Daylight Savings Time Documentation

If using Clock Server

To make sure Clock Server is set to update the time your time clocks.

1. Open Clock Sever

 TimeForce Clock Server Enrollment Station Report Generator TimeForce Backup TimeForce Scheduler TimeForce® Import 	-
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2. Click the "File" dropdown menu and select "Add/Edit Clocks"



3. Expand the list of clocks by click the "+" symbol and select your time clock profile



4. Once you select your clock's profile check the "Update Time" box and enter the amount of time needed to adjust for the clock's time zone based on the TimeForce server's time zone.

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	- New Company 99999	Clock ID:	1	
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			🔽 Update Time	
		Time Offset:		
Punc			Clock is Active	
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You can also watch an instructional video covering these steps as well. Click the link below to access the video.

http://www.mytimeforce.com/support/videos/Updating_Daylight_Saving_with_Clock_Server