

CHANGING THE TIME ON YOUR QQUEST TIME CLOCK FOR DAYLIGHT SAVING TIME

It's Daylight Saving Time again! Make sure that your clocks are reset before the time changes.

Automatic DST Uploads

The ClockLink Scheduler contains a pre-configured Daylight Saving script intended to automatically upload the time to your clocks each Daylight Saving. This script already exists in the ClockLink Scheduler, and cannot be edited or deleted. Since Windows automatically updates the computer's time for Daylight Saving, the time offset never needs to be updated.

From the main "Tools" drop-down menu at the top of the screen, ensure that there is a check mark next to the **Daylight Saving Script Enabled** option. If no check mark exists, click on the option to enable it.

With this option enabled, no further steps need to be taken. Your time clocks will be automatically updated.

Using the ClockLink Utility to Upload the Date and Time to Your Time Clock:


Note: Before the ClockLink utility will be able to connect to a time clock, a time clock profile must exist in the TimeForce software. See the "TimeForce Hardware Guide" for more information.


1. Open the ClockLink utility. (From the Windows Start Menu, click on Programs | TimeForce | ClockLink.)


2. Each time clock profile that has been inserted into the TimeForce program is listed in the left-hand section of the

main ClockLink screen. Highlight the clock that you would like to upload the date and time to and click on the "Connect" link. The ClockLink utility connects to the selected time clock.

3. Once you have connected to a time clock, the clock options are displayed on the right-hand side of the screen. The row of icons at the top of the screen allows you to select which functions you would like to perform at the clock. Ensure that the "Parameters" icon is selected.

4. From the **Actions** section of the screen, click on the  icon. The "Upload Date / Time" screen opens.

5. Enter the desired **Date**. By default this field is populated with the system date and time. Click on the down-arrow icon at the end of the field to select the date from a calendar. Click on the  icon to restore the system date.

6. Enter the desired **Time**. By default this field is populated with the computer's system time. Click on the up and down arrow keys at the end of the field to select the time, or place your cursor in the field and manually type the desired time. Click on the  icon to restore the system time.

7. Click on the [OK] icon to send the date and time to the clock.

You can now disconnect from the time clock and exit the ClockLink utility.

Creating a Schedule for Automatic Date and Time Upload:

ClockLink utility can be set up to automatically upload the date and time to your time clock on a scheduled basis.

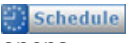
Note: Before the ClockLink utility will be able to connect to a time clock, a time clock profile must exist in the TimeForce software. See the “TimeForce Hardware Guide” for more information.


The process of setting up a schedule consists of two steps, “Creating a Script” and “Scheduling a Script.”

Creating a Script

Before you can schedule an automatic upload of the date and time, you must first create a “script.” A script tells the system which action you would like to be performed, as well as which time clock you would like the scheduled action to be performed on the clock. Ensure that the “Parameters” icon is selected.

1. Open the ClockLink utility. From the Windows Start Menu go to Programs | TimeForce and click on “ClockLink.”

2. From the row of icons in the upper right-hand corner of the screen, click on the  icon. The “Scripts” screen opens.

3. From the **Actions** section of the screen, click on the  icon. The “Create New Script” window opens.

4. In the **Script Name** field, enter a name for the script (such as “Upload Date/Time”) and click on the [OK] icon. The name is added to the list under the Scripts section of the screen.

5. Ensure that the desired script is selected in the **Scripts** list. The right-hand section of the screen opens, allowing you to define the script options.

6. The tree-directory at the top of the screen displays each time clock profile that has been created in the TimeForce program. Select the clock that you would like to upload the date and time to. The name of the time clock appears in the header at the bottom of the screen.

7. Put a check mark in the **Send Date and Time to TimeForce** option.


There is no option to save. Your selected settings are automatically retained.


Scheduling a Script

The next step is to schedule a script to be performed on a regular basis. The following instructions walk you through creating a weekly schedule. Refer to documentation on the ClockLink utility for instructions on creating other schedule types.

1. From the main ClockLink screen, click on the icon. The “Scripts” screen opens.

Note: A dialog box may appear asking if you would like to load the scheduler. Select [YES].

2. From the **Scripts** section of the screen, highlight the desired script name and click on the  icon. The “ClockLink Scheduler” opens.

3. From the row of icons in the upper right-hand corner of the screen, click on the  icon. The “Edit Schedule Event” screen opens.

4. In the **Title** field, enter a name for this schedule (as in “Daily Schedule,” etc.). Ensure that there is a check mark in the **Active** setting.

5. From the **Script** drop-down menu, select the script that you would like to create a schedule for.

6. In the **Execution Time** field enter the time that you would like the scheduled event to occur.

Note: For a scheduled date and time upload, it is recommended that you create a schedule for a time early in the morning when employees will typically not be clocked in. For Daylight Savings it is recommended that you set the execution time to 2:15 am.

7. Put a check mark in the **Start Date** option and select a date on which you would like this scheduled event to go into effect. Click on the down-arrow at the end of the field to select the date from a calendar.

8. If you would like the schedule to end on a certain day, put a check mark in the **End Date** option and select the desired date.

9. If you would like the event to be repeated multiple times throughout the day, select the **Repeat** option and enter the appropriate settings.

10. Select “Weekly” from the **Schedule Type** field.



11. Put a check mark in the box next to each day of the week on which you would like the date and time to be uploaded.

Note: For Daylight Savings specifically, “Monday” should be selected.

12. Click on the [OK] icon to add the scheduled event.

Existing Schedules

Existing schedules are displayed on the main “ClockLink Scheduler” screen.

- The **Event** column displays the chosen name for the schedule. A  icon is displayed next to active schedules. If a schedule has a  icon next to it, this means that the schedule has been disabled. To activate a schedule, click on the [EDIT] icon and put a check mark in the Active option. See step #4 above for more details.
- The **Script** column displays the script in the ClockLink program that will be performed when this schedule is executed.
- The **Last Run** column displays the date and time on which this schedule was last performed.
- The **Next Run** column displays the date and time of the next time that this event is scheduled to be executed

To edit an existing schedule, select the desired schedule from the list and click on the [EDIT] icon. To remove a schedule from the system, select the desired schedule and click on [DELETE].

Using Time Clock Manager to Upload the Date and Time to Your Time Clock:

1. Open the Time Clock Manager utility. (From the Windows Start Menu, click on **Programs | TimeForce | Time Clock Manager**.)
2. Each clock that you connect to on a regular basis is represented by a profile in the main Time Clock Manager window. Highlight the profile of the clock that you would like to upload the date and time to and click on the “Configuration” tab at the top of the screen.

3. The Time Clock Manager utility connects to your time clock. This may take a few moments.

4. The detected clocks are listed in the column on the left-hand side of the screen. Select the clock that you would like to upload the date and time to and click on the [UPLOAD TIME] icon, located in the row of icons under the “Parameters” tab.

5. The “Upload Date/Time” box appears. Enter the desired **Date** and **Time** into the appropriate fields. By default, these fields are populated with the computer’s system date and time.

Note: The time must be inserted in 24-hour format.

6. Click on the [OK] icon. The specified date and time are uploaded to the time clock.

7. Click on the “Clocks” tab in the upper left hand corner of the screen to disconnect from your time clock.

Changing the Date and Time at the Clock Keypad (Cellular Clocks):

The IQ 1000 and Velocity (V800/V850) model clocks allow you to specify the date and time directly from the clock keypad.

Velocity (V800/V850) Clocks

1. From the clock keypad, press the <MENU> button, select 1 for “ADMIN” and enter your administrator card number and password.
2. Select 1 for “SET DATE/TIME.”
3. To set the time on the clock, select the “TIME” option either by pressing the number 1 on the keypad, or by using the scroll keys to highlight the appropriate option and pressing <ENTER>. In 24-hour format, enter the

appropriate time in “HH:MM:SS” format and press the <ENTER> key.

4. To specify the date on the clock select the “DATE” option by either pressing the number 2 on the keypad, or by using the scroll keys to highlight the option and pressing the <ENTER> key. Using the clock keypad, enter the appropriate date in “MM/DD/YYYY” format and press <ENTER>.

IQ 1000 Clocks

1. Press the <MENU> button on the clock keypad and select “Admin.”

2. Enter the card number for an “Admin” user and press the <ENTER> key.

Note: The default admin user is “8888.”

3. Enter the password for the given card number and press <ENTER>

Note: The default admin password is “1111.”

4. Press 1 for “System Maintenance.”

5. Press 5 for “Set Date/Time.”

6. A screen appears prompting you to enter the “MONTH.” Enter a number between 1 and 12 to denote the desired month and press <ENTER>. The prompt changes to “DAY.” Enter the desired date and press <ENTER>. “YEAR” appears. Enter the desired year and press <ENTER>.

7. The current time is displayed at the top of the display. In 24-hour format, enter the desired time as “HH/MM/SS” and press <ENTER>.

Example: The time four o’clock p.m. would be entered as “160000.”

If you have any questions, please contact our Technical Support Department at 800-697-7010, 6am through 6 pm, MST.