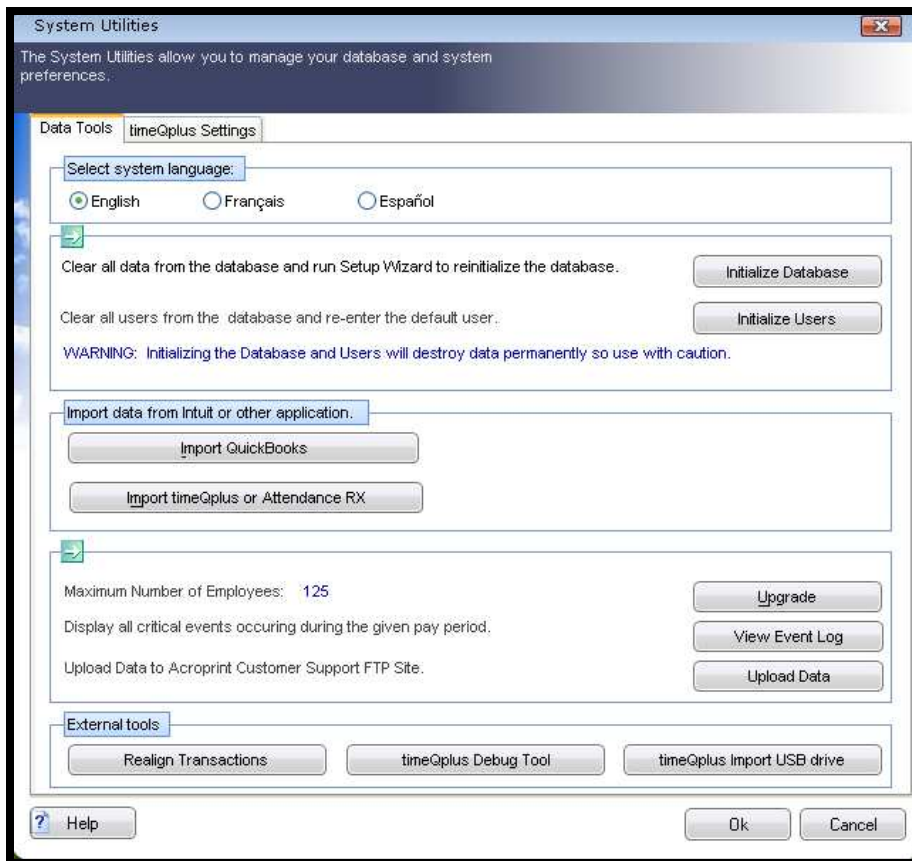


Upgrading to timeQplus Version 4

You must have **Attendance Rx Version 2.5.7** or **timeQplus V3.1.7** software to upgrade to **timeQplus (tQp) Version 4**. If your currently installed version is below these relative numbers you will need to go to the **Acroprint web site**, download the correct version and upgrade the software to the listed versions prior to attempting to perform the **Version 4 upgrade**. There is no cost for upgrading to the required level.

The upgrade to Version 4 will move all employees to Version 4 and the fingerprint templates from timeQplus ONLY. Time Clock connections and Setup parameters from the older approved version will transfer to the new timeQplus V4.

- 1) Shut down the existing Attendance Rx or timeQplus Version 3 application.
- 2) Install Version 4. (Rebooting your computer is not necessary after the install.)
- 3) Log in as Administrator to the new timeQplus application. This will initiate the Setup Wizard. You do not need to input any data because all of your setup parameters will be imported from your existing data base.
- 4) After completing the Setup Wizard click on File → System Utilities →
- 5) → Press **Import timeQplus or Attendance RX** shown below to import your setup parameters and data.



- 6) **Note:** If you have a standard setup for your existing application Version 4 will find your database and import all of your data and settings into the new V4 database. If you are installing V4 on a different computer you will need to copy your old database and make it available to the V4 installation.
- 7) Uninstall and remove all terminals from timeQplus V3 installation. Failure to remove could cause lost data.

After the database is loaded into V4 you are ready to process your Time and Attendance functions. Your data from the Previous, Current and Future pay periods will be available in the new Version4 installation. **For Archive reports you will need to use the older Attendance RX or timeQplus Version 3.**