

Upgrading ClockComms Software

These instructions below need to be followed to ensure you upgrade your existing version of ClockComms Software to the latest/current version as supported by MYOB. This upgrade will also ensure your automatic daylight savings is setup correctly.

Download latest version	. 1
Check Current ClockComms Install	. 1
Install/Upgrade ClockComms	. 2
Additional Steps Required	. 5
User is polling Timeclocks in Exo Software from their Workstation	. 5
User is polling Timeclocks in Exo Software from their Terminal Server	5
Setup/Update Server settings and Update Time Zone definitions for Daylight Savings	5
Test Communications – ClockComms vs Time & Attendance	. 8
MYOB Contact Details1	10

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Save the latest version of the software from <u>https://www.bundyplus.com.au/pages/myob-dealer-downloads</u> to your computer (e.g. My Documents or the Desktop) so that you are able to find it again . This will be a zipped file which you will need to unzip and use below.

Check Current ClockComms Install

To check the settings for the current ClockComms install location in T&A open any clock i.e. **Utilities > Time Clock Setup.** The "Program To Execute" path shows the location where your current ClockComms software is installed.

Em Time Clock Setup Maintenance		83
Code:	BP1	
Description:	Bundy Clock 1	
Source:	MYOB BundyPlus G6 Seri	
Program To Execute:	C:\PAYROLLV\BUNDYPLUSV3\CLOCKCOMMS.EXE	
Time File Name:		
Polling Parameters		1
Site ID:	1 Clock ID: 1 Send Cost Centres To Clock	
4-0-00		
Prev : F7	K: F8 Kind: F9 Radd: F4 S Delete: F6 Exit: Esc	

The Program to Execute path value of C:\PayrollV\BundyPlusV3\Clockcomms.exe means that ClockComms is installed locally on the *Workstation or Terminal Server*. You will need to log on locally on the *Workstation or Terminal Server* and run Install/Upgrade ClockComms (refer below).

Em Time Clock Setup Maintenance		83
Code:	BP1	
Description:	Bundy Clock 1	
Source:	MYOB BundyPlus G6 Serie	
Program To Execute:	P:\PAYROLLV\BUNDYPLUSV3\CLOCKCOMMS.EXE	
Time File Name:	P:\PAYROLLV\BUNDYPLUSV3\TRANSACTIONS.TXT	
Polling Parameters		7
Site ID:	1 Clock ID: 1 Clock Centres To Clock	
Prev : F7	(Cancel Exit: Esc	

The Program to Execute path value of **P:\PayrollV\BundyPlusV3\Clockcomms.exe** means that ClockComms is installed on the *Server* and running from a mapped drive. This drive letter may be anything other than C, i.e. not necessarily P. You will need to log on locally on the *Server* and run <u>Install/Upgrade ClockComms</u> (refer below) including *Additional Steps Required.*

Install/Upgrade ClockComms

- Ensure you are logged in as a user with Admin rights on the Workstation/Terminal Server/Server where ClockComms is installed locally.
- Ensure there are no open applications (including any antivirus application) running on the Workstation/Terminal Server/Server
- If installing on a Terminal Server, ensure to open the command prompt and set to install mode before installation i.e. *change user /install*
- Locate the downloaded software. Unzip this file to access the executable Setup.exe.
- Double click on the Setup.exe to start the ClockComms Setup wizard as below



Click on Next...

The "Select Destination Location" will display the current location where your ClockComms software is already installed on the Workstation/Terminal Server/Server (as below)

The second state of the second state state state of the state of the state state of the state of	+	(<u>(1)</u>)	
Select Destination Location			
Where should ClockComms be installed	12		Ċ
Setup will install ClockComms	into the following folder.		
To continue, click Next. If you would li	ke to select a different fol	der, dick Bro	owse.
C:\Payrollv\BundyPlusV3		B	rowse
At least 20.0 MB of free disk space is r	required.		
At least 20.0 MB of free disk space is r	required.		

Click on Next...

📴 Setup - ClockComms	↔	<u> </u>		×
Select Additional Tasks Which additional tasks should be performed?			(
Select the additional tasks you would like Setup to then dick Next.	perform while i	nstalling Clo	ockComms	9,
Additional shortcuts:				
Create a desktop shortcut				
Create a Quick Launch shortcut				
	< Back N	lext >	Can	icel

Do NOT tick any additional shortcuts and click on Next...

Setup - ClockComms	\leftrightarrow	_	
Ready to Install			ſ
Setup is now ready to begin installing Clo	ockComms on your co	mputer.	Ċ
Click Install to continue with the installati change any settings.	ion, or <mark>d</mark> ick Back if yo	u want <mark>to re</mark> v	ew or
Destination location: C:\Payrollv\BundyPlusV3			^
6			~
×			
	< Back	Install	Cance

Review and confirm that the Destination Location is correct and then click on **Install** to complete the ClockComms software installation.

 If installing on a Terminal Server, ensure to open the command prompt and set to execute mode when completing installation i.e. *change user /execute*



Additional Steps Required

Follow these extra steps to complete ClockComms installation if ClockComms is installed on the Server and running off a mapped drive.

User is polling Timeclocks in Exo Software from their Workstation

- Action the following on each Polling User's Workstation
- Install/Upgrade ClockComms (as per above) except ensure "Select Destination Location" is set to local C:\BundyPlusV3
- Once Installation is complete, delete the local folder e.g. C:\BundyPlusV3 and its content
- This ensures the Polling User has access to all the dll files required when using ClockComms on their Workstation.

User is polling Timeclocks in Exo Software from their Terminal Server

- Action the following once only on the Terminal Server
- Ensure to open the command prompt and set to install mode before installation i.e. change user /install
- Install/Upgrade ClockComms (as per above) except ensure "Select Destination Location" is set to local C:\BundyPlusV3
- Once Install completed, delete the local folder e.g. C:\BundyPlusV3 and its contents
- This ensures the Polling User has access to all the dll files required when using ClockComms on their Terminal Server.
- Ensure to open the command prompt and set to execute mode when completing installation i.e. change user /execute

Setup/Update Server settings and Update Time Zone definitions for Daylight Savings

Open ClockComms Software on the Workstation/Terminal Server/Server

- Go to Maintenance Centre > Application > Tools and Miscellaneous > Update Server Settings
- Review and check details are as per below.
- Click on **Check Updates** to get latest Timezone Updates

ClockComms MT v7.4.1 -	MYOB EDITION - [Applicatio	n Settings]		- 0	×
ClockComms Version 7.4.1 - MYOB EDIT	10N		Tx	Rx	
	Applic	cation Set	tings		
Files and Directories	Network and Modem Settings	Time Clock Commands	External DB Settings	Tools and Miscellaneous	
Tools and Miscell	aneous s				
Automatic (Requires	Internet Access (Recommended	I)) 💽 Every month (F	Recommended)	heck Updates	
Configuration I Registration I	Menu Key: 0 Menu Key: 0	Change Restore I	Keys Default		
Update Server Se	ttings	1			
Server URL: www.	v. updates-bundyplus.com.au/Fir	mware/			
2				Close	
Help					
'Wł	nat time did y	/ou start v	work today	.?'	

- Go to Maintenance Centre > Time Zones
- Review and check details are as per below
- Click on **Update Time Zone Definitions** to setup and update correct local time zone.



- In the Command Centre, select Set Daylight Savings and All Clocks, click on Start to send the correct Time Zone Settings to all the clocks.
- Current Progress Information will display the results of this test

ClockComms MT v7.4.1 - MYOB EDITION - [Cloon ClockComms /ersion 7.4.1 - MYOB EDITION	ckComms]		Tx	Rx		×
C	ommand Ce	ntre	Wed Jan 1	16 2019 1	1:04:3	0
Manual Time Clock Commands Available Commands: Poll Time Clock Set Time and Date Set Daylight Savings Get Version Set Relay Events Download Clockings Upload Employees Get Status Upload Jobs 11:04:27 Clock # 1.1 - Day light saving has be	en set.	Command iss	ued to which Time (
Done Exit Application				Ch	ear	
'What time d	id you start i	work t	oday	Centre	He	P

Test Communications - ClockComms vs Time & Attendance

Run the below tests to see if both the ClockComms software and Time & Attendance software can communicate with the clock.

Open ClockComms Software on the Workstation/Terminal Server/Server

- In the Command Centre click on Get Version to test the communication between ClockComms software and all clocks.
- Current Progress Information will display the results of this test

	Command Cent	tre Wed Jan 16 2019 1	11:07
Manual Time Clock Commands –			
Available Commands:	C	ommand issued to which Time Clocks:	
Poll Lime Clock Set Time and Date		All clocks	
Set Davlight Savings			
Get Version		Charles	
Set Relay Events		Start	
Download Clockings		and the second s	
I O DIOAU E INDIOVEES			
Get Status			
Get Status Upload Jobs Current Progress Information 11:07:10 Clock # 1.1 - FWV is 008.000.000	Ver Date is 25-08-2015 CLIENT=M*	/OB TPF=ANSI378	
Get Status Upload Jobs Current Progress Information 11:07:10 Clock # 1.1 · FWV is 008.000.000	Ver Date is 25-08-2015 CLIENT=M	/OB TPF=ANSI378	
Get Status Upload Jobs Current Progress Information 11:07:10 Clock # 1.1 - FWV is 008.000.000	Ver Date is 25-08-2015 CLIENT=M*	/OB TPF=ANSI378	lear

Open Time & Attendance Software on the Workstation/Terminal Server/Server

- Go to Transactions > Poll TimeClocks
- Click on Special Clock Functions > Get Status.
- Highlight the clock and click Select to test the communication between Time & Attendance software and that clock.

	Em Special Clock Functions	
	Send Cost Centres to Clocks	
	<u>S</u> et Time	
	Switch Job Costing On/Off	
	Send <u>M</u> essage	Eno Get Status
E Poll Time Clocks	<u>G</u> et Status	All Clocks
Polling Date: 16/01/2019	Set Access Code	BP1
	Set Keyboard On/Off	
Poll Time Clocks	Set <u>D</u> aylight Saving	
Delete Invalid Clockings	Reset Errors	
Reprocess Times	Send <u>B</u> ell Times	
Special Clock Functions	Backup <u>F</u> ingerprints	
Delayed Polling	Restore Fingerprints	
	Send Employees to Clocks	
Exit : Esc	Exit : Esc	Select Exit : Esc

• Timeclock Status Report will display the success results of this test

	Demonstration Company
Timeclock	status Report
Clock Code:	BP1
Clock Name:	Bundy Clock
Date, Time, Clock	kID,ClockName,ClockNetwork,Message
Date Time Clock	kID ClockName ClockNetwork Message
16012019,11:26	3:00,,,,Start STATUS
16012019 11:26	3:00,0001.0001,BP1,IP:10.72.20.222,Get Status
10012010,11.20	
16012019,11:26	5:00,0001.0001,BP1,IP:10.72.20.222,Processing
16012019,11:26 16012019,11:26	6:00,0001.0001,BP1,IP:10.72.20.222,Processing 5:01,0001.0001,BP1,IP:10.72.20.222,Success

MYOB Contact Details

If you have a Support Plan our helpdesk are available:

- E:anzpayrollsupport@myob.com
- P: 0800 696 239

If you don't have a Support Plan please contact our Services team:

- E:<u>enterprise.services@myob.com</u>
- P: 0800 949 703 (charges of \$90 + GST per 30mins apply)