

KLOKWORK TEAM CONSOLE INSTALLATION AND SETUP USING DROPBOX

Dropbox Shared Folders is the recommended set up option for the Klokwork Team Console allowing all team members to connect securely from virtually anywhere while connected to the internet. This set up requires each user to have their own Dropbox account (free).

How to set up Klokwork Team Console using Dropbox Shared folders

Klokwork Team Console can be set up using Dropbox to share projects and timesheets between the Klok Pro users. The following instructions are intended to be followed by the person who will manage the Team Console for the group. A few steps require your team member's involvement to establish their own Klok Pro user Dropbox account and accept a Dropbox shared folder email verification.

There are 5 parts to set up Dropbox and complete the Team Console and Klok Pro user installations.

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Set up Dropbox Account

- Dropbox and the Klokwork Team Console** need to be installed on the personal computer of the person who will manage the team console.
Note: The Klokwork Team Console installation will occur following the Dropbox set up.
- Dropbox can be set up by either;**
 - Registering for a new account or...
 - Using an existing Dropbox account
- Register for a free Dropbox account**
 - Register by clicking this link (<http://db.tt/u17ogMI>) and follow the installation steps using the set up wizard.
 - If Dropbox is installed successfully you will see a folder named "Dropbox" on your desktop. Depending on the operating system the folder path will appear something like...
 - Windows Operating Systems**
 - C:\Users\[USERNAME]\Dropbox or...
 - C:\Users\[USERNAME]\Documents\My Dropbox
 - Mac Operating Systems**
 - /Users/[USERID]/Documents/Dropbox
- Using an Existing Dropbox account** - If the person managing the Team Console already has a Dropbox account they can set up a KlokworkTeamConsole sub-folder within their own existing Dropbox account folder to securely manage their team's time entries separately from their personal Dropbox files. See 'Setting up Dropbox Shared Folders' instructions in the following section for set up details.

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Setting up Dropbox Shared Folders

1. The Team Console manager will create a Klokwork specific sub-folder off of their main Dropbox account folder. This folder will be used as the main folder for the Klokwork set up to publish projects to the team and import time entries submitted by team members. This will keep all Klok specific information separate from all other Dropbox folders with personal/private information. The examples below show how the main Klokwork folder (named 'KTCManager' to represent the Klokwork Team Console) will appear on the local machine of the team console manager once created in Dropbox.

- **Windows Operating Systems** - C:\Users\[USERNAME]\Dropbox\KTCManager
- **Mac Operating Systems** - /Users/[USERID]/Dropbox/KTCManager

2. From the newly created Dropbox 'Klokwork' folder, the Team Console manager will create sub-folders for all team members who will track their time using Klok Pro and submit entries back to the console.

Note: In the example below, Klok Pro Team Member 1 is also the Team Console Manager as they will be tracking their time along with the team for various projects.

Windows Operating Systems

Klok Pro Team Member 1 - C:\Users\[USERNAME]\Dropbox\KTCManager\KPAdminUser - (i.e. Team Console Manager)

Klok Pro Team Member 2 - C:\Users\[USERNAME]\Dropbox\KTCManager\KPTestUser1

Klok Pro Team Member 3 - C:\Users\[USERNAME]\Dropbox\KTCManager\KPTestUser2

Klok Pro Team Member 4 - C:\Users\[USERNAME]\Dropbox\KTCManager\KPTestUser3

Mac Operating Systems

Klok Pro Team Member 1 - /Users/[USERID]/Dropbox/KTCManager/KPAdminUser - (i.e. Team Console Manager)

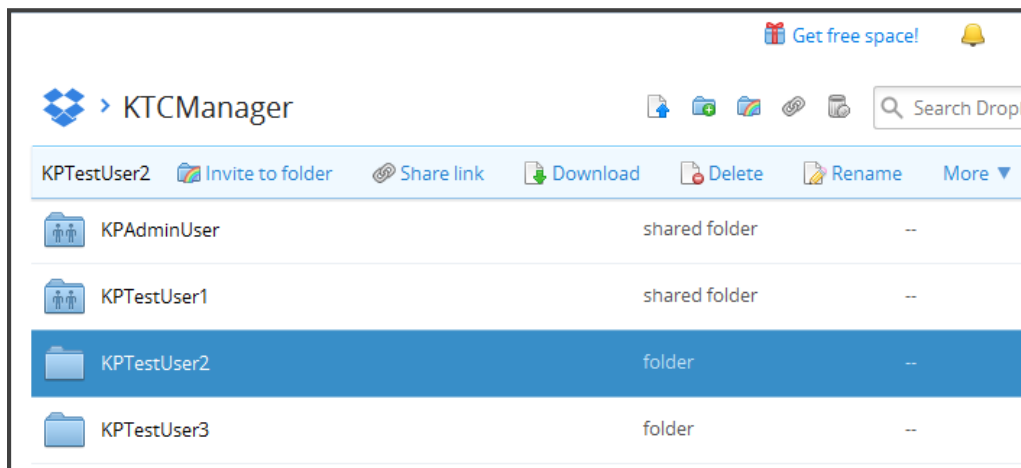
Klok Pro Team Member 2 - /Users/[USERID]/Dropbox/KTCManager/KPTestUser1

Klok Pro Team Member 3 - /Users/[USERID]/Dropbox/KTCManager/KPTestUser2

Klok Pro Team Member 4 - /Users/[USERID]/Dropbox/KTCManager/KPTestUser3

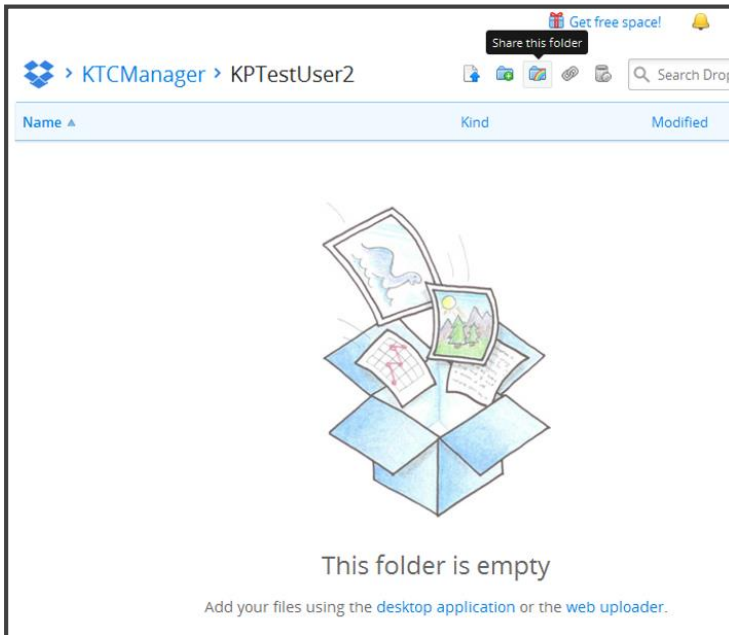
3. Once the sub-folders have been created the Team Console Manager will share each team member folder with the appropriate user by first clicking the sub-folder. The example below shows the Team Console Manager sharing the 'KPTestUser2' team member sub-folder.

Note: In the example below, the Team Console manager has already sent the invite to share the KPTestUser1 sub-folder. Team Member (KPTestUser1) accepted the invite completing the sub-folder set up on their local machine which is now indicated by 'shared folder' in the Team Console Manager Dropbox\KTCManager folder view.

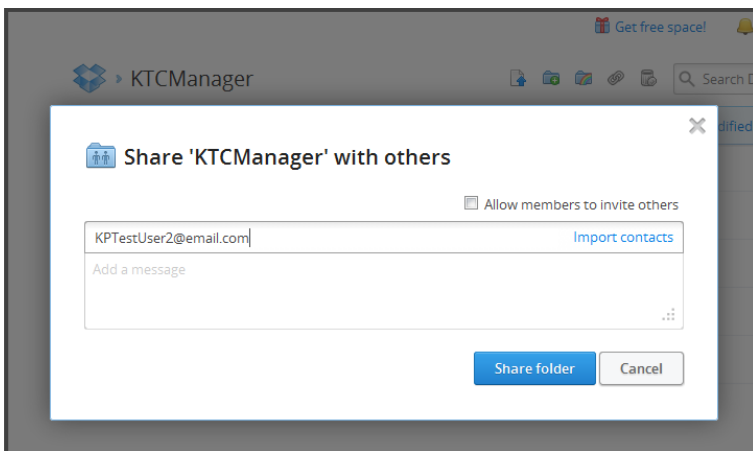


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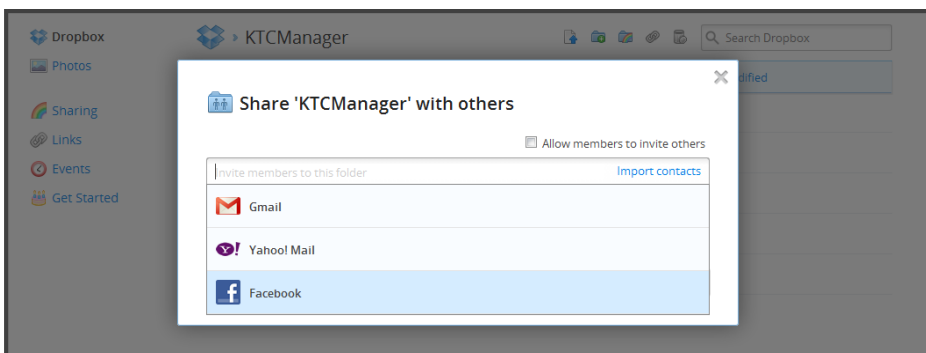
- Next click the 'Share this folder' button shown in the following image at the top of the screen.



- Enter the email address associated with the Dropbox account for the team member. Click 'Share Folder' to send the invite to the team member (sometimes you need to click 'Share folder' a second time as the first click validates the email address format).

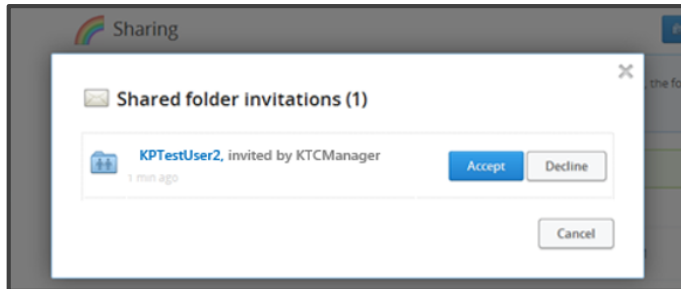


Tip: The team console manager can import contacts from other accounts making it easier to share folders by simply selecting the appropriate email address from their contacts rather than manually type the email address.



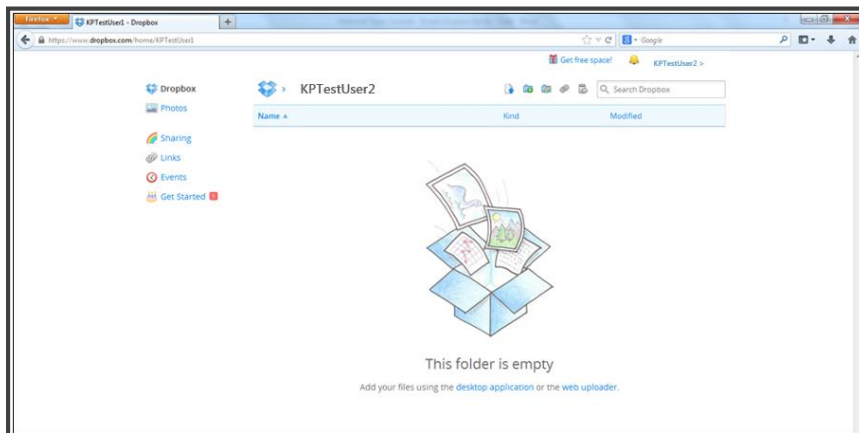
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- The Team Console Manager will repeat steps 3, 4 and 5 until they have shared each sub-folder with the appropriate team member.
- Each team member will need to accept the shared folder invitation through either the email (account associated with their Dropbox registration) or by logging into their Dropbox account.

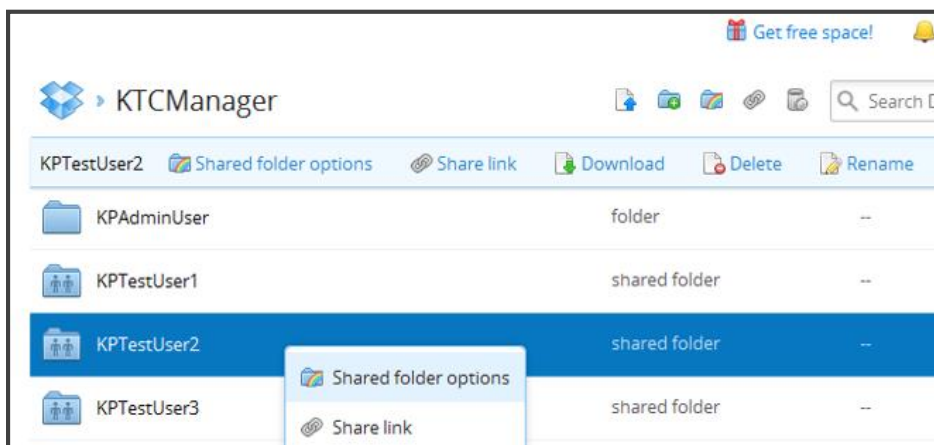


Note: If the team member is logged into their computer and the Dropbox service is running in the background (indicated by the Dropbox icon in the system tray) they will receive a real-time notification pop-up in the system tray once the team console manager sends the invitation providing another option to accept the shared folder invite.

- After accepting the invite the Team Member will be directed to the newly created shared folder indicating the set up was successful.

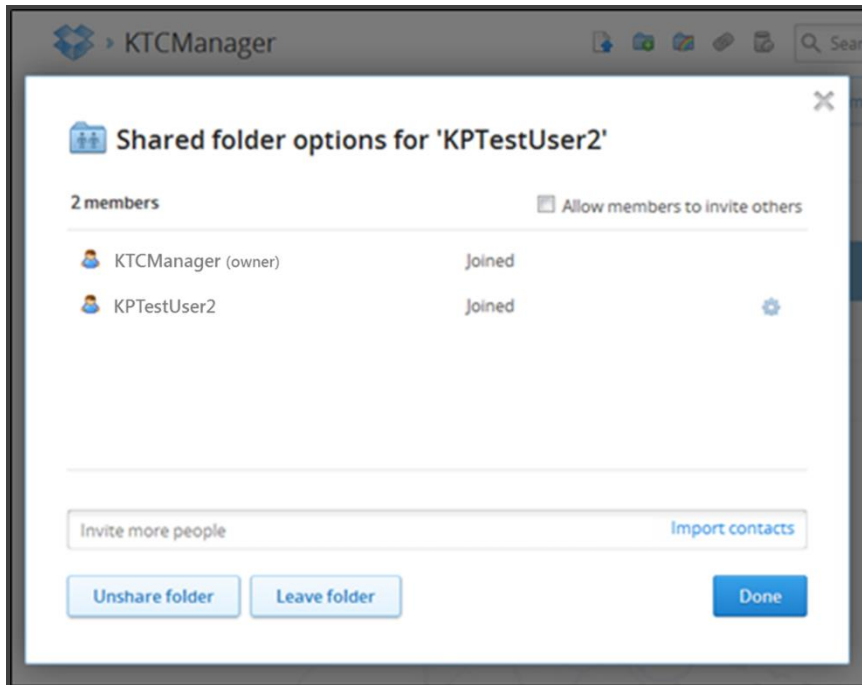


- The Team Console Manager (KTCManager) can view the status of all shared folder invites by right clicking the team member sub-folder and selecting 'Shared folder options'.

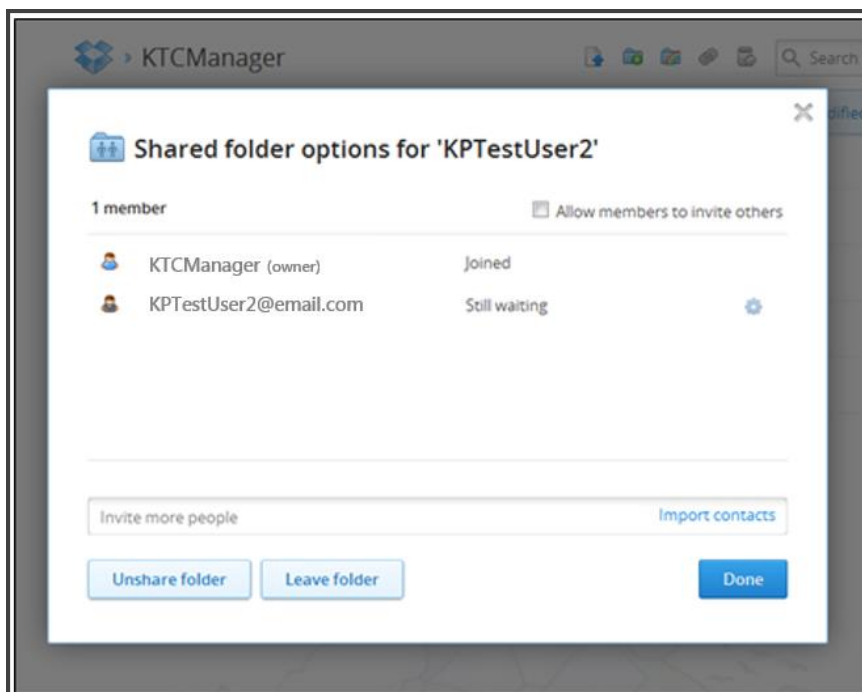


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10. Once the team member has accepted the shared folder invite the team console manager KTCManager will see the user associated with the KPTestUser2 sub-folder is listed as 'Joined'.



11. If a team member has **NOT** accepted the shared folder invite the team console manager will see the user associated with the shared sub-folder (KPTestUser2@gmail.com) listed as 'Still Waiting'.

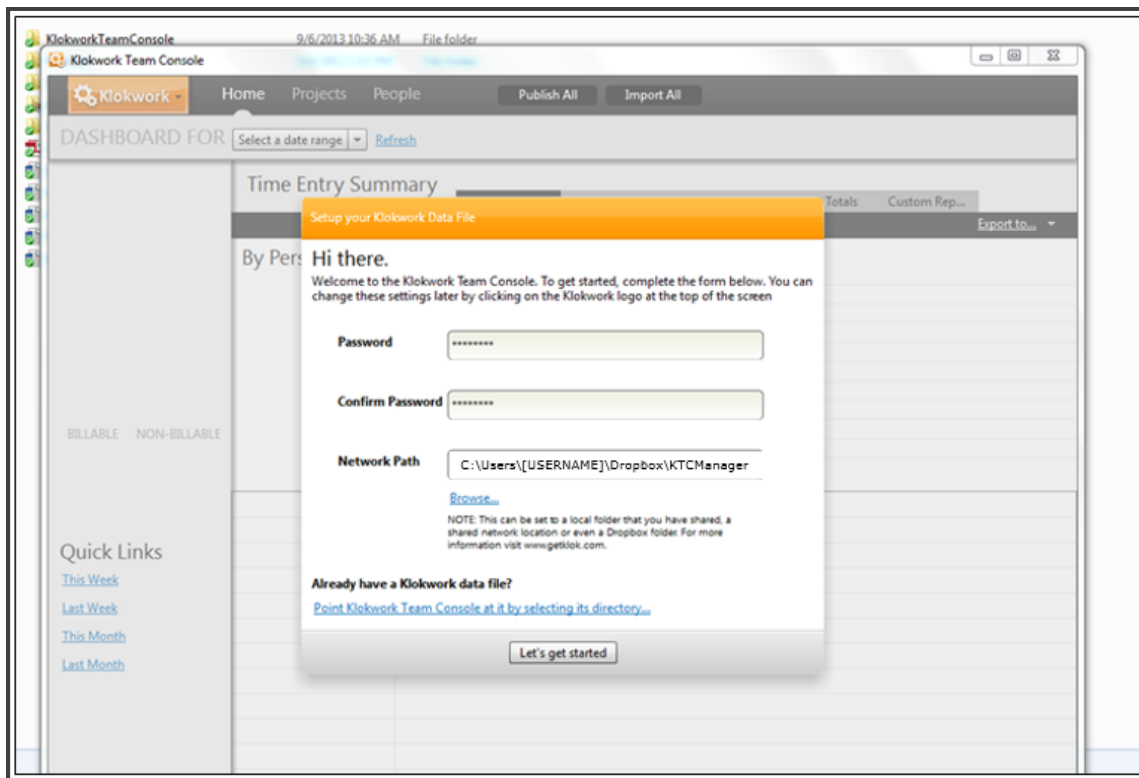


12. Once the Team Member has accepted the shared sub-folder invite from the Team Console Manager they can now follow the instructions to install Klok Pro on their local machine and configure the connection with the Team Console. This will allow the Team Member to download projects created by the Team Console Manager and submit time entries.

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Install Klokwork Team Console (team console manager only)

1. Install the Klokwork Team Console on the management pc of the person who will manage projects and users for the team.
2. Create a password but don't forget it as it cannot be recovered (it can be changed at any time once logged into the console).
3. Enter or click the 'Browse' button to select the Network Path of the Dropbox Klokwork (i.e. 'KTCManager') folder (do not include the sub-folders created for the team members in the network path). For Mac operating systems the path will be similar to /Users/ [USERID] /Dropbox (no spaces on either side of ([USERID])).



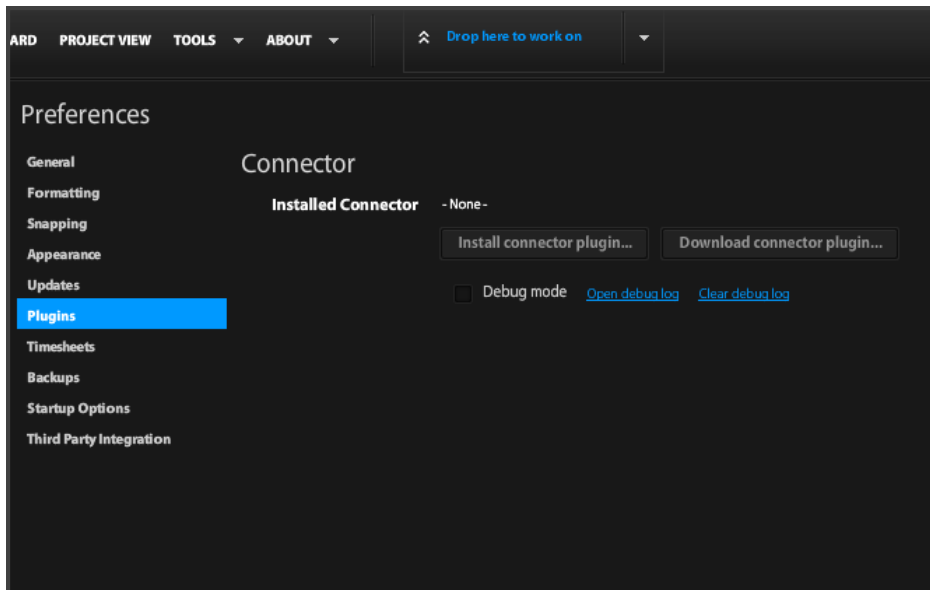
Install Klok Pro (each team member who will track time)

1. Install Klok Pro on the pc of each user you created in the Team Console.
2. Follow the Klokwork Team Connector installation instructions (*next section*) to 'connect' Klok Pro with the Team Console.

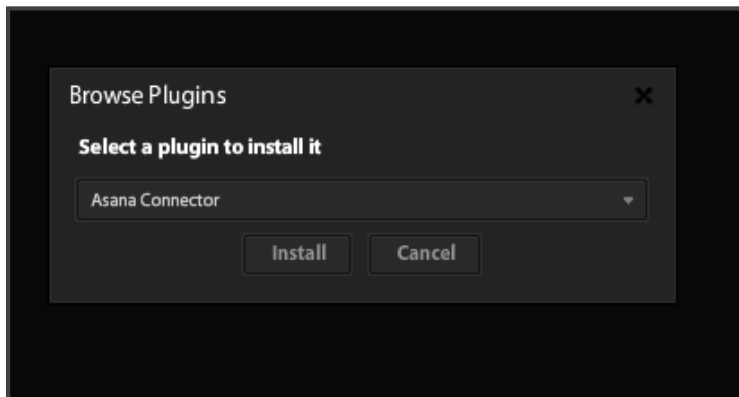
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Klok Pro Team Connector Set Up - Configuring the Connection

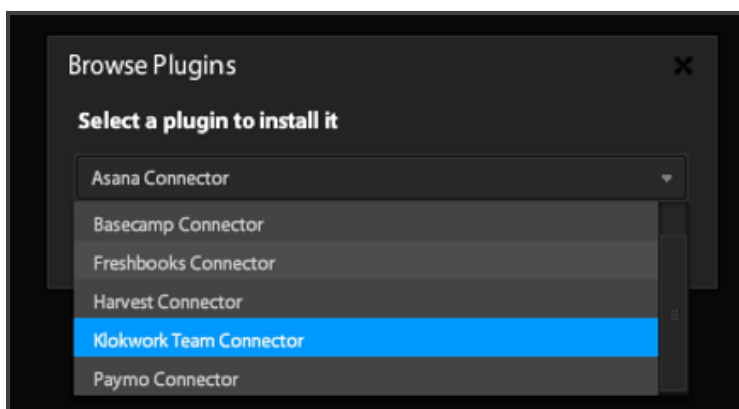
1. Begin configuring the connector plugin in for Klok Pro by simply clicking the plugin install button located in Tools -> Preferences -> Plugins.
2. Click 'Download connector plugin...'



3. User will be asked to select the connector they wish to connect with based on the Console type.

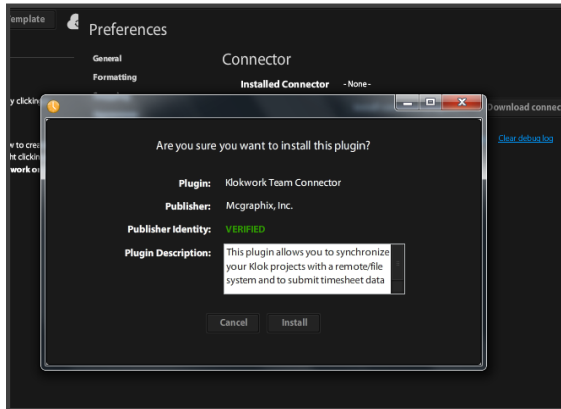


4. Select Klokwork Team Connector to establish the connection with the Klokwork Team Console.

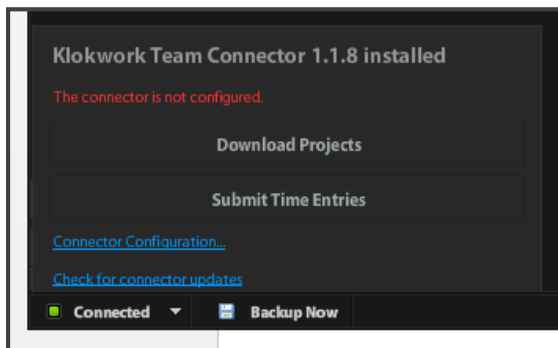


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- Click 'Install' when prompted to approve the connector installation.

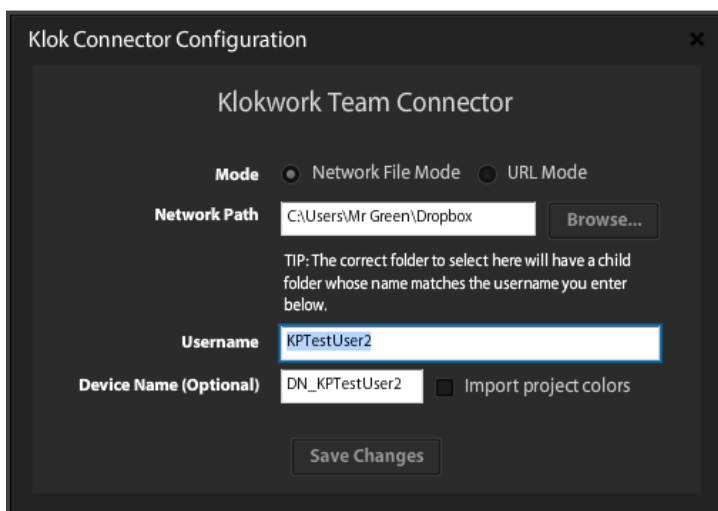


- Click 'Connector Configuration...' to configure the Klokwork Team Connector settings to connect with the Team Console.



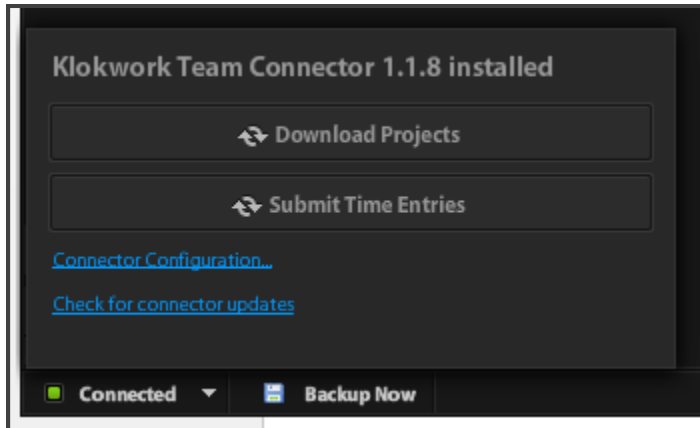
Enter the network path and username for the appropriate Klok Pro user. In the case shown below the local computer user is 'Mr Green' and the Team Console manager created a Dropbox user sub-folder named KPTestUser2. Therefore, the Klokwork path associated with the Dropbox account will include the local computer username of 'Mr Green' (shown below). The username will be 'KPTestUser2' which matches the Dropbox sub-folder the Team Console manager created for this user.

Note: The Klokwork path *should not* include any sub-folders. For **Windows operating systems** the path should appear as shown in the image below. For **Mac operating systems** the path will be similar to /Users/ [USERID] /Dropbox (no spaces on either side of ([USERID])). In both cases, make sure 'Mr Green' is replaced with appropriate username for the team member.



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7. The Klok Pro user can now download projects the Team Console manager created and assigned for this team member.



You're finished with the setup!

Klok Pro users can download projects, begin tracking time and submit their entries at an interval requested by the team console manager. Once team members have submitted their time entries (uploaded to their Dropbox folder), the team console manager can begin viewing time entries for the group in the Team Console by clicking 'Import All'.