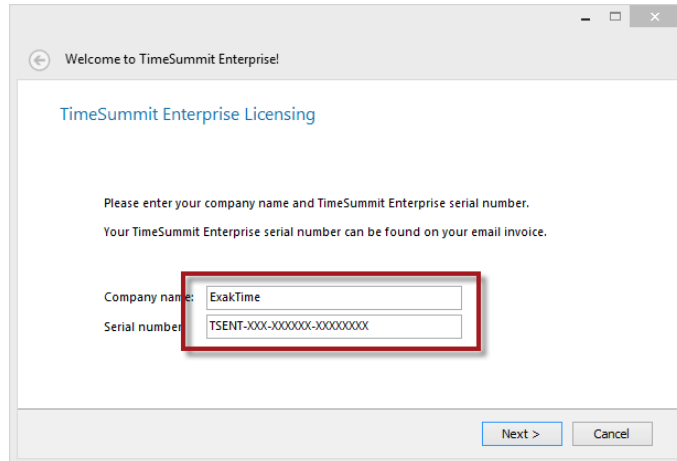


Once the installation is complete, open TimeSummit to begin setup.

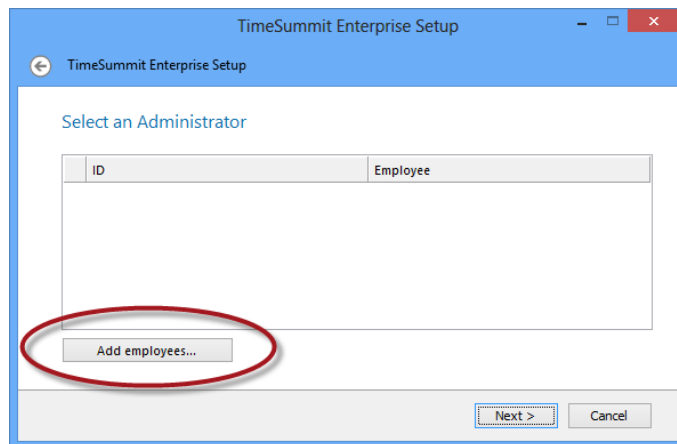
Step 1:

Enter your company name (not ours) and your TimeSummit Serial Number. Your serial number should have been provided in your welcoming email.



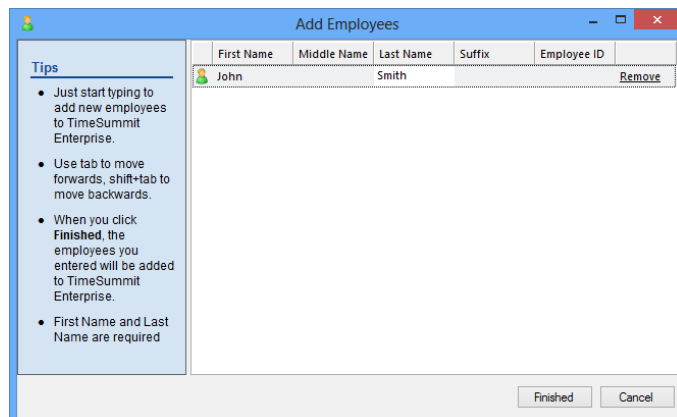
Step 2:

Add your first employee (whoever will be the Administrator in TimeSummit).



Step 2:

Enter the Administrator's first and last name in the fields provided, then click **Finished**.



Step 4:

Provide an Email and Password that the Administrator will use to log into TimeSummit. The email and password will be used to sign in to TimeSummit.

Step 5:

After setting up your initial Administrator, log in to TimeSummit with the Email and Password previously entered.

Step 6:

The first screen you will see is the Dashboard.

A. **Dashboard:** News from us, such as events we are attending or products & services we offer.

B. **Important Messages:** Important information relating to TimeSummit.

C. **Your Subscriptions:** Your renewal dates for ExakCare and Cloud Services.

D. **Weather Forecast:** Weather for whichever city you've selected.