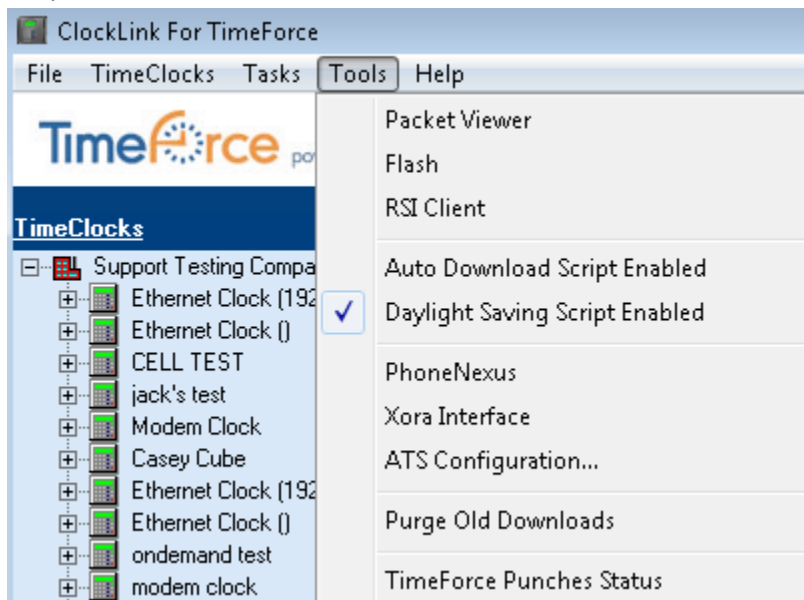


# Daylight Savings Time Documentation

*If using Clock Link*

## How to make sure ClockLink is set to update your clocks automatically.

1. Open ClockLink
2. In ClockLink, click the 'Tools' drop down menu. You should see a check next to "Daylight Savings Script Enabled" as shown below, if not click on the text to enable it.



3. Once you have confirmed the script is enabled, click the 'Create Schedules' icon in the top right corner.



4. You should now be looking at the ClockLink Scheduler. To confirm the schedule is set to run properly make sure in the bottom left of the window you see the word "Running".
  - a. If you see the word "Stopped" you can start the scheduler by clicking "File" and then selecting "Start Scheduler".
5. Once done click the "Exit" button on the top right and you have now confirmed ClockLink is correctly setup to adjust your time clocks for Daylight Savings Time.

## **Manually Adjust the Time on your Clock.**

If the schedule from ClockLink did not update the time on the clock, you can manually update the time through the ClockLink interface.

You can watch a video to walk you through this process. Click the link below to access the video.

[http://www.mytimeforce.com/support/videos/Updating\\_Daylight\\_Saving\\_with\\_ClockLink](http://www.mytimeforce.com/support/videos/Updating_Daylight_Saving_with_ClockLink)