

Upgrading InTime V5 to V6

Step 1. To install V6 you will need to uninstall V5.

Before you do this make a copy of the v5 intime.ini file found in the C:\Program files\Intime5 folder.

Make a copy of your present v5 database.

Save these two files somewhere you can find them.

Using Control panel, Add\Remove programs uninstall InTime5

Step 2. Install InTime V6.

Open InTime6, the default user id is **1ttadmin** and the password is **concorde123**

Intime6 should be using a blank database called Intime_DB_V6.mdb

Close InTime6.

Step 3. Upgrading to your V5 database.

Using windows explorer find the InTime6 intime.ini file, this is a configuration type of file in the InTime_6 folder. (Usually found in the C:\Progran files\InTime_6 folder), open it (with notepad) and find the [Database] section.

Add (or find if its there) the following entry:

V5DB =

Then add after the = the path to your old v5 database followed by the name of the database. Eg C:\temp\intime.mdb or H:\intimedatabase\Fred Smith.mdb

Save and close the ini file.

Open InTime6, you will now see a button **Upgrade DB to V6** click it, enter the password **Tr3v0r** and the data in your old DB will be transferred to the InTime6 DB. When it has completed there are a number of setting you will need to make:

Absence Codes. (If you use them)

- a. Set new display colours for the absence codes (remember to save each one).
- b. Resave all booked absences that use booked hours (if you require them).

Employees. Manually set the new fields if you required them:

- a. DayWorthInHours (this **must** be filled in before any booking of absence can be done)
- b. LengthOfUnclockedPdBrkInHours (only used for the Working time directive report)
- c. TimeUnclockedPdBrkIsTakenInMins (only used for the Working time directive report)
- d. AllowedBkedAbsOnRestDays
- e. Contracted hours

Set Up. Now has a users screen where you can make your own user ID and password.

Step 4. Exit InTime6 and remove the DB upgrade entry from the ini file.