

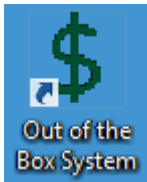
\$mart Clock

Out-of-the-Box[®] Pro – Files Needed for Conversion Upgrade

This document outlines the procedure for obtaining the files needed by Smart Clock Technical Support to convert the settings from your old Out-of-the-Box[®] program to your new Out-of-the-Box[®] Pro program. Having these files sent to Smart Clock Technical Support will save you time from inputting all company, employee and rule of pay settings from scratch in your new Out-of-the-Box[®] Pro installation.

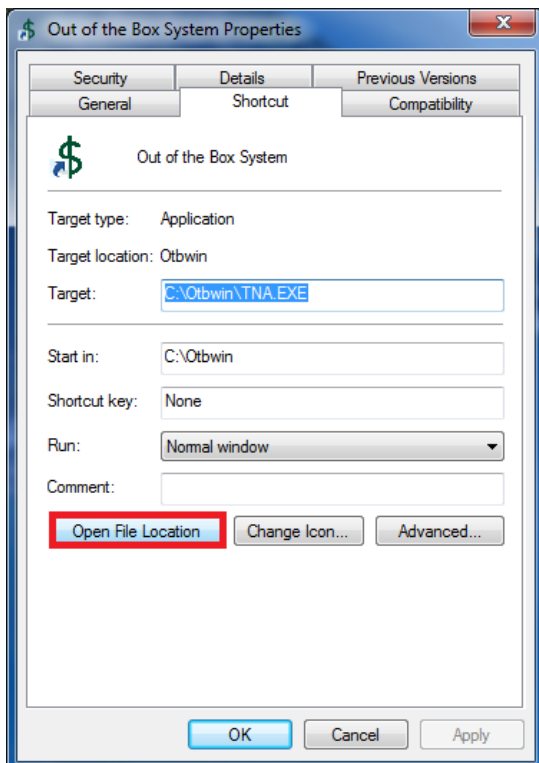
NOTE: Time punch data from Out-of-the-Box[®] cannot be transferred into Out-of-the-Box[®] Pro. We recommend that you keep the old Out-of-the-Box[®] program installed on your PC to view time punches recorded prior to using Out-of-the-Box[®] Pro.

Right click the Out-of-the-Box[®] desktop icon and select Properties.

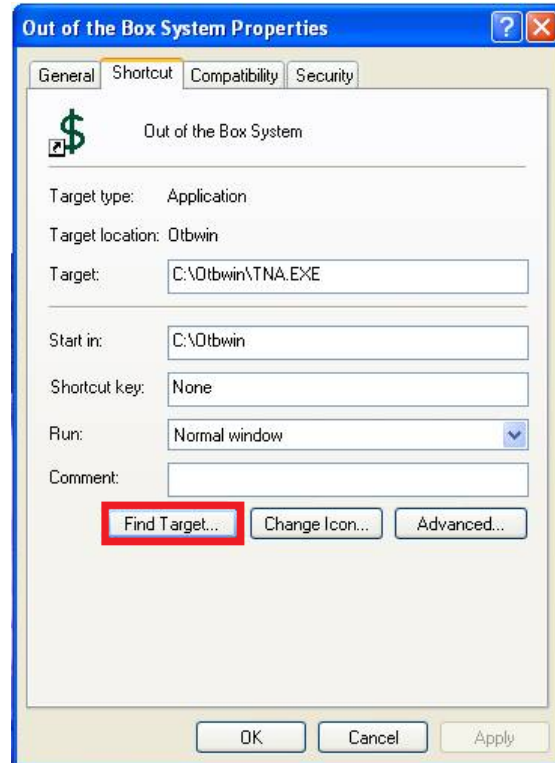


Click the Open File Location button if using Windows 7 or the Find Target button if using Windows XP.

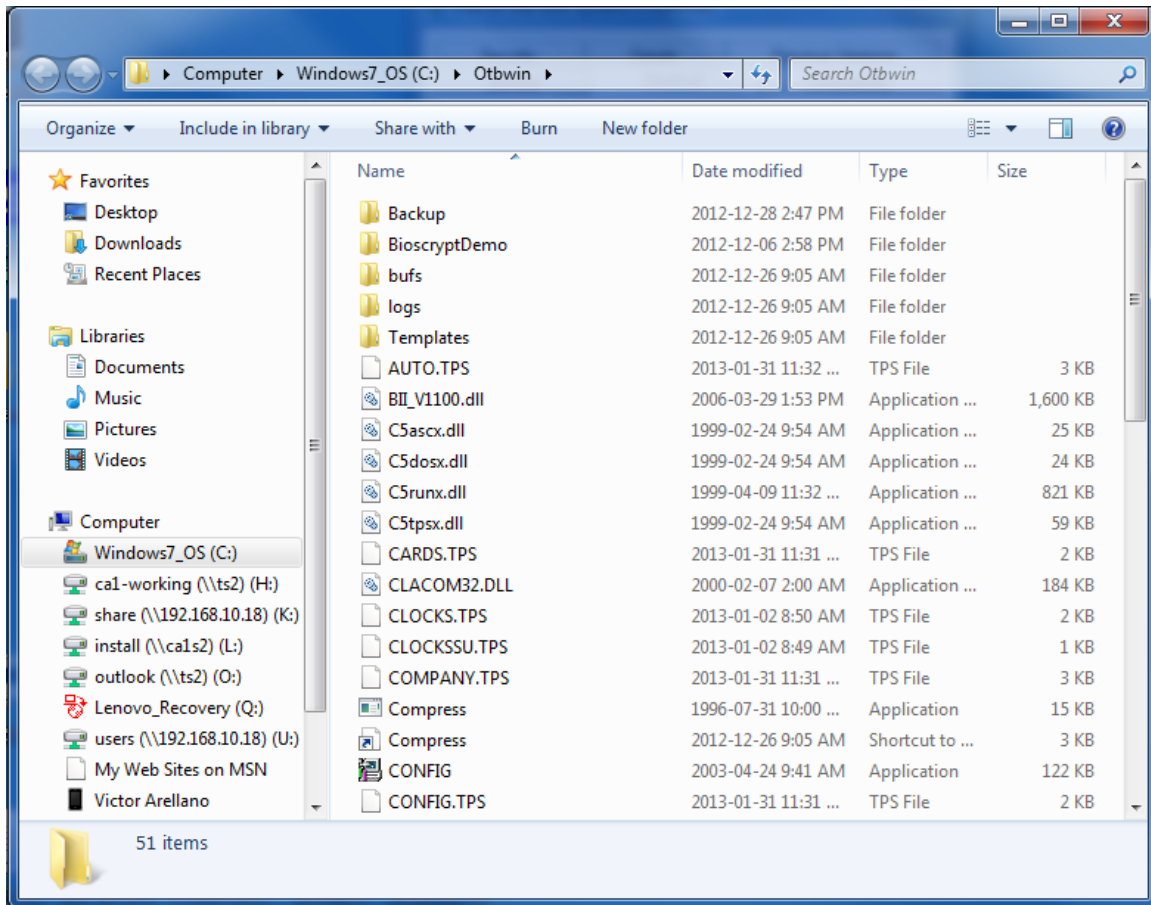
Windows 7



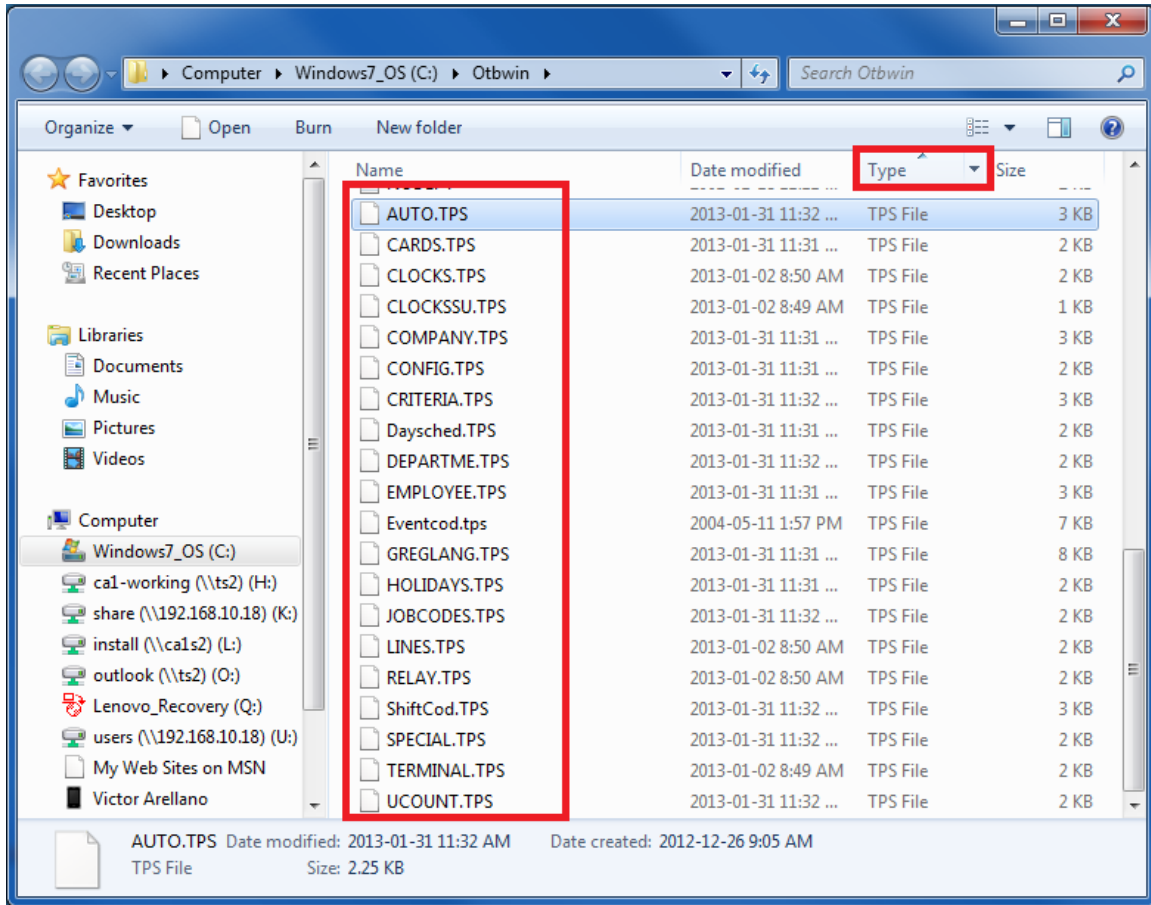
Windows XP



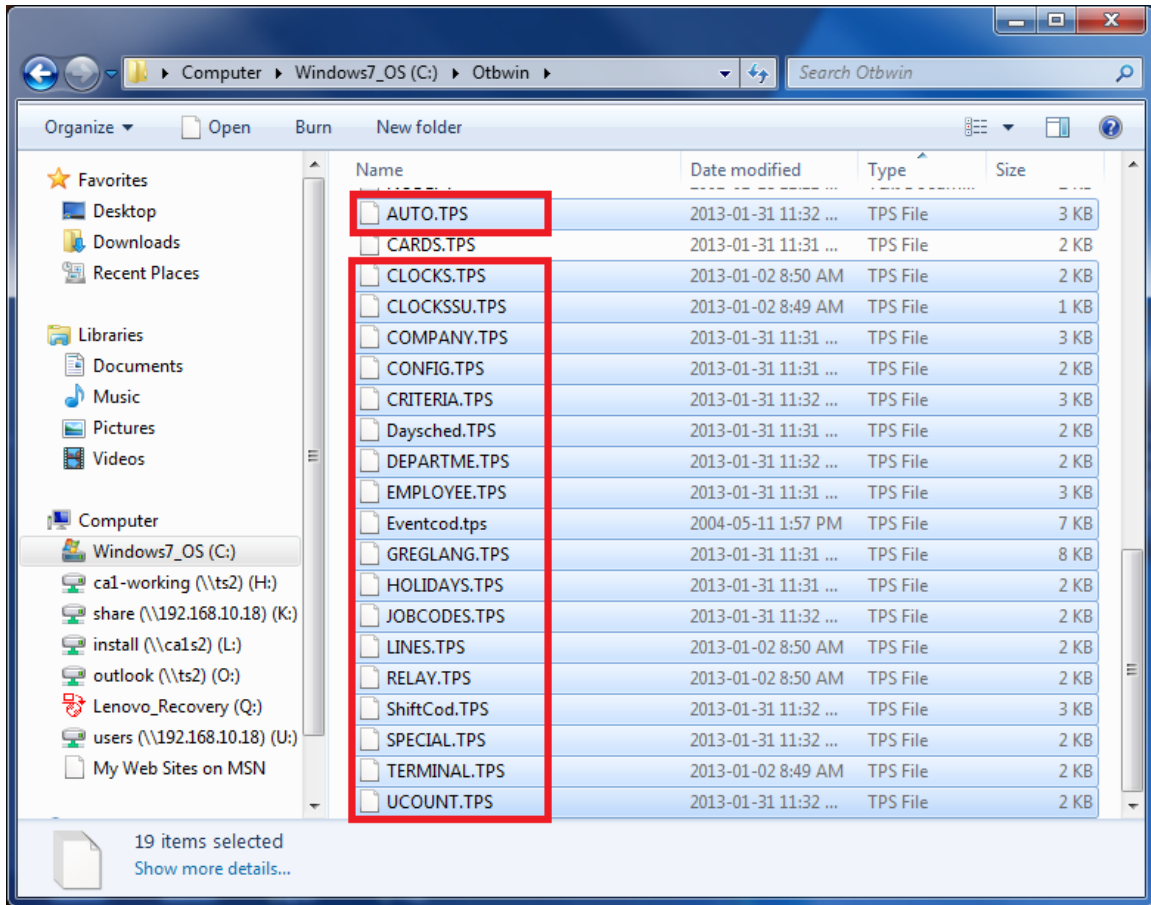
The directory where your Out-of-the-Box® files are stored will open.



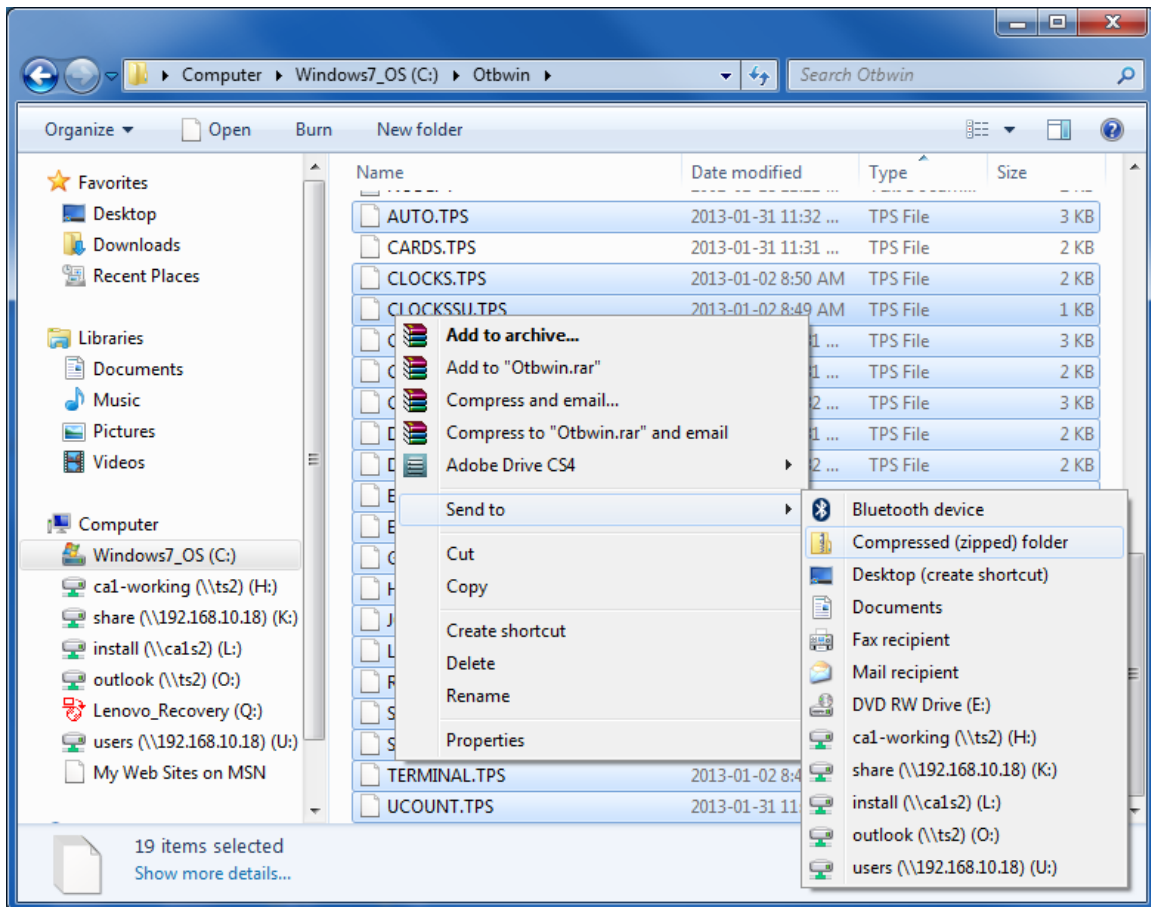
Click on the Type header to sort your files by file Type and scroll down to view all of the files with a .TPS name extension.



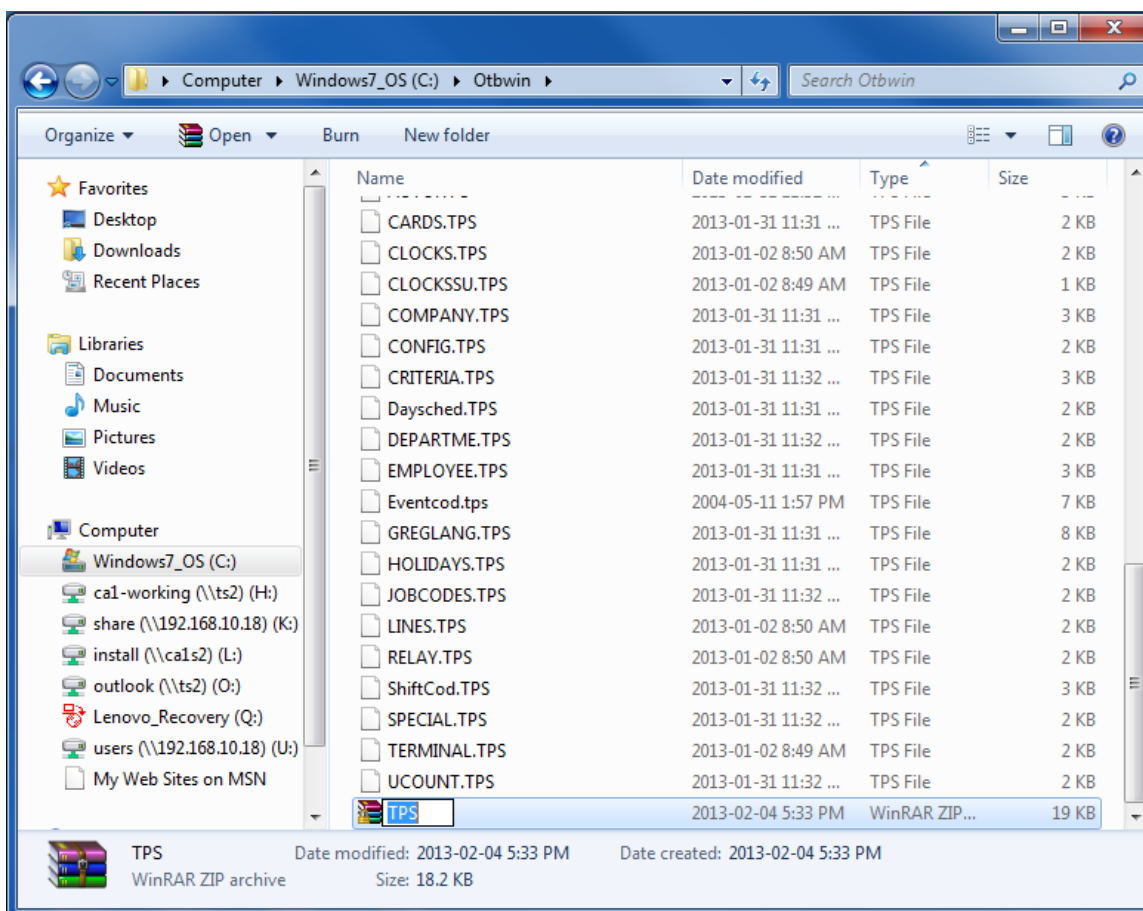
Hold the CTRL key on your keyboard and click on each TPS file **except CARDS.TPS**.



Right click > Send to > Compressed (zipped) folder



A new ZIP file will be made. Name the file "TPS" and press the Enter key.



E-mail a copy of the TPS.zip file that you created to Service@SmartClock.com. Be sure to include your name, company name and phone number in the message. Please indicate what value you would like to set as the Company ID in the new program. It can be any numeric value up to 10 digits in length. If your current Company ID is alphanumeric (includes letters), it will need to be changed to a number.

The files will be converted and returned within 2 business days of receipt. E-mail Smart Clock Technical Support at Support@SmartClock.com if you have any questions.