

Time Zone & Date Settings

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Time and Date Settings are very important and should not be skipped during your Getting Started set up.

1. Point to **Tools** and click **Edit Settings**.
 2. On the main page (*Organization Defaults*) scroll down to the **Time Date Settings** section.
 3. Jackrabbit uses the US standard date format of *mm/dd/yyyy* throughout the database and it is not possible at this time to use another format **inside** the database. You can, however, choose *dd/mm/yyyy* for external (customer) views such as on the *Web Registration* form: student birthdate or on customer statements.
 4. Verify your **Time Zone** to ensure that all financial transactions and enrollment records use your area's correct date and time.
Note: Jackrabbit defaults to Eastern Time - US/Canada if this setting is not changed.
 5. If you observe daylight savings time, verify the dates and update them if needed.
 6. Click **Save Changes** on the upper left of the page.
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