

Setting your Clocks for Daylight Saving Time

Daylight Saving Time (DST) will begin one month earlier in 2007 due to the Energy Policy Act of 2005. This is part of a concerted effort to conserve electricity and save hundreds of thousands of barrels of oil a year. The following are the new DST dates.

- In 2007, Daylight saving time begins on March 11 and ends on Nov 4.
- In 2008, Daylight saving time begins on March 9 and ends on Nov 2.
- In 2009, Daylight saving time begins on March 8 and ends on Nov 1.

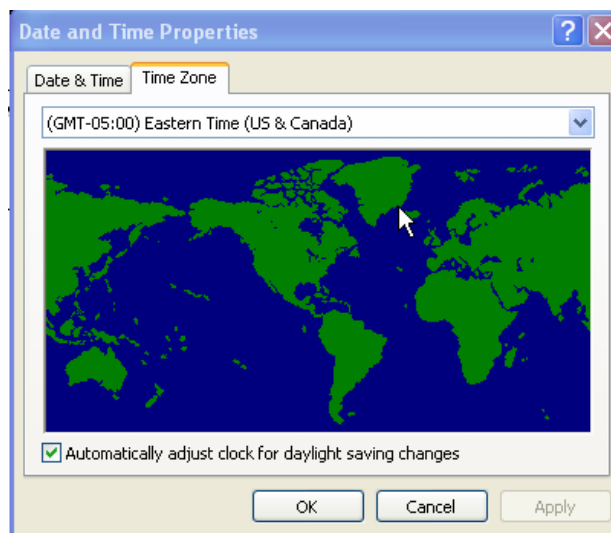
Implementing the instructions included in this document will keep your ADI Time and Attendance System synchronized and compliant with all the federally mandated DST changes.

- [Version 8.5x, 9.x](#)
- [Version 8.2x through 9.x](#)
- [Version 8.2 with CMI Series 2000 or CDP22500 Clocks \(Smart Clocks\)](#)
- [Version 8.2 with Hand Punch Clocks](#)
- [V 10 Instructions](#)
- [Data Collection Client \(DCC\)](#)

Important Note: In order for Task Scheduler to effectively make the DST change the computer must be left **On** after applying the recommended settings.

Set the Date/Time Properties for each Computer

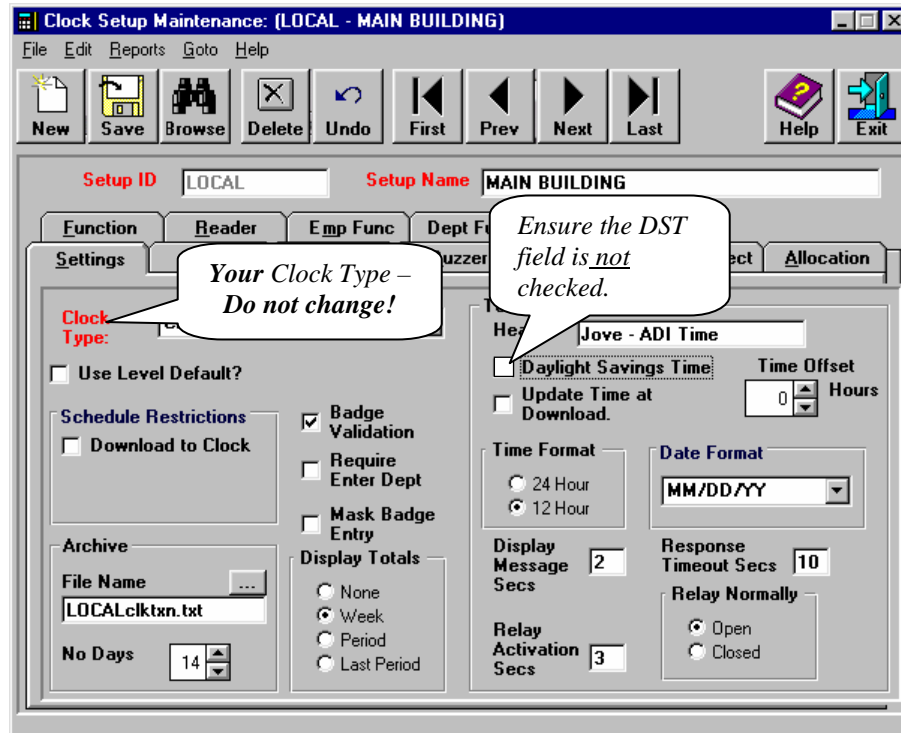
Click the **Start** button on the menu bar and then select **Settings > Control Panel**. Click **Date/Time** to open the **Date and Time Properties** screen. Make sure that **Automatically adjust clock for daylight saving changes** is selected. Repeat for each computer communicating with the clock.



The above depiction is an example - ensure that you have the proper time zone selected.

ADI Time™ Version 8.5x, 9.x

1. Open **ADI Time™ Configuration Manager**. Click **User Parameters**, **Clock Parameters**, and then **Time Clock** to open the **Clock Setup Maintenance** screen.



2. On the **Settings** tab, click **Browse** to select a clock setup. The **Clock Type** must be either *Hand Punch*, *CDP22500*, or *CMI*.
3. Ensure that the **Daylight Savings Time** check box is **NOT** checked. Click **Save** to save the changes.
4. Repeat steps 2 and 3 for each clock setup.
5. Open the **ADI Time™ Clock Communications** program. Select a clock setup from the **ID** drop-down list and then click the **Set Switches** button to send the new settings to the clock. After the Set Switch has been completed, then click on the **Set Time** button to send the current date and time to the clock. Repeat for each clock setup.

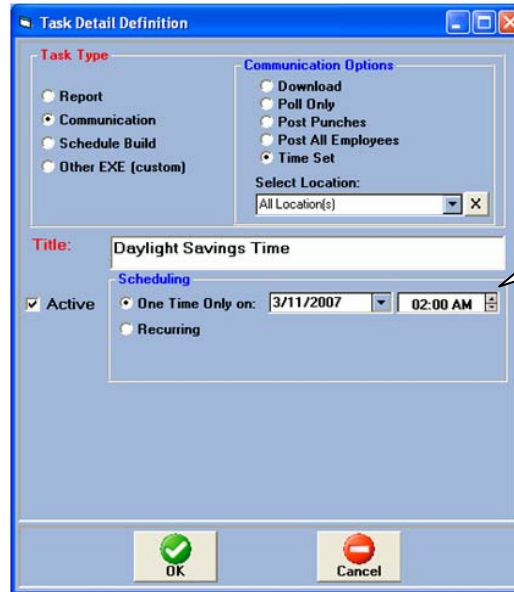
Note:

*Refer to the task setup instructions on the next page for **required** setup. A task must be configured to change the time.

ADI Time™ Version 8.2x through 9.x

You must repeat these steps for each location every year when Daylight Savings Time starts (March) and ends (November).

1. Open **ADI Time™ Configuration Manager**. Click **Special Maintenance** and then **Schedule Tasks** to open the **Task Definition** screen.
2. Click the **New** button to set up a new task.



3. Under **Task Type**, select **Communication**.
4. Under **Communication Options**, select **Time Set**. Choose a location from the **Select Location** drop-down list or use the All Locations option.
5. In the **Title** box, type the title for the task.
6. Make sure the **Active** check box is selected. Click **One Time Only** and then enter the date and time that the task should occur. **This task must occur after the time has changed on the computer that is used to communicate to the clock.**
7. Repeat steps 2 through 6 for each clock location.

ADI Time™ Version 8.2 with CMI Series 2000 or CDP22500 Clock (Smart Clock)

You only need to set this up once for each clock type.

1. Open the **Clockfig.mdb** file located in X:\Labor32\Data (X represents the drive on which the database resides).
2. Open the **tblClockFig** table. In the **FieldName** column, find **DLSON** (verify that the **ClockType** field in the same row is either *CMI* or *CDP550*). Find the **SetValue** field in the same row and type “0” to disable it (it should be set to “0”). Repeat for each CMI and CDP550 clock type.
3. Open the **Communications Manager** program and perform a **Download** for each clock setup.

ADI Time™ Version 8.2 with Hand Punch Clocks

You only need to set this up once.

1. Open the **Clockfig.mdb** file located in X:\Labor32\Data (X represents the drive on which the database resides).
2. Open the **tblClockFig** table. In the **FieldName** column, find **DLSON** (verify that the **ClockType** field in the same row is *HPR*). Find the **SetValue** field in the same row and clear the current date and time in this field (i.e., **SetValue** field).
3. In the **FieldName** column, find the corresponding **DLSOFF**. Find the **SetValue** field in the same row and clear the current date and time in this field (i.e., **DLSOFF**).
4. Open the **Communications Manager** program and perform a **Download** for each clock setup.

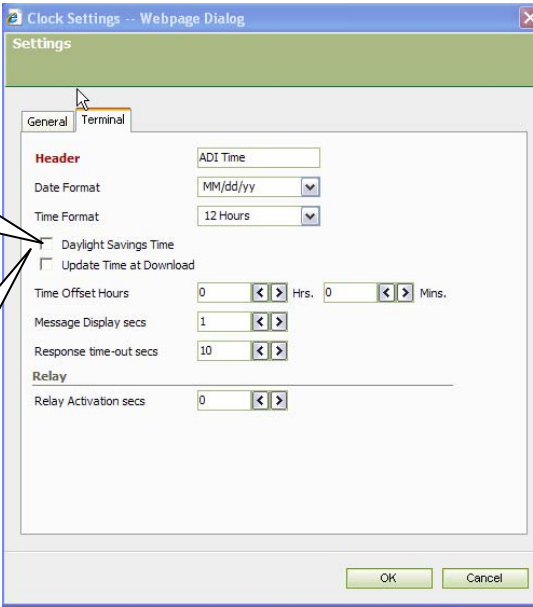
*Clock configuration terminology varies among programs and versions.

Program/File	Clock Configuration Terminology
Configuration Manager (Version 8.5x-9.5)	“clock setup”
Task Scheduler (Versions 8.2x)	“clock location”
Clockfig.mdb (Version 8.2x)	“clock type”

ADI Time™ Version 10

Changing the Clocks in V10 for Daylight Saving Time (DST)

1. To deselect the DST setting: Select the desired clock(s) to reconfigure by selecting “Configurations/Time Clocks/Clock Sites.” Next, double click on the clock site you wish to change and next click on the Settings button under the Settings tab and then select the Terminal tab. The Daylight Savings Time checkbox option is available on this screen (displayed below). Ensure this checkbox (DST settings) is unchecked and click on OK.



Daylight Savings Time must be unchecked.

Please Note!
If the DST field is not visible, the DST setting has already been disabled. In this case, continue beginning with Step 2 (below).

2. Set Switch: Set Switch and Set Time. Click on the Clocks tab, select the desired clock site and click **Set Switch** to send the new settings to the clock. After the Set Switch has finished, next click on the **Set Time** button to send the current date and time to the clock.
3. Task Scheduler: Create a Task Scheduler session to automatically change the time on the specified date and time (i.e., Configurations/Maintenance/Task Scheduler).
 - Select “New Task” and then from the pop-up menu “Clock Task.”
 - In the **Task ID** box, type the title for the task and add a **Task Description**.
 - Under **Communication Options**, select **Set Time**.
 - Choose a location from the **Select Location** drop-down list.
 - Click **One Time Only**.

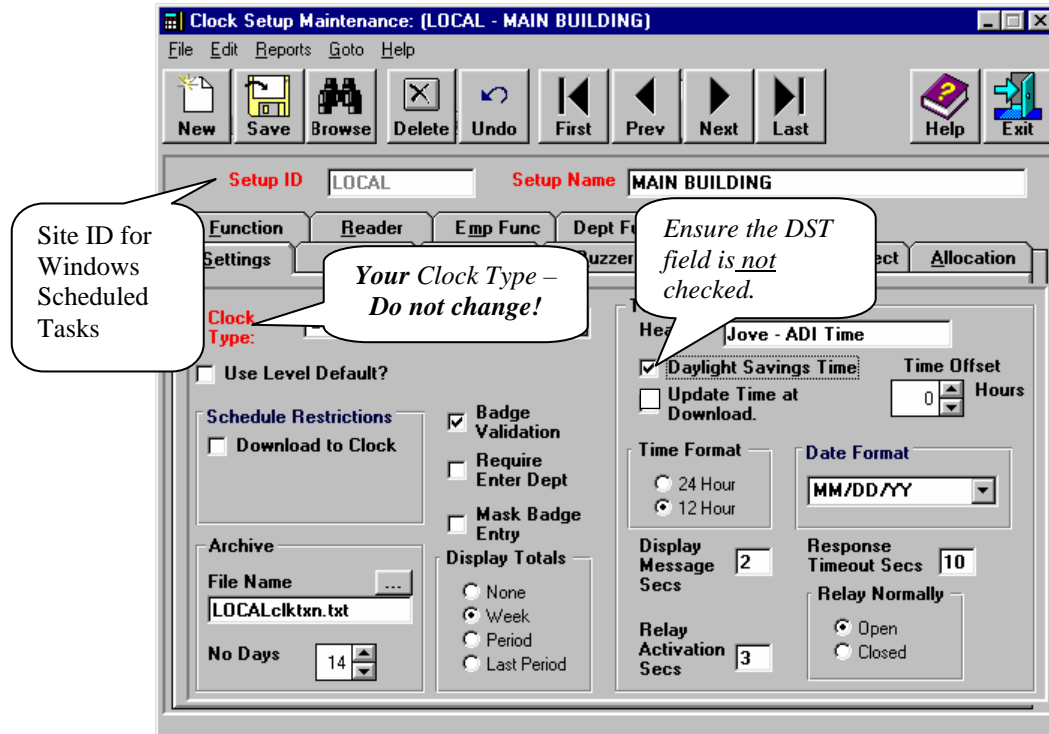
- Enter the **Start Date and Time**.
Note: This task must occur after the time has changed on the computer that is used to communicate to the clock.
- Make sure the **Active** check box is selected.
- Select **Save and Close**.

The screenshot shows the 'Task Scheduler: New' window in Internet Explorer. The 'General' tab is selected. The 'Task ID' field is empty, and the 'Active' checkbox is checked. The 'Task Description' field is also empty. Under 'Communication Options', the 'Set Time' radio button is selected. Under 'Locations', the 'All' radio button is selected. Under 'Time Zone', the 'Time Zone Offset' is set to 0. Under 'Scheduling', the 'Once Only' radio button is selected, and the 'Start Date and Time' is set to 03:30 PM. The 'Save and Close' button is visible in the top toolbar.

Select **Set Time** from the **Communication Options**.

Data Collection Client (DCC)

1. Open ADI Time™ Configuration Manager. Click User Parameters, Clock Parameters, and then Time Clock to open the Clock Setup Maintenance screen.



2. On the **Settings** tab, click **Browse** to select a clock setup. The **Clock Type** must be either *Hand Punch*, *CDP22500*, or *CMI*.
3. Ensure that the **Daylight Savings Time** check box is **NOT** checked. Click **Save** to save the changes.
4. Repeat steps 2 and 3 for each clock setup.
5. Open the **ADI Time™ Clock Communications** program. Select a clock setup from the **ID** drop-down list and then click the **Set Switches** button to send the new settings to the clock. After the Set Switch has been completed, then click on the **Set Time** button to send the current date and time to the clock. Repeat for each clock setup.

Data Collection Client (DCC) (*Continued*)

Time Set (Using Windows Task Scheduler)

1. In order to schedule tasks using Windows “Task Scheduler” it is necessary to establish a user account.
2. From the Windows “Control Panel” click on “Scheduled Tasks.”
3. Click on “Add Scheduled Task.”
4. This will invoke the Windows “Scheduled Task Wizard.”
5. Click on “Next” on the introductory Wizard page.
6. Click the “Browse” button to find and select the DCCCOMM32.exe.
7. Select a name for the scheduled task.
8. Select “One time only” from the task list and then click “Next.”
9. Select a time and date for the time set task. Click “Next.”
10. Enter Username and Password (as established in Step 1 above). Click “Next.”
11. Select “Open Advanced Properties” and click “Finish.”
12. Add the following line to the Run Command line of Advanced Properties.

Note: Site ID is the Setup ID specified in your clock setup (refer to page 7).

```
DCCCOMM32.EXE AUTOTIME LOC:<SITE ID>SILENT
```