

# How to Set a Custom Date Format

TI version 10.8

## APPLICABLE TO:

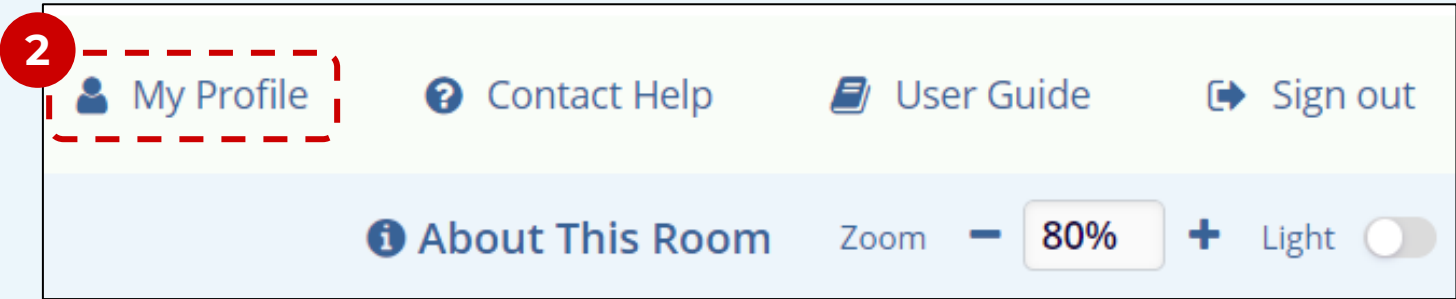
- Admin
- Manager
- Editor
- Reader
- eTMF/SSU
- Collaborate
- eISF

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**.

A screenshot of the 'General Information' settings frame. It contains a 'Language' dropdown menu, a checked checkbox for 'Enable custom date input', and a 'Date Format' input field containing 'DD.M.YY'. A red dashed box and a red circle with the number '3' highlight the 'Enable custom date input' checkbox. Another red dashed box and a red circle with the number '4' highlight the 'Date Format' input field. At the bottom, there are 'Cancel' and 'Save' buttons, with a red dashed box and a red circle with the number '5' highlighting the 'Save' button. A help text below the date format field states: 'Date format should contain day ("D", "DD"), month ("M", "MM", "MMM", "MMMM"), year ("YY", "YYYY") and separator ("/", "-", ".")'.

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 4<sup>th</sup>, 2025 will be displayed as "04.4.25".