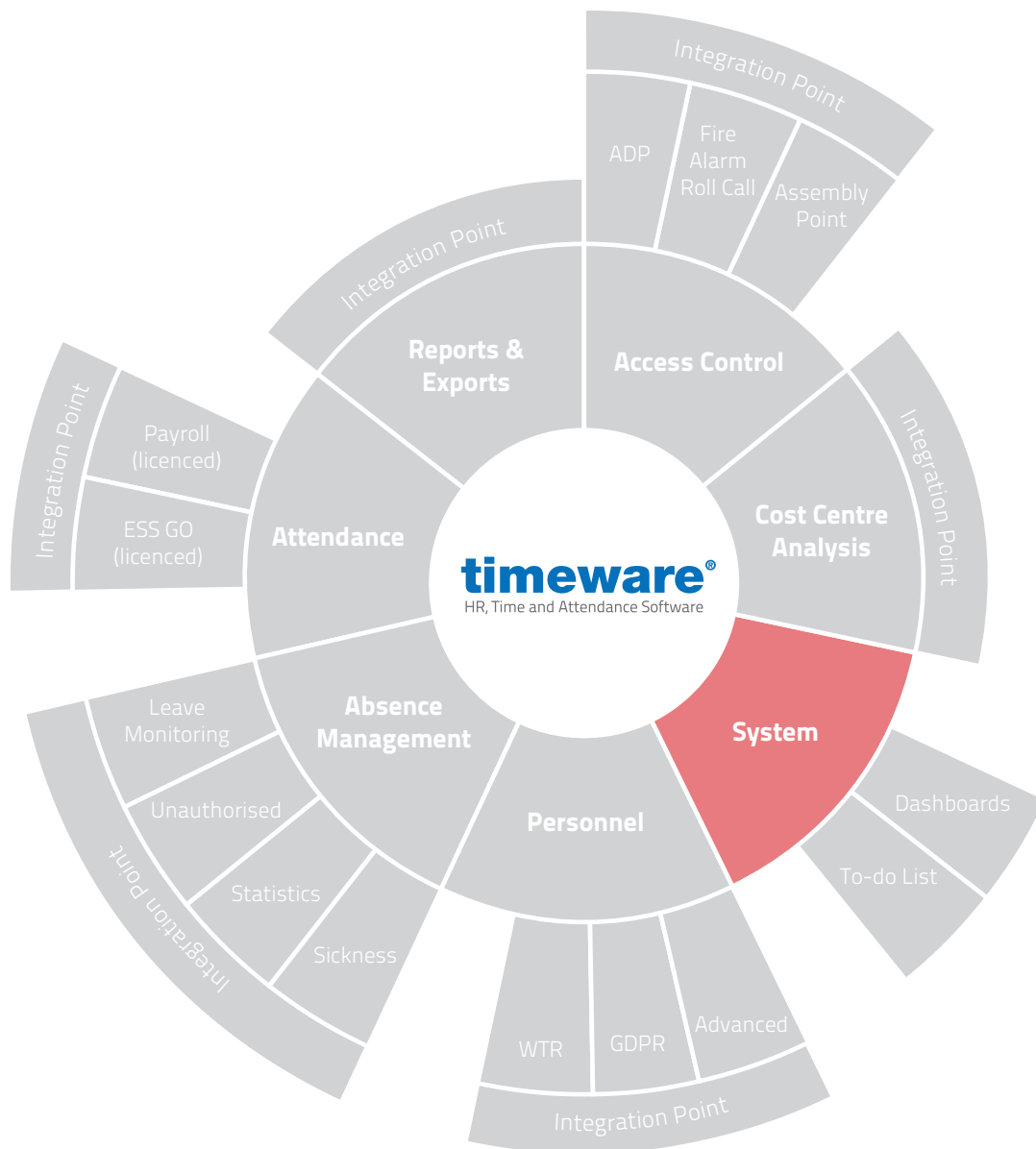




timeware[®]
HR, Time and Attendance Software

Installing Microsoft SQL and SQL Server Management Studio

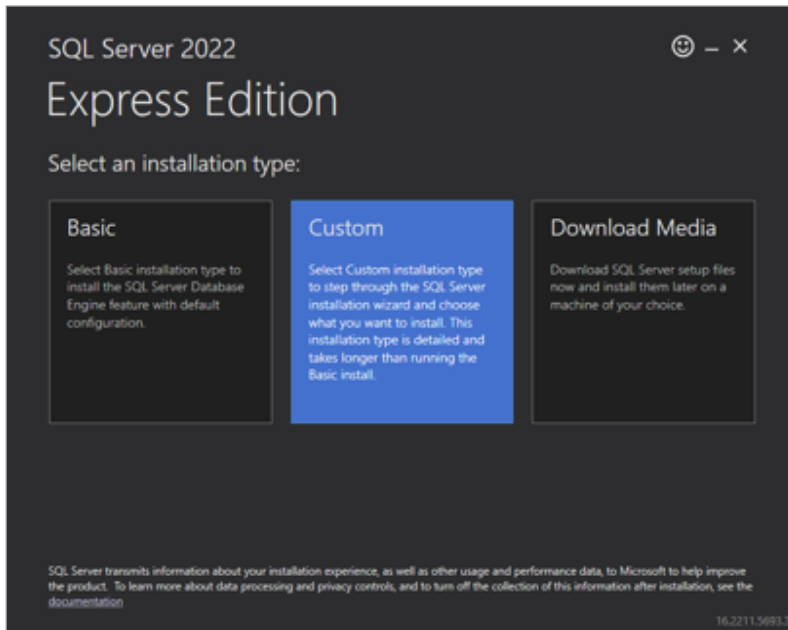


Installing SQL Server

The minimum support version of SQL is 2016, however we always recommend using the latest available version. This guide is based off SQL Express 2022, some of the instructions below may slightly vary depending on the version you are installing.

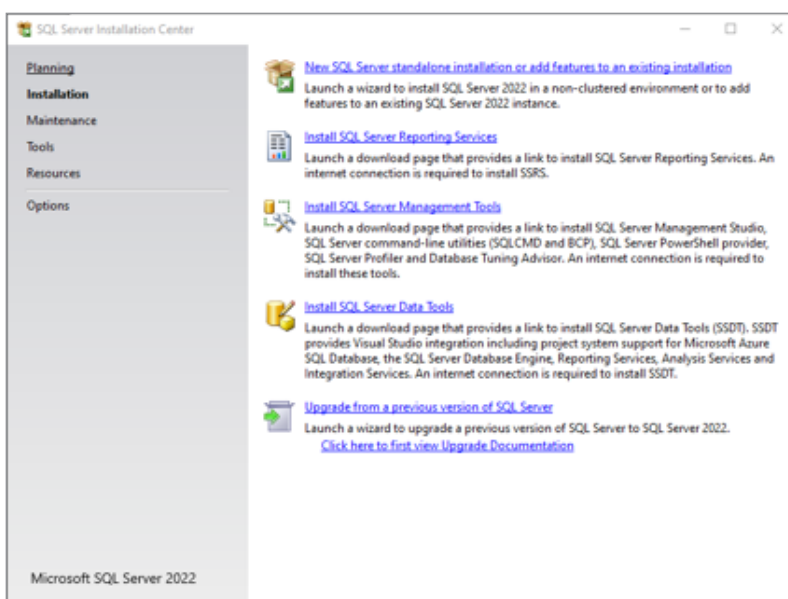
Download the SQL Express 2022 installer from <https://www.microsoft.com/en-us/download/details.aspx?id=104781>

Run the installer, then select custom when you reach the "Select an installation type" screen.

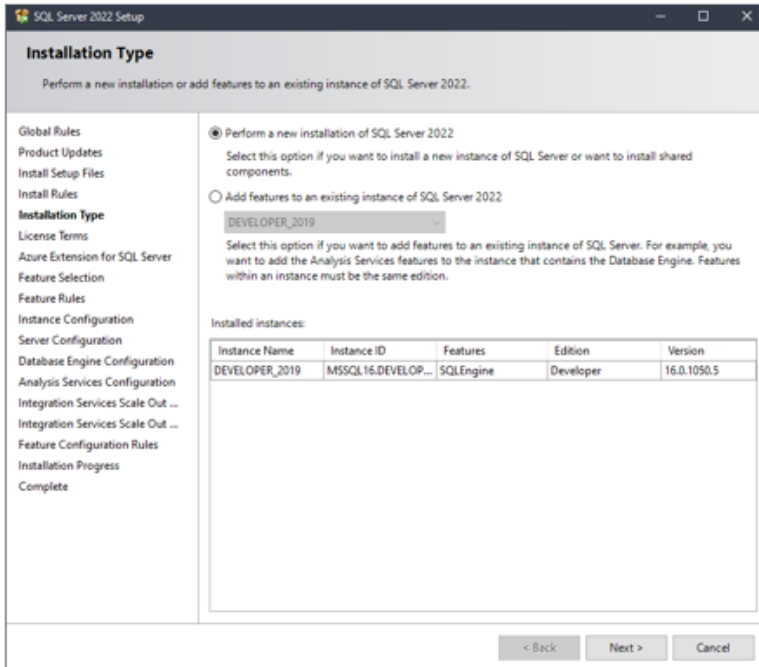


Choose where you want to save the required files, then click on install. Let this finish downloading the required setup files.

Once this has finished downloading you should progress on to a new screen, select the option for "New SQL Server standalone installation..."

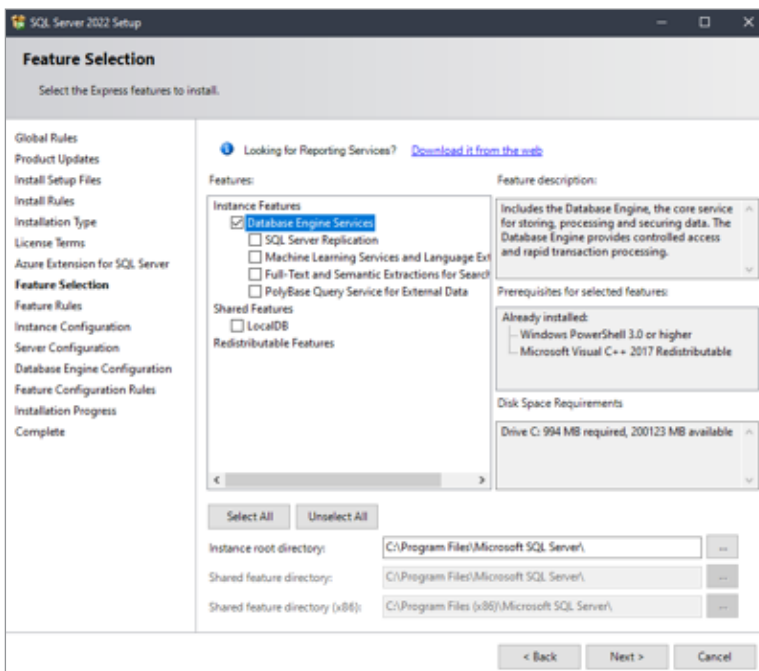


Proceed through the installer, check for any updates if prompted, then you should get to a screen asking for "Installation Type". Select "Perform a new installation".

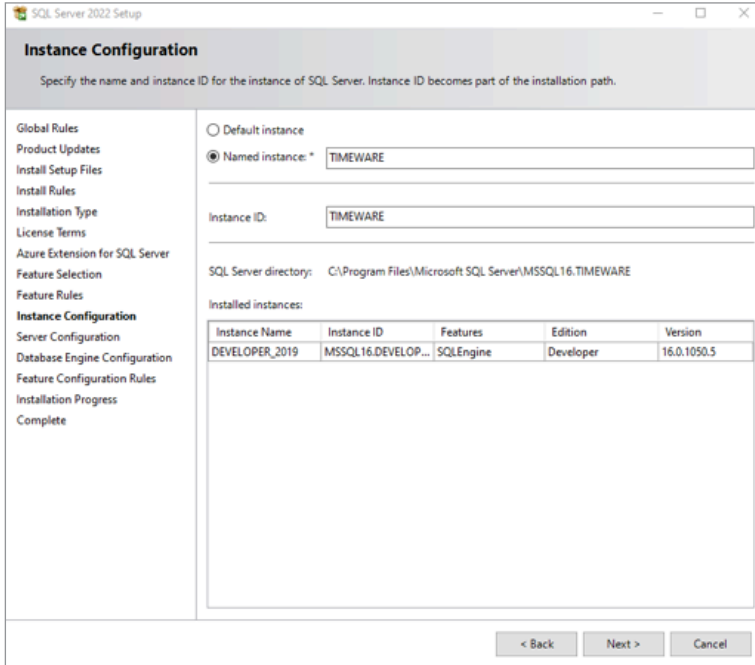


Carry on through the installer, accept the license terms, and then you should come to a page mentioning "Azure". Untick the "Azure Extension for SL Server" checkbox and click on next.

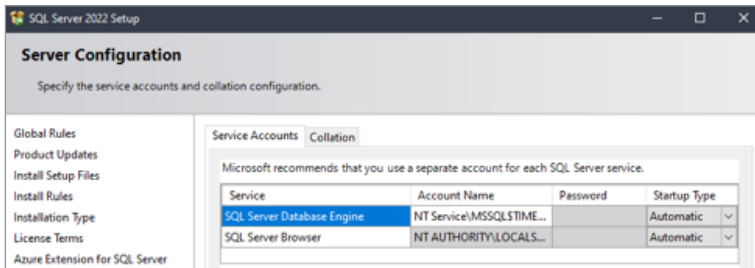
On the next page the only real feature we require is "Database Engine Services". You can untick everything else unless you require any of the additional features for anything. If you want to change the directory we install to, you can do so at the bottom.



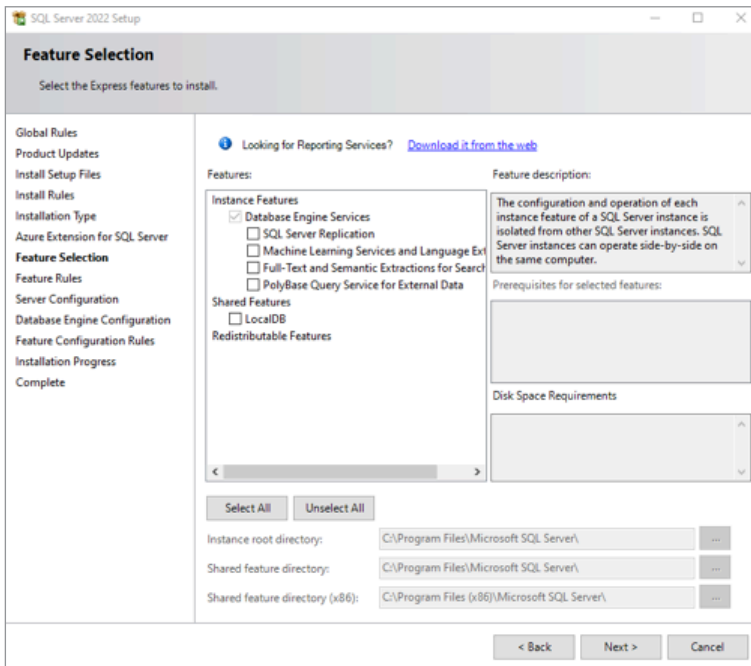
On the next page, select "named instance" and give the instance a meaningful name, we will use "TIMEWARE".



Make sure the "Startup Type" dropdowns are both set to automatic.



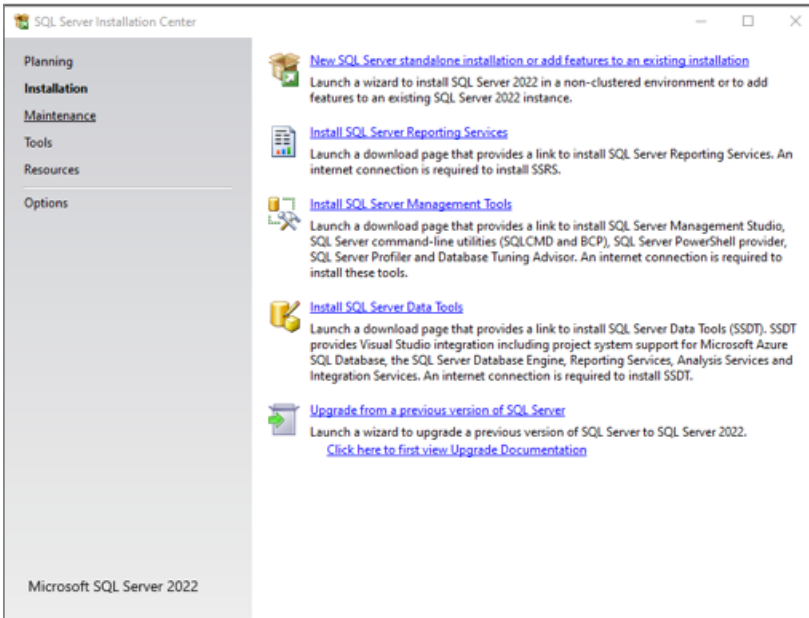
On the "Database Engine Configuration" tab, choose to use "Mixed Mode" authentication. Enter a password which is used for the "sa" account, we default to "39steps". Click on "Add Current User" at the bottom, this will give the current windows user you are logged in as access to the instance. You can add any additional users by clicking "Add". If you require changing the install locations of the database and log file etc, you can do this in the "Data Directories" tab. Once done click next and let the installer finish.



Once done click "close". You should now be back at the "SQL Server Installation Screen".

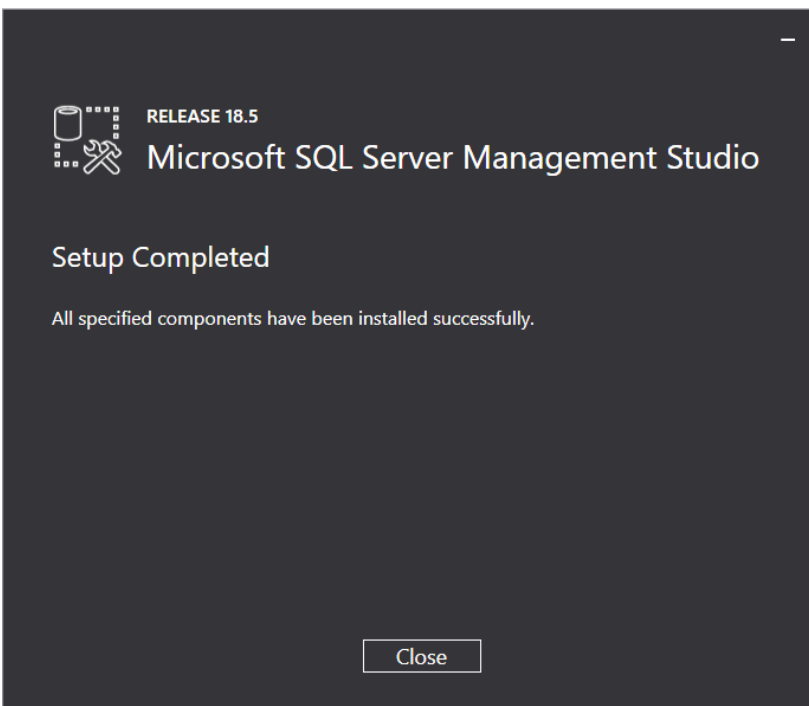
Installing SQL Server Management Studio

Next is to install SQL Server Management Studio, click on the 'Install SQL Server Management Tools' link, and then download the installer. Once downloaded, run the installer.



Once the installer has opened you will need to select the option "Install" which will download and configure SSMS onto your system. (Note: timeware® do not change the file location unless the customer has requested this to be installed elsewhere)

After the installer has completed installing and configuring SSMS you will be told "Setup Complete" where you will then be able to just select "Close" to finish the install.



Configuring SQL Instance & Database

Firstly, you will need to open SSMS where you will be greeted with a "Connect to Server" login page. In the "Server Name" you will need to enter your computers name and then forward slash, followed by the instance name "TIMEWARE"

Then you will need to select "SQL Server Authentication" on the "Authentication" dropdown. Before then entering in the "Login" section "SA" and in the "Password" section enter your password you entered during the setup process of SQL.

Connect to Server

SQL Server

Server type: Database Engine

Server name: SUPPORT-03\TIMEWARE

Authentication: SQL Server Authentication

Login: sa


Password:

Remember password

Connect Cancel Help Options >>

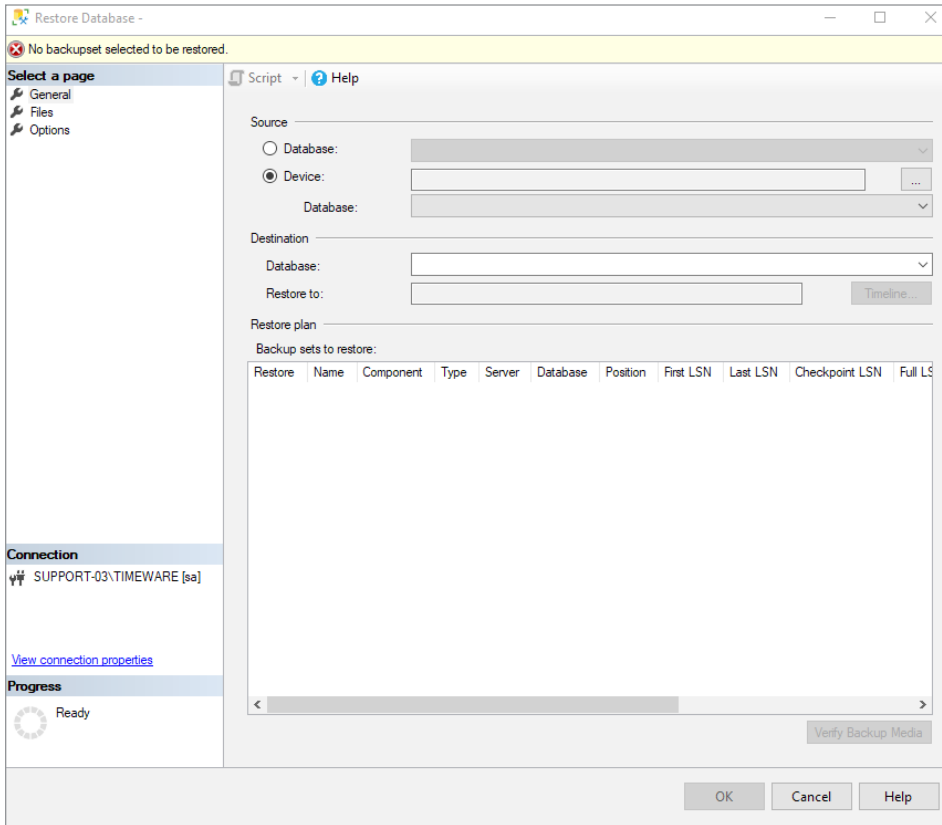
Next, you will then need to go to the downloads section of timeware.info and download the desired database for timeware. There are two options available the "Demo" database is used for demonstrating the software and has some employee's setup to show parts of the software. While the "New System" database is a starting database which is used for configuring a new customer with no example employees.

Database Builds

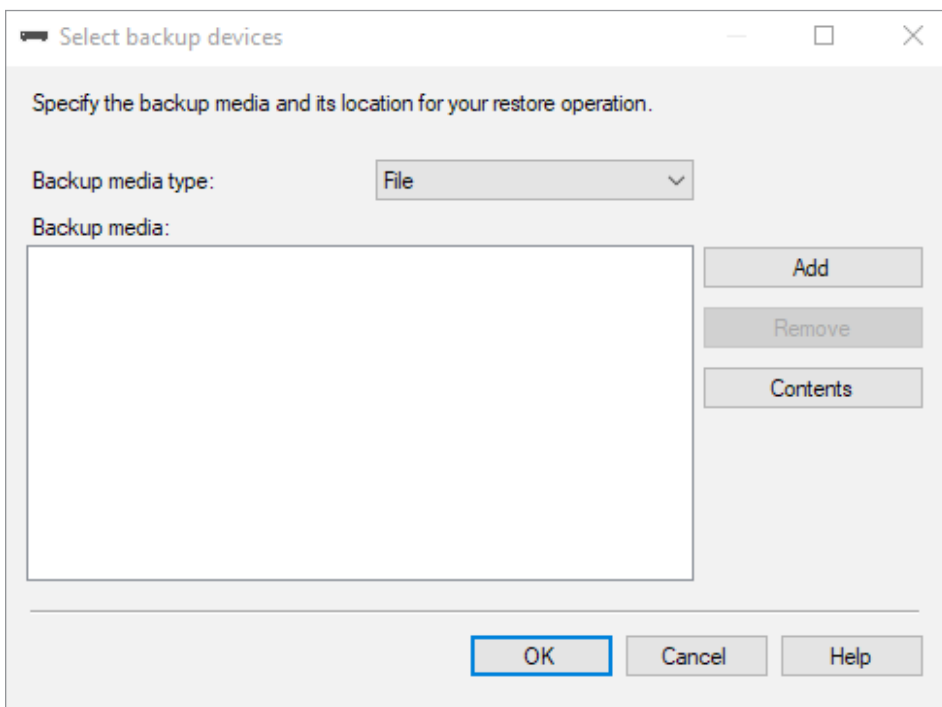
Database 

Software Version	Important Notes	Release Notes	Download Software
Demo	n/a	Guide	Download Released: 15/05/2020 Version: 20.1.5
New system	n/a	Guide	Download Released: 06/01/2020 Version: 20.0.6

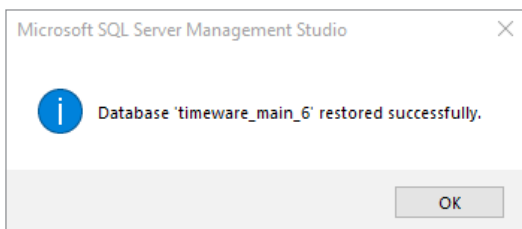
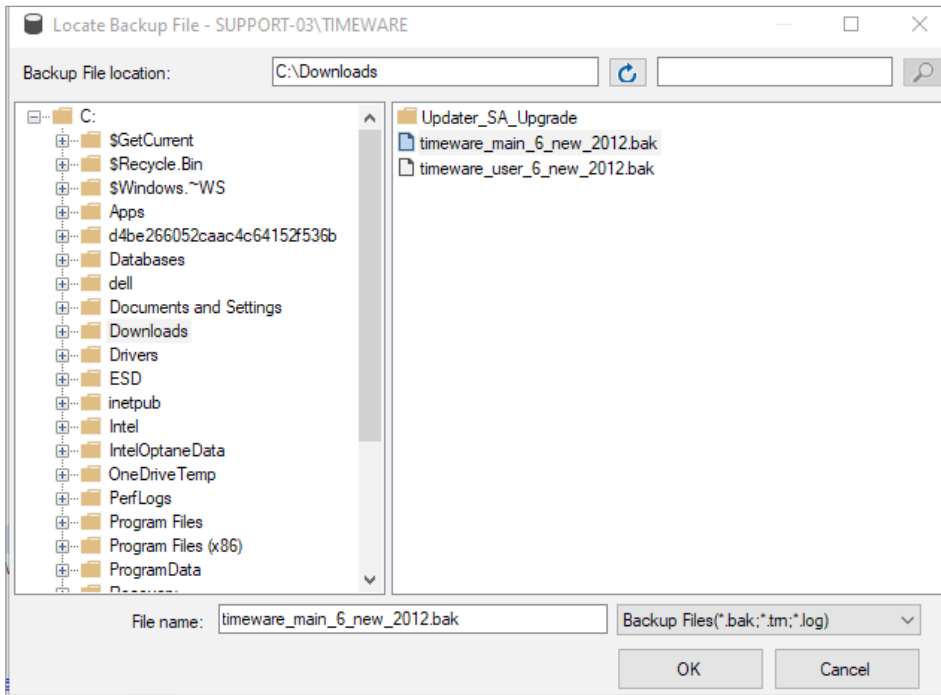
Once you have downloaded the correct database from timeware.info, you will then need to go back into your SSMS. Once logged into SSMS you will need to right click on the folder "Databases" and then select "Restore Database" where you will be taken to the Restore Database screen.



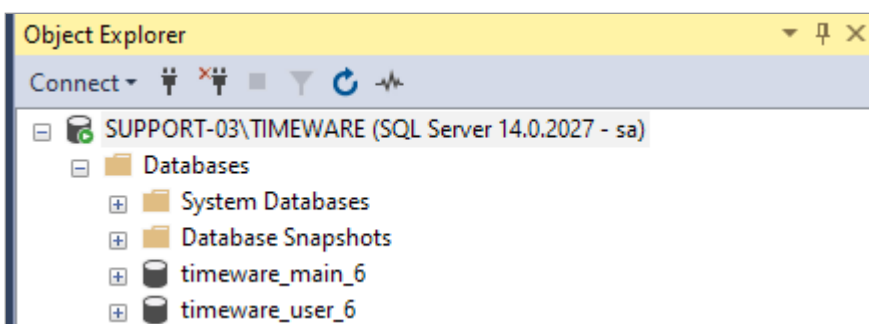
Once you are at this screen you will need to select "Device" before then clicking onto the button with three dots (...) on the right-hand side. Then you will need to click the "Add" button.



Next, you will need to locate where you have saved the database on your computer. Once you have located the 2 database files, you will then need to select "timeware_main_6" first before continuing by pressing "OK" then you will need to select "OK" again to start the restore. You will then receive a message to say the database has restored successfully.

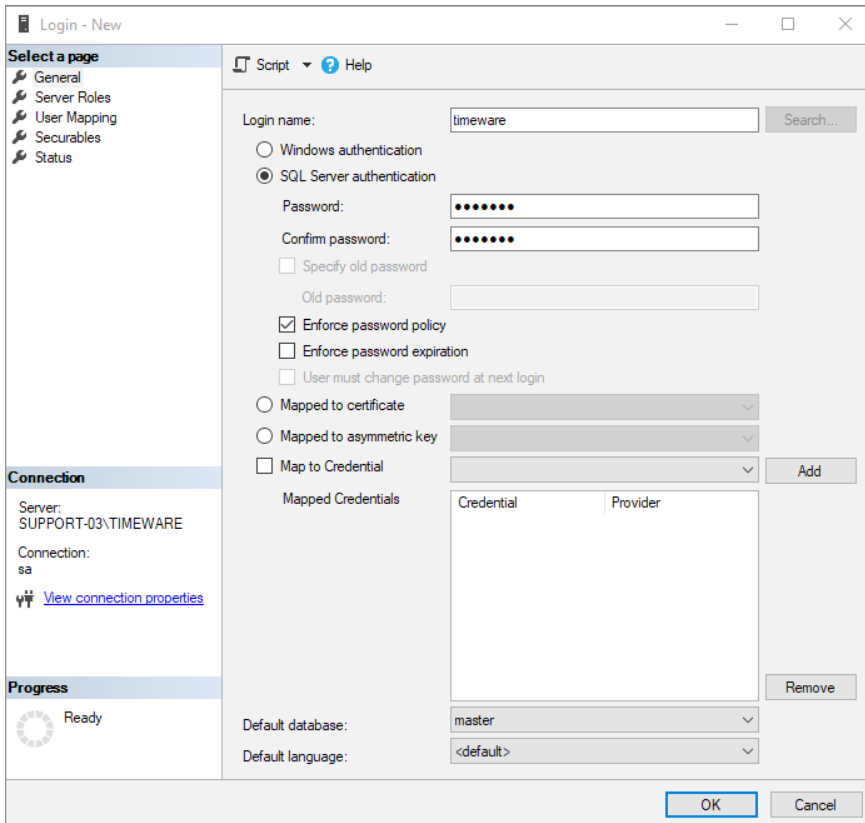


After the restore has completed you will be then required to repeat the restore process for "timeware_user_6" Once this is complete you should see both "timeware_main_6" and "timeware_user_6" in the "Databases" folder.



Creating a user within SSMS

Within SSMS you will need to expand the folder named "Security" before right clicking on the "Logins" folder and selecting "New Login". A login screen will appear and you will need to enter "timeware" into the "Login Name". Next you will then need to select "SQL Server authentication" before entering a password of your choice (Note: This is the installer's responsibility to keep the password). After filling out the password field, you will then need to select "Enforce password policy" and then unselect the other two options: "Enforce password expiration" and "User must change password at next login".



Then you will need to select "Server Roles" on the left-hand side of the login window and selecting the following option "public" leaving all other options unchecked. Once you have selected both options you can then select "OK" (Note: timeware® do not use the "SA" login on SQL which is why we create our own "timeware" login)

