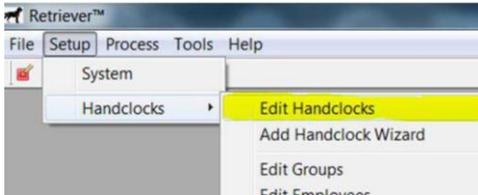# Sending DST Settings to Time Clock Using Retriever

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