

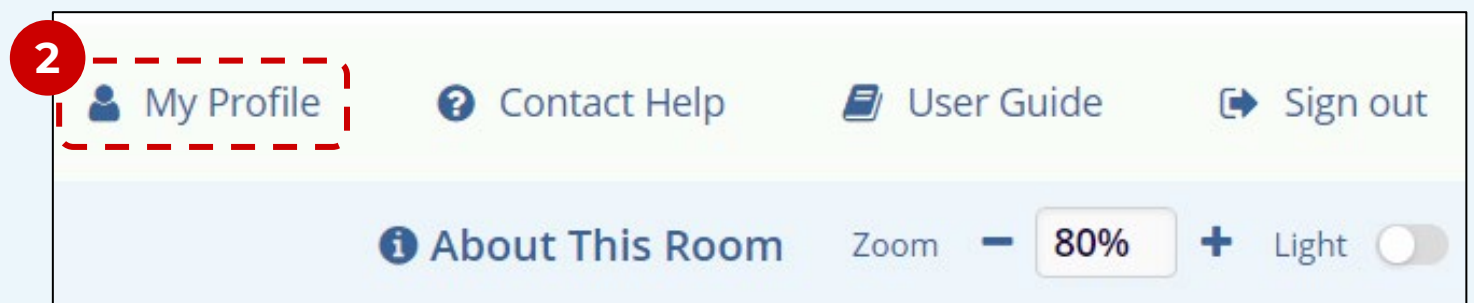
## APPLICABLE TO:

- Admin
- Manager
- Editor
- Reader
- eTMF/SSU
- Collaborate
- eISF

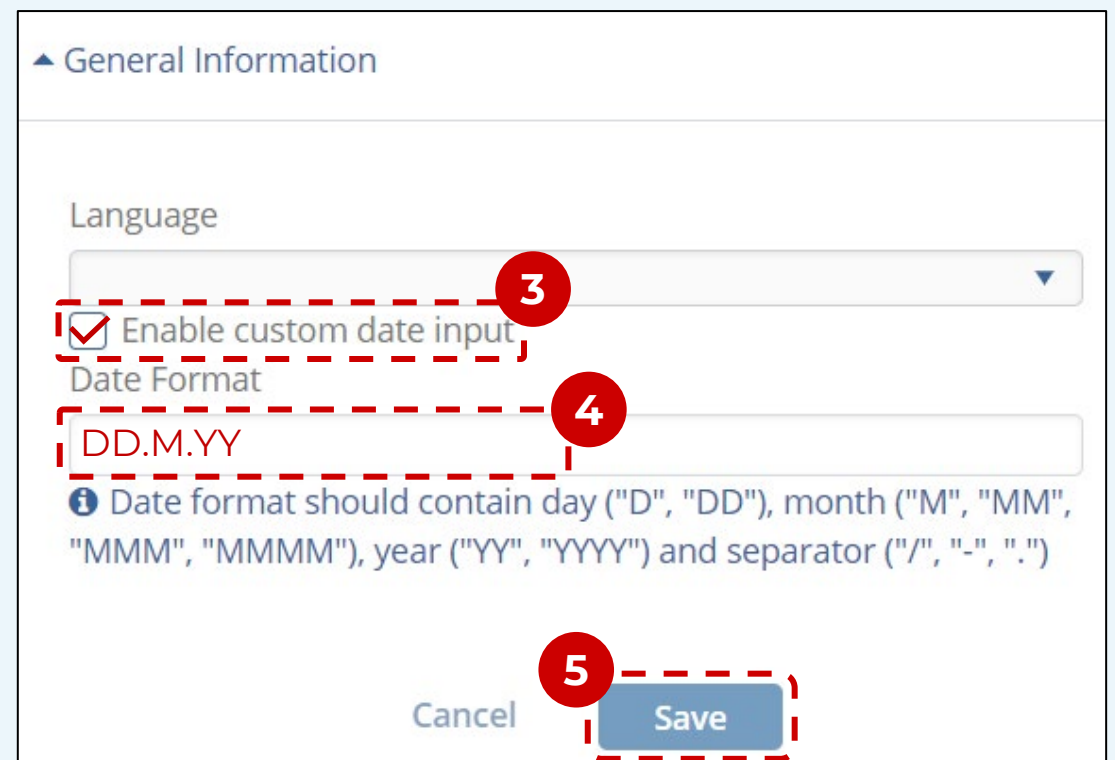
**1** After login, open the **User Name menu**.



**2** Click on **My Profile**.



**3** In the General Information frame, check **Enable custom date input**.



**4** Enter the date format you prefer (Follow the rules under the input box).

**5** Click **Save**. Date information throughout the room will now be displayed in your chosen format.



In this example, a document dated April 4<sup>th</sup>, 2025 will be displayed as "04.4.25".