Time Clock Setup Instructions

1. Give users full access rights to c:\\Program Files\Common Files\Microsoft Shared.

2. Map T:\\silent-bob\database.

3. User name = the same as their client user name.

4. Password = tclock

5. Create shortcut pointing to their client.mdb ie. (CPMCclient.mdb, ILLclient.mdb) file in their departments folder on the T drive.

6. Test the shortcut.

7. Rename shortcut to Dept Name Time Cards. (Ill Time Cards, Circ Time Cards)

8. Password = xanadu