

## Performing Local Installs to Timeslips Workstations

To install Timeslips on a workstation, you must have access to the shared folder on the server. In our example the shared folder is T: and Timeslips is installed into T:\Timeslips.

Before you begin, it is important that all workstations using Timeslips have the same file path to the network's copy of Timeslips. You can check the installation path in Timeslips by selecting **Help; About Timeslips** on workstations with Timeslips already installed. Make sure that the Installation folder path is the same on all machines. If this path differs from workstation to workstation, you must fix the mapping to reflect the same path on all computers using Timeslips.

If any computer other than the Timeslips server is pointing to the C: drive in this path there are multiple Timeslip.cfg files on your network. You should have only one of these files and it should be located on the server installation of Timeslips.

Follow these steps to install Timeslips on the workstation.

1. Program files are copied from the server to the workstation during the local install process. Exit any users from your new version of Timeslips.
2. During the installation process Timeslips records configuration information based on how the local installer is started. For this reason we recommend that you start the local installer on the workstation by using My Computer **not** Network Neighborhood/My Network Places.
3. Click **My Computer**. Click your network drive. In our example, T:
4. Click the folder where Timeslips is installed on the network, in our example T:\Timeslips.
5. Click the **LoclInst** folder. Click **Setup.exe** to start the Local Installer.
6. The Timeslips Local Install Windows will appear. Click Next to continue after closing all applications.
7. At **Select Installation or update**, choose **Install**. This option will install Timeslips and configure the programs to share your networked Timeslips configuration and data files.
8. At **Select Installation Type**, choose **Complete**.
9. At **Select Destination Folder**, select the desired folder on the local hard drive for the Timeslips programs and click **Next**. The Destination Folder will default to C:\Program Files\Timeslips or the path of any previous Version 9 or higher if found. Change the destination folder to desired Installation folder; in our case it is C:\Program Files\Timeslips.
10. At **Ready to Install Timeslips**, click **Next**.
11. At **Select Program Folder**, choose the desired options and click next.
12. Answer the remaining prompts followed by **Next** to complete the installation. Borland Database Engine 32-bit (BDE32) will be installed. Borland Database Engine 16-bit (BDE16) is not installed through the local install.

Timeslips has now been installed to your workstation.

Open the Timeslips program and select the location of the database. Timeslips will want you to select your name from the list of timekeepers, and if applicable, enter a password.

After Timeslips is open, click SETUP ...PREFERENCES from the top menu bar. Save the preference file to the user's "C" drive and then change the following options:

1. STARTUP/EXIT TAB: Select whether or not to prompt for backup; Review other options based on user's individual preferences.
2. INTERFACE TAB: Top section of screen: check all 4 boxes; Select "NO" to save when closing or switching reports.

Click SAVE AS (on the right side) and save these updated preferences to the user's C drive. It is recommended that each user have their own preferences; sharing preference files can cause errors within Timeslips.