

# Visual Time Sheet

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## Work Group Configuration

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### Introduction

Configuring Visual Time Sheet (VTS) for work group operation allows *Clients*, *Projects*, *Categories* and *Activities*, and *Target Daily Hours* to be maintained on a central server. This provides control and ensures consistency in the attributes used to describe time blocks on client computers.

It also automatically copies client machine files to a central location and allows consolidated reporting on that data.

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### Important Prerequisites

All client computers must be able to read the VTS directory and sub-directories on the central server using either a mapped drive or UNC path.

All users must have unique user names within their individual installations of VTS.

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### Step 1

*Install VTS on the client computer(s)*

Use the standard installation executable.

### Step 2

*Create the VTS directories on the central server*

1. Create a new directory for VTS in the desired location on the central server (the directory can be any name)
2. Create a sub-directory in the new directory called 'Data' (this name must be used)

### Step 3

*Modify the INI file on all client machines to refer to the data location on the central server*

1. Locate the VTS.ini file in the "C:\Program Files\Great Circle Software\Visual Time Sheet" directory.
2. Add the following lines to VTS.ini

```
[Server]
ServerPath=xxxx
```

where xxxx is the path to the directory for VTS on the central server (as created in Step 2, item 1 above). This might be a UNC path i.e. using machine name, or a mapped drive for the client machine.

The following is an example of a mapped drive path:

```
ServerPath=g:\common\applications\vts
```

#### Step 4

Further modify the INI file on selected client machines (as few as possible) to allow them to administer the central data

1. Locate the VTS.ini file in the "C:\Program Files\Great Circle Software\Visual Time Sheet" directory.
2. Add the following line to VTS.ini in the [Server] section.  
ServerAdmin=2

#### NOTE

It is also possible to maintain the server data from the server itself (this is an optional approach)

1. Copy the VTS.exe, VTS.ini and VTS.inf files from a client machine into the directory created on the server in Step 2 item 1 above
2. Modify the VTS.ini file by removing the `ServerPath` entry and by creating an entry `ServerAdmin=1`
3. Create a short-cut to the VTS.exe file on the server's desktop or start menu as required

#### Step 5

Create the server-side data from one of the selected client machines

1. Run VTS on a client machine that has been selected to administer the central data (and which has had its INI file modified as in Step 4 above)
2. Create the desired *Clients*, *Projects*, *Categories* and *Activities*
3. Set the desired *Target Daily Hours* for the end users

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#### **Installation and configuration is now complete**

- Client machines can use the configured central data or view it in the Setup form. Client machines cannot change this data.
  - Maintain *Clients*, *Projects*, *Categories* and *Activities* and *Target Daily Hours* using the selected clients.
  - Data files on client machines will be automatically synchronised to the central server when users close the Visual Time Sheet application.
  - Consolidated reporting can be carried out from any client machine by selecting *All Users* for the particular report (the number of users located is indicated and the user names and latest time entered can also be checked).
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