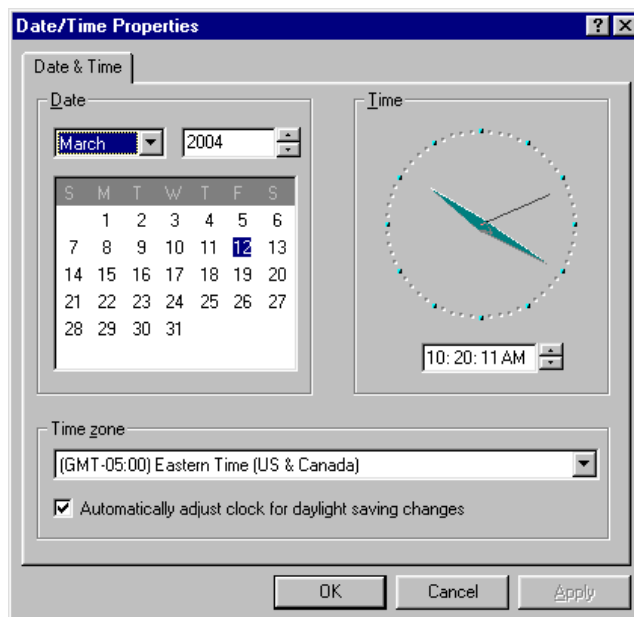


Setting your clocks for Daylight Savings Time

Set the Date/Time Properties for each computer

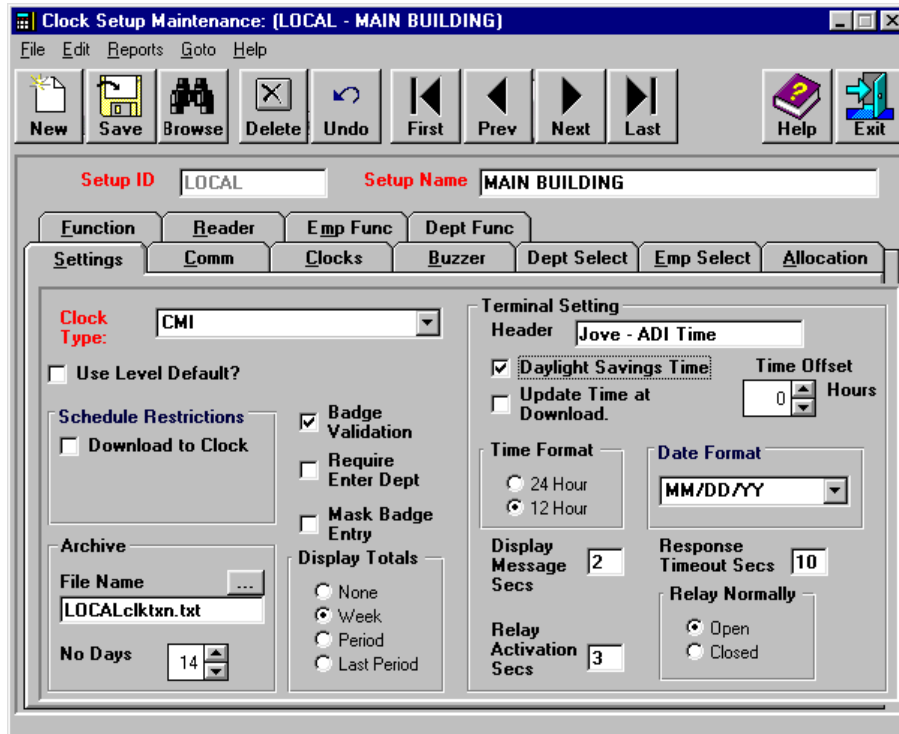
Click the **Start** button on the menu bar and then select **Settings > Control Panel**. Double-click **Date/Time** to open the **Date/Time Properties** screen. Make sure that **Automatically adjust clock for daylight saving changes** is selected. Repeat for each computer.



ADI Time™ Version 8.5+ with Hand Punch, CDP22500, or CMI 2000 clocks

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

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 *Hand Punch*, *CDP22500*, or *CMI*.
3. Select the **Daylight Savings Time** check box. 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. Repeat for each clock setup.

All Hand Punch clock users: You must repeat Step 5 at least once per year as soon as possible after January 1. Once this is done, the clock calculates the Daylight Savings Time dates for that year.

CMI 2000 and RSI Hand Punch clock users: You must have ADI Time™ Version 8.5 Release 6 (Labor Manager Version 8.5.90) or later. If you have an earlier release, please call Technical Support.

ADI Time™ Version 8.2+ with ATS (ADI 4000 Series) or CMI Series 1600 clocks

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

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.

The screenshot shows the 'Task Detail Definition' dialog box. The 'Task Type' section has 'Communication' selected. The 'Communication Options' section has 'Time Set' selected. The 'Select Location:' dropdown is set to 'All Location(s)'. The 'Title:' field contains 'Daylight Savings Time'. The 'Active' checkbox is checked. The 'Scheduling' section has 'One Time Only on:' selected, with a date of '10/26/2003' and a time of '02:00 AM'. The 'OK' and 'Cancel' buttons are at the bottom.

3. Under **Task Type**, select **Communication**.
4. Under **Communication Options**, select **Time Set**. Choose a location from the **Select Location** drop-down list (for ATS (ADI 4000 Series) or CMI Series 1600 clocks only).
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 ATS (ADI 4000 Series) and CMI Series 1600 clock location.

ADI Time™ Version 8.2 with CMI Series 2000 or CDP22500 clocks

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 “1” to enable the daylight savings time feature or “0” to disable it. 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 must repeat these steps every year.

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 type the date and time that daylight savings time should start.
3. In the FieldName column, find the corresponding **DLSOFF**. In the same row, find the SetValue field and type the date and time that daylight savings time should end.
4. Open the **Communications Manager** program and perform a **Download** for each clock setup.

You must set the date and time of each clock at least once per year (preferably on or just after January 1). Once this is set, the clock calculates the Daylight Savings Time dates for that year.

*Clock configuration terminology varies among programs and versions.

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