

MITREFINCH SUPPORT

Daylight Savings Instructions

The following steps will allow you to easily configure your Mitrefinch Time and Attendance System (TMS) so that it will automatically adapt to Daylight Savings when it comes into effect.

Before you begin

IF Poller is running as services please use the Poller Controller.exe instead of the Poller.exe, this should be located on the server where services are running or within the TMS application folder.

What's the difference between Poller Controller and Poller?

Poller Controller: is the controller for the Poller service that is running on the server, this is where you will be able to assign the job for synchronise clocks

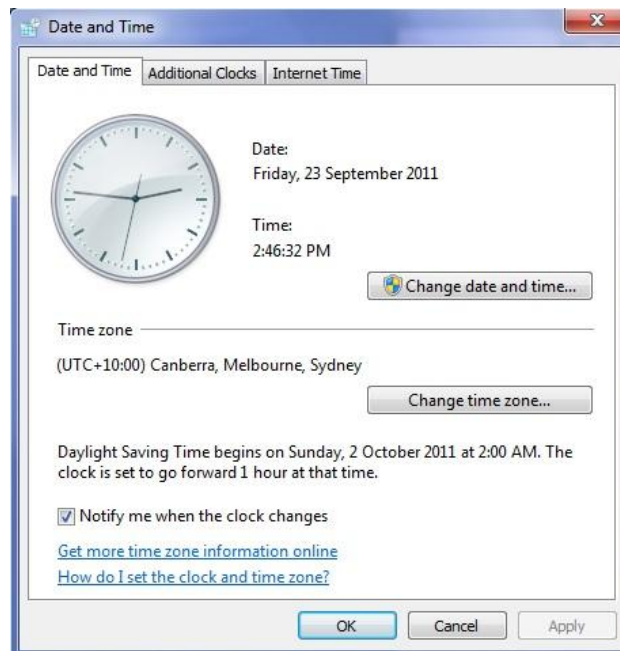
Poller: is the standalone application that can be run on any PC

Windows 7 Setup

* Please note: This must be done on the PC/Server that is running the TMS Poller

* If you are using an older version of Windows please see the next section

1. Go to **Start** then **Control Panel**
2. Select **System and Security**, then **Clock, Language and Region**
3. Select **Change the Time Zone** under **Date and Time** section
4. Click on the **Change the Time Zone** box



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5. Ensure that the correct time zone/location is selected
6. Tick on "Automatically adjust clock to daylight savings changes" and then **Apply**
7. Then **OK** and close the windows.
8. If you experience any difficulty contact your IT department for assistance.

Older Windows System Setup

* Please note: This must be done on the PC/Server that is running the TMS Poller

1. Go to **Start** then **Control Panel**
2. Locate **Date and Time** icon, double click
3. Select the **Time Zone** tab
4. Ensure that the correct time zone/location is selected
5. Tick on "Automatically adjust clock to daylight savings changes" and then **Apply**
6. Then **OK** and close the windows.
7. If you experience any difficulty contact your IT department for assistance.



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Mitrefinch TMS Setup

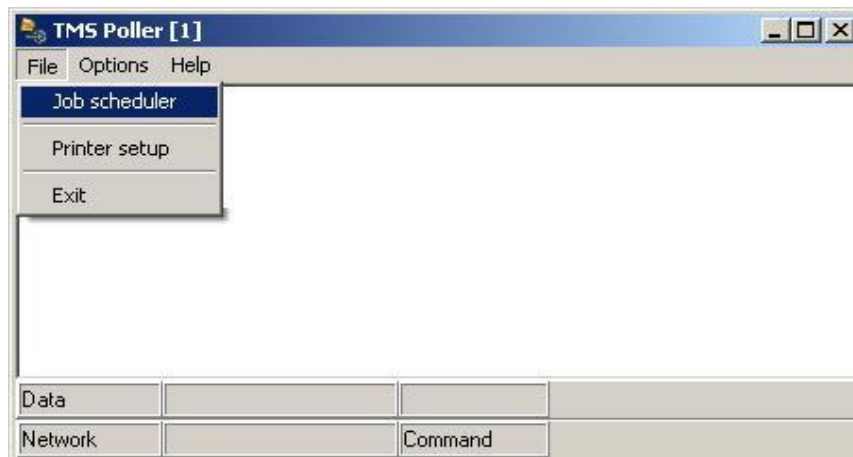
* Please note: "ENSURE "POLLER" IS RUNNING WHEN DAYLIGHT SAVINGS WILL OCCUR"

- If the POLLER runs on the server 24/7 then you must follow the instructions below at the server.
- If you run POLLER manually each day, you must follow the instructions below and leave it running over the weekend.

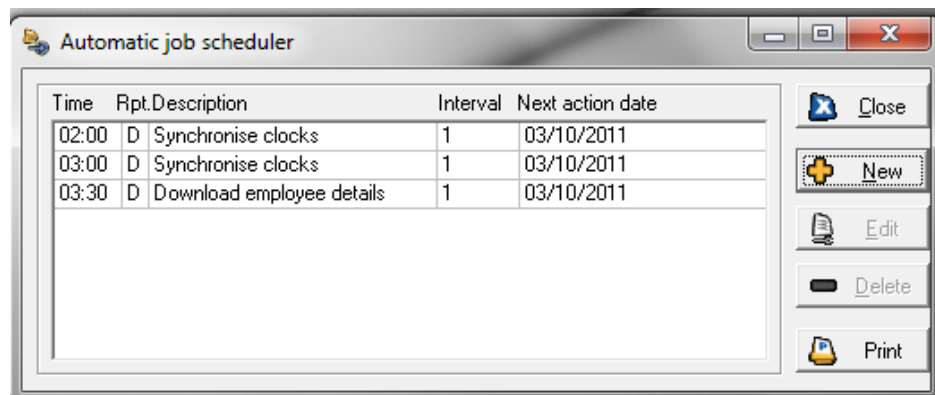
Setting TMS up so it will synchronise with the PC Clock

There are some different variations that allow us to set up Mitrefinch TMS to synchronise with the Clocks for Daylight Savings. However, the best way to perform this task is as follows:

1. Enter the mf/wintms folder and locate **Poller**
2. Run **TMS Poller**
3. Select **File** from the taskbar and from the drop down menu select **Job scheduler**

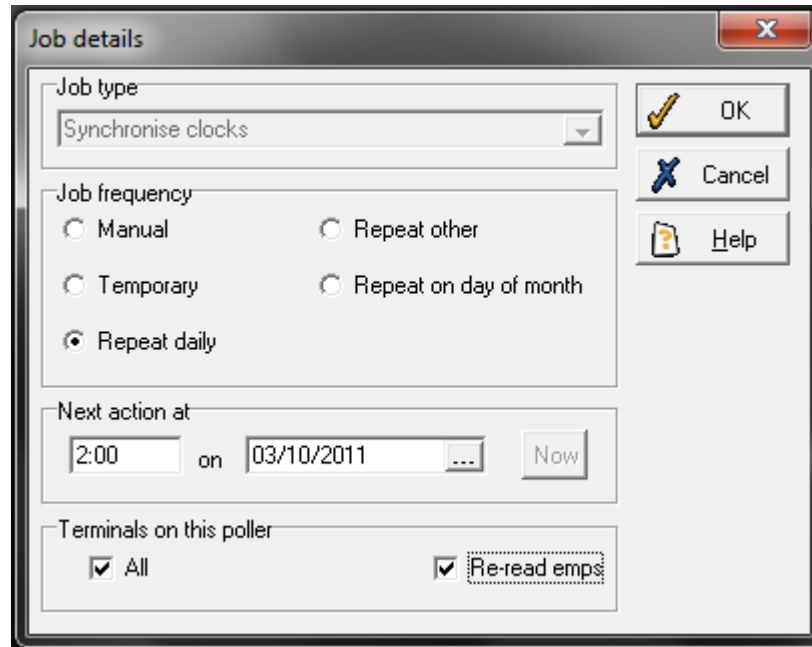


4. After selecting **Job scheduler** a new **Automatic job scheduler** window should appear – as per below



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5. Select **New** and a **Job Detail** window will appear



6. From here create a new Job so that it will Synchronise clocks
 - **Job Type:** Select Synchronise Clocks
 - **Job Frequency:** Depends on when you want Job to occur. In this case select "Repeat Daily"
 - **Next action at:** Select the time you wish the clocks to be synchronised. Recommended that you create two jobs one at 2:00am and the other at 3:00am
 - Then select the date by pressing on the edit button beside the date.
 - **Terminals on this Poller:** Tick options so that it will apply to "All".
7. Press OK and close all windows

Once all the steps above have been completed, the system will synchronise the clock to the date you have set it.