## TRIAL How to Set Default Date Format



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



- Under Main > General Information, check Enable custom date input.
- 3. Enter your preferred Date format and Click **Save**.

General Information	-
Time zone	_
Language	•
✓ Enable custom date input	•
Date Format*	
Date format should contain day ("D", "DD"), month ("M", "MI "MMM", "MMMM"), year ("YY", "YYYY") and separator ("/", "-", ".	M", ")
Cancel Save	



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



TI v10.1 Oct. 2020 Page 1 of 1