

North East Time Recorders Limited

It is your responsibility to back up your data before making any changes. North East Time Recorders Limited accepts no responsibility for any loss of data resulting from this document.

This document refers to changing the BST/GMT settings for our customers using **TimeVision**, **TimeVision Plus** and **ProTime**. Generally speaking, this document covers the necessary steps, but some screenshots may differ from the version you currently have. If at any point, you are unsure what to do, please contact NETR Support.

Important: If this process is done *prior* to the BST/GMT change, any clockings made between the process and the actual change will be out by one hour. If this process is followed *after* the BST/GMT change, any clockings made between the actual change and the process will also be one hour out. These will have to be manually adjusted within the **Edit Data** screen.

Please decide if you are going to follow this process **before** or **after** the BST/GMT change and refer to the relevant section.

Changing the Time Prior to BST/GMT Change

The screenshots below refer to TimeVision Plus, but the process is the same for TimeVision and ProTime also. TimeVision Plus and ProTime allow for multiple terminals if you have them, but there is no extra process involved for other terminals.

Step 1

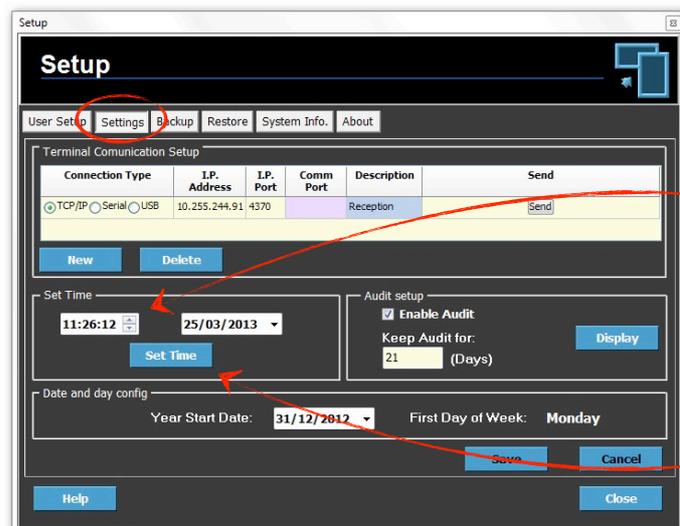
Double click the **TimeVision**, **TimeVision Plus** or **ProTime** desktop icon to start the software.

Step 2

Click the **Setup** button, then when prompted, log in as normal.

Step 3

In the **Setup** screen, click the **Settings** button at the top of the window.



Step 4

In the **Set Time** section, change the time to match what will come into effect as a result of the BST/GMT. On the last Sunday in March, the time goes forward by 1 hour. On the last Sunday in October, the time goes back by 1 hour.

Step 5

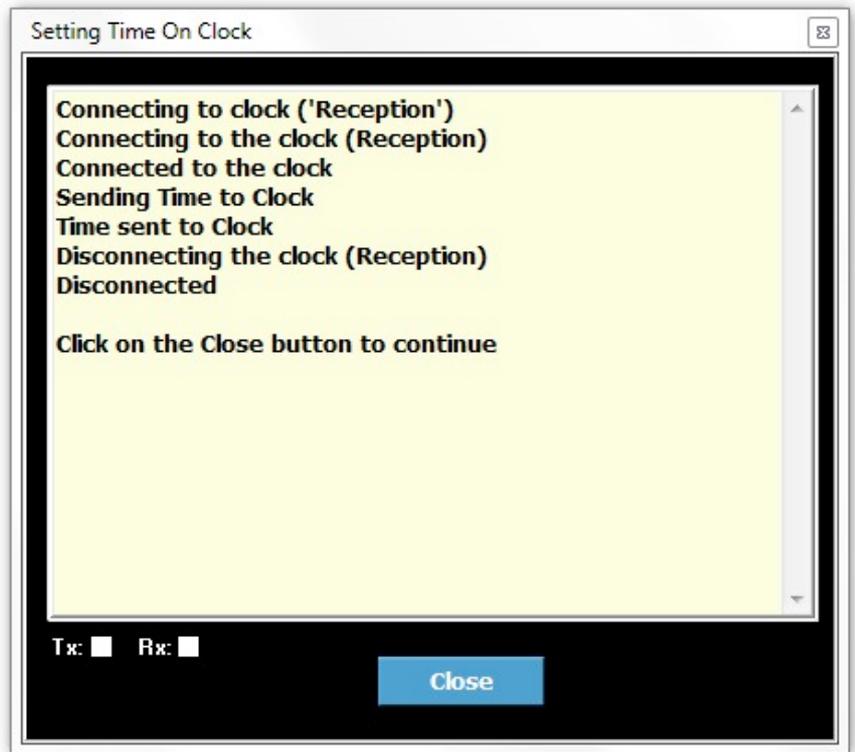
Once done, click the **Set Time** button. This will propagate the time to all terminals which are connected.

Step 6

A screen similar to the one shown to the right will appear. Wait until the time has sent, and you are prompted to close to continue. Click **Close** to finish the process.

Step 7

Confirm this has worked by checking the display on the terminals.



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Changing the Time After BST/GMT Change

If you are changing the time on the clock after the BST/GMT changes have happened, then you will need to manipulate the time on your PC to accomplish this.

As there are many different versions of Windows, and different methods of changing the PC time, we have not included instructions as part of this document. We recommend you speak with your IT department or person for advice on doing this.

Step 1

Change the time on your PC to match the time on the clocking terminal. If this is being done in March, the time on the terminal is likely to be 1 hour behind the current PC time, and if this is being done in October, the time on the terminal is likely to be 1 hour ahead of the current PC time.

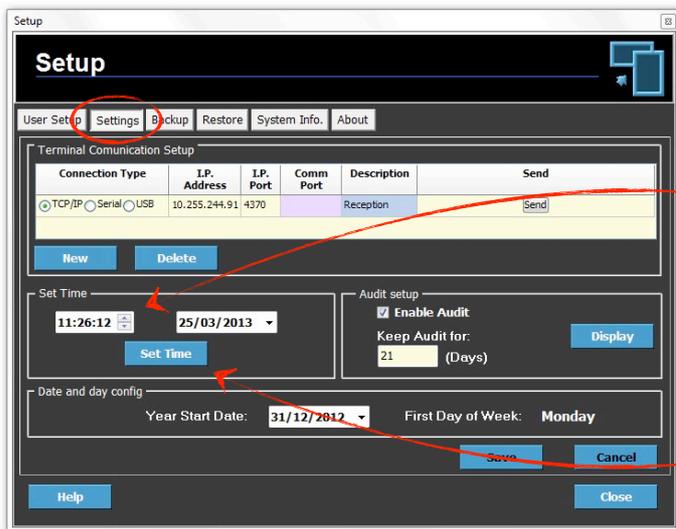
Step 2

Double click the **TimeVision**, **TimeVision Plus** or **ProTime** desktop icon to start the software.

Step 3

Click the **Setup** button, then when prompted, log in as normal.





Step 4

In the **Setup** screen, click the **Settings** button at the top of the window.

Step 5

In the **Set Time** section, change the time to match what will come into effect as a result of the BST/GMT. On the last Sunday in March, the time goes forward by 1 hour. On the last Sunday in October, the time goes back by 1 hour.

Step 6

Once done, click the **Set Time** button. This will propagate the time to all terminals which are connected.

Step 7

A screen similar to the one shown to the right will appear. Wait until the time has sent, and you are prompted to close to continue. Click **Close** to finish the process.

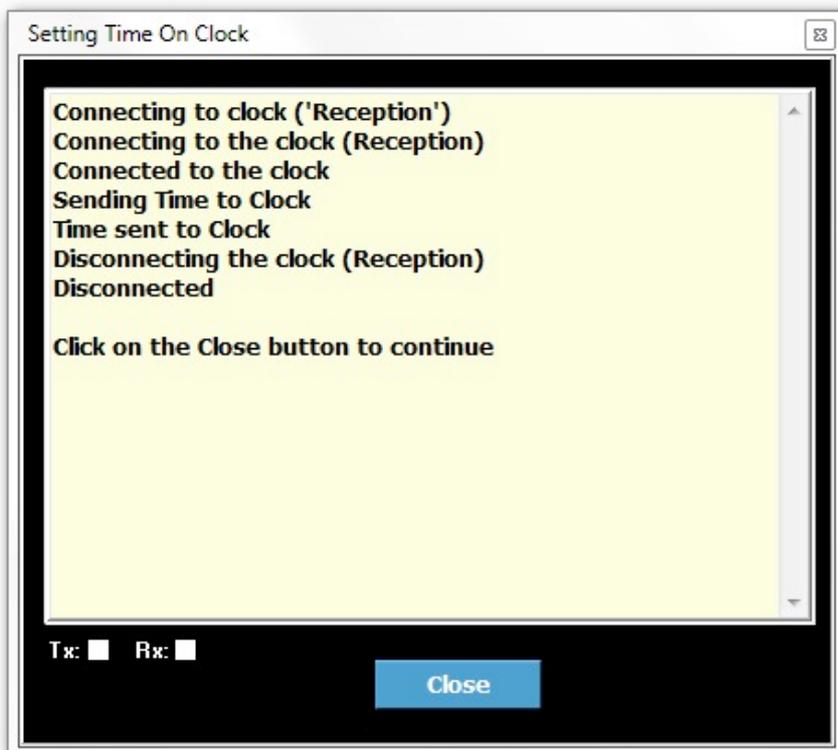
Step 8

Confirm this has worked by checking the display on the terminals.

Step 9

Change your PC time back to the correct time. On some PC's, this happens automatically after a certain length of time, but to be safe, it's best you correct it yourself.

Please note: If you do not correct the time on your PC after following this process, an it does not change automatically, you will not be able to connect to the terminals. They rely on the PC and terminal times being within 10 minutes of each other.



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