TimeTrak Scoping Questionnaire

IT Provider

Please have your IT support provider complete and return the below:

Client: _____

Requirements:

Important: The Server which the TimeTrak websites will be installed will need to be a Minimum of Windows Server 2012 and later.
Microsoft .NET Framework 4.8 needs to be installed.

Note: The latest Service Pack for the Windows operating system will need to be in place.

See below for full list of TimeTrak Requirements:
https://timetrak.co.nz/blog/category/timetrak-requirements-version-23-1-onwards/

TimeTrak Server Setup Diagram:
https://timetrak.co.nz/wp-content/uploads/2023/05/TimeTrak-Server-Setup-Diagram-V2-1.pdf

IIS – Internet Information Installation:

Please install as per below requirements:
https://timetrak.co.nz/wp-content/uploads/2023/05/IIS-Server-Setup-2023.pdf

Server Access:

We need access to the server TimeTrak will be installed on and the SQL Server with administrative permissions.
Please provide the server access details below:

VPN Connection (If Required):

Type:
Address:
Login Username:
Login Password:
Domain Name:

Web Server (TimeTrak):

Address:
Login Username:
Login Password:
Domain Name:

SQL Server:

Address:
Login Username:
Login Password:
Domain Name:

Commonly the two logins above would be on the same domain.

SMTP Email Settings:

TimeTrak uses email to deliver various notification from the implementation location, we will require access to a SMTP Mail Service.
This can be internal (like exchange) or external (the clients ISP's SMTP Gateway)

Please provide SMTP Details we can use.
Note: Some email templates will come from the "from address" specified below others will come from "users" email addresses.

SMTP Server:
SMTP Ports (If not 25):
SMTP Servers requires an encrypted connection (SSL\TLS):
SMTP Authentication Username (If Required):
SMTP Authentication Password (If Required):
From Address:

DNS Records:

TimeTrak websites will need all DNS settings set up by an IT provider and made accessible both internally and externally on port 443 (unless another port is specified), this will include all testing websites.

There is a requirement for all websites to be secure (https) please make sure you have the correct SSL certificate(s) in place and let us know before installation.

Please indicated how the websites are best to be set up:
If this information is not provided, we will install it with the preferred setup through sub domains.

Through sub domains (preferred setup):

TEST Environment:

Module	URL Example	Select (tick)	Live URL (Please provide)
Professional	https://testtimetrak.domainname.co.nz		
Mobile	https://testm.domainname.co.nz		
Client Portal	https://testportal.domainname.co.nz		

LIVE Environment:

Module	URL Example	Select (tick)	Live URL (Please provide)
Professional	https://timetrak.domainname.co.nz		
Mobile	https://m.domainname.co.nz		
Client Portal	https://portal.domainname.co.nz		

Through sub domains:

TEST Environment:

Module	URL Example	Select (tick)	Live URL (Please provide)
Professional	https://www.domainname.co.nz/testtimetrak		
Mobile	https://www.domainname.co.nz/testmobile		
Client Portal	https://www.domainname.co.nz/testportal		

LIVE Environment:

Module	URL Example	Select (tick)	Live URL (Please provide)
Professional	https://www.domainname.co.nz/timetrak		
Mobile	https://www.domainname.co.nz/mobile		
Client Portal	https://www.domainname.co.nz/portal		

TimeTrak File Storage (Attachments):

In TimeTrak websites there is the ability to add attachments, these can be PDF's, emails, photos, spreadsheets etc
There is 3 methods of document storage in TimeTrak, the below documentation covers these methods and functionality:
https://timetrak.co.nz/blog/category/whitepaper-document-storage-in-timetrak/

The preferred method is **"Shared Folder"**
A single shared folder usually called "T*imeTrakAttachments*" will need to be created on your network in a location specified by IT (where it has room to grow).
Documents within this folder are usually only accessed via the TimeTrak websites.
Credentials with Read/Write access to this location are entered into TimeTrak global configuration these credentials are what the websites use to access these documents - if the account is locked/ password is changed these will be unable to be accessed.

Note: Some IT Companies provide a "services" account where the password does not change to prevent this occurring.

Shared Folder UNC Path:
UserName:
Domain:
Password:

When this document has been finalized. **We recommend encrypting and sending back to your TimeTrak consultant. Then sending the encryption key to support@timetrak.co.nz**

Need assistance? Contact us:

If you have any further questions, please contact the TimeTrak team:
Phone: 03 211 3535
        NZ: 0800 12 00 99
        AU: 1800 60 80 77
Email: support@timetrak.co.nz