



Installation Guide v3.0

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Prerequisites

Hardware:

- 700Mhz Pentium PC (1.2Ghz Recommended)
- 256MB RAM (512MB Recommended)
- 60MB Free Hard Drive Space (TimeClock install only)
(Additional space is required for installing .NET Framework and Database server)

Software:

- **Windows XP or Higher (2000 Server, Advanced Server, 2003 Server)**
 - Microsoft Internet Information Server 5.x (or higher)
 - Microsoft Internet Explorer 6.x (or higher)

- **.NET Framework 1.1 (minimum)**

The Microsoft© .Net Framework must be installed on the machine that will be running the Shepherd TimeClock™ web pages. The setup.exe for the TimeClock checks for the presence of the .Net Framework and will prompt you to install it if it's not found. The TimeClock™ setup.exe contains a copy of the .Net Framework 1.1 redistributable so there is no need for you to download it separately. The Shepherd TimeClock™ will also run with the .NET 2.0 & 3.0 Frameworks but needs to run as a 1.1 application within IIS.

- **SQL 2000, SQL 2005 Express, or SQL 2005**

Either SQL 2000, SQL 2005 Express or SQL 2005 is required to run the Shepherd TimeClock™ and must be installed prior to installing Shepherd TimeClock™.

***Network Installation:** If installing the Shepherd TimeClock™ on a network, neither version of SQL needs to be present on the machine running the TimeClock web pages however one of them must be present, and accessible, on the network.

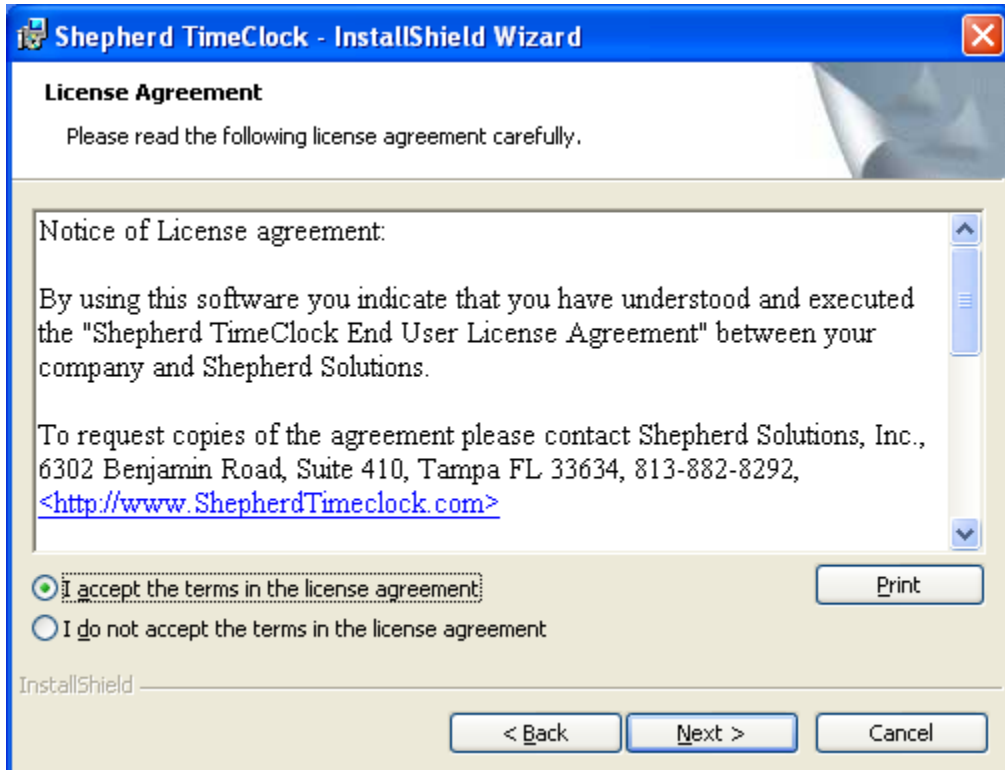
***Using SQL 2000 or 2005:** You will need the Server Name, and instance name if applicable, a SQL login id and password.

***Using SQL 2005 Express:** The SQL 2005 Express installation files are provided on the installation CD or can be downloaded from the following location "[SQL Server 2005 Express Edition](#)". Be sure to install both the SQL 2005 Express Database and SQL 2005 Management Tools.

Installing Shepherd TimeClock™

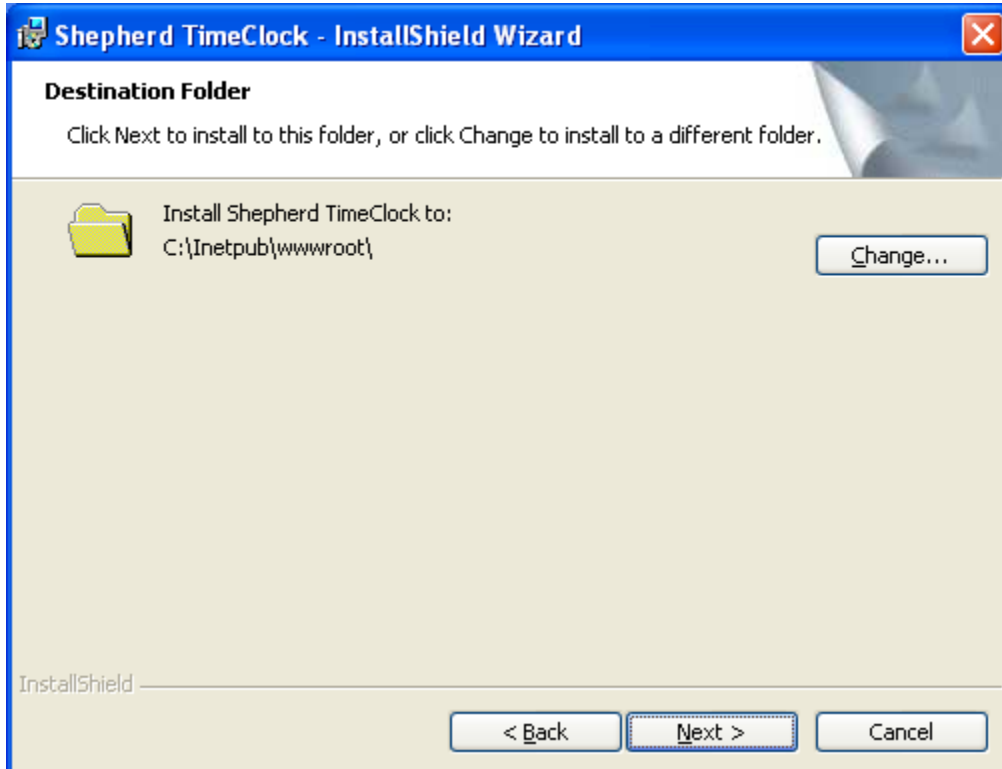
Launch the Shepherd TimeClock™ installation by double-clicking on the “setup.exe” in the installation folder or selecting “Shepherd TimeClock” on the Install Products page of the CD Loader. The InstallShield Wizard will walk you through the installation process.

License Agreement

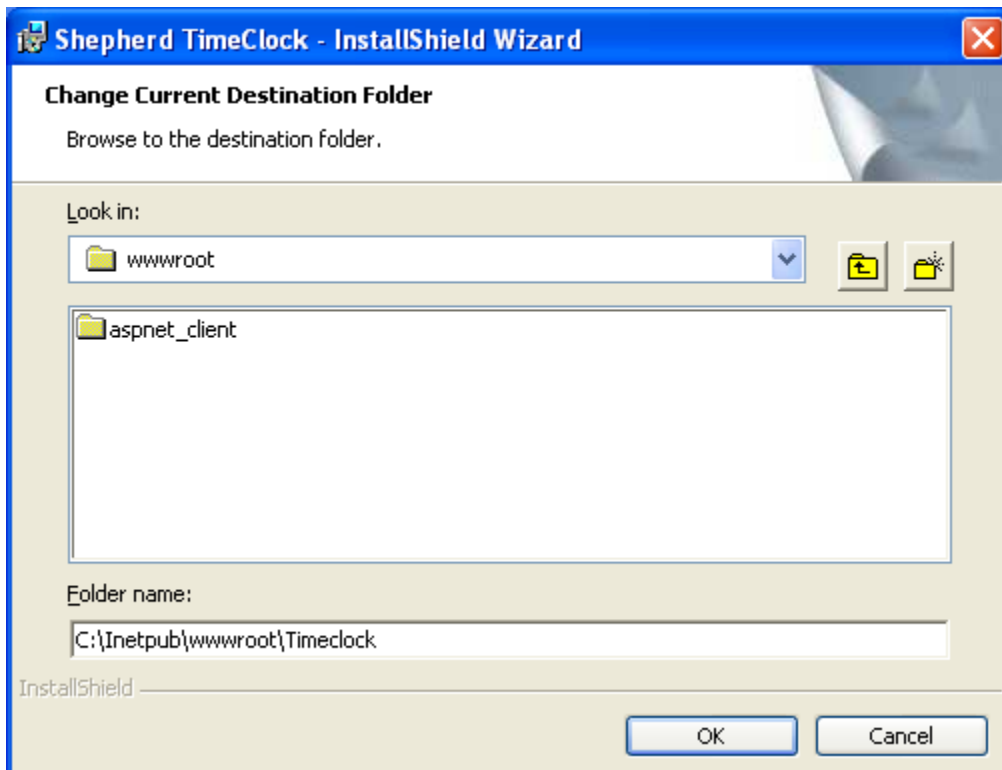


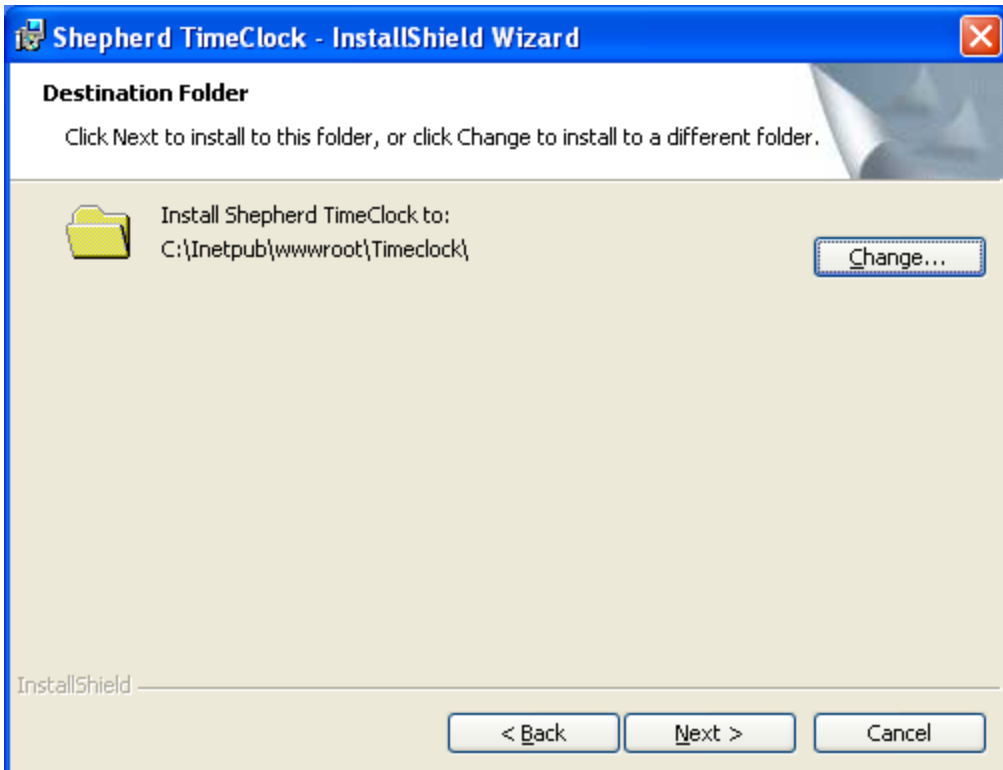
Read through the license agreement before accepting. Contact [Shepherd Solutions](http://www.ShepherdSolutions.com) with any questions.

Destination Folder

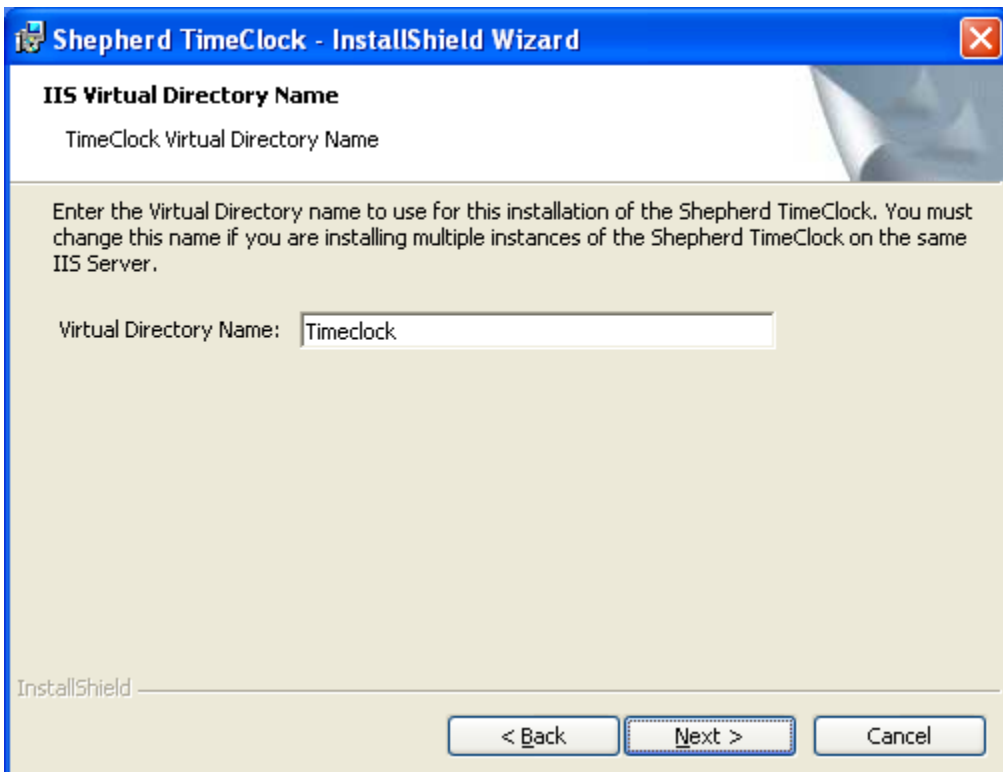


By default, the Shepherd TimeClock™ website files will install to the “wwwroot” folder. Click on the “Change” button to install the TimeClock to a different location. We recommend installing to a folder named “Timeclock”.





IIS Virtual Directory Name



This is the name of the “website” used to access the TimeClock. So for example, if you use the default “Timeclock” as the Virtual Directory name then the URL to access your TimeClock on the local machine would be <http://localhost/Timeclock>.

SQL Server Information

The screenshot shows a Windows dialog box titled "Shepherd TimeClock - InstallShield Wizard". The main heading is "SQL Server" with the instruction "Select SQL Server and authentication method". Below this, a paragraph explains: "Select the SQL Server to install to from the list below or click Browse to see a list of all SQL Servers. You can also specify the way to authenticate your login using your current credentials or a SQL Login ID and Password." The "SQL Server:" field is a dropdown menu currently showing "(local)", with a "Browse..." button to its right. Under "Connect using:", there are two radio buttons: "Windows authentication credentials of current user" (unselected) and "SQL Server authentication using the Login ID and password below" (selected). Below these are two text input fields: "Login ID:" containing "sa" and "Password:" containing "**". At the bottom, there are three buttons: "< Back", "Next >", and "Cancel". The "InstallShield" logo is visible in the bottom left corner.

- Select the SQL Server that will be hosting the TimeClock database. With SQL Express 2005 it may be necessary to specify the instance name along with the PC name. For example: "TIMECLOCK-TEST\SQLEXPRESS".
- Choose whether to use "Windows Authentication" or "SQL Authentication"
 - SQL Authentication requires a Login ID and Password.
 - If the setup application cannot establish a connection to the server, an error will occur.
 - If using "(local)" as the server name and the connection fails, change the server name to the name of the PC running the server.
- Enter the name of the database. This is the name the installer will use to create the TimeClock database.

Shepherd TimeClock - InstallShield Wizard

SQL Server

Enter Database Name for Shepherd TimeClock

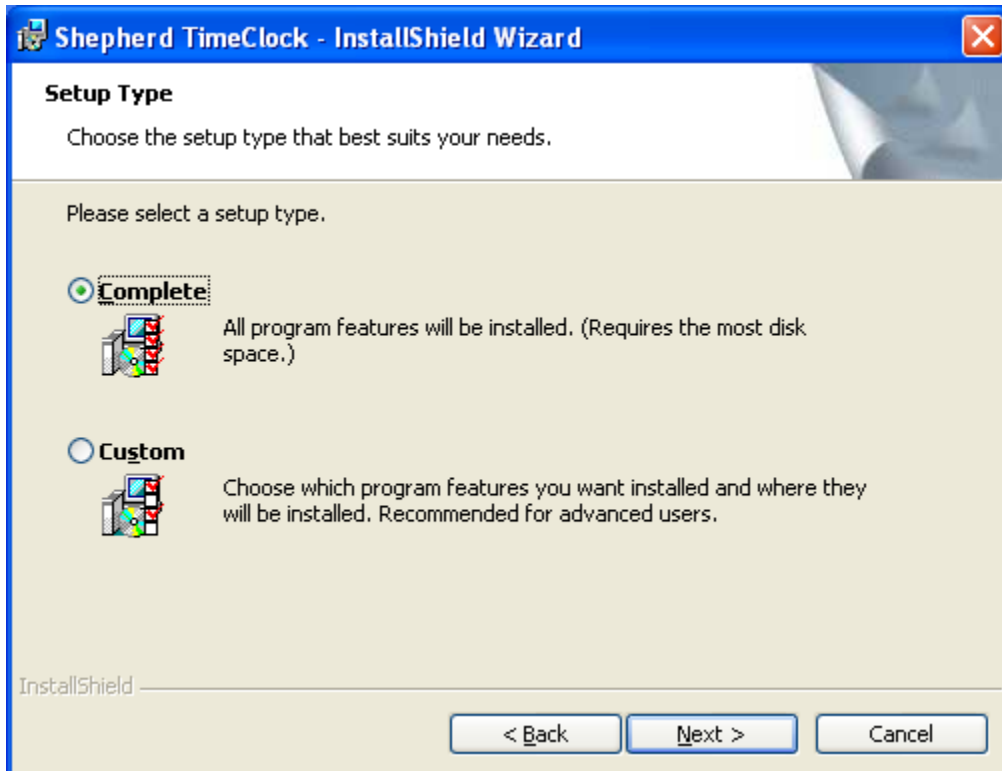
Enter the Database name for the Shepherd TimeClock to use. You must change the Database name if you are installing multiple instances of the Shepherd TimeClock on the same SQL Server.

Database Name:

InstallShield

< Back Next > Cancel

Options (MDAC 2.7)



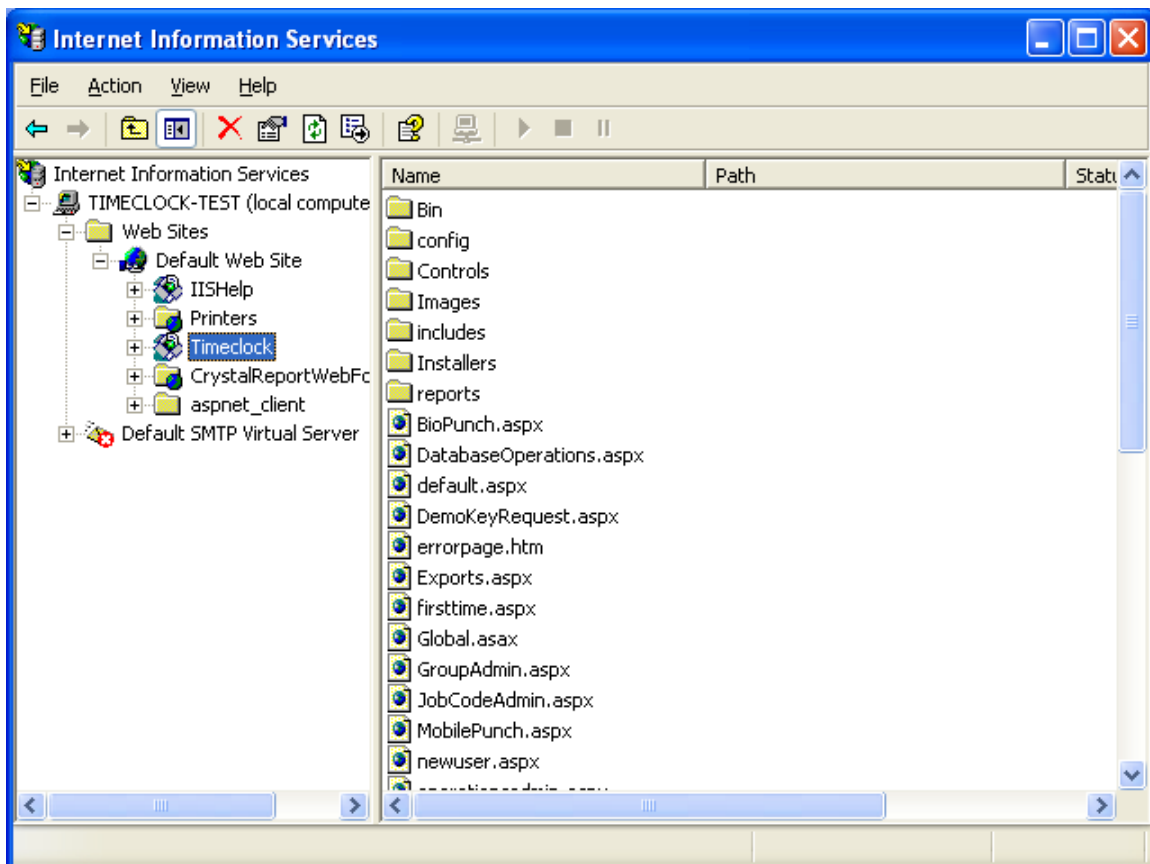
- Select the setup option you want to install
 - Selecting the “Custom” setup will allow you to choose whether to install MDAC 2.7.
 - Selecting the “Complete” install will install MDAC 2.7 only if the destination machine is running an MDAC version less than 2.7. This setting will also install the .NET framework 1.1 if it’s not already present.
- Once finished, click the “Install” button on the final screen to start the installation.
- Click “Finish” once the installation is complete.

Server Configuration

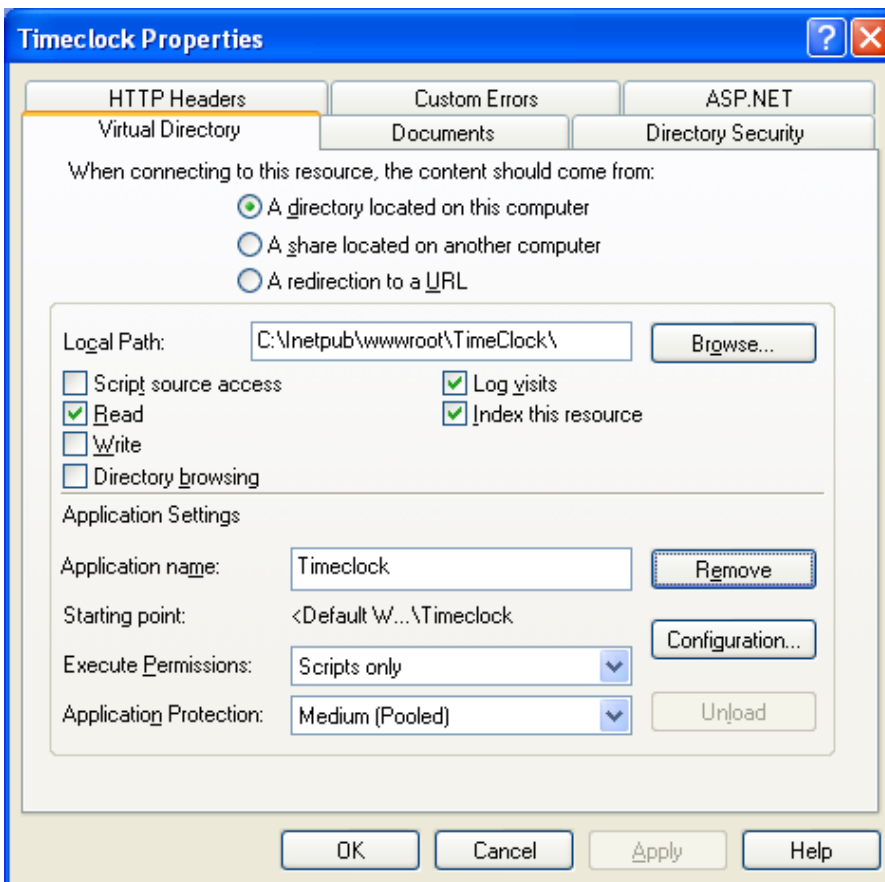
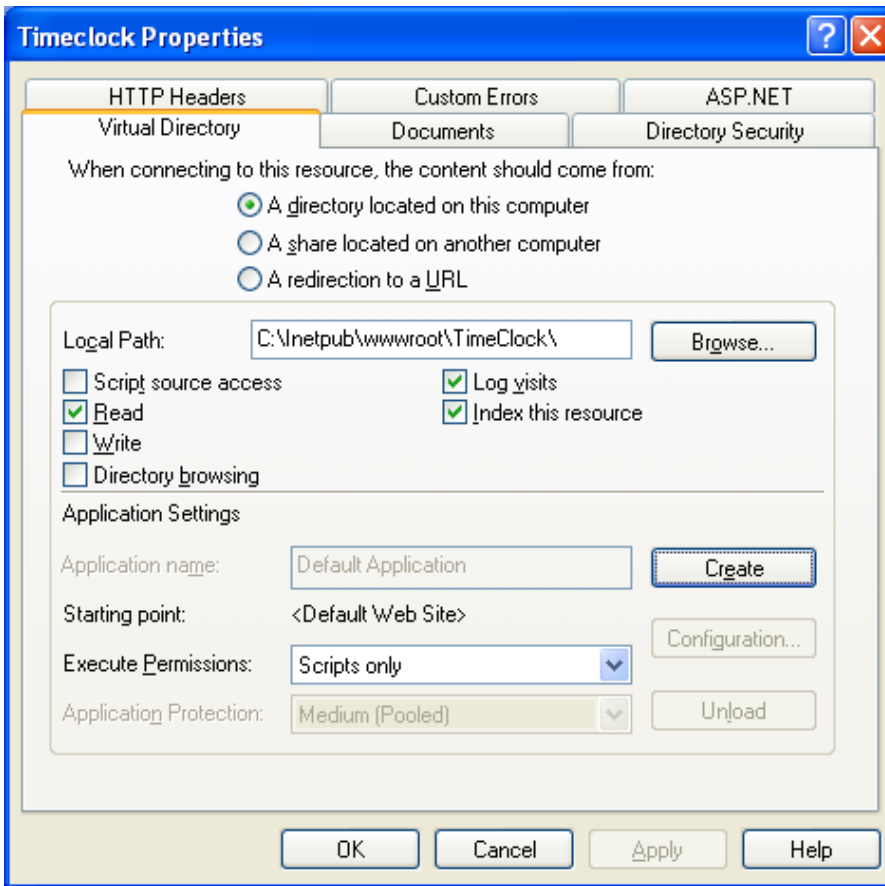
Once the installation is complete but before Configuring the TimeClock for the first time, you need to finish configuring IIS, SQL, Directory Security and possibly Active Directory.

IIS Settings

- 1) Start by opening IIS and locating the newly installed TimeClock virtual directory.
- 2) Right-click on the TimeClock virtual directory and select “Properties”.



- 3) On the Virtual Directory tab of the Properties window, ensure that the name of the website appears in the “Application Name” textbox in the Applications Settings section. If it’s blank or says “Default Application” then click on the “Create” button next to the textbox.



- 4) Next, click on the “Directory Security” tab and click on the “Edit” button in the “Anonymous Access and Authentication Control” section. If you’re going to use logons (UserName & Password) to access the TimeClock then make sure the “Anonymous Access” box is checked. If you’re going to use Active Directory authentication then make sure the “Anonymous Access” is unchecked.
- 5) Click “OK” once you’ve finished with your changes and then click “Ok” on the properties window.

Authentication Methods

Anonymous access
No user name/password required to access this resource.
Account used for anonymous access:
User name: IUSR_TIMECLOCK-TEST Browse...
Password:
 Allow IIS to control password

Authenticated access
For the following authentication methods, user name and password are required when
- anonymous access is disabled, or
- access is restricted using NTFS access control lists

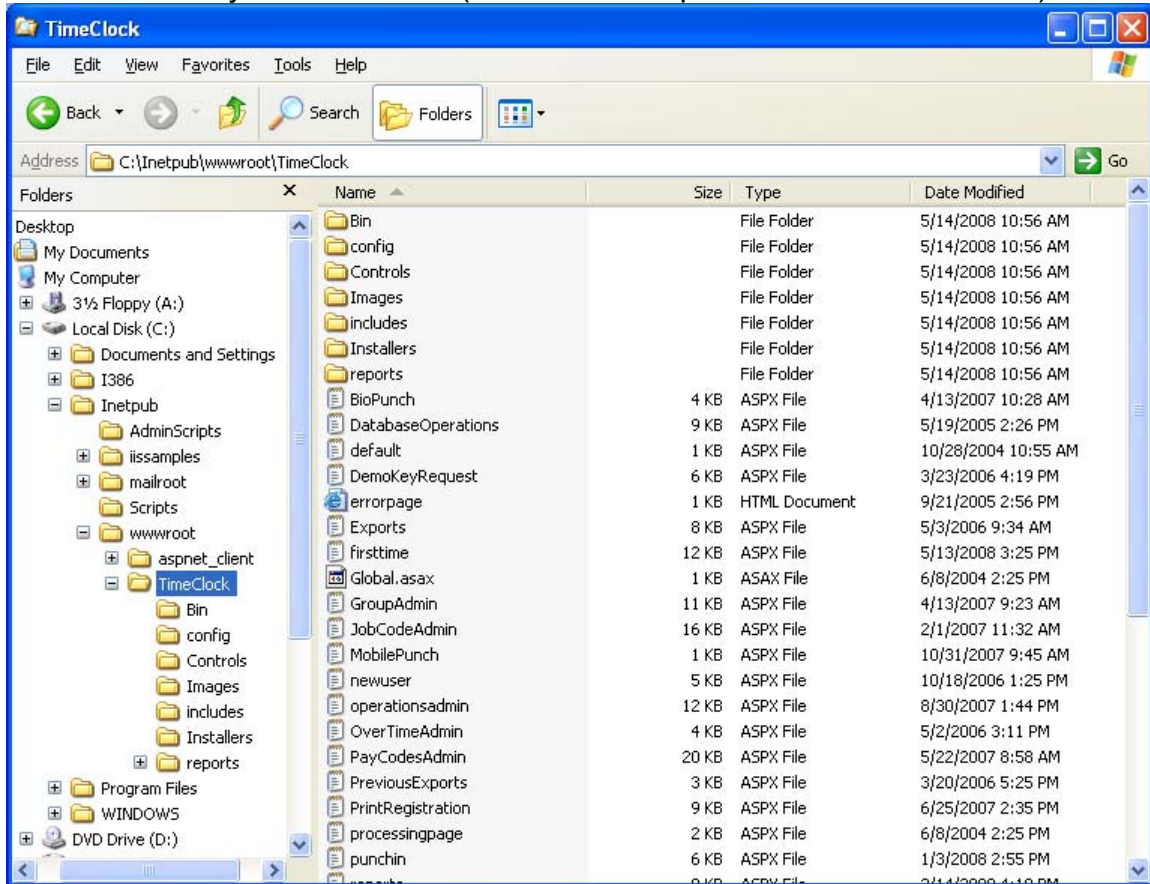
Digest authentication for Windows domain servers
 Basic authentication (password is sent in clear text)
Default domain: Select...
Realm: computerone.tv Select...
 Integrated Windows authentication

OK Cancel Help

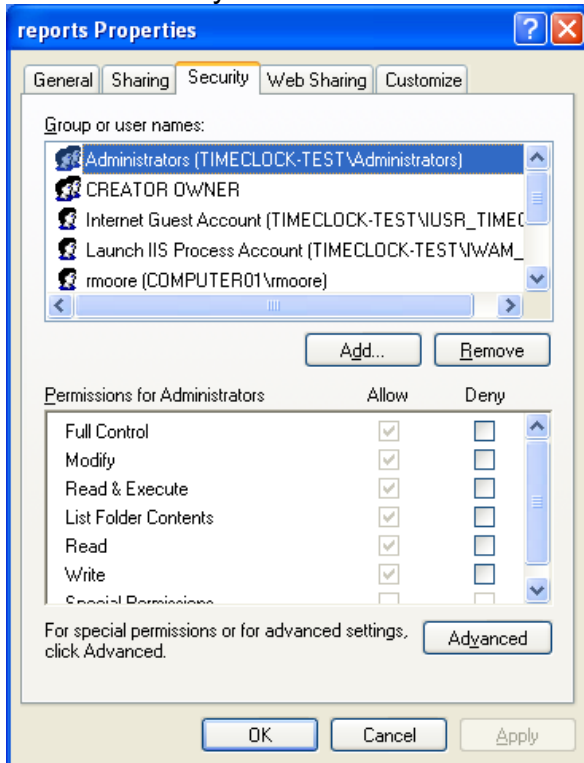
Directory Security

To ensure that the TimeClock is able to generate reports and export files, we need to verify the security settings on the folder directories.

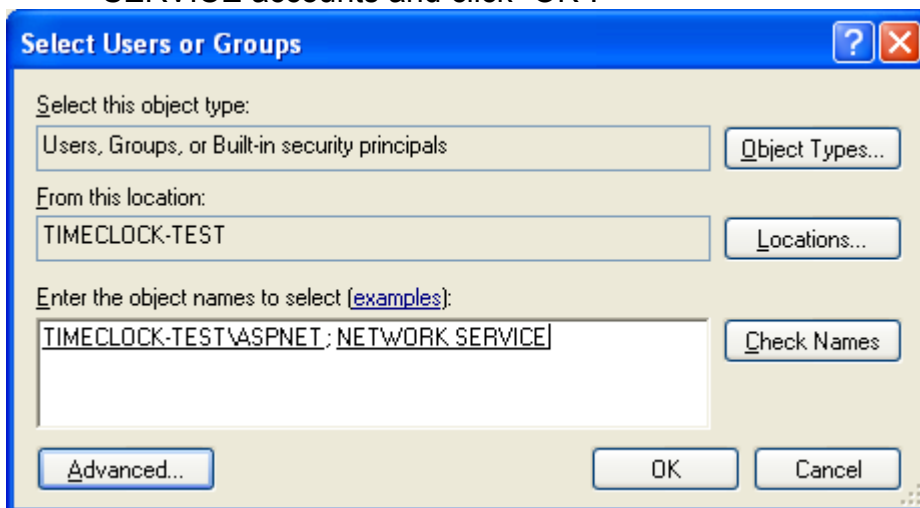
- 1) Right-click on the Start Menu and select "Explore". Browse to where you installed your TimeClock (default "C:\Inetpub\wwwroot\TimeClock").



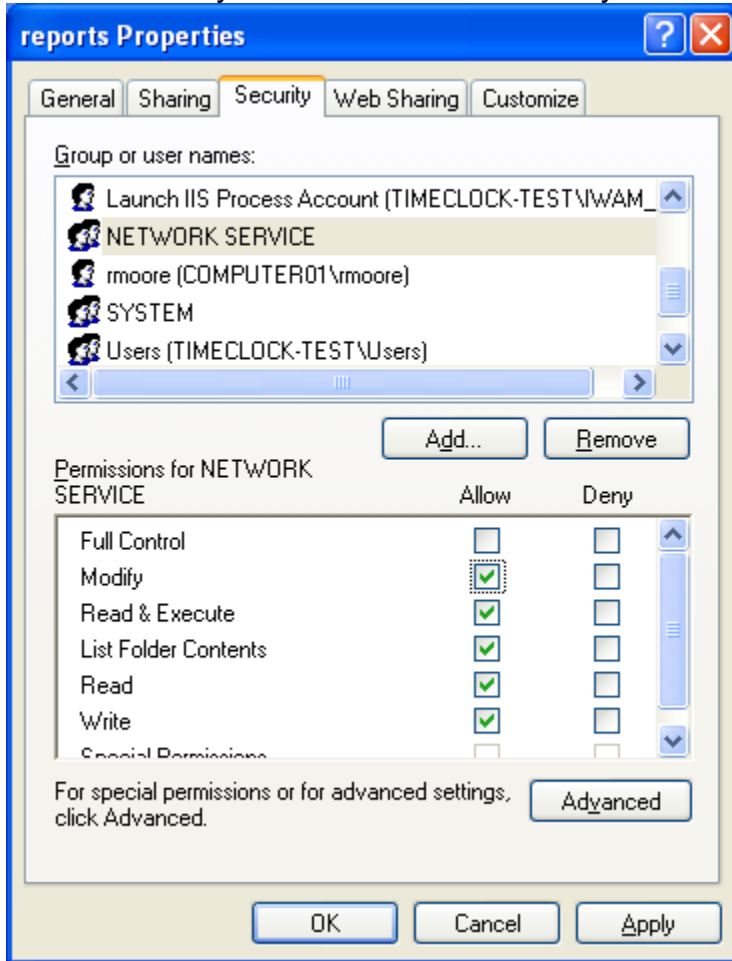
- 2) In order to create reports and export files the ASPNET and Network Service accounts need to have “Write” permissions to the “reports” folder. Right-click on the “reports” folder and select “Properties”, then select the “Security” tab.



- 3) Next, click on the “Add” button. Add the ASPNET and/or NETWORK SERVICE accounts and click “OK”.



4) Finally, select each of the added accounts and check the “Allow” box next to Modify. Then click “OK” to save your changes.

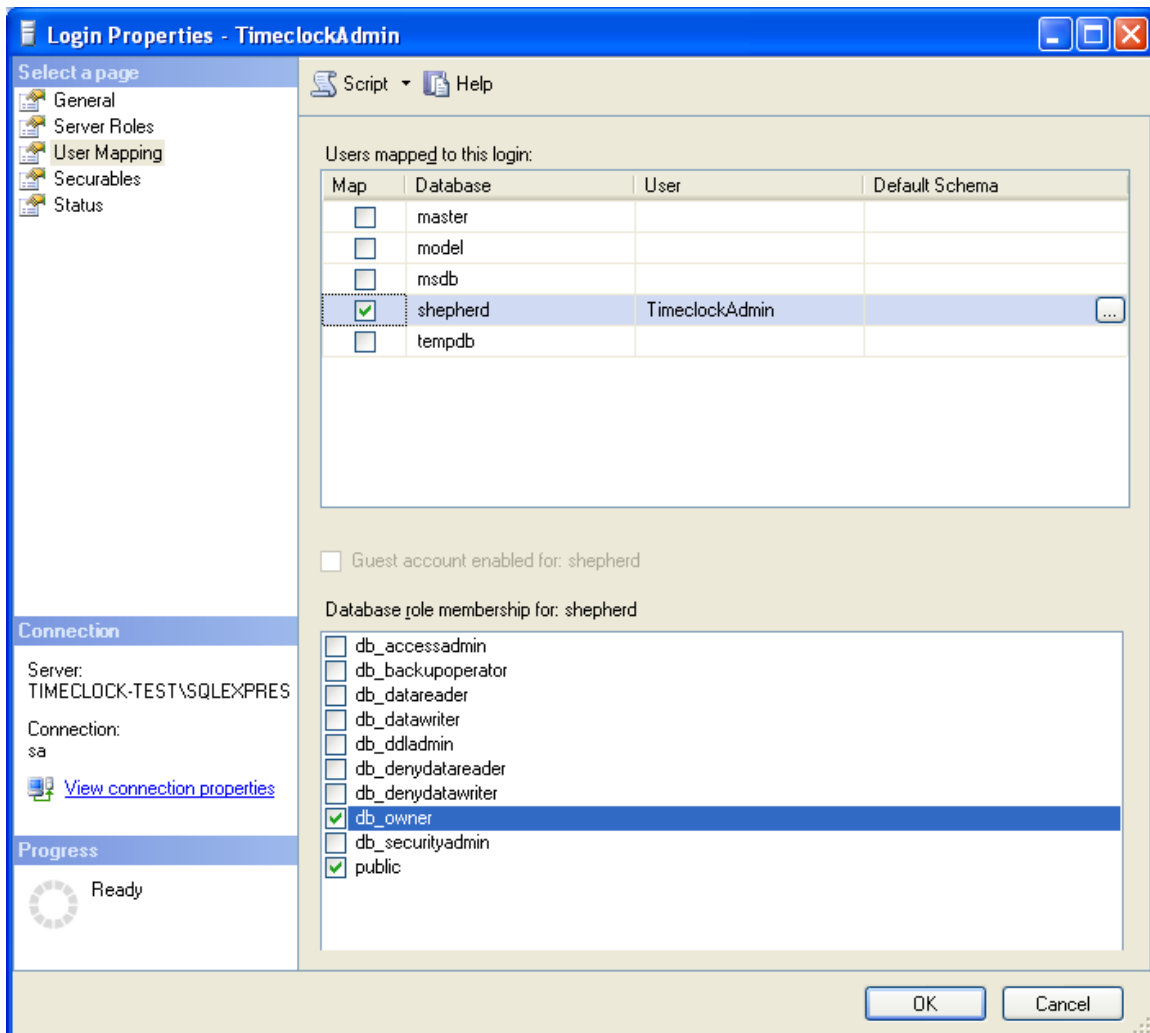


Follow the same steps for the “config” folder in the website. This will ensure that administrators can save any changes they make on the Applications Settings page in the TimeClock.

SQL Settings

We recommend using a SQL user account specific to the TimeClock. During installation an account was created for this purpose. You can use this account or create a new account to use. Follow the steps below to ensure the account has proper access to the TimeClock database.

- 1) Start by opening SQL Server Management Studio Express.
- 2) After logging in, expand the Security \ Logins section in the left hand pane.
- 3) Right-click on the account you're going to use for the TimeClock database (TimeclockAdmin for our purposes) and select "Properties".
- 4) Select "User Mapping" in the left hand pane.
- 5) Make sure the "Map" checkbox is selected next to the TimeClock database and that the "db_owner" role is selected in the lower pane.
- 6) Click "OK" and exit the SQL Management Studio when you're finished.



Active Directory

If you're planning on using Active Directory as your authentication method then you're going to have to create a Service Account for the TimeClock to use for making LDAP queries to the AD Domain. You will also need to create two groups, one for the TimeClock Users and another for the TimeClock Admins. These two groups help determine the initial Role that users are assigned to and help to determine who has access to the TimeClock.

Please contact your Network Administrator for assistance in setting up this account and groups.

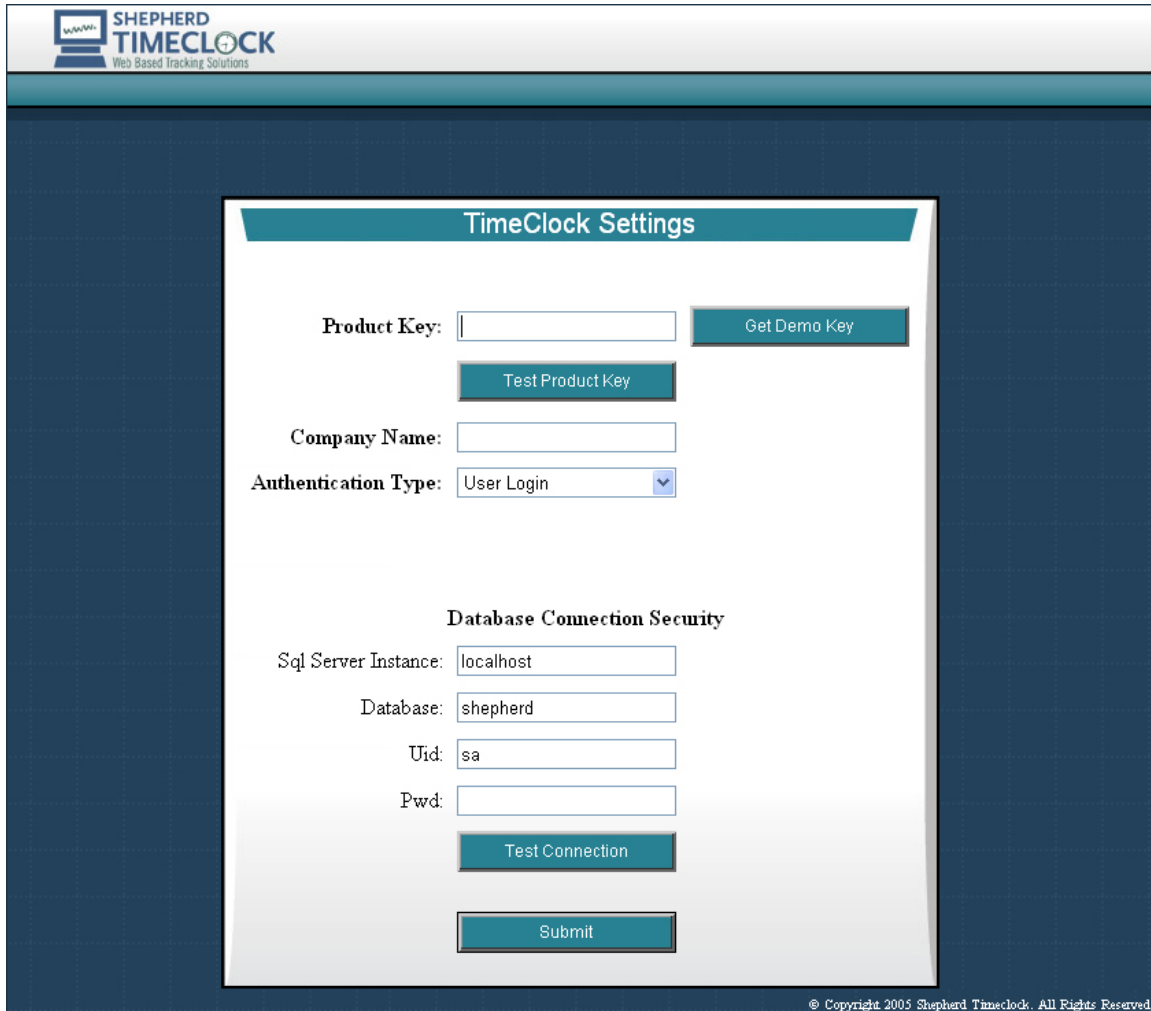
Service Account: The service account you create only needs basic rights and does not need its own mailbox within Exchange.

AD Groups: The Active Directory groups you create should be Global Security groups. Typically they are named TimeClockAdmins and TimeClockUsers respectively. Make sure you add the account you're currently using, typically an administrator account, to the Admins group you just created. This will ensure that you're able to get into the TimeClock when you run it for the first time rather than being sent to the logon page.

Configuring Shepherd TimeClock™

Step1: Launch Shepherd TimeClock™

Once the installation is complete, launch the Shepherd TimeClock™ by opening Internet Explorer and typing in “http://localhost/[Virtual Directory Name]” (example: “http://localhost/TimeClock”) in the Address Bar. This address will direct you to the “First Time” page to configure the application.



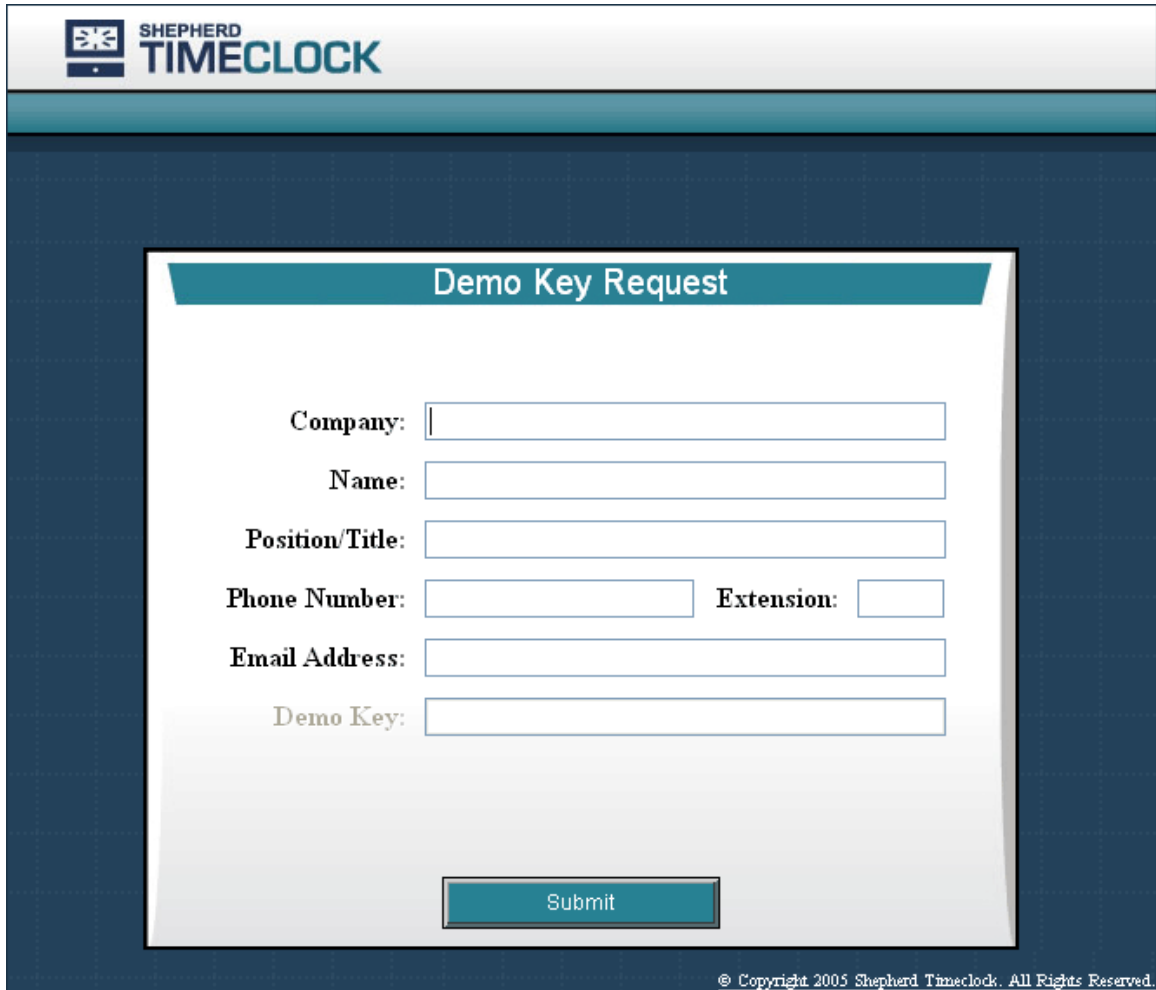
The screenshot displays the 'TimeClock Settings' configuration page. At the top left, the logo for 'SHEPHERD TIMECLOCK' is visible, with the tagline 'Web Based Tracking Solutions'. The main content area is a white box with a teal header containing the text 'TimeClock Settings'. Below the header, there are several input fields and buttons:

- Product Key:** An empty text input field followed by a teal button labeled 'Get Demo Key'.
- Test Product Key:** A teal button located below the Product Key field.
- Company Name:** An empty text input field.
- Authentication Type:** A dropdown menu currently showing 'User Login'.
- Database Connection Security:** A section header followed by four input fields:
 - Sql Server Instance:** Contains the text 'localhost'.
 - Database:** Contains the text 'shepherd'.
 - Uid:** Contains the text 'sa'.
 - Pwd:** An empty password input field.
- Test Connection:** A teal button located below the database fields.
- Submit:** A teal button located at the bottom of the form.

At the bottom right of the page, there is a small copyright notice: © Copyright 2005 Shepherd Timeclock. All Rights Reserved.

Step 2: Enter Product Key / Get Demo Key

Enter your product key in the field provided. If you have installed the Shepherd TimeClock™ as a demo then click on the “Get Demo Key” button. This will open a new window for you to enter some demographic information.



The screenshot shows a web interface for Shepherd TimeClock. At the top left is the logo with the text 'SHEPHERD TIMECLOCK'. Below the logo is a dark blue header bar. The main content area is a white box with a dark blue header that reads 'Demo Key Request'. Inside this box are several input fields: 'Company:', 'Name:', 'Position/Title:', 'Phone Number:' (with a separate 'Extension:' field), 'Email Address:', and 'Demo Key:'. A 'Submit' button is located at the bottom center of the form. At the bottom right of the page, there is a copyright notice: '© Copyright 2005 Shepherd Timeclock. All Rights Reserved.'

Fill out this form completely and click the “Submit” button. A demo key will be generated and entered into the “Demo Key” field. Copy this key and paste it into the product key field on the previous page. You can test your product key by clicking on the “Test” button below the product key field.

Step 3: Company Name & Authentication Type

Company Name: Enter the name of the company using the Shepherd TimeClock™. This name will be displayed throughout the application and can be changed later.

Authentication Type: Select the Authentication Type you plan on using for the Shepherd TimeClock™. The three options are “Active Directory”, “User Login”, and “Punch ID”. These options are explained in greater detail below.

- Selecting Active Directory will allow the application to authenticate users through AD and will log them into the TimeClock automatically.
- Selecting User Login will prompt users for their UserName and Password and authenticate them through the Shepherd TimeClock™ database.
- Punch ID will prompt users to punch in and out via a “Punch Page” using their assigned PunchID. This option also authenticates the user through the Shepherd TimeClock™ database.

Selecting the Active Directory option will prompt you to enter an “Active Directory Timeclock Administrator Group”, an “Active Directory Timeclock User Group”, a “Service Account User Name”, and a “Service Account Password”.

These are Active Directory groups that should have been setup early in order for the application to validate help TimeClock users and admins. Make sure these two groups are setup in AD before continuing. Keep in mind that the group names you enter here must match the group names in AD and are case sensitive.

You will also need to setup an Active Directory user account that can be used as a Service Account for the TimeClock to do LDAP queries. The user name and password need to be entered in the appropriate boxes. Keep in mind that the User Name will need to be prefixed with your Active Directory Domain name.

- Example: “MyDomain\TCSservice”

Step 4: Database Connection Security

The SQL Server Instance field is where you will enter the name of the SQL Server you are using. If left blank the application will default to using the local machine. Enter the name you chose for the TimeClock database during installation (the default is "shepherd"). Enter a SQL Login ID and Password that has "db_owner" rights to the TimeClock database. You can use the "sa" account for your SQL server, a Windows AD Account, or the account that was created specifically for the TimeClock during installation (User Name "TimeclockAdmin", Password "TC@dmin01"). This account only has access to the TimeClock database. You can test the connection by clicking on the "Test" button below the password field.

Step 5: Finished

Once all of the information is provided click on the "Submit" button. You will then be taken to the TimeClock main page, User Login page, or Punch In page depending on the Authentication Type you selected. If you selected the "User Login" authentication type you can login using the **default administration account** that was setup during installation (**UserName:** TimeClockAdmin, **Password:** admin). We recommend that you change the password of this account after logging in.