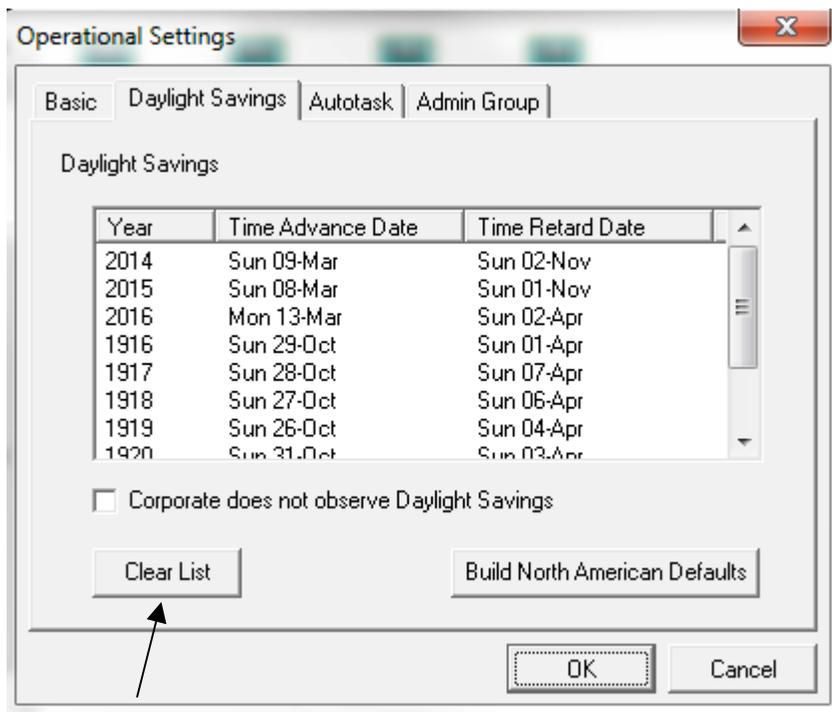


Checking Daylight Savings on IT900 Time Clock With Attendance Enterprise

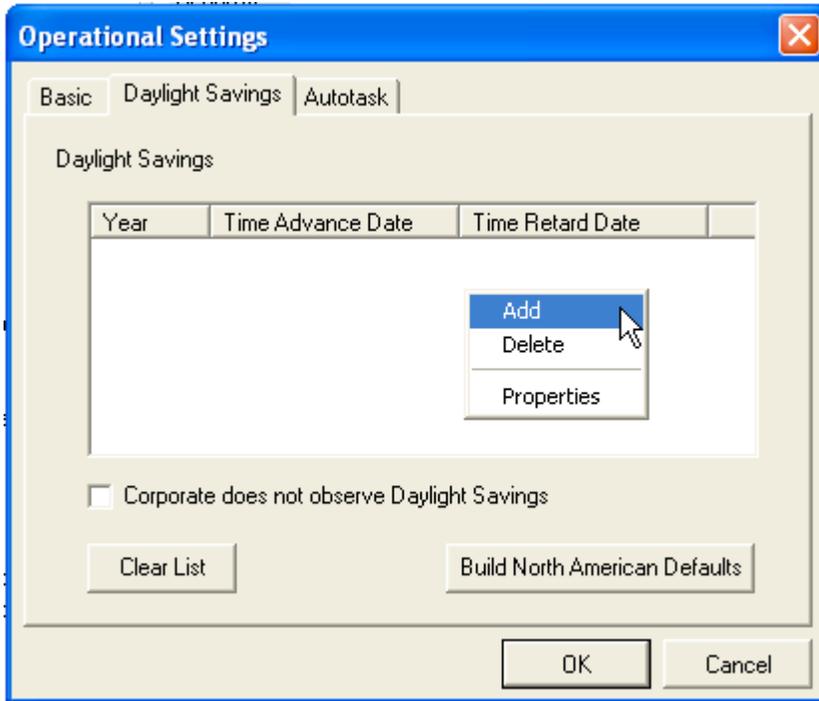
IMPORTANT NOTE: The following steps must be completed as soon as possible to ensure the clock is set to appropriately adjust for the Daylight Savings Time change occurring on Sunday, November 6, 2016.

Changing DST for the System Date

1. Login to Attendance Enterprise.
2. Click  to launch the Operational Settings window.
3. Click the Daylight Savings tab.
4. Click “Clear List” button to remove all previously defined DST dates. These dates are defined using either old rules or Build North American Defaults button.



5. Manually add daylight savings times by right-clicking in the white space and choosing Add.



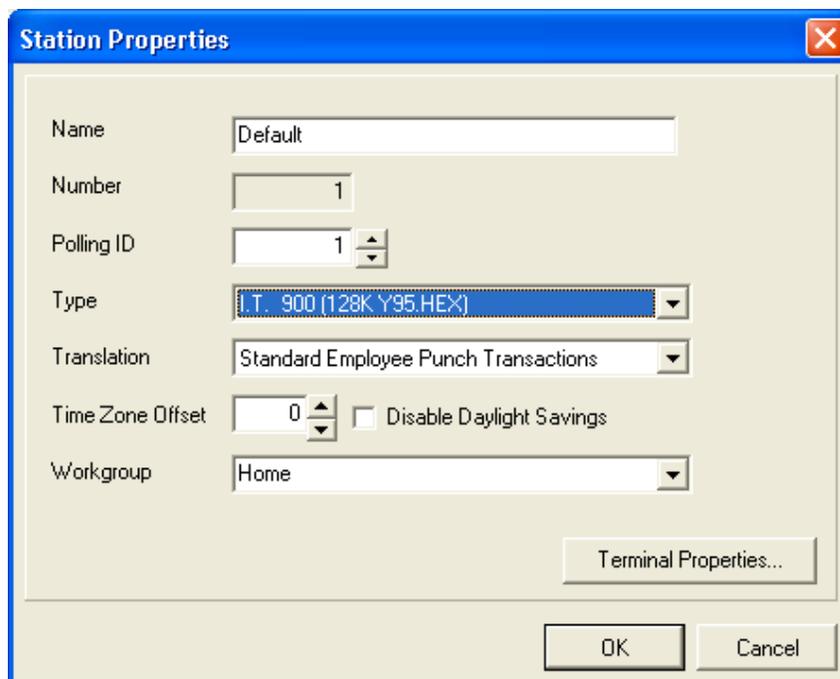
6. The Daylight Savings Properties window is displayed.
7. Enter the year, the advance date (the day the clocks are moved forward), and the retard date (the day the clocks are moved back). For 2017, the advance date is **3/12/2017** and the retard date is **11/5/2017**.



8. Click OK to save operational settings.

Changing DST on Station Properties

1. Poll the clock from the Task List of the Infotronics software.
2. Open the System Setup folder. Then open the Data Collection folder. Then open the Stations folder. The clock stations will be listed here.
3. Right mouse click on the first station and select Properties. If the clock type listed is IT900 128K (Y95.hex), skip the next step (#4). If the clock type is listed as IT900 512K (G95.hex) or IT900, IT2100 512K (H95.hex) proceed with #4 below.

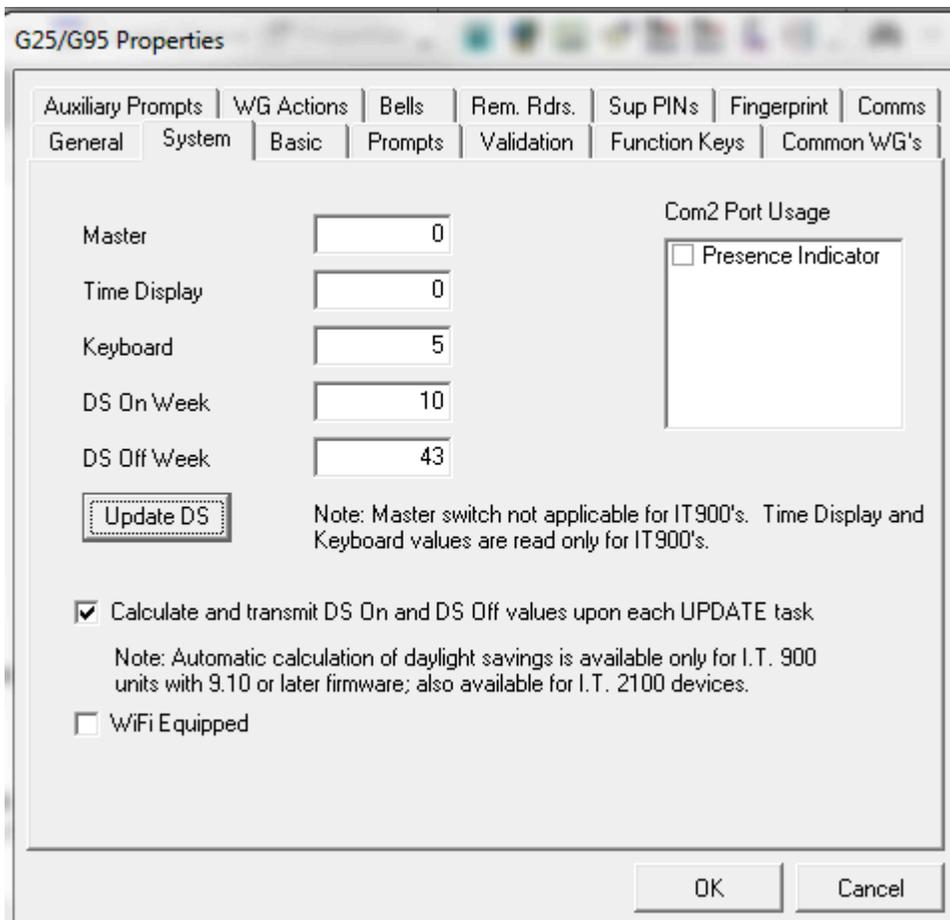


The screenshot shows the 'Station Properties' dialog box. The fields are as follows:

- Name: Default
- Number: 1
- Polling ID: 1
- Type: T. 900 (128K Y95.HEX)
- Translation: Standard Employee Punch Transactions
- Time Zone Offset: 0
- Disable Daylight Savings:
- Workgroup: Home

Buttons: Terminal Properties..., OK, Cancel

4. Click on the Terminal Properties button. Change the values in the DS On Week field to **10** and the value in the DS OFF Week field to **44** per the following example.



5. Click on OK to save these settings. Click on OK again to close the properties window. Repeat the above steps for any additional IT900 clocks.
6. Perform the following procedure AT THE TIME CLOCK.
7. Swipe the supervisor enable badge. If badge is not available, press the **F1** and **F3** keys simultaneously. Type **1905** and press ↵ Enter. (The 1905 will not appear on the display.)
8. Clock will display something similar to the following:

01/00/1000/00/00/501
12:45/03.03.00/10441

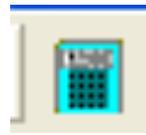
9. (The cursor will be positioned under the first character of the first line. You can move across these characters by pressing the F1 key to move backward and the F3 key to move forward.)

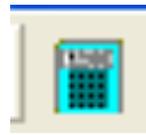
Referencing the example above, do the following:

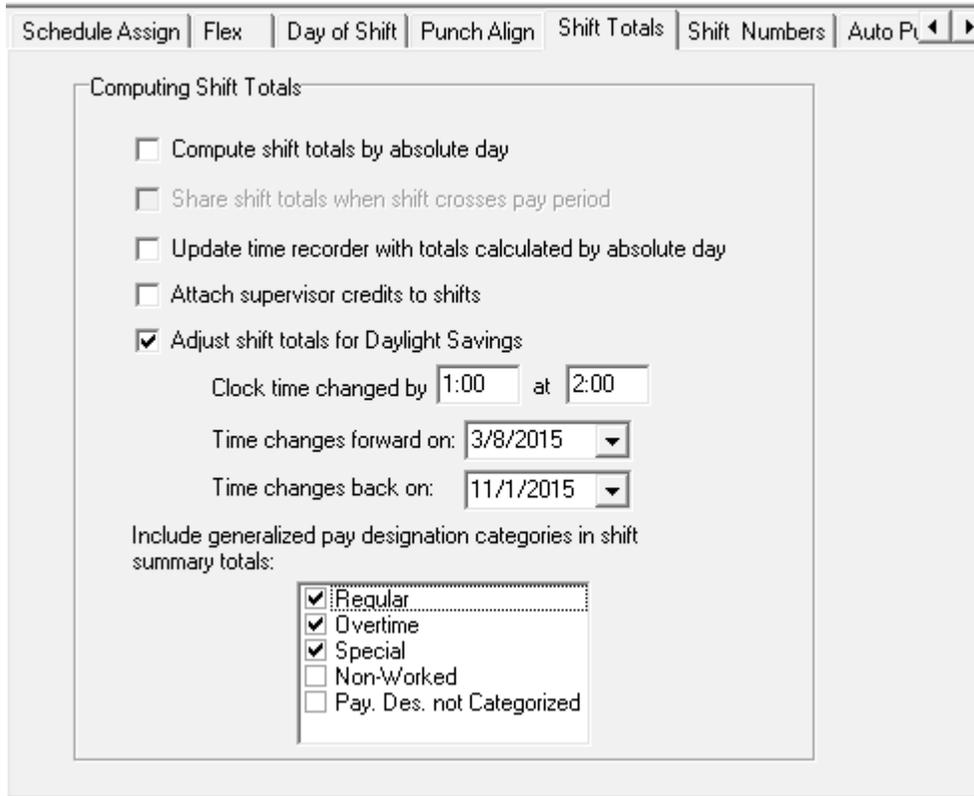
- A Press the **F1** key to move back to the last group of 5 characters on the bottom line.
- B This set of numbers should read **10441**. If a number needs to be changed, move the cursor to the incorrect number and press the correct number key one time.
- C Press the ↵ Enter key to return to date and time.

This configuration confirms that the clock's time will correctly adjust for the change in time.

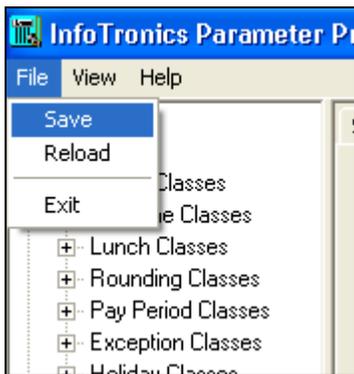
Adjusting Shift Parameters for Employees That Work During the Time Change



1. From the Main Tool Bar, find the Access Class Parameters icon  and click once. Enter user logon information.
2. From the Infotronics Parameter Profiler, double click on Parameter Classes and locate Shift Classes. Double click on Shift Classes and all shift classes will appear below.
3. Click on the first class and then select the Shift Totals tab. The screen below will appear.
4. Make sure there is a check mark in Adjust shift totals for Daylight Savings. For Clock time changed by 1:00 at 2:00. Time changes forward on: 3/12/2017. Time changes back on: 11/5/2017. Make the corrections on the screen. If there is another Shift Class, make the same changes.



5. Click on File then Save. Click File then Exit. You will need to close out of Attendance Enterprise for the change to take affect.



CALLS TO TECH SUPPORT REGARDING THE ABOVE STEPS IS PROVIDED FREE OF CHARGE TO CUSTOMERS WITH AN ACTIVE MAINTENANCE AGREEMENT ONLY.

Checking Daylight Savings on IT900 Time Clock

IMPORTANT NOTE: The following steps must be completed as soon as possible to ensure the clock is set to appropriately adjust for the Daylight Savings Time change occurring on Sunday, November 6, 2017.

Poll the clock from the Task List of the Infotronics software.

Perform the remainder of this procedure at the time clock.

Swipe the supervisor enable badge. If badge is not available, press the **F1** and **F3** keys simultaneously. Type **1905** and press ↵ Enter. (The 1905 will not appear on the display.)

Clock will display something similar to the following:

01/00/1000/00/00/501
12:45/03.03.00/10441

(The cursor will be positioned under the first character of the first line. You can move across these characters by pressing the F1 key to move backward and the F3 key to move forward.)

Referencing the example above, do the following:

1. Press the **F1** key to move back to the last group of 5 characters on the bottom line.
2. This set of numbers should read **10441**. If a number needs to be changed, move the cursor to the incorrect number and press the correct number key one time.
3. Press the ↵ Enter key to return to date and time.

This configuration confirms that the clock's time will correctly adjust for the change in time.

CALLS TO TECH SUPPORT REGARDING THE ABOVE STEPS IS PROVIDED FREE OF CHARGE TO CUSTOMERS WITH AN ACTIVE MAINTENANCE AGREEMENT ONLY.