

## Updating your Timeclock to the Cloud

This guide assumes that you are on the computer with Time Collection Manager and have downloaded the TCM update from the website. If you have not yet performed these steps, please go to <a href="https://sbshrs.adpinfo.com/timeclock-upgrade">https://sbshrs.adpinfo.com/timeclock-upgrade</a> on your computer with Time Collection Manager.

### Install the software

Locate the **Setup\_TCM\_6\_8\_1\_1.exe** file and double-click it to start the installation.



#### When prompted, click Yes to continue.

lection Manager'.

Click Next to continue.



ADP Time Collection Manager	InstallShield Wizard	×
	Resuming the InstallShield Wizard for ADP Time Collection Manager Wizard will complete the installation of ADP Time Collection Manager on your computer. To continue, click Next.	
	< Black Next > Cancel	

To complete the install, click Launch ADP Time Collection Manager and then click Finish.

ADP Time Collection Manager - InstallShield Wizard				
	Update Complete The InstallShield Wizard has updated ADP Time Collection Manager to version 6.7.8.0.			
	K Back Fight Cancel			

Now we're ready to update the Timeclock.



### **Update the Timeclock**

To start the Check and Update process, select **OK**.

Note: This process may take about 10 minutes to complete.

Clock Firmware Check and Update	×
ADP Time Collection Manager needs to check/update firmware for any existing timeclocks. This upgrade process may take up to 10 minutes for each timeclock to complete. Your timeclock will be unavailable during the process and may reboot several times.	- 12
Click OK to continue or click Cancel to complete the upgrade at a later time.	
OK Cance	

When the clock update is complete, the First Run Checks message displays. Click **OK**.

First Run Checks	X
Clock firmware update check co	omplete
	ок

On the homepage, click **Cloud Upgrade**.



3P TCM for ADP v6.7.8	
ADP Time Collection Mana	ger He
Home	Home
Timeclock Setup	
Collection Schedule	
	Timeclock Connections
	Timeclock Setup Cloud Upgrade
	Collect/Send Advanced Settings
	Collect/Send Advanced Settings

Write down the serial number from this page.

**Note:** The Timeclock must be set up for Ethernet to upgrade.



ADP Time Collection Man	ager		Pla
Home Timeclock Connections	Cloud Up	grade	
Timeclock Setup Collection Schedule Cloud Upgrade			
	View Timedocks Register Timedock	Select Clock 0 Status: Tir	rffice 🔹
		Serial Number:	1721237
		Registration Code	e: g2A3 - BpHe
			Register
		Don't have a regis	stration code?
		Visit ADP Time & A or visit our Cloud for more informati	Attendance to obtain a code Upgrade Resource Page ion.

Finally, we need to register the Timeclock with the ADP Cloud.

# **Register timeclock with ADP Cloud**

Log in:

- RUN Powered by ADP clients <u>https://runpayroll.adp.com</u>
- Time and Attendance only clients <u>https://time.adp.com</u>



Click Setup > Timeclocks > Timeclock Configuration.

SETUP	
Global Settings Message Center Configuration Location Settings > Timeclocks Security Imports	Timeclocks  Timeclock Configuration

Click Add New Device to add a new timeclock.

	ADVANCED ~
Add Non Hosted Models	
Add ADP300 Basic	
Add ADP700 Touchscreen	

Choose the timeclock option that matches your timeclock.





If you are using the ADP 300 or 500 model, select ADP300 Basic



If you are using the ADP700 Touchscreen model, select ADP700 TouchScreen

Enter a name for your Timeclock (for example; Front Office) and the serial number you wrote down earlier, then click **Submit**.



Your changes have been succe	essfully saved
Edit Timeclock	
🗸 English (US) 🗮	
D:	Front Office
Description:	Front Office
Serial Number: *	1221237
Timeclock Model:	ADP700 Touchscreen
Timeclock Firmware:	Not Available
Registration Code:	f5JS - t97R 😧
Disable Device Communication:	

A setup document will open up. Scroll down to make note of the registration code and Cloud ID. Note: These values are only active for 24 hours. If you need a new code you will have to repeat these



- 73767 Cloud Id: .
- Click Register

steps.

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Return to the ADP Time Collection Manager and click **Cloud Upgrade**.

Enter the registration code and cloud ID you wrote down earlier and click **Register**.



ADP Time Collection Man	ager		2 Ha
Home Timeclock Connections Timeclock Setup Collection Schedule	Cloud Upg	grade	
Cloud Upgrade	View Timeclocks Register Timeclock	Select Clock Status: Serial Number: Registration Co Cloud ID:	Office   Timedock not registered.  1721237  de: g2A3 - BpHe  73767  Register
		Don't have a res Visit ADP Time 8 or visit our Clou for more informa	gistration code? k Attendance to obtain a code ud Upgrade Resource Page ation.

Wait for the clock status to display **Registration Succeeded**.

View Timeclocks	Select Clock	Office	+
Register Timeclock	Science eloca	Divine.	_
	Status:	Registration succeeded.	

Congratulations, you have successfully registered your Timeclock with the ADP Cloud! You're all set.