timeware®
workforce management solutions
Community

Workshop notes:

Converting from timeware® 5 / Auto:time premium / Auto:time express to timeware® 2012...

Document t2-0201: revision 1.1
Copyright NMD³ Ltd

www.timeware.org
+44 (0)1706 659368

For more information about timeware® products, version updates, datasheets and reports, please refer to the timeware® community website:

www.timeware.org

We acknowledge the intellectual property rights of third parties, trade marks and brand names used within this document.

NMD³ Ltd

timeware®
workforce management solutions
Community

Contents:

1. Introduction.

2. Preparing the legacy system.

3. Installing timeware® Professional 2012 on the server.

4. Converting the legacy system to timeware® Professional 2012.

5. timeware® Professional 2012 policy commissioning.

1. Introduction

This document outlines the procedure to follow when converting from a legacy system, ie: timeware® 5 and either Auto:Time Premium or Auto:Time Express to timeware® Professional 2012.

Please take special note of the policy commissioning, (covered in section 5), as there are several new policies and scripting types that should be considered on each conversion.

Many thanks

Simon Birchall

Simon Birchall
Managing Director timeware® (UK) Ltd

timeware®
workforce management solutions
community

2. Preparing the legacy system

2.1 Ensure that the customer is running the latest version of their legacy application:

For timeware® 5 this is version 3.1.1

For Auto:time Premium contact Auto Time Systems (0121 773 7222)

2.2 Inform the customer that their legacy system will no longer be collecting data from the terminals, but that the terminals will be storing all bookings in preparation for the timeware® Professional 2012 system.

2.2 Stop the Task Scheduler.

Once the above steps have been completed, the legacy system will be prepared for converting to timeware® Professional 2012.

timeware®
workforce management solutions
community

3. Installing timeware® Professional 2012 on the server

3.1 Go to the timeware® training site: www.timeware.tv and click on the following link:

timeware® training module index

A quick guide to all of the courses and modules included in this site

3.2 Search for 'm/01/003' (Installing timeware® on a server), and follow the instructions.

3.3 Next, search for 'm/01/004' (Creating the timeware® databases), and follow the instructions.

Once the above steps have been completed, timeware® Professional 2012 will be successfully installed on the server.

timeware®
workforce management solutions
community

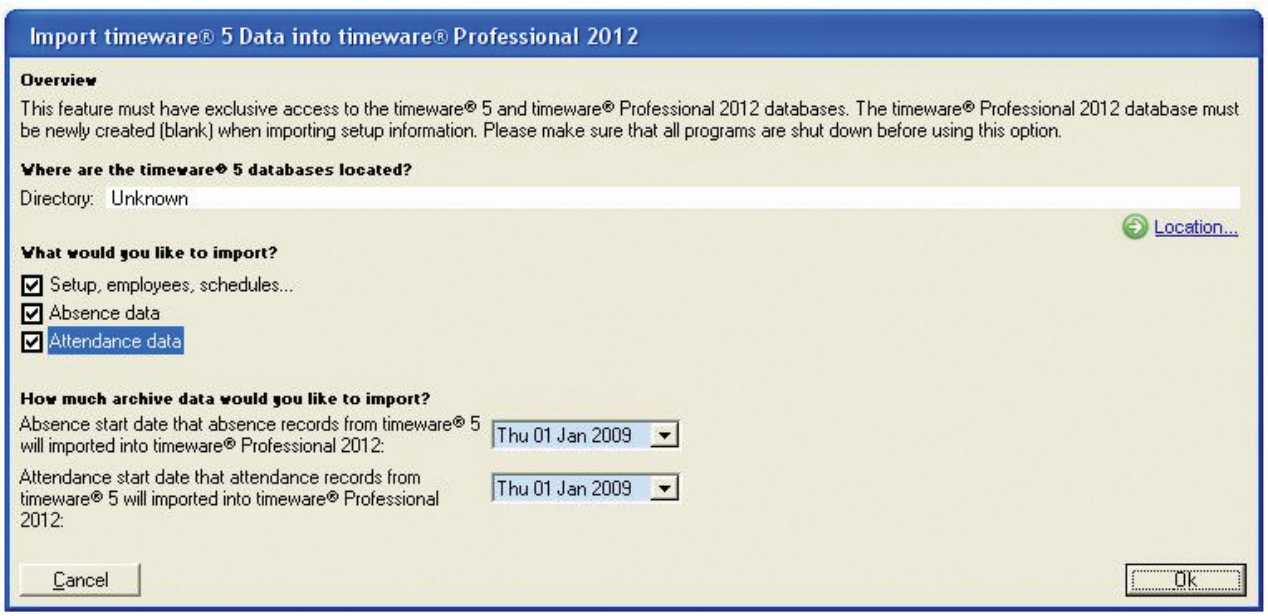
4. Converting the legacy system to timeware® Professional 2012

4.1 Run the timeware® Application manager and select:

for timeware® 5:

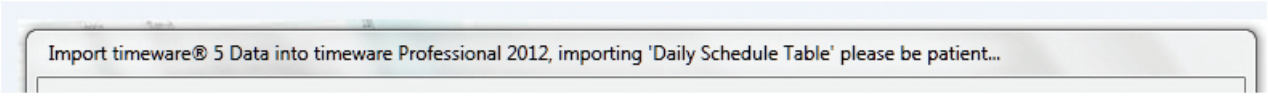
or for Auto:time express or Auto:time premium

4.2 Select the location of the legacy databases.



4.3 Next, select a two year range of data to import and click<Ok>.

The title bar will reflect the type of data currently being converted:



Please note that job costing and access control data cannot be transferred from legacy systems to timeware® Professional 2012.

4.4 While the import is running, take the opportunity to convert the legacy terminals to v10 ESS standard and to install any additional timeware® clients. Sometimes the import may take several hours depending on the number of employees and the quantity of attendance & absence information.

Once the above steps have been completed, the legacy system will have been converted to timeware® Professional 2012.

5. timeware® Professional 2012 policy commissioning

5.1 Next, we need to produce a listing of all the settings which have not been converted from the legacy system:

5.1.1 Install timeware® technician script tech/1001 as an event handler script.

5.1.2 Run the script once and follow the on-screen prompts.

5.1.3 Once the script is complete, open the file 'timewarelegacy.txt' and print.

5.2 Next, run through each of the main system modules on timeware® Professional 2012 with the customer's timeware® administrator ensuring that they clarify all policies and system settings.

General#1
- Users
- Permissions
- Agenda

Personnel
- Personal status

Absence management
- Absence reasons
- Absence entitlement scripts
- Absence entitlement policies
- Absence management scripts

Attendance
- Daily schedules
  - overtime rules &scripts
  - rate monitoring
- Period schedules
  - overtime rules &scripts
  - rate monitoring

Access
- Access pattern

Job costing
- Operations
- Products

Reports

General #2
- Terminal policies

Once the above steps have been completed, the timeware® Professional 2012 policy commissioning is complete.

The system is now ready for use!

timeware®
workforce management solutions
community

timeware®
workforce management solutions
community