# Time Management Systems DST IT900 Update

**Notification**

This document includes directions on updating the IT900 Clock for the Daylight Savings Change for customers with Attendance Enterprise. Please contact Time Management Systems with any questions.

*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 March 13, 2022.*

**Steps:**

## 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 the "Clear List" button to remove all previously defined DST dates. These dates are defined using either old rules or Build North American Defaults button.
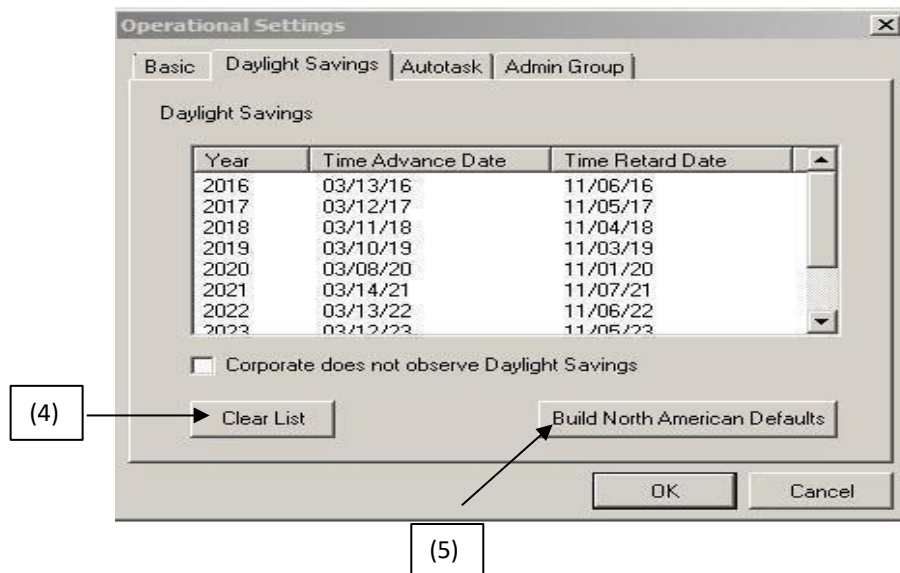


5. Click on the Build North American Defaults button.
6. Click OK to save operational settings.

## Changing DST on Station Properties

7.  From the folder list, double-click on Tasks then click on Communication.  Poll the clock(s).

8.  From the folder list, double-click on System Setup then double-click on Data Collection then click on Stations.

    a.  The clock(s) will be displayed on the right.

9.  Right mouse click a clock and then left mouse click Properties.

    a.  Select the button Terminal Properties and the following screen should appear.

10. Select the Retrieve Station Configuration button to initiate communication with the clock and pull in the current clock settings to the properties panel.
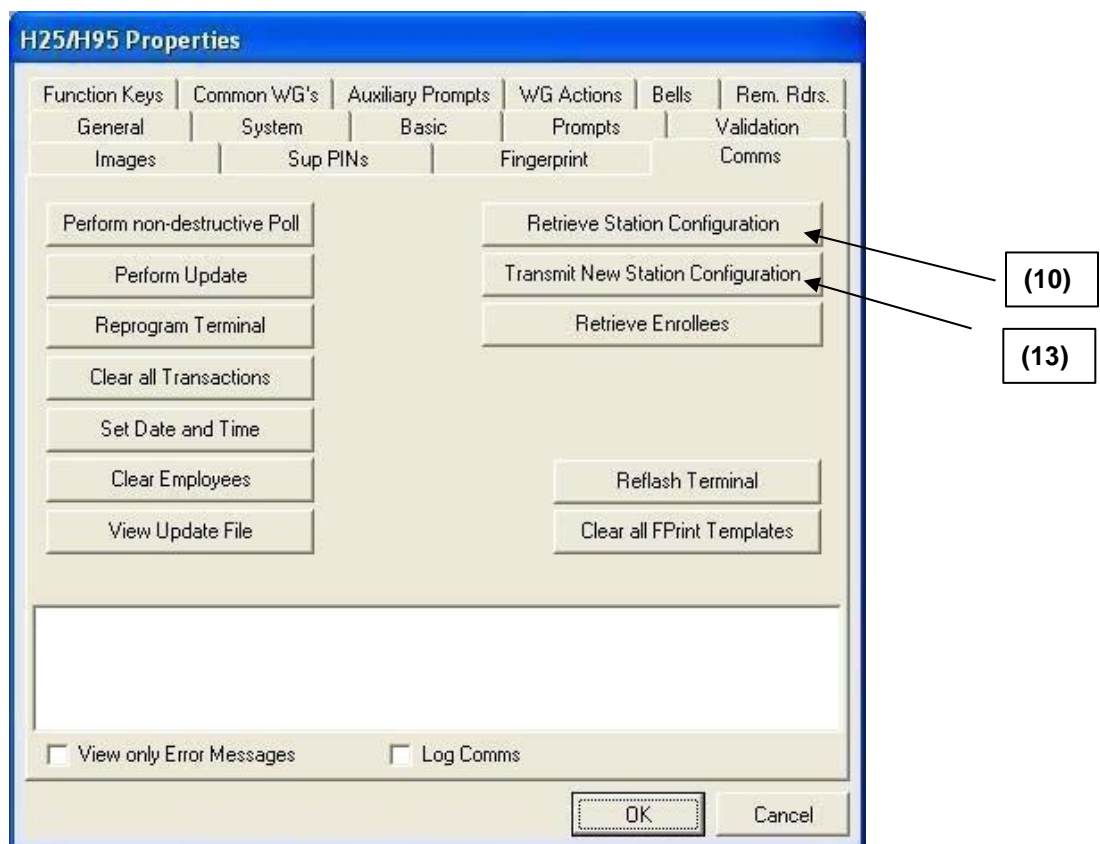


11. Select the System Tab and verify the DS ON value =10.  Verify the DS OFF Value=44.

12. Also verify there is **NO check mark** in front of "**calculate and transmit DS ON and OFF values upon each UPDATE task".**



**(12)**
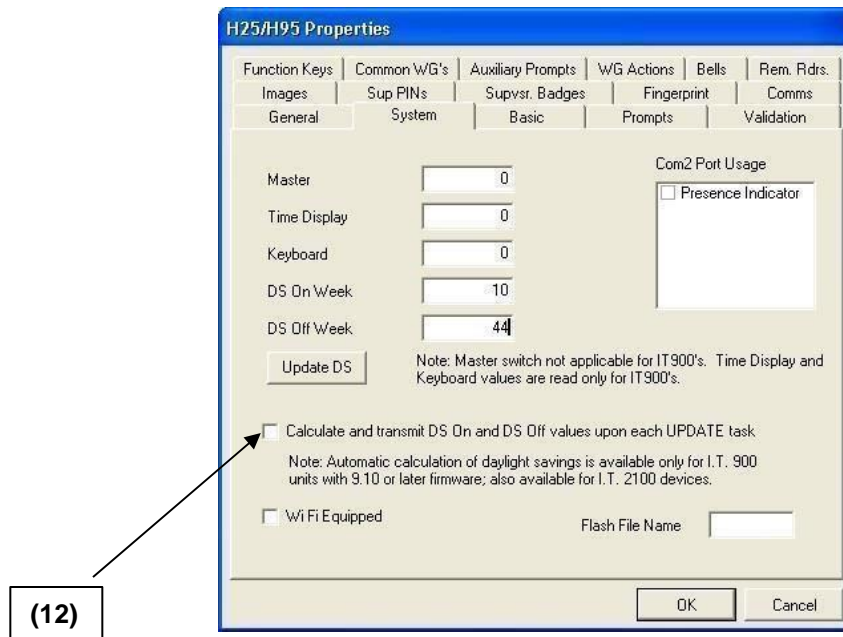
13. After making the above corrections, click the Comms tab and click the Transmit New Station Configuration button. Once done transmitting the information to the clock, select the OK button. Click OK again to close the station properties.

Repeat the above steps for any additional IT900 clocks.

**For Customers with Employees working across 2 AM on Daylight Saving Time, Please contact TMS Support Desk for Further Assistance.**

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