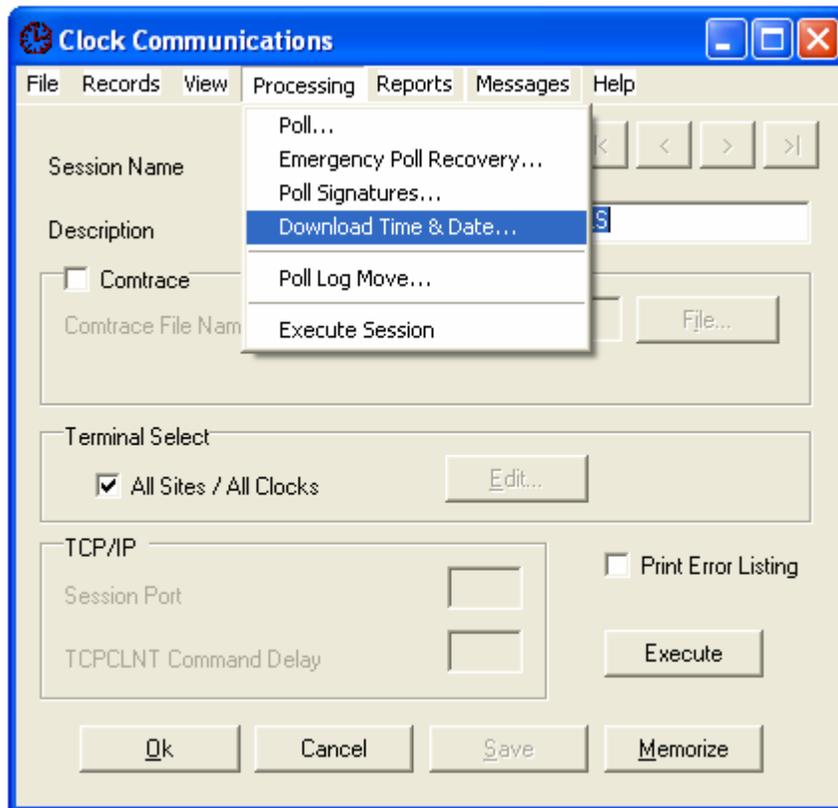




## Downloading Time and Date to Time Clocks

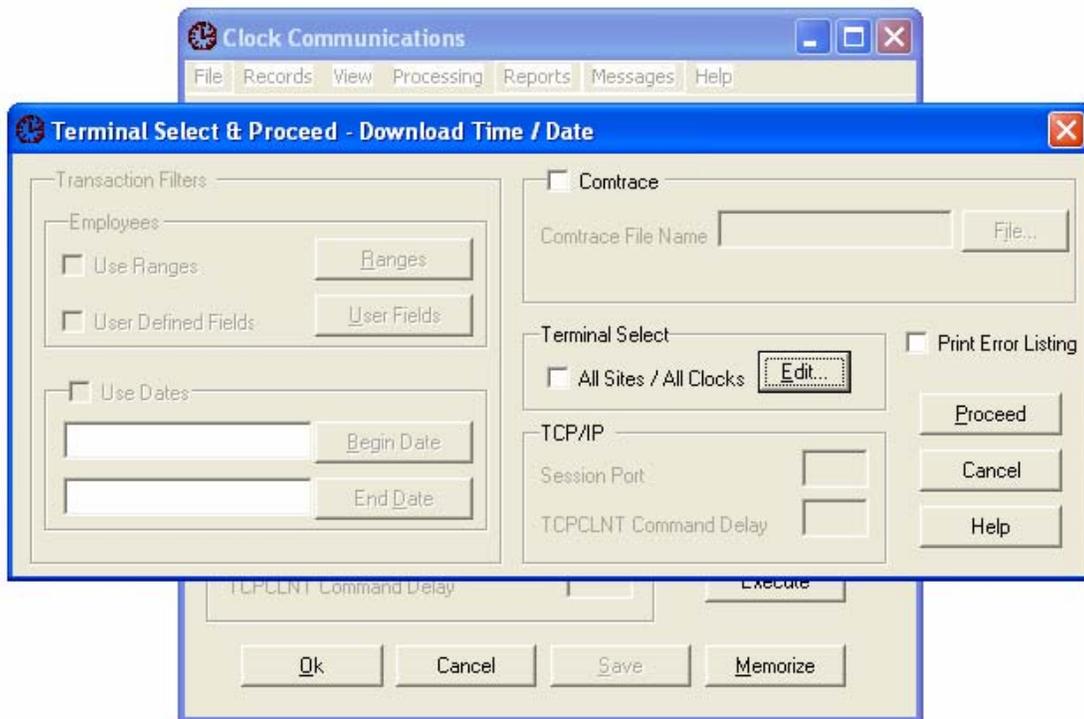
You may change the time and date on your time clocks by downloading the system time and date from the TimeTrak application. Changing the time and date on your time clocks could affect the calculation of hours for some employees. First, make sure the system time and date is correct on your computer. Enter the **Processing** area of the TimeTrak software and click on **Clock Communications**.

When the **Clock Communications** screen appears, click on **Processing** from the top of the screen and select **Download Time & Date** from the drop down list.



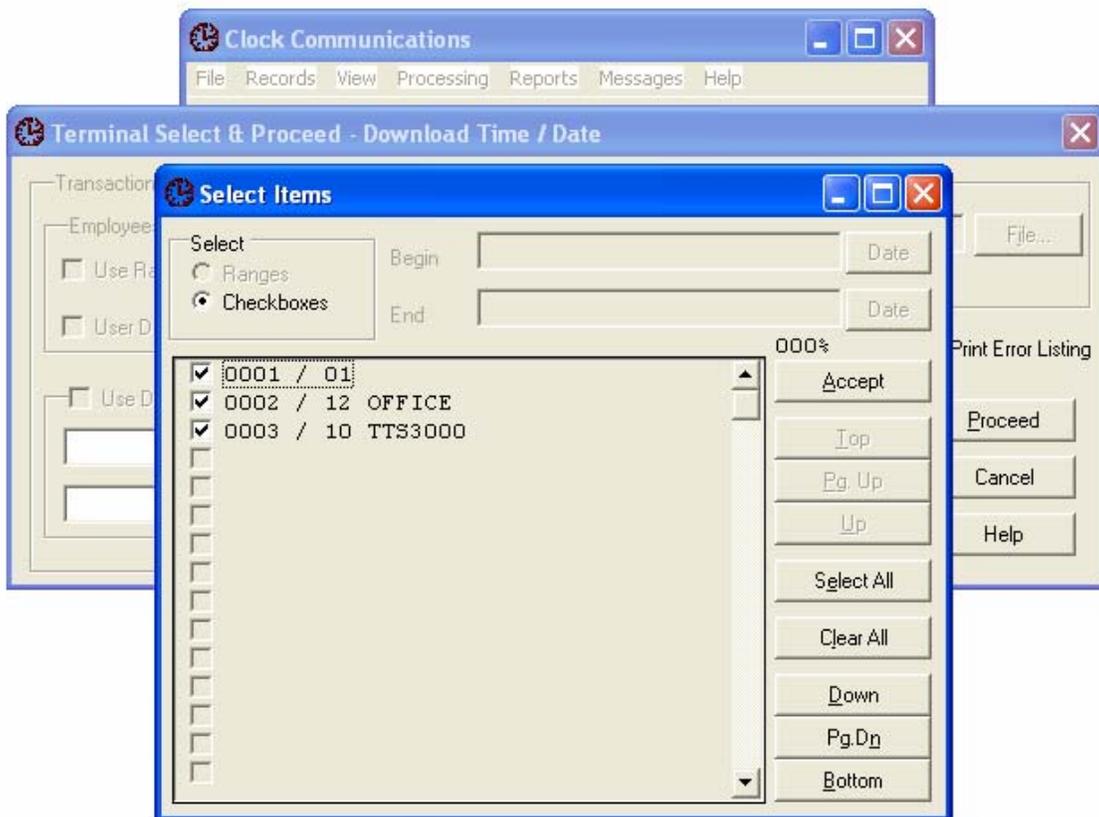


In the next screen to appear, you may choose to download time and date to all clocks or select individual clocks. From the **Terminal Select & Proceed** screen, click the **Edit** button under **Terminal Select**.



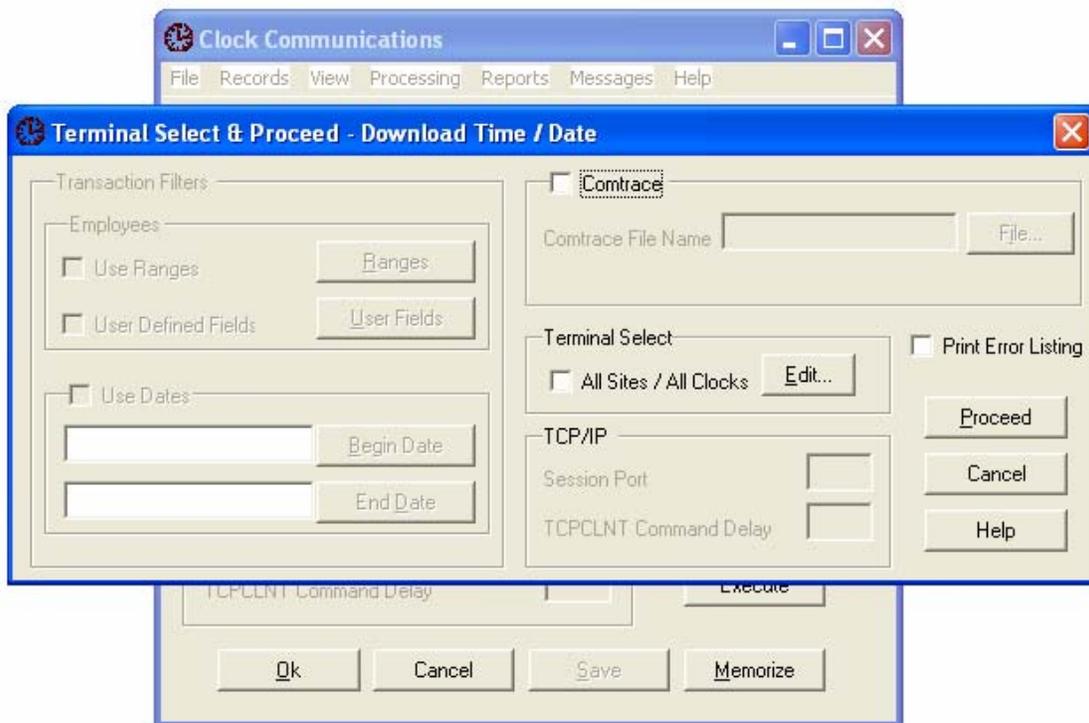


The **Select Items** screen will appear. All of the time clocks connected to the TimeTrak system will be listed by Site Number, Clock ID, and Description. Place a check mark in the box next to each clock you wish to download time and date. Then click **Accept**.





The **Terminal Select & Proceed** screen will return. Upon selecting the **Proceed** button, the TimeTrak application will begin a communication session with the time clocks and download the time and date. When the communication session has completed, the process will return to the **Clock Communications** screen. You may then click **OK** or **Cancel** to return to TimeTrak's main screen.



More helpful information may be found at [www.timeclocksales.com](http://www.timeclocksales.com)