

KLOKWORK TEAM CONSOLE INSTALLATION AND SETUP USING LOCAL NETWORK SHARE (INCLUDES REMOTE USERS)

Local Network Shared Folders is the preferred setup option for businesses or groups that do not allow or prefer not to exchange information or store data outside of their network firewall security. The network shared folder setup allows all team members to connect securely with the Klokwork Team Console from within the same network, including remote users having network access through a secure connection such as VPN.

Note: This set up option may require each user to have their own network user account depending on how your local network Administrator sets permissions on network shared folders. *In addition, network administrators may choose to limit permissions on each individual users sub folder but that is beyond the scope of this document. Please see your local network Administrator for more information on folder security.*

How to set up Klokwork Team Console using Local Network Shared Folders

The Local Network Shared Folder setup enables Klokwork Team Console 'Time Manager(s)' to publish project assignments to the entire team and later import time entries submitted by each Klok Pro Desktop user back into the Team Console. The first section of this document titled 'Setting up Local Network Shared Folders', contains instructions for network administrators or those individuals authorized to manage shared network folders. The second section titled 'Installing the Team Console' describes steps to install the Team Console for designated 'Time Manager(s)' that will administer the team's projects and time entry submissions. The remaining two sections describe the set up for each team member expected to track project time using Klok Pro Desktop. The sections describe how to install Klok Pro Desktop and configure the shared folder connection path so Klok Pro Desktop users can download project assignments and then submit time entries back to the Team Console manager(s).

The Local Network Shared Folder setup consists of the following 4 steps.

SETTING UP THE LOCAL NETWORK SHARED FOLDERS	1
INSTALL THE TEAM CONSOLE FOR THE TEAM CONSOLE MANAGER	2
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Setting up the Local Network Shared Folders (network administrator)

1. A Local Network Administrator will need to create a shared folder named 'Klokwork' with Read and Write permissions. An example for a windows server is `\\SERVERNAME\Klokwork` with 'Klokwork' being the main 'parent' folder which supports the shared 'child' sub-folders listed in step 2 listed below.
2. Create 3 shared child sub-folders under the 'Klokwork' folder with the following folder names; 'Connection Settings', 'Data File Location' and 'Stored Backups'. The shared folder structure should look as follows.
 - SERVER NAME
 - Klokwork
 - Connection Settings
 - Data File Location
 - Stored Backups

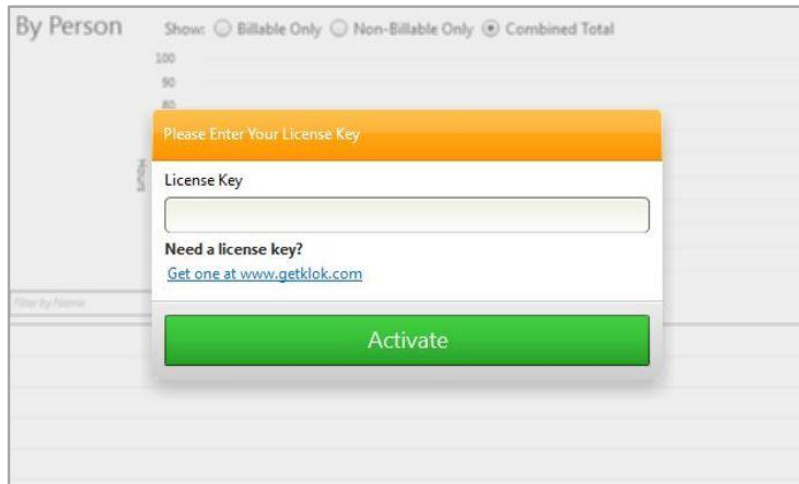
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Install the Klokwork Team Console

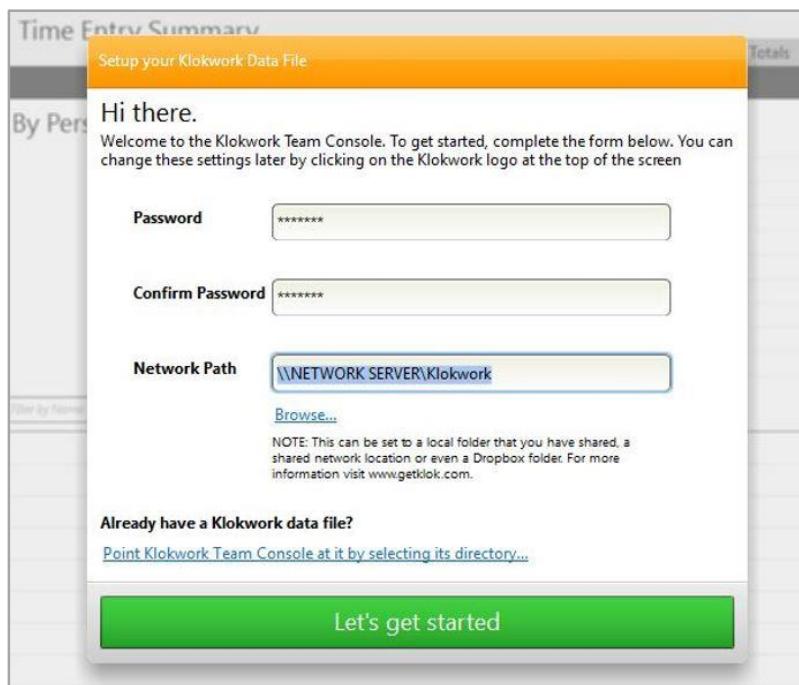
1. Download and install the Klokwork Team Console on the computer of the person who is designated as the main Team Console administrator using the following link.

Team Console Download Link: <http://www.getklok.com/downloads/KlokworkTeamConsole2/KlokworkTeamConsole.air>

2. Once the application installs you'll be prompted to enter the license key and activate the software.



3. Once the application has been activated you'll need to create a password and select the shared folder network path. Click 'Browse' under network path and select the 'Klokwork' shared folder created in the previous section. Note: A self-service option to recover a forgotten password is currently not available and we strongly recommend saving the password in the event you need to reference it in the future. However, the password can be changed once logged into the console.

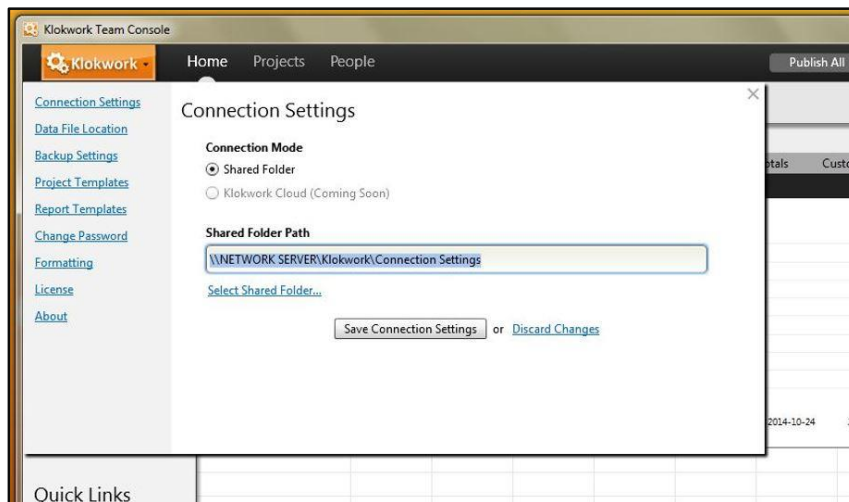


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4. The next part of the Team Console installation involves configuring the shared folder paths for 'Connection Settings', 'Data File Location' and 'Stored Backups'.

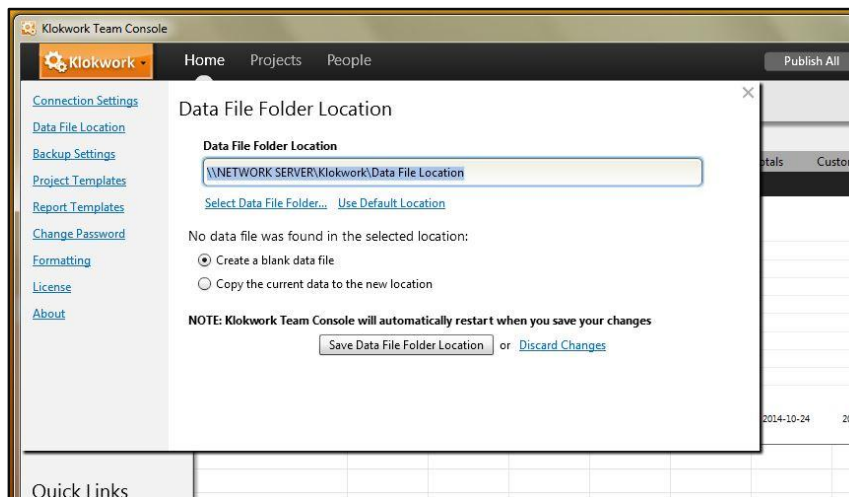
Open the Klokwork menu options by clicking the orange Klokwork button located in the top left hand corner of application. Select 'Connection Settings' and set the shared folder path to be the 'Connection Settings' folder which is a child folder under the main 'Klokwork' shared folder. Click the 'Save Connection Settings' button to save the changes.

Note: Do not configure the 'Connection Settings' folder path (leave blank) for managers who wish to use the Team Console as 'view only'.



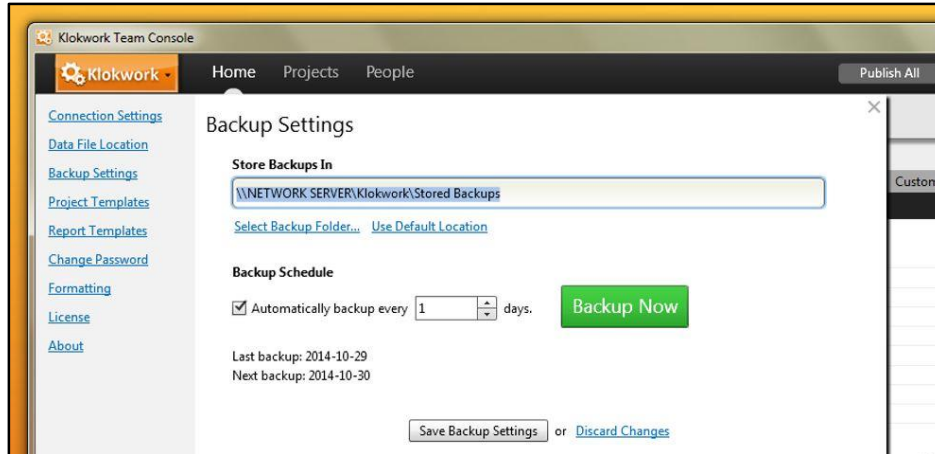
5. Select 'Data File Location' from the menu options and set the data file folder location to be the 'Data File Location' folder which is also a child folder under the main 'Klokwork' shared folder. After selecting the data file folder location, choose 'Create a blank data file' for the very first Team Console installation. Once the data file folder location and appropriate data file set up option has been selected, click the 'Save Data File Folder Location' button to save the changes.

Note: It's extremely important that you select the option 'Use the file from the selected location' for **ANY** re-installations that take place after the initial Team Console install **OR** when configuring the data file location if you're setting up additional Team Console managers who will share the same data file as the primary (super) Team Console administrator.



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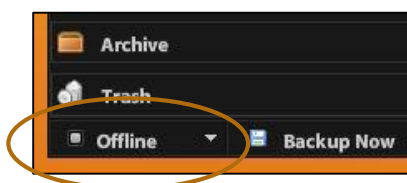
6. Select 'Stored Backups' from the menu options and set the stored backups folder location to be the 'Stored Backups' sub-folder (created under the main 'Klokwork' shared folder) and click the 'Save Backup Settings' button to save the changes.



7. Once the shared folder paths have been configured the Team Console 'Time Manager' needs to test the shared folder set up from the Team Console to ensure the shared folder permissions are set correctly. The Team Console 'Time Manager' will need to first create a test project, add a few team members, assign those team members to projects and then publish the project assignments to the team they created. If the setup is correct, each team member should have a sub-folder created under the 'Connection Settings' shared folder based on the user name the Team Console 'Time Manager' entered when they added the individual in the Team Console. If a team member does not have a sub-folder created under 'Connection Settings' after the Team Console 'Time Manager' has published the project assignments, it usually means the shared folder permissions of the 'parent' shared folder are not set with the correct 'Read' and 'Write' permissions. If the permissions are set correctly, each team member should have their own sub-folder under 'Connection Settings' which contains a projects.xml file with a date/time stamp which aligns to the date/time of when the Team Console manager last published the project assignments to all team members by clicking 'Publish All'.

Install Klok Pro Desktop

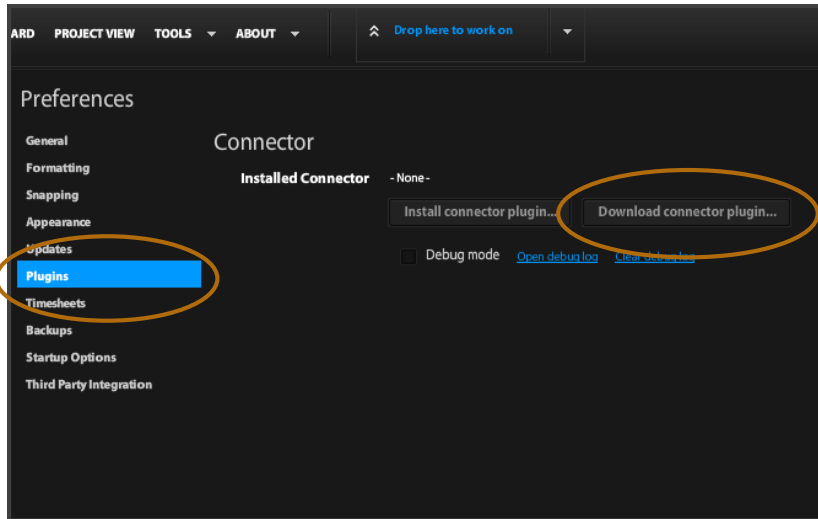
1. Install Adobe AIR and Klok Pro Desktop on the computer of each team member expected to track project time. The installer packages for each application can be downloaded using the following links and following the steps provided through the installation wizard.
 - Adobe Air Installer Download Link: <http://www.adobe.com/go/getair/>
 - Klok Pro Installer Download Link: <http://www.getklok.com/downloads/Klok2.air>
2. Once Klok Pro Desktop has been installed, you'll notice there is a connection status of 'Offline' displayed in the bottom left hand corner of the application. This means the Klokwork Team Connector needs to be installed which will allow you to configure the shared folder path used to establish the 'connection' between Klok Pro Desktop and the Team Console. The following section provides detailed instructions to download, install and configure the Klokwork Team Connector.



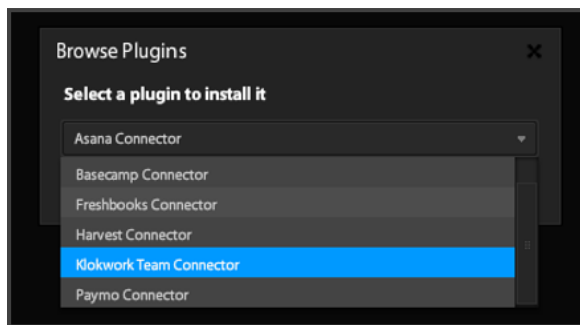
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Configuring the Klokwork Team Connector (each Klok Pro team member)

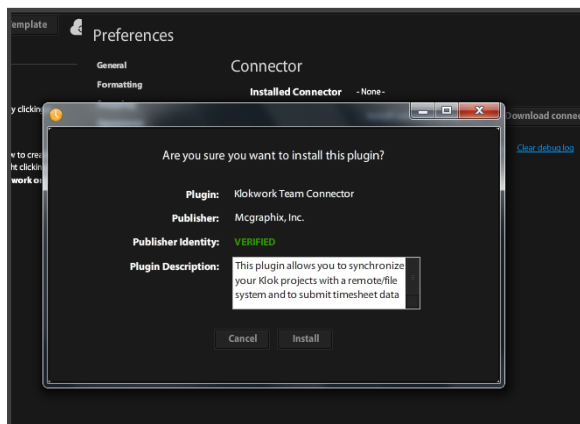
1. The first step is to download the Klokwork Team Connector. This can be done from Klok Pro Desktop by navigating the menu to 'Tools->Preferences->Plugins' and clicking 'Download connector plugin...'.



2. After clicking 'Download connector plugin...' you'll be presented with a drop down list consisting of several plugin options. Select 'Klokwork Team Connector' from the list and click 'Install'.

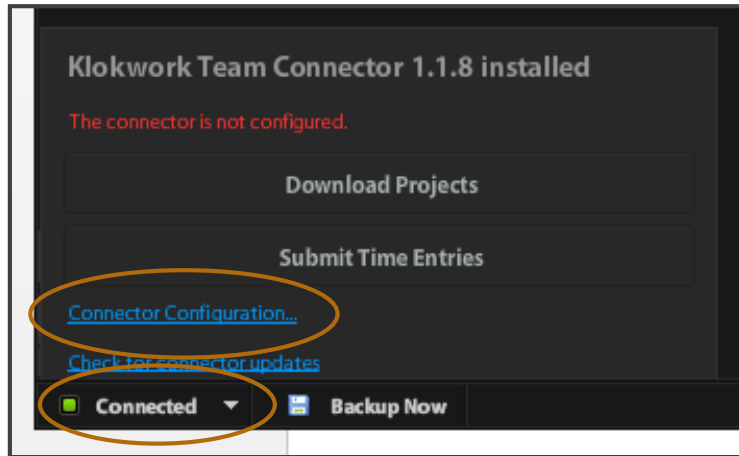


3. Click 'Install' when prompted to approve the connector installation.



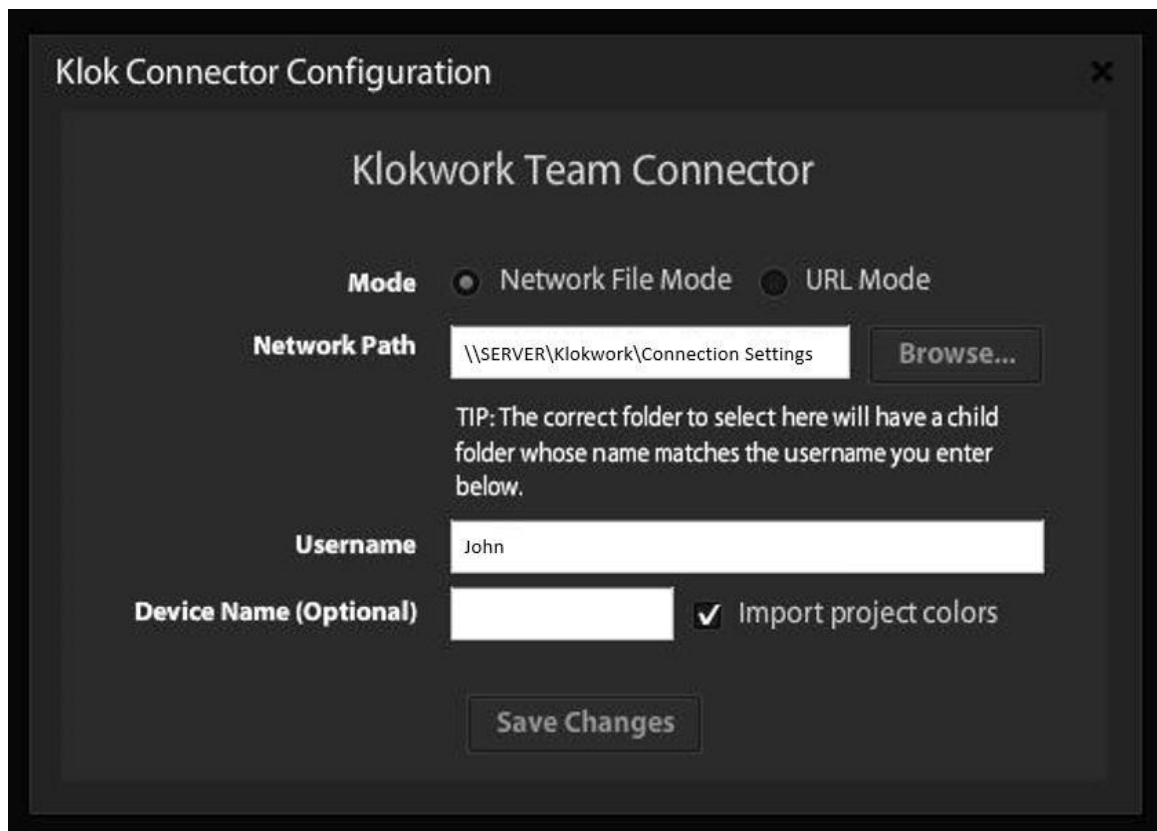
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- Click 'Connected' in the bottom right hand corner of the Klok Pro Desktop application and click the '[Connector Configuration...](#)' link to set the Klokwork Team Connector shared folder path.



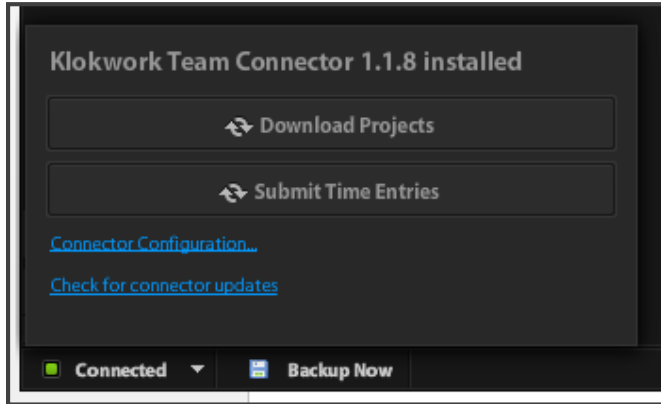
- In the 'Network Path' text field enter the network path to the 'Connection Settings' shared folder. Enter the username of the Klok Pro Desktop user exactly as provided by the Team Console manager. Although not required, checking the 'Import project colors' check box will keep the project colors in sync with the colors selected by the Team Console manager. Click 'Save Changes' to complete the Team Connector configuration.

Note: The network path should not include any sub-folders after 'Connection Settings'.



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- The Klok Pro user can now download their project assignments by clicking 'Download Projects'. Any project assignments created and published by the Team Console manager will be imported into Klok Pro and be visible in the project tree list panel on the left side of the application.



You're finished with the setup!

Klok Pro users can download projects, begin tracking time and submit their entries back to the Team Console following a schedule determined by the 'Time Manager'. Once the team members have submitted their time entries (uploaded to the network shared folder), the team console manager can import the time entries into the Team Console by clicking 'Import All'. After importing time entries into the Console, the 'Time Manager' can then run the dashboard reports and begin viewing the team's collective time entries across all projects.