
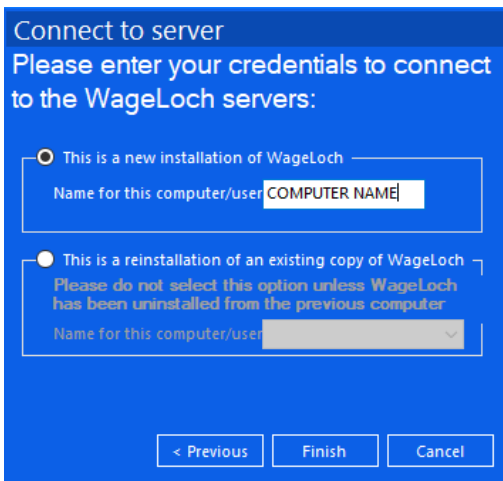
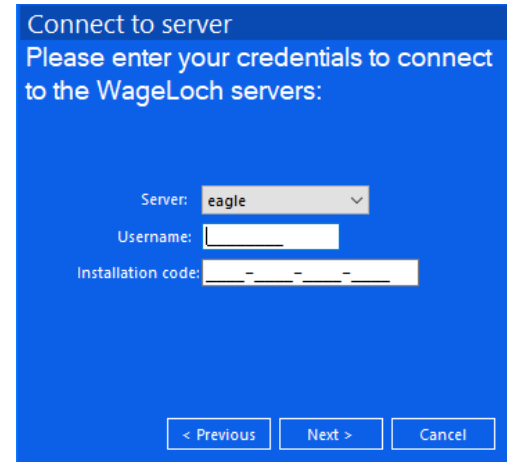




# Installing WageLoch Cloud Software

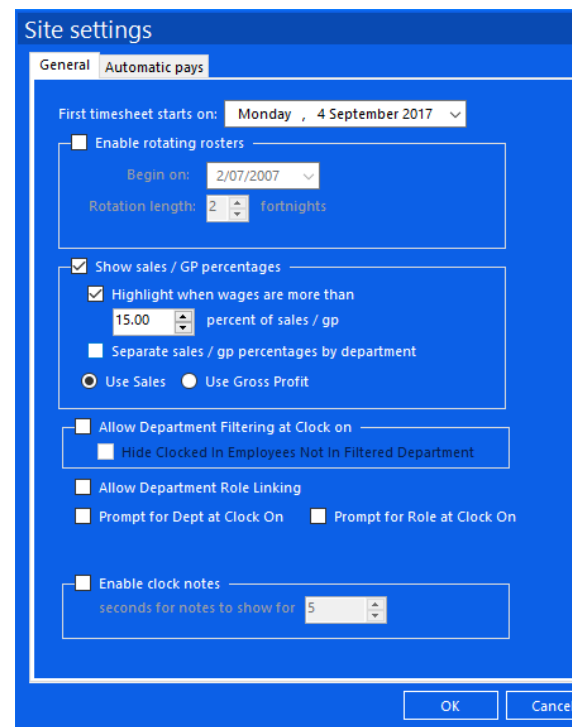
- Go to <http://www.wageloch.com.au/cloud>
- Click “Download WageLoch Cloud Install Package”
- Run the install program; following the installation prompts
- Open  WageLoch Cloud Control —the Connect to Server box will appear
- Enter the Server name, Username and Installation Code details as provided in the letter accompanying your install kit (or via email from our Helpdesk)



- If this is a brand-new installation, Select “This is a New Installation of WageLoch”, If you are reinstalling on an existing computer, Select the name of the computer from the reinstallation list
- If you select “New Installation” enter a unique name for the computer that you are installing the software on (e.g. Office, Clocking, Bob’s Laptop)
- Click “Finish” – WageLoch will now load up.
  - If this is a **re-install** for an existing installation, you are done!
  - **New client** installation, you will need to setup the site and create users (See [Review Site Settings](#)),
  - If you are an **existing customer** installing on a new computer, you will need to setup WageLoch Time (See [Setup WageLoch Time](#))

- **Review Site Settings:**

- **First Timesheet Starts on:** This is the date your first payroll submitted from WageLoch starts on
- **Enable Rotating Rosters:** Allows you to set up rotating rosters starting on a specific date, so when creating a new roster the system will use the next roster in the rotating list
- **Show Sales/GP Percentages:** You can show the Sales Tab in roster where you can enter projected and actual sales and see Sales v Wages in both dollars and percentages, you can also set a target for highlight if wages are above a certain percentage.
- **Allow Department Filtering at Clock-on:** Lets you filter the staff list at clock-in by department
- **Enable Clock Notes:** You can setup notes to show on screen when staff clock in – you can also choose how long those notes stay on screen



- You will now be asked to create a New User
- Enter the Username and select their access level. (You will need to create at least one administrator user, You can also enter an email address to recover a forgotten password)
- Click “OK” to save



Users and sites

Users Sites Departments


Username	Administrator	See financials	See Admin Financials	Modify Rosters	Unfinalise rosters	Submit timesheets	Complete end of day	Review confirmed days	Modify staff list	Process payrolls	Access setup in roster	Show Sales Percentage	Modify clock times	Access leave booking	Email forgotten password to
Name	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	name@email.com

Create Delete Reset password

\*WARNING: anyone with access to the above email accounts will be able to recover the password\*

OK Cancel

### Setup WageLoch Cloud Time

- Run  WageLoch Cloud Time
- You will now be presented with a Setup Screen
- If you are not using this computer to clock staff in and out – please select “**No Clocking in and out**”
- If you will be using this computer to clock in and out, Select the method that will be used (eg. Fingerprint Scanner, Passwords)
- Click Next, and on the next screen, select how you plan to send your timesheets to payroll (If you are unsure, contact the helpdesk and we can help you out)
- If you are not submitting timesheets from this computer, please select “**Timesheets are not submitted from this machine**”
- Once you have selected the timesheet submission method, click “Finish”
- WageLoch Cloud Time will now load and you are ready to go

Local setup wizard

- No clocking in and out on this machine
- Password  Use PIN codes instead of passwords
- Iris scanner
  - Image quality required: HIGH (Higher quality means less chance of false match)
- Fingerprint scanner
  - Access fingerprint scanner exclusively (requires administrator access)
- RFID key tag
- Face recognition
  - Camera: [dropdown]
  - Using external face recognition device
- Minimise application after each clock on/off
- Run in system tray
- Require staff to click on their name before scanning their fingerprint
- Update system time from internet
- Allow users to clock on and off by just clicking their names
- Email if staff not clocked on past rostered time
  - Allow tolerance of 15 minutes (use semicolon to separate multiple email addresses)
  - Send email to: [text input]

Cancel <-- Next -->

Local setup wizard

My email address: [text input]

- Timesheets are not submitted from this machine
- Timesheets are not submitted from this machine but end of days are confirmed from here
- Submit timesheet to local machine for centralised payroll
- Submit timesheet to head office