Start of Daylight Saving Time – Spring

Use the steps below to handle the beginning of Daylight Saving Time, in areas where this is observed. Marketron recommends the following workflow to mitigate Daylight Saving Time issues in the Spring.
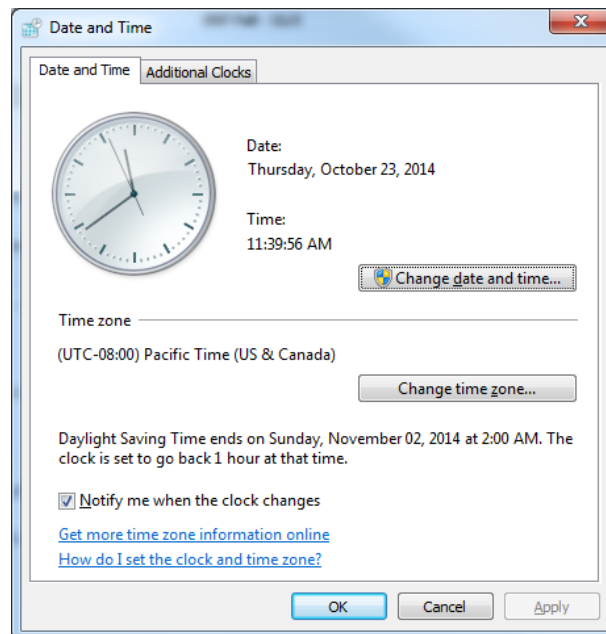
Verify the System Clock Setup

Verify that the computer clock is set to automatically adjust for Daylight Saving. The system clock setup will only need to be verified on individual workstations that will generate a final log (i.e., salesperson workstations that don't generate logs, will not need to be adjusted). Some steps below may vary depending on operating system and settings.
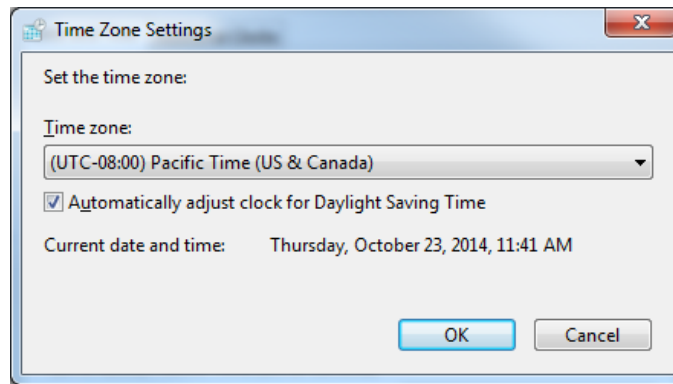
Windows 8, Windows 7 and Windows Vista Operating Systems

1. Log out of all Marketron applications.

2. Single-click the clock on the Desktop Taskbar and then choose "**Change date and time settings…**" or,

   From **Control Panel,** select "**Clock, Language, and Region**", and then "**Set the time and date**".
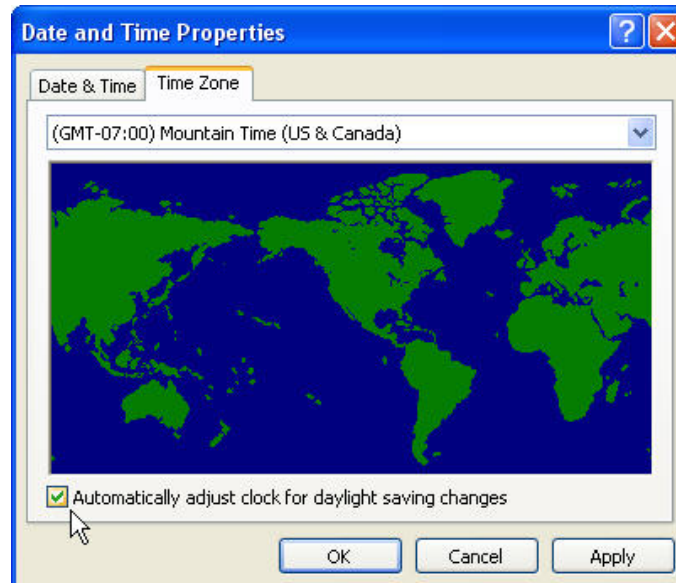
   The Date and Time dialog box appears.

3. Click the "**Change time zone…**" button.

4. Verify the presence of a checkmark for "**Automatically adjust clock for Daylight Saving Time**".

5. Click the "**OK**" button.

6. Repeat these steps for all workstations that will generate final logs.

Windows XP Operating System

1. Log out of all Marketron applications.

2. From **Control Panel** double-click the **Date/Time** icon. The Date and Time Properties dialog box appears.

3. Click the **Time Zone** tab.

4. Verify the presence of a checkmark for "**Automatically adjust clock for daylight saving changes**".

5. Click the "**OK**" button.

6. Repeat these steps for all workstations that will generate final logs.

Verify Setup Editor Settings

You will need to verify the following Setup Editor requirements for Daylight Saving Time. This should be done while you are logged out of all other Marketron applications.

1. Go to **Stations > Stations** and double-click one station to open up that record.

2. Click to the **Clocks** tab.

3. Verify the presence of a checkmark for "**Automatically Adjust Clock for Daylight Saving Changes**". Click the "**Next**" button and finally the "**Save**" button.

4. Repeat these steps for all stations on your database.

Boardfile Missing Hour

Users of a 12a-12a, 1a-1a, or 2a-2a broadcast day will notice on the DST Day that the Boardfile will go from 1:59:59am to 3:00am. This is what is intended for Daylight Saving Time and spots will not schedule in the "missing" 2:00am hour.

Users of any other broadcast day (for example, 5a-5a) will notice a missing 2:00am-3:00am hour in the last hours of your broadcast day of the day before the DST Day. When you view the day before the DST Day on the Boardfile, the clock will go from 1:59:59am to 3:00am. Spots will not schedule in this missing hour, so there is no need to be concerned with revenue loss or missing spots.

Sample Boardfile

Building the Worksheet

In a correctly-built worksheet, the 2:00am hour on the DST Day will appear in green (if this is not the case, please see the last Q&A item on the last page of this document.) This indicates that the programming exists on other days, but is not scheduled on the Boardfile on this day.

Sample Worksheet

Scheduled Time	Unit#	Length	Lengths Allowed	Description	S
1:18:00 AM	2	1:00	:10,:15,:30,1:00	REGULAR	
1:19:00 AM	2	1:00	:10,:15,:30,1:00	REGULAR	
1:59:59 AM				SIGN HOUR	
2:00:00 AM-2:59:59 AM		*59:59*		*WEEKEND TUNE UP*	
2:15:00 AM	*2*		*1:00 :10,15,30,1:00*	*REGULAR*	
2:16:00 AM	*2*		*1:00 :10,15,30,1:00*	*REGULAR*	
2:17:00 AM	*2*		*1:00 :10,15,30,1:00*	*REGULAR*	
2:18:00 AM	*2*		*1:00 :10,15,30,1:00*	*REGULAR*	
2:19:00 AM	*2*		*1:00 :10,15,30,1:00*	*REGULAR*	
2:59:59 AM				*SIGN HOUR*	
3:00:00 AM-4:00:00 AM		1:00:00		WEEKEND TUNE UP	
3:15:00 AM	2	1:00	:10,:30,1:00	REGULAR	
3:16:00 AM	2	1:00	:10,:30,1:00	REGULAR	
3:17:00 AM	2	1:00	:10,:30,1:00	REGULAR	

To prevent errors in the Program Worksheet, there are several things you should **NOT** do:

- Do not build any Last Date to Air (LDTA) events that start and end on the DST Day in the 2:00am hour. This will cause errors on the Worksheet.

- Do not build any 'Till Further Notice (TFN) events that start on the DST Day in the 2:00am hour. This too will cause errors on the Worksheet.

- Do not build any events that cross into or out of the 2:00am hour on the DST Day (or Broadcast day for TV). For example, an event that airs 1:45am-2:15am or an event that airs 2:00am-3:05am will cause errors. You must build such events as two events (e.g., 1:45am-1:59:59am and 2:00am-2:15am OR 2:00am-2:59:59am and 3:00am-3:05am.)

Sample Worksheet

Scheduled Time	Unit#	Length	Lengths Allowed	Description	St
1:16:00 AM	2	1:00	:10,:30,1:00	REGULAR	
1:17:00 AM	2	1:00	:10,:30,1:00	REGULAR	
1:45:00 AM-1:59:59 AM		14:59		TRAFFIC & WEATHER	
1:45:00 AM	2	1:00	:30,1:00	REGULAR	
1:46:00 AM	2	1:00	:30,1:00	REGULAR	
1:47:00 AM	2	1:00	:30,1:00	REGULAR	
1:59:00 AM				SIGN HOUR	
2:00:00 AM-3:00:00 AM		1:00:00		WEEKEND TUNE UP	
2:00:00 AM-2:15:00 AM		15:00		TRAFFIC & WEATHER	
2:15:00 AM	2	1:00	:10,:30,1:00	REGULAR	
2:16:00 AM	2	1:00	:10,:30,1:00	REGULAR	

Loading the Boardfile

To avoid Boardfile data display inconsistencies, do not load a week that includes both the day before the DST Day and the DST Day.

When working the DST Day, you must use **Day View** so that you load *ONLY* the DST Day.	When working days **prior** to the DST Day, use the day before the DST Day as the end date of the Week View load range.	When working days **after** the DST Day, use the day after the DST Day as the start date of the Week View load range.
DST Day example: 3/13	**DST Day example: 3/13**	**DST Day example: 3/13**

Load range
Start: 3/13/2011
End: 3/13/2011
Time: 12-12 AM
Station: STATION-A
Log no.: 1

Load range
Start: 3/ 7/2011
End: 3/12/2011
Time: 12-12 AM
Station: STATION-A
Log no.: 1

Load range
Start: 3/14/2011
End: 3/20/2011
Time: 12-12 AM
Station: STATION-A
Log no.: 1

> **NOTE** - Week View may display days before or beyond the date range you selected, but the data will be based on the dates you selected.

Generating your Automation Output File

When generating your automation output file for the DST Day please confirm that **only the 2:00am hour is missing** from the file, producing a file that contains only 23 hours of spots and programming. You will need to scroll through the entire automation output file to verify that only the 2:00am hour is missing.

Sample Automation Output File

```
697          01:25:55 00:30:00
             P
512          01:57:55 00:01:00 73      CABINET FACTORIES
             S
2105         01:59:54 00:00:05         station id
             P                                 station id
1701         03:03:00 00:00:10         American Heart Assoc
             P                                 American Heart Ass
166          03:04:40 00:00:30 72      CA. DEPT OF CORRECTIONS
             S
```

Verify that the file does not include an extra hour of programming. You can verify this at the top of the output file; be sure it starts at 00:00:00 (which is midnight) on the day after the DST Day.

You should also verify at the bottom of the output file, that the time does not go beyond 23:59:59 (11:59:59pm).

Sample Automation Output File

```
1500              23:25:55 00:30:00
                  P
519               23:56:55 00:01:00 73          CABINET FACTORIES
                  S
1601              23:59:55 00:00:05    I         station id
                  P                                      station id
```

If the automation output file is **incorrect**, continue to the next section-- System Clock Adjustment.

If the automation file is **correct**, this will be your final log and automation output file for the DST Day, and no additional steps are needed.
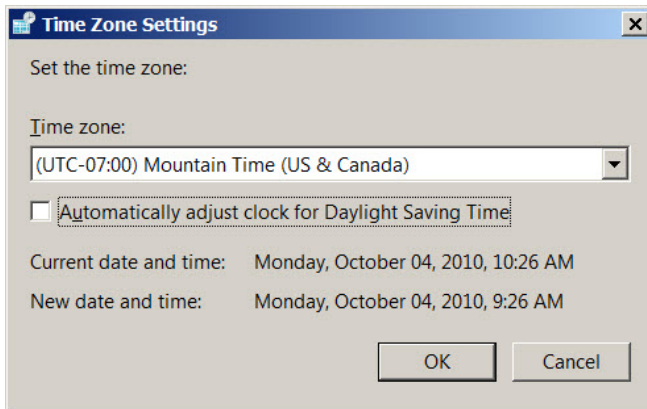
System Clock Adjustment

If your automation output file is **incorrect** (i.e., there are more or less than 23 hours on the DST Day) you may need to temporarily disable your system clock's automatic adjustment for Daylight Saving Time. This should be done while you are logged out of all Marketron applications.
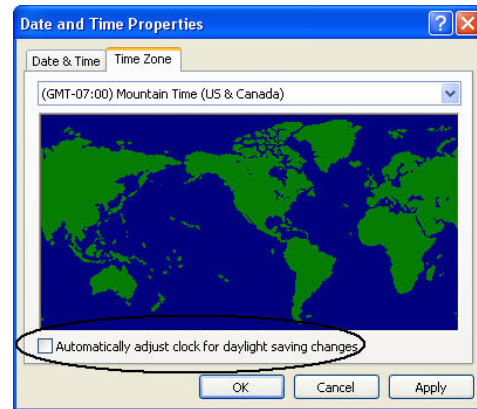
To disable your local workstation's automatic Daylight Saving Time adjustment:

1. Log out of all Marketron applications.

2. On the workstation that will be generating the logs, **temporarily disable** the workstation's automatic Daylight Saving Time adjustment by removing the checkmark for Daylight Saving Time.

Windows 8, Windows 7, Windows Vista   **Windows XP**

Time Zone Settings

Set the time zone:

Time zone:

(UTC-07:00) Mountain Time (US & Canada)

☐ Automatically adjust clock for Daylight Saving Time

Current date and time: Monday, October 04, 2010, 10:26 AM

New date and time: Monday, October 04, 2010, 9:26 AM

OK   Cancel

Date and Time Properties

Date & Time   Time Zone

(GMT-07:00) Mountain Time (US & Canada)

☐ Automatically adjust clock for daylight saving changes

OK   Cancel   Apply

✐ **NOTE** - You do **NOT** need to make adjustments to the DST settings in Setup Editor.

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3. Log into Traffic and **g**enerate the final log for the DST Day again. This automatically generates another automation output file. Verify that the automation output file has only 23 hours (missing the 2am hour) for the DST day. If this is correct, this will be your final log and automation output file for the DST Day. If this is not correct, contact Marketron.

4. Log out of all Marketron applications.

5. Reinstate the Windows' Daylight Saving Time setting (undo step 2 above.)

Frequently Asked Questions

Why is the 2:00am hour missing on the DST Day?

Because Daylight Saving Time ends at 2:00am on the DST Day, the clock "springs ahead" at 1:59:59am to 3:00am. You will not see the 2:00am hour in Day View of Boardfile and spots will not schedule into this hour. This is the way it is supposed to function, so there is no need to be concerned with revenue loss or missing spots.

Why am I seeing the 12am hour for the day after the DST Day on the final log for the DST Day?

If you see more than 23 hours in your final log or automation output file for the DST Day, you will need to log out of Marketron, uncheck the setting to automatically adjust for Daylight Saving Time for the system clock, and log back into Traffic to regenerate your final log. Because the 2:00am hour is missing on the DST Day, the Boardfile and the Automation (.PLK) file are trying to load a 24-hour day and may incorrectly include 12:00am on the day after the DST Day to make up for that missing hour on the DST Day.

> 💡 **REMINDER** - Once you have generated a 23-hour log for the DST Day, reinstate the checkmark to automatically adjust for Daylight Saving Time on the system clock..

When working the DST Day, why can I ONLY work in Day View?

Errors and inconsistencies in display may occur if you try to work on the DST Day in Week view. This is due to the differences in how Marketron software and your operating system will display the missing 2:00am hour when more than one day is loaded.

Why am I seeing a conflict in my Program Worksheet in the 1:00am hour?

It is important on the DST Day, to not build any events that:

1. Start and end on the DST Day in the 2:00am hour.

2. Start on the DST Day in the 2:00am hour and continue through the rest of the Boardfile.

3. Cross into or out of the 2:00am hour on the DST Day. For example, events that air from 1:45am-2:15am, will cause a conflict in the 2:00am hour. Similarly, an event airing from 2:45am-3:15am will cause a conflict in the 3:00am hour. To get rid of the conflict(s), you must rebuild the event(s) as separate events that do not cross into or out of the 2:00am hour on the DST Day. For example, one event from 1:45am-1:59:59am, and another from 2:00am-2:15am.

Why are the 2:00am events in Worksheet showing as scheduled (in white, not green) on the DST Day?

An error occurred in your database based on your settings to adjust for Daylight Saving Time. To correct this you will need to make superficial modifications to each event in the 2:00am hour on the day before the DST Day. To do this, complete the following instructions:

1. Load the Program Worksheet for the day before the DST Day.

2. Modify each event by reselecting the event name (this is the superficial modification).

3. Click Change after each modification.

4. When you have finished modifying all the events on the day before the DST Day in the 2:00am hour, click Schedule. Now the 2:00am events should show in green on the DST Day.