APPLICABLE TO:

- Administrators
- Room Managers
- Editors
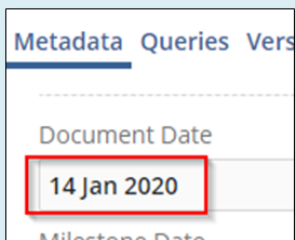- Readers

- eTMF
- Study Start-Up
- Collaborate

1. Log in to a room and navigate to **My Profile** by clicking your name in the top right corner (user name menu).
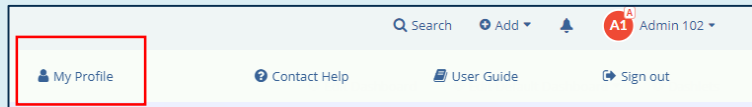
2. Under Main > General Information, check **Enable custom date input**.
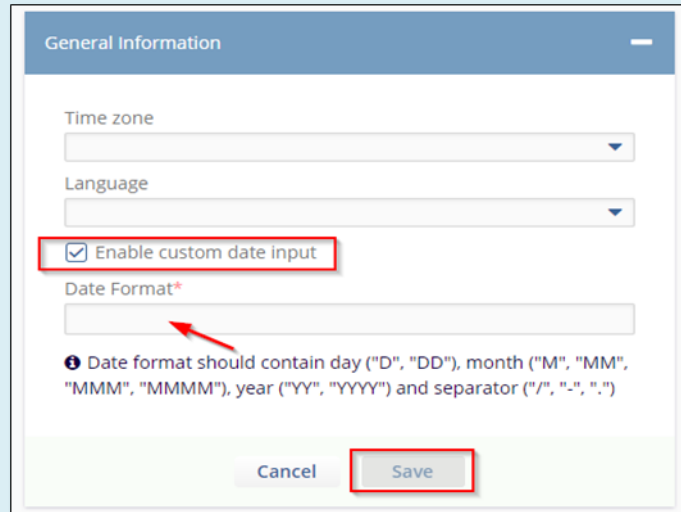
3. Enter your preferred Date format and Click **Save**.

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