

Welcome to Crew/Overtime Entry Solution

Version 5.0

by Sunburst Software Solutions, Inc.

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In today's workplace, especially in the construction, healthcare, and manufacturing industry a business owner needs to be able to quickly and accurately enter employee time by "crew or group". Frequently these employers can have employees who:

- Work on more than one job or project during a single workweek, with different wage rates for each job
- Perform work under more than one type of work/trade classification in a single workweek, with different wage rates for each classification

Business owners and payroll administrators who fall into situations such as this also want software that will automatically calculate and distribute overtime hours worked - relieving them of the manual and error prone process caused by manual calculations and entry.

All employers are subject to "normal" overtime laws that require payment of overtime for hours actually worked in excess of 40 hours per week; with overtime paid at 1.5 times the average regular rate of pay. However, an increasing number of states are adopting the Federal Weighted-Average Overtime Rules, found in the Fair Labor Standards Act (FLSA) and forcing employers in the construction, healthcare and manufacturing industries to comply with these laws.

The Fair Labor Standards Act states that when an employee works on two or more jobs at different rates of pay OR two or more work/trade classifications at different rates of pay for the same employer, in the same workweek; weighted-average overtime is owned on hours worked over 40 in the workweek.

Manually applying and calculating this mathematical equation for multiple employees each week is an extremely time-consuming and error-prone process; which must be done before time can be entered and payroll can be processed in QuickBooks.

Hence, the development of Crew/Overtime Entry Solution.

Crew/Overtime Entry Solution

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Printed: September 2014.

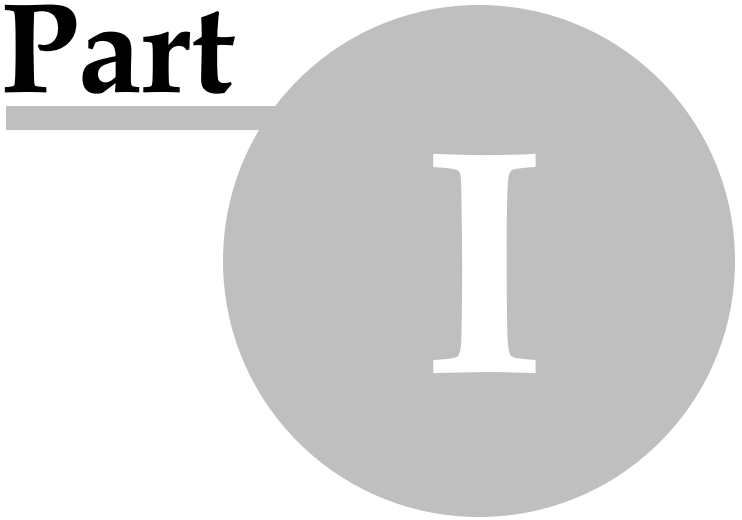
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Installation Instructions

Part



1 Installation Instructions

1.1 Special Instruction for Windows Vista & 7 Users

Windows Vista, Windows 7 & Windows 8 Users - take a few moments to review the following important information, as these are our top technical support calls from users:

1. You should be logged in as a Standard User - QuickBooks and any of your other software programs does not need to be run or installed at the Windows Administrator level, HOWEVER, you will need to know the Administrator password to install the programs.
2. Your User Account Control should be turned ON.
3. Your QuickBooks file should be located in the C: -> Users -> Public Folder ->Public Documents -> Intuit -> QuickBooks -> Company Files Folder

NOTE: If when you start Vista, Windows 7 or Windows 8 and there is only a single login account, that account is the Administrator account and you will need to create a Standard User Account and sign in under the Standard User Account when installing QuickBooks, or any other software.

If you have Windows Vista or 7, See the next section - [Creating A Standard User Account OR Changing the Existing Account](#)^[5]

If you have Windows 8, see [Windows 8 - How To Create a Standard User Account](#)^[7] and/or [Windows 8 - Change An Admin Account to a Standard User](#)^[13]



Why is it important to have a Standard User Account?

When you use your computer under only the Administrator account, ANY malicious programs or harmful viruses from unfamiliar websites can install themselves with little to no warning to you; because they take on all of the privileges and abilities of you - the computer Administrator.

On the other hand, when you create a Standard User Account, and it is set up so that the User Account Control is turned on, when ANY program is installed (and even some program updates) the Standard User is presented with a window which requires the computer administrator password - essentially asking permission to install the program - therefore, you will be made aware when a program is being installed.



How do I know if my Windows Vista or Windows 7 settings are correct, and WHY is this important?

Vista implemented tighter security controls to protect us from harmful programs and viruses from malicious websites and Windows 7 made those security controls somewhat less annoying. Basically they have changed how we work with our computers and where we store our information; whether we share it with others or not.

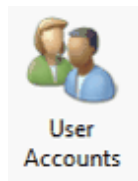
To check your account type, and whether or not your User Account Control is turned on, perform the following task:

1. Click your Start button



2. Choose Control Panel

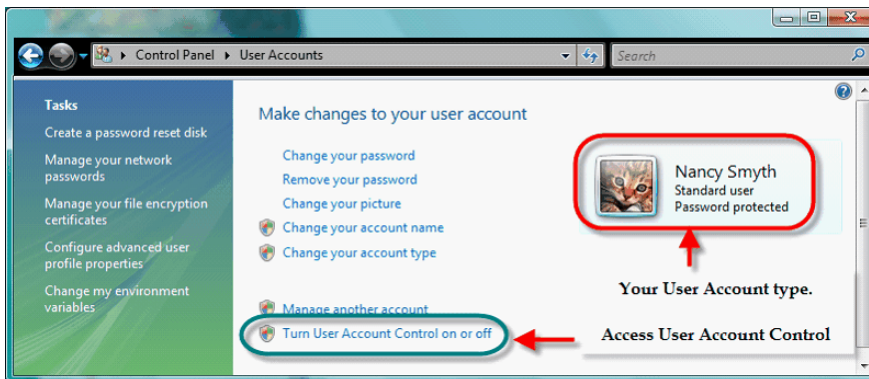




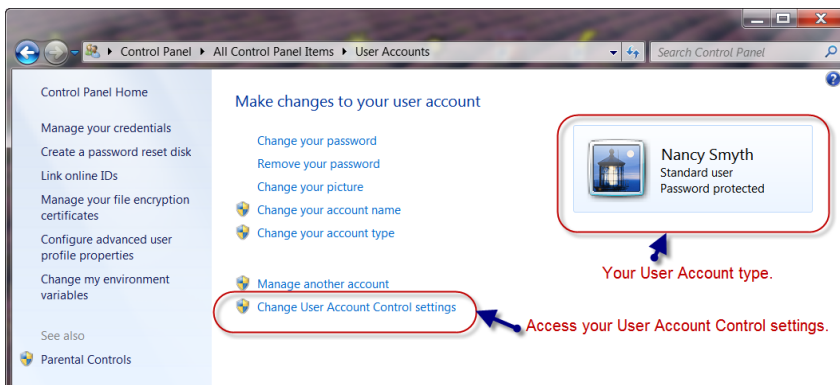
3. Choose User Accounts
4. Select Your Account.

Here you should see that you are setup as a Standard User (as shown below). If you are set up as an Administrator, you should create a Standard User Account for yourself, and ALWAYS log in using that account.

Windows Vista - Standard User Account

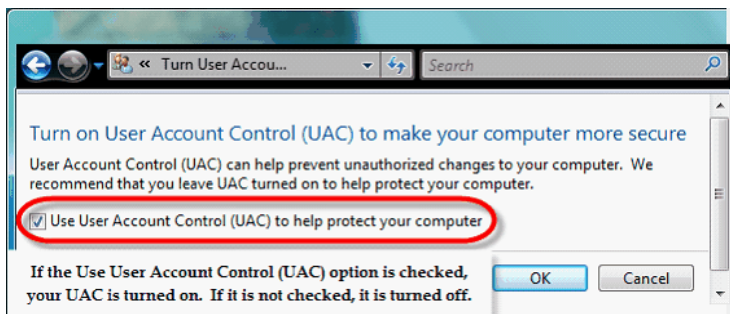


Windows 7 - Standard User Account



Click the link that says “Turn User Account Control on or off”. One of two things will happen. IF a User Account Control Window appears asking for the Administrator password, your User Account Control is turned on - enter the Administrator password to Continue. Click OK, and install your software AFTER verifying that your QuickBooks file is in the Public Folder. IF the User Account Control Window does NOT appear, your User Account Control is turned off, and we need to turn it on.

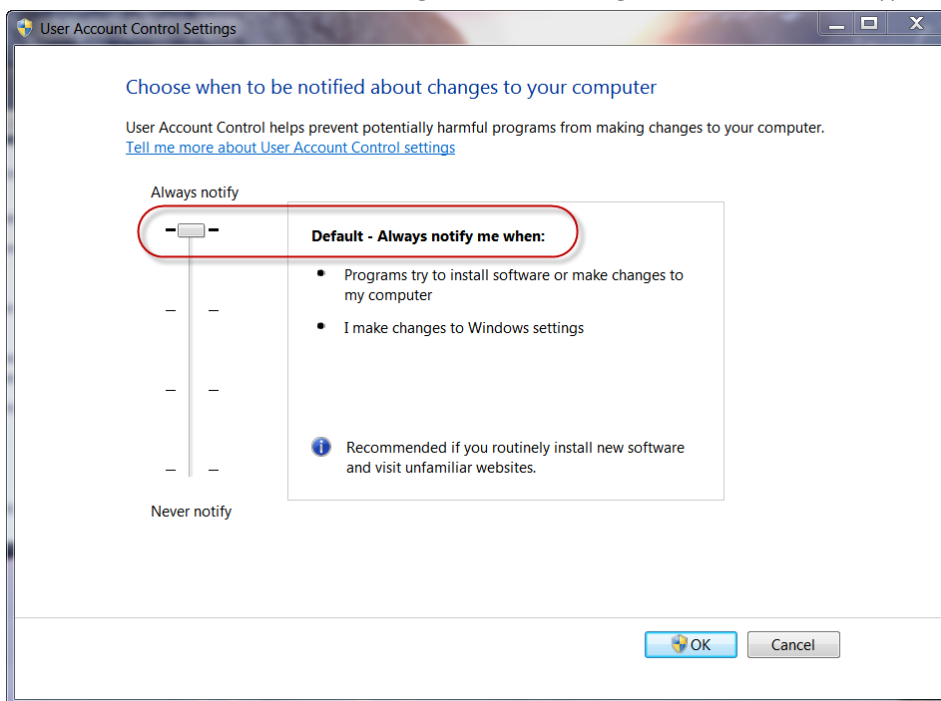
Below is a screenshot of the User Account Control Window in Windows Vista:



IF the “Use User Account Control (UAC) is checked, it is turned on and properly functioning. All you have to do is click OK, verify that your QuickBooks company data file lives in C: -> Users -> Public Folder ->Public Documents -> Intuit -> QuickBooks -> Company Files Folder, and then you can safely install your new software.

If the “Use User Account Control (UAC) is not checked, it is not turned on. Click into the box to place a check mark in it - the placement of the check mark “turns” the UAC on - click OK, and you will have to reboot or restart your computer in order for this to take effect, before you can install your new software.

Below is a screenshot of the User Account Control window in Windows 7:



NOTE: The User Account screen will vary in appearance depending upon which version of Windows you are running, however, it should be set to Always Notify you.

1.1.1 *Creating A Standard User Account OR Changing the Existing Account*



Each computer **MUST** have both an Administrator and a Standard User Account. **DO NOT** under any circumstances just change the existing Administrator account to a Standard User one without first creating a new Administrator account!

Follow the steps below to create a Standard User Account if this is a new Windows Vista or 7 computer and you've not yet installed any software:

1. Close all open/running software on your computer.
2. Click your Start button -> choose Control Panel -> choose User Accounts.
3. Note what the current account name is {it may be Admin}
4. Click the link that says "Manage another account".
5. Click the link that says "Create a new account".
6. Type in a User Name - this name **MUST** be different than the existing account name - for example if the existing user account name is Admin, make this user account name be YOUR name
7. Select the Standard User account type option.
8. Follow any on screen prompts.
9. Reboot your computer and log into the newly created account and install your software.

Follow the steps below to create a NEW Administrator User Account and turn the existing Administrator Account into a Standard User Account if you have already installed a lot of software on this computer:

1. Follow Steps 1-5 above.
2. Type in a User Name - this name **MUST** be different than the existing account name - for example if the existing user account name is YOUR name, make this user account name be ADMIN or your company name.
3. Select the Administrator account type option.
4. Follow any on screen prompts.
5. Reboot your computer and log into the newly created account.
6. Click your Start button -> go to Control Panel -> User Accounts -> choose Manage another account -> select the original login account.
7. Choose Change the Account Type and set it to be a Standard User.
8. Follow any on screen prompts -> reboot your computer and log into the ORIGINAL account.

Yes, unfortunately this is all a lot of work and aggravation, but it must be done in order for the QuickBooks 3rd party software application to be able to work with your company data file.

NOTE: We have had a lot of success with creating a new Administrator account and changing the existing account to a Standard User Account. There have only been a few instances where this would still result in an 80040408 error.

- If you are unable to resolve an 80040408 error using the information provided above:

- You will need to login to the Administrator account and uninstall/remove QuickBooks and the 3rd party app.
- Reboot {restart} the computer and log into the Standard User Account -> install QuickBooks and the 3rd party application.

1.2 Windows 8 - How To Create a Standard User Account

Windows 8 is certainly more geared toward a computer that has a "touch screen" rather than a computer with a normal monitor with you using a mouse.

Just because it looks and acts differently - underneath it's very similar to Windows 7; it's just that getting from point A to point B is a little different.

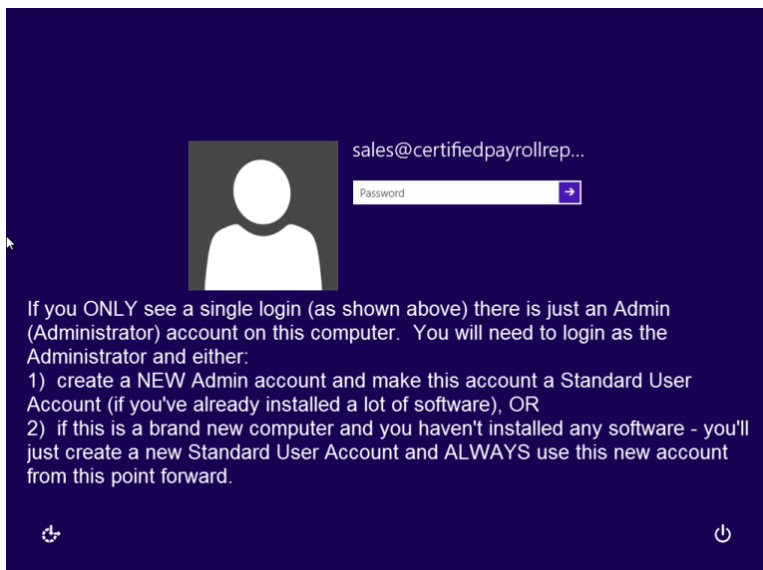
You will still need to create and use a Standard User Account in order to run our software with QuickBooks - just like with [Windows Vista and 7](#)².

When you boot your Windows 8 computer you'll see a little image of a computer in the lower left corner - with your mouse you'll want to make a "swiping" motion which will raise the background image and provide you with the log-in window.



If/when you are successful with the "swipe" and the background image raises, you'll see the login window (sample below). If you only see a single login option, then this computer ONLY has an Admin (or Administrator) account. At this point you'll need to either:

1. Sign in and create a New Administrator account, log in with the NEW Admin account and convert this account to a Standard User Account - if you've already installed a bunch of software or had your computer for awhile.
2. Sign in and create a new Standard User Account, reboot and log into the new Standard User Account and install ALL of your software - if this is a brand new computer

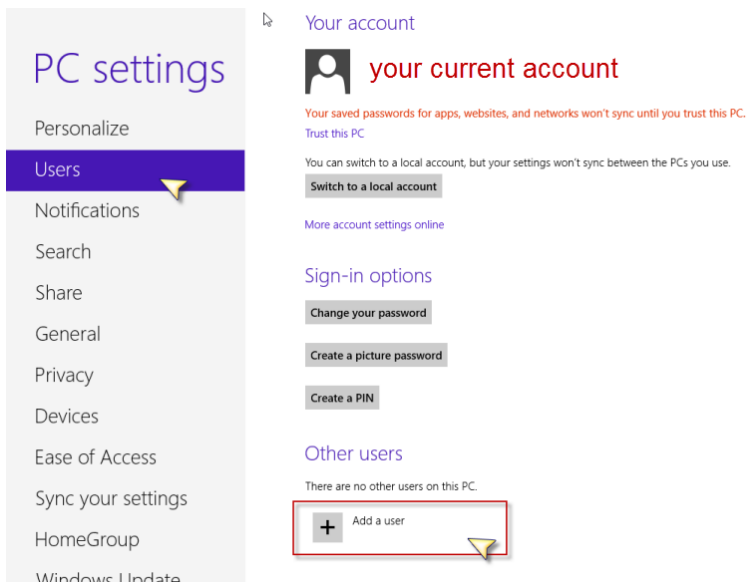


Once you've logged in, the Start window will appear (sample below).

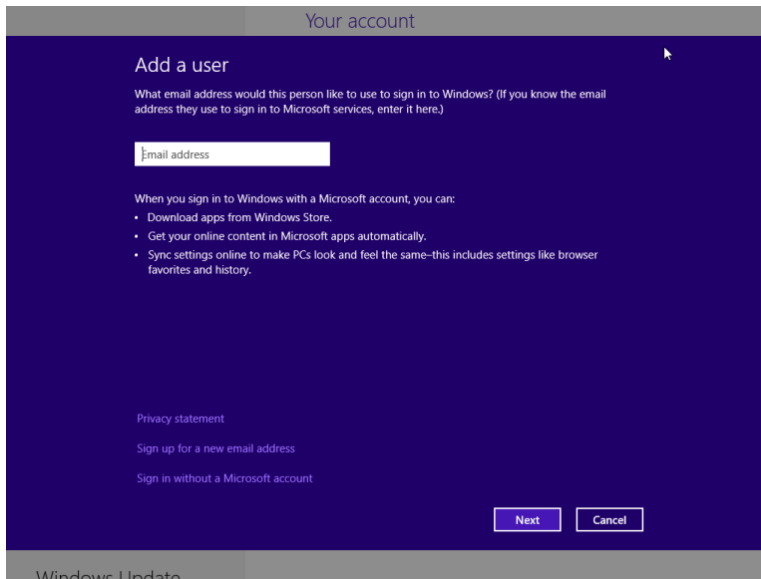


Once here (and I can't seem to capture a screen shot) you'll move to the lower right hand corner and make a swiping motion with your mouse. A menu with icons will fly in from the right and you'll want to click on the icon that looks like a gear this is the "Settings" option.

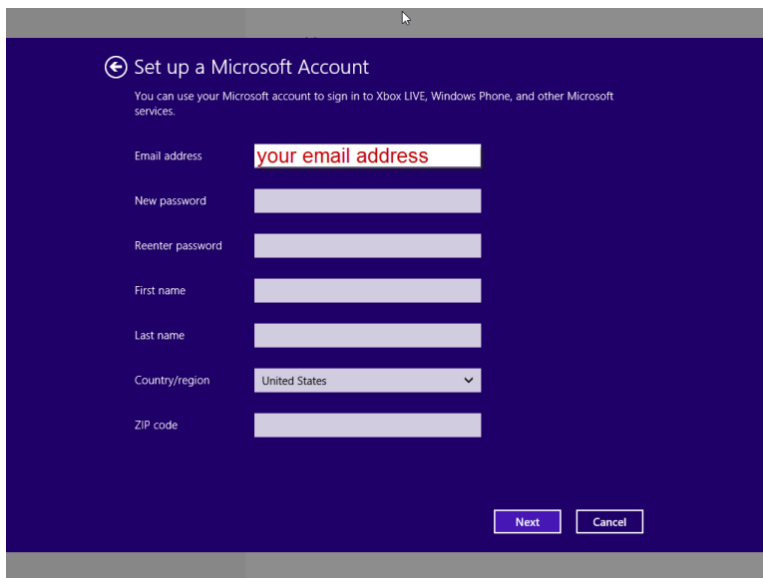
Once you get to the Setting menu, you should click on where it says Change PC settings. This launches the Settings menu - click on Users (right) and Add a User:



In Windows 8, everything is tied to an email address, so enter the email address that will be associated with the Standard User and click Next.



Complete the rest of the information in this window (the email address that you entered in the previous screen will automatically be filled in). Click Next.



← Set up a Microsoft Account

You can use your Microsoft account to sign in to Xbox LIVE, Windows Phone, and other Microsoft services.

Email address

New password

Reenter password

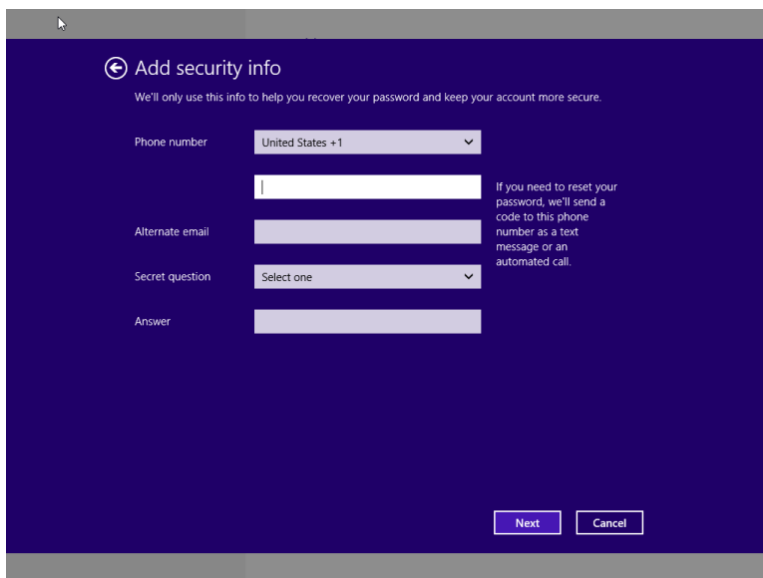
First name

Last name

Country/region

ZIP code

Add the required security information



← Add security info

We'll only use this info to help you recover your password and keep your account more secure.

Phone number

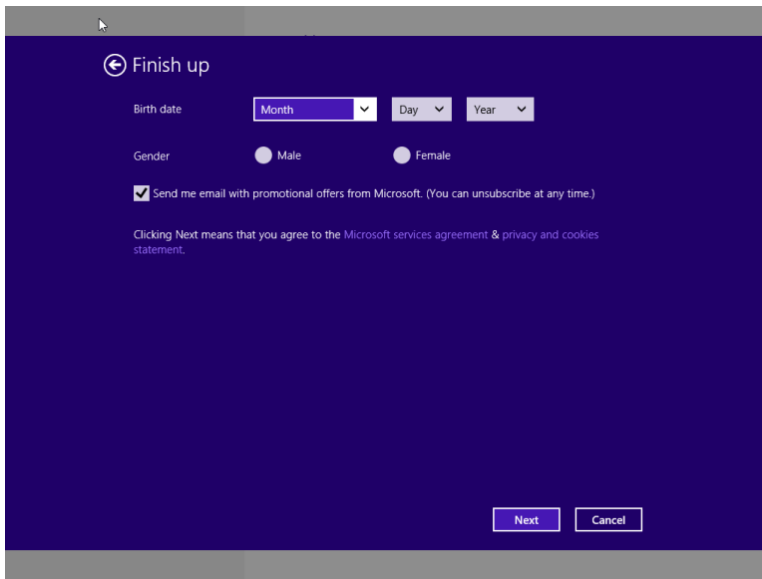
Alternate email

Secret question

Answer

If you need to reset your password, we'll send a code to this phone number as a text message or an automated call.

Add your Birth date and gender. You can also opt-in or opt-out of receiving promotional emails from Microsoft. Click Next.



Finish up

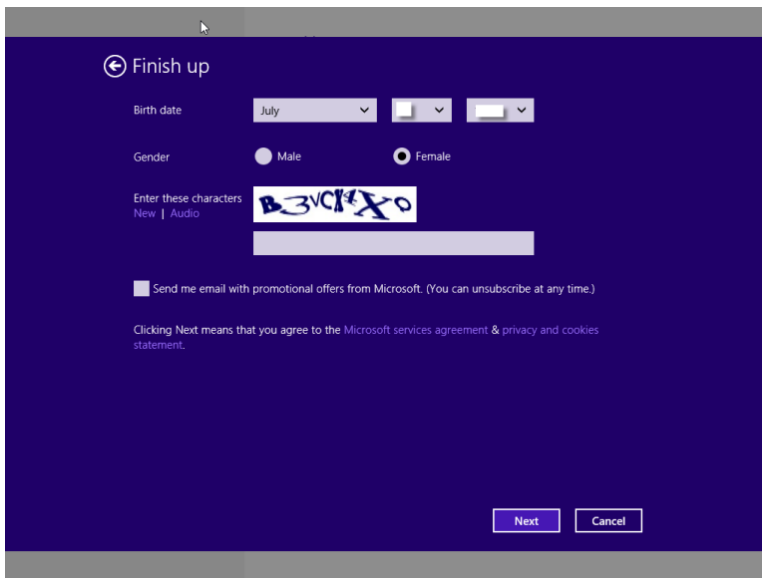
Birth date

Gender Male Female

Send me email with promotional offers from Microsoft. (You can unsubscribe at any time.)

Clicking Next means that you agree to the Microsoft services agreement & privacy and cookies statement.

Enter the characters (captcha code) displayed. Click Next.



Finish up

Birth date

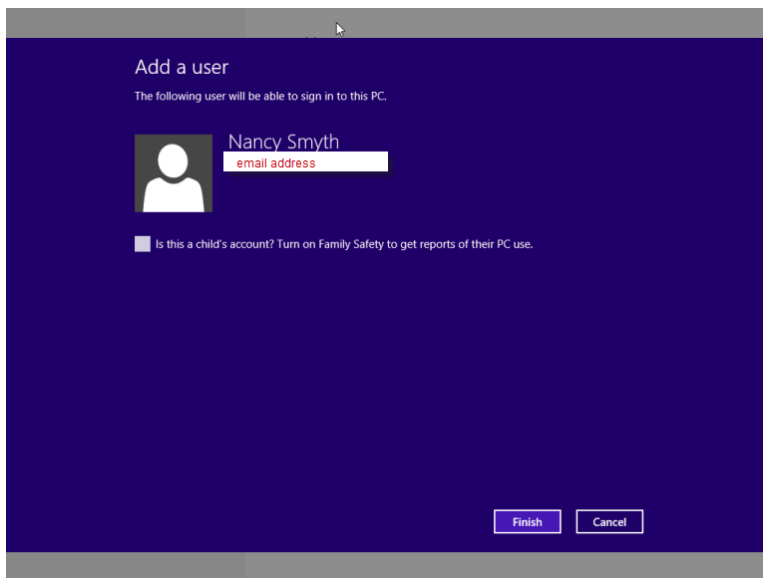
Gender Male Female

Enter these characters
New | Audio

Send me email with promotional offers from Microsoft. (You can unsubscribe at any time.)

Clicking Next means that you agree to the Microsoft services agreement & privacy and cookies statement.

Here's your new Standard User Account. Click Finish.



Any new accounts that you create are automatically created as Standard User Accounts. So if this is a brand new computer and you haven't installed any software, at this point you can just reboot your computer and log in under the new account and begin installing software.

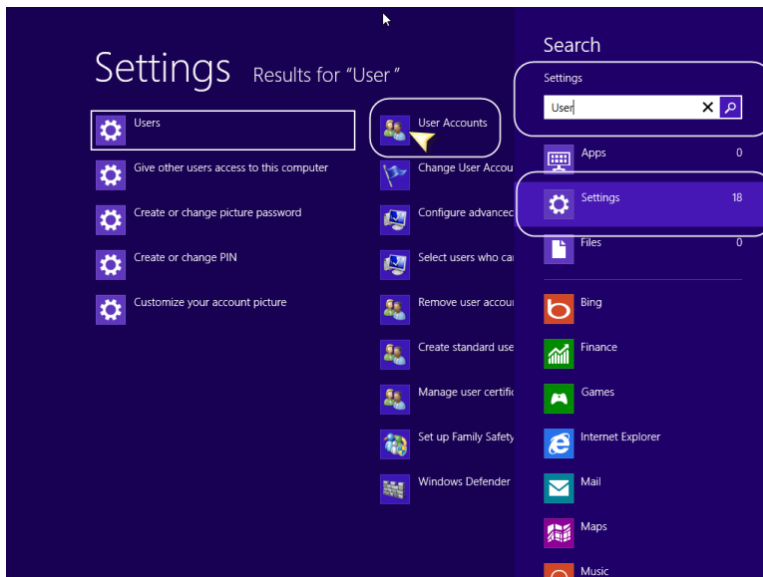
If you've already installed a LOT of software under the original Administrator account - follow the instructions in the next section; [Windows 8 - Change An Admin Account to a Standard User](#)

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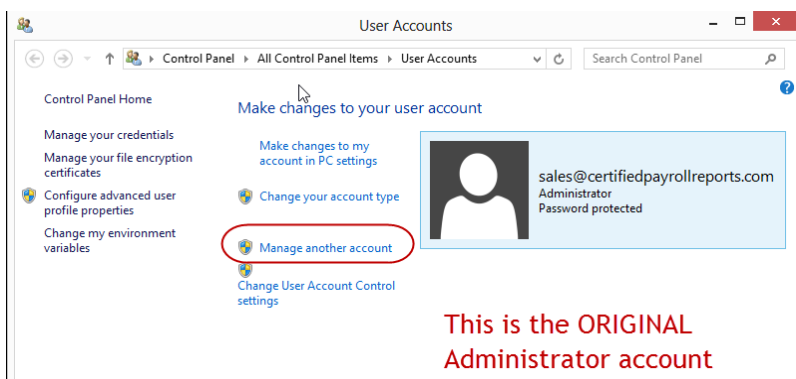
1.2.1 Windows 8 - Change An Admin Account to a Standard User

You'll still need to follow the instructions for setting up a new Account - [Windows 8 - How To Create a Standard User Account](#); and yes, unfortunately any new accounts created are automatically a Standard User Account and you'll need to change it to an Administrator Account.

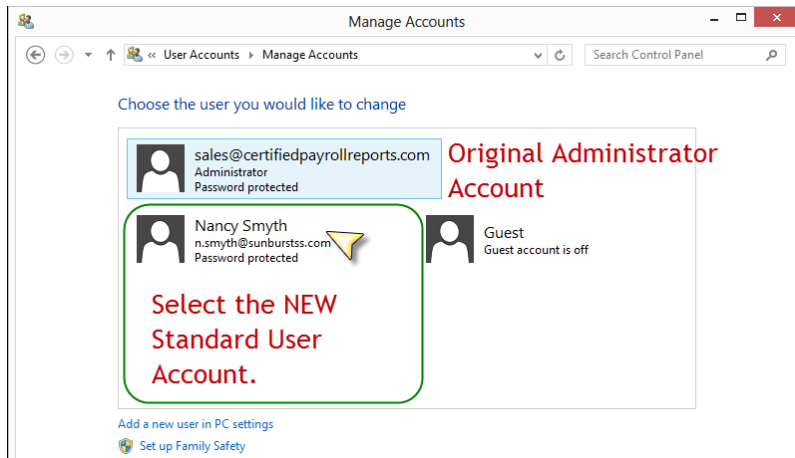
After you create the new account -> swipe the lower right corner of the Start window -> the flyout menu will appear -> select Search -> choose Settings from the left menu and in the search window type in User - a window similar to that shown below will appear -> select/click **User Accounts**.



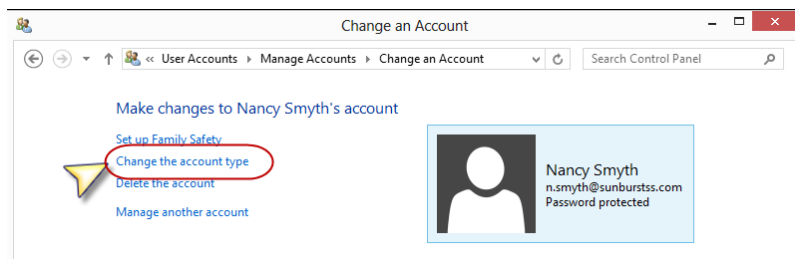
Once you click on User Accounts - you'll see a much more familiar User Accounts window (like you did in Vista and Windows 7); it just takes you a lot longer to get there! Once you are here, click on the **Manage another account** option.



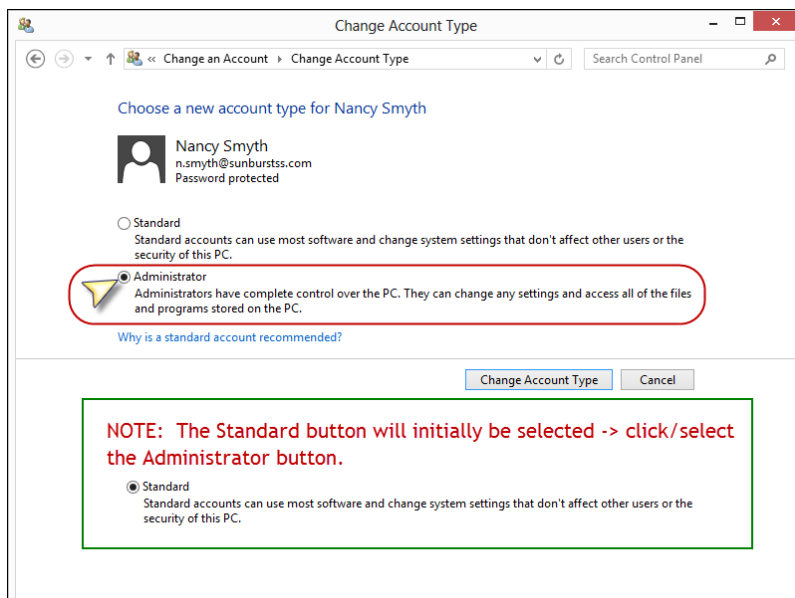
Here you will see both the original Administrator account (the sales@certifiedpayrollreports.com account) AND the new Standard User Account (Nancy Smyth). Select/click on NEW Standard User Account (Nancy Smyth)



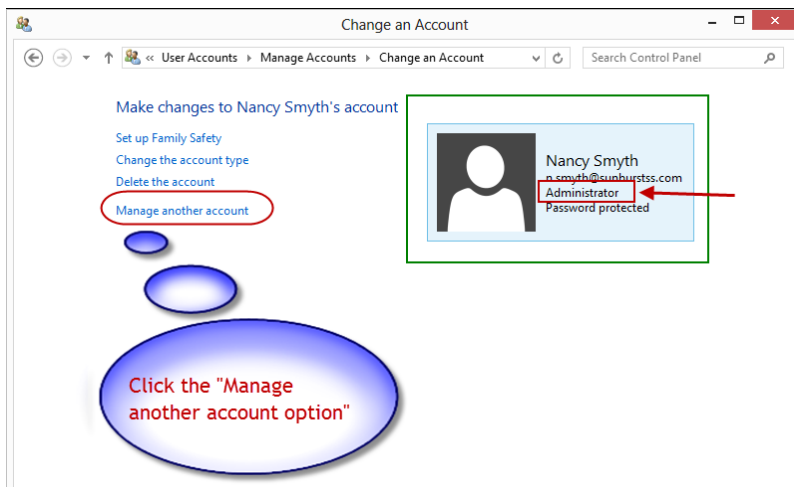
On the next window, click the **Change the account type** option.



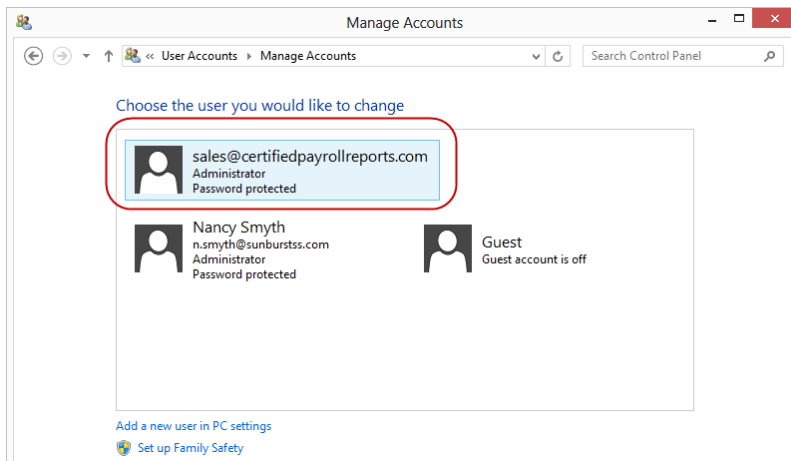
This account will originally be set to a **Standard** account -> select the **Administrator** radio button -> click the **Change Account Type** button.



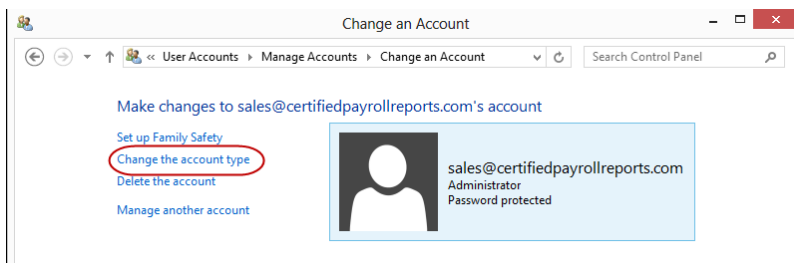
You're now taken back to the Change Account -> Make changes to (Nancy Smyth's) account, and you'll see that the account is now an Administrator account.



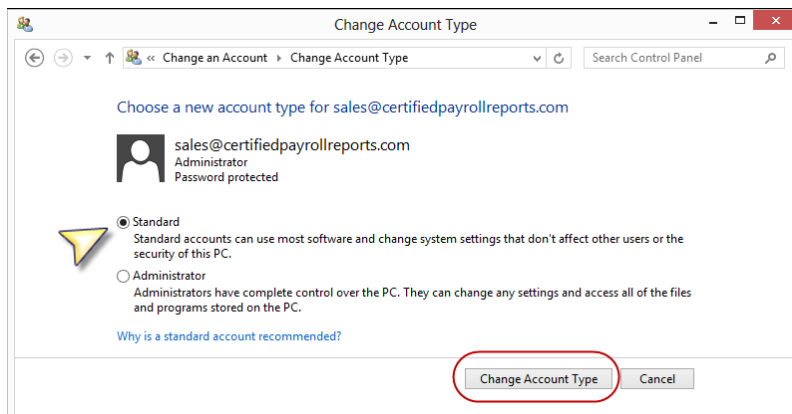
This time you will select the ORIGINAL Administrator account (sales@certifiedpayrollreports.com)



click on the **Change the account type** option.



Set/select the Standard option and click the Change Account Type button.



At this point, after clicking the Change Account Type button, swipe in the lower right corner to display the flyout menu, click on the "gear" or settings option -> click the Power icon and restart your computer.

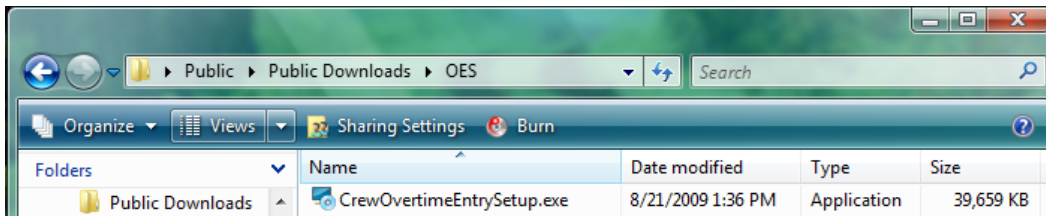
When the login screen appears select the Standard User Account.

1.3 Internet Download

Following the instruction in the email you received from us, click the link to Download the program. This will take you to our Web Service Center and your account with us.

Save the program executable to the hard drive of your computer - in Vista this will be the Public Downloads folder and in XP it can be any shared folder of your choosing.

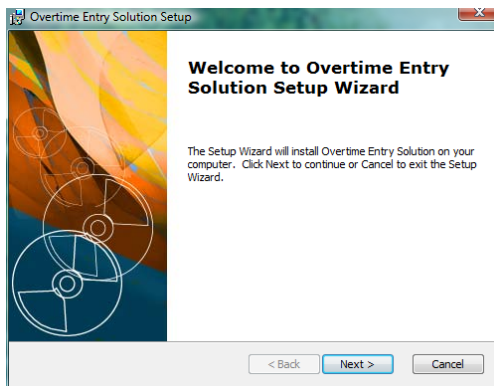
Locate the file (CrewOvertimeEntrySetup.exe OR CrewOvertimeEntrySetup) that you saved to your hard drive and double-click on it, this launches the [Installation Wizard](#)¹⁷.



1.4 Installation Wizard

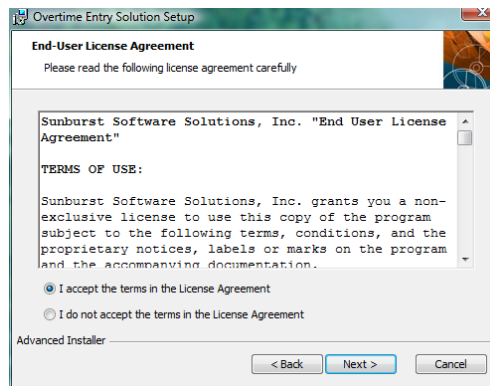
Double-clicking on the file that you saved during the internet download OR inserting the CD automatically starts the Installation Wizard and walks you through the following setup screens.

Installation Wizard "Welcome"

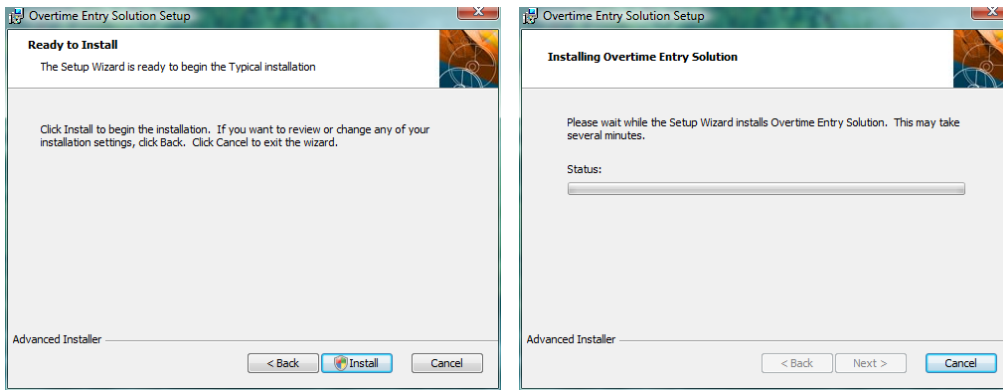


Ready to Install

License Agreement

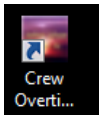
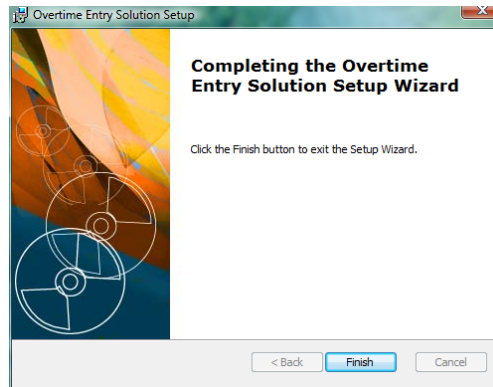


Installing & Status



Vista User Account Control (UAC) Installation Complete

Sometimes the Vista User Account Control (UAC) is very slow to display. However, if the UAC window, which requires that you enter the computers Administrator password does not appear, you should immediately cancel this installation and read the section called "[Special Instructions for Windows Vista Users](#)".



When the installation is complete, the icon to the left will be displayed on your desktop as a shortcut to start Crew/Overtime Entry Solution.