timeware®
workforce management solutions
Community

Workshop notes:

Converting from timeware® 6+ to timeware® 2012...

Document t2-0202: 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

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

timeware®
workforce management solutions
Community

Contents:

1. Introduction.

2. Preparing the timeware® 6+ system.

3. Installing timeware® Professional 2012 on the server.

4. Converting the timeware® 6+ system to timeware® Professional 2012.

5. timeware® Professional 2012 policy commissioning.

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

1. Introduction

This document outlines the procedure to follow when converting from timeware® 6+ 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 timeware® 6+ system

2.1 Inform the customer that their timeware® 6+ 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 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

2.3 Search for 'm/01/015' (Stopping the services), and follow the notes.

2.4 Next, search for 'm/01/004' (Backing up the SQL databases), and follow the notes.

2.5 Next, print a copy of the 'Holiday Entitlement' report in preparation for step 5.

2.6 Next, search for 'm/01/022' (Uninstalling the services), and follow the notes.

2.7 Finally, uninstall the timeware® 6+ system.

Once the above steps have been completed, the timeware® 6+ 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 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.

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 timeware® 6+ system to timeware® Professional 2012

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

timeware® training module index

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

4.5 Search for 'm/01/024' (Upgrading the database through the application manager), and follow the notes.

timeware®
workforce management solutions
community

5. timeware® Professional 2012 policy commissioning

5.1 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