



Spring 2011 BST Time Change for DOS TMS

On Windows 95, 98, ME, NT, 2000 and XP

Before starting this operation please ensure that the Polling PC date and time is correct.

- 1 On the polling PC open the time control option by *right-hand* clicking on the time located in bottom right hand corner of the screen and choose the option **ADJUST DATE/TIME**. Please note this option may be disabled if running Windows NT, 2000 or XP. Please see your IT contact if this is the case.
- 2 Ensure that the **current date and time are correct** and that the time zone is set to (GMT) Greenwich Mean Time.
- 3 Ensure that the option **AUTOMATICALLY ADJUST CLOCK FOR DAYLIGHT SAVING CHANGES is selected** and click on OK.

The PC time will update the time automatically over night. All you need to do is set up a task to automatically update the clocking terminals with the new time. To do this you will need to insert a synchronisation task on to the execution queue.

- 4 Open **TMS**
- 5 Go to the menu option **AUTOMATIC TASKS - MAINTAIN TASK DEFINITIONS - PUT TASK ON EXECUTION QUEUE**
- 6 Insert the task number associated with the **Synchronise Clocks task**. When prompted for a run date and time set these to **RUN DATE – 27-03-2011** and the **RUN TIME - 03:05**.

On DOS or Windows 3.x operating systems

Before starting this operation please ensure that the 'Polling PC' date and time is correct.

Please note: The following instructions are for customers who poll the clocking terminals using the Automatic Task Scheduler. If you use an interactive/network poller, have FES or unsure then please contact Mitrefinch Support on 01904 693949 for advice. Also in some cases your server may automatically update the time on your PC. If this is the case you will NOT need to perform steps 1 to 5. Please confirm with your IT department before completing the instructions.

- 1 From the **MAIN MENU** choose the option **AUTOMATIC TASKS - MAINTAIN TASK DEFINITIONS - MODIFY TASK DETAILS**. The program will now prompt you to insert the *task number*. If you press F3 you will be given a list of different numbers with the associated tasks.
- 2 Select the task **GMT/BST Hr CHANGE SPRING** or similar worded task. If a task does not exist you will need to create the relevant task (if you are not sure or require assistance please contact Mitrefinch Support).
- 3 Once you have selected the appropriate task, please ensure that the information is as shown below and make a note of the task number. Once you are happy that the information is correct press 'F1' to accept.

Description - BST Hr Change Spring Program Name - XMF Run Time - 2:00 Mode - M Special1 - F

- 4 You now need to insert the task onto the execution queue. From the **MAINTAIN TASK DEFINITIONS menu** please select the option **PUT TASK ON EXECUTION QUEUE** and then insert the task number noted in step 3.
- 5 You will then be prompted to insert the run date and time for the task, set these to **RUN DATE – 27-03-2011** and the **RUN TIME – 02:00**
- 6 You now need to set up the system to automatically update the clocking terminals with the new time. Staying on the 'Put task on execution queue' screen press the '**F3**' key and locate the **task 'Synchronise Clocks'** (or Synchronise Terminals) and press the **Enter** key. You will then be prompted for a run date and time, set these to **RUN DATE – 27-03-2011** and the **RUN TIME - 03:05**