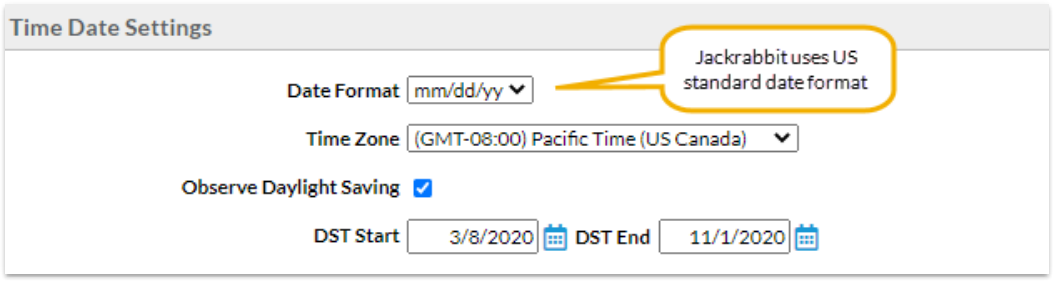
Time Zone & Date Settings

Last Modified on 06/30/2020 11:09 am EDT

In the Organization Default Settings, there are several settings for Time Zone and Dates.



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

1. Go to **Tools** > **Edit Settings** > **Organization Defaults** > **Time Date Settings**.
2. Select the *Date Format* for your organization. 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 birth date or on customer statements.
3. 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.
4. Verify the dates if you observe daylight savings time and update if needed.
5. Click **Save Changes** on the upper left of the page.