

## Setting Up Remote TimeKeeper

### Before you begin please take note of the ff:

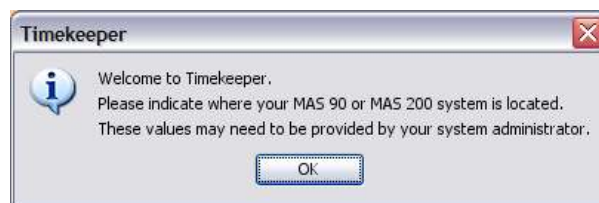
- Remote Timekeeper creates a record in the registry, which is unique to each computer. Because of this TK can only be setup once on each machine.
- At any time that TK would need to be setup again – the entry in the registry would have to be removed.
- Timekeeper only allows one license per user – per device.
- All remote user, devices, and licenses need to be setup prior to setting up the Remote Timekeeper.
- Remote user would need to be linked to an employee in TK Employee Maintenance in order to login as a remote user.
- Register Timekeeper monitor as a Windows Service.



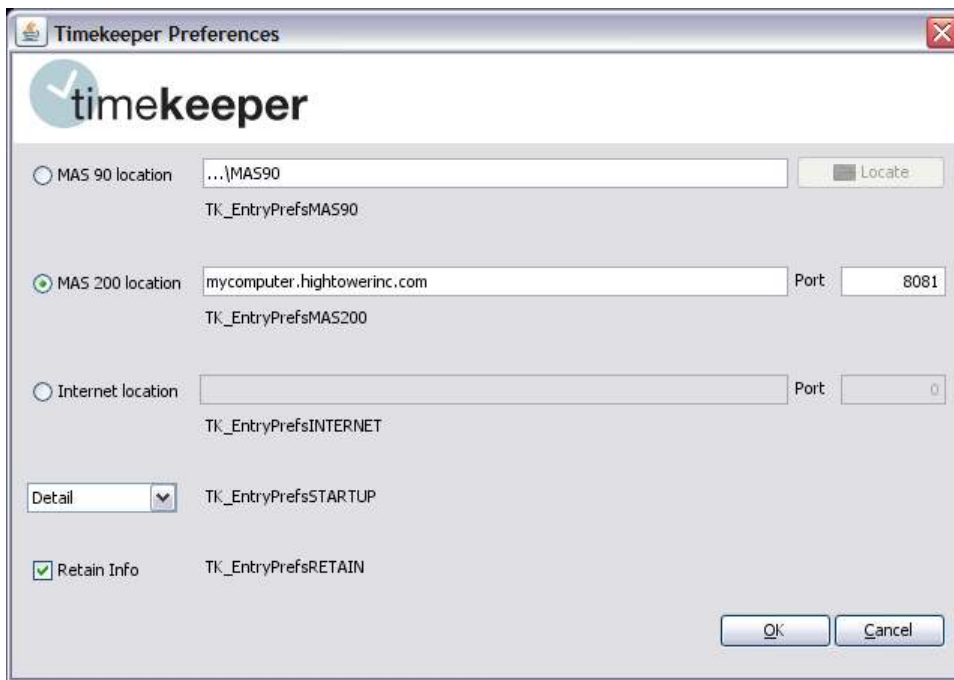
- Take note of the full computer name of the server where the MAS 200 resides i.e.: "mycomputer.hightowerinc.com" (this is only for MAS 200)
- Take note of the port being used in Timekeeper – default port is 8081 (This is only necessary for MAS 200)

### Configuring Timekeeper:

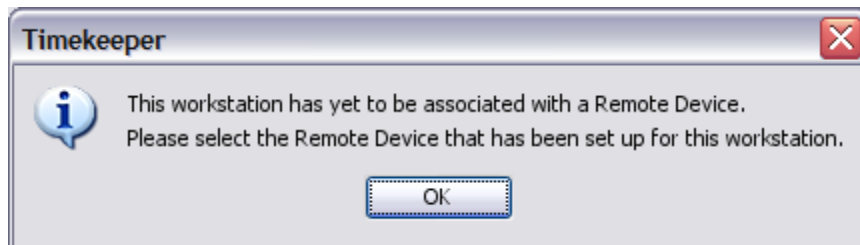
1. On the remote machine, create a folder and name it "Timekeeper", save it to a location where a user can easily see it or access it.
2. Browse to where the MAS 200/MAS 90 is installed and go to the TK folder (... \MAS90\TK)
3. Copy the timekeeper. jar file and paste it to the Timekeeper folder in your local machine
4. Go into the Timekeeper folder and click on the timekeeper. jar file
5. This will create two .dll files – jvkio32.dll and pvkio32.dll
6. Click on the timekeeper. jar once again and click OK



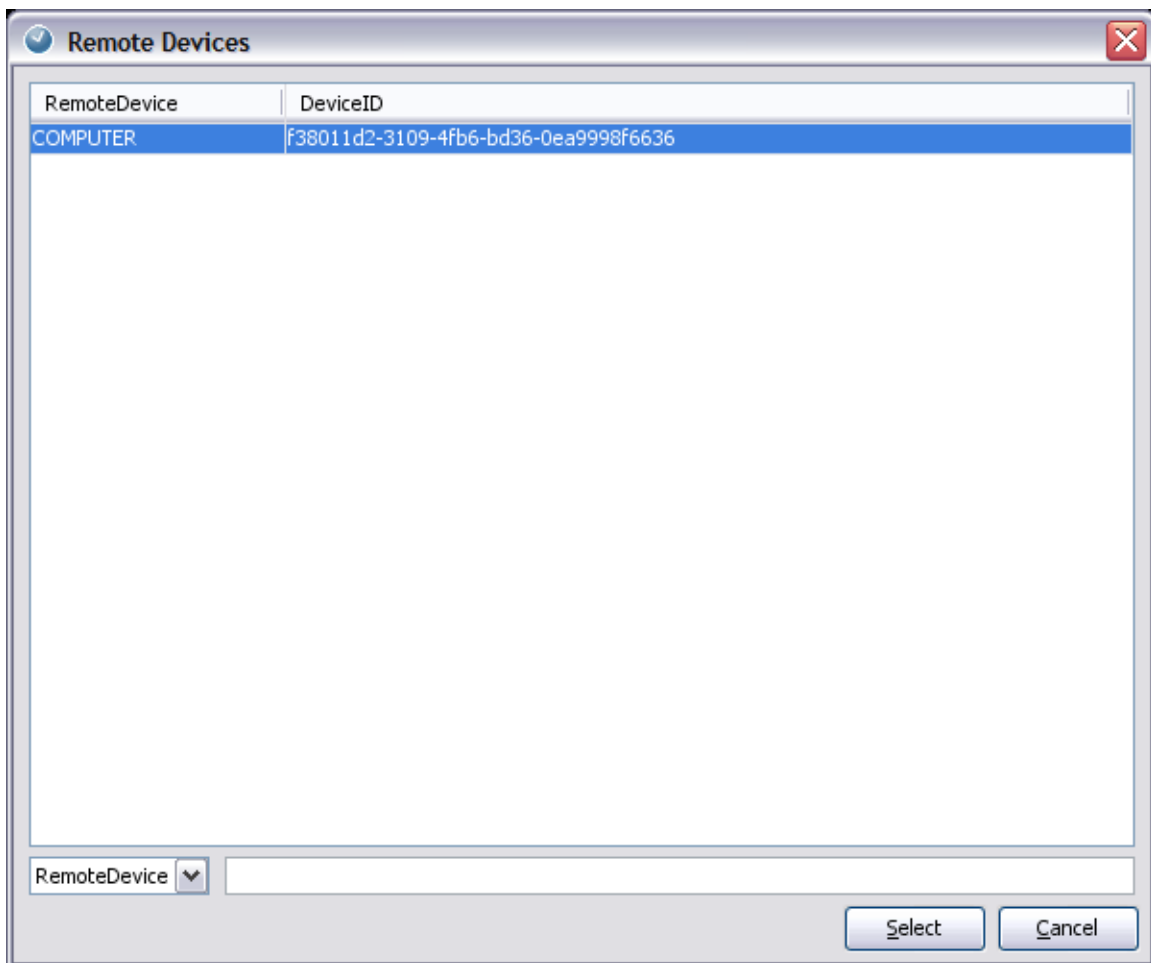
7. Setup Timekeeper as follows:
    - a. If using MAS 90 – select "MAS 90 location" and locate where your MAS 90 is installed
    - b. If using MAS 200 – select "MAS 200 location" and enter the full computer name of the server where MAS 200 is installed, then enter the port # in use by Timekeeper
- NOTE: Default port is 8081



8. Once you are done setting up the Timekeeper Preferences and you've hit OK. You will get a prompt that you need to associate the workstation with a Remote Device. Hit OK.



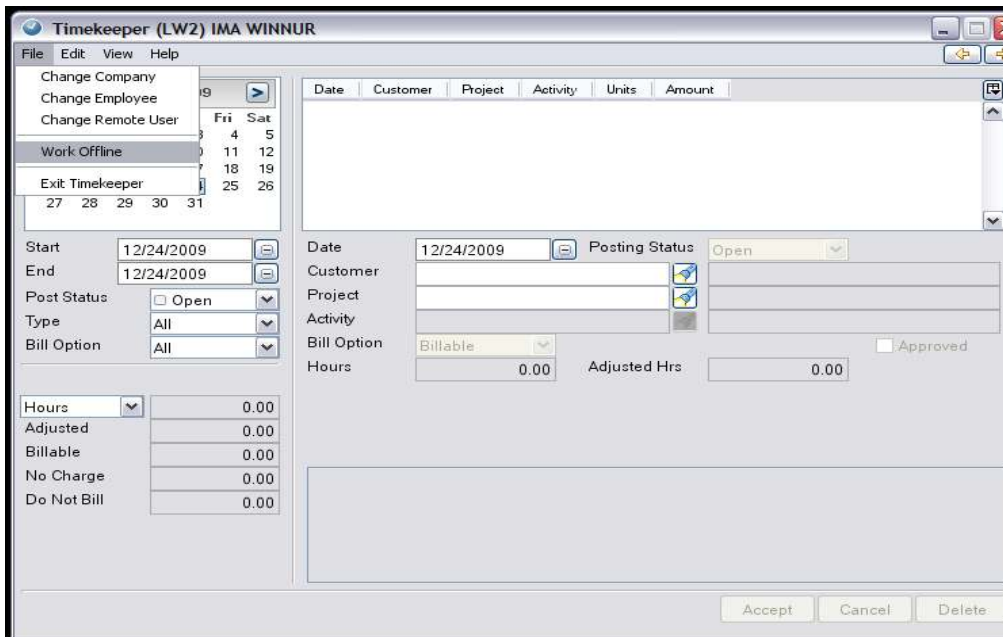
9. Click on the lookup button and select the remote device that has been setup in MAS and hit ACCEPT.



10. Once this is complete you can then login to Timekeeper with your remote user credentials.



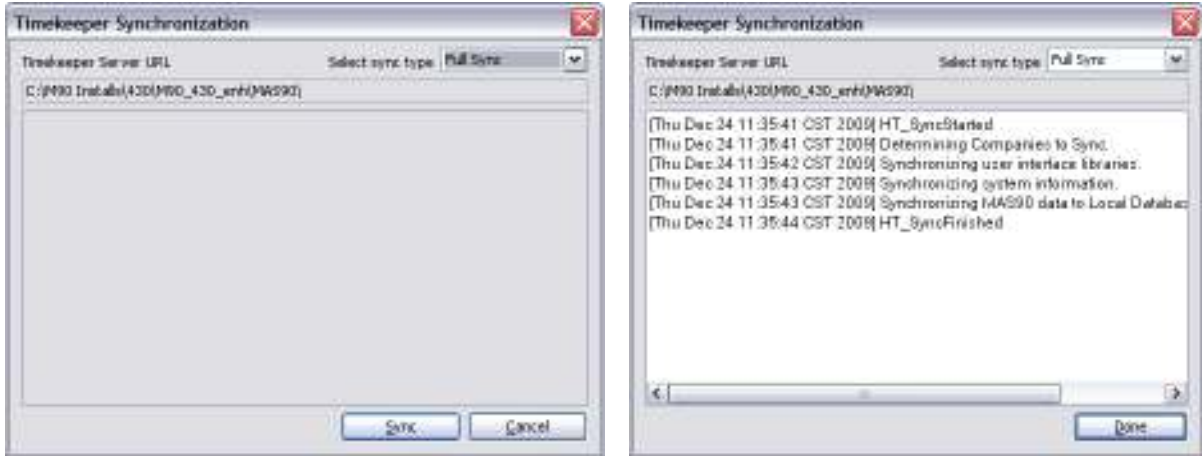
11. You can select to work offline so that you don't have to always be connected to the network when entering your time.



12. You will get the ff. prompt so hit OK on this.



12. Timekeeper will ask you to do a full synchronization



13. The next time you log in to Timekeeper a [Working Offline] status would appear. When you are connected to the network, you can then change the status to online so you can update your time to MAS200.

