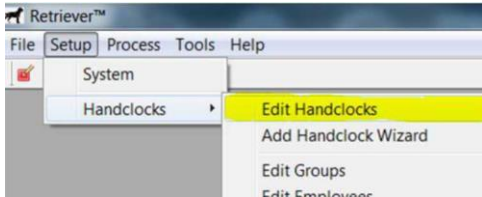
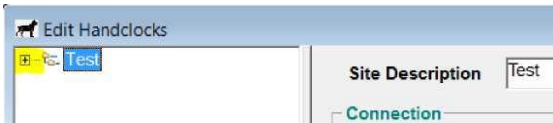


Sending DST Settings to Time Clock Using Retriever

1. Open Retriever
2. Navigate to Setup -> Handclocks -> Edit Handclocks

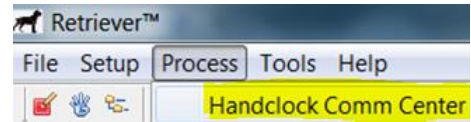


3. Select the + sign next to each clock



4. Select the label of the clock
5. Make sure the DST Enabled box is checked
 - a. If the box is not checked then check and save

6. Navigate to Process -> HC Comm Center



7. Make sure all clocks are checked on the left side of the screen
8. Select "Send Configuration" on the right side of the screen
 - a. Press the "Go" button on the bottom right
 - b. Close Retriever once process is completed

