

How to Use Attendance Enterprise to set the Daylight Savings Time Weeks for the IT timeclocks

*NOTE: THESE INSTRUCTIONS DO NOT APPLY FOR THE MIDGETMAN 1000 OR ANY UPGRADED WINSTAR CLOCKS. THESE CLOCKS MUST BE MANUALLY SET.

Process for IT1600/IT900/IT2100

1. Log Into Attendance Enterprise
2. Go to System Setup, Data Collection then Stations
3. Right-Click the station you want to change the daylight savings time settings for and click on properties
4. Click on the Terminal Properties Button
5. Click on the Retrieve Station Configuration Button. Watch the bottom window – The process is complete when the words “End Communications” appears.
6. Click on the System Tab.
7. Fill in the proper DS On Week and the DS Off Week numbers from the following table.

Date of Time Change	DS ON Value	Date of time change	DS OFF Value
March 9, 2008	40	November 2, 2008	44
March 8, 2009	10	November 1, 2009	44
March 14, 2010	10	November 7, 2010	44
March 13, 2011	10	November 6, 2011	44
March 11, 2012	10	November 4, 2012	44
March 10, 2013	10	November 3, 2013	44
March 9, 2014	10	November 2, 2014	44

8. Click on the Comms tab
9. Click on Transmit New Station Config. Watch the bottom window – The process is complete when the words “End Communications” appears.
10. Repeat this Procedure for the remaining clocks under stations.

*NOTE: THESE VALUES SHOULD BE CHECKED THE WEEK PRIOR TO THE DAYLIGHT SAVINGS TIME CHANGE. MAKE A REMINDER TO REFERENCE THIS DOCUMENT TO DOUBLE-CHECK THESE VALUES TO ENSURE PROPER DAYLIGHT SAVINGS TIME CHANGEOVER.

Process for Handreaders

1. Log Into Attendance Enterprise
2. Go to System Setup, Data Collection then Stations
3. Right-Click the station you want to change the daylight savings time settings for and click on properties
4. Click on the Terminal Properties Button
5. Click on the Retrieve Station Configuration Button. Watch the bottom window – The process is complete when the words “End Communications” appears.
6. Click on the Daylight Savings Tab.
7. Choose the proper dates and times for the Daylight Savings on (First Sunday in April) and Daylight Savings off (Last Sunday in October). The table lists sample dates.

Date of Time Change DS ON	Date of time change DS OFF
March 9, 2008 @ 2:00AM	November 2, 2008 @ 2:00AM
March 8, 2009 @ 2:00AM	November 1, 2009 @ 2:00AM
March 14, 2010 @ 200AM	November 7, 2010 @ 200AM
March 13, 2011 @ 200AM	November 6, 2011 @ 200AM
March 11, 2012 @ 200AM	November 4, 2012 @ 200AM
March 10, 2013 @ 200AM	November 3, 2013 @ 200AM
March 9, 2014 @ 200AM	November 2, 2014 @ 200AM

8. Click on the Comms tab
9. Click on Transmit New Station Config. Watch the bottom window – The process is complete when the words “End Communications” appears.
10. Repeat this Procedure for the remaining clocks under stations.

***NOTE: THESE VALUES SHOULD BE CHECKED THE WEEK PRIOR TO THE DAYLIGHT SAVINGS TIME CHANGE. MAKE A REMINDER TO REFERENCE THIS DOCUMENT TO DOUBLE-CHECK THESE VALUES TO ENSURE PROPER DAYLIGHT SAVINGS TIME CHANGEOVER.**