



# Web TimeSheet Installation Guide

Version 3.3

*the most complete web-based  
time & expense management solution...*

[www.replicon.com](http://www.replicon.com)



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# Introduction

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## Welcome to Web TimeSheet

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Web TimeSheet is a web-based timesheet management application that provides payroll control and project management for workgroups of any size or complexity.

With Web TimeSheet you can:

- ✓ Record time and expenses quickly and easily at any time, from anywhere with internet access
- ✓ Prepare customized reports that meet your organization's needs
- ✓ Automatically consolidate individual timesheets by project, task, payroll item, department, or client.

### *How Does Web TimeSheet Work?*

Unlike traditional PC or client-server applications, Web TimeSheet runs through an Internet browser. Web TimeSheet is installed on your organization's web server and requires no programming or HTML scripting.

Web TimeSheet has an easy-to-use icon-based interface that can be customized to suit your business needs.

### *Who Uses Web TimeSheet?*

Web TimeSheet can be used by employees at various levels within your organizational structure, including managers, supervisors, and project leaders. User timesheets and expenses are automatically submitted to the appropriate supervisor or manager for approval. Reports are generated for project costing, payroll activity, and client billing.

### *About Project Costing and Payroll Management*

You can use Web TimeSheet to manage only project costing, only payroll management, or both.

Project management tools can be used to determine project scope and allocate resources accordingly. Costs can be recorded against specific projects or as overhead for internal meetings, training, time off, etc.

Payroll features can be used to record time and benefits such as vacation, sick leave and overtime.

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## Before You Install Web TimeSheet

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Before you install Web TimeSheet, you must:

- ✓ determine how your organization will use Web TimeSheet
- ✓ ensure you fulfill the system requirements
- ✓ assign roles to your users

### *How Will You Use Web TimeSheet?*

Determining how you will use Web TimeSheet is the first step towards implementation. Ask yourself these questions:

- ✓ Do you require project management, payroll, or both?
- ✓ How many employees will be using Web TimeSheet?
- ✓ What kind of approval process will you use?

To enable remote access, we recommend that you run Web TimeSheet under a dedicated Windows NT account in your domain. By default, Web TimeSheet runs under the local system account, which may not be able to authenticate access to Project 98 from remote computers.

Web TimeSheet must have permissions to:

- ✓ connect to a SQL database.
- ✓ connect to a mail server and send mail.
- ✓ connect remotely if using Project 98 for data import and export.

## Notes ...

\*If you expect high-volume traffic or plan to use Web TimeSheet for more than 20 users, we recommend you use Windows NT as your web server.

The license agreement limits the number of simultaneous incoming TCP/IP connections if running Web TimeSheet under Windows NT Workstation.

## System Requirements

The following system requirements must be fulfilled before installing or running the Web TimeSheet application:

### Hardware

Pentium II, 266 mhz or higher Minimum 128 MB of RAM 20 MB available hard-disk space Network card running TCP/IP

### Operating System

Windows 95/98, Windows NT Workstation, Windows NT Server\*

### Connectivity

TCP/IP stack installed and running\* \*TCP/IP is a networking protocol required for the World Wide Web and Internet. TCP/IP capability is available with both Windows NT and Windows 95.

### Web Server

A CGI 1.0 compliant web server (examples below):

- Netscape FastTrack Server 2.0 and higher
- Netscape Enterprise Server 2.0 and higher
- Microsoft Personal Web Server and higher
- Microsoft Internet Information Server 4.0 and higher
- WebSite and WebSite Professional from O'Reilly & Associates

### Browser

A browser that supports frames and Javascript (examples below):

- Netscape Navigator 4.0 and higher
- Microsoft Internet Explorer 4.0 and higher

### Database

Microsoft Access (fewer than 50 users)

Microsoft SQL (more than 50 users)

## User Roles and Responsibilities

Before installing Web TimeSheet, you must identify a System Administrator, a Network Administrator, and your users.

The System Administrator oversees the installation and implementation of Web TimeSheet, as follows:

- ✓ defines the system configuration
- ✓ determines how many servers are required (e.g., one server for the database and one for the application)
- ✓ installs Web TimeSheet
- ✓ creates the database

The Network Administrator sets up NT permissions and determines the conductivity required to maintain a dedicated high speed network. The Network Administrator also defines Web TimeSheet's role within your organization.

You should consider how you will use Web TimeSheet before you install the application, as basic configuration parameters will be required during the installation process. The configuration parameters may be changed after the installation, if necessary.

Users include employees at various levels of your organizational structure, including supervisors, managers, and project leaders. The users are all employees who will use Web TimeSheet for time, expense, or payroll management purposes. The number of users will affect your hardware and network requirements.

# Installing Web TimeSheet

## Overview

You have reviewed your system requirements, determined how you will use Web TimeSheet, and identified the key roles required for a successful implementation. Now you are ready to install Web TimeSheet.

You can download Web TimeSheet from the Replicon web site, either as a free 30-day trial or a production version. Web TimeSheet can take anywhere from a few minutes to an hour to download, depending on the speed of your modem.

When you start the download process, Replicon automatically sends a 30-day license key to the e-mail address you provide.

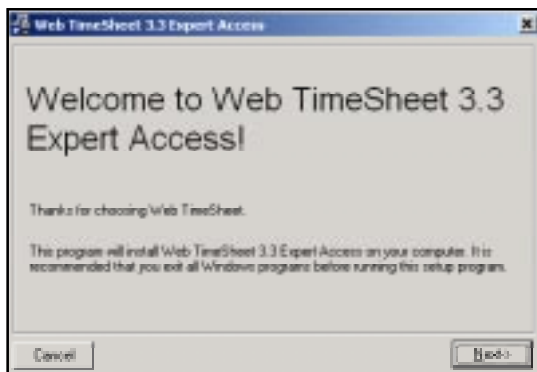
## Typical Installation

This section explains how to complete a typical Web TimeSheet installation. If you prefer to customize your installation, refer to the *Customizing Web TimeSheet* section for instructions.

You will need to download the .EXE file from the Replicon web site before you can install the application on your server.

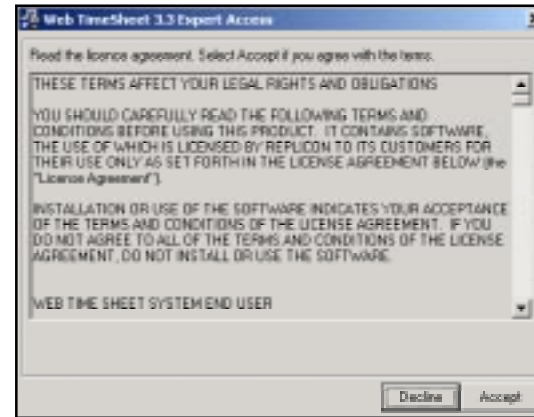
The Installation Wizard will guide you through the installation process.

1. Open the .EXE file. The Welcome screen is displayed.

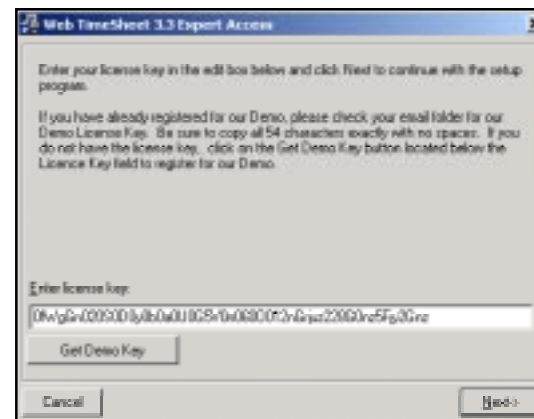


Select the Next button to proceed to the license agreement.

2. Select the Accept button to accept the terms of the license agreement and proceed with the installation. You must accept the license agreement to install Web TimeSheet.



3. Enter the license key you received by e-mail when you downloaded Web TimeSheet, and select the Next button.



## Note ...

If you did not receive a license key, select the Get Demo Key to access the Download page at the Replicon web site.

You will be required to complete the Download form before receiving a license key.

If you have trouble copying and pasting the license key from the email that was sent to you, try pasting it into a plain text file (e.g., Notepad).

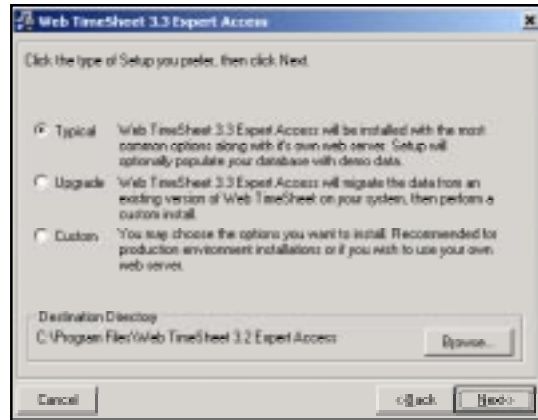
Delete any extra spaces and lines to make the key an uninterrupted string.

Then copy it and paste it on the Web TimeSheet license key screen.

## Note ...

A sample database is available only for Access installations. SQL installations include only a blank database.

- The Setup screen allows you to select a Typical, Upgrade, or Custom installation. Select Typical to install the most commonly used features and the Web TimeSheet internal web server.



If you prefer a custom installation, refer to *Customizing Web TimeSheet* later in this chapter.

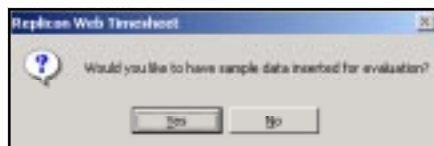
The Installation Wizard saves all Web TimeSheet files in the default directory C:\Program Files\Web TimeSheet. If you prefer to save the files in a different directory, enter the directory path in the space provided. If you do not know the network path, you can use the Browse button to locate the appropriate directory on your network.

When you have specified a setup and directory for Web TimeSheet, select the **Next** button to continue.

- You are now ready to install Web TimeSheet. Select the **Next** button to begin.

## Choosing a Database

Web TimeSheet can be installed with a sample MS Access database that contains information necessary to enter time and expenses, submit approvals, and generate reports. The sample database allows you to avoid time-consuming administrative tasks such as defining users and departments, assigning roles, and customizing your system configuration.



Select the Yes button to if you want to use the sample database. If you select the No button, Web TimeSheet will install a blank database.

Select the Finish button to complete the installation. Web TimeSheet will be automatically loaded in your web browser.

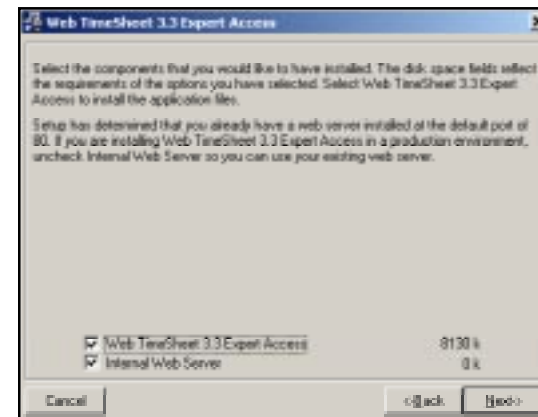
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## Customizing Web TimeSheet

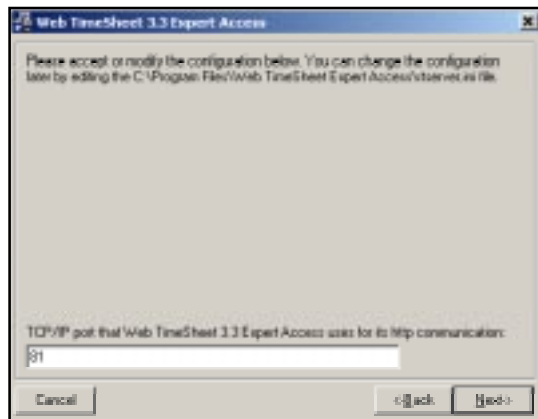
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The following instructions explain how to customize your Web TimeSheet installation.

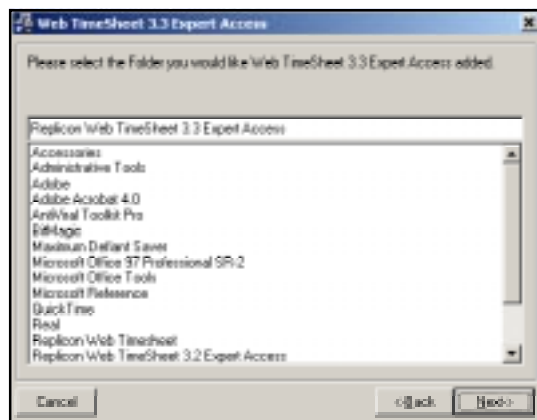
- Complete steps 1 through 3 for a typical installation.
- On the Setup screen, select Custom setup. The Installation Wizard displays the directory where all Web TimeSheet files will be saved. To save the files to a different directory, enter the directory path in the space provided, or use the Browse button to locate the appropriate directory on your network. Select the **Next** button to continue.
- The Installation Wizard displays the separate Web TimeSheet components. Select the check box that corresponds with the component(s) you wish to install (for demo purposes, we recommend you install the internal web server). Select the **Next** button.



- Next you will need to identify the port where the web server is located. Port 81 is the default port. If your web server is not on port 81, enter the correct port and select the Next button.



- After specifying a port for your web server, you must specify where in the Start Menu the Web TimeSheet shortcuts will be saved. The Installation Wizard displays a list of possible folders. You may select an existing folder or create a new folder by entering the folder name in the space provided. Select the Next button to continue.



- You are now ready to install Web TimeSheet. Select the Next button to begin the installation. When the installation is complete, select the Finish button to exit the Installation Wizard.

## Passwords

When installation is complete, Web TimeSheet will be automatically loaded in your web browser. You will be required to enter administrator and root passwords. *Admin* is the System Administrator's account and is used to set up the Web TimeSheet system. *Root* is a fail-safe account and is used to access Web TimeSheet in the event that something happens to the *admin* account (e.g., the *admin* permissions are changed incorrectly or the *admin* password is lost).

Passwords are case sensitive and must be at least six characters. Make sure you record the passwords and keep them in a secure place.



### Note ...

If you do not install the internal web server, the Installation Wizard will create a *systeminfo.txt* file in the Web TimeSheet directory.

The *systeminfo.txt* file contains a list of required virtual directory settings. We recommend you print this information for future reference.

If you chose a typical installation or you are using the Xitami web server, Web TimeSheet automatically defined your virtual directories during installation.

## Note ...

The System Administrator may change the configuration parameters any time from within Web TimeSheet.

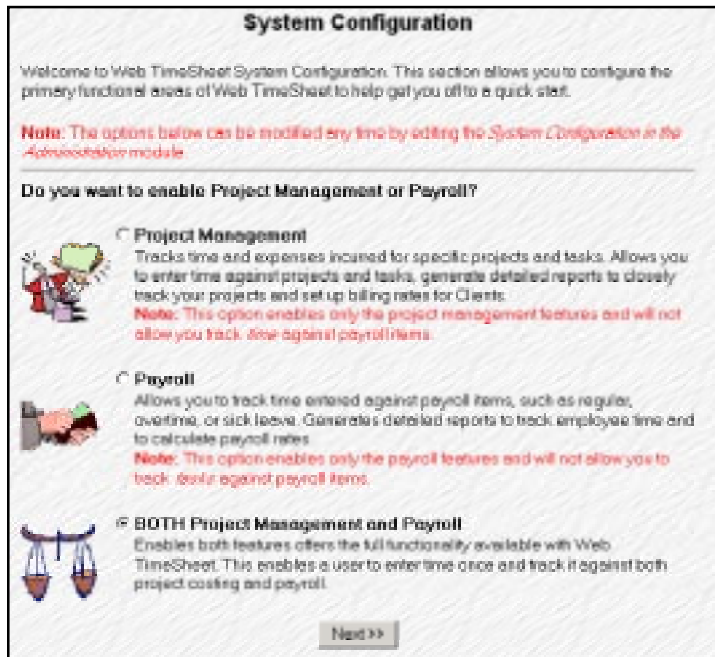
Refer to the Web TimeSheet 3.3 documentation for information about changing your system configuration.

If you customized your installation and specified a different Start Menu location, refer to that location when accessing Web TimeSheet from the Start Menu.

# System Configuration

Before you installed Web TimeSheet, you determined how it would be used in your organization. Now you will define your usage by entering the basic configuration parameters.

If you did not install the sample database, Web TimeSheet will allow you to select the type of usage you prefer. You can use Web TimeSheet for project management, payroll, or both project management and payroll. The parameters you select will determine which Web TimeSheet features are enabled when you run the application.



## Setting Up Virtual Directories

If you did not install Web TimeSheet's internal web server, you will need to set up virtual directories. Virtual directory requirements are saved in the *systeminfo.txt* file in the Web TimeSheet directory and can be accessed any time.

## Windows NT

The following instructions explain how to define virtual directories with IIS 4.0 for the Windows NT operating system. How you define virtual directories for Windows 95/98 depends on your web server.

1. Run the *Internet Service Manager* installed with the NT Option Pack 4.0.
2. Select Default Web Site. Using your right mouse button, select New Virtual Directory from the displayed menu.
3. Name the new virtual directory *cgi* and select the Next button.
4. Enter the file path for the *cgi* directory and select the Next button (e.g., C:\Program Files\Web TimeSheet 3.2 Professional\cgi).
5. Select all of the following:
  - ✓ Allow Execute Access
  - ✓ Allow Read Access
  - ✓ Allow Script AccessSelect the Finish button.
7. Select Default Web Site. Using your right mouse button, select New Virtual Directory from the displayed menu.
8. Name the new virtual directory *html* and select the Next button.
9. Enter the file path for the *html* directory and select the Next button.
10. Select *Allow Read Access* and select the Finish button.

## Accessing Web TimeSheet

You can access Web TimeSheet locally from your Start Menu or from your web browser, or remotely from any computer with Internet access. You must have Internet access to run Web TimeSheet.

## Start Menu

The Web TimeSheet menu is located under *Programs* in your Start Menu:

1. Select Replicon Web TimeSheet 3.3 Professional Access from the *Programs* menu.
2. Select Launch Web TimeSheet 3.3 Professional Access.

## Web Browser

To run Web TimeSheet from your web browser:

1. Open your browser application and enter the URL for Web TimeSheet in the web address field. The URL is in the format *http://servername/virtual directory/webts.exe*, where *servername* is the address of your web server.
2. The Web TimeSheet login screen is displayed. Enter your user name and password and select the Enter button.

## Remote Access

To access Web TimeSheet from a remote computer, follow the procedure for your local web browser. The computer must have Internet access and TCP/IP network access to your organization's web server.

If you cannot access Web TimeSheet remotely, try again. Heavy traffic on the Internet may cause a connection time-out. If after additional attempts you are still unable to connect, make sure your server name is a fully qualified domain name and that it is registered with DNS. If your problems persist, contact your Internet Service Provider.

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## Contacting Technical Support

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If Web TimeSheet does not load after installation or if you encounter other technical difficulties, please contact Replicon's Support Team between 10:00 AM and 7:00 PM, EST (GMT - 05:00):

In North America, toll free 1-877-737-5420, ext. 3

Outside of North America, dial +1/403-262-6519, ext. 3

You also may e-mail the Support Team at [support@replicon.com](mailto:support@replicon.com).