TimeKeeping
Systems, Incorporated

GUARD1 PLUS!®

GUARD1 PLUS
Mini-Attendant File Manager User's Guide

Version 2.71

Introduction

This *User's Guide* explains how to install, configure, and use the Mini-Attendant File Manager application. The Mini-Attendant File Manager is a standard executable that displays its icon in the system tray of the Windows desktop. This application is designed to be used in conjunction with the Mini-Attendant to transfer data downloaded from TimeKeeping Systems Plug and Play (PnP) downloaders to GUARD1 PLUS across a network.

Requirements

The PC hardware requirements for running the Mini-Attendant File Manager version 2.71 are as follows:

- 2.66 GHz CPU
- 1 Gigabyte(GB) of RAM
- 1.5 GB of hard drive space.
- A CD-ROM drive
- A network connection

The PC software requirements for running the Mini-Attendant File Manager are as follows:

- Vista Operating System

The Mini-Attendant File Manager has additional hardware and software compatibility requirements as follows:
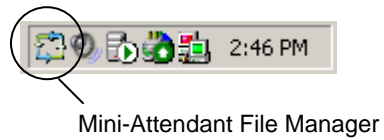
- GUARD1 PLUS version 2.71
- Attendant version 2.71
- Mini-Attendant version 2.50.0000 or higher

Installation

The Mini-Attendant File Manager is automatically installed with GUARD1 PLUS.
The executable (*FileManager.exe*) is placed in the directory where GUARD1 PLUS
is installed. By default, this directory is *C:\TimeKeeping Systems\Guard1 Plus*.
The Mini-Attendant File Manager application can be started by double-clicking on
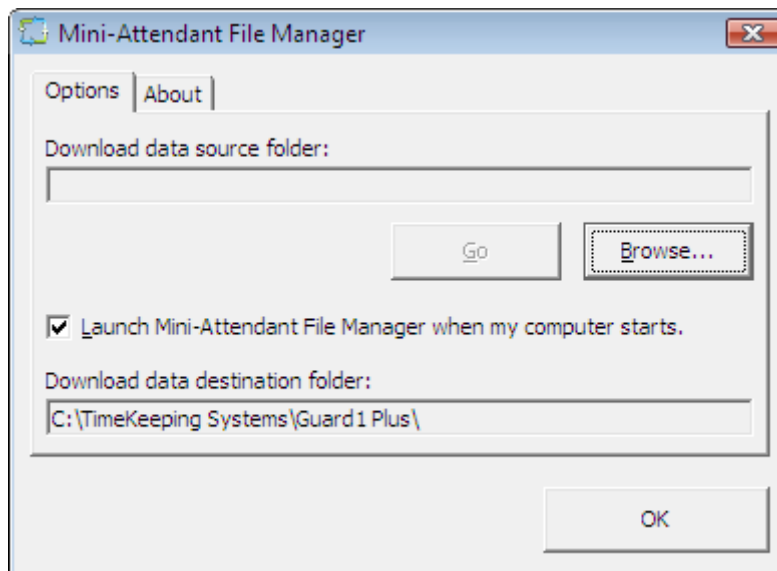the executable icon.

Interface

The Mini-Attendant File Manager application runs in the Windows desktop System Tray. The System Tray is typically located in the lower right-hand corner of the screen. The Mini-Attendant File Manager is displayed in the System Tray as shown below.
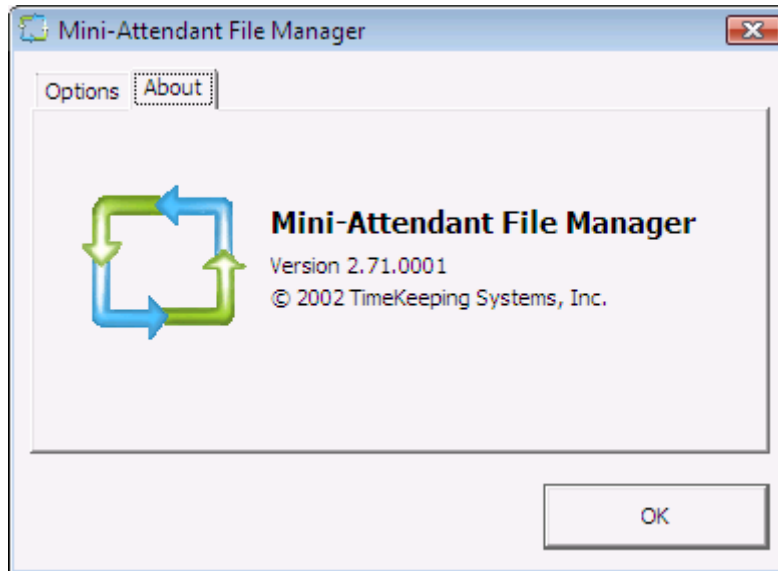

Mini-Attendant File Manager

Right-click on the icon in the System Tray to display the Mini-Attendant File Manager's pop-up menu. From the popup menu, you can close the Mini-Attendant File Manager application by selecting *Shut Down*, or you can display the Mini-Attendant File Manager Options form by selecting the *Options…* menu choice. The *Options* form can also be displayed by double-clicking on the System Tray icon.

When the *Options…* choice is selected, the Mini-Attendant File Manager Options form is displayed:
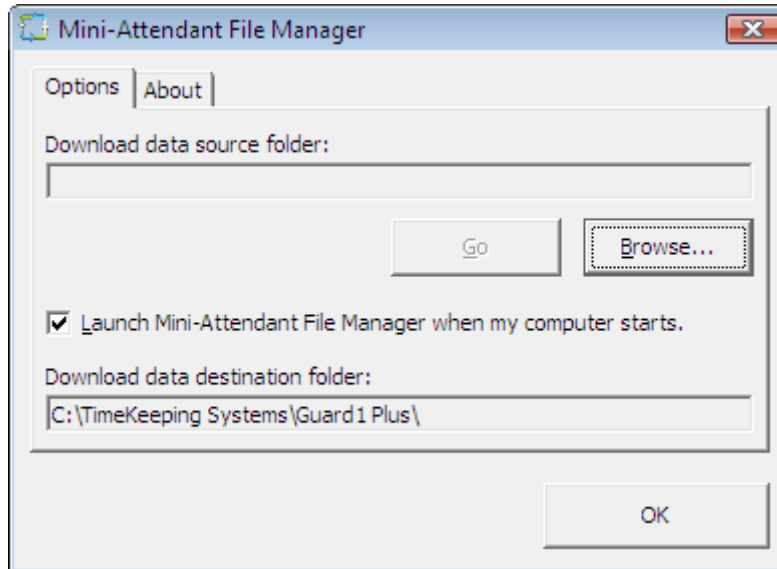
The Mini-Attendant Options form contains two tabs, the *Options* tab and the *About* tab. The *About* tab displays the version number of the application:

As of this writing, the current version of the Mini-Attendant File Manager is 2.71 for the Vista operating system.
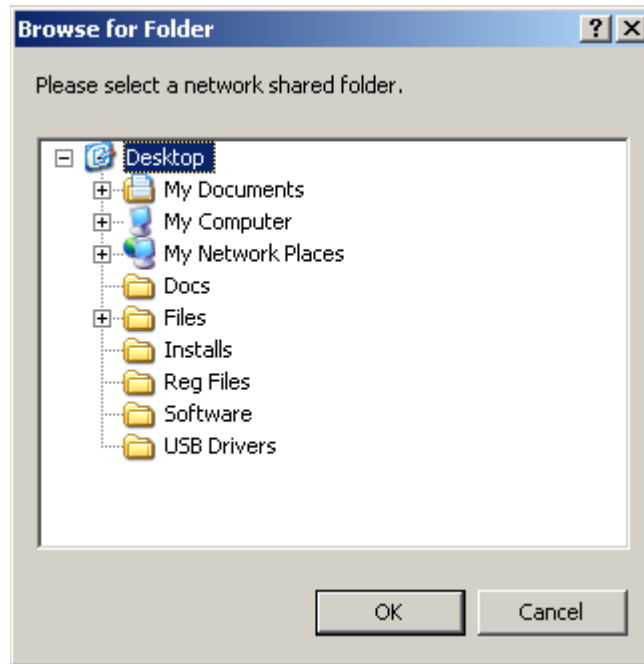
Software Setup

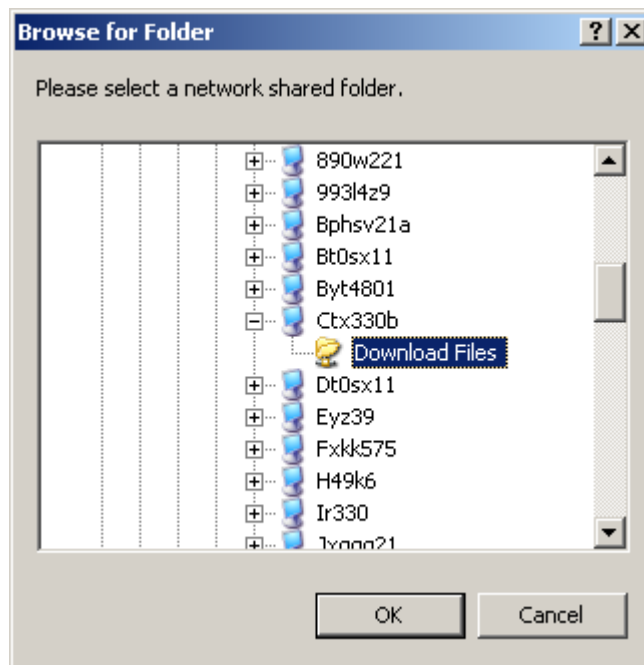The Mini-Attendant File Manager is configured via the *Options* tab:

As mentioned earlier in this document, the Mini-Attendant File Manager is used in conjunction with the Mini-Attendant to transfer data downloaded from a Direct Downloader to GUARD1 PLUS across a network. The Mini-Attendant converts data downloaded from a Direct Downloader into download files and writes the files to a shared network folder specified by the user. A download file is an encrypted file with an extension of *DL2*. For further details, please refer to the *Mini-Attendant User's Guide.*

The Mini-Attendant File Manager looks at the same shared network folder, for the appearance of any download files and moves the files to the directory where GUARD1 PLUS is installed. From this point on, the directory where GUARD1 PLUS is installed will be referred to as the *Destination folder*. The *Destination folder* is automatically determined by the Mini-Attendant File Manager upon startup.

To choose the shared network folder, select the *Browse* button. The *Browse For Folder* dialog is displayed:
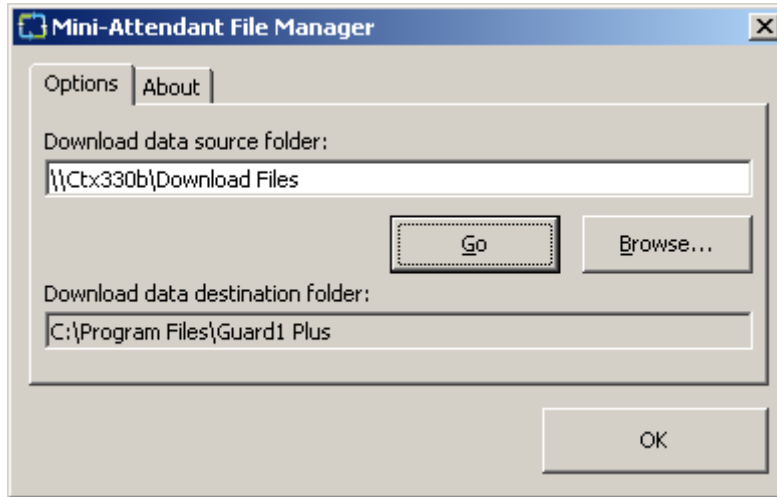

The *Browse For Folder* dialog displays all shared folders on the network. FTP and Web folders are also displayed although data transfer to these types of folders is currently unsupported. When you have chosen a valid shared folder, the *OK* button is enabled:

Select the *OK* button and the chosen network folder is displayed in the *Options* tab:

Mini-Attendant File Manager

Options | About

Download data source folder:

\\Ctx330b\Download Files

Go   Browse...

Download data destination folder:
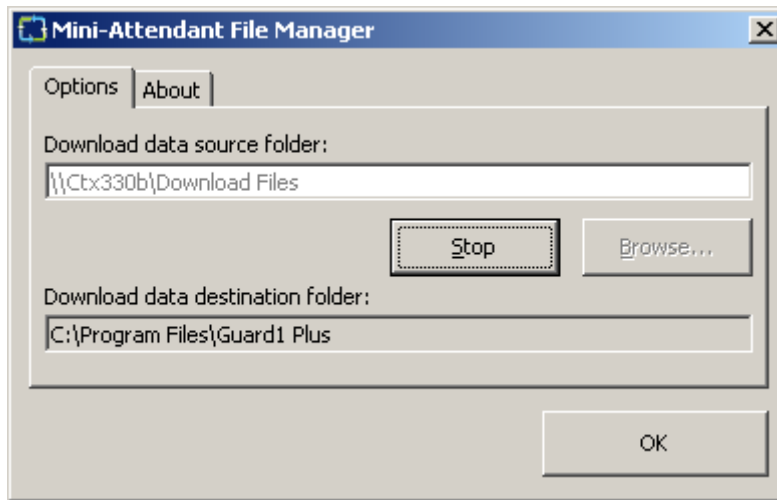
C:\Program Files\Guard1 Plus

OK

After you have selected the the shared folder, its location is saved. Each time the Mini-Attendant File Manager is run, the *Source* textbox will be filled in automatically. From this point on, the shared folder chosen by the user will be referred to as the *Source folder*.

Important: The *Source folder* must have read and write permissions enabled for the user currently logged in to the computer on the network. If read and write permissions are not enabled, the Mini-Attendant File Manager will not be able to move files from the *Source folder* to the *Destination folder*.

If you do not know how to share folders across a network and set network permissions, you should contact your network administrator.
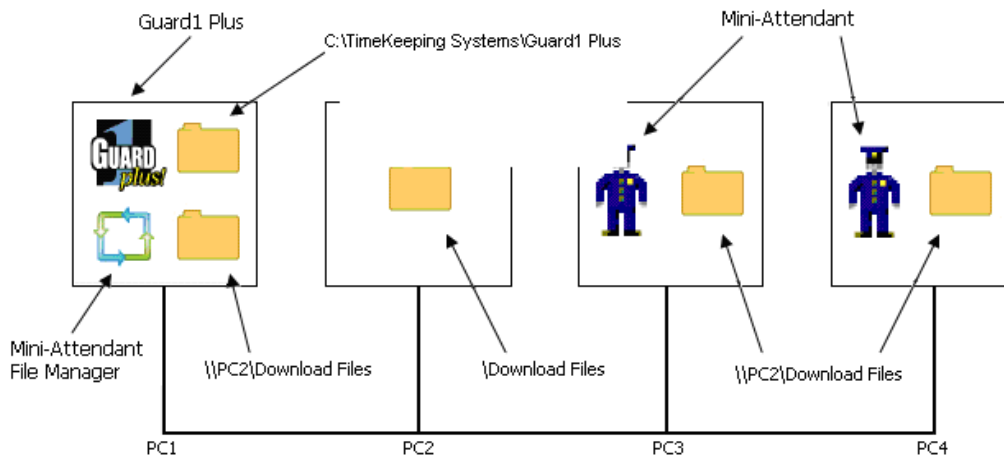
Once the *Source* is configured, select the *Go* button. The Mini-Attendant File Manager will begin looking for download files. Once the *Go* button is clicked, the button changes to a *Stop* button as shown below. Until the *Stop* button is clicked by the user, the Mini-Attendant File Manager looks for download files once every minute. As download files are found in the *Source folder*, the Mini-Attendant File Manager moves the files to the *Destination folder* to be processed by the GUARD1 PLUS the next time it is run.

System Setup

This section describes how to use the Mini-Attendant File Manager in conjunction with GUARD1 PLUS and the Mini-Attendant to move downloaded data across a network and into the GUARD1 PLUS database.

Example Scenario:

The diagram above depicts four computers (PC1..4) connected together via a network. GUARD1 PLUS and the Mini-Attendant File Manager have been installed on PC1, and the Mini-Attendant has been installed on PC3 and PC4. The transfer of downloaded data across the network from the Mini-Attendants to GUARD1 PLUS operates as follows:

- The Mini-Attendants on PC3 and PC4 are configured to write download files to the shared folder named *Download Files* on PC2 (please refer to the *Mini-Attendant User's Guide* for details).
- The Mini-Attendant File Manager on PC1 is configured to look for download files placed in the shared folder *Download Files* on PC2.
- As the Mini-Attendant File Manager detects the presence of download files on PC2, it moves the files from PC2 to the *Guard1 Plus* directory on PC1.
- Once the Mini-Attendant File Manager completes moving the files, it sends a message to GUARD1 PLUS (specifically the Attendant application) to process the files and place the data into the GUARD1 PLUS database.