

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).

		Q Search	O Add *	*	Admin 102 •
A My Profile	O Contact Help	# 05	ser Guide		🕪 Sign out

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

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

Time zone	
	-
Language	
Enable custo	m date input
Date Format*	
O Date format s	hould contain day ("D", "DD"), month ("M", "MM",
	and the second s

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.

Metadata	Queries	Vers
Docume	ent Date	
14 Jan	2020	
Miloctor	Data	

TRANSPERFECT

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