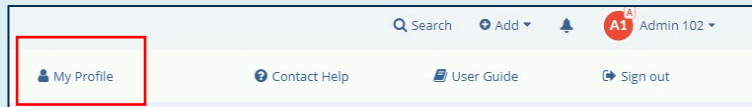


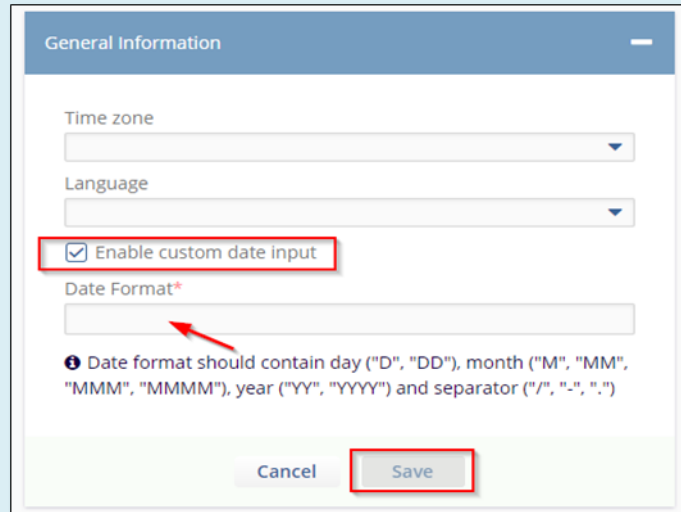
APPLICABLE TO:

- Administrators
- eTMF
- Editors
- Study Start-Up
- Readers
- Collaborate

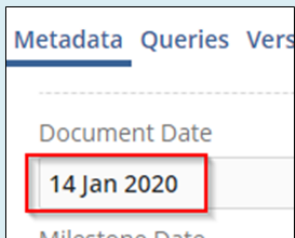
1. Log in to a room and navigate to **My Profile** by clicking your name in the top right corner (user name menu).



2. Under Main > General Information, check **Enable custom date input**.



3. Enter your preferred Date format and Click **Save**.



Date fields within the Metadata pane will now display as indicated.