

Time Zone & Date Settings

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

1. Go to the **Gear icon > Settings > General > Organization Defaults** (left menu) > **Time & Date Settings**.
2. Select the **Date Format** for your organization. Jackrabbit uses the US standard date format of *mm/dd/yyyy* throughout the system, and it is not possible at this time to use another format **inside** the system. You can, however, choose *dd/mm/yyyy* for external (customer) views such as on the *Online 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. **Save Changes**.

Frequently Asked Questions

Q. *We use the UK date format of dd/mm for our data. If I decide to import my data, will that be a problem?*

A. Jackrabbit uses the US format of mm/dd. We should be able to convert the dates into US format for you. Realize that inside your system, all dates will be presented in US format of mm/dd/yyyy. If we have trouble converting your dates we will let you know.
