

The instruction booklet is also included on the CD in Word and Acrobat formats, which may be easier to print. (If you want to install Acrobat reader run **d:\acroread\setup.exe**). (*where d is the identifier of your CD drive*).

You can find the instructions in **d:\docs\TR New Installations.doc** for MICROSOFT WORD or **d:\docs\TR New Installations.pdf** for ADOBE ACROBAT.

# Timesheet Remote Software Installation

## 1. TIMESHEET REMOTE INSTALLATION

Timesheet Remote is a self-contained application that uses Microsoft Outlook to connect to Timesheet Central.

### 1.1 Install

- 1.1.1 Insert the Timesheet Remote CD. If the install program does not begin automatically then enter **d:\Setup.bat**, (where **d** is the letter of your CD drive), at the Windows Run command line and then press enter
- 1.1.2 Select '**Install Products**' and then '**Timesheet Remote**'
- 1.1.3 On the **Destination Folder** screen enter the location of where you want the Timesheet Remote programs to be installed.
- 1.1.4 On the next screen you are asked what type of installation you would like. Here you should choose '**Typical**'
- 1.1.5 Confirm what you have entered and then click '**Next**' to install the product