

How to Set a Custom Date Format

TI version 10.8

APPLICABLE TO:

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

TI Users can set their preferred format for date and time shown for Documents. This preference only applies to the active user and does not affect how others see date and time information, enabling seamless collaboration across cultural boundaries.

- 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”.