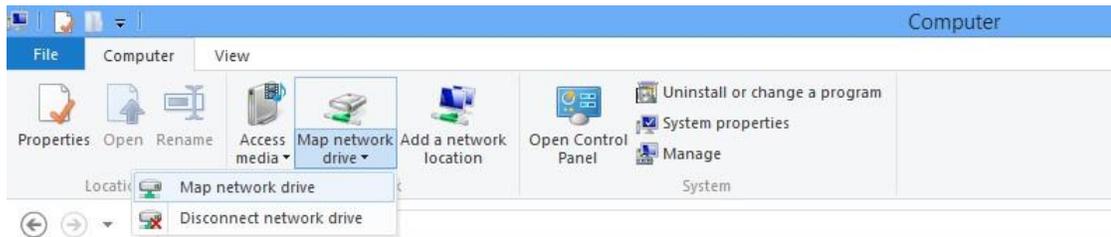
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Version	Description	Total Pages	Prepared By	Date
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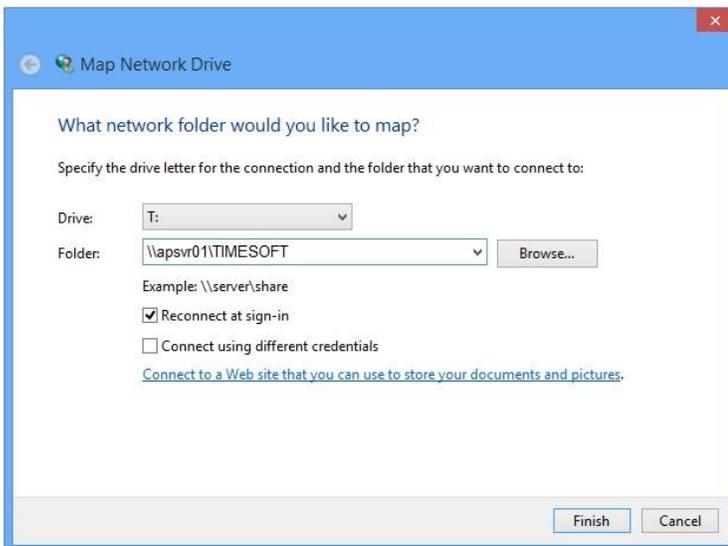
If the Times Payroll is installed in your server, a drive should be mapped on client's PC. Certain permission (read and write) access must be given for a particular user or group to access the TIMESOFT folder.

How to Map a Network Drive?

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



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. \\lapsvr01\TIMESOFT
5. Tick on 'Reconnect at sign-in'
6. Click **Finish**



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

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

<http://www.timesoftsg.com.sg/updates/misc2/XceedComponents.exe>

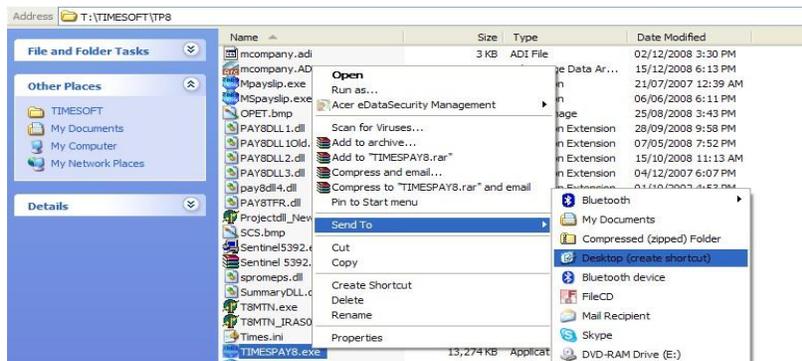
2. Run the XceedComponents.exe to install

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**

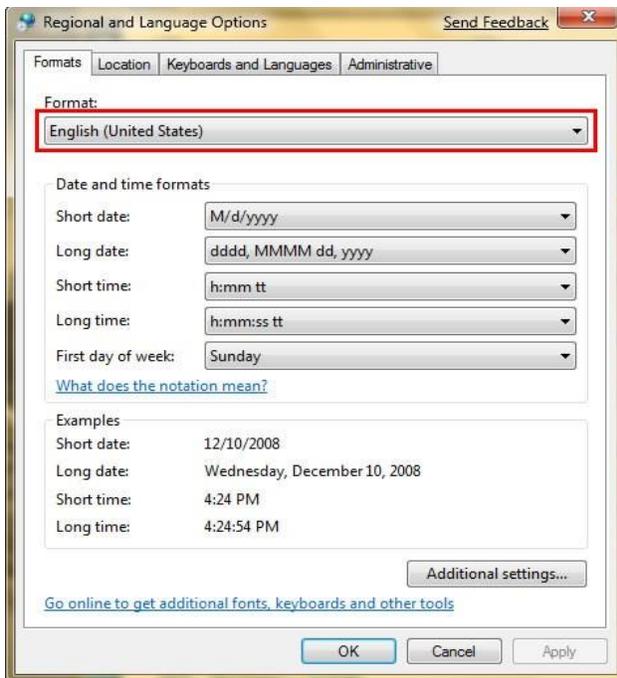


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Additional Setup

Go to **Control Panel > Regional and Language Option**

Ensure the language is set to **English (United States)**



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

