

# Lee's Summit R-7 School District

## Workforce (WFS) Time and Attendance

### Deleting and Creating **WebClock.Issd** Shortcut & Auto Launch on Startup XP

If you need assistance with any of this please put in a TSR (Technology Service Request) using your Lotus Notes.

If you currently have shortcuts on your desktop and/or auto launch in startup (launches webclock.Issd when you log on) go to **Step 1**. If you currently DO NOT have shortcuts on your desktop and/or auto launch in startup (launches webclock.Issd when you log on) go to [Step 2](#).

#### Step 1 - Deleting

Delete current auto launch at startup – IF you have it on your computer.

1. Double-click My Computer shortcut on the desktop
  2. Double-click C: drive
  3. Double-click Documents and Settings
  4. Double-click **All Users**
  5. Double-click Start Menu
  6. Double-click Programs
  7. Double-click Startup
  8. Locate Internet Explorer (IE) shortcut > highlight > right mouse click > delete.
- Your shortcut may NOT be located in **All Users**. If it is NOT there then locate your **personal folder** in C:\Documents and Settings\**your network login name folder**\Start Menu\Programs\Startup and delete it there.

**If you cannot locate the current shortcut that is auto launching when you logon to your computer please put in a TSR and your Site Techonology Specialist will come assist you.**

Delete current icon on desktop -

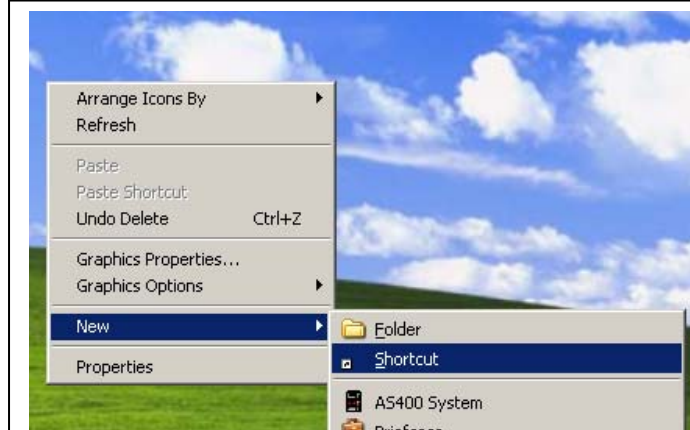
1. Locate current shortcut on desktop
2. Right Click > delete

## Step 2 - Creating

Create a shortcut on the desktop to WebClock.Issd in Windows XP:

### Create Shortcut on Desktop

1. Right click on desktop > New > Shortcut
2. Type <http://webclock.Issd>
3. Click Next
4. Type Webclock.Issd in the Type a name for this shortcut
5. Click Finish



### Copy the shortcut to the Startup menu (auto launch):

Note: This will launch WebClock.Issd every time someone logs on to the computer.

2. Right-click the WebClock.Issd shortcut just created on the desktop
3. Click Copy
4. Double-click My Computer shortcut on the desktop
5. Double-click C: drive
6. Double-click Documents and Settings
7. Double-click Your Network Login Name Folder (Example: jane.doe or jdoe)
8. Double-click Start Menu
9. Double-click Programs
10. Double-click Startup
11. Right-click in Startup window
12. Click Paste
13. Close window(s)

