

How to Set a Custom Date Format

TI version 10.7

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 4th, 2025 will be displayed as "04.4.25".