

APPLICABLE TO:

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

1. Log in to a room and navigate to **My Profile** located within the username dropdown menu (clicking on your name in the top right corner).



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

Enter your preferred Date Format and Click **Save**.



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



This is an individual setting and will not affect other users in the same room.

