ClockOn Australia
ROSTERING, ATTENDANCE AND PAYROLL

Steps to changing the time on the
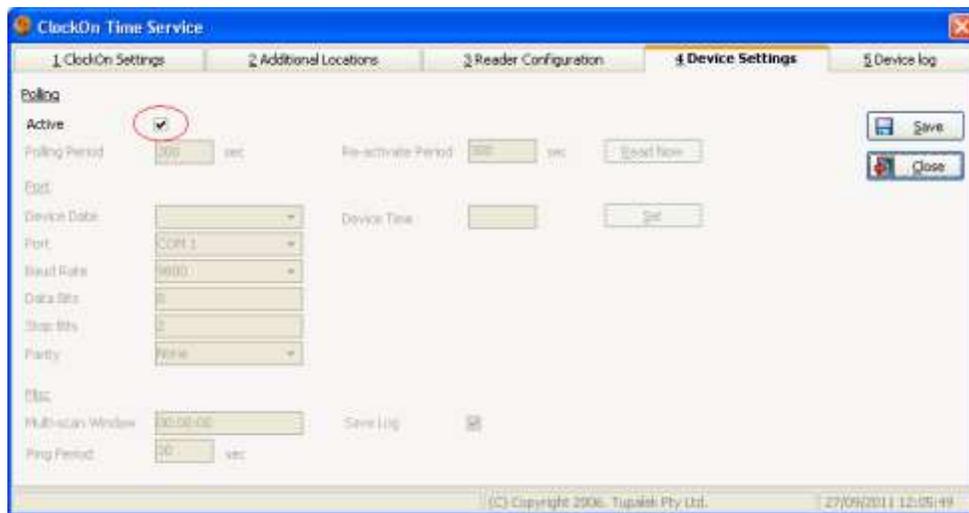**C-PASS units using the ClockOn Timeservice application**

Steps to changing the time on the unit

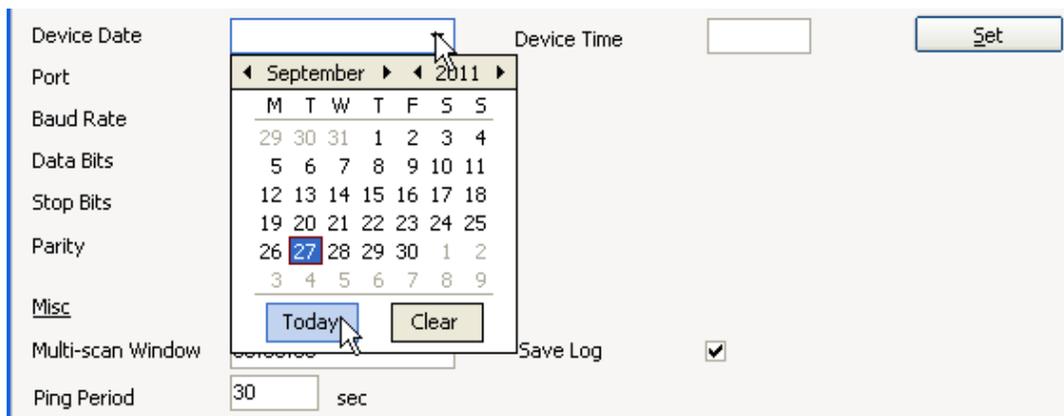Please note that the time will need to be updated at each individual site that has a C-PASS scanner

1. Locate the computer that the C-PASS unit is connected to and open the ClockOn Time Service. To do this double left click on the time service icon represented with a red Lightning Bolt in a bronze ball in the system tray, near the Windows system clock

2. Once this is open go to the tab "4 Device Settings" and deselect the tick next to "Active"

3. From date drop down select the current day's date

4. Enter the new desired time in the "Device Time" Box
   please note use 24hr time e.g. if the time you wish to reset to is 1pm then enter as 13:00)

Device Date	27/09/2011 ▼	Device Time	13:00

5. Click the set button

Device Date	27/09/2011 ▼	Device Time	13:00	Set

6. To finish up reset the "Active" tick, then click "Save", then "Close".
   NOTE: that while the "Active" checkbox is left unchecked times will not be automatically sent to ClockOn

To see a movie on the full functionality of the Timeservice please proceed to the following web site

http://www.clockon.com.au/support/videoguide/3.2/Video Guide 3.2 - ClockOn Time Service/3.2 Video Guide - ClockOn Time Service.html