



## The TimePilot system: Mapping a drive letter

1. Right-click on the Microsoft Windows **Start** button, and then choose **Explore**.
2. From the **Tools** menu, select **Map Network Drive**. The Map Network Drive box will pop up.
3. In **Drive** field, select an unassigned drive letter. Windows defaults to the first available letter, but you can choose any drive letter that is unassigned.
4. Click the **Browse** button next to the **Folder** field.

*Next, follow the appropriate steps below ...*

### If you're setting up the TimePilot system for the first time ...

5. Select the desired folder and click **OK**. If you don't see the folder you want on the list, you must make sure that folder is set to be shared on the computer where it resides.
6. Make sure there is a check in the **Reconnect at Logon** checkbox.
7. Click **Finish**.
8. Start TimePilot, go to the Configuration Manager. Select the data location from the **File** menu.
9. Select the new drive letter that you just mapped in Step 3 above and then set up your employees.

**Note:** For TimePilot to run correctly, all TimePilot users must have full access permissions to the folder selected in Step 5.

### If you already have a TimePilot folder on your system ...

5. Locate the folder that contains the TimePilot data folder. Select that folder and click **OK**. (See illustration at right)
6. Make sure there is a check in the **Reconnect at Logon** checkbox.
7. Click **Finish**.
8. Start TimePilot, go to the Configuration Manager. Select the data location from the **File** menu.
9. Select the new drive letter that you just mapped in Step 3 above.

**Note:** In Step 5, be sure to select **the parent** of the TimePilot data folder—not the data folder itself. For TimePilot to run correctly, all TimePilot users must have full access permissions to the folder selected in Step 5.

Here

Not here

